



ORDINARY MEETING OF COUNCIL

To be held at 4 pm on

Tuesday 10 December 2024

Council Chambers

11 Manning Street, KIAMA NSW 2533

Order of Business

- 1 Opening of Meeting
- 2 Webcasting Statement
- 3 Acknowledgement of Country
- 4 Statement of Ethical Obligations
- 5 Apologies
- 6 Confirmation of Minutes of Previous Meeting
- 7 Business Arising From The Minutes
- 8 Disclosure of Interest
- 9 Tabling of petitions and other documents
- 10 Public Forum Summary
- 11 Mayoral Minute
- 12 Minutes of Committees
- 13 Report of the Chief Executive Officer
- 14 Report of the Chief Operating Officer
- 15 Report of the Director Planning, Environment and Communities
- 16 Report of the Director Infrastructure and Liveability
- 17 Reports for Information
- 18 Late Items
- 19 Questions with notice
- 20 Notice of Motion
- 21 Confidential Summary
- 22 Confidential Reports
- 23 Closure

Members

Mayor
Councillor C McDonald
Deputy Mayor
Councillor M Matters
Councillor M Brown
Councillor M Cains
Councillor I Draisma
Councillor S Larkins
Councillor M Lawton
Councillor Y Tatrai
Councillor E Warren

4 December 2024

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 10 December 2024** commencing at **4 pm** for the consideration of the undermentioned business.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jane Stroud', written in a cursive style.

Jane Stroud

Chief Executive Officer

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING OF MEETING.....	5
2	WEBCASTING STATEMENT	5
3	ACKNOWLEDGEMENT OF COUNTRY	5
4	STATEMENT OF ETHICAL OBLIGATIONS	5
5	APOLOGIES	5
6	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	6
	6.1 Ordinary Council on 20 November 2024	6
7	BUSINESS ARISING FROM THE MINUTES.....	39
8	DISCLOSURE OF INTEREST	39
9	TABLING OF PETITIONS AND OTHER DOCUMENTS.....	39
10	PUBLIC FORUM SUMMARY.....	39
11	MAYORAL MINUTE.....	40
	11.1 Mayoral Minute: Christmas wishes.....	40
	11.2 Mayoral Minute: Retirement of Brian Weir PSM from the Illawarra Academy of Sport.....	41
	11.3 Mayoral Minute: Acknowledgement and Recognition of Gary Reeves, Kiama Coach Lines Bus Driver	42
12	MINUTES OF COMMITTEES.....	43
	12.1 Minutes: Tourism and Economic Advisory Committee - 28 November 2024	43
13	REPORT OF THE CHIEF EXECUTIVE OFFICER	51
	13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan - December 2024	51
	13.2 Councillor attendance to the 2025 Local Government Destination and Visitor Economy Conference.....	68
	13.3 Returns of Interest - Councillors (post local government election)	70
14	REPORT OF THE CHIEF OPERATING OFFICER.....	95

14.1	Monthly Financial Report - October 2024.....	95
15	REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES	111
15.1	Endorse for public exhibition - Creative Kiama: Cultural Plan 2025-29.....	111
15.2	Memorandum of Understanding - South Coast Arts	202
15.3	Review of Section 7.11 Contributions Levied 2022-23.....	235
16	REPORT OF THE DIRECTOR INFRASTRUCTURE AND LIVEABILITY.....	243
16.1	Maintenance of Budderoo Plateau Road	243
16.2	Proposed road naming: New road(s) to be dedicated with subdivision of 15 Golden Valley Road, Jamberoo - DA 10.2021.26.1	245
16.3	Traffic Management: Kiama Local Traffic Committee meeting - 3 December 2024	250
17	REPORTS FOR INFORMATION	256
17.1	Community Engagement Strategy - review.....	256
17.2	Model Code of Conduct Complaints Statistics 2023-24	257
17.3	Submission to the Office of Local Government - Councillor Conduct Framework.....	263
18	LATE ITEMS	271
19	QUESTIONS WITH NOTICE.....	272
19.1	Question with notice: Management of Council assets.....	272
20	NOTICE OF MOTION.....	275
20.1	Notice of motion: Amendment to clause 4.2c of the Kiama Local Environmental Plan	275
20.2	Notice of motion: Memorial planting, benches and plaques in parks and open spaces policy	278
20.3	Notice of motion: Support for Jamberoo Community Preschool	280
21	CONFIDENTIAL SUMMARY	282
21.1	Exclusion Of Press And Public:.....	282
22	CONFIDENTIAL REPORTS.....	283
22.1	Blue Haven Update - November 2024	283
22.2	Expression of Interest for Kiosk at Seven Mile Beach.....	283
23	CLOSURE	283

**AGENDA FOR THE
ORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL
HELD ON TUESDAY 10 DECEMBER 2024**

1 OPENING OF MEETING

2 WEBCASTING STATEMENT

This meeting is being recorded and made publicly available on the Council website and persons attending the meeting should refrain from making any defamatory statements.

3 ACKNOWLEDGEMENT OF COUNTRY

Kiama Municipal Council acknowledges the Traditional Custodians of Dharawal Country, the Wodi Wodi people and recognises their continued connection to the land. We pay our respects to elders past, present and emerging and the contribution that they make to our community.

4 STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of their oaths or affirmations of office under section 233A of the Act and their obligations under the Code of Conduct to disclose and appropriately manage any conflicts of interest.

5 APOLOGIES

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Ordinary Council on 20 November 2024

Attachments

- 1 Minutes - Ordinary Council - 20/11/2024 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Ordinary Council meeting held on 20 November 2024 be received and accepted.



MINUTES OF THE ORDINARY MEETING OF COUNCIL

commencing at 5pm on

WEDNESDAY 20 NOVEMBER 2024

Council Chambers
11 Manning Street, KIAMA NSW 2533

Item 6.1

Attachment 1

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

**MINUTES OF THE ORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS
ON WEDNESDAY 20 NOVEMBER 2024 AT 5PM**

PRESENT: Mayor – Councillor C McDonald (Chair)
Deputy Mayor – Councillor M Matters
Councillors M Brown, M Cains, I Draisma, S Larkins, M Lawton,
Y Tatrai and E Warren

IN ATTENDANCE: Jane Stroud – Chief Executive Officer
Ed Paterson – Acting Director Planning, Environment and Communities
Seren McKenzie – Acting Director Infrastructure and Liveability
Joe Gaudiosi – Chief Operating Officer
Olena Tulubinska – Chief Financial Officer
Stephanie Salviejo – Public Officer

PRESENTERS: Michael Kharzoo – Director - Financial Audit | NSW Audit Office
Mubashshir Hassan – Associate Director - Financial Audit | NSW Audit Office

1 OPENING OF MEETING

The Chair declared the meeting open at 5.04pm.

2 WEBCASTING STATEMENT

The Chair advised the meeting was being livestreamed and recorded and would be made publicly available on the Council website. Persons attending the meeting should refrain from making any defamatory statements.

3 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged the traditional owners:

4 STATEMENT OF ETHICAL OBLIGATIONS

The Chair reminded Councillors of their oaths or affirmations of office under section 233A of the Local Government Act 1993 and their obligations under the Code of Conduct to disclose and appropriately manage any conflicts of interest.

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

5 APOLOGIES

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Ordinary Council on 15 October 2024

24/298OC

Resolved that the Minutes and associated attachments of the Ordinary Council meeting held on 15 October 2024 be received and accepted.

(Councillors Draisma and Brown)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

6.2 Extraordinary Council on 31 October 2024

24/299OC

Resolved that the minutes of the Extraordinary Council meeting held on 31 October 2024 be received and accepted subject to the following amendments:

1. The mover and seconder for resolution 24/295OC be changed to read that is was moved by Councillor Warren and seconded by Councillor Tatrai and a division of 'all in favour' recorded.
2. Resolution 24/297OC be changed to read "Resolved that the Confidential Committee of the Whole recommendations numbered 24/295OC to 24/296OC be confirmed and adopted."

(Councillors Larkins and Brown)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

7 BUSINESS ARISING FROM THE MINUTES

Nil.

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

8 DISCLOSURE OF INTEREST**Disclosure of Interest - Councillor Larkins**

Councillor Larkins declared a pecuniary interest in item 11.2 *Congratulations to Councillor Larkins as a recipient of the LGNSW Pat Dixon Memorial Scholarship* as Councillor Larkins is the subject of the report being the recipient of the scholarship. Councillor Larkins proposed to disclose and leave the Chamber.

Disclosure of Interest - Councillor Larkins

Councillor Larkins declared a less than significant non-pecuniary interest in item 13.5 *Industry representation - Kiama Council Tourism and Economic Development Committee* as one of the successful nominees to the Committee is the partner of a person who ran on Councillor Larkins' ticket in the 2024 local government elections. Councillor Larkins proposed to disclose and vote.

Disclosure of Interest - Councillor Warren

Councillor Warren declared a less than significant non-pecuniary interest in item 15.3 *Update on draft Growth and Housing Strategy - Discussion paper and public exhibition engagement report* as Councillor Warren's previous employer is mentioned in the Strategy. Councillor Warren proposed to disclose and vote.

Disclosure of Interest - Councillor Warren

Councillor Warren declared a less than significant non-pecuniary interest in item 20.2 *Notice of Motion: s.68 Application for temporary limited use of Jamberoo Sporting Complex* as Councillor Warren's father was awarded an honorary life membership to Jamberoo Football Club and the Warren family started the Jamberoo 7s tournament over 20 years ago. Councillor Warren proposed to disclose and vote.

Disclosure of Interest - Councillor Draisma

Councillor Draisma declared a less than significant non-pecuniary interest in item 13.5 *Industry representation - Kiama Council Tourism and Economic Development Committee* as one of the successful nominees to the Committee is the partner of a person who ran on Councillor Draisma's ticket in the 2024 local government elections. Councillor Draisma proposed to disclose and vote.

Disclosure of Interest - Councillor Tatrai

Councillor Tatrai declared a less than significant non-pecuniary interest in item 13.5 *Industry representation - Kiama Council Tourism and Economic Development Committee* as one of the successful nominee to the Committee ran on Councillor Tatrai's ticket in the 2024 local government elections. Councillor Tatrai proposed to disclose and vote.

9 TABLING OF PETITIONS AND OTHER DOCUMENTS

Nil.

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

10 PUBLIC FORUM SUMMARY

Name	Item No.	Subject
Lynne Strong	15.3	Update on draft Growth and Housing Strategy – Discussion paper and public exhibition engagement report
Alan Smith	20.2	Notice of Motion: s68 application for temporary limited use of Jamberoo Sporting Complex

11 MAYORAL MINUTE**11.1 Mayor's Giving Tree 2024**

It was **moved** by Councillor McDonald that Council endorse the 2024 Mayor's Giving Tree appeal.

24/300OC

At the request of Councillor Larkins and by consent the **motion was varied and resolved** that Council endorse the 2024 Mayor's Giving Tree appeal noting that the locations are Gerringong Library and Museum, The Pavilion Kiama, the Kiama Library and Council's Customer Service Centre at 11 Manning Street Kiama.

(Councillor McDonald)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

11.2 Congratulations to Councillor Larkins as a recipient of the LGNSW Pat Dixon Memorial Scholarship

Councillor Larkins declared a pecuniary interest in this matter, disclosed and left the Chamber.

Councillor S Larkins left the meeting at 05:13 pm.

24/301OC

Resolved that Council congratulate Councillor Larkins as a recipient of the Local Government NSW Pat Dixon Memorial Scholarship, noting that:

1. A condition of the scholarship is that Councillor Larkins will provide a brief written report, signed off by the Chief Executive Officer, on completion of his study.
2. Council requires Councillor Larkins to declare receipt of these funds in his annual return to Council.

(Councillor McDonald)

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

For: Councillors Brown, Cains, Draisma, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

Councillor S Larkins returned to the meeting at 05:16 pm.

Procedural motion: in globo resolutions

24/302OC

Resolved that Council move in globo and adopt the recommendations contained within the report for items 12.1, 12.2, 12.3, 13.1, 13.2, 13.3, 13.4, 14.2, 14.5, 14.6, 17.1, 17.3 and 17.4.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

12 MINUTES OF COMMITTEES

12.1 Minutes: Audit, Risk and Improvement Committee - 23 October 2024

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/303OC

Resolved that the Minutes of the Audit, Risk and Improvement Committee meeting held on 23 October 2024 be received and accepted.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

12.2 Minutes: Finance Advisory Committee - 3 October 2024

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

24/304OC

Resolved that the Minutes of the Finance Advisory Committee meeting held on 3 October 2024 be received and accepted.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

12.3 Minutes: Infrastructure and Liveability Advisory Committee meeting – 14 August 2024

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/305OC

Resolved that Council

1. Receive and accept the Minutes of the Infrastructure and Liveability Advisory meeting held on 14 August 2024.
2. Receive and note the Committee submissions on Kiama leisure facilities and parking and traffic access.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

13 REPORT OF THE CHIEF EXECUTIVE OFFICER

13.1 For endorsement: Customer Service Charter

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/306OC

Resolved that Council adopt the Customer Service Charter and publish to the Council website.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

13.2 Performance Review Committee membership

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/307OC

Resolved that Council note that Councillor Draisma be appointed to the Performance Review Committee as the Chief Executive Officer's nomination.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

13.3 Alliance for Healthy Cities - Australian Chapter Councillor membership

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/308OC

Resolved that Council determine Councillor Lawton be the representative for the Alliance for Healthy Cities for the period to September 2025.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

13.4 2025 Ordinary Council meeting schedule

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/309OC

Resolved that Council set the 2025 dates for Ordinary Council meetings, with meetings commencing at 5pm, as follows:

Tuesday 21 January

Tuesday 18 February

Tuesday 18 March

Tuesday 15 April

Tuesday 20 May

Tuesday 17 June

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

Tuesday 15 July
Tuesday 19 August
Tuesday 16 September
Tuesday 21 October
Tuesday 18 November
Tuesday 16 December

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters,
McDonald, Tatrai and Warren

Against: Nil

13.5 Industry representation - Kiama Council Tourism and Economic Development Committee

Councillor Larkins, Councillor Draisma and Councillor Tatria each declared a less than significant non-pecuniary interest in this matter, disclosed and voted.

24/310OC

Resolved that Council:

1. Amend the Terms of Reference to increase the number of Tourism and Economic Advisory Committee industry members from four to five.
2. Accept the nominations of
 - Craig Hardy (previous member)
 - Suzanne Mansfield
 - Simon Smith
 - Ryan Rieveley
 - Tom Abood.
3. Write to the unsuccessful applicants, thanking them for their interest and informing them that there will be future opportunities for community members to join other Council committees.

(Councillors Brown and Draisma)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters,
McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

13.6 Kiama Municipal Council Annual Report 2023-24 and State of our Municipality Report 2021-24

24/311OC

Resolved that Council endorse the 2023-24 Annual Report and the State of our Municipality Report 2021-24.

(Councillors Brown and Draisma)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

24/312OC

Resolved that at this time, 5.21pm, Standing Orders be suspended for the NSW Audit Office presentation on the conduct of the audit of the 2023-24 Annual Financial Statements.

(Councillors Draisma and Cains)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

24/313OC

Resolved that at this time, 5.31pm, Standing Orders be resumed.

(Councillors Larkins and Brown)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

14 REPORT OF THE CHIEF OPERATING OFFICER

14.1 Presentation of the 2023-24 Annual Financial Statements

24/314OC

Resolved that Council present the 2023-24 Audited Financial Statements and Audit Reports to the public in accordance with sections 418 and 419 of the Local Government Act 1993.

(Councillors Brown and Tatrai)

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

Mr Kharzoo and Mr Mubashshir left the meeting at 5.34 pm.

Councillor M Cains left the meeting at 05:34 pm.

14.2 Endorse for public exhibition: Budgetary Framework Policy

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/315OC

Resolved that Council:

1. Endorse the Budgetary Framework Policy to be placed on public exhibition for a period of 28 days calling for submissions.
2. Following conclusion of the exhibition period:
 - a. Receive an updated Budgetary Framework Policy, if submissions or feedback received result in substantial change to the Policy, or
 - b. Adopt the Budgetary Framework Policy if submissions or feedback received do not result in substantial change to the Policy.

(Councillors Matters and Larkins)

For: Councillors Brown, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

14.3 Statement of Investments - October 2024

24/316OC

Resolved that Council:

1. Receive the information relating to the Statement of Investments as at 31 October 2024.
2. Note that investments with ING are \$78K (0.18%) above the 30% counterparty limit.
3. Note the outstanding amount from various disaster recovery funding grants.
4. Approve the transfer of \$1.4M from the internally restricted Waste Business Unit Reserve to Unrestricted Funds

(Councillors Draisma and Brown)

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

For: Councillors Brown, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

14.4 Quarterly Budget Review (QBR1) 2024-25

24/317OC

Resolved that Council:

1. Receive and adopt the Quarterly Budget Review Statement for the quarter ending 30 September 2024 including the operating revenue, expenditure, and capital budget adjustments.
2. Note the Long-Term Financial Plan (LTFP) will be updated and presented to Council at the February 2025 meeting.

(Councillors Larkins and Matters)

For: Councillors Brown, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

Councillor M Cains returned to the meeting at 05:36 pm.

14.5 OneCouncil Implementation Plan

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/318OC

Resolved that Council:

1. Note that the implementation of OneCouncil by 2026/27 is a requirement of the revised Performance Improvement Order issued in May 2024.
2. Acknowledge the proposed implementation plan for Release 3 of the OneCouncil software.
3. Approve a total allocation of \$4.3 million for the implementation of OneCouncil Release 3 across three financial years (2024-25, 2025-26 and 2026-27), with funding sourced as detailed in the report.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

14.6 Post exhibition endorsement: Alcohol & Other Drugs Policy for Councillors

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/319OC

Resolved that Council endorse the Alcohol and Other Drugs Policy for Councillors.
(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald Tatrai and Warren

Against: Nil

15 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES

15.1 Installation of Electric Vehicle Chargers at The Pavilion Kiama

It was **moved** by Councillor Larkins and seconded by Councillor Warren that Council:

1. Note the installation of four electric vehicle charging stations at The Pavilion Kiama.
2. Offer the use of these charging stations free of charge for the remainder of the 2024-25 Financial Year.
3. Introduce electric vehicle charging fees into the 2025-26 Fees and Charges Schedule in accordance with Section 610B of the Local Government Act 1993 as outlined in the report.

24/320OC

At the request of Councillor Draisma and by consent the **motion was varied and resolved** that Council:

1. Note the installation of four electric vehicle charging stations at The Pavilion Kiama.
2. Introduce electric vehicle charging fees into the 2024-25 Fees and Charges Schedule in accordance with Section 610B of the Local Government Act 1993 as outlined in the report.

(Councillors Larkins and Warren)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

15.2 Endorse for Gateway: Planning Proposal PP-2024-2097 - Urban Release Area Clause

24/3210C

Resolved that Council:

1. Endorse the Urban Release Area Clause Planning Proposal.
2. Submit the Planning Proposal to the Department of Planning, Housing and Infrastructure for a Gateway determination.
3. When submitting the Planning Proposal for a Gateway determination, identify that Council is seeking to be authorised as the Local Plan Making Authority.
4. Should a Gateway determination be issued, any conditions required, including public exhibition and consultation with the community, key authorities and government agencies, be actioned by staff.
5. Receive a further report regarding the finalisation of the Planning Proposal.

(Councillors Larkins and Brown)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

15.3 Update on draft Growth and Housing Strategy - Discussion paper and public exhibition engagement report

Councillor Warren declared a less than significant non-pecuniary interest in this matter, disclosed and voted.

It was **moved** by Councillor Draisma and seconded by Councillor Brown that Council:

1. Receive and note the:
 - a. Public Exhibition Engagement Report,
 - b. Discussion Paper, and
 - c. Review of Draft Housing Strategy.
2. Publish copies of the above documents on Council's website and provide updates to those who made submissions of the draft.
3. Require an updated Draft Strategy be prepared based on the findings in the above documents.
4. Require the updated Draft Strategy be reported back to Council in February 2025 for consideration and to enable further community consultation.

An **amendment was moved** by Councillor Cains and seconded by Councillor Brown that Council:

1. Receive and note the:

MINUTES OF THE ORDINARY MEETING**20 NOVEMBER 2024**

- a. Public Exhibition Engagement Report,
 - b. Discussion Paper, and
 - c. Review of Draft Housing Strategy.
2. Publish copies of the above documents on Council's website and provide updates to those who made submissions of the draft.
 3. Require an updated Draft Strategy be prepared based on the findings in the above documents.
 4. Require the revised Draft Strategy be reported back to Council in February 2025 for consideration and to enable further community consultation, and report the revised Strategy no later than to the June 2025 meeting of Council.

Councillor Lawton foreshadowed a further amendment to include two additional points to the recommendation.

Councillor Brown raised a **point of order** that the amendment could not be considered by the Council until it had been seconded. The Chair agreed and called for a seconder to the amendment, which Councillor Brown did.

The amended motion on being put **was carried**.

For: Councillors Brown, Cains, Lawton, Matters, McDonald, Tatrai and Warren

Against: Councillors Draisma and Larkins

A further amendment was **moved** by Councillor Lawton and seconded by Councillor Matters that Council:

1. Receive and note the:
 - a. Public Exhibition Engagement Report,
 - b. Discussion Paper, and
 - c. Review of Draft Housing Strategy.
2. Publish copies of the above documents on Council's website and provide updates to those who made submissions of the draft.
3. Require an updated Draft Strategy be prepared based on the findings in the above documents.
4. Require the revised Draft Strategy be reported back to Council in February 2025 for consideration and to enable further community consultation, and report the revised Strategy no later than to the June 2025 meeting of Council.
5. Should the West Kiama/Springside Hill development proposal be adopted by the Minister Council will reconsider the extent of urban expansion recommended in the Draft Growth & Housing Strategy.
6. Request the Minister to ensure a heritage significant report is undertaken for the West Kiama proposal that reflects NSW Heritage Council Guidelines for State Heritage Significance because of its aesthetic, historic, cultural, natural

MINUTES OF THE ORDINARY MEETING**20 NOVEMBER 2024**

and representative significance prior to his final determination of the Springside Hill proposal.

During debate on this matter it became apparent to Councillor Draisma that she had a conflict.

Disclosure of Interest - Councillor Draisma

Councillor Draisma declared a significant non-pecuniary interest in this matter as the resolution was amended to include her employer, The Hon Paul Scully MP. Councillor Draisma disclosed and left the Chamber.

Councillor I Draisma left the meeting at 06:07 pm.

At the request of Councillor Brown, and by consent the **amended motion was varied** to read as follows –

That Council:

1. Receive and note the:
 - a. Public Exhibition Engagement Report,
 - b. Discussion Paper, and
 - c. Review of Draft Housing Strategy.
2. Publish copies of the above documents on Council's website and provide updates to those who made submissions of the draft.
3. Require an updated Draft Strategy be prepared based on the findings in the above documents.
4. Require the revised Draft Strategy be reported back to Council in February 2025 for consideration and to enable further community consultation, and report the revised Strategy no later than to the June 2025 meeting of Council.
5. Reconsider the extent of urban expansion recommended in the Draft Growth & Housing Strategy, should the West Kiama/Springside Hill development proposal be adopted by the Minister.
6. Request the Minister to ensure a heritage significant report is undertaken for the West Kiama proposal that reflects NSW Heritage Council Guidelines for State Heritage Significance because of its aesthetic, historic, cultural, natural and representative significance prior to his final determination of the Springside Hill proposal.

Administrative changes to the amended motion were suggested by the CEO to ensure the lawfulness of the motion, which were **accepted by the mover**:

That Council:

1. Receive and note the:
 - a. Public Exhibition Engagement Report,
 - b. Discussion Paper, and
 - c. Review of Draft Housing Strategy.

MINUTES OF THE ORDINARY MEETING**20 NOVEMBER 2024**

2. Publish copies of the above documents on Council's website and provide updates to those who made submissions of the draft.
3. Require an updated Draft Strategy be prepared based on the findings in the above documents.
4. Require the revised Draft Strategy be reported back to Council in February 2025 for consideration and to enable further community consultation, and report the revised Strategy no later than to the June 2025 meeting of Council.
5. Reconsider the extent of urban expansion recommended in the Draft Growth & Housing Strategy, should the West Kiama/Springside Hill development proposal be adopted by the Minister of Planning and Public Spaces.
6. Delegate to the CEO to prepare correspondence to the Minister of Planning and Public Spaces to consider undertaking a heritage significant report that reflects NSW Heritage Council Guidelines and which relates to the Springside Hill planning proposal.

Further variations to the amended motion were requested to point 6:

Councillor Cains requested -

6. Delegate to the CEO to prepare correspondence to the Minister of Planning and Public Spaces to consider undertaking a heritage significant report that reflects NSW Heritage Council Guidelines to the extent to which it relates to the Springside Hill planning proposal.

Councillor McDonald requested for consistency that the words West Kiama be added before Springside Hill.

Councillor Warren requested that the word "significant" be changed to "significance".

These **variations were accepted by the mover.**

Councillor Larkins foreshadowed that should the amendment proceed, given the declaration that was made by Councillor Draisma, he would replace being the mover of the motion regardless of the outcome of the vote on the amendment.

The amended motion on being put **was carried.**

For: Councillors Brown, Cains, Lawton, Matters, McDonald, Tatrai and Warren

Against: Councillor Larkins

The amended motion became the motion.

24/322OC

Resolved that Council:

1. Receive and note the:
 - a. Public Exhibition Engagement Report,
 - b. Discussion Paper, and
 - c. Review of Draft Housing Strategy.

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

2. Publish copies of the above documents on Council's website and provide updates to those who made submissions of the draft.
3. Require an updated Draft Strategy be prepared based on the findings in the above documents.
4. Require the revised Draft Strategy be reported back to Council in February 2025 for consideration and to enable further community consultation, and report the revised Strategy no later than to the June 2025 meeting of Council.
5. Reconsider the extent of urban expansion recommended in the Draft Growth & Housing Strategy, should the West Kiama/Springside Hill development proposal be adopted by the Minister of Planning and Public Spaces.
6. Delegate to the CEO to prepare correspondence to the Minister of Planning and Public Spaces to consider undertaking a heritage significance report that reflects NSW Heritage Council Guidelines to the extent to which it relates to the West Kiama/Springside Hill planning proposal.

(Councillors Larkins and Brown)

For: Councillors Brown, Cains, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

Councillor I Draisma returned to the meeting at 06:12 pm.

15.4 Quarterly Development Assessment & Housing Approvals/Completion Report - July to September 2024

24/323OC

Resolved that Council:

1. Receive and note the Development Assessment timeframes and housing approvals and completions between July-September 2024.
2. Note that a similar report will be provided at the ordinary February 2025 meeting for the October-December 2024 period.
3. Continue to advocate changes to the Council League Table calculation method to ensure that additional information requests (ie stop the clock), amended plans (ie revised proposal) and Land and Environment Court deemed refusal timeframes are acknowledged and excluded from the Council assessment times.

(Councillors Brown and Draisma)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

15.5 Determination of Development Application No 10.2023.179.1 - 105-107 Fern Street, Gerringong

24/324OC

Resolved that Council:

1. Grant deferred commencement consent to Development Application No 10.2023.179.1 under Section 4.16(3) of the Environmental Planning and Assessment Act 1979, subject to conditions as attached to this report. These include the deferred commencement condition that an easement is to be secured over the western neighbouring public parking area for access and drainage, prior to the consent being made operational.
2. Advise persons who made a submission to Development Application No 10.2023.179.1 of Council's decision.

(Councillors Matters and Cains)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

15.6 Determination of Development Application No 10.2024.64.1 - 85 Barney Street, Kiama

24/325OC

Resolved that Council:

1. Support the request to vary a development standard made pursuant to Clause 4.6 of Kiama LEP 2011 for the variation to the height of building standard.
2. Approve Development Application No 10.2024.64.1 for a new dual occupancy (Detached) and subdivision (Torrens Title) - construction of dual occupancy and associated Torrens Title subdivision subject to the appropriate conditions of consent as attached to the report.
3. Advise persons who made a submission on Development Application No 10.2024.64.1 of Council's decision.

(Councillors Cains and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Matters, McDonald, Tatrai and Warren

Against: Councillor Lawton

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

15.7 Quarterly Compliance Report - July to September 2024

24/326OC

Resolved that Council:

1. Receive and note the compliance activities undertaken by the Environment & Compliance team between July-September 2024.
2. Note that a similar report will be provided at the Ordinary February 2025 Meeting for the October-December 2024 period.
3. Note that a draft Enforcement/Compliance Report will be reported to Council early 2025 to commence community engagement.

(Councillors Draisma and Brown)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

15.8 Current legal matters - status update as at 30 September 2024

24/327OC

Resolved that Council receive this legal status update summary report and note that the following approximate amounts have been expended as at 30 September 2024 on the legal matters itemised in the attachment since the commencement of each individual proceeding:

- NSW Land & Environment Court = \$682,670.26
- NSW Civil & Administrative Tribunal matters = \$13,960.98
- Supreme Court matters = \$64,760.48
- Federal Court matters = \$3,772,125.03 (excludes settlement amount)
- Local Court matters - \$23,809.90
- Blue Haven = \$350,330.70
- General legal/Probity advice = \$101,157.88
- Councillor Code of Conduct related matters = \$4,576.00

TOTAL = \$5,013,391.23 (excludes settlement amount)

(Councillors Draisma and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING**20 NOVEMBER 2024****16 REPORTS FOR INFORMATION**

The following Reports for Information listed for the Council's consideration are received and noted:

- 16.1 Kiama Coastline Coastal Management Program certified and published in the NSW Government Gazette
- 16.2 Christmas / New Year - annual close down period.

17 REPORT OF THE DIRECTOR INFRASTRUCTURE AND LIVEABILITY**17.1 Response to Notice of Motion: Seven Mile Beach Landcare Group**

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/328OC

Resolved that Council

1. Fund the immediate weed management of up to \$15,000 to be undertaken at the Seven Mile Beach Reserve for the 2024/25 financial year.
2. Allocate the funds of \$15,000 from the Crown Lands Reserve Management Fund.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

17.2 Traffic Management: Kiama Local Traffic Committee meeting – 5 November 2024**24/329OC**

Resolved that Council receive the Minutes of the Kiama Local Traffic Committee meeting of 5 November 2024 and the following recommendations be adopted:

1. **24/031LTC** the traffic changes associated with the Gerringong Christmas Street Parade on Saturday the 21 December 2024 from 8:00 a.m. to 1:00 p.m. be approved subject to the following conditions:
 - The event organiser obtains a Road Occupancy Approval under S138 of the Roads Act from Council.
 - The event organiser complies with the Traffic Management Plan.
 - Notification of the closures be given to Police, local emergency services, businesses and affected residents by the event organizer.

MINUTES OF THE ORDINARY MEETING**20 NOVEMBER 2024**

- Notification of the closures shall be placed on Council's website a minimum of seven days prior to the event.
 - The organiser to liaise with Kiama Coaches to allow an alternate route to be planned.
2. **24/032LTC** the temporary road closures associated with the Changing Tides Festival between 13 and 17 December 2024 subject to organisers complying with the following conditions:
- The event organiser complies with the Traffic Management Plans.
 - The organisers shall be responsible for the supply, erection and removal of all traffic control devices, equipment and personnel associated with the implementation of the approved Traffic Management Plan.
 - Lodgement with Council of an application for a Section 138 Roads Act permit and payment of associated fee.
 - Notification of proposed traffic changes be given to police, local emergency services, businesses and residents effected by the closure.
 - An advertisement be placed in the local media advising of the closure and traffic changes.
 - Proof of public liability insurance complying with the Australian Prudential Regulatory Authority (APRA) being provided to Council prior to the event.
 - The organiser to incorporate water filled barriers as hostile vehicle barriers at each of the closure points on Bong Bong and Manning Streets.
3. **24/033LTC** the traffic changes associated with the Kiama Show from Friday 24 January 2025 to the evening of Saturday 25 January 2025 be approved, subject to organisers complying with the following conditions:
- The event organiser complies with the Traffic Management Plan.
 - Local residents of Bong Bong Street, east of Manning Street, are letterbox dropped to inform them of the closure and advise them to move vehicles out of the road closure area, and any parking areas to be occupied separately.
 - Notification of the closures be given to Police, local emergency services, businesses and affected residents.
 - An advertisement be placed in the local media advising of the closure a minimum of seven days prior to the event.
 - A revised TGS current for the event duration shall be submitted to Council with the Road Occupancy application at least 10 days prior to the event.
 - The event organiser has authorised traffic controllers at the two closure points, and staff be available to move the hostile vehicle barrier as required.
 - The event organiser is required to provide authorised traffic controllers on the north western side of the driveway to Chittick Oval, and the Anglican Church to manage large animal movements and pedestrian safety.

(Councillors Larkins and Draisma)

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

17.3 Easement over Bourrool Lane, Kiama for adjoining development at 19-21 Bourrool Street, Kiama

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/330OC

Resolved that Council:

1. Approve the easement over Bourrool Lane (Lot 4 DP 774101), Kiama for drainage purposes as outlined within the attached diagram.
2. Determine the compensation value of \$5,000 (excl GST) payable by the applicant as recommended by Council's Valuer.
3. Approve the creation an easement over the laneway for drainage purposes pursuant to Section 88B *Conveyancing Act 1919* over Lot 4 DP 774101.
4. Delegate to the CEO and/or Mayor authority to execute any necessary documentation associated with the new easement and use of the Council seal if required.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

17.4 Woolworths - Easement for carparking

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/302OC.

24/331OC

Resolved that Council

1. Release the current easement for parking and pedestrian access and create a new easement as noted on the proposed s88B instrument outlined within this report.
2. Delegate to the CEO and/or Mayor authority to execute any necessary documentation associated with the new easement and use of the Council seal if required.

(Councillors Matters and Larkins)

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

18 LATE ITEMS

Procedural motion: matter of urgency

24/332OC

Resolved that in accordance with clause 3.42 of the Code of Meeting Practice, supplementary items 18.1 *Australian Coastal Councils Association - NSW member nomination* and 18.2 *Water and sewerage supply and upgrades to Kiama Local Government Area* are considered urgent on the grounds that they require a decision of the Council before the next scheduled ordinary meeting on Tuesday 10 December 2024.

(Councillors Brown and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

18.1 Australian Coastal Councils Association - NSW member nomination

24/333OC

Resolved that Council endorses Councillor Larkins' nomination as a candidate for election to be a NSW representative on the Australian Coastal Councils Association Committee of Management for 2024-25

(Councillors Brown and Draisma)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

18.2 Water and sewerage supply and upgrades to Kiama Local Government Area

24/334OC

Resolved that Council seeks an urgent meeting with the Minister for Water, The Hon Rose Jackson and relevant staff of Sydney Water.

(Councillors Larkins and Draisma)

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

19 QUESTIONS WITH NOTICE

19.1 Question with notice: The Fresh Start for Local Government Apprentices, Trainees and Cadets Program - Cr Larkins

Question

Could Council please advise whether it will be applying for funding under NSW Government's "The Fresh Start for Local Government Apprentices, Trainees and Cadets Program" for hiring apprentices and/or trainees in local government? If so, what areas of Kiama Council are likely to benefit or access this program?

A response to this question was provided in the report to Council.

20 NOTICE OF MOTION

20.1 Notice of Motion: Jamberoo Mountain Road and traffic management concerns

It was **moved** by Councillor Cains and seconded by Councillor Tatrai that Council:

1. Write to the NSW Minister for Regional Transport and Roads the Hon Jenny Aitchinson requesting a meeting with the Minister to discuss:
 - a. The reduction in speed along Jamberoo Road from 80 kms per hour to 60 kms per hour; and
 - b. Funding arrangements for Jamberoo Mountain Road.
2. Requests the Member for Kiama, Gareth Ward, assists with arranging this meeting and his attendance at said meeting.
3. Oppose the changes to speed zones along Jamberoo Mountain Road and put to Transport for NSW and the Minister, Council's position.
4. Request that Transport for NSW and the NSW Government resume ownership and maintenance of Jamberoo Mountain Road.

At the request of Councillor Draisma and by consent **the motion was varied** to read as follows –

That Council:

1. Write to the NSW Minister for Regional Transport and Roads the Hon Jenny Aitchinson requesting a meeting with the Minister to discuss:
 - a. The State Government's decision to reduce the speed along Jamberoo Road from 80 kms per hour to 60 kms per hour; and

MINUTES OF THE ORDINARY MEETING**20 NOVEMBER 2024**

- b. Funding arrangements for Jamberoo Mountain Road.
2. Requests the Member for Kiama, Gareth Ward, assists with arranging this meeting and his attendance at said meeting.
3. Oppose the changes to speed zones along Jamberoo Mountain Road and put to Transport for NSW and the Minister, Council's position.
4. Request that Transport for NSW and the NSW State Government resume maintenance of Jamberoo Mountain Road.

Councillor Draisma raised a **point of order** that Councillor Cains could not amend the motion as he was the mover. The Chair agreed and called for a mover to the amendment.

An **amended motion was moved** by Councillor Warren and seconded by Councillor Lawton that Council:

1. Write to the NSW Minister for Regional Transport and Roads the Hon Jenny Aitchinson requesting a meeting with the Minister to discuss:
 - a. The State Government's decision to reduce the speed along Jamberoo Road from 80 kms per hour to 60 kms per hour; and
 - b. Funding arrangements for Jamberoo Mountain Road.
2. Requests the Member for Kiama, Gareth Ward, assists with arranging this meeting and his attendance at said meeting.
3. Oppose the changes to speed zones along Jamberoo Mountain Road and put to Transport for NSW and the Minister, Council's position.
4. Request that Transport for NSW and the NSW Government resume maintenance of Jamberoo Mountain Road.

Councillor Cains accepted the amendment to the motion, along with an administrative correction to point 3 removing the word "Mountain".

24/335OC

Resolved that Council:

1. Write to the NSW Minister for Regional Transport and Roads the Hon Jenny Aitchinson requesting a meeting with the Minister to discuss:
 - a. The State Government's decision to reduce the speed along Jamberoo Road from 80 kms per hour to 60 kms per hour; and
 - b. Funding arrangements for Jamberoo Mountain Road.
2. Requests the Member for Kiama, Gareth Ward, assists with arranging this meeting and his attendance at said meeting.
3. Oppose the changes to speed zones along Jamberoo Road and put to Transport for NSW and the Minister, Council's position.
4. Request that Transport for NSW and the NSW Government resume maintenance of Jamberoo Mountain Road.

(Councillors Cains and Tatrai)

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

20.2 Notice of Motion: s.68 Application for temporary limited use of Jamberoo Sporting Complex

Councillor Warren declared a less than significant non-pecuniary interest in this matter, disclosed and voted.

It was **moved** by Councillor Warren and seconded by Councillor Tatrai that Council authorise a section 68 (Local Government Act) application, to allow the limited use of Jamberoo Sporting Complex as a temporary campsite (maximum 75 site campsites) for the duration of the annual Jamberoo 7's soccer tournament. The location of the camping area is the small paddock to the East of the Jamberoo Tennis courts.

24/336OC

At the request of Councillor Draisma and by consent **the motion was varied and resolved** that Council delegate authority to the Chief Executive Officer to provide landowners' consent to the Jamberoo Football Club for the lodgement of the necessary Development Application and Activity Application for the temporary use of Lot 372 DP 802199 as a campground with a maximum of 75 campsites for the duration of the annual Jamberoo 7's soccer tournament in February 2025.

(Councillors Warren and Tatrai)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

21 CONFIDENTIAL SUMMARY

Public Representations:

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

21.1 Exclusion Of Press And Public:

24/337OC

Resolved that in accordance with Sections 10 and 10A of the Local Government Act, 1993 as amended, Council close the meeting of the Confidential Committee of

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

the Whole to the Press and Public to deal with the following matters on the grounds as detailed below.

22.1 JAMBEROO MOUNTAIN ROAD TRAFFIC CONTROLS - RESULTS OF REQUEST FOR QUOTATION THROUGH LOCAL GOVERNMENT PROCUREMENT VENDOR PANEL

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.

22.2 WASTE DEED OF AGREEMENT BETWEEN SHELLHARBOUR CITY COUNCIL AND KIAMA MUNICIPAL COUNCIL

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.

22.3 BLUE HAVEN UPDATE - OCTOBER 2024

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 and 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.

22.4 BLUE HAVEN COMMUNITY TRANSPORT CONTRACT NOVATION

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

(Councillors Draisma and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

24/338OC

Resolved that at this time, 7:33pm, Council form itself into a Confidential Committee of the Whole to deal with matters listed in the recommendations of the confidential reports.

(Councillors Draisma and Brown)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

22 CONFIDENTIAL REPORTS

Procedural motion: in globo resolutions

24/339OC

Committee recommendation that Council move in globo and adopt the recommendations contained within the report for items 22.1, 22.3 and 22.4.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

22.1 Jamberoo Mountain Road Traffic Controls - Results of Request for Quotation through Local Government Procurement Vendor Panel

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/339OC.

24/340OC

Committee recommendation that Council:

1. in accordance with clause 178(1)(a) of the Local Government (General) Regulation 2021, accept the Quotation for Traffic Control on Jamberoo Mountain Road made through the Local Government Procurement Contract LGP 113-2 for a total amount up to \$400,000 (inc GST), noting this is in addition to the already approved 10 week period of Traffic Control.
2. delegate to the Chief Executive Officer the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
3. grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

22.2 Waste Deed of Agreement Between Shellharbour City Council and Kiama Municipal Council

24/341OC

Committee recommendation that Council:

1. delegate authority to the Chief Executive Officer to finalise and execute the Waste Deed of Agreement between Kiama Municipal Council and Shellharbour City Council
2. grant authority for the use of the Common Seal of Council on the Waste Deed of Agreement and any other documentation, should it be required, to give effect to this resolution.
3. acknowledge the increase in waste disposal costs due to unavoidable third party provider fee increases.
4. delegate authority to the Chief Executive Officer to explore the market for better value for money options for waste disposal for Kiama Municipal Council and report back to Council by June 2025.

(Councillors Brown and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

22.3 Blue Haven Update - October 2024

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/339OC.

24/342OC

Committee recommendation that Council note the information provided in the Blue Haven update report for October 2024.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

22.4 Blue Haven Community Transport Contract Novation

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 24/339OC.

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

24/343OC

Committee recommendation that Council:

1. Receives, that by a selective Expression of Interest process Council invited submissions in relation to the transfer of its seniors transport program Blue Haven Community Transport.
2. notes that Transport for New South Wales has approved the novation of Council's contract to provide transport services in the Kiama Local Government Area from 1 December 2024 to Coast and Country Community Services Ltd.

(Councillors Matters and Larkins)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

Close of Confidential Committee of the Whole:

24/344OC

Committee recommendation that at this time, 7.38pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Larkins and Matters)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald and Warren

Against: Councillor Tatrai

Adoption of Report

The Chief Executive Officer formally reported the recommendations of the Confidential Committee of the Whole more particularly set out above.

24/345OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 24/339OC to 23/344OC be confirmed and adopted.

(Councillors Brown and Cains)

For: Councillors Brown, Cains, Draisma, Larkins, Lawton, Matters, McDonald, Tatrai and Warren

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 NOVEMBER 2024

23 CLOSURE

There being no further business the meeting closed at 7.43pm.
These Minutes were confirmed at the Ordinary Meeting of Council held on 10 December 2024.

.....
Mayor

Item 6.1

Attachment 1

7 BUSINESS ARISING FROM THE MINUTES

8 DISCLOSURE OF INTEREST

9 TABLING OF PETITIONS AND OTHER DOCUMENTS

10 PUBLIC FORUM SUMMARY

11 MAYORAL MINUTE

11.1 Mayoral Minute: Christmas wishes

Attachments

Nil

Enclosures

Nil

RECOMMENDED

That Council extends to all, the wish for a happy and peaceful Christmas and for a safe and prosperous New Year.

We're now coming to the end of what's been an incredibly busy year, with lots of significant challenges, but also plenty of achievements that we should all take time to remember and celebrate.

I would like to thank my fellow Councillors, our hard-working our staff and our incredible community for being part of our journey of the last 12 months.

I am as always grateful for the opportunity to serve this wonderful community.

I'm inspired by the acts of generosity and compassion that I witness daily, and I look forward to continuing our work together to ensure this special place continues to thrive and flourish.

Please enjoy the holiday season and I wish each and every one of you the best of health and happiness in 2025.

.

11.2 Mayoral Minute: Retirement of Brian Weir PSM from the Illawarra Academy of Sport**Attachments**

Nil

Enclosures

Nil

Item 11.2

RECOMMENDED

That Council formally congratulates Mr Brian Weir, PSM on his tenure with the Illawarra Academy of Sport and thank him for his contribution to the holistic development of the Academy's talented, young local athletes.

Report

Brian Weir's tenure with the Illawarra Academy of Sport (IAS), as the representative of the Mayor of Shellharbour City Council, formally commenced in 1987. Over the years Brian held a variety of positions with the IAS Board including Director, Risk, Finance and Audit subcommittee chair, and nineteen years as President (1998-2017).

As President, Brian ensured each Member's contribution was valued and the Board operated in an open and inclusive manner. His skills in facilitating discussion, assessment and enquiry not only ensured that each member's contribution was considered but that best use was made of the skills, knowledge and experience from each representative.

Brian was also a representative rugby player and toured South Africa as a member of the 1969 Wallaby touring team. His rugby experience developed a keen understanding of the benefits of broadening an athlete's perspective of factors outside the field of play, through squad tours and how those elements can influence performance. Brian's approach ensured young athletes not only received high quality sports development but also graduate from the IAS as outstanding sporting citizens.

Brian's commitment over more than three decades to the IAS has been truly outstanding and his continuing efforts stand him above the general body of IAS members. Awarded the honour of Life Membership in November 2008, Brian concluded his tenure with the IAS at the 2024 AGM. He leaves the IAS content that he has played a significant hand in establishing an organisation which nurtures the holistic development of young, talented, local athletes.

Brian is a highly respected community leader and administrator in the region, serving as Town Clerk and then General Manager of Shellharbour City Council for over 25 years.

Brian was awarded the Public Service Medal in the 2009 Queen's Birthday Honours for his service to the community.

11.3 Mayoral Minute: Acknowledgement and Recognition of Gary Reeves, Kiama Coach Lines Bus Driver**Attachments**

Nil

Enclosures

Nil

Item 11.3

RECOMMENDED

That Council formally acknowledges and thank Gary Reeves, Kiama Coach Lines bus driver for his bravery and swift action in an emergency where the vehicle carrying thirty-three (33) primary school aged children caught ablaze on Collins Street, Kiama on 28 November 2024.

Report

On 28 November 2024 a local school bus carrying 33 primary school aged children Kiama school students were safely evacuated after a school bus caught fire in Kiama. The bus fire closed parts of Kiama's CBD.

Children on the bus alerted the driver Gary they could smell smoke, prompting the driver to pull over and discover the fire. Gary took swift action to evacuate the children safely and calmly.

Two fire trucks and eight fire fighters took 15 minutes to extinguish the blaze on Collins Street, which had closed traffic in the area. Council crews and local specialist firm Avcon assisted in the clean-up and ensuring the site was appropriately environmentally managed and cleaned.

The bus driver Gary Reeves and a local woman were hailed as heroes after rescuing the 33 children. Community response to their actions was extremely positive and Kiama Council echoes its thanks for averting any potential tragedy or injury.

Council would like to acknowledge Gary Reeves for his calm, professional response and brave actions and on behalf of all residents of Kiama LGA we extend our thanks and appreciation for his actions. Council also extends its thanks to emergency response crews, staff and local contractors involved.

12 MINUTES OF COMMITTEES

12.1 Minutes: Tourism and Economic Advisory Committee - 28 November 2024

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 Minutes - Tourism and Economic Advisory Committee - 28/11/24 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Tourism and Economic Advisory Committee meeting held on 28 November 2024 be received and accepted.

Background

The Minutes of the Tourism and Economic Advisory Committee are attached to this report.



**MINUTES OF THE
TOURISM & ECONOMIC ADVISORY
COMMITTEE MEETING**

commencing at 4pm on

THURSDAY 28 NOVEMBER 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

**MINUTES OF THE
TOURISM AND ECONOMIC ADVISORY COMMITTEE
HELD AT KIAMA MUNICIPAL COUNCIL
ON THURSDAY 28 NOVEMBER 2024 AT 4PM**

PRESENT: Councillor Matt Brown (Chair),
Councillor Erica Warren
Councillor Yasmin Tatrai
Suzanne Mansfield
Ryan Rieveley
Cathryn Lyall

ATTENDEES: Sally Bursell – Manager Tourism and Events

Sally Bursell acted as returning officer and brought forward item 6.1 point 3 to address the appointment of the Chair.

It was moved by Councillor Tatrai and seconded by Councillor Warren that Councillor Brown be appointed as Chair.

6.1 Committee Terms of Reference and Election of Chairperson

24/037TEAC

Committee recommendation that the Tourism and Economic Advisory Committee appoint Councillor Matt Brown for the Committee.

(Councillors Tatrai and Warren)

1 APOLOGIES

Procedural motion

24/038TEAC

Resolved that the apologies tendered from members Tom Abood, Simon Smith and Craig Hardy be accepted and leaves of absence granted.

(Councillors Tatrai and Lyall)

Apologies were also received from attendees Jane Stroud (CEO), Ed Paterson (Director Planning, Environment and Communities) and Cheryl Lappin (Manager Planning and Economic Development).

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Chair acknowledged the traditional owners.

3 DECLARATIONS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Tourism and Economic Advisory Committee meeting on 18 July 2024

[24/039TEAC](#)

[Committee recommendation](#) that the Minutes of the Tourism and Economic Advisory Committee meeting held on 18 July 2024, and reported to the 13 August 2024 Council meeting, be received and accepted.

(Councillors Tatrai and Warren)

5 BUSINESS ARISING FROM THE MINUTES

The Chair explained the Destination Kiama funding program, noting:

- Funding applications received are assessed against criteria and based on the economic benefit they would bring to the region, as well as aligning with Destination Kiama and Council action and delivery plans.
- The Destination Event Funding guidelines that applicants must read, list the assessment criteria.
- Destination Event Funding can be applied in a number of ways, such as extending reach of event marketing or in-kind assistance such as venue hire or waste collection.
- Organisers must produce a post event report that clearly demonstrates the number of people the event attracted from outside the area. Council event staff can provide to them, retrospective Spendmapp data for the area, demonstrating any peaks that may have occurred during the event.
- The post event report must also detail how funding was expended and respond to templated headings that provide detail into the overall success of the event. Post event reports must be submitted before the final funding tranche is released.
- Council needs to satisfy ratepayers that value for money is achieved.
- Part of the assessment criteria requested they illustrate they are planning for self sufficiency in the future to reduce reliance on KMC funding.

It was suggested that post event reporting also capture data specifically, on whether the event was the reason for coming to Kiama.

6 REPORT OF THE MANAGER TOURISM AND EVENTS

24/040TEAC

Committee recommendation that the Tourism and Economic Advisory Committee:

1. Review its Terms of Reference and determine the term of appointment for industry representatives as being for the full term of the Council.
2. Update the Terms of Reference to reflect proposed changes.

(Councillors Lyall and Warren)

Discussion points:

- On reviewing the Terms of Reference, the Committee suggested that:
 - Industry representatives will remain members for the term of the Council, effectively removing the line in the Terms of Reference regarding 50% reappointment after 2 years.
 - The CEO or delegate remain as a member of the Committee.
 - Note there may be further changes to the terms pending a decision on the Economic Development Officer role.
- The Chair provided a history of the development of the Tourism and Economic Advisory Committee and explained how the Destination Kiama Partnership program worked and the importance of this program.

6.2 Committee membership

24/041TEAC

Resolved that the Tourism and Economic Advisory Committee confirm its membership as follows:

- Councillor Matt Brown
- Councillor Erica Warren
- Councillor Yasmin Tatrai
- CEO or representative
- Craig Hardy
- Suzanne Mansfield
- Simon Smith
- Ryan Rieveley
- Tom Abood
- Cathryn Lyall (or delegate) – Kiama and District Business Chamber representative.

(Councillors Rieveley and Mansfield)

The report introduced members, with a formal introduction and background sharing scheduled at the next meeting when the full committee is in attendance.

6.3 Ongoing activities and strategic focus

24/042TEAC

Committee recommendation that the Tourism and Economic Advisory Committee receive and note this report on the ongoing activities and strategic focus of the Tourism & Events team and the Planning & Economic Development team.

(Councillors Mansfield and Tatrai)

Discussion points

- The functions of each team were explained:
 - Tourism and Events –Visitor Information Centre (VIC), destination marketing, destination and major events, and The Pavilion, Kiama.
 - Economic Development and Planning – development assessment, certification, planning and economic development.
- A SWOT analysis of both the VIC and The Pavilion Kiama was discussed. This was completed as part of the Service Reviews completed mid-2024. If publicly available, these service review reports will be considered at the next meeting.
- Noted that the development application process for events on public land has been removed and organisers now apply for a temporary licence, which still undergoes internal assessments and due diligence much like a DA would, but streamlines the event approval process, and saves time and resources for both event organisers and Council staff. The Destination Kiama team provides a concierge service to help organisers through this process.
- Some challenges identified with The Pavilion, Kiama include shared ownership and usage with the Show Society and the football clubs, as well as trends for microweddings, DIY and elopements.
- Limited accommodation in the Municipality is a real problem. Some Destination Kiama members own Short Term Rental Accommodation (STRA) which play an important role in bolstering room numbers and catering to overnight visitors.
- Difference in spend between day visitors (\$117 per visit) and overnight visitors (\$597 per visit) is quite significant, yet amenity associated costs are higher for day visitors.
- Council's Tourism Opportunity Plan (2018-2028) is a 10 year visionary document developed with lots of community engagement, the Strategic Tourism and Events Plan (2022-2026) sets more specific priorities and direction and involved stakeholder consultation. An internal action plan sits under that document.
- Destination Kiama works closely with the Illawarra and Shoalhaven councils, and conducts marketing and offers product under the Grant Pacific Drive brand to entice International product buyers.
- The Kiama LGA has a lack of bookable experiences and particularly commissionable products.
- Kiama VIC is the busiest outside of the Sydney metropolitan region on the doorstep to the Blowhole. Options for efficiency are being considered such as limiting operating hours. Face to face service leads to more experience selling and data shows that people who walk into a VIC will increase their spending by 59%.
- The Scout Hall at the harbour is owned and licensed by the Crown.
- There has been support for a growth in Kiama's night-time economy, however a special entertainment precinct (SEP) application to the state government would require a specific Council recommendation and strategy.
- Following the recent election, Council is reviewing its draft Growth and Housing Strategy to better respond to the various growth opportunities in the LGA. A

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 28 NOVEMBER 2024

discussion paper has recently been published and we are aiming to exhibit a second draft Strategy mid 2025.

- The Employment Lands Strategy has been produced and will be referenced when economic development is again resourced.
- The Committee will receive Spendmapp reports at the next meeting, which show retrospective spending patterns, including escape spending and trends.
- The Chair suggested that the results from the Major Events survey can be reviewed by the Committee in the new year.

6.4 Destination Event Funding - Post Event Reporting

24/043TEAC

Committee recommendation that the Tourism and Economic Advisory Committee:

1. Receive and approve the post event reports for the following events, supported by the Destination Event Funding Program:
 - a. Crooked River Wine's Winter Wine Festival
 - b. Kiama Football Festival
 - c. Folk by the Sea
 - d. Clearly Music and Arts 2.0
 - e. Kiama Triathlonand in doing so, signal their final funding instalment be paid.
2. Support Elite Energy's request to increase the participant numbers for the Kama Triathlon at Minnamurra from 500 to 800 as well as the proposed 2025 event date to Saturday 10 May 2025.

(Councillors Tatrai and Rieveley)

Discussion points

- Triathlons generally attract high spending competitors and spectators.
- The Committee supports an increase in attendee numbers for the Kiama Tri and will work with the organisers to respond to any challenges faced in this year's event.
- Options on how to best manage a shared event calendar to prevent competing events has been discussed with members of Destination Sydney Surrounds South.

7 REPORTS FOR INFORMATION

Nil.

8 GENERAL BUSINESS

- 8.1 Destination Kiama received a request from the Changing Tides Music Festival organisers for a letter to permit a change to their Sunday event program to allow attendees under 18 years. The Police and emergency services have provided conditional permission to proceed, however there were some issues that needed to be addressed to gain Council executive level approval. Following

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 28 NOVEMBER 2024

the provision of further information from the organisers, the Destination Kiama team have been able resolve the matter.

8.2 The 2025 Visitors Guide will be launched at the Tourism After Hours event on Tuesday 17 December 2024 at Yves. Circulation is 45,000 and the guide is cost neutral via partner advertising.

8.3 Collateral from the VIC was provided to the Committee. Looking at the Kiama Cycle guide, it is designed for recreational path riders. It was suggested that there is opportunity to market Kiama as an adventure hub and promote sports such as mountain biking tracks that are based outside the area, enticing them to stay in the Kiama LGA.

8.4 **Next meeting** - Thursday 30 January 4pm.

Action: Minute secretary to send out calendar invites for the 2025 meetings, being the last Thursday of January, March, May, July, September and November starting at 4pm.

9 CLOSURE

There being no further business the meeting closed at 5.58pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 10 December 2024.

.....
Chair

13 REPORT OF THE CHIEF EXECUTIVE OFFICER

13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan - December 2024

CSP Objective: Outcome 5.3: Council has the right structures, technology, processes and procedures to support delivering for the public.

CSP Strategy: 5.3.2 Council will deliver the actions outlined in the State of the Organisation Report and the Strategic Improvement Plan

Delivery Program: 5.3.2.1 Continuous improvement is embedded in the organisation through delivery of the Strategic Improvement Plan priorities annually.

Item 13.1

Summary

In response to receiving the varied Performance Improvement Order (PIO), Council adopted their Strategic Finance and Governance Improvement Plan at the extraordinary June 2024 meeting.

The varied PIO requires Council to provide bi-monthly reports to both the elected body and the NSW Office of Local Government (OLG) on the status of the implementation of all actions in the PIO, this reporting must commence by 24 July 2024.

To satisfy this requirement, a copy of the Strategic Finance and Government Improvement Plan was provided to the OLG following the extraordinary June 2024 meeting.

Bi-monthly implementation status reports have now commenced and will be provided to the elected body and the OLG August, October, December, February, April and June.

Given the NSW Local Government election timeframe and associated induction program, a status report was not provided to the new Council's first meeting in October. The October and December update is being provided now.

Financial implication

Some of the work required to be undertaken has been included in the draft 2024-25FY budget as there are costs associated with completing the activities of the updated Plan.

Risk implication

There is a risk that if Council does not comply with the PIO and improve its operating position that further ministerial interventions will be imposed. Continuing to fail to meet Office of Local Government benchmarks for financial sustainability (performance ratios) is not an acceptable outcome.

There is also a risk that Council will perceive an opportunity to make different decisions or make new commitments beyond what Council is capable of accommodating given the status and the requirements of the PIO. This PIO is proposed to manage that risk by spanning this and the future Council.

Report of the Chief Executive Officer

13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan -
December 2024 (cont)

Policy

Local Government Act 1993

Consultation (internal)

Councillors, Chairs and members of the Audit, Risk and Improvement Committee, the Finance Advisory Committee, and the Blue Haven Advisory Committee were informed of the intention to vary the PIO via the supplementary report at the Extraordinary Council meeting on 1 February 2024.

The following staff were consulted with and provided input into the preparation of the attached 'Strategic Finance and Governance Improvement Plan':

- Executive Leadership Team.
- Implementation Team.
- Manager Communications and Engagement.
- Human Resources Coordinator.
- Strategic Planning Coordinator.

Communication/Community engagement

A copy of the Notice of Intention was placed on the public record at the Extraordinary Council meeting on 1 February 2024 and is available on the Council website and the Office of Local Government's website.

The issued varied PIO was placed on the public record at the Extraordinary Council meeting on 27 May 2024 and is available on the Council website and the Office of Local Government's website.

The Strategic Finance and Governance Improvement Plan is operational in nature and therefore there is no need to seek community feedback on its content. However, to ensure ongoing transparency copies of the bi-monthly status reports will be published on a dedicated page of Council's website. The Implementation Team will utilize social media platforms and the monthly community pop-up events to raise community aware of Council's performance against actions the 'Strategic Finance and Governance Improvement Plan'.

Attachments

- 1 Attachment 1 Strategic Finance and Governance Improvement Plan - update December 2024 [↓](#)

Enclosures

Nil

Report of the Chief Executive Officer

13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan - December 2024 (cont)

RECOMMENDATION

That Council:

1. Receive the Strategic Finance & Governance Improvement Plan – Implementation Status Update – December 2024.
2. Note that the Chief Executive Officer, through the Implementation Team, will:
 - a. provide a copy of the Implementation Status Update - December 2024 to the NSW Office of Local Government, and
 - b. place a copy of the Implementation Status Update - December on Council's website.

Item 13.1

Summary

In response to receiving the varied Performance Improvement Order (PIO), Council adopted their Strategic Finance and Governance Improvement Plan at the extraordinary June 2024 meeting.

A copy of the varied PIO was placed on Council's website in accordance with section 438D(2) of the *Local Government Act 1993*.

The adopted Strategic Finance and Government Improvement Plan has been prepared to fulfil the requirements of the varied PIO. This Plan responds directly to the requirements of the varied PIO, including compliance with the cycle of reporting to Council and the Office of Local Government.

At all times, the Strategic Finance and Government Improvement Plan demonstrates how each of its actions relates to the actions of the varied PIO. The Plan incorporates the matters identified by the Audit Office of NSW's Management Letter for the 2022-23 Financial Year Audit, the 2024 Todd Hopwood 'Report on Review of Kiama Municipal Council Governance Arrangements' and Council's submission to the Federal Government's inquiry into Local Government sustainability.

The Strategic Finance and Government Improvement Plan provides the background for Council's current financial situation, defines financial sustainability and identifies the following eight levers for achieving financial sustainability:

1. Sustainable cash reserves and responsible borrowing
2. Optimised revenue opportunities
3. Well planned assets
4. Reviewed and efficient service landscape
5. Investment in transformation
6. Robust financial management
7. Prioritising advocacy and partnerships
8. Ensure good governance.

Report of the Chief Executive Officer

13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan -
December 2024 (cont)

The 40 or so outstanding SIP2 actions have been incorporated into the attached Plan. Where possible these actions have been consolidated and rationalised. Rather than focusing on operational outputs, the updated Plan seeks to identify and establish organisational outcomes for achieving financial sustainability.

In a similar fashion to Council's Delivery Program and Operational Plan, each Strategic Finance and Government Improvement Plan action has been assigned to an individual business unit.

Reporting and transparency

The varied PIO requires Council to provide bi-monthly reports to both the elected body and the NSW Office of Local Government (OLG) on the status of the implementation of all actions in the PIO, this reporting must commence by 24 July 2024. In order to satisfy this requirement, a copy of the Strategic Finance and Government Improvement Plan will be provided to the OLG following this meeting by the Implementation Team. The Implementation Team will continue to liaise with the OLG on a regular basis to ensure the State Government is comfortable with the approaches being taken to achieve financial sustainability.

The varied PIO also requires monthly reports on the Council's financial position to be reported to the elected body. The progress on all other actions of this Plan need to be reported to the elected body bi-monthly.

The monthly financial reporting will commence at Council's ordinary July 2024 meeting and the bi-monthly reporting will commence at the ordinary August 2024 meeting. No reporting will occur during September 2024 due to the NSW Local Government Election caretaker period.

All Strategic Finance and Governance Improvement Plan actions have been loaded into Council's Pulse software solution to enable regular reporting to occur within a regulated system rather than via excel spreadsheets.

Some actions require the preparation of new/updated Council policies, reviewing level of services, reviewing operating models and master planning key catalyst sites. Council will undertake individual community consultation process, in line with the adopted Community Engagement Strategy, for these projects.

Council is clear on the actions it will take over the next financial year to move towards financial sustainability. Actions for years 2 and 3 are somewhat unclear at this stage, given the evolving nature of Council's financial situation and its progression of the Strategic Finance and Governance Improvement Plan actions. It is therefore proposed that the Strategic Finance and Governance Improvement Plan be updated on a six-month basis. As some actions are completed, consequently actions may arise.

As part of the six-month review the Strategic Finance and Governance Improvement Plan will be updated to provide greater detail on the timeframe for implementing specific actions (i.e. quarterly rather than yearly) and the impact of these actions (i.e. was savings/income they result in).

Report of the Chief Executive Officer

13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan -
December 2024 (cont)

Completed Actions

The Strategic Finance and Governance Improvement Plan was endorsed in June 2024 with actions assigned to individual business units to achieve over a 12 month period.

This update includes the October and December reporting requirements due to the election period of the new council.

The significant action over the last two months has occurred with further focus in early 2025 for the actions that have not commenced in the first six months of the plan.

The following actions have been completed and implemented since June 2024:

- Restricted funds policy, was developed and adopted by Council
- Restricted Blue Haven Terralongo levy reserve established
- A Service Review Think Tank with managers was held in November 2024 and an action matrix identified for the completed service reviews the actions that should be prioritised. This will be presented to Councillors to review and endorse.
- The Technology One Roadmap was developed and endorsed by Council at their Ordinary November 2024.
- The new salary system was introduced to staff in November 2024 following the endorsement in August 2024.
- The Development Application Policy was endorsed by Council in July 2024.
- Council has established a process to call for conflicts of interest at the for the Councillors was introduced as part of the Induction program.
- Council has established a process to follow when Councillors declare a pecuniary interest or significant non-pecuniary interest.
- Internal monthly and quarterly financial monitoring continue to be prepared and reported to both Council and OLG.
- The revalue of stormwater drainage assets and land under roads to bring closer to verifying all IPPE balances has been completed and include the 2023/24 financial.

The actions listed below have made significant progress:

- The Asset Management policy and improvement plan action will be reviewed by the Asset Management Steering committee with a target date of adoption by Council early in the new year.
- Business cases and masterplans are being prepared internally to identify revenue business plans for Council's works depot and Havilah Place are being prepared internally. A draft masterplan for Kiama Sports precinct has been received for internal review.
- The framework for project management has been drafted and is currently being tested internally.
- The property plan / strategy is being reviewed internally with a plan

Report of the Chief Executive Officer

13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan -
December 2024 (cont)

-
- There was an immediate review of policies undertaken and they were moved onto the pulse system and assigned to appropriate business units. The Pulse system includes a monitoring system for ease of reviewing what is urgent or if the policy is redundant. Further work on the policy framework will commence in the new year now that the Council inductions have been completed.

To ensure ongoing transparency copies of the bi-monthly status reports will be published on a dedicated page of Council's website. The Implementation Team will utilise social media platforms and the monthly community pop-up events to raise community awareness of Council's performance against actions of the 'Strategic Finance and Governance Improvement Plan'.

Strategic Finance Governance Improvement Plan

Action Code	Action	Progress to date	Progress Comments
IP.1.1	Develop a Cash Reserves Policy to establish a minimum cash position.	100	Completed - Restricted Funds Policy adopted by Council at their Ordinary June 2024 meeting
IP.1.2	Establish following reserves: • Restricted reserve to meet the cost of replacement/renewal of Blue Haven Terralong assets	100	Completed - Externally restricted Blue Haven Terralong ILU Maintenance Levy reserve established in Restricted Funds Policy 2024
IP.1.3	Ongoing annual investment in identified cash reserves	0	Not due
IP.1.4	Develop a Borrowing Policy based on sound, long-term financial management principles.	0	Not due
IP.1.5	Continue to pursue grant funding with low exposure to residual/recurrent expenditure or growth in depreciation/renewal	70	Significant work has been reviewed and completed - this is part of the business as usual for the grants officer
IP.1.6	Nominate estimated costs and distribution of proceeds of sales of property resolved to divest (liquidity plan schedule).	0	Not due
IP.2.1	Develop Pricing Policy for fees and charges, including applying user pays principles where it is appropriate to do so	0	Not due
IP.2.2	Utilising Planning Agreements or site-specific Section 7.1.1 Contribution Plans, continue to pursue developer funding, including in perpetuity funding, to mitigate the financial burden on Council.	35	Developers are being encouraged to utilise Planning Agreements for new urban release areas through scoping proposals. The use of site specific Section 7.1.1 Contribution Plans will be further considered as part of the Growth and Housing Strategy development.
IP.2.3	Prepare a Parking Strategy to introduce paid parking for certain areas of the Municipality	15	Financial data obtained from regional NSW council on implementation and operational costs of paid parking. Data is being reviewed internally.
IP.3.1	Review existing Asset Management Policy and prepare and adopt an improvement plan to ensure Policy is contemporary and aligned with IP&R Guidelines.	40	The recently formed Asset Management Steering Committee has agreed this is a priority with the current target date for adoption by Council being by end March 2025
IP.3.2	As part of preparing next Community Strategic Plan, review and update Asset Management Strategy to incorporate contemporary Asset Management Policy.	5	Once the AM Policy has been adopted by Council (March 2025) the AM Strategy will be reviewed

Strategic Finance Governance Improvement Plan

IP.3.3	Commence review of individual Asset Management Plans to include forward maintenance and renewal requirements for individual asset types.	0	The AMSC has reviewed this item and agreed the templates will be updated in 2025 however completion of all elements of all AMPs is a longer term action - timings and prioritisation of this are to be reviewed by AMSC in early 2025
IP.3.4	Complete and make public a dilapidation/building report for Terralong and Havilah	45	<p>Council has received a preliminary building assessment report for its Blue Haven Terralong assets. Council is now seeking the skills of a suitably qualified person/s to review and undertake a financial analysis of this building assessment report with the objectives to:</p> <ul style="list-style-type: none"> • Confirm accuracy of preliminary building assessment report against the relevant requirements of National Construction Code and the Aged Care Act 1997 (C'with), the Retirement Villages Act 1999 and the Retirement Villages Regulation 2017 • Determine the cost of undertaking the required works required to ensure the Blue Haven Terralong assets comply with the requirements of above listed requirements, • Determine the appropriate maintenance fees for Blue Haven Terralong residents considering the above objectives
IP.3.6	Complete Plan of Management for Blue Haven Terralong, including, examining options to retain and refurbish Terralong to conform with contemporary independent living units	0	Not due
IP.3.7	<p>Prepare business cases and masterplans to identify revenue opportunities associated with the following catalyst sites:</p> <ul style="list-style-type: none"> • Kiama Sports Precinct, including Kiama Leisure Centre • Havilah Place • 1.1 Manning Street • Council's Works Depot • Council's Waste Depot • Spring Creek 	15	<p>Draft masterplan for Kiama Sports Precinct currently being reviewed internally. Business case for Council's Works Depot prepared. Business case and subdivision plans being prepared for Havilah Place.</p>

Strategic Finance Governance Improvement Plan

IP.3.8	Update and finalise Property Plan including reviewing existing revenue generated by each property, current financial performance and potential for growth for each property, and underperforming properties.	60	The Property Plan/ Strategy is being reviewed internally with a plan to presented to Council in February 2025.
IP.4.1	Prepare and adopt a Continuous Improvement Framework, including the identification of services to be reviewed in Years 1, 2 and 3	100	Completed - The framework developed and consultation has occurred, the framework is currently being reviewed by ELT
IP.4.2	Hold a Service Review Think Tank to consistently determine the key priorities for each service within the Council's budgetary constraints.	100	Completed - The Think Tank was held in September 2024
IP.4.3	Develop an actions matrix to identify which actions of the completed service reviews should be prioritised, based on risks, costs and timeframes and to identify quick wins.	100	Completed - Implementation Matrix finalised September 2024.
IP.5.1	Develop a Technology One Roadmap, that examines the full cost of fully implementing Technology One.	100	Completed - an implementation plan was presented to Council and endorsed at November 2024 Council meeting.
IP.5.2	Undertake an analysis of available software solutions already utilised by Council to determine the most efficient and effective software solution/s for Council.	60	The review has commenced following the analysis
IP.5.3	Develop a Strategy for deploying a new: · Salary System · Position Description Framework · Payroll Cycle · Performance Review processes	70	The new salary system commenced in November 2024, this includes a new performance review process. The position description framework project will commence in January 2025
IP.6.1	Adopt a year-on-year operational savings program across the business to grow cash balances	0	Not due
IP.6.2	Continue rigorous internal monthly and quarterly financial monitoring processes	100	Monthly and quarterly reports continue to be prepared and reported to both Council and the OLG.

Strategic Finance Governance Improvement Plan

IP.6.3	Develop and implement a Project Management Framework to ensure all Council projects are consistently managed on time and on budget. Address issues associated with Blue Haven Terralong including, but not limited to: · The true cost which should be applied and whether the general rate revenue is subsidising its operations · The adequacy of current and proposed future maintenance fees · Review the level of maintenance fees	70	draft Project Management Framework currently being developed. Anticipated to be reported and adopted by Executive by December 2024.
IP.6.4		0	Action requires finalisation of Action 3.4
IP.6.5	Ongoing review of operating costs with the goal of identifying permanent savings	50	Ongoing reviews continue to occur.
IP.6.6	Restructure the presentation of draft and published budgets to detail programs and activities compared to current and previous years and funding sources for each capital project.	100	QBR now contains this information.
IP.6.7	Revalue land improvements (non-depreciable and depreciable), other structures, swimming pools, open space and recreational assets, library books and other assets within 'infrastructure, property, plant and equipment' to bring Council closer to verifying all IPPE balances.	0	Swimming pools, open space and other structures are scheduled for completion in the 2024/25 FY.
IP.6.8	Revalue stormwater drainage assets and land under roads to bring Council closer to verifying all IPPE balances	100	Completed and included in 2023/24 financials
IP.6.9	Continue identified processes and procedures to ensure that Council resolutions are obtained when internally restricted cash is going to be released for alternate purposes where possible.	50	Identified process continues.
IP.6.11	Review audit logs for privileged and super user accounts from One Council and Authority to ensure privileged and super user access is appropriate	0	To be included/reviewed as part of Action 8.22
IP.6.12	Review user access for Authority and One Council to ensure staff have appropriate access	0	To be included/incorporated into Action 8.22

Strategic Finance Governance Improvement Plan

IP.6.13	Continue to reconcile grant income and expenses on a monthly basis going forward in order to calculate reserve balances. This will also provide an overview of the grant receipt, cost and any required funding (acquittal) request.	100	Monthly reconciliation procedure is now in place.
IP.6.14	Continue weekly independent review of exception payroll report to ensure anomalies in remuneration etc. which could indicate potential fraud are captured.	100	Weekly independent reviews of exception payroll reports continue to occur.
IP.6.15	Continue review of termination payments	100	Regular review of termination payments continues to occur.
IP.6.16	Review and capitalise Work in Progress YR1	0	Not due
IP.6.17	Implement a robust quality review process for asset classes which are not subject to comprehensive revaluation, to assess for any potential impairment. This impairment exercise should be conducted on an annual basis	50	Finance and Assets undertook a process at end 2023/24 period
IP.6.18	Continue implementing the following best practice procedures: <ul style="list-style-type: none"> Enforce segregation of duties when processing manual payments Periodic review of all supplier Masterfile changes" 	50	Best practice measures continue to be implemented.
IP.7.1	Adopt and implement an Advocacy Strategy which seeks to address cost-shifting, facilitate key actions of this Plan, leverage partnership funding with neighbouring councils and strategic partners.	10	Draft Advocacy Strategy to be prepared and presented to new Council by December 2024. Refine of Strategy to occur in conjunction with Actions 3.1., 3.2 and 3.3 to ensure advocacy actions align with infrastructure requirements.
IP.7.2	Work with ISJO to prepare a new Statement of Regional Priorities, including opportunities to investigate opportunities for resource sharing and combined advocacy approaches.	0	Statement of Regional Priorities due to be prepared late 2025.
IP.7.3	Continue to collaborate and share benchmarking information with neighbouring councils	5	Data continues to be shared between neighbouring councils. Discussions about establishing a State-wide 'service review group' occurring.

Strategic Finance Governance Improvement Plan

IP.8.1	<p>Undertake an immediate review of the Policy Register and ensure that:</p> <ul style="list-style-type: none"> any policy that has not been reviewed in the last 5 years is identified for review as soon as possible 	60	<p>All policies have been moved to a central register as part of the policy register in the pulse system. The policies have been grouped into responsible teams and highlighted if an urgent review is requirement. This project will continue into the new year.</p>
IP.8.2	<p>Undertake a desktop review of the entire policy register occur to generate a policy status list categorising each document as follows, or similar:</p> <ul style="list-style-type: none"> Maintain as Council Policy Maintain as Internal/Operational Policy Change from Council Internal/Operational Policy Amend / Merge with another policy Redundant - to be deleted Change from Council / Internal Policy to Procedure 	70	<p>Refer to Action 8.1 comments</p>
IP.8.3	<p>Report to the Council Executive recommending the revocation of redundant policy and other documents, confirmation of correct categorisation of each document and details of policies requiring significant review.</p>	50	<p>Refer to Action 8.1 comments.</p>

Strategic Finance Governance Improvement Plan

<p>IP.8.4</p>	<p>The Policy Framework and Policy Development and Review Procedure be reviewed to consider the following: a) Requiring policies to be reviewed every three years. b) Require each policy to be either formally reconfirmed or re-adopted once every four years by either the Executive Leadership Team or Council (once every Council term) as appropriate. i.e., other review can simply be a desktop review if no changes required. c) State that policies will only be submitted to the Consultative Committee if they relate to matters impacting on workplace safety, staff behaviour or conduct or would involve a significant impact on levels of staff resourcing. d) Determine whether “internal policy” or “operational Policy” will be the term consistently applied to policies set by the Executive Leadership Team. e) Implementation of appropriate KPIs to ensure timely review of all policies.</p>	<p>50</p>	<p>Refer to Action 8.1 comments.</p>
<p>IP.8.5</p>	<p>Undertake a review of policy and procedure templates to consider the following: a) Remove the consultation section from all policy and procedure templates. b) Review the “Operational Policy”. This is inconsistent with the terms used in the Policy Framework. Council will need to determine whether “internal policy” or “operational Policy” will be the term consistently applied to policies set by the Executive Leadership Team. c) Update the procedure template to provide advice to staff that replication of content between policies and procedures should be avoided</p>	<p>50</p>	<p>Refer to Action 8.1 comments.</p>

Strategic Finance Governance Improvement Plan

IP.8.6	A review of staff knowledge and understanding of the PULSE Policy Module be undertaken and an appropriate training plan be developed in response.	50	Refer to Action 8.1 comments.
IP.8.7	An urgent review of the Business Continuity Plan and Crisis Management Framework, and all associated documentation be undertaken, with updated copies of separate Business Continuity Plan, Crisis Management Plan and Crisis Management Communications Plan to be adopted and accompanied by an appropriate training and awareness campaign for relevant staff.	10	Internal review has commenced and need for review has been raised with Audit, Risk & Improvement Committee.
IP.8.8	Six months after the adoption of the updated Business Continuity Plan and Crisis Management Plans an appropriate scenario testing event be scheduled to confirm staff understanding of the application of the plans.	0	To be progressed within 6 month of completing Action 8.7
IP.8.9	That the draft four-year internal audit plan consider the inclusion of appropriate internal audits relating to the following strategic risks. Noting that the financial security of the Council, the Performance Improvement Order and Blue Haven site are priority risks for the Council, the internal audits should be considered for scheduling from 2025/26 onwards: <ul style="list-style-type: none"> • Risk Management • Governance Arrangements • Organisation Capability 	25	Governance Arrangements included in Strategic Internal Audit Plan 2025-2028. Components of Risk Management also included.

Strategic Finance Governance Improvement Plan

IP.8.10	<p>That the following registers be reviewed to ensure that they contain all required information, and are up to date in accordance with publishing timeframes:</p> <ul style="list-style-type: none"> Contracts Register required under s27 of the Government Information (Public Access) Act 2009 Development Contributions Register required under cl217 of the Environmental Planning and Assessment Regulation 2021 	100	<p>Completed - Contracts Register, as at 18 July 2024, published on Council's website Contributions Register, as at 30 June 2024, published on Council's website</p>
IP.8.11	<p>Confirmation of the status of the Draft Development Application Policy be urgently undertaken. The policy should be published to the Council website if adoption has occurred, and if not the policy should be immediately placed before Council for adoption in accordance with the Environmental Planning and Assessment Regulation 2021.</p>	100	<p>Completed - Development Application Policy adopted by Council at their Ordinary July 2024 meeting</p>
IP.8.12	<p>The current work on developing an updated compliance policy be expedited and an updated policy covering the areas identified in the report be presented to Council at the earliest opportunity.</p>	80	<p>Draft Compliance Policy has been circulated to the department for comment and feedback is being collate; This will be exhibited and final adoption to Council early 2025.</p>
IP.8.13	<p>A defined process be immediately established to call for conflicts of interest at the commencement of Councillor briefing sessions, including the application of the requirements of the Code of Conduct in the management of those conflicts and maintain a register of conflicts declared at briefing sessions in accordance with clause 3.39 of the Code of Meeting Practice.</p>	100	<p>Completed - implemented with significant training etc. for new Council as part of induction program.</p>

Strategic Finance Governance Improvement Plan

IP.8.14	Establish a procedure to follow when a Councillor declares a pecuniary or significant non-pecuniary interest in a matter at a briefing, with particular reference as to whether the Councillor is still provided copies of briefing materials or reports after making the declaration.	100	Completed - implemented with significant training for new Council as part of induction program.
IP.8.15	The codes of conduct be urgently reviewed to include specific definition and prohibition of sexual harassment, to contribute towards compliance with Council's positive duty requirements under the Sex Discrimination Act 184 (Cth).	40	Code of Conduct being included in Policy Review Program, Refer to Actions 8.1-8.6.
IP.8.16	An immediate review of the Internal Reporting (PID) Policy be undertaken to ensure compliance with PID legislation with particular emphasis on: <ul style="list-style-type: none"> Renaming the policy "Public Interest Disclosures Policy" The process for how a complaint in relation to the Council Chief Executive Officer can be made, how it would be handled and what responsibilities the Mayor would have in such circumstances. 	40	Review of PID Policy occurring as part of Policy Review Program. Refer to Actions 8.1-8.6.
IP.8.17	Urgent training for all Public Interest Disclosure Officers be undertaken in relation to the changes to PID legislation and Council's Policy and updated responsibilities of Disclosures Officer.	80	Training has occurred, review of policy required
IP.8.18	Urgently complete a self-assessment against the foundational requirements within the Cyber Security Guidelines – Local Government and report the results to management and the Audit Risk and Improvement Committee.	0	Not due

Strategic Finance Governance Improvement Plan

<p>IP .8.20</p>	<p>A review of arrangements for establishing new suppliers to Council be undertaken to ensure the separation of the functions of creating new suppliers from accounts payable. It is recommended that council give consideration to:</p> <ul style="list-style-type: none"> • Implementing a policy requiring that the employee who sets up new vendors or changes vendor information does not have the ability/access in the financial system to create vendor payments, • Ensure that an independent officer reviews and approves the vendor account creation process, this officer is to have no ability to create vendors in the system, • Appropriate configurations and restrictions be implemented in the Tech1 Financial System to ensure the above two points occur, • periodically verifying any changes to vendor master files', and • A requirement for mandatory vacations, or job rotations, of all key personnel involved in the vendor payment process. 	<p>100</p>	<p>Completed - segregation of duties and independent review is now in place and operational.</p>
<p>IP .8.21</p>	<p>The development of appropriate exception reporting in relation to procurement and accounts payable, as identified in the previous internal audit on procurement, be expedited to enhance and expand the current range of reporting available to potentially identify irregularities in procurement and accounts payable functions.</p>	<p>100</p>	<p>Periodic exception reports are in place and operational.</p>
<p>IP .8.22</p>	<p>Develop a strategic roadmap for when and how the remaining recommendations for the 2024 Hopwood Report are to be implemented</p>	<p>60</p>	<p>Project Group, including Head of Implementation, Legal & Governance Service Implementation Lead, Governance Coordinator, Manager People & Performance, Enterprise Risk Coordinator and Internal Auditor, convened. Recommendations currently being reviewed and draft roadmap being prepared. Roadmap will be incorporated into first six-month review of Improvement Plan due in December 2024.</p>

13.2 Councillor attendance to the 2025 Local Government Destination and Visitor Economy Conference

CSP Objective: Outcome 3.2: An economy that embraces the opportunities of tourism while ensuring that we don't lose our community feel; our tourism development and the visitor economy is well managed.

CSP Strategy: 3.2.1 Manage tourism development and the visitor economy.

Delivery Program: 3.2.1.1 Deliver Kiama Tourism and Events Strategic Plan 2022-26.

Item 13.2

Summary

The Local Government NSW 2025 Destination and Visitor Economy (DVE) Conference will be co-hosted by Tweed Shire Council from 26–28 May 2025 in Kingscliff. Kiama will be participating in the Top Tourism Town award, which will be announced at the conference. Councillor attendance at the conference needs to be determined.

Financial implication

The early bird registration fee in 2024 was \$1,050 per delegate, with the 2025 price yet to be confirmed.

Accommodation at the Mantra on Salt Beach (the conference venue) is approximately \$350 per night, although a discounted conference rate is expected.

Return airfares for one person range from \$200-400 depending on the time of the flight and luggage requirements.

Risk implication

NIL

Policy

Councillor induction and professional development policy.

Consultation (internal)

Nil

Communication/Community engagement

Nil

Attachments

Nil

Enclosures

Nil

Report of the Chief Executive Officer

13.2 Councillor attendance to the 2025 Local Government Destination and Visitor Economy Conference (cont)

RECOMMENDATION

That Council determines that Councillor Brown and Councillor Tatrai as members of the Tourism and Economic Development Advisory Committee attend the Local Government NSW Destination and Visitor Economy Conference from 26–28 May 2025, with accommodation and travel expenses covered by Council.

Background

It is beneficial for councillors to attend the NSW Local Government Destination and Visitor Economy Conference as the conference:

- Provides industry insights into current and emerging trends in tourism and the visitor economy, helping them to make informed decisions that align with best practices and future industry directions. The conference often features real-life examples from other councils, showcasing successful strategies and initiatives that can be adapted to their local context.
- Allows for networking so councillors can connect with peers from other councils, industry leaders, and key stakeholders, fostering relationships that may lead to partnerships and collaborative projects and learning about innovative solutions and best practice which can inform strategic planning.
- Understand how other local governments enhance their visitor economies, councillors can identify initiatives that could drive economic growth, increase visitor spending, and create jobs in their own region.
- Provides councillors with a broader understanding of the intricacies of tourism management, improving their ability to make decisions that support sustainable tourism and economic development.

13.3 Returns of Interest - Councillors (post local government election)

CSP Objective: Outcome 5.2: Governance is transparent and builds trust

CSP Strategy: 5.2.1 Build strong relationships and ensure our partners and community share the responsibilities and benefits of putting plans into practice.

Delivery Program: 5.2.1.2 Support good governance through systems and processes for legislative compliance.

Item 13.3

Summary

The purpose of this report is to table the “Disclosure of Interest” returns for Councillors, in accordance with Council’s Code of Conduct for Councillors and section 440AAB of the *Local Government Act 1993* (the Act).

Financial implication

Nil

Risk implication

Disclosing the returns promotes openness, transparency and accountability at Kiama Municipal Council. It also facilitates the identification and management of potential conflicts of interest that might arise where Councillors participate in decisions from which they may derive, or be perceived to derive, personal or financial benefit.

Policy

Code of Conduct for Councillors

Local Government Act 1993

Consultation (internal)

Nil

Communication/Community engagement

Nil

Attachments

- 1 Returns of Interest Register - Councillors - Post election 2024 (redacted) [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council receive and note the tabling of the Returns of Interest Register 2024 comprising the Disclosure of Interest returns for Councillors sworn in at the Ordinary October 2024 meeting.

Report of the Chief Executive Officer

13.3 Returns of Interest - Councillors (post local government election) (cont)

Background

To comply with Clause 4.9(a) of the Code of Conduct for Councillors, a Councillor must make and lodge a return, set out in the prescribed form, disclosing their interests within three months after becoming a Councillor.

Clause 4.10(a) states that a Councillor need not make and lodge a return if they made and lodged a return under that clause in the preceding three (3) months (this applies to returning Councillors Brown, Draisma and Larkins).

The returns are designed to promote openness and transparency in local government, and to avoid a conflict of interest on the part of Councillors when making decisions.

Under the provisions of section 440AAB of the *Local Government Act 1993 (the Act)*,

- (1) *The general manager must keep a register of returns disclosing interests that are required to be lodged with the general manager under a code of conduct.*
- (2) *Returns required to be lodged with the general manager must be tabled at a meeting of the council, being the first meeting held after the last day specified by the code for lodgment, or if the code does not specify a day, as soon as practicable after the return is lodged.*

Information contained in returns made and lodged will be publicly available on Council's website in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Pursuant to the "Protection of Privacy" provisions detailed in section 739 of the Act, information that discloses a person's place of residence or any other material that may place the personal safety of the person or of members of the person's family at risk will be omitted from the published version.



Returns of Interest Councillors – Post Election 2024



Item 13.3

Attachment 1

LIST OF COUNCILLORS

Position	Full Name
Mayor	Cameron McDonald
Deputy Mayor	Melissa Matters
Councillor	Matt Brown
Councillor	Mike Cains
Councillor	Imogen Draisma
Councillor	Stuart Larkins
Councillor	Melinda Lawton
Councillor	Yasmin Tatrai
Councillor	Erica Warren













**DISCLOSURES BY COUNCILLORS
POST ELECTION
RETURN**










DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

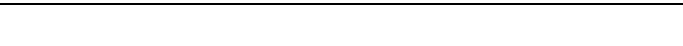
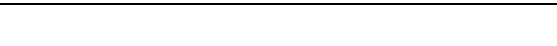
By: **CAMERON MONROE MCDONALD**
full name of Councillor

As at: 14 October 2024

Signed:  *signature of Councillor* Date: **28.11.24**
date you sign this form

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time as at 14 October	Nature of interest
	TENANTS IN COMMON
	
	
	

B. SOURCES OF INCOME		
1. Sources of income I received from an occupation at any time as at 14 October		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
PLEASE SEE ANNEXURE A.		
		
2. Sources of income I received from a trust as at 14 October		
Name and address of settlor	Name and address of trustee	
NIL		
		
3. Sources of other income I received at any time as at 14 October (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)		
NIL		
		

C. GIFTS	
Description of each gift I received at any time	Name and address of donor
NONE	
	

D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NONE		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
Name and address of each corporation in which I had an interest or held a position as at 14 October	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
SEE ANNEXURE A			

F. PROPERTY DEVELOPING	
Were you a property developer or a close associate of a property developer on the return date?	<input type="text" value="Please select"/>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) as at 14 October	Description of position
NSW LAW SOCIETY, NSW PHYSIOTHERAPY BOARD,	MEMBER
KIAMA AND DISTRICT BUSINESS CHAMBER	

H. DEBTS
Name and address of each person to whom I was liable to pay any debt as at 14 October
NONE

I. DISPOSITIONS OF PROPERTY
1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time as at 14 October as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NONE
2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time as at 14 October, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NONE

J. DISCRETIONARY DISCLOSURES
A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule

 Submit

ANNEXURE "A"

Disclosures by councillors - Post election return

CAMERON MONROE MCDONALD

B SOURCES OF INCOME

- EMPLOYEE, CULLETON LAWYERS PTY LTD
- BENEFICIARY, CLAJM PTY LTD atf McDonald Family Trust

E INTERESTS AND POSITIONS IN CORPORATIONS

SHAREHOLDER AND DIRECTOR:

- CULLETON LAWYERS PTY LTD (director)
- CLAJM PTY LTD
- KIAMA AND DISTRICT STRONGER COMMUNITY LTD
- KIAMASALA PTY LTD



DISCLOSURES BY COUNCILLORS POST ELECTION RETURN

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By:
full name of Councillor

As at: 14 October 2024

Signed:
signature of Councillor

Date:
date you sign this form

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time as at 14 October	Nature of interest
<input type="text" value="[Redacted Address]"/>	<input type="text" value="OWNER"/>
<input type="text" value="[Redacted Address]"/>	<input type="text" value="OWNER"/>
<input type="text" value="[Redacted Address]"/>	<input type="text" value="50% OWNER"/>
<input type="text" value=""/>	<input type="text" value=""/>

B. SOURCES OF INCOME		
1. Sources of income I received from an occupation at any time as at 14 October		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
<input type="text" value="DIRECTOR"/>	<input type="text" value="FERN STREET, GERRINGONG"/>	<input type="text" value="BESTBLUE PTY LTD"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
2. Sources of income I received from a trust as at 14 October		
Name and address of settlor	Name and address of trustee	
<input type="text" value="NIL"/>	<input type="text" value=""/>	
<input type="text" value=""/>	<input type="text" value=""/>	
3. Sources of other income I received at any time as at 14 October (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)		
<input type="text" value="NIL"/>		
<input type="text" value=""/>		

C. GIFTS	
Description of each gift I received at any time	Name and address of donor
<input type="text" value="NONE"/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>



D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NONE		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
Name and address of each corporation in which I had an interest or held a position as at 14 October	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
SAVING SAMMY INC	ABN 11970069024	BOARD MEMBER	
118 FREE SELECTORS ROAD, FOXGROUND NSW 2534			

F. PROPERTY DEVELOPING	
Were you a property developer or a close associate of a property developer on the return date?	<input type="text" value="No"/>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) as at 14 October	Description of position
NIL	

H. DEBTS
Name and address of each person to whom I was liable to pay any debt as at 14 October
NIL

I. DISPOSITIONS OF PROPERTY
1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time as at 14 October as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NONE
2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time as at 14 October, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NONE

J. DISCRETIONARY DISCLOSURES
A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule
NIL

 Submit





DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS ANNUAL RETURN


DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By: MATTHEW JAMES BROWN
full name of Councillor or Designated Person

In respect of the period from: 1 July 2023 to: 30 June 2024
return period

Signed:  Date: 12/8/24
signature of Councillor or Designated Person date you sign this form

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
	Owner / Mortgagee
	"

B. SOURCES OF INCOME		
1. Sources of income I received from <u>an occupation</u> at any time since 30 June		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Retired Consultant	Mercer Super, Wollongong	NIL
Councillor	Sole Trader Kiama Council	NIL
2. Sources of income I received from a trust since 30 June		
Name and address of settlor	Name and address of trustee	
NIL	NIL	
3. Sources of other income I received at any time since 30 June <small>(Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)</small>		
Rent from investment property ()		
Dividends - Telstra Church		

C. GIFTS	
Description of each gift I received at any time since 30 June	Name and address of donor
NIL	NIL



D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	NIL	NIL

E. INTERESTS AND POSITIONS IN CORPORATIONS			
Name and address of each corporation in which I had an interest or held a position since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Kiama District Stronger Community	Director	N/A	Charity - Mental Health

F. PROPERTY DEVELOPING

Were you a property developer or a close associate of a property developer on the return date? No

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at any time since 30 June	Description of position
NIL	NA

H. DEBTS
Name and address of each person to whom I was liable to pay any debt at any time since 30 June
NIL

I. DISPOSITIONS OF PROPERTY
1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NIL
2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NIL

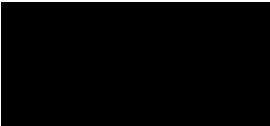
J. DISCRETIONARY DISCLOSURES
A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule
NIL






**DISCLOSURES BY COUNCILLORS
POST ELECTION RETURN**

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By: Michael Cains <i>full name of Councillor</i>	
As at: 14 October 2024	
Signed:  <i>signature of Councillor</i>	Date: <i>date you sign this form</i>

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time as at 14 October	Nature of interest
	Co-owner (agricultural purposes)
	Co-owner (Rural-residential)

B. SOURCES OF INCOME		
1. Sources of income I received from <u>an occupation</u> at any time as at 14 October		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Agricultural Pursuits	Self-Employed	
2. Sources of income I received from a trust as at 14 October		
Name and address of settlor	Name and address of trustee	
Keith Whiteman and Associates	Pheasant Ground Pty Ltd (ATF Pheasant Ground Trust)	
133 Pheasant Ground Rd Knights Hill NSW 2577	133 Pheasant Ground Rd Knights Hill NSW 2577	
3. Sources of other income I received at any time as at 14 October (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)		
ASX listed share dividends		

C. GIFTS	
Description of each gift I received at any time	Name and address of donor
NIL	



D. CONTRIBUTIONS TO TRAVEL		
<i>Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time</i>	<i>Dates on which travel was undertaken</i>	<i>Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken</i>
NIL		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
<i>Name and address of each corporation in which I had an interest or held a position as at 14 October</i>	<i>Nature of interest (if any)</i>	<i>Description of position (if any)</i>	<i>Description of principal objects (if any) of corporation (except in case of listed company)</i>
BHP	Ordinary Shares		
BSL (BlueScope)	Ordinary Shares		
CSL	Ordinary Shares		
IPL (Incitec Pivot)	Ordinary Shares		
MFF (MFF Capital Investments)	Ordinary Shares		
MQG (Macquarie bank)	Ordinary Shares		
QBE	Ordinary Shares		
SHL (Sonic Health Limited)	Ordinary Shares		
TLS (Telstra)	Ordinary Shares		
WBC (Westpac)	Ordinary Shares		
WDS (Woodside)	Ordinary Shares		

F. PROPERTY DEVELOPING
<i>Were you a property developer or a close associate of a property developer on the return date?</i>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
<i>Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) as at 14 October</i>	<i>Description of position</i>
Kiama and District Business Chamber	Ordinary member
Robertson business Chamber	Ordinary member

H. DEBTS
<i>Name and address of each person to whom I was liable to pay any debt as at 14 October</i>
Nil

I. DISPOSITIONS OF PROPERTY
<i>1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time as at 14 October as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time</i>
NIL

2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time as at 14 October, as a result of which I obtained, either wholly or in part, the use and benefit of the property

NIL

J. DISCRETIONARY DISCLOSURES

A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule

Nil



DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS ANNUAL RETURN

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

Item 13.3

Attachment 1

By: Imogen Draisma
full name of Councillor or Designated Person

In respect of the period from: 1 July 2023 to: 30 June 2024
return period

Signed: [Redacted Signature] Date: 24 September 2024
signature of Councillor or Designated Person *date you sign this form*

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
NIL	

B. SOURCES OF INCOME

1. Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Senior Electorate Officer	The Hon Paul Scully MP, Member for Wollongong - G2/51 Crown St, Wollongong NSW 2500	Parliament of NSW

2. Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
NIL	

3. Sources of other income I received at any time since 30 June
(Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

NIL

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
NIL	



D. CONTRIBUTIONS TO TRAVEL		
<i>Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June</i>	<i>Dates on which travel was undertaken</i>	<i>Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken</i>
NIL		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
<i>Name and address of each corporation in which I had an interest or held a position since 30 June</i>	<i>Nature of interest (if any)</i>	<i>Description of position (if any)</i>	<i>Description of principal objects (if any) of corporation (except in case of listed company)</i>
NIL			

F. PROPERTY DEVELOPING	
Were you a property developer or a close associate of a property developer on the return date?	<input type="text" value="NO"/>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
<i>Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at any time since 30 June</i>	<i>Description of position</i>
Health Services Union	Member

H. DEBTS
<i>Name and address of each person to whom I was liable to pay any debt at any time since 30 June</i>
NIL

I. DISPOSITIONS OF PROPERTY
<i>1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time</i>
NIL
<i>2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property</i>
NIL

J. DISCRETIONARY DISCLOSURES
<i>A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule</i>
Member of the Evening Branch of the Kiama Country Womens Association
Member of Minnamurra Lions Club

SUBMIT



DISCLOSURES BY COUNCILLORS AND DESIGNATED PERSONS ANNUAL RETURN

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

Item 13.3

Attachment 1

By: Stuart Patrick Larkins
full name of Councillor or Designated Person

In respect of the period from: 1 July 2023 to: 30 June 2024
return period

Signed: [Redacted Signature] 16/08/2024
signature of Councillor or Designated Person *date you sign this form*

A. REAL PROPERTY

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest
[Redacted Address]	Current residential property - beneficiary of owne

B. SOURCES OF INCOME

1. Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
Electorate Officer	Fiona Phillips MP - Electorate Office Nowra	
Councillor	Kiama Municipal Council	

2. Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee
None	

3. Sources of other income I received at any time since 30 June
 (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)

Interest through Commonwealth Bank accounts and RAIZ account

C. GIFTS

Description of each gift I received at any time since 30 June	Name and address of donor
None	



D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
None		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
Name and address of each corporation in which I had an interest or held a position since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
None			

F. PROPERTY DEVELOPING	
Were you a property developer or a close associate of a property developer on the return date?	<input type="text" value="NO"/>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at any time since 30 June	Description of position
Community and Public Sector Union (CPSU)	Member

H. DEBTS	
Name and address of each person to whom I was liable to pay any debt at any time since 30 June	
Access to a credit card, paid each month with Commonwealth Bank of Australia	

I. DISPOSITIONS OF PROPERTY	
1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time	
None	
2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property	
None	

J. DISCRETIONARY DISCLOSURES	
A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule	
Access to credit card - [REDACTED] limit - each month via Commonwealth Bank of Australia. Paid each month	





**DISCLOSURES BY COUNCILLORS
POST ELECTION
RETURN**

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

Item 13.3
Attachment 1

By:
full name of Councillor

As at: 14 October 2024

Signed: Digitally signed by Melinda Lawton
Date: 2024.11.22 16:25:04 +11'00'
signature of Councillor

Date:
date you sign this form

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time as at 14 October	Nature of interest
<input type="text" value="[REDACTED]"/>	<input type="text" value="Investment Property Owner"/>
<input type="text" value="[REDACTED]"/>	<input type="text" value="Joint Property Owner"/>
<input type="text" value="[REDACTED]"/>	<input type="text" value=""/>
<input type="text" value="[REDACTED]"/>	<input type="text" value=""/>

B. SOURCES OF INCOME		
1. Sources of income I received from an occupation at any time as at 14 October		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
<input type="text" value="Interior Design"/>	<input type="text" value="Eleven Eleven Design & Develop Pty Ltd"/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
2. Sources of income I received from a trust as at 14 October		
Name and address of settlor	Name and address of trustee	
<input type="text" value=""/>	<input type="text" value=""/>	
<input type="text" value=""/>	<input type="text" value=""/>	
3. Sources of other income I received at any time as at 14 October (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)		
<input type="text" value="Kiama Municipal Council"/>		
<input type="text" value="Executive Style Property - Rental Income from [REDACTED] Property"/>		

C. GIFTS	
Description of each gift I received at any time	Name and address of donor
<input type="text" value="NONE"/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>

D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NONE		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
Name and address of each corporation in which I had an interest or held a position as at 14 October	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
Eleven Eleven Design & Develop Pty Ltd	Director		
Eleven Eleven Imports Pty Ltd	Director		
Eleven Eleven Site Management Pty Ltd	Director		

F. PROPERTY DEVELOPING	
Were you a property developer or a close associate of a property developer on the return date?	<input type="text" value="No"/>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) as at 14 October	Description of position

H. DEBTS
Name and address of each person to whom I was liable to pay any debt as at 14 October

I. DISPOSITIONS OF PROPERTY
1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time as at 14 October as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time
NONE
2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time as at 14 October, as a result of which I obtained, either wholly or in part, the use and benefit of the property
NONE

J. DISCRETIONARY DISCLOSURES
A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule

 Submit



**DISCLOSURES BY COUNCILLORS
POST ELECTION
RETURN**

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By: Yasmin Anne Tatrai
full name of Councillor

As at: 14 October 2024

Signed: [REDACTED] [REDACTED] Date: 28.11.24
signature of Councillor date you sign this form

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time as at 14 October	Nature of interest
[REDACTED]	owner
[REDACTED]	owner
[REDACTED]	
[REDACTED]	

B. SOURCES OF INCOME		
1. Sources of income I received from an occupation at any time as at 14 October		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
small business	Kiama Candle Co.	[REDACTED]
disposable savings	[REDACTED]	[REDACTED]
2. Sources of income I received from a trust as at 14 October		
Name and address of settlor		Name and address of trustee
NIL		[REDACTED]
3. Sources of other income I received at any time as at 14 October (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)		
NIL		

C. GIFTS	
Description of each gift I received at any time	Name and address of donor
NONE	

D. CONTRIBUTIONS TO TRAVEL		
Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NONE		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
Name and address of each corporation in which I had an interest or held a position as at 14 October	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
NONE			

F. PROPERTY DEVELOPING	
Were you a property developer or a close associate of a property developer on the return date?	Please select <input checked="" type="radio"/> NO <input type="radio"/> YES

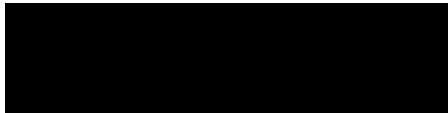
G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) as at 14 October	Description of position
NONE	

H. DEBTS	
Name and address of each person to whom I was liable to pay any debt as at 14 October	
St. George Bank	(mortgage)

I. DISPOSITIONS OF PROPERTY	
1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time as at 14 October as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time	
NONE	
2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time as at 14 October, as a result of which I obtained, either wholly or in part, the use and benefit of the property	
NONE	

J. DISCRETIONARY DISCLOSURES	
A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule	

 Submit



**DISCLOSURES BY COUNCILLORS
POST ELECTION RETURN**

DISCLOSURE OF PECUNIARY INTERESTS AND OTHER MATTERS

By:
full name of Councillor

As at: 14 October 2024

Signed: Digitally signed by Erica Warren
Date: 2024.11.18 18:34:21 +11'00'
signature of Councillor Date:
date you sign this form

A. REAL PROPERTY	
Street address of each parcel of real property in which I had an interest at the return date/at any time as at 14 October	Nature of interest
<input type="text" value="Redacted"/>	Residence
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

B. SOURCES OF INCOME		
1. Sources of income I received from an occupation at any time as at 14 October		
Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)
General Manager	The Co-Op Gerringong	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Sources of income I received from a trust as at 14 October		
Name and address of settlor	Name and address of trustee	
NONE	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
3. Sources of other income I received at any time as at 14 October (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)		
NONE		
<input type="text"/>		

C. GIFTS	
Description of each gift I received at any time	Name and address of donor
NONE	
<input type="text"/>	<input type="text"/>



D. CONTRIBUTIONS TO TRAVEL		
<i>Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time</i>	<i>Dates on which travel was undertaken</i>	<i>Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken</i>
NONE		

E. INTERESTS AND POSITIONS IN CORPORATIONS			
<i>Name and address of each corporation in which I had an interest or held a position as at 14 October</i>	<i>Nature of interest (if any)</i>	<i>Description of position (if any)</i>	<i>Description of principal objects (if any) of corporation (except in case of listed company)</i>

F. PROPERTY DEVELOPING	
<i>Were you a property developer or a close associate of a property developer on the return date?</i>	<input type="text" value="No"/>

G. POSITIONS IN TRADE UNIONS AND PROFESSIONAL OR BUSINESS ASSOCIATIONS	
<i>Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) as at 14 October</i>	<i>Description of position</i>
NONE	

H. DEBTS
<i>Name and address of each person to whom I was liable to pay any debt as at 14 October</i>
NONE

I. DISPOSITIONS OF PROPERTY
<i>1. Particulars of each disposition of real property by me (including the street address of the affected property) at any time as at 14 October as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time</i>
NONE
<i>2. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time as at 14 October, as a result of which I obtained, either wholly or in part, the use and benefit of the property</i>
NONE

J. DISCRETIONARY DISCLOSURES
<i>A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of the Schedule</i>
Previously employed at Greyleigh, owned by Traders in Purple.

 Submit

How to contact Council

Post CEO

Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Telephone

+61 (02) 4232 0444

Online

Email: council@kiama.nsw.gov.au
Website: www.kiama.nsw.gov.au

Office hours

Our Administration Building located at
11 Manning Street Kiama is open 8.45 am to 4.15 pm
Monday to Friday (excluding public holidays)



KIAMA MUNICIPAL COUNCIL
your council, your community

14 REPORT OF THE CHIEF OPERATING OFFICER

14.1 Monthly Financial Report - October 2024

CSP Objective: Outcome 5.1: Public funds and assets are managed strategically, transparently and efficiently

CSP Strategy: 5.1.1 Public funds are managed in accordance with Financial Management Standards and the Local Government Act.

Delivery Program: 5.1.1.1 Improved financial reporting and legislative compliance through reporting, scrutiny oversight and processes.

Item 14.1

Summary

This report provides a year-to-date Statement of Financial Position and Income Statement for Council's various business activities at a consolidated level and by program/service. This report aims to outline and explain any material deviations from budget year to date.

Financial implication

This report relates directly to the financial performance of Council. Monitoring of the budget monthly enables timely financial management to effectively manage the resources available to Council to provide public services and amenities.

Policy

Local Government Act 1993

Local Government (General) Regulation 2021

Part 9, Division 3, Clause 203 (1) of the Local Government (General) Regulation 2021 legislates the preparation of this report. As such Kiama council complies with the legislation by preparation of this report.

Consultation (internal)

Chief Executive Officer

Chief Operating Officer

Chief Financial and Technology Officer

Directors & Department Managers

Management Accountants

Communication/Community engagement

N/A

Attachments

1 Financial Statements - October 2024 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Receives and adopts the Monthly Financial Report for October 2024.
2. Approves the funding source change for donation to Gerringong District All Sports Inc. for Gerry Emery Clubhouse embellishments:
 - a. Original Council resolution 24/270OC \$75,000 funded from the Development Contributions Reserve
 - b. Funding source change - \$30,000 from LRCI Grant Funding and \$45,000 from the Development Contributions Reserve.

Item 14.1

Executive Summary

As of the end of October 2024, incorporating QBR1 adjustments adopted by Council, the operating result from recurring operations reflects a \$12.5M surplus, compared to the forecast of \$12.3M. This represents a favourable variance of \$241K (2%) against the budget.

The forecasted end of year result is \$11.3M loss from reoccurring operations. Consistent with previous reports and the current sustainability strategy, Council's budget relies on asset divestment to fulfill key KPIs and positive cash flow and including capital revenue and sale of assets, the forecasted end of year result is \$1M loss.

Budget Changes

Net budget changes of \$1.2M (tabled below) have now been added to the budget, most of which were adopted at the November 2024 ordinary Council meeting.

The overall effect of these budget changes results in a further reduction in unrestricted cash of \$487K by the end of 2024-25, mainly due to general fund component of OneCouncil software application implementation costs.

Table 1. This table provides a breakdown of adopted budget changes not contained within QBR 1, including the funding sources of each change.

Capital Budget					
				Funding Source	
Council Meeting	Resolution	Description	Budget Change	Reserves	General Revenue
13/08/2024	24/270OC	Donation to fund Gerry Emery Clubhouse public toilet refurbishment	75,000	(75,000)	0
20/11/2024	24/318OC	TechOne Implementation budget for 2024-25 - Addition of new budget (release 3)-classified as capex for management accounting purposes.	1,100,000	(419,737)	(680,263)

Report of the Chief Operating Officer

14.1 Monthly Financial Report - October 2024 (cont)

			1,175,000	(494,737)	(680,263)
--	--	--	-----------	-----------	-----------

Operational Budget					
				Funding Source	
Council Meeting	Resolution	Description	Budget Change	Reserves	General Revenue
20/11/2024	24/203OC	Seven Mile Beach reserve weed management	15,000	(15,000)	0
20/11/2024	24/320OC	Pavilion EV Chargers income	(2,000)		2,000
n/a	n/a	TechOne Implementation budget for 2024-25 - Correction of current existing budget and LTFP funding sources (release 1&2) (opex)	0	(190,790)	190,790
			13,000	(205,790)	192,790

Total budget changes			1,188,000	(700,527)	(487,473)
-----------------------------	--	--	-----------	-----------	-----------

Item 14.1

Operating Results

Consolidated results year-to-date to 31 October 2024 show a \$16.3M surplus compared to a budgeted surplus of \$15.9M, leading to a small favourable variance of \$400K.

The operating result from recurring operations reflects a \$12.5M profit, compared to the forecast of \$12.3M.

Income from recurring operations is favourable by \$359K, primarily due to user charges and fees (\$448K favourable). Better than expected seasonal income at the Holiday Parks and Leisure Centre, in addition to higher revenue from Blue Haven means tested care fees are the main reasons.

Income from non-recurring operations (Capital grants and net gain on sale) are in line with budget, being \$142K favourable overall.

Expenses from recurring operations are on track, with a small unfavourable variance of \$118K. The main material variance relates to employee costs, specifically general fund and relate to ongoing wage undercapitalisation issues, overtime and lump sum allowance back payments and termination payments.

The following table provides an overview of key variances and whether the variance is timing or permanent in nature. These items will be considered for adjustment in the upcoming respective Quarterly Budget Review (QBR) cycle.

Report of the Chief Operating Officer

14.1 Monthly Financial Report - October 2024 (cont)

Table 2. This table provides further explanation of the identified material budget variances.

Financial Reporting Level Category	Material variance	Permanent / Timing	Comments
User charges and fees	\$448K (F)	Timing Timing TBD	<ul style="list-style-type: none"> - Development application fees unfavourable to budget by \$90K, primarily due to a slowdown in development. - Blue Haven fees favourable variance of \$167K, mainly driven by higher-than-expected means-tested care fees. - Seasonal income performing better than expected, with favourable variances reported in the following areas: Holiday Parks (\$152K favourable), Leisure Centres (\$77K favourable) and Domestic Waste fees and charges (\$72K favourable). - A total immaterial favourable variance of \$70K across other areas.
Employee Benefits	\$340K (U)	TBD	<ul style="list-style-type: none"> - Undercapitalisation of wages of infrastructure team costs to capital projects (\$155K unfavourable). - overtime (\$103K unfavourable). - allowances and lump sum backpay (\$64K unfavourable). - other small variances across organisation (\$18K unfavourable).
Operational Grants and Contributions	\$287K (U)	Timing	<ul style="list-style-type: none"> - Blue Haven's CHSP grants and Department of Health & Ageing's subsidy recorded an unfavourable variance of \$298K, primarily due to timing issues. - A total immaterial favourable variance of \$11K across other areas.
Net gain/loss from the disposal of assets	\$222K (F)	Permanent	<ul style="list-style-type: none"> - Fleet Register cleanup revealed assets that were disposed of in previous years, with the proceeds recognised this year, leading to a 100% gain (\$167K favourable). - Assets sold not originally included in the budget contributed \$41K favourable, reflecting unplanned gains from these assets. - Plant sales generated higher profits than budgeted, resulting in an additional \$14K favourable.
Total Variances explained (A)		\$43K (F)	Total of material variances listed above

Item 14.1

Report of the Chief Operating Officer

14.1 Monthly Financial Report - October 2024 (cont)

The variance can be further analysed between restricted and unrestricted funds as follows:

Total Variances explained (A)	\$43K (F)	Total of material variances listed above
Other Variances (B)	\$322K (F)	Total of other remaining immaterial variances
Total variance per Consolidated Income Statement (A+B)	\$365K (F)	
Unrestricted Fund Variance	\$443K (F)	Net impact on unrestricted cash position, including: +\$224K – user fees and charges leisure centre, Blue Haven, etc. -\$340K – employee benefits +\$559K – other immaterial variances
Restricted Fund Variance	\$78K (U)	Net impact on unrestricted cash position, including: +\$72K – Domestic Waste fees and charges +\$152K – Holiday parks fees and charges -\$298K – Blue Haven CHSP grants +\$222K – Plant Replacement gain on sale of assets -\$70K - other immaterial variances

Item 14.1

Cashflow

Year-to-date, Councils operations have resulted in a net decrease in unrestricted funds of \$2.4M (\$3.2M decrease to September 2024 – as per QBR 1).

Adopted adjustments to the revised budget made in QBR1 have projected an annual decrease in unrestricted cash of \$7.8M (excluding proceeds from asset sales and Blue Haven debt repayment). Including the additional budget changes noted in this report, the annual reduction in unrestricted cash is now projected to be \$8.3M. This equates to approximately \$700K per month, as a result, it is anticipated that Council will need to draw from internal reserves temporarily, until cash proceeds from planned divestments are realised.

As noted in Statement of Investments – October 2024, a key challenge outside Council's control impacting unrestricted cash, is disaster recovery spending prior to reimbursement from funding bodies, currently this balance is \$6M which has a material impact on the unrestricted funds balance out of which \$1.1M was spent this financial year to date.

KIAMA MUNICIPAL COUNCIL
Consolidated Income Statement

For the Period Ending 31 October 2024



	Year to Date			Variance	%	Full Year	
	Actual	Adopted Budget	Last Year Actual			Last Year Actual	Adopted Budget
	24-25	24-25	23-24	24-25		23-24	24-25
	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000
Income from recurring operations							
Rates, Levies & Annual Charges	28,460	28,570	27,549	(110)	0%	27,549	28,797
User charges and fees	7,981	7,533	8,433	448	6%	23,761	22,207
Interest & Investment Revenue	820	642	591	179	28%	2,357	1,839
Other Revenue	2,170	2,045	2,175	125	6%	7,003	4,869
Grants, subsidies, contributions and donations - Operating	5,806	6,093	5,492	(287)	-5%	20,550	13,748
Other Income	5	-	-	5	0%	(9,108)	-
Total Income	45,241	44,883	44,239	359	1%	72,112	71,461
Expenses from recurring operations							
Employee Benefits	14,406	14,066	12,073	(340)	-2%	40,371	35,379
Borrowing Costs	217	210	83	(7)	-3%	875	579
Materials & Contracts	14,031	14,125	11,552	94	1%	40,882	34,200
Depreciation & Amortization	3,801	3,864	4,230	63	2%	10,764	11,467
Impairment	-	-	-	-	0%	421	-
Other Expenses	256	328	173	72	22%	1,039	1,174
Total Expenses	32,711	32,593	28,112	(118)	0%	94,351	82,799
Operating result from recurring operations	12,531	12,290	16,127	241	2%	(22,239)	(11,338)
Capital Grants & Contributions	3,483	3,581	1,177	(98)	-3%	12,872	10,714
Net gain/loss from the disposal of assets	240	18	87	222	123.7%	(3,413)	(370)
Operating result including capital grants & contributions	16,013	15,871	17,304	142	1%	(9,367)	(624)
Operating result including capital grants & contributions & one-off sales	16,253	15,889	17,391	365	2%	(12,781)	(985)

KIAMA MUNICIPAL COUNCIL
Blue Haven Income Statement

For the Period Ending 31 October 2024



	Year to Date			Full Year		
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000	Last Year Actual 23-24 \$'000	Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
Income from recurring operations						
User charges and fees	2,079	1,911	167	1,779	5,477	3,818
Interest & Investment Revenue	3	0	2	116	8	1
Other Revenue	1,570	1,629	(59)	1,703	4,929	3,785
Grants, subsidies, contributions and donations - Operating	5,063	5,360	(298)	4,683	15,746	9,181
Other Income	5	-	5	-	(9,108)	-
Internal Revenue	401	393	8	267	1,215	687
Total Income	9,120	9,294	(174)	8,548	18,268	17,473
Expenses from recurring operations						
Employee Benefits	4,246	4,330	84	4,262	13,449	8,377
Borrowing Costs	180	180	(0)	49	701	441
Materials & Contracts	3,466	3,236	(230)	3,145	11,815	5,954
Depreciation & Amortization	19	19	0	802	191	56
Impairment	-	-	-	-	421	-
Other Expenses	21	10	(11)	41	67	19
Internal Expenditure	1,555	1,551	(4)	1,073	3,945	2,943
Total Expenses	9,487	9,326	(161)	9,373	30,589	17,790
Operating result from recurring operations	(367)	(32)	(335)	(825)	(12,321)	(316)
Capital Grants & Contributions	-	-	-	-	-	-
Net gain/ loss from the disposal of assets	-	-	-	-	-	-
Operating result including capital grants & contributions	(367)	(32)	(335)	(825)	(12,321)	(316)
Operating result including capital grants & contributions & one-off sales	(367)	(32)	(335)	(825)	(12,321)	(316)

KIAMA MUNICIPAL COUNCIL
Holiday Parks Income Statement

For the Period Ending 31 October 2024



	Year to Date			Full Year		
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000	Last Year Actual 23-24 \$'000	Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
Income from recurring operations						
User charges and fees	3,318	3,166	152	3,950	10,878	11,052
Other Revenue	1	1	1	6	9	2
Grants, subsidies, contributions and donations - Operating	-	-	-	83	83	-
Internal Revenue	17	-	17	19	39	-
Total Income	3,336	3,167	169	4,059	11,010	11,054
Expenses from recurring operations						
Employee Benefits	125	144	20	83	353	444
Borrowing Costs	17	10	(6)	12	73	61
Materials & Contracts	1,955	2,069	114	1,721	5,799	6,228
Depreciation & Amortization	194	195	2	209	618	580
Other Expenses	76	108	32	-	353	430
Internal Expenditure	338	319	(18)	119	822	831
Total Expenses	2,703	2,846	143	2,144	8,019	8,574
Operating result from recurring operations	633	321	312	1,915	2,990	2,480
Capital Grants & Contributions	-	-	-	-	-	-
Net gain/ loss from the disposal of assets	-	-	-	-	-	-
Operating result including capital grants & contributions	633	321	312	1,915	2,990	2,480
Operating result including capital grants & contributions & one-off sales	633	321	312	1,915	2,990	2,480

KIAMA MUNICIPAL COUNCIL
The Pavilion Income Statement

For the Period Ending 31. October 2024



	Year to Date			Full Year		
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000	Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000	%
Income from recurring operations	236	268	(31)	294	802	-12%
User charges and fees	7	-	7	25	59	0%
Internal Revenue						
Total Income	244	268	(24)	320	788	-9%
Expenses from recurring operations						
Employee Benefits	74	99	24	73	239	24%
Materials & Contracts	102	146	44	134	420	30%
Depreciation & Amortization	49	50	0	51	151	1%
Internal Expenditure	11	8	(3)	7	26	-36%
Total Expenses	236	302	66	265	836	22%
Operating result from recurring operations	7	(35)	42	55	(48)	-122%
Capital Grants & Contributions	-	-	-	-	-	0%
Net gain/ loss from the disposal of assets	-	-	-	3	3	0%
Operating result including capital grants & contributions	7	(35)	42	55	(48)	-122%
Operating result including capital grants & contributions & one-off sales	7	(35)	42	57	(45)	-122%

KIAMA MUNICIPAL COUNCIL
Commercial Waste and Hire Services Income Statement
 For the Period Ending 31 October 2024



	Year to Date			%	Full Year	
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000		Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
Income from recurring operations	1,057	1,071	(14)	-1%	2,741	2,657
Rates, Levies & Annual Charges	198	199	(1)	-1%	198	199
User charges and fees	515	540	(25)	-5%	1,644	1,640
Other Revenue	47	82	(35)	-42%	117	85
Internal Revenue	297	250	47	19%	782	732
Total Income	1,057	1,071	(14)	-1%	2,741	2,657
Expenses from recurring operations	394	379	(15)	-4%	1,058	1,163
Employee Benefits	8	106	98	92%	234	337
Materials & Contracts	792	793	0	0%	1,340	2,378
Total Expenses	1,195	1,277	83	6%	2,632	3,876
Operating result from recurring operations	(138)	(207)	69	-33%	109	(1,222)
Capital Grants & Contributions	-	-	-	0%	-	-
Net gain/ loss from the disposal of assets	-	-	-	0%	-	-
Operating result including capital grants & contributions	(138)	(207)	69	-33%	109	(1,222)
Operating result including capital grants & contributions & one-off sales	(138)	(207)	69	-33%	109	(1,222)

KIAMA MUNICIPAL COUNCIL
Leisure Centre Income Statement

For the Period Ending 31 October 2024



	Year to Date			Variance	%	Full Year	
	Actual	Adopted Budget	Last Year Actual			Last Year Actual	Adopted Budget
	24-25	24-25	23-24	24-25	23-24	24-25	23-24
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from recurring operations							
User charges and fees	931	854	77	9%	846	2,482	2,482
Other Revenue	-	-	-	0%	-	61	-
Internal Revenue	-	-	-	0%	-	-	-
Total Income	931	854	77	9%	846	2,601	2,482
Expenses from recurring operations							
Employee Benefits	679	635	(44)	-7%	614	1,977	1,843
Borrowing Costs	2	2	(0)	-3%	2	10	9
Materials & Contracts	268	235	(34)	-14%	205	678	759
Other Expenses	-	-	-	0%	(1)	(1)	-
Internal Expenditure	227	227	(0)	0%	11	36	682
Total Expenses	1,177	1,100	(78)	-7%	831	2,699	3,293
Operating result from recurring operations	(246)	(246)	(1)	0%	15	(98)	(812)
Capital Grants & Contributions	-	-	-	0%	-	(60)	-
Net gain/ loss from the disposal of assets	-	-	-	0%	-	-	-
Operating result including capital grants & contributions	(246)	(246)	(1)	0%	15	(158)	(812)
Operating result including capital grants & contributions & one-off sales	(246)	(246)	(1)	0%	15	(158)	(812)

KIAMA MUNICIPAL COUNCIL

Income Statement by Program & Service

For the Period Ending 31 October 2024



PROGRAM & SERVICE	REVENUE			EXPENDITURE			OPERATING RESULT		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$	Actual	Budget	Variance \$
	24-25 \$'000	24-25 \$'000	24-25 \$'000	24-25 \$'000	24-25 \$'000	24-25 \$'000	24-25 \$'000	24-25 \$'000	24-25 \$'000
Business Operations									
Kendall Beach Holiday Park	588	632	(44)	497	539	42	91	93	(2)
Kiama Harbour Cabins	366	371	(6)	412	548	136	(46)	(176)	131
Seven Mile Beach Holiday Park	1,098	962	136	582	621	39	516	342	174
Showground Camping Grounds	(0)	-	(0)	1	-	(1)	(1)	-	(1)
Surf Beach Holiday Park	545	556	(11)	624	608	(16)	(79)	(52)	(27)
Werri Beach Holiday Park	740	646	94	572	531	(41)	168	115	53
Leisure Centre	931	854	77	1,177	1,100	(78)	(246)	(246)	(1)
The Pavilion Administration	244	268	(24)	236	302	66	7	(35)	42
Blue Haven ACF	5,302	5,267	35	6,140	5,991	(149)	(838)	(724)	(114)
Blue Haven - Bonaira ILLU	937	973	(36)	368	409	41	569	564	5
Blue Haven - Barrroll House Café	39	23	16	149	172	24	(110)	(149)	39
Blue Haven - Terralong ILLU	1,058	1,123	(65)	667	366	(301)	391	756	(366)
Blue Haven - Community Centre Admin	170	157	13	175	147	(28)	(5)	10	(15)
Blue Haven - Management & Planning	230	233	(3)	284	461	178	(53)	(228)	175
Blue Haven - Community Services	1,384	1,518	(134)	1,705	1,779	74	(321)	(261)	(60)
Hire Services	623	663	(40)	981	937	(44)	(358)	(274)	(84)
Commercial Waste Services	434	408	26	213	340	128	221	68	154
Business Operations	14,687	14,653	34	14,840	14,851	12	(153)	(198)	45
Core Council Administration	26,466	26,103	363	9,997	9,884	(113)	16,469	16,220	249
Regulatory	694	863	(169)	1,579	1,599	20	(885)	(736)	(149)
Public Services & Amenities	11,056	10,851	205	9,816	9,611	(205)	1,240	1,240	0
Other Community Services	340	244	95	757	881	124	(417)	(637)	220
Total Council	53,242	52,715	527	36,988	36,826	(162)	16,254	15,889	366

Key:

Favourable

Unfavourable

*Details on the specific services contained under each program can be found on the following page.

KIAMA MUNICIPAL COUNCIL

Programs & Services



Contained below is a list of Kiama Council's main programs and the associated services which are provided under each.

Core Council Administration	Business Operations	Regulatory	Public Services & Amenities	Other Community Services
Property Administration	Kendalls Beach Holiday Park	Lifeguards	Depreciation	Road Safety
Office of the CEO	Kiama Harbour Cabins	Internal Audit	Building Services & Maintenance	Community Development
Finance	Seven Mile Beach Holiday Park	Bushfire Services (RFS)	Construction & Works	Cultural Development
Corporate Savings	Showground Camping Ground	Building Development	Engineering & Works Administration	Youth Services
Training & Development	Surf Beach Holiday Park	Compliance	Design Project Contract Management	Tourism & Events
Rates & Charges	Werri Beach Holiday Park	Environmental Administration	Asset Management	Visitor Information Centre
Records Management	The Pavilion	Environmental Health	Engineering Assessment & Approvals	Economic Development
Fleet & Plant Administration	Blue Haven RACF	Strategic Planning	Parks Services	
Supply & Store	Blue Haven ILL Bonaira		Tree Preservation & Management	
Communications	Blue Haven Barrroul House		Kiama Works Depot	
Civic Activities	Blue Haven ILL Terralong		Library Services	
Information Technology	Blue Haven Community Program Management		Domestic Waste Services	
Geographic Information Systems	Blue Haven Corporate Management		Cleaning Services	
Customer Service	Blue Haven Community Programs			
Technology One Implementation and Maintenance	Hire Services			
Corporate Planning	Commercial Waste Services			
Governance	Leisure Centre			
Human Resources				
Organisational development				
Risk Management				
Operating Management				

KIAMA MUNICIPAL COUNCIL**Consolidated**Statement of Financial Position
For the Period Ended 31 October 2024

	Notes	YTD Actual	Last year YTD Actual
		31 October 2024	31 October 2023
		24-25	23-24
		\$'000	\$'000
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	18,695	706
Investments	C1-2	15,000	37,000
Receivables	C1-4	19,979	1,426
Inventories	C1-5	349	306
Contract assets and contract cost assets	C1-6	1,488	831
Current assets classified as 'held for sale'	C1-7	95,138	5,461
Other		1,231	2,654
Total current assets		151,880	48,384
Non current assets			
Investments	C1-2	9,373	837
Receivables	C1-4	207	200
Infrastructure, property, plant and equipment	C1-8	554,423	586,602
Investment property	C1-9	80,200	124,950
Right of use assets	C2-1	396	122
Total non current assets		644,599	712,711
Total assets		796,479	761,095
LIABILITIES			
Current liabilities			
Payables	C3-1	140,107	134,154
Contract liabilities	C3-2	4,892	7,011
Lease liabilities	C2-1	114	36
Borrowings	C3-3	676	504
Employee benefit provisions	C3-4	6,406	6,502
Total current liabilities		152,196	148,205
Non current liabilities			
Payables	C3-1	22	18
Lease liabilities	C2-1	290	6
Borrowings	C3-3	19,675	20,494
Employee benefit provisions	C3-4	624	601
Total non current liabilities		20,610	21,119
Total Liabilities		172,805	169,324
Net Assets		623,674	591,770
EQUITY			
Retained earnings		164,115	176,921
Revaluation reserves		442,782	415,779
Current Year Net Earnings		16,777	-931
Total equity		623,674	591,770

KIAMA MUNICIPAL COUNCIL
Cash Flow Statement

For the Period Ending 31 October 2024



Cash Flow Statement	25ACT Jul-24	25ACT Aug-24	25ACT Sep-24	25ACT Oct-24	25POBR1 Nov-24	25POBR1 Dec-24	25POBR1 Jan-25	25POBR1 Feb-25	25POBR1 Mar-25	25POBR1 Apr-25	25POBR1 May-25	25POBR1 Jun-25
Cash Flows from Operating Activities												
Receipts:												
Rates & Annual Charges	1,974,258	5,965,467	2,181,204	1,370,659	2,517,190	2,202,542	1,258,595	2,831,839	2,202,542	943,946	3,461,137	1,887,893
User Charges & Fees	1,806,713	1,933,091	1,969,568	2,437,185	2,182,968	2,089,045	2,175,333	1,923,806	1,892,428	1,136,987	1,184,828	1,475,375
Investment & Interest Revenue Received	3,117	63,906	545,756	204,704	131,991	142,948	128,645	132,318	130,274	117,041	121,669	114,052
Operating grants	975,590	1,703,529	1,461,998	1,434,956	1,507,735	2,381,771	1,395,146	410,168	65,965	46,144	35,469	2,329,134
Bonds & Deposits Received	3,320,831	-	2,136,355	-	527,323	582,475	509,739	259,158	260,929	260,909	255,274	1,855,032
Other	358,396	513,294	516,662	565,481	-	-	-	-	-	-	-	259,302
Payments:												
Employee Benefits & On-Costs	(4,228,986)	(4,222,692)	(3,854,469)	(3,202,249)	(2,943,300)	(3,346,958)	(2,921,067)	(2,225,678)	(2,260,314)	(1,862,048)	(1,861,084)	(2,450,135)
Materials & Contracts	(6,386,151)	(5,388,501)	(3,354,233)	(2,975,567)	(2,532,607)	(2,524,706)	(2,655,181)	(1,914,866)	(1,679,122)	(1,882,060)	(1,913,210)	(2,046,601)
Borrowing Costs	-	(197,637)	(19,030)	-	(192,377)	(18,677)	(245)	(94,827)	(18,433)	(245)	(14,152)	(23,311)
Bonds & Deposits Refunded	-	(801,480)	(1,842,313)	(1,168,425)	(4,643)	(325,864)	(30,446)	(1,498)	(240,149)	(5,572)	(1,498)	(309,410)
Other	(31,441)	(4,572)	(125,529)	(93,166)	(500,000)	(93,166)	(30,446)	(1,498)	(240,149)	(5,572)	(1,498)	(309,410)
Net movements in Debtors/Creditors	(166,288)	5,692	1,650,094	(1,414,407)	-	-	-	-	-	-	-	-
Net Cash provided (or used in) Operating Activities	(2,373,961)	(429,901)	1,265,044	(2,840,827)	1,194,280	1,182,575	(89,461)	1,320,921	354,121	(1,244,898)	1,288,462	3,093,331
Cash Flows from Investing Activities												
Receipts:												
Capital grants	-	111,963	2,360,333	105,890	347,628	3,416,195	224,696	224,696	2,339,609	224,696	192,792	1,165,007
Sale of Infrastructure, Property, Plant & Equipment	-	89,412	644,745	90,351	-	1,200,000	40,000	15,032,000	100,000	40,000	3,700,000	1,876,693
Payments:												
Purchase of Infrastructure, Property, Plant & Equipment	(1,461,167)	(2,171,693)	(895,833)	(1,591,906)	(2,117,588)	(2,117,588)	(2,117,588)	(2,117,588)	(2,117,588)	(2,117,588)	(2,117,588)	(2,117,588)
Purchase of Investment property	-	-	-	-	(500,000)	-	-	-	-	-	-	-
Net Cash provided (or used in) Investing Activities	(1,461,167)	(1,970,309)	2,409,245	(1,395,665)	(2,269,961)	2,498,607	(1,852,892)	13,139,108	322,021	(1,852,892)	1,775,204	924,112
Cash Flows from Financing Activities												
Payments:												
Repayment of Borrowings & Advances	-	(125,000)	(43,374)	-	(125,000)	(43,621)	-	(15,125,000)	(43,870)	-	(125,000)	(44,109)
Other Financing Activity Payments	-	-	-	-	-	-	-	-	-	-	-	-
Net Cash Flow provided (used in) Financing Activities	-	(125,000)	(43,374)	-	(125,000)	(43,621)	-	(15,125,000)	(43,870)	-	(125,000)	(44,109)
Net Increase/(Decrease) in Cash & Cash Equivalents	(3,835,128)	(2,525,210)	3,634,915	(4,236,492)	(1,200,681)	3,637,561	(1,942,373)	(664,871)	432,272	(3,097,790)	2,918,666	3,973,335
plus: Cash & Cash Equivalents - beginning of month	48,074,140	44,239,012	41,713,802	45,346,717	41,112,225	39,911,544	43,549,105	41,606,732	40,941,761	41,374,034	38,276,244	41,194,910
Cash & Cash Equivalents - end of the month	44,239,012	41,713,802	45,346,717	41,112,225	39,911,544	43,549,105	41,606,732	40,941,761	41,374,034	38,276,244	41,194,910	45,168,244

KIAMA MUNICIPAL COUNCIL

Consolidated Cashflow Movements

For the Period Ending 31 October 2024



	Year to Date	Full Year
	Actual Movement 24-25 \$'000	Full Year Budget Movement 24-25 \$'000
Cash Adjustments		
Depreciation	3,801	11,467
Cost of Assets Sold	584	23,183
Capital Works Program	(5,822)	(22,761)
Loan Repayments	(168)	(15,675)
Loan Borrowings	-	-
Deferred Management fees	(1,504)	(3,085)
Aged Care Bonds Movements	1,645	3,500
Net Movement in Debtors/Creditors	(19,591)	-
Net Inc/(Dec) in Funds before Transfers	(4,802)	(4,366)
Net Reserve Movements		
Externally Restricted	(1,283)	(4,659)
Unexpended Grants	(1,676)	(2,115)
Crown Land	(1,315)	(2,846)
Blue Haven Home Care Client Credit Balance	2	-
Blue Haven Terralong ILU Maintenance Levy	(397)	(1,635)
Domestic waste management	2,108	1,628
Unspent Loan Funding	(100)	-
Stormwater Levy	93	134
Security bonds, Deposits & Retentions	(52)	-
Developer contributions (Unexpended)	55	175
Internally Restricted	(1,087)	(400)
Terralong ILU Capital Works	238	2,094
Plant Replacement	(52)	(42)
Land Development	(39)	(676)
Council Elections	(50)	-
Waste Business Unit	(8)	(460)
Risk Improvement Incentive	(42)	-
Temporary Funding Disaster Recovery Funding Agreement Works	(1,135)	(1,316)
Total Net Reserve Movements	(2,371)	(5,059)
Net Inc/(Dec) in Unrestricted Funds	(2,432)	693

15 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES

15.1 Endorse for public exhibition - Creative Kiama: Cultural Plan 2025-29

CSP Objective: Outcome 1.1: We want a strong sense of community and belonging, where social and cultural life can flourish; and our families, friends and visitors feel welcome and included.

CSP Strategy: 1.1.1 Provide spaces, services and initiatives that foster a proud, inclusive, and connected community for all.

Delivery Program: 1.1.1.1 Review Council's Arts and Cultural Strategy and policy framework and implement priority actions.

Item 15.1

Summary

“Creative Kiama” sets the vision and strategic goals for the future of arts and cultural activities in the Kiama region for 2025-29. This draft plan embodies the community’s aspirations and priorities for arts and culture, aligning with the key insights and feedback outlined in the Engagement Report.

Council is seeking approval for the new cultural plan to be placed on public exhibition starting mid-January 2025. The draft document will be rendered to a graphic design document once approved (refer to Mock Graphic Design Version). It should be noted that final images are subject to change following consultation with community and Traditional Elders.

Financial implication

“Creative Kiama” acknowledges our current situation and resources. Council is limited in financial and physical resources however is not limited by innovation and passion. Council can achieve great outcomes and results which are detailed within the Implementation Plan.

The new cultural plan will be financially sustainable by combining the existing Cultural Development budget, targeted external funding, collaborative internal efforts and regional resource sharing. This approach ensures that arts and culture initiatives are robustly funded and strategically managed, leading to greater community engagement and long-term cultural and economic benefits.

Risk implication

The Implementation Plan is designed as a SMART framework, with specific, measurable, and achievable goals tailored for the capacity of one (1) full-time Cultural Development Officer. It sets realistic and time-bound objectives that span the next four years, ensuring focused and effective implementation aligned with available resources.

Policy

“Creative Kiama” is a policy framework document for 2025-29 in relation to arts, culture and creativity in Kiama. Council recognises the importance of influencing and contributing to the development and implementation of key Council policies and strategies.

Report of the Director Planning, Environment and Communities

15.1 Endorse for public exhibition - Creative Kiama: Cultural Plan 2025-29 (cont)

By aligning our efforts with these plans, Council can showcase its dedication to leveraging arts and cultural outcomes to achieve broader Council and stakeholder objectives across diverse areas beyond the arts. This integrated approach ensures that our cultural initiatives not only enrich the community but also support and enhance the wider goals of Council.

Such policies and plans will include the Community Strategic Plan (Review), Reconciliation Action Plan, Community Development Strategy, Library Strategy (Draft) and the Development Control Plan (Public Art).

Consultation (internal)

See attached Engagement Report for comprehensive internal engagement for Creative Kiama.

Communication/Community engagement

See attached Engagement Report for comprehensive external engagement for Creative Kiama.

Attachments

- 1 Focus Group Data - Menti results [↓](#)
- 2 Survey Monkey - Let's talk about arts, culture and creativity [↓](#)
- 3 Engagement Report - Let's talk about arts, culture and creativity [↓](#)
- 4 DRAFT Creative Kiama: Cultural Plan 2025-29 [↓](#)
- 5 MOCK Graphic Design Version [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Place the draft *Creative Kiama: Cultural Plan 2025-29*, on public exhibition starting mid-January 2025 for a period of 28 days.
2. Receive a further report for consideration, if any relevant submissions are received or if any substantial changes are proposed for any other reasons, detailing the public exhibition outcomes and proposed changes with further recommendations regarding adoption.
3. On the day after completion of the public exhibition period, adopt the *Creative Kiama: Cultural Plan 2025-29*, if there are no relevant submissions received and there are no substantial changes proposed.

Report of the Director Planning, Environment and Communities

15.1 Endorse for public exhibition - Creative Kiama: Cultural Plan 2025-29 (cont)

Background

Kiama Municipal Council last engaged in detailed cultural planning in 2016, leading to the creation of the 2017-2020 cultural plan, *The BISIness of Creative Arts in Kiama*. Now, four years later, Council has come together once again to shape Kiama's new cultural vision for 2025-29.

Community engagement

The community and creative stakeholders were invited to share their thoughts, dreams, and aspirations for the cultural life of our town. Engagement was delivered in two stages. The first stage was the delivery of a key internal (Council) stakeholder workshop on 29 May 2024. The second phase was opened for the broader community and other stakeholders to participate from 5 August to 13 October 2024. In this phase the community were invited to provide feedback and insights to help craft a fresh cultural plan that will reflect the community's creative aspirations.

A range of internal, key stakeholder and community engagement methods and activities have created a strong insight into future planning for arts and culture in Kiama. These activities have been summarised below.

- Key internal stakeholder workshop | 29 May 2024
- Flyers and posters
- Online and paper-based survey
- Community Pop-ups & Interactive displays
- Creative focus groups | 18 September 2024
- Consultation with key community groups
- Children's Survey Card
- Lego Competition.

The invaluable feedback gathered has helped craft a dynamic and inclusive cultural plan (*Creative Kiama*) that places the community's priorities, needs, and creative ambitions at the forefront of our strategy.

Draft Creative Kiama

The draft *Creative Kiama* to nurture a vibrant, inclusive, and dynamic cultural ecosystem that celebrates diversity, creativity and community engagement. The draft contains the following four pillars:

1. Celebrate and honour Aboriginal stories, culture and our region's rich heritage
2. Provide create access to creative learning opportunities; professional development for artists and support for small creative industries
3. Provide more partnerships, collaborations and creative initiatives to fuel the creative economy
4. Provide innovative spaces and venues for exhibitions, performances and artistic participation, ensuring more opportunities for arts engagement.

The draft *Creative Kiama* contains a number of actions for Council to partner, advocate and host over the next five years.

Report of the Director Planning, Environment and Communities

15.1 Endorse for public exhibition - Creative Kiama: Cultural Plan 2025-29 (cont)

Public exhibition

It is anticipated that draft *Creative Kiama* will be placed on the statutory 28-day public exhibition period throughout January and February 2025 and if significant amendments are required a finalised *Creative Kiama* will be reported back to Council for final adoption.

Item 15.1

Mentimeter

What is working for you as an artist or creative in Kiama?

Local small grants offerings	Isolation and space	A small group of like minded creatives	Having the Old Fire Station available
The community, inspiration from he land	The ability to have a workshop and beautiful space to create and exhibit	My own commitment to the arts	A small collective of like minded creatives

3 17

What is working for you as an artist or creative in Kiama?

Seven Marks gallery

I am part of KIAMA ART SOCIETY giving me connection with like minded others. I am able occasionally to have exhibition at OFS

New artists joining the community, refreshing the "landscape"

Fire Station is a fabulous exhibition spaceSupportive community. Kiama Community page and Gerringong Community page on Facebook are very supportiveWorkshop opportunitiesGatherings like today

The presence of performing arts and music festivals and exhibition spaces

A relatively supportive environment for local artists & supporting locally made products. The use of exhibition space is also an excellent opportunity and has worked well for artists who are fulltime

GLAM community gallery

Access to the Coach house is critical for the full functioning of the Kiama Arts Society- to include various artists, workshops, tutoring & opportunity of the arts community.

Mentimeter

3 17

What is working for you as an artist or creative in Kiama?

Mentimeter

The ability to show my work and join with other artists. Although finding exhibition space can take a long time with many on the list.	Arts groups e.g. Woodworks, Art Society, Music Society etc	Dynamic talent creative community in Kiama	Opportunity to listen to and share performing arts is vital.
The chance to network with others in the same field. Some opportunities to interact with people in other fields within the community	Carmelina's great support	The art community- support of fellow artistsCommunity support for the arts- attendance - lots of art mindedCouncil support for exhibition at Old Gore StationInspiration from the natural environment	Engaged senior community

3 17

The image shows a Mentimeter poll interface with a light blue background. At the top left is the Mentimeter logo. The main heading is "What is working for you as an artist or creative in Kiama?". Below the heading are six grey rectangular boxes arranged in a 2x3 grid, each containing a topic and its corresponding responses. In the top right corner, there are three circular icons: a thumbs up icon with the number 3, a thumbs down icon with the number 17, and a person icon.

Topic	Responses
Great Council facilities	New artists moving to the area with new enthusiasm and ideas
Council listening	Being known here. Bringing our global experience and connect to events here. Bringing European style here. Knowing and being connected to people like Sally and the team
The environment	Outdoor spaces being utilized in creative ways (festivals, street art etc)
Seeing the increasing number of artistic programs and opportunities for artists post-covid	Kiama as destination for quality music acts

The image shows a Mentimeter poll results slide. The title is "What is working for you as an artist or creative in Kiama?". There are four response options, each in a light blue box. The top right corner of the slide has a Mentimeter logo and three circular icons: a thumbs up with the number 3, a thumbs down with the number 17, and a person icon.

What is working for you as an artist or creative in Kiama?

I love the Old Fire Station as a cultural building in itself. The use of this building in hiring out for local artists is great for kiama and the local artists.

Minister interested in supporting regional arts

Kiama art society is a great platform for local artists. The markets bring diversity to our area.

Knowing and being connected to other artisys

Mentimeter

3 👍

17 👎

👤

Mentimeter

What is not working for you as an artist or creative in Kiama?

Individual creatives having to pay private/business rates for council spaces because they are not community groups or NFP	Funding	Limited spaces for exhibitions	Glam Gallery is fabulous but a lot of locals don't know it is there and it doesn't have a street presence or signage on the building.
Council. Lack of vision.	The unprogressive vision	Too many of us to only have OFS . Gerringong is not viable yet. We need more venues or occasions to show our works	Culture is not considered in Kiama with the respect it deserves. Money & full support is not offered in a sector that potentially benefits so much of a community

3 17

What is not working for you as an artist or creative in Kiama?

Mentimeter

17

- Restricted exhibition space limits visual artists success. This is quite competitive now as exhibition space becomes more commodified by commercial enterprise.
- Not enough exhibition space available, there are a lot of artists competing for space but that is a good thing. We just need to find other suitable venues. Thinking out of the box required!
- Lack of support / funding opportunities and serious opportunities in the arts
- Exposure to the local community for up and coming exhibitions.
- Lack of ongoing support from council and state government bodies that exclude artists from grants because Kiama has magically been classified as a city
- Lack of a night economy - which is hopefully changing!
- Lack of community gallery-No suitable performance space in kiama Limited places for artists to exhibit Lack of publicity for Glam gallery- needs signage
- Limited access to live music venues for musicians to play original work.
- Lack of community gallery-No suitable performance space in kiama Limited places for artists to exhibit Lack of publicity for Glam gallery- needs signage

3

What is not working for you as an artist or creative in Kiama?

Mentimeter

- Limited exhibition space and competition for this due to commodification and private enterprise. Public access for exhibition outside of business is critical for community arts.
- Kiama is very white, like to see greater involvement with CALD and First Nations creatives
- The lack of a Kiama Arts Centre!
- Exposure and events outside of the direct Kiama main st. Gerringong and Jamberoo do miss out a lot.
- Limited spaces to exhibit
- Not enough spaces to show case local and out of area artists.
- Size of facilities lack of medium size venues
- Communication of events and programs to wider Kiama LGA

3 17 3

What is not working for you as an artist or creative in Kiama?

Mentimeter

Limitations with local event spaces / conflict with other activities	Focus on sport not so much arts	Parking limited and impacts ability for people to easily access venues	Reductions in fundingRed tape with council especially when an event has been done many many times
Changes in staff during an event red tape process.	High demand on Old Fire Station	Clarity of roles within council - action planning and deliverables not always evident	Networking and collaboration limited

3 17

Mentimeter

What is not working for you as an artist or creative in Kiama?

Many MANY cafes where shops along main street might be better utilised as creative or interactive spaces.

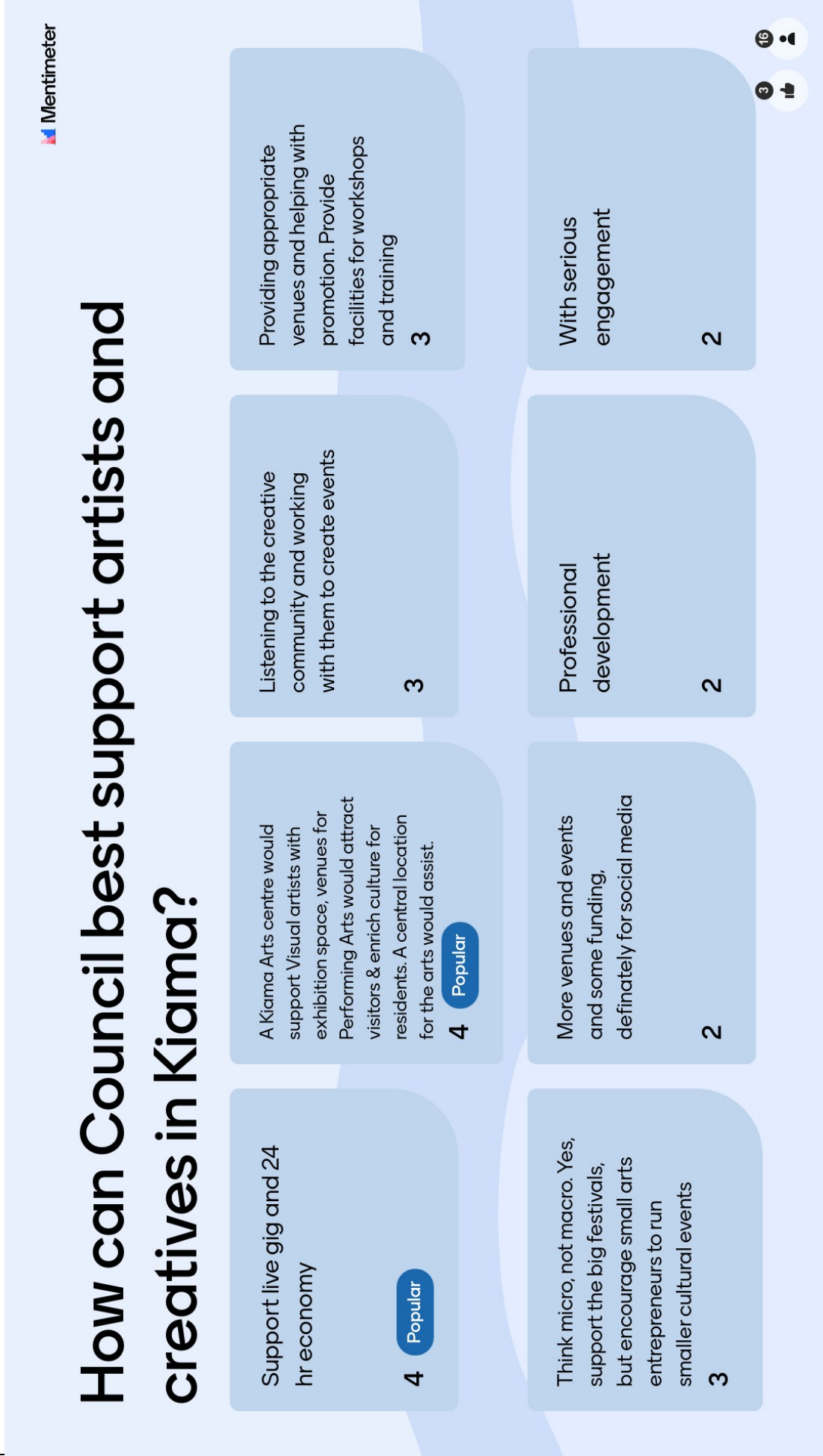
The arts are not seen as beneficial as they are, or it doesn't seem like they are supported to same financial level as things like engineering/science

Private Galleries closing means visitor experience is limited

The arts being seen as less important than other things, especially related to money spent...when actually they have endless benefits to communities both financial and social.

Indigenous collaboration and input difficult

3 17



Mentimeter

How can Council best support artists and creatives in Kiama?

- Support to those who are expanding the scope of creativity in Kiama. This goes beyond cultural development staff to planning and tourism departments 2
- Ensure schools have innovative and quality arts programs and teachers 2
- Develop partnerships that expand on the fiscal and human resource capacity of council 1
- By treating it with more respect and following their no.1 objective as per their LEP 1
- Offering affordable residence space and when exhibitions or events are held to help promote them. 1
- Better communication of the resources available to artists of all kinds, not just occasional social media posts 1
- Opportunities to exhibit particularly in the best times for commercial sales 1
- Should all artists be supported? What is the scope of such help? Emerging, developing & professional? What experienced or knowledgeable person or board within Kiama is able to identify & minister help 1

Mentimeter

How can Council best support artists and creatives in Kiama?

Response	Count
Realise that for the town's community it, economy & tourist trade this is the best use of funds	1
Maybe provide workshops, the artist wont mind paying if new and exciting art techniques can be learned. And again create more exhibition space. Communicate with nearby councils to have a art trail experience	1
By creating multiple opportunities. Artists create for a variety of reasons / not just for local engagement	1
Studio spaces	1
Speaking to and debating the value of creativity and creative practitioners	1
Incorporating arts objectives in all council plans and vice versa	1
More affordable spaces for artists to hire in areas that attract foot traffic. Advertising of events in social media.	1
Exploring different opportunities to showcase creatives	1

3 16

The image shows a Mentimeter poll results screen. The title is "How can Council best support artists and creatives in Kiama?". The poll has 16 votes. The results are as follows:

Response	Count
Offer residencies and grants so creative can focus on creative work	1
Build a suitable arts centreSupport funding for smaller events that foster and promote local artists / performers. Many current events are focussed on bringing in the tourist dollar.	3
By pulling their fingers out and showing support beyond this room!	3
Prioritising Kiama residents for exhibition spaces	3
Get behind local cultural venues	3
Make venues financially accessible	3
Affordable venues	3
Flexible venues	3

Mentimeter

How can Council best support artists and creatives in Kiama?

- Offer spaces and support to innovative programs and events rather than those that have already been done
- Support live music scene by changing ideas around what a 'music venue' is. What alternative spaces can be utilised?
- Find opportunities for new exhibition spaces
- Facilitate networking
- Partnership grants

3 16

Mentimeter

What barriers/challenges do you experience as an artist or creative in Kiama?

Limited access to existing physical spaces and infrastructure 6 Popular	Council restrictions on trading hours for arts/performance venues 6 Popular	limited Exhibition space & capacity to experience live performances. 5	Regionality, isolation, lack of public transport, access to technology, distance of community and like minded souls, access to venues and education that promote profession growth 5
Opportunity to consume performing arts past afternoon tea time. 3	Limited support for creative business growth 3	Affordable exhibition space 2	Effective means of communicating events, exhibitions etc 2

1 12

Mentimeter

What barriers/challenges do you experience as an artist or creative in Kiama?

- Frustrated nowhere to exhibit monthly. Maybe we need an expo of music, food art etc:that we can all be involved in. We need to see what each other is doing. 2
- Acceptance by the larger community that our work is viable and worthwhile 2
- Means to live and work as a creative. 2
- It's all DIY in Kiama, not much to help boost you up. If you do manage to boost yourself up then there is a co start battle with the repressing short-sighted local government 1
- Conflicts of interest & lack of knowledge/understanding from decision makers. Nepotism. 1
- The narrow cultural view of the Kiama community, and its lack of awareness /interest in multicultural issues and events. 1
- Not enough venues to exhibit your work. Maybe create an artists meeting place for networking and engaging, possibly monthly... 1
- Lack of knowledge in running a small business 1

1 12

Mentimeter

What barriers/challenges do you experience as an artist or creative in Kiama?

- Ability to connect authentically with indigenous community 1
- Knowing who and what talents we have in our community in order to include and collaborate with 1
- Limited access to funding
- Invite well known artists into area so that artists could meet and expand their ideas. The local artist would pay...
- Not enough supplies locally
- Limited allocated time in allocated spaces.
- Cost of living, costs are higher in Kiama

1 12



Let's talk about arts, culture and creativity



Thank you for taking the time to complete this short survey.

Your insights will help shape Kiama Council's Cultural Plan 2025-2029.

This survey takes about 10 minutes to complete.



Let's talk about arts, culture and creativity

About you

The following few questions are about you, so that we can compare your wants and needs to other demographics in the Kiama community.

* 1. To which age category do you belong?

2. If you don't mind us asking, how do you describe yourself? **Select all that apply**

- | | |
|---|---|
| <input type="checkbox"/> LGBTQIA+ | <input type="checkbox"/> Long-term resident (10+ years) |
| <input type="checkbox"/> Aboriginal and/or Torres Strait Islander | <input type="checkbox"/> Regular volunteer |
| <input type="checkbox"/> Person with a disability | <input type="checkbox"/> Working full-time |
| <input type="checkbox"/> Non-English speaking background | <input type="checkbox"/> Working part-time / casual |
| <input type="checkbox"/> Parent with young kids (under 12) | <input type="checkbox"/> Local business owner |
| <input type="checkbox"/> Parent with teenagers at home (under 18) | <input type="checkbox"/> Student |
| <input type="checkbox"/> New resident (< 3 years) | <input type="checkbox"/> Retiree |
| <input type="checkbox"/> Medium-term resident (3 to 9 years) | |
| <input type="checkbox"/> Other (please specify) | |

* 3. Where do you live?



Let's talk about arts, culture and creativity

* 4. What are your main reasons for visiting Kiama?

- Visiting friends or relatives
- Working
- Holiday/Leisure
- Other (please specify)

* 5. What are the top three activities you plan to do or like to do when visiting Kiama?

Select your top three (3)

- | | |
|--|---|
| <input type="checkbox"/> Enjoying the natural scenery (e.g., beaches, parks, blowhole) | <input type="checkbox"/> Enjoying the local food and dining scene |
| <input type="checkbox"/> Participating in arts and cultural events or activities | <input type="checkbox"/> Visiting the Farmers Market or other markets |
| <input type="checkbox"/> Active activities (eg hiking, cycling, surfing) | <input type="checkbox"/> Experiencing First Nations cultural and arts programs |
| <input type="checkbox"/> Attending live performances or music festivals | <input type="checkbox"/> Visiting wineries or local breweries |
| <input type="checkbox"/> Visiting public art and art installations | <input type="checkbox"/> Attending literary events (e.g., Reader's Festival, Slam Poetry) |
| <input type="checkbox"/> Exploring local history at museums or historical sites | <input type="checkbox"/> Shopping for local arts and crafts |
| <input type="checkbox"/> Participating in community art projects or workshops | <input type="checkbox"/> Relaxing at cafés and social spots |
| <input type="checkbox"/> Other (please specify) | |



Let's talk about arts, culture and creativity

The now

The following questions are about your connection and experience of the arts, culture and creativity in the Kiama Local Government Area (referred to hereafter as Kiama).

6. In **one sentence**, what does art, culture and creativity mean to you?

7. If you identify as an artist, creative practitioner or facilitator, what area/s of the arts do you practice in?

- Visual arts (painting sculpture, photography)
 - Literary arts (poetry, reading, writing)
 - Culinary arts (food preparation, preserving, baking)
 - Traditional arts (Indigenous arts, traditional dance)
 - Performing arts (music, acting, dance, comedy)
 - Community arts events (festivals, public art projects)
 - Other (please specify)
- Craft and traditional making (weaving, felt, basket making, woodwork, leatherwork, ceramics)
 - Film, media and technology (script wiring, directing, multimedia, videography, producing)
 - Arts education or facilitation
 - Working in the arts, culture and creative industry
 - Venue provider

* 8. How often do you attend arts and cultural activities or events in Kiama?

	Weekly	Monthly	A few times a year	Rarely	Never
Workshops and classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Live performances	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Music and festivals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Literary events (e.g. Reader's Festival, Slam Poetry)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public art and public art installations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community participation art projects	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

* 9. Why do you attend arts and cultural activities? **Select your top three (3)**

- Learning/upskilling
- Health and well-being
- Enjoyment
- Learn about cultures and perspectives
- Other (please specify)
- Connect and socialise
- Self expression
- Working in the arts, cultural and creative industry

* 10. How does arts, culture, and creativity provide value to our community? **Select your top three (3)**

- Enhancing community engagement and social cohesion
- Boosting the local economy
- Fostering creativity and innovation
- Preserving and promoting local heritage and traditions
- Other (please specify)
- Providing educational opportunities for all ages
- Improving mental health and well-being
- Offering platforms for diverse voices and cultural expression
- Strengthening community identity and pride

11. Does anything stop you from attending cultural and creative activities in Kiama LGA? **Select all that apply**

- Lack of marketing or information
- Cost
- Accessibility
- Timing of events
- Lack of interest
- Other (please specify)
- Health
- Difficultly getting to and from
- Safety concerns
- None of the above

* 12. How do you mostly hear about arts and cultural activities in Kiama LGA? **Select your top three (3)**

- Local newspaper
- Radio
- Friends or family
- Social Media
- Newsletter
- Council or Library Website
- Kiama - What's on Website
- Brochure in letterbox
- Other (please specify)

13. What do you like about Kiama LGA's current arts, culture and creative offerings?



Let's talk about arts, culture and creativity

Looking forward

The following questions will be about your needs, wants and dreams for the future of arts, culture and creativity in Kiama LGA.

* 14. How can Kiama Council better support local artists and creative practitioners?

Select your top three (3)

- | | |
|--|--|
| <input type="checkbox"/> Funding and grants | <input type="checkbox"/> Promoting local artists |
| <input type="checkbox"/> Providing venues and spaces | <input type="checkbox"/> Facilitating networking events |
| <input type="checkbox"/> Offering professional development opportunities | <input type="checkbox"/> Forge better connections with regional/
statewide / national / global bodies and
institutions |
| <input type="checkbox"/> Other (please specify) | |

* 15. What creative events or activities would you like to see more of in Kiama LGA?

Select your top three (3)

- | | |
|--|---|
| <input type="checkbox"/> Visual arts (painting, sculpture, photography) | <input type="checkbox"/> Libraries, Galleries and Museums |
| <input type="checkbox"/> Literary events (Reader's Festival, Slam Poetry) | <input type="checkbox"/> Workshops and creative learning |
| <input type="checkbox"/> Culinary arts (Food, preserving, farmers markets, baking) | <input type="checkbox"/> Fashion and adorning |
| <input type="checkbox"/> Traditional arts (Indigenous arts, traditional dance) | <input type="checkbox"/> Live music and festivals |
| <input type="checkbox"/> Public Art (murals, sculpture, arts trail) | <input type="checkbox"/> Performing art (circus, theatre, dance, music) |
| <input type="checkbox"/> Other (please specify) | |

16. What is your vision, or "Big Idea", for the future of arts, culture and creativity in Kiama LGA?

* 17. How would you like to see cultural diversity reflected in Kiama? **Select your top three (3)**

- | | |
|---|---|
| <input type="checkbox"/> More multicultural festivals and events | <input type="checkbox"/> Cross-cultural collaborations and projects |
| <input type="checkbox"/> Inclusion of diverse artists in exhibitions and performances | <input type="checkbox"/> Showcasing international films and literature |
| <input type="checkbox"/> Programs highlighting First Nations cultures | <input type="checkbox"/> Offering multilingual arts and cultural programs |
| <input type="checkbox"/> Diverse cultural workshops and classes | <input type="checkbox"/> Celebrations of cultural heritage days |
| <input type="checkbox"/> Increased representation in public art installations | |
| <input type="checkbox"/> Other (please specify) | |

18. Is there anything else you would like to tell us about arts and culture in Kiama LGA?

19. Please leave your email address if you want to stay updated with our progress and hear how we used your input.



From 5 August to 30 September, we invited you to share your insights, dreams, and experiences to help shape a Cultural Plan that reflects our community's creative aspirations and offers something meaningful for all.

What we heard

- You want to engage with our rich history and Aboriginal culture
- You want to learn and collaborate to drive artistic excellence
- You want more spaces and places to showcase, exhibit and learn
- Your creativity is often inspired by our natural landscape and seaside scenery
- You want Council to support the cultural and creative sector and invest more in the arts
- You want opportunities to network and connect with like-minded creatives
- You want more support and professional development for creative start-ups and businesses
- You want more art in the public realm

How you got involved



What's next?

Your feedback will be used to draft the new cultural plan. This draft document will be available for you to review to review in early 2025. This feedback will then be used to further refine the plan before it goes to Council for adoption



Contents

Introduction	2
How we engaged	3
Key findings and insights	8
Recommendations	22
Appendices	23

Introduction

Kiama Municipal Council last engaged in detailed cultural planning in 2016, leading to the creation of the 2017-2020 cultural plan, *The BISness of Creative Arts in Kiama*. Now, four years later, we have come together once again to shape Kiama’s new cultural vision for 2025-2029. We invited our community and creative stakeholders to share their thoughts, dreams, and aspirations for the cultural life of our town. The invaluable feedback we gathered will help us craft a dynamic and inclusive cultural plan that places the community’s priorities, needs, and creative ambitions at the forefront of our strategy.

We couldn’t ask for a more passionate and visionary community when it comes to arts and culture in Kiama. Our creative community brought forth incredible ideas, enthusiasm, and creativity to the table. While we recognise the challenges—rising costs of living, fragile creative industries, funding cuts, budget limitations, and aging or limited infrastructure—we are also deeply aware of the vibrant cultural pulse that runs through our town. Kiama hums with life and creativity, and we’re committed to working alongside our creatives to find innovative ways forward. Together, we can create a positive, thriving future for arts and culture in our community.

We hope this document provides insight to the reader and aims to:

- Outline the consultation process that will inform the new Cultural Plan
- Gather and align thoughts and findings into key values and themes

What do we mean by arts, culture and creativity?

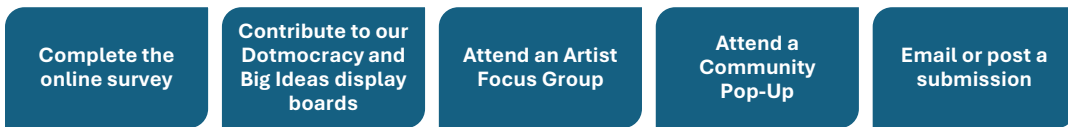
When we talk about arts, culture, and creativity, we’re referring to the wide range of expressions and experiences that bring people together, inspire imagination, and celebrate diversity. Arts include visual, performing, and literary forms—everything from painting to music and theatre. Culture reflects the traditions, values, and shared experiences that shape our community’s identity. Creativity is innate to humanity and widely defined as the use of original ideas. If nurtured, creativity is a skill that can be developed to greatly benefit both the individual and wider community.

Our community engagement campaign was fittingly named *"Let’s Talk About Art, Culture, and Creativity in Kiama,"* so without further ado let’s explore the rich qualitative and quantitative insights gathered on arts, culture, and creativity in our beautiful town of Kiama.

How we engaged

Engagement was delivered in two stages. The first stage was the delivery of a key internal (Council) stakeholder workshop on 29 May 2024. The second phase was opened for the broader community and other stakeholders to participate from 5 August to 13 October 2024. In this phase we invited your feedback and insights to help us craft a fresh cultural plan that will reflect your creative aspirations.

We used several methods to promote the engagement campaign and community had several means of providing input. These were to:



Engagement activities

A range of internal, key stakeholder and community engagement methods and activities have created a strong insight into future planning for arts and culture in Kiama. These activities have been summarised below.

Key internal stakeholder workshop | 29 May 2024

This Council workshop was conducted to gain early insights into Council commitments to arts and culture. It formed an important part of determining the vision and priorities for the new cultural plan. Key staff involved were the Manager of Library and Cultural Hubs, Manager of Community Hubs, Tourism & Events Manager, Manager of Property & Recreation, Community Hubs Coordinator, Community Engagement Officer and Cultural Development Officer. The Director of Planning, Environment and Communities and Economic Development Officer were also consulted.

The workshop involved a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis of Kiama's arts and culture as well as discussions to determine key priorities and focus areas.



Community Engagement Report- Let's talk about Arts, Culture and Creativity

Flyers and posters



Our hard copy flyers linked to Council's Your Say page, with more information on the engagement activities and how community can participate in the Arts & Culture engagement campaign.

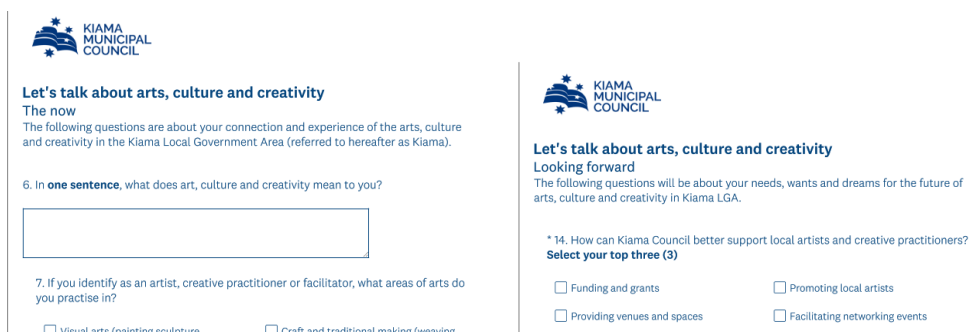
Artist credit: *Krimson and Scott Nagy "Deep Dive"*.

Online and paper-based survey

Our online survey consisted of 18 key questions (multiple-choice and open-ended). The survey was aimed at general community and took approximately 10 minutes to complete. The questions were divided into three key themes:

1. **ABOUT YOU** (Demographics)- questions relating to the respondent, such as age and locality.
2. **THE NOW** (Connection & Experience) - questions relating to arts and culture experiences, participation and values
3. **LOOKING FORWARD** (Needs & Preferences) - questions relating to wants and visions ('Big Ideas') for arts and culture in Kiama

See [attachment 1](#) for a full overview of the questions.



Community Pop-Ups & Interactive displays



Two community pop-ups were held at high-traffic locations:

- 7 August 2024, at the Farmers Market
- 8 August 2024, at Jamberoo IGA

These events engaged over 100 community members. The pop-ups featured a variety of interactive activities, including:

- A dotmocracy board, allowing each participant to cast three votes on key activity areas.
- A "Big Ideas" board focused on gathering thoughts and suggestions on the types of arts, culture, and creativity.
- A paper-based survey for participants to provide feedback on the spot.

Our Dotmocracy and Big Ideas boards were also set up at three sites including Gerringong Library, Kiama Library and the Old Fire Station (Community Art Space, Kiama).

These locations were high traffic and sought feedback from community members on arts and culture via two key questions:

- What events or activities would you like to see more of in Kiama (participants used a sticky dot to vote on their top 3).
- What is your big vision or "Big Idea" for the future of arts, culture and creativity in Kiama.

Creative Focus Groups | 18 September, The Pavilion & 24 October, Gerringong Library



These sessions were conducted to gain a rich insight into the needs and visions of our creative community. Present were visual and performing artists, creative businesses, venue owners, cultural workers and art advocates. The group participated in a SWOT analysis via the Menti/word cloud platform. Four key questions were proposed:

1. What is working for you as an artist or creative in Kiama (Strengths)
2. What is not working for you as an artist or creative in Kiama (Weaknesses)
3. How can Council best support artists and creatives in Kiama (Opportunities)
4. What barriers/challenges for you experience as an artist or creative in Kiama (Threats)

Three top Opportunities and Threats were identified via a Menti vote. The participants then came up with creative solutions/ideas (on Butcher's paper) to:

- 1: An **Opportunity** and how we could cultivate success

And/or

2. A **Threat** and how we could mitigate the problem

Consultation with key community groups

During consultation with key community groups including the Kiama Quilters and the Kiama Art Society we asked participants to complete the dotmocracy and "Big Ideas" interactive boards. We also surveyed on the "what initiatives you would like to see more of". The options related specifically to artists needs and development. Those surveys voted on their top 3.

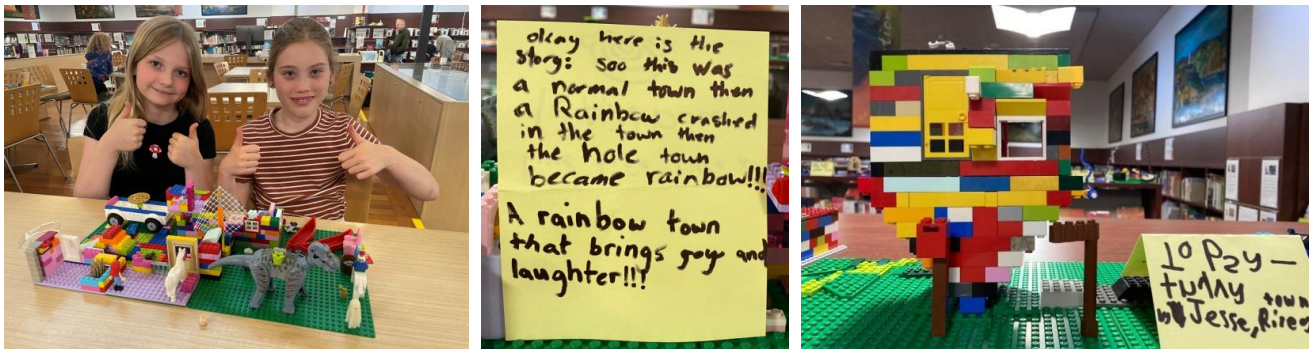


Children's Survey Card

We distributed survey cards to children during the October 2024 school holiday period. The survey card was a means of ascertaining favourite creative activities for this demographic (5 to 12 year olds).



Lego Competition- "Build a Creative Town" | Tuesday 8 October, Kiama Library



In this all-ages school holiday program we invited participants to *build a creative town*. We brainstormed what a creative town might include in relation to aesthetics, colour and infrastructure such as a gallery, theatre and museum.

Key findings and insights

The following data, infographics and graphs represent a summary of the key themes and findings during the community and key stakeholder engagement, including the online survey and sentiment received from the various engagement activities.

Online Survey

- Key demographic insights were captured mainly from respondents aged 55-84, representing 52% of all respondents.
- 42% of respondents were from the suburb of Kiama
- Only 1 survey was completed by a young person under the age of 18, and 6 surveys were completed by 25-34 year olds.
- Approximately 70% surveyed were artists or creatives with the main area of practice being Visual Arts (painting drawing, sculpture, photography).
- The top three reasons for visiting Kiama is for 1. **The food culture** 2. **Natural scenery** 3. **Arts and culture**.
- **Workshops and classes** were the most common activity that respondents attend, followed by **live performances** and **public art**.
- The main reason people attend arts and culture activities is for **enjoyment** and to **connect and socialise**.
- **Timing of events** and **lack of marketing/information** are the main barriers preventing people attending arts and cultural events.
- People value arts and culture most due to the benefits of **social cohesion** and its ability to **enhance community engagement and connectedness**.
- People appreciate Kiama's arts and culture offerings for the **variety and diversity**, with spaces like the Old Coach House and Old Fire Station playing key roles in visual arts and live music adding vibrancy to the community. There is also potential for building connections, such as with Kiama High School. However, some feel that the current offerings are **limited and could be improved**.
- The main way Council can better support artists is through **providing venues and spaces** (78%) and **funding/grants** (68%)
- Respondents would like to see more 1. **Visual arts activities** 2. **Workshops and creative learning** 3. **Live music and festivals**.
- The key "Big Ideas" for Kiama's arts and culture focus on establishing a vibrant cultural hub, including an arts centre with performance and gallery spaces, outdoor areas, and a dedicated regional art gallery. There's strong support for more creative opportunities for young people, regular events like arts festivals, live music and inter-generational programs, and a focus on integrating art into public spaces and the everyday experiences of the community. Emphasis is also placed on making creative activities accessible and supporting local artists to generate income from their work, while fostering a vibrant nightlife and more inclusive events that reflect the diversity of the region.

Internal Engagement

The internal engagement workshop surfaced key challenges and opportunities in Kiama's evolving arts and culture landscape. With limited resources, Council seeks innovative, resource-sensitive ways to amplify creative initiatives, learning from models in other councils. Expanding partnerships within the community, local businesses, and cultural organisations is central, including deeper collaborations with the library to strengthen cultural programming, community connectedness, and lifelong learning.

Focus areas identified during the key internal workshop were:

- Infrastructure needs and creative spaces
- Inclusivity and community capacity building
- Supporting nighttime-economy
- Social connectedness

The five proposed focus areas from internals were:

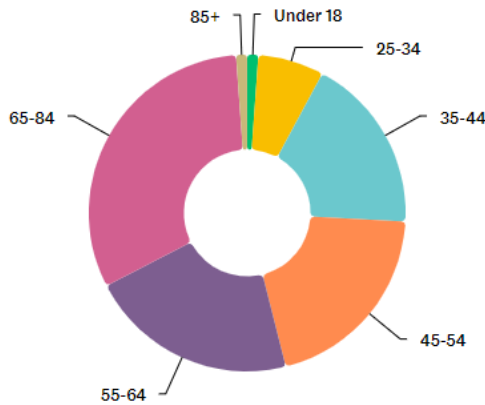
1. Demonstrate Council's commitment to arts and culture through a strategic organisational approach to planning (*this includes, but not limited to, the Development Control Plan, Local Environment Plan, Community Development Plan and the RAP.*)
2. Support and elevate diverse and marginalised groups (such as Youth, First Nations) through the participation of arts and cultural activities and initiatives.
3. Initiate *"great art for everyone"* by championing, developing and investing in artistic experiences that enrich people lives (*"art in the unexpected"*)
4. Utilise arts and cultural activity to address social, economic, well-being challenges and foster a connection between Community, Libraries and Cultural Development Council teams.
5. Use arts and culture as a platform for participation and engagement, and to support creative talent (*professional development, creative & lifelong learning*)



Online Survey Data Trends

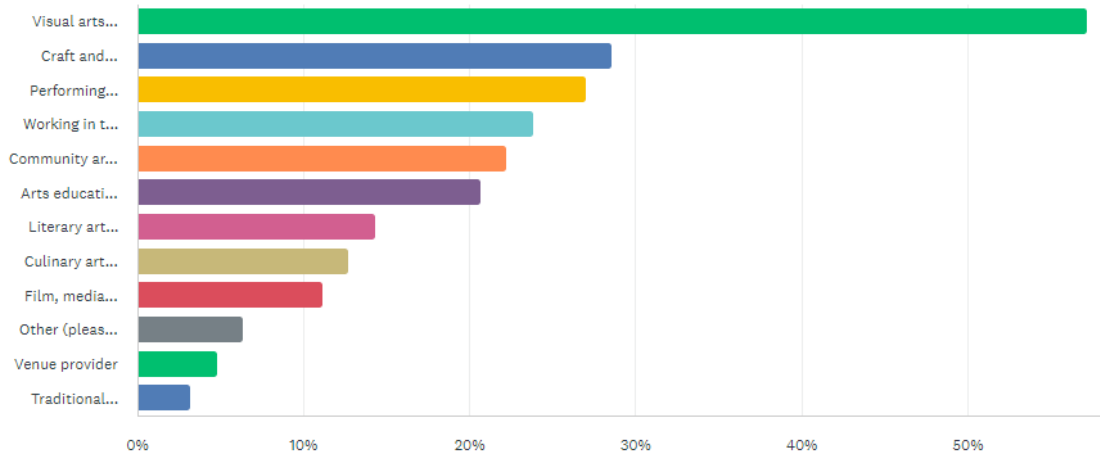
To which age category do you belong?

Answered: 89 Skipped: 0



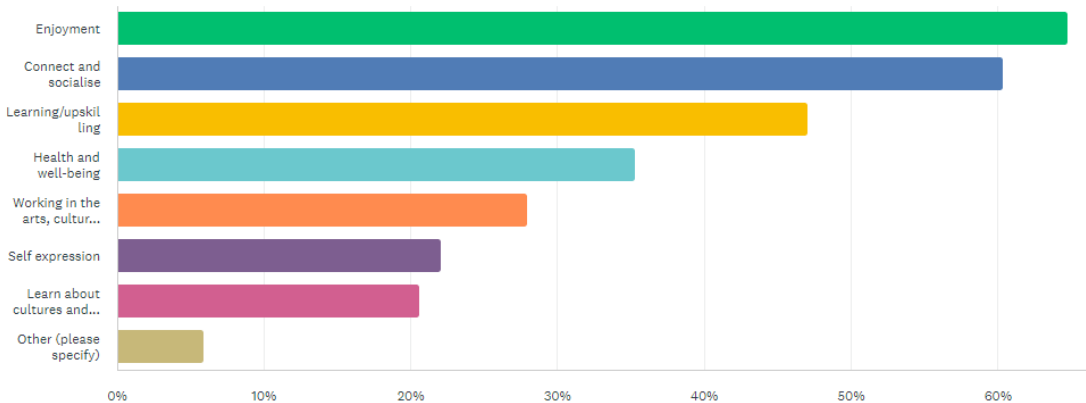
If you identify as an artist, creative practitioner or facilitator, what area/s of the arts do you practice in?

Answered: 63 Skipped: 26



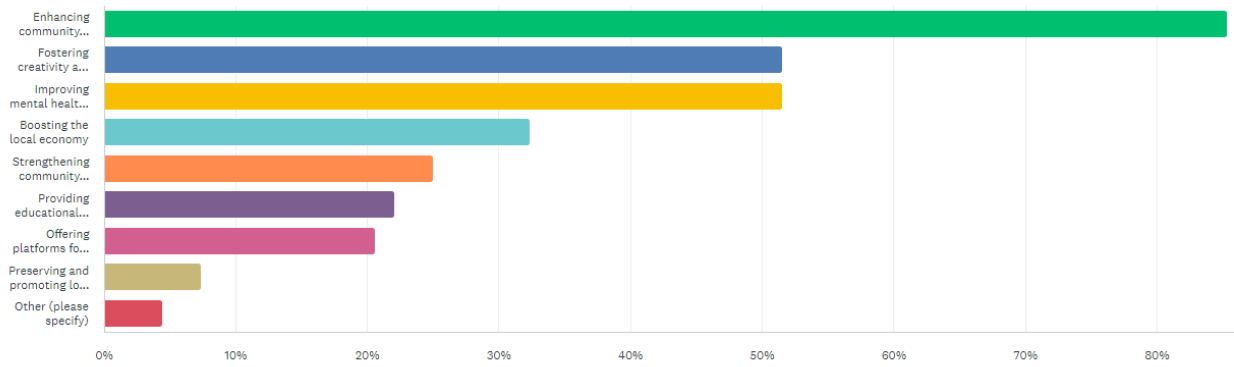
Why do you attend arts and cultural activities? Select your top three (3)

Answered: 68 Skipped: 21



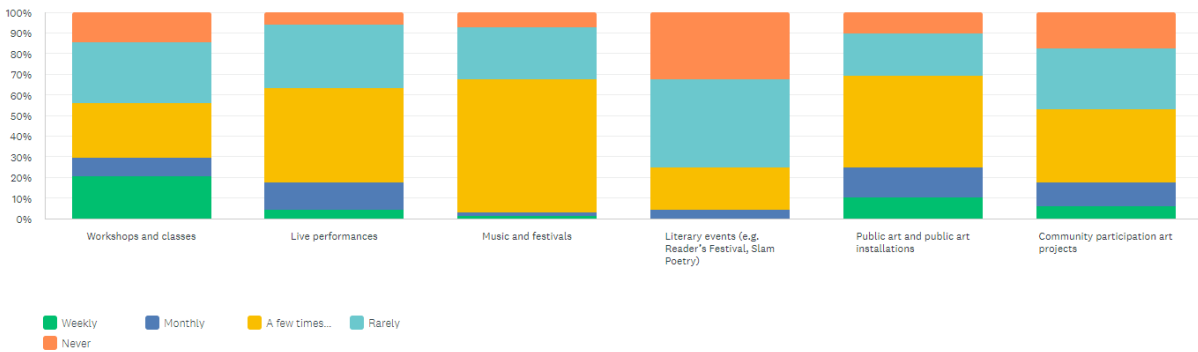
How does arts, culture, and creativity provide value to our community? Select your top three (3)

Answered: 68 Skipped: 21



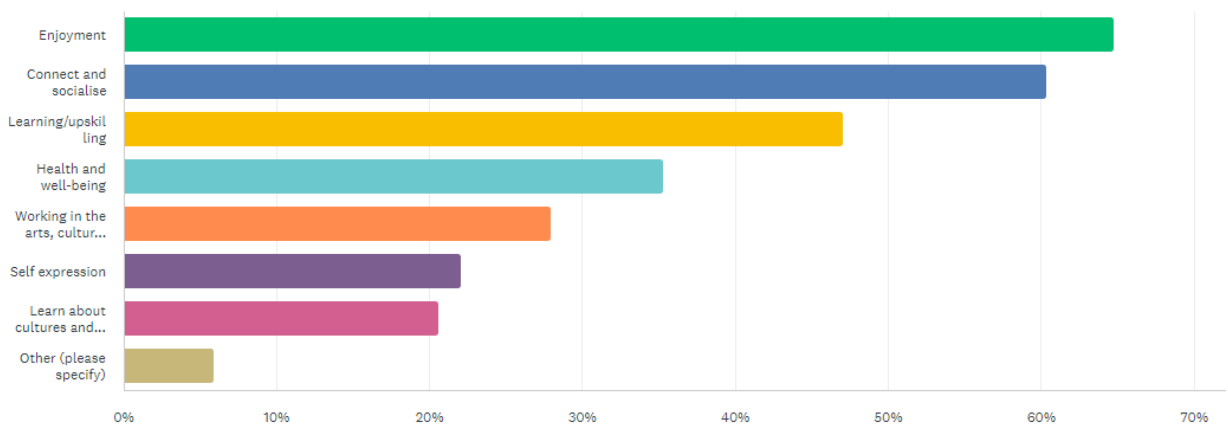
How often do you attend arts and cultural activities or events in Kiama?

Answered: 68 Skipped: 21



Why do you attend arts and cultural activities? Select your top three (3)

Answered: 68 Skipped: 21



Q6



In one sentence, what does art, culture and creativity mean to you?

Answered: 67 Skipped: 22



Inspiration for Creating and Participating in the Arts

Our community are inspired to create or participate in the arts community for a variety of reasons. Many are driven by a deep connection to their environment, whether it's the natural landscape, local scenery, or cultural heritage of Kiama. Others are motivated by personal expression, spirituality, or the desire to communicate and connect with an audience. Art provides a means for self-reflection, mental health, and human connection. It also fosters a sense of community, shared joy, and the intrinsic value of creativity. The arts allow people to reflect on beauty, capture the essence of life, and engage in lifelong learning.



The value of Arts and Culture

Arts and culture are seen as essential means of self-expression, creativity, and community connection. They provide opportunities for individuals to explore identity, share experiences, and engage with like-minded people. Public art, in particular, fosters pride in the community and allows people to see their surroundings with fresh perspectives.

Arts and culture:

- "is central to living and necessary to life".
- "means traditions that define and reflect a community's identity and values"
- "is a lifeblood of a community, elements that can bring disparate people & perspectives together"
- "is relief from the mundane; feeding the soul"
- "gives life meaning"
- "offers enrichment of quality of life"
- "is life!"
- "is food for the mind"
- "is enrichment of quality of life"
- "Freedom of spirit and mind, joining art in creativity"
- "An opportunity to engage in life merely beyond surviving, the process of living & thriving"
- "At the very core of humanity and is essential for a fully rounded society"
- "Good for the soul and mental health"
- "Public art makes me look at things with fresh eyes and makes me proud of where I live"

Children and creativity

Children strongly associate creativity with **arts and crafts**, which emerged as their favourite activity, followed closely by **dancing**. They see a creative town as one filled with vibrant colours, like rainbows, which they link to feelings of joy, happiness, and imagination. This sense of colour and energy is what makes a place feel creative and inviting to them. Other creative activities children enjoy are **making music, creative writing and poetry** and **reading**.

Our Key Pillars

(The foundational values that will shape our new Cultural Plan)

Through our extensive community and stakeholder engagement, the following core values emerged. These guiding principles will help us deliver on our vision for Kiama and direct the plan's outcomes and actions:



Key Values

First Nations First

Strengths and opportunities

The feedback does not explicitly mention First Nations Culture as a strength. This suggests a potential area where greater efforts could be made to include and prioritise First Nations stories, artists, and cultural expressions. This could be done by engaging with local Indigenous communities to ensure their creative contributions are highlighted and celebrated in local events, exhibitions, and public spaces.

Weaknesses and Threats

There is a perceived difficulty in involving First Nations creatives in local arts and cultural initiatives, which indicates a gap in fostering deeper engagement with Indigenous voices.

Respondents also expressed concern that Kiama is very “white” in its cultural offerings, lacking a broader representation of diverse cultures, including Indigenous. This points to a need for stronger efforts to integrate First Nations’ stories into the broader arts landscape.

Overall, the feedback suggests a need for greater focus on inclusive practices, particularly when it comes to supporting and promoting Indigenous artists and culture within the community. Aboriginal art within the public realm, such as murals and installations, is a preference due to its visual impact.

BIG Ideas...

Dharawal language classes and bush tucker workshops

Kiama suburb interpretive signage

Engaging with local Indigenous artists and communities to include cultural elements in events and public art

Cultural awareness training and experiences

Indigenous-led creative workshops

Creative Learning & Participation

Strengths and opportunities

Opportunities to build connections with educational institutions like Kiama High School were mentioned, indicating the potential to foster younger talent through educational partnerships and collaborative programs.

The Old Fire Station and Kiama/Gerringong libraries are critical venues where artists can exhibit, conduct workshops, and engage the broader community. These venues provide hands-on, creative learning opportunities for both artists and the public.

Regular arts events, festivals, and exhibitions (e.g., Winter Fest, KISS Arts Festival, Jazz & Blues Festival) contribute to the ongoing education of the community by exposing them to diverse artistic forms. This diversity is seen as an important factor in keeping the community engaged and fostering continuous creative learning.

Community members value opportunities for workshops and educational events. Libraries are seen as 'cultural hubs and highlighted as excellent spaces for creative learning and participation.

There is a strong appreciation for Kiama's diverse range of artistic events, including visual arts exhibitions, live music, festivals, and creative workshops. These events allow for widespread community participation, bringing people together to celebrate and engage in creative activities.

The festivals and live performances create a vibrant cultural atmosphere for active participation and spectator enjoyment. Community members also value interacting with like-minded individuals, strengthening social bonds through shared creative experiences.

The council is seen as a driver for expanding arts education, fostering new talent, and providing platforms for lifelong learning through various arts programs.

Weaknesses and Threats

The community vision for creative learning appears fragmented, with some respondents expressing concerns that the historical foundations for arts and culture are "dissolving" rather than progressing. This suggests a clearer and more cohesive strategy is needed to promote continuous creative education.

Respondents highlight gaps in creative learning and professional development, particularly for local artists and creatives looking to grow their businesses. There is a perceived lack of support for creative business growth and limited resources for artists to learn how to run small creative enterprises effectively.

The lack of workshop spaces limits the ability of artists to engage in meaningful creative learning. Public exhibition spaces are also highly competitive, further restricting artists' opportunities to develop and showcase their work.

Some feedback suggests the need for better communication to ensure all residents, especially newcomers, can easily access information about events and opportunities to participate.

Limited spaces for exhibitions and performances are a recurring issue, with many respondents feeling that there are too few venues to showcase the work of local and visiting artists. The demand for venues like the Old Fire Station is high, creating competition among artists, which can limit creative participation.

Restrictions on trading hours for arts and performance venues, along with the lack of a night economy, reduce the opportunities for creative participation in the community. This is especially

problematic for musicians, who feel there are limited venues to perform original work and that the local music scene could benefit from more accessible live music spaces.

The lack of sufficient marketing and publicity for existing spaces like GLAM gallery also reduces the visibility of creative opportunities, meaning some venues are underutilised due to low awareness.

BIG Ideas...

Offering workshops for various age groups and skill levels, including innovative art techniques.

Providing professional development for artists through mentorship and professional development programs.

Encouraging schools to implement quality arts programs and connect with local artists for collaborative project

Facilitating inter-generational programs to foster connection among younger and older residents.

Art therapy workshops for mental health

Cultural cooking and language classes

Libraries to host creative workshops that are inclusive and affordable

Workshops or "masterclasses" with local artisans

Creative Opportunities & Partnerships

Strengths and opportunities

There is a strong sense of partnership within the local creative community. For example, the Old Fire Station is seen as vital in supporting the visual arts in Kiama, while live music venues play a key role in sustaining the vibrancy of the local scene. These partnerships between creative venues and artists help build a collaborative environment.

Council is recognised for actively supporting the arts, with community members noting the importance of expanding creative opportunities for locals and visitors. Some see this as a strength that could be further developed with the Council acting as a facilitator or “conduit” for more partnerships and initiatives.

Festivals and venues are seen as key to fostering community spirit, and there is acknowledgment of the Council's efforts to promote creativity. However, there is a desire for more locally-focused events, rather than those solely catering to tourists.

Local artists have frequent opportunities to exhibit and sell their work, with the community being described as supportive of locally made products. Markets, galleries, and festivals provide platforms for creatives to generate income and exposure.

The Old Fire Station and GLAM gallery are viewed as key assets, offering affordable and accessible exhibition spaces for artists. These venues foster creative entrepreneurship by providing artists the ability to reach both local audiences and visitors.

Artists appreciate the networking opportunities within the community, with groups like the Kiama Art Society, Quilters, Knitters and Woodcarvers being highlighted as strong platforms for collaboration and shared learning. Community members noted the importance of these societies in bringing like-minded creatives together and fostering a sense of community among participants.

The absence of increased cultural grants or art funding is a major concern, as many artists feel that they do not receive adequate financial support from the local council or state government. This lack of funding limits their ability to grow their creative enterprises or pursue more ambitious projects.

Many respondents feel that the arts are undervalued compared to other sectors, such as engineering or science. Despite the clear social and financial benefits that the arts can bring to a community, there is a perception that the arts receive far less financial backing, which stifles growth and opportunities for local creatives.

Weaknesses and Threats

Respondents feel that cultural activities do not receive the level of respect, money, and support they deserve, which is seen as a missed opportunity given the potential of the arts to benefit the community socially and economically. Without the necessary backing from governmental and local institutions, artists are left to struggle with insufficient resources.

Partnerships with the broader business community, especially in terms of utilising creative spaces and supporting local talent, are also limited. The closure of private galleries and the competition for space at venues like the Old Fire Station further restricts creative opportunities.

Some respondents also note a lack of networking and collaboration opportunities within the local arts community, which creates barriers to growth and mutual support. This points to a need for stronger connections between artists, venues, and the wider community to help foster creative partnerships.

The lack of opportunities for creative business growth is highlighted, with some respondents pointing out that the local community does not always see artistic work as viable or worthwhile. This perception limits the potential for local artists to establish successful creative enterprises.

Finally, bureaucracy and red tape are seen as significant barriers to creative industry development, with respondents noting the difficulty in navigating council processes and securing funding for events that have been held many times before. This administrative burden hinders progress and limits opportunities for creative professionals to flourish within the local industry.

BIG Ideas...

Kiama Arts Trail

Establishing connections with local businesses to support arts initiatives and events

Residencies, grants, and exhibition opportunities to showcase their work.

Creating a comprehensive calendar of arts events to encourage ongoing participation

Art Fair/Art Expo

Kite Festival

Comedy nights/Open Mic

Mural (*Kiama Wonderwalls*)

Legal Graffiti wall

Creative business and mentor initiative

Networking events for creatives

Artist led workshops within local primary schools and our high school

Creative Infrastructure

Strengths and opportunities

The Old Fire Station and Coach House (Kiama Art Society) is mentioned as a critical cultural hub for Kiama, providing accessible and affordable exhibition spaces for local artists. These spaces offer consistent opportunities for artists to display their work and for the community to engage with a wide variety of creative offerings.

The feedback highlights the importance of venues like GLAM, the Pavilion, and Filmore's as key infrastructure supporting the local arts scene. These spaces allow for performances, workshops, and exhibitions, creating a diverse ecosystem of artistic opportunities in the region.

Outdoor spaces are also utilised creatively, such as during festivals or through public street art, enhancing the town's physical infrastructure with vibrant cultural touchpoints.

Live music venues are seen as particularly important in fostering a thriving local music scene. Community members appreciate the consistency of these spaces, which help support local musicians and attract audiences. Additionally, newer initiatives, such as music events at venues like The Co-op in Gerringong, offer growing infrastructure for live performances.

Workshops and creative learning spaces (e.g., Seven Marks Gallery, Kiama Library Service, Sentral Youth Space) are noted as essential components of the infrastructure, providing places for the community to learn, create, and share their work with others. The development of these spaces is viewed as a positive step towards building more capacity for creativity in the region.

Weaknesses and Threats

The limited number of exhibition spaces, especially those available to individual artists or smaller groups, is a major concern. Spaces like the Old Fire Station and GLAM gallery are heavily in demand, which has resulted in competition and frustration among local artists. The commodification of exhibition space by private enterprises has made it more difficult for community-driven arts initiatives to thrive.

There is a notable lack of medium-sized venues for performances, exhibitions, and other creative activities. While there are some spaces, they are often not large enough to accommodate certain events, limiting opportunities for larger, more ambitious creative projects.

Several respondents mention the lack of a dedicated Kiama Arts Centre as a significant gap in the infrastructure. Such a centre could serve as a hub for exhibitions, performances, workshops, and creative collaboration, providing much-needed space for artists to showcase their work and engage with the community.

Parking limitations and the lack of easily accessible venues are also cited as barriers to community engagement with the arts. This is especially true for events held in central Kiama, where parking is often limited, making it difficult for people to attend.

Additionally, the lack of a night economy, especially in relation to live music venues, is seen as an issue that hampers the vibrancy of Kiama's cultural landscape. The current infrastructure does not support a thriving nightlife, which would create more opportunities for both artists and audiences to participate in the creative economy.

The feedback reveals that the primary value for creatives is having *opportunities to showcase their work*, indicating this is a key priority, followed by artist talks and panel discussions.

Big Ideas...

Art on electrical boxes and bus shelters

Portable (temporary) art walls

Deliver the "Live & Local" music program

Support live gig and the 24 hour economy model

Utilise vacant commercial shop fronts as pop-up exhibition spaces

Utilise Jamberoo School of Arts as an arts and performance space

Review fees & changes of community halls to increase usage and opportunities for arts projects

Dual use of spaces (*art space by day, restaurant by night*)

Art in unexpected places/outside the box

Support from local cafes and restaurants for regular in-shop exhibitions

Partnerships with Transport for NSW for public art along the station platforms

Recommendations

Kiama is seen as a vibrant, creative community with a wealth of events, venues, and opportunities for artists to thrive. Strengthening communication, building deeper partnerships, and expanding focus on both local and First Nations creatives could help to further enhance the already dynamic creative landscape.

The feedback highlights significant challenges related to infrastructure, funding, inclusiveness, and participation in the arts in Kiama. There are clear gaps in support from local and state government bodies, a lack of sufficient venues and spaces, and a need for better communication and networking within the creative community. Addressing these issues could help unlock greater potential for Kiama's cultural and creative landscape.

By focusing on the four pillars we can create a thriving arts ecosystem that celebrates diversity, fosters learning and supports creatives while making arts and culture accessible to all.

The following themes will be explored in further details within the Cultural plan:

Honouring Aboriginal culture and stories

Expanding access to creative learning and participation

Building partnerships to foster creative business growth

Developing inclusive, accessible venues for arts and culture

Arts as a tool for community connection and wellness

Promoting arts and cultural events to the wider community

Appendices

1. Survey questions – “Let’s talk about Arts, Culture & Creativity

A copy of the survey questions can be downloaded [here](#)

2. Creative Focus Groups – Menti Results

A copy of the Focus Group questions and results can be downloaded [here](#)

CREATIVE KIAMA

Cultural Plan 2025-29

Arts and culture are fundamental in shaping our town and building a strong, connected community. We envision fostering a vibrant, impactful, and thriving arts environment that enhances the creative spirit of Kiama.

Creative Kiama establishes a foundation for maintaining, nurturing, and advancing creativity, the arts, and our rich cultural heritage. It offers a strategic framework that leverages arts and culture to achieve diverse outcomes throughout our local government area.

We aspire to create an atmosphere where creative and cultural life can flourish, ensuring that our families, friends, and visitors feel welcomed and included.

Acknowledgement of Country

Kiama Municipal Council acknowledges the Wodi Wodi people on Dharawal country as the traditional custodians of the land on which our Municipality is located. We pay our respects to Elders past, present and future. We are committed to honoring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our community.

We also recognise the rich and vital contributions of First Nations artists. Their art forms—rooted in ancient traditions and evolving through contemporary expression—continue to shape the cultural landscape of Kiama, weaving a profound sense of place, identity, and connection. Through the arts, we aim to amplify these voices, ensuring their stories are integral to our shared cultural future.

Contents

Acknowledgement of Country	1
Our vision	3
Our creative community.....	4
What is arts, culture and creativity?	5
How we engaged.....	6
Strategic alignment.....	7
Our Cultural Plan - background	9
Our way forward	10
Our priorities for arts & culture across Kiama	10
Creative Kiama	12
Pillar 1: First Nations First.....	12
Pillar 2: Creative Learning and Participation	13
Pillar 3: Opportunities & Partnerships	15
Pillar 4: Creative infrastructure	18
What can you do?	20

Our vision

We aim to nurture a vibrant, inclusive, and dynamic cultural ecosystem that celebrates diversity, creativity, and community engagement. We aim to prioritise First Nations stories and cultural expressions, ensuring that First Nations voices are integral to Kiama's cultural landscape. Through collaboration and partnerships, we will foster opportunities for creative learning, participation, and professional growth for artists, while making arts and culture accessible to all.

By focusing on inclusiveness, creative infrastructure, and lifelong learning, we will create a sustainable arts environment where culture thrives, and all residents and visitors can connect, express, and engage creatively. Our vision extends to making Kiama a hub of artistic innovation and a welcoming space for diverse cultural narratives.

Kiama recognises the pivotal role of artists as key contributors to local economic growth and community cohesion. We are fortunate to be the home and workspace for many outstanding artists who have enriched our public spaces, making them more dynamic and lively, establishing Kiama's reputation as a culturally vibrant destination.

In developing this strategy, we acknowledge the distinct value our creative communities bring to our town.

Creative Kiama is designed to: *(full page)*

- Expand Creative learning and participation**
- Build partnerships** to foster creative business growth
- Showcase art** into the public realm
- Cultivate more creative infrastructure**
- Champion inclusion and advocate art for well-being**

Our creative community

Infographics

For 23/24 fy

Population	23,002
Land area	25,766ha
Library members (total)	Total 12, 957
Library Loans	137, 286
How many visitors to Kiama (March 23-March 24)	1.1 million a year
Tourism Economy (March 23-March 24)	\$330 million visitor spend
Community Halls	7
Sentral Youth Space	Over 1,600 young people attend programs and activities
Kiama Leisure Centre	over 280,000 people visits in 2023-24
Visitor Information Centre	55,000 (on average 152 per day)
Library programs and events	Total 468
Pavilion events	Over 450 per year
Destination/signature events	27
Old Fire Station visits 2	Over 37,000 visitors
Od Fire Station exhibitions	52 exhibitions
Old Fire Station sales	Over \$1 million sales
Public Art collection	25

4

Permanent Art Collection	140
Museums	2?

What is arts, culture and creativity?

Arts

The arts encompass a wide range of human activities and expressions that reflect creativity, imagination, and skill. This includes visual arts (like painting, sculpture, and photography), performing arts (such as dance, theatre, and music), literary arts (including poetry, storytelling, and writing), and digital and multimedia arts. In Kiama, the arts are a powerful way for individuals and groups to express identity, heritage, ideas, and emotions, bringing people together in shared experiences and inspiring conversation.

Culture

Culture is the collective fabric that binds our community together, encompassing traditions, values, beliefs, and practices that shape our identity. It is expressed through our shared history, local customs, festivals, languages, and rituals, as well as through the physical and symbolic spaces that we inhabit. In Kiama, culture is celebrated through our festivals, the stories we tell, our heritage sites, and the diversity of our community, with a special emphasis on acknowledging and respecting the rich traditions of First Nations peoples.

Creativity

Creativity is the driving force behind innovation and artistic expression. It's the ability to think imaginatively, challenge norms, and explore new ideas. Creativity is not limited to the arts; it infuses every part of our lives, from problem-solving and design to community-building and storytelling. In Kiama, creativity is about fostering new ideas, supporting our artists and makers, and encouraging every individual to engage in creative exploration, whether through arts practices, community projects, or collaborative efforts.

These definitions will guide our efforts to build a vibrant and inclusive cultural landscape in Kiama, celebrating the unique stories, voices, and creative potential of our community.

Our community told us creativity is...

- "central to living and necessary to life".*
- "means traditions that define and reflect a community's identity and values"*
- "a lifeblood of a community, elements that can bring disparate people & perspectives together"*
- "relief from the mundane; feeding the soul"*
- "gives life meaning"*
- "offers enrichment of quality of life"*
- "life!"*
- "food for the mind"*
- "enrichment of quality of life"*
- "Freedom of spirit and mind, joining art in creativity"*
- "An opportunity to engage in life merely beyond surviving, the process of living & thriving"*
- "At the very core of humanity and is essential for a fully rounded society"*
- "Good for the soul and mental health"*
- "Public art makes me look at things with fresh eyes and makes me proud of where I live"*

How we engaged

This Cultural Plan has been co-designed by the passion, ideas and feedback received by the community as well as key internal Council staff and stakeholders.

Engagement methods



Creative Conversations

Talking to the community about what they value was an essential part of the process to develop *Creative Kiama*. Discussions with artists, community groups, businesses and cultural experts informed the content and focus of this plan. Our conversations were open and diverse but also included the following areas of focus: spaces and infrastructure; funding, support and advocacy; participation and connectedness; professional development for artists and creating learning.

The feedback highlighted significant challenges relating to creative infrastructure such as the need for regional gallery in Kiama and an “arts precinct”. There are clear gaps in financial support and funding for creatives to thrive and grow as a professional artist and there is a greater need for artists to connect and network with each other and peak arts bodies. There is opportunity to expand our offerings in creative learning workshops and activities through the library service and advocate for nighttime economy and the live music industry to support music and performing arts.

What we heard from you

Throughout our engagement campaign the following were consistent themes:

- We want to engage with our rich history and Aboriginal culture*
- We want to learn and collaborate to thrive artistic excellence*
- We want the importance and benefits of creativity to be recognised*
- We want more spaces and places to showcase, exhibit and learn*
- Our creativity is often inspired by our natural landscape and seaside scenery*
- We want Council to support the cultural and creative sector and invest more in the arts*
- We want opportunities to network and connect with like-minded creatives*
- We want more support and professional development for creative start-ups and businesses*
- We want more art in the public realm*
- We want inclusion of culturally diverse people*
- We want more focus on supporting local individuals and businesses*

Strategic alignment

We recognise the importance of influencing and contributing to the development and implementation of key Council policies and strategies. By aligning our efforts with these plans, we can showcase our dedication to leveraging arts and cultural outcomes to achieve broader Council and stakeholder objectives across diverse areas beyond the arts. This integrated approach ensures that our cultural initiatives not only enrich the community but also will support and enhance the wider goals of Council.

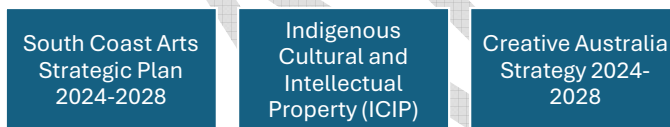
Strategic documents:



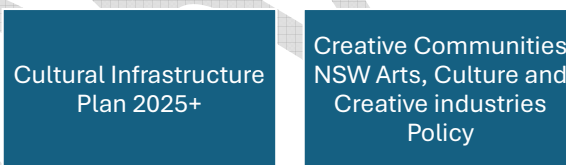
Strategic documents for review



Guiding documents



State policy



Our way forward is to ensure that the Cultural Plan links to the objectives and where relevant, the actions, outlined in the above documents to ensure a consistent approach to planning for community.

Our Cultural Plan - background

Creative Kiama is a roadmap to supporting and celebrating arts, culture and creativity in everyday lives. It's a vision for where we want to be, and a framework for how to achieve a more creative and resilient Kiama. Importantly, *Creative Kiama* has been shaped by the stories and aspirations of the community.

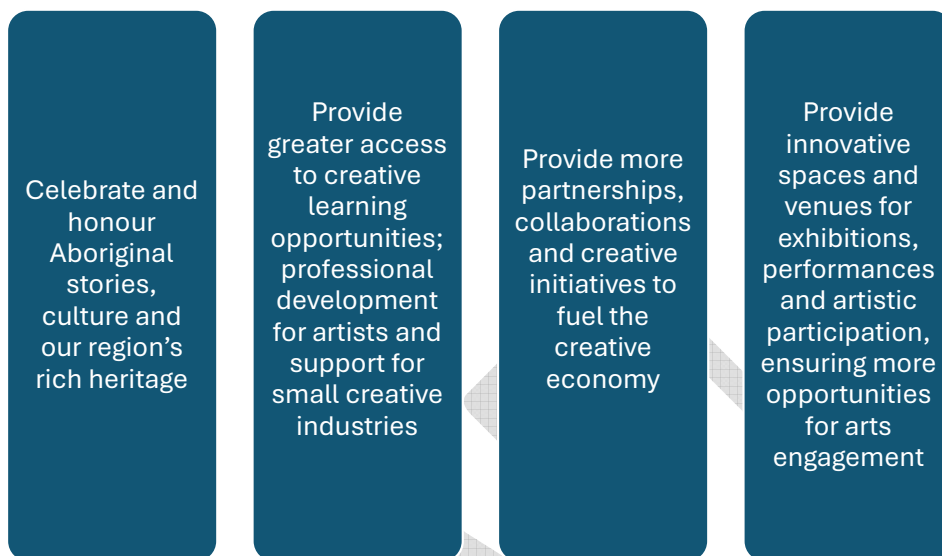
The role of Council

Kiama Council fulfils many different roles to support community participation in arts and culture and to achieve the outcomes through the delivery of this plan. The role of Council may fit into one of the following:



Our way forward

Our priorities for arts & culture across Kiama



Community Quotes:

Opportunity to consume performing arts past afternoon teatime.

Ability to connect authentically with the Aboriginal community

Limited exhibition space & capacity to experience live performances.

Limited support for creative business growth

Kiama needs a regional Art Gallery

Live music precinct, thriving after hours creative scene.

Gerringong & Jamberoo do not get much of the spotlight. I'd like to see more events outside of the main street of Kiama.

Kiama is very rich creatively, we have a community of talented visual & performing artists. This resource is under-utilised & is an asset that should be capitalised on.

There's a lot on offer, but not for people who have accessibility or inclusion challenges. We can do better on this

We need more venues to enable artists to exhibit and showcase their work. Involving primary and secondary school age students where ever possible.

DRAFT

Creative Kiama

Our starting point for this strategy is to build upon the solid foundation that already exists within our creative community. Rather than starting from scratch, we aim to harness and enhance the resources, talents, and creative energy that are already in place. By leveraging our town's established strengths—its vibrant cultural venues, passionate local artists, engaged community groups, and creative spaces—we can achieve our vision for a dynamic and flourishing arts and cultural landscape. This approach allows us to make the most of what we have, while strategically identifying opportunities for growth and development.

We recognise that our current resources—whether human, financial, or physical—are limited, but we believe this won't hold us back. With creativity, collaboration, and a strategic approach, we are confident that we can achieve remarkable outcomes and make a significant impact!

The foundation of this Implementation Plan centres on our four strategic pillars, each aligned with the broader values of our organisation and community. These pillars are designed to guide decision-making, supporting arts and cultural development throughout the Kiama municipality.

Pillar 1: First Nations First

Celebrate and honour Aboriginal stories, culture and our region's rich heritage

What we heard:

- Greater emphasis on First Nations culture, which is currently underrepresented in Kiama's arts landscape
- To better integrate Aboriginal stories, artists, and cultural expressions into local events, exhibitions, and public spaces.
- Kiama's arts scene lacks cultural diversity and is perceived as predominantly "white." This underscores the importance of inclusive practices that celebrate and support First Nations voices.
- More Aboriginal art in public spaces, such as murals and installations, to enhance representation and impact.
- Engage more deeply with local Aboriginal communities to enrich Kiama's cultural offerings and ensure a more diverse and inclusive arts environment.

What does success look like:

- Public spaces and events feature impactful Aboriginal artworks and diverse cultural perspectives
- First Nations artists feel respected and supported, with their work preserved according to best practices
- Alignment with the Reconciliation Action Plan; cultural branding, and recognition of spaces like the library as hubs for cultural exchange

Implementation Plan

Strategies	Actions	Council's role
------------	---------	----------------

First Nations inclusion and engagement	Partner with local Aboriginal artists to deliver workshops, exhibitions, and public art projects, ensuring that their stories are highlighted in a respectful and authentic way.	Partner Advocate
	Deliver the annual NAIDOC Week Art Exhibition.	Host Partner
	Align to ICIP (Indigenous Copyright & Intellectual Property) protocols to ensure best practice for commissioning art and design from First Nations artists.	Advocate Advisor
	Alignment with the Reconciliation Action Plan (RAP) to ensure meaningful and measurable progress	Advocate Advisor
Public Art representation	Actively seek funding opportunities for the commissioning of public artworks from local First Nations artists.	Host Advocate
Cultural programming and education	Expand public library programs to include cultural programs to raise awareness about the significance of First Nations culture, arts and storytelling.	Host Advocate
Marketing and promotion	Implement a creative wayfinding project to offer enriched information, education and acknowledgement.	Host Advisor
	Implement a Branding Project across Council for design integration across marketing collateral.	Host Advisor

Pillar 2: Creative Learning and Participation

Provide greater access to creative learning, professional development for artists and support for small creative industries.

What we heard:

- Venues like the Old Fire Station and Kiama/Gerringong libraries are highly valued as hubs for creative learning and public engagement, offering spaces for exhibitions and workshops.
- Kiama's diverse arts events, such as the Winter Street Festival, Kiama Jazz & Blues Festival and KISS Arts Festival, play a significant role in cultural education, social connection, and fostering a vibrant community atmosphere.
- The need for a clearer and more inclusive strategy to ensure ongoing support for creative learning and participation, with a focus on improving infrastructure, communication, and opportunities for both emerging and established artists.

What does success look like:

- Young people are inspired and integrated into the creative community
- Libraries serve as a vibrant hub of creative activity, offering workshops and creative learning programs that enhance community well-being and social connection.
- Local artists and creative businesses gain practical skills and networking opportunities, leading to better business outcomes
- A vibrant arts community supports a diverse range of cultural events, an expanded nighttime economy, and a flourishing local music scene

Implementation Plan:

Strategies	Actions	What does success look like
Creative Learning	Foster and maintain partnerships with the local education providers to initiate mentorship opportunities; artist demonstrations and other school based creative projects to foster young talent.	Conduit Partner
	Contribute to the libraries school holiday program to increase creative activities to children and young people.	Host
	Deliver well-being art programs to enhance community resilience and social connectedness.	Host
Maximise use of cultural hubs	Explore additional street signage for improved visibility and publicity of events/ exhibitions particularly at the GLAM Gallery	Advocate
	Ongoing creative programming that actively includes targeted groups,	Host Partner

	such as DisAbility and NDIS participants, fostering inclusivity and vibrant social connections across the community.	
	Libraries are fully activated and serve as central cultural hubs for creative learning and engagement.	Host Advocate
Professional Development	Professional development workshops covering skills like marketing, grant writing, business planning and digital tools.	Host Advisor
	Provide targeted support for local artists and creative businesses to grow and thrive such regular artist networking events.	Conduit Advocate Advisor
Support a vibrant Night Economy	Explore partnerships with local businesses to host after-hours events such as micro music festivals and offer new opportunities for artists.	Partner Advocate
	Develop strategies to foster a night-time economy to particularly support the local music scene.	Conduit Advisor
Funding and support	Facilitate the Cultural Grants program to encourage cultural events and initiatives in Kiama.	Host
	Acknowledge the ongoing contributions of artists across our region by exploring ways to support them to continue to sustain their practice locally.	Conduit Advocate

Pillar 3: Opportunities & Partnerships

Provide more partnerships, collaborations and creative initiatives to fuel the creative economy

What we heard:

- Council is seen to actively support the arts, with many appreciating its role in facilitating events and opportunities for local creatives.
- A desire for more locally focused events that cater to residents rather than tourists.
- Council could play an even stronger role as a "conduit" for fostering partnerships between artists, venues, and the broader community.
- Concerns about limited financial support for the arts. Creative projects do not receive adequate funding from local or state government, which limits their potential to grow and pursue more ambitious projects.
- A sense that the arts are undervalued compared to other sectors, which stifles opportunities for creative businesses to thrive.

What does success look like?

- Local artists, creative groups, businesses, and Council work together, resulting in a flourishing Kiama creative network
- A stronger sense of place and identity is built around local creative expression, with public art projects, exhibition opportunities and cultural experiences.
- Paid opportunities for local artists, the celebrated Arts Honour Roll, and expanded creative programming inspire future talent and more value on the arts

Implementation Plan

Strategies	Actions	Council's role
Strengthen local creative partnerships	Actively promote the Creative South and WEAVE Artist Directory as a digital platform where creatives can profile themselves, share resources and find collaborators.	Conduit Advisor
	Facilitate and promote group exhibitions with open calls to artists at the GLAM gallery, encouraging diverse participation around specific themes that reflect local culture.	Host
	Increase support for initiatives which are advised and led by local creatives.	Advocate Advisor
Strengthen internal partnerships	Collaborate with internal divisions of Council including Community Development, Economic Development, Environment, Property, Youth and Library teams to foster more creative initiatives.	Partner Advisor
	Scope development of a combined Arts, Culture and Libraries Strategy for 2030+	Partner Advisor
Strengthen regional partnerships	Mutually beneficial partnerships formed with	Partner

	neighbouring councils and the cultural development teams; and our RADO Regional Arts Development Organisation (RADO).	
External Funding	Activity seek external funding to support more creative initiatives and provide paid opportunities for artists.	Advocate
Creative spaces	Investigate models like Renew Australia to implement shop-front activation programs for creative businesses.	Advocate
	Seek funding opportunities to invest in upgrades to existing venues to improve functionality such as lighting, display equipment and technology.	Advocate
	Facilitate the annual Arts Honour Roll to highlight the achievements of a local artist to foster a sense of local identity and pride.	Host
	Ongoing coordination of the Old Fire Sation exhibition program.	Host
Creative economy	Seek opportunities to engage artists for the commissioning of public art, designs for integration into capital works projects and art tuition for public workshops.	Advocate Advisor
	Work with local businesses to create opportunities for sponsorships, artist residencies, and collaborative projects. Encourage local businesses to showcase local art in their establishments, integrating creativity into everyday spaces.	Partner Advocate
	Scope potential partnership with TfNSW (Sydney Trains) for the development of public art along station platforms.	Partner Advocate
Promotion of Arts and Culture	Showcase artists and creative businesses on Councils social media and e-news platforms. Populate and update the Arts and Culture	Conduit Advocate

	webpage with offerings and artist opportunities.	
--	--	--

Pillar 4: Creative infrastructure

Expand spaces and venues for exhibitions, performances, and artistic participation, ensuring more opportunities for engagement in arts and culture.

What we heard:

- Kiama's creative infrastructure is anchored by key cultural hubs like the Old Fire Station and the Coach House, providing accessible exhibition and learning spaces for local artists.
- The GLAM Gallery, the Pavilion, Seven Marks Gallery and Filmore's, play crucial roles in hosting diverse artistic events, while outdoor spaces and live music venues contribute to a vibrant arts scene.
- Limited exhibition spaces and limited opportunities, high competition for venues such as the Old Fire Station, and a lack of medium-sized and accessible locations, restricting larger projects and events.
- The absence of a dedicated Arts Centre, Regional Gallery and a thriving night economy are additional barriers.

What does success look like?

- New and innovative exhibition spaces, themed exhibitions and unexpected public art installations showcase opportunities for artist and foster community engagement.
- Artist talks, panel discussions, workshops, and booked exhibition schedules reflect a strong commitment to cultural activities.
- Kiama's reputation as a lively, inclusive cultural destination is strengthened, as seen through live music and late-night cultural activities.

Implementation Plan

Strategies	Actions	Council's role
Innovative creative venues	Partner with local businesses and organisations to create temporary or pop-up gallery spaces for individual artists and small groups.	Partner Advocate
	Gain support from local cafes and restaurants for regular in-shop exhibitions.	Conduit Partner
	Increase accessibility and usage of community halls by reviewing fees and charges, encouraging more	Advocate

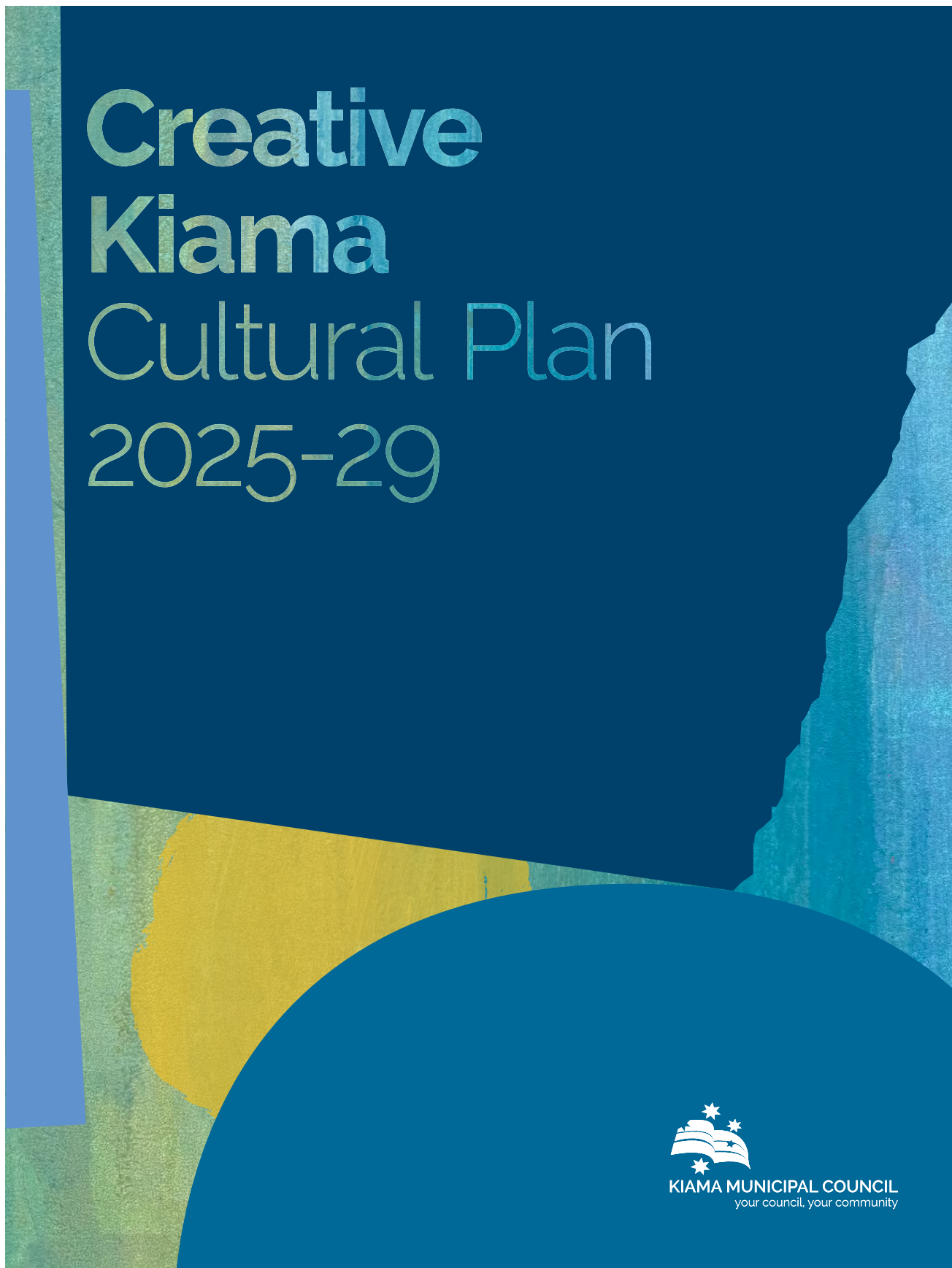
	artist use and alleviating demand on popular venues like the Old Fire Station.	
	Expand the curatorial theme “art in unseen spaces” to integrate art into bus shelters, bin shelters and electrical boxes; and implement innovative and creative ways to showcase art.	Host
Community Engagement	Increase opportunities for artist talks, panel discussions, and interactive workshops that engage both local creatives and the community.	Host Partner
	Organise themed exhibitions at the GLAM gallery, open to all local artists. These group shows will foster inclusivity and provide consistent opportunities for emerging and established artists to showcase their work.	Host Partner
Cultural Assets	Create a visible and public online database of our public art and permanent art collection.	Host
	Ensure our Public Art and Permanent Art Collection policies and guidelines are reviewed and updated for a managed approach to the care and development of Council’s art collection.	Host
	Support more public street art, murals, and outdoor festivals that contribute to Kiama’s unique identity.	Partner Advocate
	Ensure the Old Fire Station, GLAM Gallery and Art in Chambers exhibition spaces are well-maintained.	Advocate
	Promote the Jamberoo School of Arts as a dynamic performance and arts space.	Advocate Advisor
Promote a Thriving Night Economy	Advocate for more evening performances, late-night cultural events, and creative markets. Seek inspiration/funding from the	Partner Advocate

	Live Music Office/Live and Local.	
	Scope the development of a permanent outdoor projection gallery	Advocate

What can you do?

The more our community gets behind *Creative Kiama 2025-2029*, the greater our shared success will be. We invite you to engage, participate, and contribute in any way you can. Let's come together to cultivate creativity, Kiama!





Item 15.1

Attachment 5

Creative Kiama Cultural Plan 2025-29

Item 15.1

Attachment 5



KIAMA MUNICIPAL COUNCIL
your council, your community



CULTURAL PLAN 2025-29

5

Contents

- 01_ Acknowledgement of Country
- 03_ Our vision
- 04_ Our Creative Community
- 05_ What is Arts and Culture?
- 06_ Our Cultural Plan- background
- 07_ Our way forward
 - Our Top Priorities for arts & culture across Kiama
 - Creative Kiama
- 09_ Pillar 1: First Nations First
- 10_ Pillar 2: Creative Learning and Participation
- 11_ Pillar 3: Opportunities & Partnerships
- 12_ Pillar 4: Creative infrastructure
- 13_ What can you do?
- 14_ How we engaged
- 15_ Strategic Alignment

Arts and culture are fundamental in shaping our town and building a strong, connected community. We envision fostering a vibrant, impactful, and thriving arts environment that enhances the creative spirit of Kiama.

Creative Kiama establishes a foundation for maintaining, nurturing, and advancing creativity, the arts, and our rich cultural heritage. It offers a strategic framework that leverages arts and culture to achieve diverse outcomes throughout our local government area.

We aspire to create an atmosphere where creative and cultural life can flourish, ensuring that our families, friends, and visitors feel welcomed and included.

Acknowledgement of Country

Kiama Municipal Council acknowledges the Wodi Wodi people on Dharawal country as the traditional custodians of the land on which our Municipality is located. We pay our respects to Elders past, present and future. We are committed to honoring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our community.

We also recognise the rich and vital contributions of First Nations artists. Their art forms—rooted in ancient traditions and evolving through contemporary expression—continue to shape the cultural landscape of Kiama, weaving a profound sense of place, identity, and connection. Through the arts, we aim to amplify these voices, ensuring their stories are integral to our shared cultural future.

CREATIVE KIAMA

4

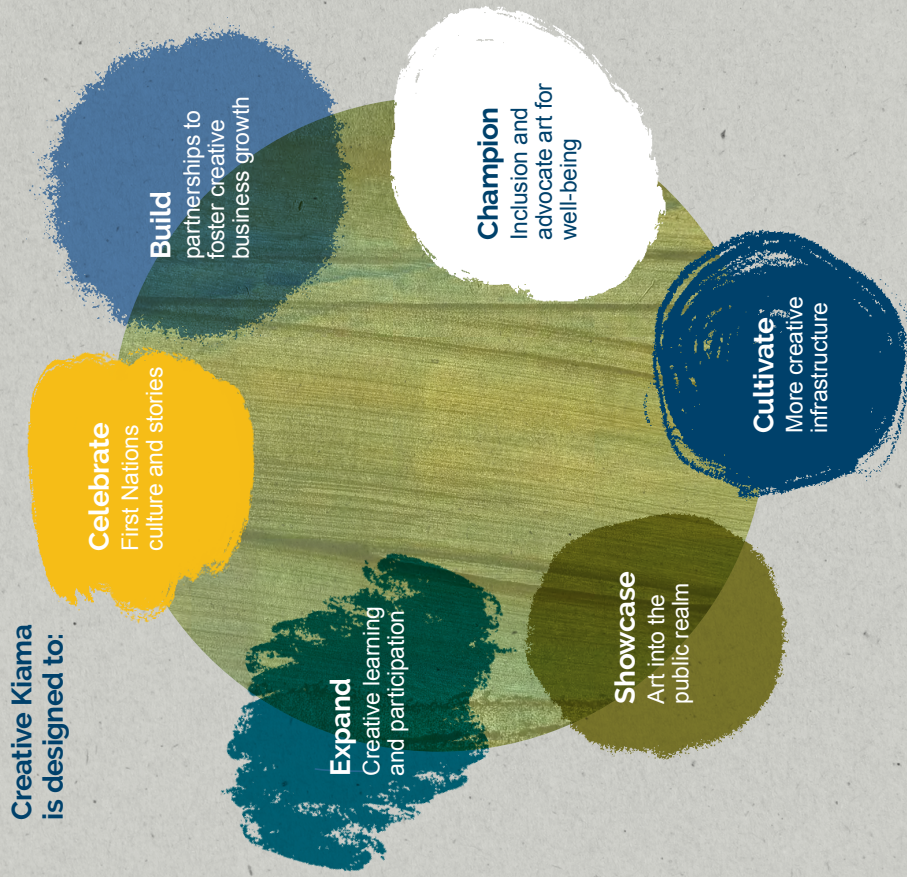
Our Vision

We aim to nurture a vibrant, inclusive, and dynamic cultural ecosystem that celebrates diversity, creativity, and community engagement. We aim to prioritise First Nations stories and cultural expressions, ensuring that First Nations voices are integral to Kiama's cultural landscape. Through collaboration and partnerships, we will foster opportunities for creative learning, participation, and professional growth for artists, while making arts and culture accessible to all.

By focusing on inclusiveness, creative infrastructure, and lifelong learning, we will create a sustainable arts environment where culture thrives, and all residents and visitors can connect, express, and engage creatively. Our vision extends to making Kiama a hub of artistic innovation and a welcoming space for diverse cultural narratives.

Kiama recognises the pivotal role of artists as key contributors to local economic growth and community cohesion. We are fortunate to be the home and workspace for many outstanding artists who have enriched our public spaces, making them more dynamic and lively, establishing Kiama's reputation as a culturally vibrant destination.

In developing this strategy, we acknowledge the distinct value our creative communities bring to our town.



CULTURAL PLAN 2025-29

7

CREATIVE KIAMA

6



CULTURAL PLAN 2025-29

9

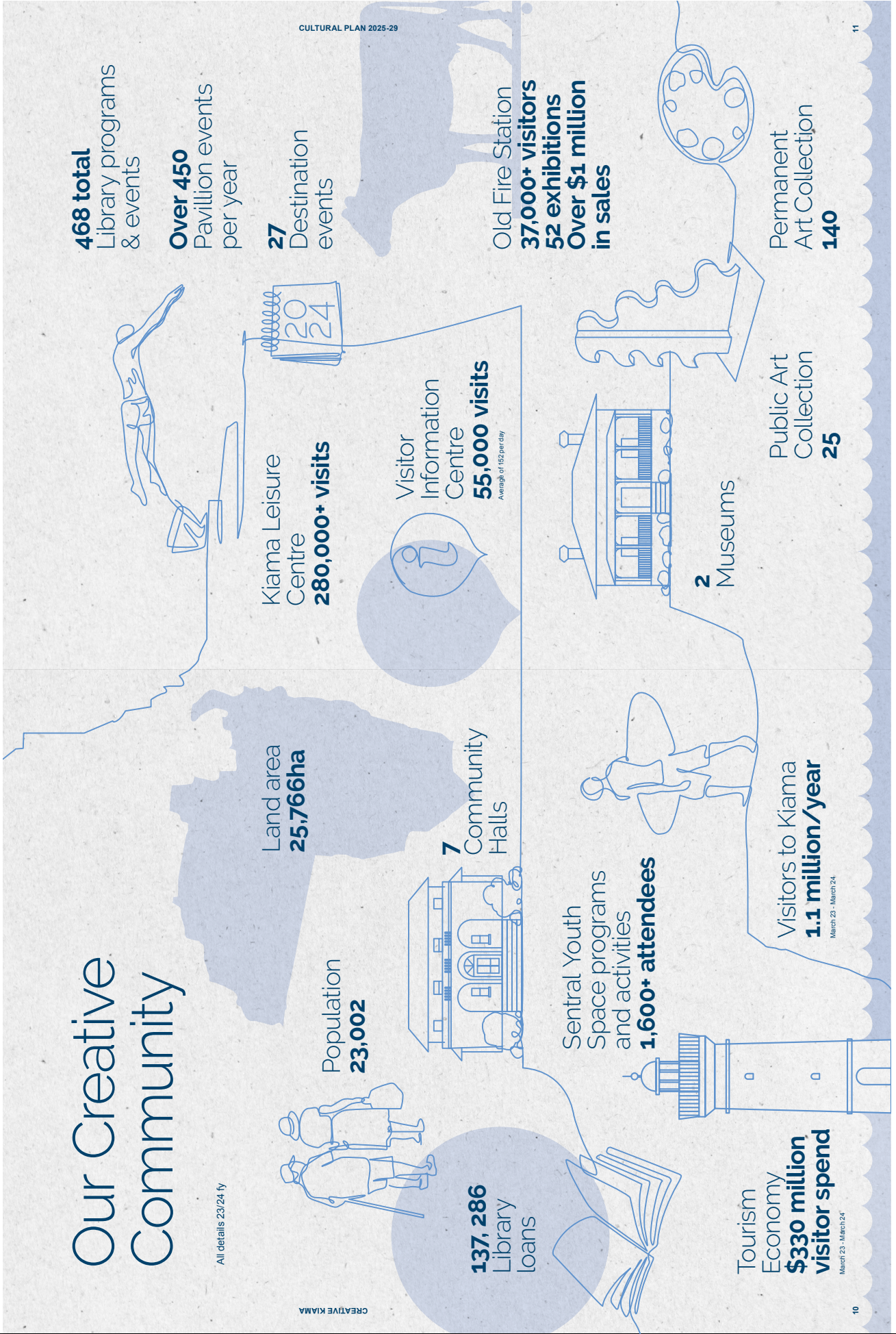
"Public art makes me look at things with fresh eyes and makes me proud of where I live"

CREATIVE KIAMA

KRIMSONE
SCOTT NAGY

Deep Dive by Krimson & Scott Nagy

8



What is Arts and Culture

Arts

The arts encompass a wide range of human activities and expressions that reflect creativity, imagination, and skill. This includes visual arts (like painting, sculpture, and photography), performing arts (such as dance, theatre, and music), literary arts (including poetry, storytelling, and writing), and digital and multimedia arts. In Kiama, the arts are a powerful way for individuals and groups to express identity, heritage, ideas, and emotions, bringing people together in shared experiences and inspiring conversation.

Culture

The arts encompass a wide range of human activities and expressions that reflect creativity, imagination, and skill. This includes visual arts (like painting, sculpture, and photography), performing arts (such as dance, theatre, and music), literary arts (including poetry, storytelling, and writing), and digital and multimedia arts. In Kiama, the arts are a powerful way for individuals and groups to express identity, heritage, ideas, and emotions, bringing people together in shared experiences and inspiring conversation.

Creativity

Creativity is the driving force behind innovation and artistic expression. It's the ability to think imaginatively, challenge norms, and explore new ideas. Creativity is not limited to the arts; it infuses every part of our lives, from problem-solving and design to community-building and storytelling. In Kiama, creativity is about fostering new ideas, supporting our artists and makers, and encouraging every individual to engage in creative exploration, whether through arts practices, community projects, or collaborative efforts.

These definitions will guide our efforts to build a vibrant and inclusive cultural landscape in Kiama, celebrating the unique stories, voices, and creative potential of our community.

Our community told us creativity is:

- "central to living and necessary to life"
- "means traditions that define and reflect a community's identity and values"
- "a lifeblood of a community, elements that can bring disparate people & perspectives together"
- "relief from the mundane, 'feeding the soul'"
- "gives life meaning"
- "offers enrichment of quality of life"
- "life!"
- "food for the mind"

"enrichment of quality of life"

"Freedom of spirit and mind, joining art in creativity"

"An opportunity to engage in life merely beyond surviving, the process of living & thriving"

"At the very core of humanity and is essential for a fully rounded society"

"Good for the soul and mental health"

"Public art makes me look at things with fresh eyes and makes me proud of where I live"

"Creativity is central to living and necessary to life"

Image credit: Greg Tembow

How we engaged

This Cultural Plan has been co-designed by the passion, ideas and feedback received by the community as well as key internal Council staff and stakeholders.

CREATIVE KIAMA

Engagement methods

- Focus Group
- Online Survey
- Interview
- Community Pop-Up
- Flyers & Posters
- Social media
- Democracy and Big Ideas board

Creative Conversations

Talking to the community about what they value was an essential part of the process to develop Creative Kiama. Discussions with artists, community groups, businesses and cultural experts informed the content and focus of this plan. Our conversations were open and diverse but also included the following areas of focus: spaces and infrastructure; funding, support and advocacy; participation and connectedness; professional development for artists and creating learning.

The feedback highlighted significant challenges relating to creative infrastructure such as the need for regional gallery in Kiama and an "arts precinct". There are clear gaps in financial support and funding for creatives to thrive and grow, as a professional artist and there is a greater need for artists to connect and network with each other and peak arts bodies. There is opportunity to expand our offerings in creative learning workshops and activities through the library service and advocate for nighttime economy and the live music industry to support music and performing arts.



14

What we heard from you

Throughout our engagement campaign the following were consistent themes:

- We want to engage with our rich history and Aboriginal culture
- We want to learn and collaborate to thrive artistic excellence
- We want the importance and benefits of creativity to be recognised
- We want more spaces and places to showcase, exhibit and learn
- Our creativity is often inspired by our natural landscape and seaside scenery
- We want Council to support the cultural and creative sector and invest more in the arts
- We want opportunities to network and connect with like-minded creatives
- We want more support and professional development for creative start-ups and businesses
- We want more art in the public realm
- We want inclusion of culturally diverse people
- We want more focus on supporting local individuals and businesses

Image credit: Drummer Boy Pictures, courtesy of South Coast Arts

15

Strategic alignment

We recognise the importance of influencing and contributing to the development and implementation of key Council policies and strategies. By aligning our efforts with these plans, we can showcase our dedication to leveraging arts and cultural outcomes to achieve broader Council and stakeholder objectives across diverse areas beyond the arts. This integrated approach ensures that our cultural initiatives not only enrich the community but also support and enhance the wider goals of Council.

Strategic documents:

- Community Strategic Plan (2022-2032)
- Tourism and Events Strategic Plan 2022-2026
- Disability Inclusion Action Plan 2023-2027

State policy

- Cultural Infrastructure Plan 2026+
- Creative Communities NSW Arts, Culture and Creative Industries Policy

Strategic documents for review

- Library Strategic Plan
- Development Control Plan
- Land Environment Plan
- Community Development Strategy
- Economic development Strategy
- Reconciliation Action Plan

Our way forward is to ensure that the Cultural Plan links to the objectives and where relevant, the actions, outlined in the above documents to ensure a consistent approach to planning for community.

Guiding documents

- South Coast Arts Strategic Plan 2024-2028
- Indigenous Cultural and Intellectual Property (ICIP)
- Creative Australia Strategy 2024-2028



Our cultural plan

Creative Kiama is a roadmap to supporting and celebrating arts, culture and creativity in everyday lives. It's a vision for where we want to be, and a framework for how to achieve a more creative and resilient Kiama. Importantly, Creative Kiama has been shaped by the stories and aspirations of the community.

CREATIVE KIAMA



The role of Council

Kiama Council fulfils many different roles to support community participation in arts and culture and to achieve the outcomes through the delivery of this plan. The role of Council may fit into one of the following:



Host

Provide arts and cultural activity and learning opportunities



Conduit

Collaborate and work with creatives and community groups to reach greater goals together.



Partner

Build networks among creatives and organisations to achieve collaborative impact



Advocate

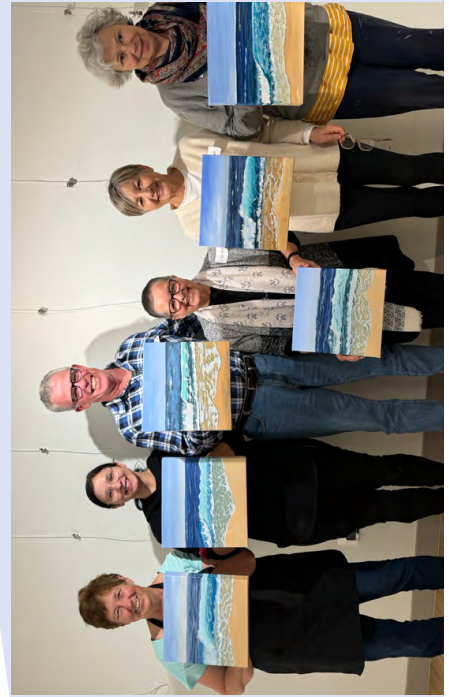
Champion and celebrate arts and cultural achievements.



Advisor

Support, share and link artists and creatives, advise on policy alignment to internal stakeholders.

19



18

Our way forward

Our priorities for arts & culture across Kiama

- 1** Celebrate and honour Aboriginal stories, culture and our region's rich heritage
- 2** Provide greater access to creative learning opportunities; professional development for artists and support for small creative industries
- 3** Provide more partnerships, collaborations and creative initiatives to fuel the creative economy
- 4** Provide innovative spaces and venues for exhibitions, performances, and artistic participation, ensuring more opportunities for arts engagement

CREATIVE KIAMA

20

Community Quotes:

- "Opportunity to consume performing arts past afternoon teatime."
- "Ability to connect authentically with the Aboriginal community"
- "Limited exhibition space & capacity to experience live performances."
- "Limited support for creative business growth"
- "Kiama needs a regional Art Gallery"
- "Live music precinct, thriving after hours creative scene."
- "Gerringong & Jamberoo do not get much of the spotlight. I'd like to see more events outside of the main street of Kiama."

- "Kiama is very rich creatively, we have a community of talented visual & performing artists. This resource is under-utilised & is an asset that should be capitalised on."
- "There's a lot on offer, but not for people who have accessibility or inclusion challenges. We can do better on this."
- "We need more venues to enable artists to exhibit and showcase their work. Involving primary and secondary school age students where ever possible."



CULTURAL PLAN 2025-29



Creative Kiama

Our starting point for this strategy is to build upon the solid foundation that already exists within our creative community. Rather than starting from scratch, we aim to harness and enhance the resources, talents, and creative energy that are already in place. By leveraging our town's established strengths—its vibrant cultural venues, passionate local artists, engaged community groups, and creative spaces—we can achieve our vision for a dynamic and flourishing arts and cultural landscape. This approach allows us to make the most of what we have, while strategically identifying opportunities for growth and development.

We recognise that our current resources—whether human, financial, or physical—are limited, but we believe this won't hold us back. With creativity, collaboration, and a strategic approach, we are confident that we can achieve remarkable outcomes and make a significant impact!

The foundation of this Implementation Plan centres on our four strategic pillars, each aligned with the broader values of our organisation and community. These pillars are designed to guide decision-making, supporting arts and cultural development throughout the Kiama municipality.

Pillar 1: First Nations First

Celebrate and honour Aboriginal stories,
culture and our region's rich heritage

What we heard:

- Greater emphasis on First Nations culture, which is currently underrepresented in Kiama's arts landscape
- To better integrate Aboriginal stories, artists, and cultural expressions into local events, exhibitions, and public spaces
- Kiama's arts scene lacks cultural diversity and is perceived as predominantly "white."
- This underscores the importance of inclusive practices that celebrate and support First Nations voices.
- More Aboriginal art in public spaces, such as murals and installations, to enhance representation and impact.
- Engage more deeply with local Aboriginal communities to enrich Kiama's cultural offerings and ensure a more diverse and inclusive arts environment.



Image credit: Polar Lizard Photography



What does success look like:

- Public spaces and events feature impactful Aboriginal artworks and diverse cultural perspectives
- First Nations artists feel respected and supported, with their work preserved according to best practices
- Alignment with the Reconciliation Action Plan; cultural branding, and recognition of spaces like the library as hubs for cultural exchange

CULTURAL PLAN 2025-29

Implementation Plan

To achieve this we will implement the following tactics:

Strategies	Actions	Council's role
First Nations inclusion and engagement	Partner with local Aboriginal artists to deliver workshops, exhibitions, and public art projects, ensuring that their stories are highlighted in a respectful and authentic way.	Partner Advocate
	Deliver the annual NAIDOC Week Art Exhibition.	Host Partner
	Align to ICP (Indigenous Copyright & Intellectual Property) protocols to ensure best practice for commissioning art and design from First Nations artists.	Advocate Advisor
	Alignment with the Reconciliation Action Plan (RAP) to ensure meaningful and measurable progress	Advocate Advisor
Public Art representation	Actively seek funding opportunities for the commissioning of public artworks from local First Nations artists.	Host Advocate
Cultural programming and education	Expand public library programs to include cultural programs to raise awareness about the significance of First Nations culture, arts and storytelling.	Host Advocate
Marketing and promotion	Implement a creative wayfinding project to offer enriched information, education and acknowledgement.	Host Advisor
	Implement a Branding Project across Council for design integration across marketing collateral.	Host Advisor

Pillar 2: Creative Learning and Participation

Provide greater access to creative learning, professional development for artists and support for small creative industries.

What we heard:

- Venues like the Old Fire Station and Kiama/ Gerringong libraries are highly valued as hubs for creative learning and public engagement, offering spaces for exhibitions and workshops.
- Kiama's diverse arts events, such as the Winter Street Festival, Kiama Jazz & Blues Festival and KISS Arts Festival, play a significant role in cultural education, social connection, and fostering a vibrant community atmosphere.
- The need for a clearer and more inclusive strategy to ensure ongoing support for creative learning and participation, with a focus on improving infrastructure, communication, and opportunities for both emerging and established artists.

What does success look like:

- Young people are inspired and integrated into the creative community
- Libraries serve as a vibrant hub of creative activity, offering workshops and creative learning programs that enhance community well-being and social connection.
- Local artists and creative businesses gain practical skills and networking opportunities, leading to better business outcomes
- A vibrant arts community supports a diverse range of cultural events, an expanded nighttime economy, and a flourishing local music scene



Implementation Plan

To achieve this we will implement the following tactics:

Strategies	Actions	Council's role
Creative Learning	Foster and maintain partnerships with local education providers to initiate mentorship opportunities; artist demonstrations and other school based creative projects to foster young talent.	Conduct Partner
	Contribute to the libraries school holiday program to increase creative activities to children and young people.	Host
	Deliver well-being art programs to develop community resilience and social connectedness.	Host
Maximise use of cultural hubs	Explore additional street signage for improved visibility and publicity of events/exhibitions particularly at the GLAM Gallery	Advocate
	Ongoing creative programming that actively includes targeted groups, such as Disability and NDIS participants, fostering inclusivity and vibrant social connections across the community.	Host Partner
	Libraries are fully activated and serve as central cultural hubs for creative learning and engagement.	Host Advocate
Professional Development	Professional development workshops covering skills like marketing, grant writing, business planning and digital tools.	Host Advisor
	Provide targeted support for local artists and creative businesses to grow and thrive such regular artist networking events.	Conduct Advocate Advisor
Support a vibrant Night Economy	Explore partnerships with local businesses to host after-hours events such as micro music festivals and offer new opportunities for artists.	Partner Advocate
	Develop strategies to foster a night-time economy to particularly support the local music scene.	Conduct Advisor
Funding and support	Facilitate the Cultural Grants program to encourage cultural events and initiatives in Kiama.	Host
	Acknowledge the ongoing contributions of artists across our region by exploring ways to support them to continue to sustain their practice locally.	Conduct Advocate

Pillar 3: Opportunities and Partnerships

Provide more partnerships, collaborations and creative initiatives to fuel the creative economy.

CREATIVE KIAMA

What we heard:

- Council is seen to actively support the arts, with many appreciating its role in facilitating events and opportunities for local creatives.
- A desire for more locally focused events that cater to residents rather than tourists.
- Council could play an even stronger role as a "conduit" for fostering partnerships between artists, venues, and the broader community.
- Concerns about limited financial support for the arts. Creative projects do not receive adequate funding from local or state government, which limits their potential to grow and pursue more ambitious projects.
- A sense that the arts are undervalued compared to other sectors, which stifles opportunities for creative businesses to thrive.



26



What does success look like:

- Local artists, creative groups, businesses, and Council work together, resulting in a flourishing Kiama creative network.
- A stronger sense of place and identity is built around local creative expression, with public art projects, exhibition opportunities and cultural experiences.
- Paid opportunities for local artists, the celebrated Arts Honour Roll, and expanded creative programming inspire future talent and more value on the arts

Implementation Plan

To achieve this we will implement the following tactics:

CULTURAL PLAN 2025-29

Strategies	Actions	Council's role
Strengthen local creative partnerships	Actively promote the Creative South and WEAVE Artist Directory as a digital platform where creatives can profile themselves, share resources and find collaborators.	Conduit Advisor
	Facilitate and promote group exhibitions with open calls to artists at the GLAM gallery, encouraging diverse participation around specific themes that reflect local culture.	Host
	Increase support for initiatives which are advised and led by local creatives.	Advocate Advisor
Strengthen internal partnerships	Collaborate with internal divisions of Council including Community Development, Economic Development, Environment, Property, Youth and Library teams to foster more creative initiatives.	Partner Advisor
	Scope development of a combined Arts, Culture and Libraries Strategy for 2030+	Partner Advisor
Strengthen regional partnerships	Mutually beneficial partnerships formed with neighbouring councils and the cultural development teams; and our RADO Regional Arts Development Organisation (RADO).	Partner
External Funding	Activity seek external funding to support more creative initiatives and provide paid opportunities for artists.	Advocate

27



Strategies	Actions	Council's role
Creative spaces	<p>Investigate models like Renew Australia to implement shop-front activation programs for creative businesses.</p> <p>Seek funding opportunities to invest in upgrades to existing venues to improve functionality such as lighting, display equipment and technology.</p> <p>Facilitate the annual Arts Honour Roll to highlight the achievements of a local artist to foster a sense of local identity and pride.</p> <p>Ongoing coordination of the Old Fire Station exhibition program.</p>	<p>Advocate</p> <p>Advocate</p> <p>Host</p> <p>Host</p>
Creative economy	<p>Seek opportunities to engage artists for the commissioning of public art, designs for integration into capital works projects and art tuition for public workshops.</p> <p>Work with local businesses to create opportunities for sponsorships, artist residencies, and collaborative projects. Encourage local businesses to showcase local art in their establishments, integrating creativity into everyday spaces.</p> <p>Scope potential partnership with TfNSW (Sydney Trains) for the development of public art along station platforms.</p>	<p>Advocate Advisor</p> <p>Partner Advocate</p> <p>Partner Advocate</p>
Promotion of Arts and Culture	<p>Showcase artists and creative businesses on Councils social media and e-news platforms. Populate and update the Arts and Culture webpage with offerings and artist opportunities.</p>	<p>Conduct Advocate</p>



Pillar 4: Creative infrastructure

Expand spaces and venues for exhibitions, performances, and artistic participation, ensuring more opportunities for engagement in arts and culture.



CREATIVE KIAMA

What we heard:

- Kiama's creative infrastructure is anchored by key cultural hubs like the Old Fire Station and the Coach House, providing accessible exhibition and learning spaces for local artists.
- The GLAM Gallery, the Pavilion, Seven Marks Gallery and Filmore's, play crucial roles in hosting diverse artistic events, while outdoor spaces and live music venues contribute to a vibrant arts scene.
- Limited exhibition spaces and limited opportunities, high competition for venues such as the Old Fire Station, and a lack of medium-sized and accessible locations, restricting larger projects and events.
- The absence of a dedicated Arts Centre, Regional Gallery and a thriving night economy are additional barriers.

What does success look like:

- New and innovative exhibition spaces, themed exhibitions and unexpected public art installations showcase opportunities for artist and foster community engagement.
- Artist talks, panel discussions, workshops, and booked exhibition schedules reflect a strong commitment to cultural activities.
- Kiama's reputation as a lively, inclusive cultural destination is strengthened, as seen through live music and late-night cultural activities.

Implementation Plan

To achieve this we will implement the following tactics:

Strategies	Actions	Council's role
Innovative creative venues	Partner with local businesses and organisations to create temporary or pop-up gallery spaces for individual artists and small groups. Gain support from local cafes and restaurants for regular in-shop exhibitions. Increase accessibility and usage of community halls by reviewing fees and charges, encouraging more artist use and alleviating demand on popular venues like the Old Fire Station. Expand the curatorial theme "art in unseen spaces" to integrate art into bus shelters, bin shelters and electrical boxes, and implement innovative and creative ways to showcase art.	Partner Advocate Conduit Partner Advocate Host
Community Engagement	Increase opportunities for artist talks, panel discussions, and interactive workshops that engage both local creatives and the community. Organise themed exhibitions at the GLAM gallery, open to all local artists. These group shows will foster inclusivity and provide consistent opportunities for emerging and established artists to showcase their work.	Host Partner Host Partner
Cultural Assets	Create a visible and public online database of our public art and permanent art collection. Ensure our Public Art and Permanent Art Collection policies and guidelines are reviewed and updated for a managed approach to the care and development of Council's art collection. Support more public street art, murals, and outdoor festivals that contribute to Kiama's unique identity. Ensure the Old Fire Station, GLAM Gallery and Art in Chambers exhibition spaces are well-maintained. Promote the Jamberoo School of Arts as a dynamic performance and arts space.	Host Host Partner Advocate Advocate Advocate Advisor
Promote a Thriving Night Economy	Advocate for more evening performances, late-night cultural events, and creative markets. Seek inspiration/funding from the Live Music Office/Live and Local. Scope the development of a permanent outdoor projection gallery	Partner Advocate Advocate



What can you do?

The more our community gets behind Creative Kiama 2025-2029, the greater our shared success will be. We invite you to engage, participate, and contribute in any way you can. Let's come together to cultivate creativity, Kiama!

- Join your local Artist Society or start your own creative club
- Showcase your talent through the Weave Artist Directory
- Start a "street library" or "Little Art Gallery"
- Talk to us about your great idea and cultural initiatives
- Join a singing group
- Join a dance group
- Join a library book club
- Join a writers group
- Commission a local artist
- Buy and sell local, hand-made products
- Attend a live local gig
- Participate in a cultural event
- Promote a cultural activity, tell your friends.
- Attend a library program or event
- Apply for a Cultural Grant
- Learn Dharaawal
- CREATE.

Contact us

Post: PO Box 75, Kiama NSW 2533
Telephone: +61 (02) 4232 0444
Email: council@kiama.nsw.gov.au
Website: www.kiama.nsw.gov.au

Office Hours

Administration Building
11 Manning Street Kiama
open 8.45 am to 4.15 pm
Monday to Friday (excluding public
holidays)



KIAMA MUNICIPAL COUNCIL
your council, your community

15.2 Memorandum of Understanding - South Coast Arts

- CSP Objective: Outcome 1.1: We want a strong sense of community and belonging, where social and cultural life can flourish; and our families, friends and visitors feel welcome and included.
- CSP Strategy: 1.1.1 Provide spaces, services and initiatives that foster a proud, inclusive, and connected community for all.
- Delivery Program: 1.1.1.1 Review Council's Arts and Cultural Strategy and policy framework and implement priority actions.

Item 15.2

Summary

At its meeting on 28 June 2022, Council resolved to:

1. *Support the continued development and establishment of the South Coast Regional Arts Development Organisation.*
2. *Nominate a Councillor to represent Kiama Municipal Council on the Board of the South Coast Regional Arts Development Organisation with an appropriate staff member as support person and proxy.*
3. *Allocate \$19,412 from the general funds in the 2022/23 FY budget as Council's financial contribution and recurrent funding + 3.5% increase year on year thereafter.*
4. *Approve under delegation that the Chief Executive Officer (Director Environmental Services) enter into a Memorandum of Understanding (MOU) with South Coast Regional Arts Development Organisation which will also detail the provision of in-kind support to be provided by Council.*

The Memorandum of Understanding (MOU) between Council and the South Coast Arts (SCA) expires in December 2024. Initiated by Create NSW, the intent of the MOU was to establish cooperation between the Kiama, Shoalhaven and Shellharbour councils through the SCA. The financial contributions of participating councils supported the establishment and operational costs of the SCA. The SCA also receives funding from Create NSW and Regional Arts NSW.

Council has received correspondences from the SCA, requesting the renewal of the MOU for a further five years and seeking financial contributions of \$23,000 to \$26,000 per annum, over the next five years.

Since the MOU in 2022, Council has allocated in house resource to arts and cultural work and have commenced development of a Cultural Plan (draft). With this in mind, staff have assessed the SCA membership renewal request and have been investigating a revised model to this partnership, a 'fee for service' model. In this model, instead of a full membership as stipulated under the MOU, Council can retain partnership for services and products that complement Council's direction and resources.

The purpose of this report is to seek Council's endorsement to enter into a revised partnership model with SCA.

Financial implication

The table below outlines the financial implications for the above two options, as well as the for the renewal of the MOU as the third option over the next five years:

Year	Option 1 (GST Excl.)	Quote 2 (GST Excl.)	MOU (GST Excl.)
2024/25	\$10,053	\$15,337	\$22,874
2025/26	\$10,404	\$15,873	\$23,674
2026/27	\$10,768	\$16,428	\$24,503
2027/28	\$11,144	\$17,002	\$25,360
2028/29	\$11,534	\$17,597	\$26,248

The estimates are based on quotation from SCA. All options will acquire a 3.5% annual CPI increase.

Risk implication

Should Council decide to not renew the MOU or enter into a partnership agreement under presented options, it is likely that:

- Council and community are excluded from regional representation through the SCA networks;
- Council potentially misses out on funding opportunities where regional partnerships are a requirement;
- Limit community access to regional programs and cultural activities delivered through SCA; and
- The likelihood of organisational reputational risk and from the cultural and arts sector.

Further consideration is noted in the 'background' section of this report.

Policy

- Community Strategic Plan 2022 – 2032.
- Draft Cultural Plan 2024.

Consultation (internal)

Library and Cultural Services.

Communication/Community engagement

Nil.

Attachments

- 1 Council - MOU Reporting - South Coast Arts - 2022 to 2024 [↓](#)

Report of the Director Planning, Environment and Communities

15.2 Memorandum of Understanding - South Coast Arts (cont)

- 2 MOU Kiama Council and South Coast Art - 6 July 2022[↓](#)
- 3 South Coast Arts - Quote for annual membership 2024-2025[↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Receive and note this report.
2. Endorse Council entering into an annual membership model, including membership of the South Coast Arts Board, with South Coast Arts (i.e. Option 2).
3. Delegates to the CEO to write to the South Coast Arts Board advising of Council's decision.

Background

At its meeting held on 28 June 2022, Council resolved to:

1. *Support the continued development and establishment of the South Coast Regional Arts Development Organisation.*
2. *Nominate a Councillor to represent Kiama Municipal Council on the Board of the South Coast Regional Arts Development Organisation with an appropriate staff member as support person and proxy.*
3. *Allocate \$19,412 from the general funds in the 2022/23 FY budget as Council's financial contribution and recurrent funding + 3.5% increase year on year thereafter.*
4. *Approve under delegation that the Chief Executive Officer (Director Environmental Services) enter into a Memorandum of Understanding (MOU) with South Coast Regional Arts Development Organisation which will also detail the provision of in-kind support to be provided by Council.*

The Memorandum of Understanding (MOU) between Council and the South Coast Arts (SCA) expires in December 2024. The intent of the MOU was to establish cooperation between the Kiama, Shoalhaven and Shellharbour councils and the SCA. It is noted that Shoalhaven and Shellharbour councils have renewed their MOU with SCA for the next term. The Wollongong is classified as a 'city' by Create NSW and likely to have own body.

Council has received correspondence from the SCA, requesting renewal of the MOU for a further five years, seeking financial contributions within \$23,000 to \$26,000 range per annum, over the next five years. The SCA has submitted its annual report, attached for Council's information.

Options

The SCA has been consulted on a tailored option/s that are financially sustainable, avoids service duplication and responds to Kiama’s unmet gaps in services and resources. The SCA have provided two options for a revised partnership model in addition to the option of renewing the MOU and ceasing membership with SCA:

- **Option 1** – an annual membership comprised of promotion and showcase of regional products and offerings, bi-monthly newsletter, industry mixers and panels, Weave Artist Directory, First Nations engagement and South Coast Cultural Tourism Map.
- **Option 2** – an annual membership which include all offerings in Option 1, plus advice, advocacy and cross sector collaboration including supporting artists in growth and business ventures, and membership on the SCA Board.
- **Option 3** – Renew MOU.
- **Option 4** – cease membership with SCA and reallocate funding for in-house services.

The request to renew the MOU has been examined in accordance with the following criteria, to assist with making an informed decision:

- Strategic Alignment
- Value for money
- Governance & Risk

Strategic alignment	
Option 1	The work of the SCA under this option align with the objective Objective:1.1.3: <i>Provide and promote cultural and artistic activities and program</i> of the Kiama’s Community Strategic Plan. This option would supplement Council’s existing work in the arts and culture space (see below).
Option 2	The work of the SCA under this option align with the objective Objective:1.1.3: <i>Provide and promote cultural and artistic activities and program</i> of the Kiama’s Community Strategic Plan. This option would supplement Council’s existing work in the arts and culture space (see below).
Option 3	The work of the SCA under this option align with the objective Objective:1.1.3: <i>Provide and promote cultural and artistic activities and program</i> of the Kiama’s Community Strategic Plan. However, this option would duplicate Council’s existing work in the arts and culture space (see below).

Option 4	<p>Since the signing of the above-mentioned MOU in 2022, there have been significant improvements to Council’s role in supporting arts and cultural, such as:</p> <ul style="list-style-type: none"> • the newly adopted Council’s Grants and Donations Program with a portion of its budget allocated to the arts projects across various grants programs: <ul style="list-style-type: none"> ○ Cultural Arts, ○ Destination Events Grants, ○ Signature Community Events and ○ Small Community Events grants. <p>Council has also prepared a draft Cultural Strategy to further develop the Municipality’s cultural ecosystem and support the role of artists as key contributors to the local economy.</p> <p>However, under the option Council would not have access to products such as the showcase of regional products and offerings, bi-monthly newsletter, industry mixers and panels, Weave Artist Directory, First Nations engagement and South Coast Cultural Tourism Map.</p>
-----------------	--

A partnership an Options 1 or 2 is found to be more fitting for Kiama’s creative communities and Council.

Value for Money			
Year	Option 1 (GST Excl.)	Quote 2 (GST Excl.)	Option 3 (GST Excl.)
2024/25	\$10,053	\$15,337	\$22,874
2025/26	\$10,404	\$15,873	\$23,674
2026/27	\$10,768	\$16,428	\$24,503
2027/28	\$11,144	\$17,002	\$25,360
2028/29	\$11,534	\$17,597	\$26,248

Under Option 4 the above funding would be reallocated for in-house services.

The potential for collaboration, networking and resource sharing opportunities with neighbouring councils and SCA is of great benefit to arts and culture in community, and likely to broaden the exposure to grants for regional arts initiatives.

Benefits and outcomes to date – The SCA engagement with the Kiama community has been low (8%). A fee for service model would assist Council to measure and evaluate value for money and return on investment.

Governance & Risk	
Option 1	Some duplication of resources under the current MOU have been identified, including the grants program and in house resources. The Schedule 1 of the existing MOU is mostly duplication of resource and this will be removed under this Option.
Option 2	Some duplication of resources under the current MOU have been identified, including the grants program and in house resources. The Schedule 1 of the existing MOU is mostly duplication of resources and this will be removed under this Option. This Option also enables Council to have elect a board member, thereby having greater involvement in SCA activities.
Option 3	Some duplication of resources under the current MOU have been identified, including the grants program and in house resources. The Schedule 1 of the existing MOU is mostly duplication of resources.
Option 4	Should Council decide to not renew the MOU or enter into a partnership agreement under presented options, it is likely that: <ul style="list-style-type: none"> • Council and community are excluded from regional representation through the SCA networks; • Council misses out on funding opportunities; • Limit community access to regional programs and cultural activities delivered through SCA; and • The likelihood of organisational reputational risk and isolation from the cultural and arts sector.

Item 15.2

Conclusion

Since the establishment of the MOU with the SCA in 2022, Council has made sustainable improvements to support arts and cultural through cash contribution (grants and donations) and in-kind support. While Council has broadened its engagement with the arts and cultural groups locally, it is important that Council retains and strengthen regional collaboration for Kiama’s creative communities. Therefore, and withing this context, a revised model of ‘fee for services’ is recommended.

This report is submitted to Council for consideration and decision on presented options.

Report to Councils South Coast Arts 2022 to 2024

Item 15.2

Attachment 1

About South Coast Arts.....	2
Board Members.....	3
Progress Report.....	6
Evaluation.....	12
Strategic Planning	14



About South Coast Arts

South Coast Arts is a not for profit, registered charity and incorporated association, overseen by a volunteer Board of Management, comprised of skilled representatives from the creative community and elected officials from our three local councils.

Our core funding is provided through Create NSW, with additional funding via annual contributions from each of our three local councils of Shellharbour, Kiama and Shoalhaven. However, our relationship with local government goes far beyond one of funding with our Council partners being critical to ensuring informed, appropriate and coordinated project delivery and support, to the cultural arts within each local government area and regionally.

South Coast Arts also serves as a Regional Arts Development Organisation (RADO), one of fifteen throughout the state of NSW. This network ensures not only the delivery of regional and cross-regional arts but also statewide creative projects.

South Coast Arts mission is to contribute to the vibrancy and diversity of South Coast cultural arts and inspire community through shared and inclusive creative experiences, connection and belonging.

As a RADO, South Coast Arts plays a crucial role in fostering the growth of the creative arts sector in our region through; the cultivation of partnerships, securing funding and grant opportunities, offering professional development and mentorship programs, facilitating networking and advocacy, and developing collaborative creative projects.

Working closely with local councils and other stakeholders, we champion creativity in the region, emphasising cultural arts significance as a vital contributor to the social, cultural, and economic fabric of the South Coast.



Board Members

Community

Marla Guppy, Chair

Marla Guppy is an artist, cultural planner and public art strategist. As a strong advocate for cultural sustainability in urban Australia, Marla received the Ros Bower Memorial Award from Paul Keating for her work in community cultural development. Over the last thirty years, Marla has directed Guppy Art Management, a Shoalhaven-based creative consultancy.

Joni Braham, Deputy Chair (January 2022 to December 2023)

A musician, artist and writer, Joni has extensive qualifications, professional experience and skills in governance, planning, quality assurance, organisational and staff management, contract management, policy development, community development, and education. Joni is also the founding member of 'Which Witch', formed in 1989 and still playing, making it one of the country's longest-running women's rock bands.

Amanda Reynolds, Secretary (January 2022 to December 2023)

Amanda is a Guringai curator, cloak-maker, storyteller and multimedia artist passionate about cultural healing and connection; community-based collaborations; exhibitions, public art and publications. Her heart and spirit are devoted to the flourishing of south-eastern cultures, knowledge and histories and to transforming public and institutional spaces of colonial dominance by holding space for community voices, collaborations and creativity.

Claire Chapman, Treasurer

Claire Chapman is a theatre maker and producer interested in audience participation and interactivity. Claire has been mentored and worked with renowned contemporary theatre-makers and performers and performed across locations in Australia, the UK and Spain. Shifting her practice from performance to facilitation, Claire is now Co-Director of The Deadly South, a not-for-profit performing arts organisation helping regional artists establish and maintain their careers here on the South Coast.

Rosalind Moffatt

Rosalind is a small business owner and proactive solicitor in technology contracts, intellectual property, privacy, commercial and consumer law. She has in-house legal experience across the health, entertainment, arts and insurance sectors. Rosalind also offers pro-bono work with Arts Law and has advised Nyngan Local Land Council and Bangarra Dance Theatre.

Paul Ducco (January 2022 to July 2023)

Paul Ducco is a multidisciplinary Creative Director, designer, and strategist with over 25 years experience in the creative, tech and film industries. Passionate about connecting culture, education, and the environment, Paul has become a sought-after collaborator in various fields. As the Director of Supernaut, a design-led and future-thinking studio, he has established ongoing relationships with culturally significant institutions such as Carriageworks, the Art Gallery of NSW, State Library of NSW, and Bundanon Trust.

Lisa Anthony

Lisa Anthony has a long international and Australian journalism career and has written for, edited and published award-winning media across numerous platforms. She has many years of professional experience in the creative industries and cultural communication, having worked for major arts organisations, including Sydney Writers Festival. Lisa manages cultural events on the South Coast, working from her base in Kangaroo Valley. She is passionate about supporting artists in their work and connecting them with the wider community.

Councillor Representatives

Cr Robert Petreski

Robert Petreski is a Shellharbour City Councillor who was born in the Illawarra and has lived in Shellharbour for over 30 years. Robert works as a High School Teacher. He has an Honours Degree in Design & Technology plus qualifications in Training & Assessment, Information Technology and Electrotechnology. Robert established, built and sold a thriving local Electronics business in the region. His formal qualification in Design and Technology gives him a genuine insight and appreciation for a well-functioning, aesthetic design where form meets function.

Cr Imogen Draisma

Imogen Draisma is Deputy Mayor of Kiama Municipal Council and has lived in the Kiama area since a young age. She completed her education at Wollongong High School of the Performing Arts and is currently completing a double degree, Bachelor of Arts/Bachelor of Laws, at the University of Wollongong. She has worked for members of both NSW and Australian parliaments and, as one of the youngest politicians in Australia, sees diversity as a core value of public life.

Cr Tonia Gray

Tonia Gray is a Shoalhaven Councillor with an enduring interest in the Arts. Inspired by her mother, a landscape artist and potter, Tonia continues infusing arts-based practice and creative teaching



methods in her University lecturing. With a Masters in Community Health and a PhD in Education, Tonia’s research explores human-nature relationships and their impact on health and well-being. As an academic, she has worked closely with Bundanon to evaluate their highly successful ‘Touched by the Earth’ Arts program and has presented the findings at multiple EcoArts and Environmental Education conferences, both nationally and internationally.

Item 15.2

Attachment 1



Progress Report

2022

Building Foundations

2022 was a year of building foundations for South Coast Arts by establishing a new not-for-profit organisation from the ground up. Consultant Regina Heilmann started with a regional working group, developing the constitution and Board establishment, with final incorporation occurring in May 2022.

During this setup year, the Board met monthly and worked closely to:

- develop organisational Policy and Procedures
- contract a bookkeeper and set up bookkeeping processes
- complete funding requirements and establish protocols
- start the recruitment process for an Executive Director

Promotion and COmmunication

Key to setting the foundations for South Coast Arts marketing and promotion was setting up Facebook and Instagram accounts and designing and developing a website. This has resulted in a comprehensive and solid foundation from which to grow our online presence.

CASP Seed Funding

The first Country Arts Support Program (CASP) funding round for the South Coast Arts region was undertaken in 2022, with nine applications received and six applicants successful for funding.

The successful applicants and projects were:

- Hein Cooper, The Weatherman, Music Project
- Jodie Edwards, Cultural Spaces for Young People Project
- Peter Lavelle, Shoalhaven Shakespeare Company Project
- Jacob Peterson, Hip Hop EP Project
- Greer Taylor, Jillian O'Dowd and Harry Kielly, Co-evolved Poetry and Film Project
- Nigel Helyer, Jervis Bay Sound and Film Project



2023

CASP 2023

In 2023 our 2022 CASP funding round was resolved with a presentation event held in May to hear the outcomes of the successfully funded projects. The event was attended by approximately 40 people from across the region.

Our 2023 CASP funding round distributed \$18 000 to six projects throughout the region, activating a diversity of projects and target audiences.

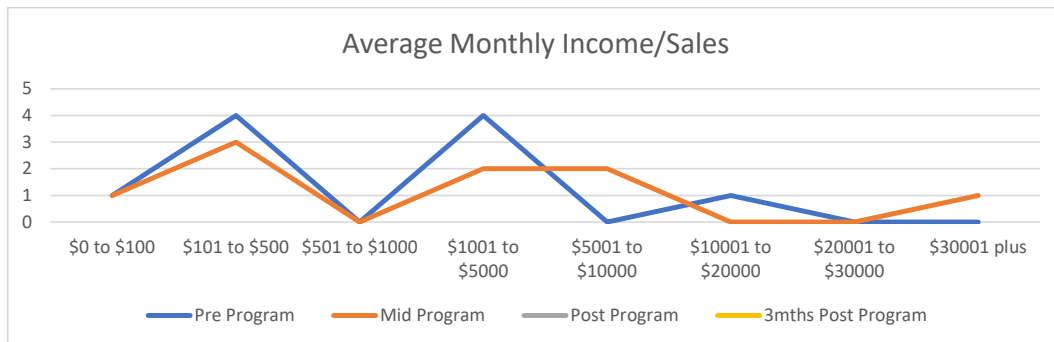
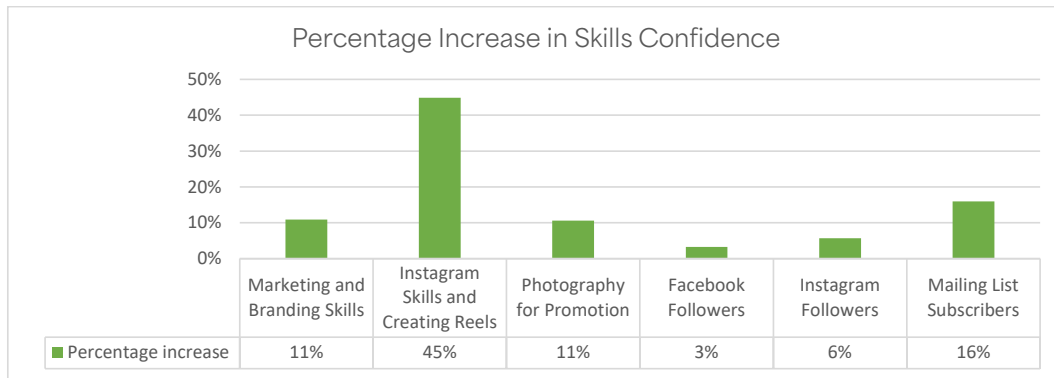
- Gerringong and District Historical Society, Lloyd Rees Revisited
An exhibition of paintings, prints and drawings, biographical text and photos illustrating Lloyd Rees' life in Werri Beach at the Gerringong Library and Museum Gallery.
- Gemma Hart, TeenTours
A series of audio stories focussed on the history and culture of regional towns - as told by its resident young people of the Shoalhaven.
- Melissa Mylchreest, Rewilding Life: Draw and Explore
Based on concepts from the applicant's art-based nature books, community walks are about encouraging discovery, mindfulness and creativity. Exploring the local environment and drawing on what is found, learning techniques and creating art.
- Shoalhaven Health and Arts, Developing a performance making model for Older People
The development of an ongoing skills-development and performance-making program for older people. The program is underpinned by an ethos of 'care' and provides a platform that challenges 'ageist' stereotypical views.
- Soul Clay Studios, Perpetual Pottery Project
Repurposing, reusing and upcycling discarded, forgotten, unfinished pottery projects from yesteryear to create joy today and every day.
- Michelle Springett, Expressive Art Wall Trail
Building an independent website for the Expressive Art Wall Trail, a multi-location exhibition that changes regularly. Encouraging locals and visitors to view and purchase regional Artist's work in our local venues.

Creative Pulse

Creative Pulse: The Art of Business Growth is a business learning initiative, funded by Create NSW’s Rescue and Restart program. The program spans August 2023 to May 2024 and offers a comprehensive blend of skill development workshops and personalised business coaching over a six-month period.

Ten carefully chosen participants, hailing from diverse backgrounds, including each of our three local government areas, visual and multidisciplinary arts, disability, and First Nations arts, are actively engaged in this journey.

Evaluation processes have been undertaken throughout the project, culminating in a mid-project review that highlights significant skill enhancements across various domains and a slight increase in participant monthly income/sales.



Branding Project

Supported by the Create NSW Rescue and Restart audience development fund, our branding initiative seeks to unveil a brand/campaign for our creative South Coast. Its purpose is to both acknowledge individual creatives and to spotlight the wider creative sector and community within our region. This distinctive marker will enable audiences to directly engage with authentic South Coast creativity.

The mission of this project is to illuminate the Creative Spirit of the South Coast by spotlighting our unique offering and ensuring a welcoming and exciting space where everyone can feel a sense of belonging.

Our goal is to create a region where creative experiences thrive, where barriers to entry and engagement are dismantled, and a collective energy can ignite the region, inspiring a future rich in creativity, culture, and innovation.

Work continues on this project into 2024, with the brand being unveiled later in the year.

Weave Directory

The Weave Artists Directory, initially conceived and launched in 2016 by Kiama and Shellharbour Councils, was officially transferred to South Coast Arts in 2023.

Via Create NSW's Rescue and Restart audience development fund, funding has been secured to revamp the site. The new site will expand the directory platform to include a public facing events calendar and a back-end creatives community forum to foster collaboration among creatives across the region.

The new site is expected to launch in 2024.

Promotion and Communication

South Coast Arts started its bi-monthly newsletter for our region's creative community in late 2023. Subscribers now number 337, with a further 617 followers on Facebook and 550 on Instagram.

Our newsletter provides updates on South Coast Arts initiatives, promotes regionally significant events and creative opportunities and upcoming funding.



Collaborative Regional Projects

MOSA

South Coast Arts was invited to join a Destination Sydney South Surrounds Working Group for the development of a business case for a Museum of Saltwater Art project for our south coast. This project was undertaken by a consultant supported by advice from the Working Group across the November 2023 to January 2024 period.

Shoalhaven and Shellharbour Hospital Developments

South Coast Arts was also invited in 2023 to join the Department of Health, Art Working Groups for each of the Shellharbour and Shoalhaven hospital developments.

These collaborative groups have worked closely with consultants throughout 2023 to develop Arts in Health Strategies tailored to each development site. These strategies will guide decisions on what, where, when, and how art will be integrated into the new site developments. Expressions of Interest and Tenders for artists will roll out in 2024.

Collaborative Cross-Regional Projects

Creative South Cultural Tourism Map

Creative South is a partnership project with South East Arts (SEA) and Southern Tablelands Arts (STA) RADOs. Developed in 2022-23 this online platform was built with South Coast Arts in mind as a project partner and offers an interactive cultural tourism mapping platform. South Coast Arts has been working towards its data inclusion in the online map with this work extending in 2024.

<https://creativesouth.com.au/>

Collaborative Statewide Projects

Regional Futures Project

Regional Futures was a RADO network, statewide, program of creative development and conversations. Placing artists at the centre of a dialogue, exploring a future vision for where they live and create. The project culminated in an exhibition of artists from across the state at the Casula Powerhouse from June to September 2023 and a one Symposium. Our south coast region was represented by Shoalhaven multidisciplinary artist, Anna Glynn.



Work of Art

Work of Art is a creative women's business development program spanning 12 months from 2023 to 2024. The project, facilitated by Regional Arts NSW, works with each of the RADOs in NSW to coordinate training sessions, networking and mentoring opportunities. The South Coast has three artists from across our region participating in this program.

Horizons

Horizons is a RADO network, statewide project, providing a 12-month program of creative mentoring for creative young people from across NSW. Three young people from the South Coast are currently participating in this program. Expert mentors are teamed with young people around their particular area of creativity and will work with them to support their entry into their art form as a career.

The Horizons and Works of Art projects will culminate in a showcase exhibition in Orange, NSW in November 2024.

Creative Support and Advice

In 2023 South Coast Arts provided five hours of formal one-on-one support to creatives within the performing arts sector and facilitated two meetings of the Local Government Cultural Develop Officers Network, providing support and collaborative discussion with Shoalhaven, Shellharbour, Kiama and Wollongong Council cultural arts officers.

Advocacy and Networking

2023 brought several opportunities for South Coast Arts to engage in advocacy work that helped to highlight the creative needs of our region.

RADO Network Meetings

NSW RADO Network meetings are held bi-monthly, both online and face to face (quarterly) South Coast Arts has committed to attending these meetings throughout 2023 and 2024 and has consequently been involved in discussions with:

- Create NSW
- Sound NSW
- Music NSW
- Shadow Minister for the Arts
- Department of Regional NSW
- Department of Education and Training (DET) - Arts Unit

2024 has seen South Coast Arts additional consultation with Create NSW on the development of the new creative spaces strategy following the development of our NSW Arts Policy. Additionally, a



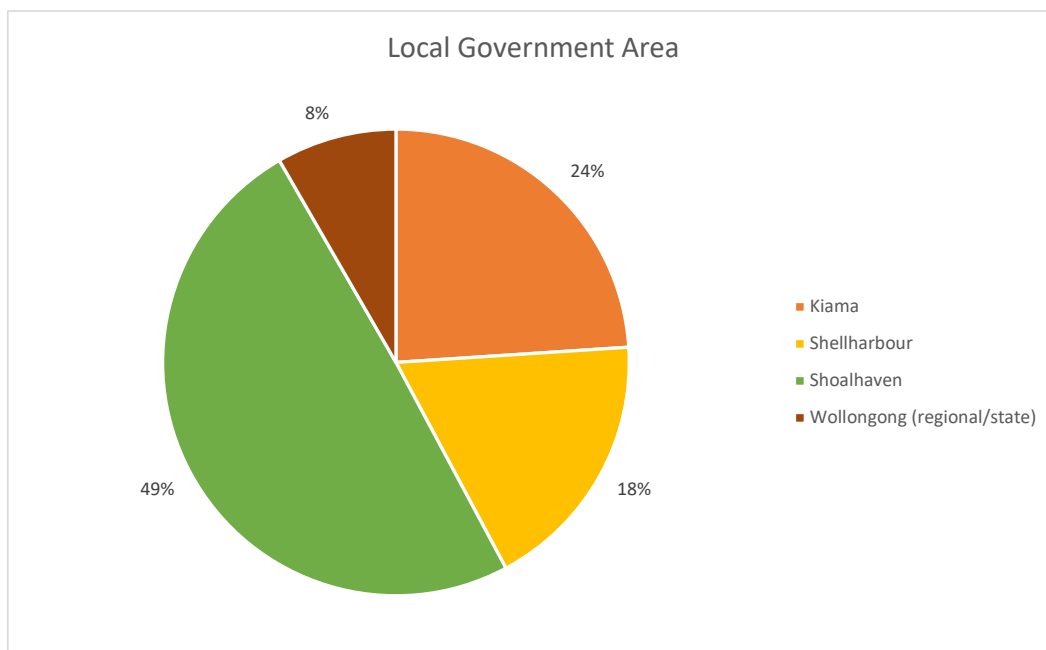
discussion has been undertaken in consultation with the Office of the 24hr Economy regarding First Nations involvement in this evolving state government strategy.

NSW State Arts Policy

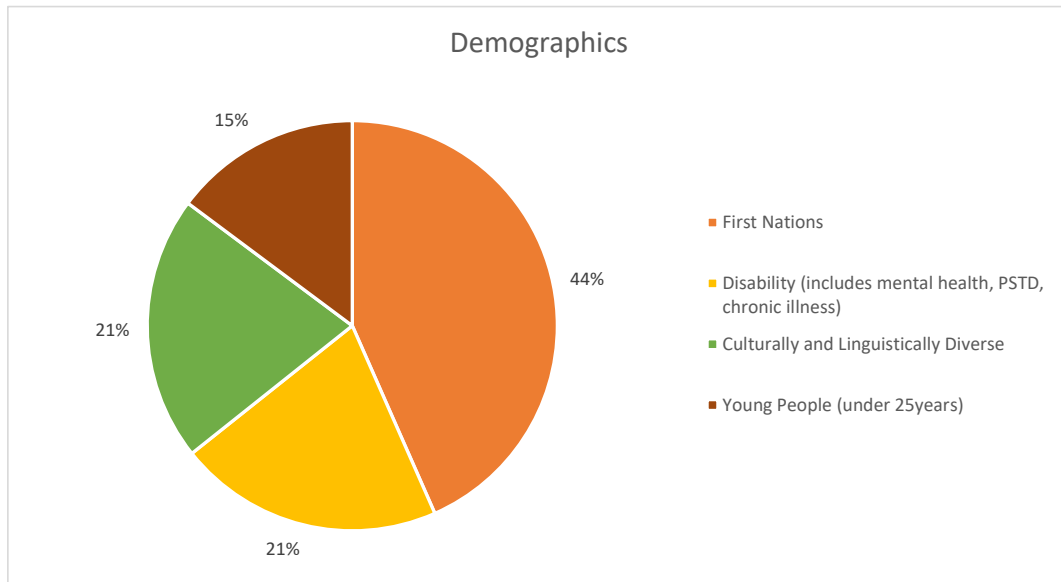
South Coast Arts Executive Director attended the Wollongong Townhall consultation for the development of the NSW State Arts Policy. South Coast Arts also submitted written submissions to the NSW Government consultation both independently and in collaboration with the NSW RADO network.

Evaluation

In 2023, engagement with South Coast Arts spanned the entire region, with a significant turnout from the Shoalhaven local government area contributing nearly half of the participants. While Shellharbour and Kiama accounted for 18% and 24%, respectively. Additionally, regional arts organisations and state government representatives made up 8% of total participation.



Of the participants who identified as being a part of a community of diversity 44% of the respondents identified as First Nations. People with a disability and those identifying as culturally and linguistically diverse each made up 21% with young people making up 15%.



Each project and program undertaken by South Coast Arts incorporates a comprehensive evaluation process that includes data relating to the satisfaction levels of participants. Data is gathered on a program-by-program basis and across all projects.

Following is a summary of the overall project satisfaction results for South Coast Arts throughout the year:

- Usefulness of program or activity: An impressive 72% of participants found our programs and activities to be Very to Extremely useful.
- Relevance of program or activity: A substantial 76% rated the relevance of the programs and activities as Very to Extremely relevant.
- Overall Satisfaction: 80% expressed being Very to Extremely satisfied.
- Likelihood to recommend: An encouraging 84% would recommend our initiatives to others.
- Increase in feelings of connection and/or a sense of community: A significant 80% reported a Moderate to Big increase in their sense of connection and community.
- Enhanced connection with artists and creatives: a modest 56% experienced a Moderate to Big increase in their connections with fellow artists and creatives.



Strategic Planning

The second half of 2023 was predominated by consultation for the development of our first Strategic Plan. Our approach to consulting with the creative community aimed to offer diverse channels for engagement and dialogue. Our engagement processes provided over 52 hours of direct face-to-face consultation with our creative community.

- **Café Chats**
an informal connection and conversation point where creatives could discuss issues over a cuppa in a local cafe. This style of consultation facilitated mobility and broader geographic coverage with sessions held in Kiama, Gerringong, Shellharbour, Albion Park, Ulladulla, and Nowra.
- **Workshops**
Four formal face-to-face Workshops, lasting 2-3 hours, took place in each local government area, complemented by an additional online Workshop. An additional consultation was held with young creatives through Beyond Empathy.
- **Survey**
A comprehensive online survey provided participants with the opportunity to carefully respond to a series of questions, seeking individual insights into the experiences of the creative sector in the region.
- **Creative Sector Interviews**
One-on-one interviews were conducted with representatives from arts organisations, groups, and festival organisers across the region.
- **Non-Arts Sector**
Sharpe Advisory was engaged to undertake one on one interviews with regional stakeholders and stakeholders from sectors outside the arts. These interviews discussed the intersection between the creative sector and the non-arts sector and the potential relationship between these organisations and departments and South Coast Arts.
- **Review Workshop**
A Stakeholder Review Workshop, facilitated by Creative Plus Business, garnered feedback from a group of creative sector stakeholders in a comprehensive review of the draft Strategic Plan in April 2024.

The Strategic Plan will be formally approved by the South Coast Arts Board in May 2024.

Key findings and themes from the consultation are summarised in comprehensive Demographic and Consultation Reports available to our creative community.

2024

CASP 2024

Our third CASP funding round is due to open on 27 May 2024, with information workshops held in the first week of May. Grants of up to \$3000 will again be made available to fund six projects across the region.

Creative Pulse

Creative Pulse: The Art of Business Growth is due to conclude at the end of May 2024 with an end of program evaluation to be undertaken followed by a further participant survey in July 2024.

Branding Project

Work continues on this project and a brand launch is anticipated for mid to late 2024.

Weave Directory

The new site is expected to be launched in mid-2024 followed by training sessions for creatives to assist in engaging with the new platform and a promotional campaign to encourage the use of the public facing directory and events calendar.

Promotion and Communication

We continue to roll out our bi-monthly newsletter, which will be further supplemented by the Weave community forum as an online space for creatives to connect, share and collaborate.

Live Music Residency

Application has been made to Music NSW for funding for a partnership project between South Coast Arts, The Servo at Port Kembla, Filmores at Kiama and ElHorses at Nowra to facilitate a six-month live music residency for three emerging bands within our region. If successful, the bands will be provided with opportunities for live gigs across the three venues and mentorship and training in aspects of live performance and careers in music.

Collaborative Regional Projects

Shoalhaven and Shellharbour Hospital Developments

Work with the two hospital sites will continue throughout 2024 and into 2025 as tenders and expressions of interest are rolled out.



The Creative Edge

A series of workshops was rolled out in April/May 2024, in collaboration with Kiama and Shellharbour Councils, to support creatives interested in public artwork to be better equipped to engage with upcoming tenders and expression of interest.

The series included;

- an expert panel discussion and networking event.
- online workshops - managing negotiations and contract rights and obligations.
- face to face workshops - writing an artist CV and writing artist statements and bios.

Collaborative Cross-Regional Projects

Creative South Cultural Tourism Map

South Coast Arts will be working towards south coast cultural tourism data being included in this online map throughout 2024.

Collaborative Statewide Projects

Work on the Work of Arts and Horizons projects will continue throughout 2024.

South Coast Arts
Memorandum of Understanding
Shoalhaven City Council, Kiama Municipal Council, Shellharbour City Council
ABN 85 730 422 167

1

Memorandum of Understanding (updated July 6, 2022)

between
South Coast Arts (NSW) Inc
and
Kiama Municipal Council

1. Statement of understanding

This Memorandum of Understanding (MOU) is made between the following partner organisations:

- South Coast Arts (NSW) Inc
- Shoalhaven City Council
- Kiama Municipal Council
- Shellharbour City Council

This MOU sets out the objectives and management arrangements of the partner organisations. It is a statement of understanding and is not intended to create binding or legal obligations on any party. The parties agree to work together in good faith.

2. Commencement and Term

The memorandum of understanding will commence on July 1, 2022 until December 31, 2024, aligning with South Coast Arts' multi-year funding agreement with the NSW Government, through Create NSW. South Coast Arts will issue invoices to each of the Councils on July 1 (or as soon as practicable) of each year of MOU based on contribution amounts agreed to in this MOU.

3. Authorisation

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach the objectives stated in the MOU, to the best of their ability.

4. Intention

The intention of this MOU is to establish a formal level of cooperation between the three Councils and South Coast Arts. This strategic partnership will achieve cooperative arrangements and establish a framework to deliver greater efficiencies and progress strategies for the parties and the communities they represent.

It should be noted that each party is its own entity and will continue as independent organisations supporting and servicing their communities.

The Councils acknowledge the funding support and commitment to South Coast Arts by the State Government through Create NSW, with a multi-year commitment to South Coast Arts (and the State-wide network), which commenced in 2021.

It is acknowledged that the on-going viability of South Coast Arts and its aims and objectives are contingent upon continuing support of Councils and Create NSW.

Regional Arts NSW has developed a guide for 'contributing councils' (in consultation with local councils) for recommended 'minimum local government contributions to regional arts boards' per year. This model is based on incremental population groups and includes CPI of 3.5%

South Coast Arts
Memorandum of Understanding
Shoalhaven City Council, Kiama Municipal Council, Shellharbour City Council
ABN 85 730 422 167

2

5. Preamble

This MOU recognises the importance of the continued development of strong, resilient, unique and creative communities in the south coast region of NSW. The MOU outlines each partner's commitment to working together to achieve creative arts outcomes, enriched services and programming outcomes, magnified economic results and focused advocacy.

Key to achieving outcomes will be a commitment to the following objectives:

1. Identify and respond to issues that are of a regional nature i.e., the partnership will offer opportunity for regional south coast advocacy, strategic planning and implementation.
2. Build a dynamic relationship between our population centres.
3. Work within the NSW Government framework/policy.
4. Establish partnership and collaborative arrangements; and
5. Inter-governmental collaboration.

In order to develop a meaningful partnership, time needs to be dedicated to developing a model that works for all parties and their communities and ensures key outcomes are achieved.

6. Goals and objectives

The purpose of this MOU is to:

- clarify roles and accountabilities for South Coast Arts and the member Councils
- clearly define the scope and standards of services to be provided

By clarifying the roles and accountabilities, the MOU will help build a partnership approach to:

- enhance existing cultural services and activities within the region
- develop new cultural services and activities in the region
- advance cultural considerations as an integral part of the management and development plans for the region's natural and built environment
- foster an informed and skilled arts community as the basis of an involved, productive and creative community
- conserve and enhance the region's cultural heritage in its physical and social manifestations
- advocate on significant creative arts issues
- plan for a more sustainable future for the creative arts economy
- establish partnerships for cultural development with the community, the private sector and government agencies

7. Approach and Operational Framework

The partner organisations will:

- identify opportunities for joint initiatives and cooperation focused on long term sustainability
- implement projects through effective collaboration and resource sharing to optimise opportunities and improve outcomes for the community
- strengthen strategic collaboration and develop cooperative arrangements in areas such as regional planning, training, tourism, economic development, benchmarking, advocacy and asset management.;

South Coast Arts
Memorandum of Understanding
Shoalhaven City Council, Kiama Municipal Council, Shellharbour City Council
ABN 85 730 422 167

3

- stimulate innovation and pursue opportunities for greater efficiencies and regional impact; and
- examine areas for economic growth (tourism, business development, related infrastructure).

8. Roles and Responsibilities

The partners agree to:

- work collaboratively, plan to avoid duplication and maximize participation in activities/events
- maintain focus on agreed scope, outcomes and benefits
- monitor and manage the factors outside their control that are critical to its success
- conserve and enhance the region's cultural heritage in its physical and social manifestations
- advocate on significant creative arts issues
- plan for a more sustainable future for the creative arts economy
- establish partnerships for cultural development with the community, the private sector and government agencies
- jointly seek external funding opportunities where appropriate; and
- participate in feedback on formal evaluation of annual activities.

The partners agree that each of the members will be:

- provided with complete, accurate and meaningful information in a timely manner
- given reasonable time to make key decisions; and
- informed of potential risks and issues that could impact on an agreed project, as they arise.

The partners will commit to:

- attending scheduled meetings
- championing the partnership
- sharing relevant communications and information between the partners
- making timely decisions and taking action so as to not hold up agreed upon projects
- notifying each other as soon as practical, if any matter arises which may be deemed to affect the development of the collaboration; and
- developing an annual program together.

South Coast Arts' Undertakings

- South Coast Arts undertakes to provide, develop and evaluate the core services as identified in Schedule 1 to the communities of the three member Councils.
- South Coast Arts will present a forward plan each year of the agreement developed in consultation with the partners reflecting agreed priorities and foci.
- South Coast Arts will be an effective and committed advocate for State and Federal government resources for the cultural development of the region.
- South Coast Arts will supply member Councils with an annual report and audited financial statements, including performance review of programs and other updates as required.
- South Coast Arts will ensure that delivery of core services is not compromised when additional contracts are negotiated on a fee for service basis.

South Coast Arts
Memorandum of Understanding
Shoalhaven City Council, Kiama Municipal Council, Shellharbour City Council
ABN 85 730 422 167

4

The Councils' Undertakings

- The Councils will confirm an annual financial contribution in July for each year of this MOU, taking into consideration the Regional Arts NSW recommended levels (see Attachment A) and local resource allocations.
- The Councils will each nominate a representative to serve as a member of the South Coast Arts Board of Management.
- The Councils will each nominate a member of their respective staff as proxy for necessary and direct liaison with the Executive Director of South Coast Arts.

9. Meetings

- The South Coast Arts Executive Director will organise scheduled (2 times per year) meetings with senior Council representatives for planning and reporting purposes.
- All meetings will be chaired by the Executive Director of South Coast Arts.
- Meeting agendas and minutes will be provided by the Executive Director of South Coast Arts.
- Meetings will be held as determined, with location of meetings on a rotating basis across the region.
- If required, subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

10. Review and evaluation

- The Executive Director of South Coast Arts will provide an annual report to Councils and other updates as required.
- The Councils and South Coast Arts agree to review the terms of this MOU in May 2024.

11. Term and termination

This agreement shall be effective from July 1, 2022 until December 31, 2024. All parties may terminate this MOU by means of signing a termination addendum.

South Coast Arts
Memorandum of Understanding
Shoalhaven City Council, Kiama Municipal Council, Shellharbour City Council
ABN 85 730 422 167

5

THE UNDERSIGNED PARTIES ACKNOWLEDGE AND AGREE TO THIS MOU

1) On behalf of South Coast Arts

Signature	Name PRINTED	Position/Title
-----------	--------------	----------------

.....	MARLA GUPPY	Chairperson
-------	-------------	-------------

Date

.....

2) On behalf of Kiama Municipal Council

Kiama Municipal Council agrees to allocate \$19,412 (+GST) from the general funds in 2022/23 FY budget as Council's contribution and recurrent funding + 3.5% increase year on year thereafter until December 31, 2024.

Signature	Name PRINTED	Position/Title
-----------	--------------	----------------

.....
-------	-------	-------

Date

.....

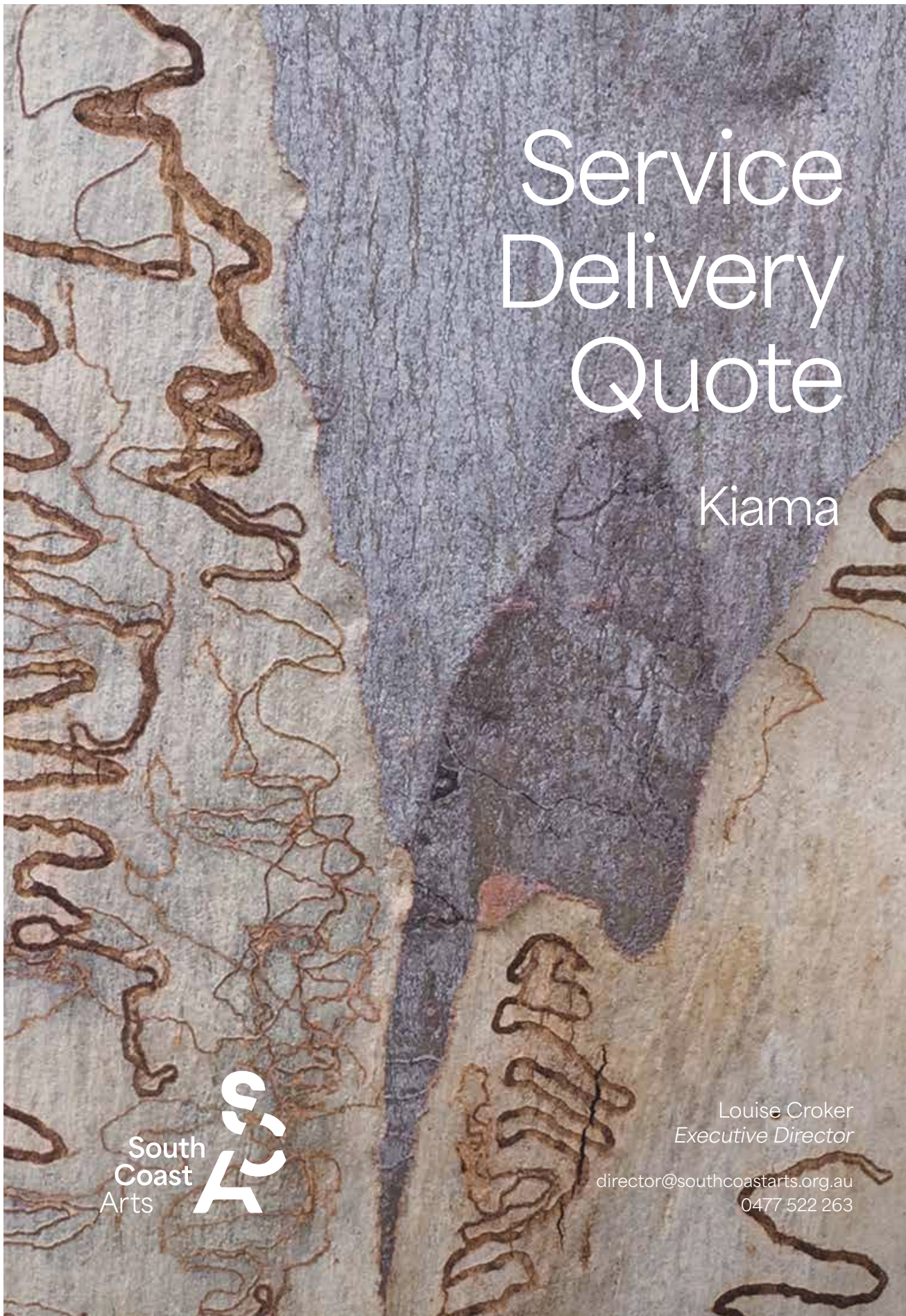
South Coast Arts
Memorandum of Understanding
Shoalhaven City Council, Kiama Municipal Council, Shellharbour City Council
ABN 85 730 422 167

6

Schedule I

Ongoing core services provided by South Coast Arts to our member Councils:

- work collaboratively with member councils to deliver regional and locally relevant strategic arts and cultural priorities
- create and maintain an on-line regional database of artists, creative practitioners and arts organisations
- link Councils to regional, State and National networks relevant to the arts, culture and funding
- provide cultural development expertise, advice, support and training to the communities and artists
- identify opportunities for regional touring of visual and performing arts product through partnerships with Councils, commercial and community presenters
- administer the annual Country Arts Support Program (CASP) small grants funding for the region
- actively promote and market the arts and culture of the south coast throughout the region and beyond
- provide training and capacity building for community organisations and artists in a range of areas including funding, arts business and promotion and marketing
- maintain, update and distribute relevant information to the arts and cultural sector including research and cultural data of the region
- develop and participate in arts networks within the region and link to the cultural sector at a state and national level
- assist with the development of creative industries and cultural tourism opportunities in the region to support economic development
- participate in scheduled (2 times per year) meetings with senior Council representatives for planning and reporting purposes
- provide an evaluation report of projects undertaken as part of the yearly planning process



Service Delivery Quote

Kiama



Louise Croker
Executive Director

director@southcoastarts.org.au
0477 522 263

Item 15.2

Attachment 3

Strategic Goals

These goals will guide our work over the next 5 years towards our vision and enacting our mission.

Presented with no particular priority order, each goal holds its own intrinsic value, complementing each of the others. Together, they weave a tapestry that guides our path forward.



3

2

Quote One

\$10,053 pa (financial year)

Service Delivery

Cultural Vibrancy and Promotion:

LGA creatives inclusion in:

- **The Other Side campaign**
This campaign promotes original South Coast creative and cultural products, showcasing lesser-known local offerings to reframe regional identity beyond traditional tourism perspectives of sand, sea and bush.

- **Bi-monthly newsletters**

- **Perspectives – creatives in studio (video series)**

Short-form videos showcasing South Coast creatives' work and processes, sharing their stories across digital platforms to increase visibility and community engagement

We strive to not only contribute to the richness and diversity of our creative community but celebrate and voice all that our region has to offer.

Community Connection:

LGA creatives inclusion in:

- **Industry mixers and panel discussions**
Quarterly in-person and online creative industry events featuring expert panels and networking opportunities, connecting artists across all disciplines to foster collaboration and professional development.

- **Weave Directory and Events calendar and online Community**

Weave is an online platform connecting South Coast's creative community through an interactive directory, events calendar, and social media style networking feature, enhancing visibility and collaboration opportunities.

Building relationships that help inspire connection and collaboration. Our creative community needs opportunities to share, talk, create together, and inspire each other. Our work is to help ensure that those opportunities exist.

Strategic Planning, Cultural Mapping and Community Engagement:

LGA access to:

- Expert input on integrating arts and culture into community planning and development
- Creative industry reports and consultation data developed by South Coast Arts
- Promotion of council consultation and engagement to creatives

Collaborating with our creative communities and industries, seeking to join kindred organisations to work towards productive and sustainable change in service to the collective creative growth of our region.

Project Development and Delivery:

LGA inclusion in:

- **Creative South Cultural Tourism Map**
An interactive cultural tourism map, showcasing creative and cultural spaces and experiences. <https://creativesouth.com.au/>
- **LGA specific projects (additional negotiated funding)**

Working with our partners and collaborators to facilitate opportunities and projects that allow for engagement by our various audiences.

We know that the power of our creative community is only deployed when our creatives feel supported and empowered to do what they do best. We are here to listen, guide, support, and nurture our creatives in ways that they need to prosper.

Quote Two

All services from Quote One, plus the following inclusions

\$15,337pa (financial year)

Service Delivery

Creative Advice & Support

Access by LGA creatives to:

- **SCA Creative Projects and Original Music grants program**
An annual small grants program with two streams - creative projects and original music - supporting diverse creative development across the region and fostering regional creative development
- **Support with grant applications**
eg letters of support, application review and advice

We know that the power of our creative community is only deployed when our creatives feel supported and empowered to do what they do best. We are here to listen, guide, support, and nurture our creatives in ways that they need to prosper.

Advocacy and Cross-Sector Collaboration

Representation of LGA in:

- **Advocacy to state and federal ministers, peak arts organisations and govt departments**
- **Partnerships between arts and other sectors (e.g. health, education)**
- **Cross-sector initiatives leveraging arts for community benefits**

Collaborating with our creative communities and industries, seeking to join kindred organisations to work towards productive and sustainable change in service to the collective creative growth of our region.

Creative Industry Growth and Economic

LGA creatives access to:

- **Creative Pulse Business Growth Program**
Combining workshops on creative business essentials with six months of one-on-one coaching, helping artists and creative entrepreneurs develop sustainable businesses through personalised support

- **One-on-one advice and support to creatives**
- **Promotion of LGA creative offerings**
- **Statewide Cultural Tourism project (2024-25)**

State-wide research into NSW cultural tourism opportunities, building on year one findings while fostering collaboration between creative organisations and tourism bodies

- **Training and development programs and workshops for creatives**

Providing a bridge between the business world and creativity, aiming to support skills development and understanding for the generation and growth of an informed and well-equipped creative industry.

Project Development and Delivery

LGA inclusion in:

- **LGA specific projects**

Working with our partners and collaborators to facilitate opportunities and projects that allow for engagement by our various audiences.

Governance

- **Council representative on SCA Board**

15.3 Review of Section 7.11 Contributions Levied 2022-23

CSP Objective: Outcome 5.1: Public funds and assets are managed strategically, transparently and efficiently

CSP Strategy: 5.1.3 Assets are managed to understand the relevance, importance and lifecycle needs involved in the provision of infrastructure.

Delivery Program: 5.1.3.1 Work to improve Council's ability to meet increases in demand for its public infrastructure and assets.

Item 15.3

Summary

Council first identified challenges with infrastructure charges in the State of the Organisation report in 2022. Since this time, much effort and work has gone into addressing and correcting issues. This report represents continued business improvement and finalises some matters in this respect. These issues must be addressed and cannot be left without correction. Internally, staff have created a new policy position, established a working group and worked through a comprehensive range of reforms.

The report relates to Section 7.11 contributions that were levied between July 2022 and June 2023. During this period the Section 7.11 contribution amount levied on Development Applications (DAs) and Complying Development Certificates (CDCs) was calculated using a spreadsheet that resulted in an overcharge. The contribution amounts have been recalculated and the process to adjust the contribution levied (and in some instances paid) is set out in this report.

It is recommended that current landowners be notified of the overcharge, be advised of the process to modify the relevant consent, or if paid the process to request a refund.

Financial implication

The income recognised in the 2022/23 and 2023/24 financial years was based on the overcharged amounts. If the proposed refunds are processed during the 2024/25 financial year, the contributions income for that year will reflect a refund amount of \$623,805. A note will be included in the financial statements to explain the resulting reduction or potential negative income.

Development contributions are held in an externally restricted reserve account. As of 30 June 2024, the development contributions reserve balance was \$13.6 million, which is sufficient to fund the proposed refunds.

While there are no financial implications for the Council's unrestricted cash position, the refunds will result in a cash flow impact. To account for this, the budgeted development contributions income for 2024/25 will need to be reduced to reflect the refunds.

Additionally, the refunds will include interest calculated at 5% pa, compounded monthly. This interest, totalling approximately \$34,000, will also be funded from the development contributions reserve.

Risk implication

The issue was first identified in the State of the Organisation Report in 2022 and forms part of the Strategic Improvement Plan and Strategic Governance and Finance Plan. Further work on this risk was conducted in June 2023 and it has been mitigated since then. No further DA or CDCs were issued by Council where a Section 7.11 contribution applied and in December 2023 the three Section 7.11 Plans were repealed via resolution of Council, so no further developments would be levied a contribution under these Plans.

There are, however, customers that are currently acting on approvals issued during that time and paying the contribution amount stated in the development approval.

The contributions estimate issued during this time were also calculated in the same manner. It is not clear how many estimates were issued (either formally or informally).

The proposed actions seek to identify all potential scenarios and provide the current landowner with information and guidance on how to rectify the overcharge.

The Risk team has notified Council's insurer.

Policy

In NSW, development contributions are governed through the *Environmental Planning and Assessment Act 1979* (EP&A Act) and *Environmental Planning and Assessment Regulation 2021* (EP&A Regulation) along with a number of Ministerial Directions and Practice Notes. An adopted Contributions Plan also becomes policy.

Consultation (internal)

As part of reviewing the proposed amendments to the contribution calculations, internal consultation has occurred through the internal Development Contributions Coordination Group (DCCG) which includes staff from Planning, Finance and Infrastructure. Internal consultation also occurred with Communications, Finance, Risk and Governance teams.

Communication/Community engagement

It is acknowledged that since August 2022 there have been several customer enquiries and complaints regarding the contribution amount levied. Many in reply to the Council's then media statement on the matter.

The proposed current communication strategy is to provide the current landowners with clear information on the correct contribution amount indexed to the September 2024 quarter (or at the time of payment) through both written and verbal communication, as well as providing guidance on the process to modify a development consent and/or request a refund.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council:

1. Note the findings of the Review of Section 7.11 Contributions levied 2022-23.
2. Refund the overcharged portion of any paid 7.11 contribution fee determined between July 2022 and June 2023 using the restricted reserve funding dedicated for that purpose.
3. Include 5% pa interest on any refundable amount, calculated monthly.
4. Agree to waive the council fees for customers seeking to modify the development consents for any overcharged but unpaid 7.11 contribution fee determined between July 2022 and June 2023.
5. Provide written correspondence to the current landowners to advise of the issue including:
 - a. The revised contribution amount, overcharged amount and any interest.
 - b. Information and guidance on how to apply to modify a development consent, including the steps and information to submit this on the NSW Planning Portal.
 - c. Confirm that the council fee will be waived, but the NSW Planning Portal fee will be payable.
 - d. Information and guidance on how to request a refund (if the contribution has been paid) including a pre-filled application form.
6. Apply the same principle as set out in this report to any other applications or payments found to be calculated using the same calculator.
7. Update the budget to reduce the forecast development contributions income.

Background

Development contributions are levied on Development Applications (DAs) and Complying Development Certificates (CDCs) under either a Section 7.11 or Section 7.12 Contributions Plan.

Development Contributions

Development contributions help fund infrastructure like parks, sports fields, community facilities, local roads, footpaths, and traffic management. Local development contributions are levied on Development Applications (DAs) and Complying Development Certificates (CDCs) under either a Section 7.11 or Section 7.12 contributions plan. The contribution amount is then included as a condition of consent in the approval and must be paid before the development is carried out.

Indexation is commonly applied to base contribution rates to ensure that contribution amounts remain current and reflective of the cost of infrastructure. Contributions must be held as an externally restricted asset and allocated in line with the plan.

Review of Section 7.11 Contributions

In 2022 the Kiama LGA had four contributions plans in place:

15.3 Review of Section 7.11 Contributions Levied 2022-23 (cont)

- Section 7.11 Contribution Plan No. 1 – Municipal Wide.
- Section 7.11 Contribution Plan No. 2 – Northern Region.
- Section 7.11 Contribution Plan No. 3 – Southern Region.
- Section 7.12 Contribution Plan.

In December 2023 the three Section 7.11 Contributions Plans were repealed. The contributions held in the Section 7.11 reserve were transferred to the Section 7.12 reserve in the 2023/24 financial statements. Any future Section 7.11 income will be transferred to the Section 7.12 reserve.

The balance of the Section 7.12 contributions reserve as of 30 June 2023 is \$13.6m.

Please note: Section 7.12 contributions are calculated based on the cost of work and indexed using Consumer Price Index (CPI). The issue identified in this report does not affect any of the Section 7.12 contribution calculations or payments.

Contributions levied under Section 7.11 were calculated based on the number of additional lots or dwellings projected to occur over the life of the Plans. There was a rate that applied to the whole of the Kiama Local Government Area (LGA), and a rate for the northern and southern regions.

The amount payable was calculated by taking the base amount in the Plan, multiplied by the number of additional lots or dwellings proposed, and then indexing that amount. All developments were levied the No 1 Plan rate, as well as either the No 2 Plan (Northern) or No 3 Plan (Southern). The formula was:

$$\text{Contribution Amount} = \frac{\text{Cost of capital works included in plan} \times \text{number of lots/dwellings} \times \text{Implicit Price Deflator}}{\text{Kiama LGA population 2000} - \text{Kiama LGA population 1986}}$$

The base rates in the Section 7.11 Contribution Plans (per lot/dwelling/unit) were:

Development Type	Municipal Wide	Northern Region	Southern Region
Subdivision - New Lot	\$3,280.00	\$445.50	\$730.00
Tree Planting	\$100.00	N/A	N/A
<i>Medium Density Development:</i>			
Small dwelling (<60sqm)	\$1,990.00	\$270.00	\$420.00
Medium dwelling (60-90sqm)	\$2,490.00	\$337.50	\$552.50
Large dwelling (>90sqm)	\$3,280.00	\$445.50	\$729.30
Dual Occupancy/Secondary Dwelling	\$3,280.00	\$445.50	\$729.30

15.3 Review of Section 7.11 Contributions Levied 2022-23 (cont)

Tourist development	\$970.00	\$131.60	\$215.00
---------------------	----------	----------	----------

The Section 7.11 Plans index contributions on a quarterly basis using the Implicit Price Deflator (IPD). The indexation is from June 1993, the base date of the contributions plan, to the indexation at the time of approval or payment.

The indexed contribution amounts are calculated manually using a Microsoft Excel spreadsheet. The need for an internal contributions calculator arises as the system used for planning applications and contributions, Authority, does not have a dedicated contributions module, or the functionality to calculate contribution amounts within the system.

The contributions calculator was updated in July 2022 and the formula to calculate indexation on the contribution amounts changed which resulted in an overcharge. As the contribution amount was over the capped amount the contribution levied was \$20,000 per lot or dwelling.

Review of Section 7.11 Contributions levied 2022-23

In June 2023 the issue was identified and in October 2023 a review was carried out to determine the extent of the issue including how many applications were approved (and/or paid) with the overcharged contribution.

Through the review process, there were 20 applications found that were determined between July 2022 and June 2023 and approved with the capped \$20,000 amount.

The known affected applications are shown in the table below:

Application	Contribution levied	Re-calculated Contribution (indexed to June 2024 OR date paid)	Difference (overcharge)	Amount Refundable
10.2022.153.1	\$20,000.00	\$7,370.35	\$12,629.65	\$12,629.65
10.2022.138.1	\$20,000.00	\$6,848.63	\$13,151.37	\$13,151.37
10.2022.156.1	\$20,000.00	\$6,743.88	\$13,256.12	\$13,256.12
10.2022.131.1	\$20,000.00	\$6,632.57	\$13,367.43	\$13,367.43
10.2022.163.1	\$20,000.00	\$5,073.60	\$14,926.40	\$14,926.40
10.2022.113.1	\$40,000.00	\$13,487.75	\$26,512.25	\$26,512.25
10.2021.141.1	\$20,000.00	\$6,848.63	\$13,151.37	\$13,151.37
12.2022.59.1	\$20,000.00	\$6,684.95	\$13,315.05	\$13,315.05
10.2022.257.1	\$20,000.00	\$6,743.88	\$13,256.12	\$13,256.12
10.2022.210.1	\$20,000.00	\$7,257.61	\$12,742.39	\$12,742.39

Report of the Director Planning, Environment and Communities

15.3 Review of Section 7.11 Contributions Levied 2022-23 (cont)

10.2022.100.1	\$20,000.00	\$6,914.11	\$13,085.89	\$13,085.89
10.2021.347.1	\$720,000.00	\$255,589.12	\$464,410.88	\$464,410.88
10.2021.336.1	\$220,000.00	\$75,265.82	\$144,734.18	Not yet paid
10.2022.73.1	\$40,000.00	\$15,628.52	\$24,371.48	Not yet paid
10.2021.361.1	\$200,000.00	\$74,560.27	\$125,439.73	Not yet paid
10.2022.161.1	\$20,000.00	\$7,814.26	\$12,185.74	Not yet paid
10.2022.243.1	\$20,000.00	\$7,261.12	\$12,738.88	Not yet paid
10.2022.109.1	\$800,000.00	\$265,622.65	\$534,377.35	Not yet paid
10.2022.179.1	\$20,000.00	\$7,261.12	\$12,738.88	Not yet paid
12.2023.1008.1	\$20,000.00	\$7,814.26	\$12,185.74	Not yet paid
TOTAL	\$2,300,000.00	\$797,423.10	\$1,502,576.90	\$623,804.93

The recalculated figures in the table above have been calculated using the Implicit Price Deflator (IDP) derived from the Australian Bureau of Statistics (ABS) from June 1993 (base date of plan) to June 2024 quarter (or the quarter when paid).

The indexation increase between June 1993 and June 2024 is calculated as follows:

Indexation factor = June 2024 IDP (110.9) / June 1993 IDP (56.9) = 1.99%

Indexed Contribution Rate = Base Rate x Indexation Factor.

To date, 12 customers have acted on the development consent and paid the overcharged contributions amount. As the issue has not been formally resolved, these contribution payments may continue to be made.

Action Plan

Once this overcharge was investigated the following actions occurred to mitigate the issues:

1. From June 2023 no DAs were issued where a s7.11 contribution would apply.
2. The three Section 7.11 Contribution Plans were repealed in December 2023.
3. The new position of Development Contributions Planner was filled in October 2023. The dedicated contributions planner role will aim to ensure that contributions are levied and managed in accordance with relevant legislation.
4. The contributions calculator has been updated by the Development Contributions Planner and checked for accuracy by the Finance team.

Modifications

As the contribution is payable as a condition of development consent, the process to amend the condition is through a s4.55(1) Modification Application which needs to be submitted on the NSW Planning Portal. To limit the financial impact on the customer,

Report of the Director Planning, Environment and Communities

15.3 Review of Section 7.11 Contributions Levied 2022-23 (cont)

the council modification lodgement fees will be waived, however the planning portal lodgement fees will still be payable (this is not a council fee).

Completed developments

Where the development has already been carried out and an Occupation Certificate issued it may not be reasonable or practical to amend the consent, so a refund will be provided in accordance with the proposed council resolution in this report.

Change in land ownership

Where the landowner at the time of the development approval or contribution payment has changed, any modification of the approval or refund will need to be requested and paid to the new (current) landowner. This is because a development approval 'runs with the land' and only the current landowner can act on or modify the approval.

Interest

It is noted that the payments date back to 2022, and therefore it is reasonable for interest to be added to any refundable amounts. This will be applied at 5% pa (calculated monthly) on all refund amounts.

Process and support

It is acknowledged that this matter has negatively affected several customers and has been a cause of stress and concern as well as financial burden. It is also acknowledged that the process of rectifying the issue will further create a burden for the customer as they will be required to modify the approval and/or submit a refund request. The proposed action plan seeks to minimise this by providing information and support to the affected customers that will aim to streamline the process and to minimise any further stress or impact.

Given the above, the primary purpose of this report is to seek Council's endorsement to undertake the following actions:

1. Refund the overcharged portion of any paid 7.11 contribution fee determined between July 2022 and June 2023
2. Agree to waive the council fees for customers seeking to modify the development consents for any overcharged but unpaid 7.11 contribution fee determined between July 2022 and June 2023
3. Provide written correspondence to the current landowners to advise of the issue including:
 - The revised contribution amount, overcharged amount and any interest.
 - Information and guidance on how to apply to modify a development consent, including the steps and information to submit this on the Planning Portal.
 - Confirm that the council fee will be waived, but the Portal fee will be payable.
 - Information and guidance on how to request a refund (if the contribution has been paid) including a pre-filled application form.
4. Ensure staff are available to discuss the matter with customers as needed.

Report of the Director Planning, Environment and Communities

15.3 Review of Section 7.11 Contributions Levied 2022-23 (cont)

5. Apply the same principle as set out in this report to any other applications or payments found to be calculated using the same calculator.

Conclusion

All reasonable measures have been taken to reduce and mitigate any further risk or impact and the process outlined in this report seeks to rectify the matter.

It is recommended that this issue be communicated to affected customers and resolved as soon as possible.

Item 15.3

16 REPORT OF THE DIRECTOR INFRASTRUCTURE AND LIVEABILITY

16.1 Maintenance of Budderoo Plateau Road

CSP Objective: Outcome 4.3: Our built environment is safe and inclusive; our infrastructure is well planned and well managed.

CSP Strategy: 4.3.2 Actively plan how we travel and create safe travel routes whether we are walking, cycling, driving or accessing public transport.

Delivery Program: 4.3.2.2 Implement road safety and traffic management programs and responsibilities

Item 16.1

Summary

Budderoo Plateau Road is within Crown Land and is heavily utilised by visitors to Budderoo National Park and three landowners with properties in Shoalhaven City Council. The track beyond the gates was previously used as a fire trail by Rural Fire Services however now only serves as access to private properties. The supply of materials to maintain the access track should be reconsidered by Kiama Municipal Council as there is no benefit to Council or the wider Kiama community.

Financial implication

Reduction in cost associated with provision of materials for maintenance of the access track.

Risk implication

There is no risk in ceasing the provision of materials as the access track is outside of Kiama Municipal Council boundaries and serves no purpose to Council.

Policy

Local Government Act 1993

Roads Act 1993

Crown Land Management Act 2016

Consultation (internal)

Manager Operations and Maintenance

Manager Property and Recreation

Resilience Engineer

Communication/Community engagement

Stakeholders from Kiama Municipal Council, Shoalhaven City Council, Crown Lands, National Parks and Rural Fire Services have all been involved in recent discussions on the function and maintenance of the road.

Attachments

Nil

Report of the Director Infrastructure and Liveability

16.1 Maintenance of Budderoo Plateau Road (cont)

Enclosures

Nil

RECOMMENDATION

That Council cease contributions to the maintenance of Budderoo Plateau Road and the associated access track.

Background

Budderoo Plateau Road, off Jamberoo Mountain Road, provides access to Budderoo National Park. The road has a short section of unsealed maintained road within Kiama Municipal Council (KMC) area before a set of gates excludes public vehicles from the remainder of the track which also provides access to three private properties in Shoalhaven City Council.

Historically, the track beyond the gates was used as a fire trail by the Rural Fire Service, however this activity has ceased due to the danger of the trail with only one way in and out, therefore providing no safe escape route for any firefighters accessing the trail. As part of this agreement, on 20 April 1999, Kiama Municipal Council resolved:

That Council supports the application for the installation of gates on Budderoo Fire Trail and reiterate its commitment to the supply of road base for fire trail maintenance.

The gates were installed around 2002 by National Parks and Wildlife Services (NPWS), who have also continued to grade the track beyond the gates when material was supplied annually by KMC. Material supplied has generally been five truckloads of gravel, which is delivered via Macquarie Pass as trucks are unable to travel up Jamberoo Mountain Road to the track. Shoalhaven City Council also at times provided some material for the grading of the track, however no longer do so.

In October 2024, at a meeting including Crown Lands, KMC, Shoalhaven City Council, NPWS and Rural Fire Services, it was reiterated there was no desire to continue to maintain the road by NPWS or use it as a fire trail by Rural Fire Services. At this meeting Crown Lands agreed the track was under their ownership and any maintenance would be their responsibility.

As the track and the private properties are within Shoalhaven City Council and the track provides no benefit to KMC, it is proposed that the provision of materials by KMC for the maintenance of the road is discontinued.

It should be noted that on occasions that KMC is undertaking work on KMC controlled roads in this area, some overburden may be supplied to NPWS for their use in the maintenance of the car park and road leading to the car park.

16.2 Proposed road naming: New road(s) to be dedicated with subdivision of 15 Golden Valley Road, Jamberoo - DA 10.2021.26.1

CSP Objective: Outcome 4.3: Our built environment is safe and inclusive; our infrastructure is well planned and well managed.

CSP Strategy: 4.3.2 Actively plan how we travel and create safe travel routes whether we are walking, cycling, driving or accessing public transport.

Delivery Program: 4.3.2.2 Implement road safety and traffic management programs and responsibilities

Item 16.2

Summary

The developer of an approved 50-lot residential subdivision at 15 Golden Valley Road, Jamberoo (DA 10.2021.26.1) has provided a road naming proposal for the new roadways to be delivered with the subdivision. This report seeks endorsement from Council to submit the proposed names to the Geographical Names Board for approval, and if approved, proceed to a period of public consultation in accordance with the requirements of the Roads Regulation 2008.

Financial implication

Nil

Risk implication

Nil

Policy

Section 162 of the Roads Act 1993

Section 7 of the Roads Regulation 2008

NSW Address Policy

Consultation (internal)

Subdivision and Development Engineer

GIS Officer

Strategic Planning Coordinator

Director Infrastructure and Works

Communication/Community engagement

This report proposes an exhibition period for the proposed road naming, during which time submissions will be sought and subsequently considered.

Attachments

- 1 10.2021.26.1 - Plan - proposed road naming layout - Golden Valley Road Jamberoo - Fountaindale Group [↓](#)

Enclosures

Nil

Report of the Director Infrastructure and Liveability

16.2 Proposed road naming: New road(s) to be dedicated with subdivision of 15 Golden Valley Road, Jamberoo - DA 10.2021.26.1 (cont)

RECOMMENDATION

That Council:

1. Endorses the following proposed road names for the subdivision 10.2021.26.1 at Golden Valley Road, Jamberoo, to be submitted to the Geographical Names Board for approval:

Proposed name	Significance
Burnside	Burnside is the property name of a dairy farm east of Jamberoo at 636 Jamberoo Road, Jamberoo.
Culwalla	Culwalla is the property name of a dairy farm east of Jamberoo at 543 Jamberoo Road, Jamberoo.
Glenburn	Glenburn is the property name of a dairy farm northeast of Jamberoo at 124 Factory Lane, Jamberoo.
Waughope	Waughope is the property name of a dairy farm east of Jamberoo at 619 Jamberoo Road, Jamberoo.

2. Following assessment by the Geographical Names Board:
 - (a) Should at least three road names be approved, proceed to place the road names on public exhibition for a period of 28 days, calling for submissions, or
 - (b) Should less than three road names be approved, request the developer to propose further alternatives for resubmission to the Geographical Names Board, to be reported back to Council.
3. Following conclusion of the exhibition period:
 - (a) Receive a further report on any submissions received, if submissions or feedback result in changes to the road names proposed, or
 - (b) If no submissions are received, endorse the proposed road names for approval and gazetting.

Background

The developer’s proposed naming theme is “Rural Property Names, East of Jamberoo”. The proposed names are shown in the table below, with reference to the road numbering in the attached plan.

Report of the Director Infrastructure and Liveability

16.2 Proposed road naming: New road(s) to be dedicated with subdivision of 15 Golden Valley Road, Jamberoo - DA 10.2021.26.1 (cont)

Road	Proposed name	Significance
1	Araluen Way*	Araluen is the original rural property name of the Golden Valley site.
2	Burnside Street	Burnside is the property name of a dairy farm east of Jamberoo at 636 Jamberoo Road, Jamberoo.
3	Culwalla Street	Culwalla is the property name of a dairy farm east of Jamberoo at 543 Jamberoo Road, Jamberoo.
Alternate	Glenburn	Glenburn is the property name of a dairy farm north east of Jamberoo at 124 Factory Lane, Jamberoo.
Alternate	Waughope	Waughope is the property name of a dairy farm east of Jamberoo at 619 Jamberoo Road, Jamberoo.

*The proposed name 'Araluen' is not recommended as it is duplicated within a 20km radius of the site. An Araluen Terrace exists in Tullimbar, and thus the name does not meet the uniqueness requirements of the NSW Address Policy and User Manual.

The naming proposal requests that three different sections of the loop road to have different names, changing at the location of 90-degree bends, to future-proof for potential further development of land around the site. This would allow for future development which requires extension of, or new roads connecting to, the loop road, to provide logical addressing and prevent a need to re-address existing residences.

There is currently no approved development that includes these new extensions/intersections, and the land is presently not zoned for residential development. It is, however, identified in Council's Draft Growth and Housing Strategy as a 'long term' site for further investigation for a proponent-led planning proposal.

Alternatively to the developer's proposal, a single name could be adopted for the loop road as per its current layout, as no current approval or planning proposal exists for the future extensions or connection to the proposed road. This may require future road design to respond to the street naming to provide for logical addressing, or may lead to a need to readdress existing residences.

Council does not currently have a policy for road naming, however section 7 of the Roads Regulation (2008) provides the legislative procedure a roads authority (i.e., Council) must observe when naming roads. The process is overseen by the Geographical Names Board (GNB). The GNB requires road names to be approved by them prior to proceeding to public exhibition. During the GNB approval process, the names are also notified to relevant parties, including emergency services and Australia Post, who are given an opportunity to object.

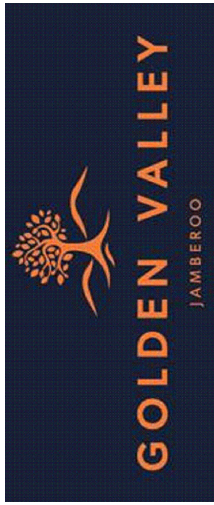
Report of the Director Infrastructure and Liveability

16.2 Proposed road naming: New road(s) to be dedicated with subdivision of 15 Golden Valley Road, Jamberoo - DA 10.2021.26.1 (cont)

Following GNB approval, the required public exhibition involves seeking submissions on the proposal by way of a publication of a notice in a local newspaper or on the authority's website.

If, after considering submissions, Council decides to proceed with the proposed names, Council must publish notice of the new name in the Gazette and in a local newspaper or on the roads authority's website, giving (in the case of a road that is being named for the first time) a brief description of the location of the road, and must notify the relevant parties of the new name, giving sufficient particulars to enable the road to be identified.

Item 16.2



Fountaindale Group
Creative Property People

25.03.2024
REVA

16.3 Traffic Management: Kiama Local Traffic Committee meeting - 3 December 2024

CSP Objective: Outcome 4.3: Our built environment is safe and inclusive; our infrastructure is well planned and well managed.

CSP Strategy: 4.3.2 Actively plan how we travel and create safe travel routes whether we are walking, cycling, driving or accessing public transport.

Delivery Program: 4.3.2.2 Implement road safety and traffic management programs and responsibilities

Item 16.3

Summary

Council submitted proposals to the Kiama Local Traffic Committee (LTC) Meeting held on Tuesday 3 December 2024 to consider reports for traffic regulation in the Kiama Local Government Area. The proposals considered at that meeting require Council endorsement.

Financial implication

The traffic management proposals will be implemented within existing budget allocations.

Risk implication

Not implementing the recommendations which are in accordance with standards and guidelines may not result in the intended improved road safety of all users.

Policy

A Guide to the Delegation to Councils for the Regulation of Traffic (TfNSW).

Consultation (internal)

Kiama Local Traffic Committee

Communication/Community engagement

Organisers are required to advertise and notify of closures as per endorsed Traffic Management Plans.

Attachments

- 1 Minutes of Kiama Local Traffic Committee Meeting - Tuesday, 3 December 2024 [↓](#)
- 2 Attachment - Temporary No Parking zones - Akuna Street, Kiama - New Years Eve 2024 [↓](#)

Enclosures

Nil

Report of the Director Infrastructure and Liveability

16.3 Traffic Management: Kiama Local Traffic Committee meeting - 3 December 2024 (cont)

RECOMMENDATION

That Council receive the Minutes of the Kiama Local Traffic Committee meeting of 3 December 2024 and the following recommendations be adopted, subject to the following:

1. The implementation of temporary No Parking zones on Akuna Street in accordance with the plan, to be implemented on 31 December 2024 to allow for detours during the New Years Eve road closures, subject to:
 - (a) A detailed Traffic Guidance Scheme being prepared by an appropriately qualified person and submitted to Council for approval as part of the Road Occupancy Application.
 - (b) Temporary signage being erected in Akuna Street at least one week prior advising of the implementation of No Parking zones, to ensure residents/commuters are forewarned.
 - (c) Local residents and businesses are notified of temporary No Parking zones by a letter drop.

Background

The Kiama Local Traffic Committee Meeting was held on 3 December 2024 via email to consider reports for traffic management in the Kiama Local Government Area.

The Kiama Local Traffic Committee considered 1 item that requires adoption by Council, as above.

Report

The Local Traffic Committee is a Technical Committee of Transport for New South Wales (TfNSW). The Committee operates under the authority conferred to Council by TfNSW under the Transport Administration Act 1988. Council has been delegated certain powers by TfNSW with regard to traffic matters upon its local roads. A condition of this delegation is that Council must consider the advice of the LTC.

There are four permanent members of the LTC, each of whom has a single vote only. The members are representatives of the NSW Police Force, TfNSW, the Local State Member of Parliament (for the location of the issue to be voted upon) and a representative of Council.

Only matters requiring a resolution of Council are included in this report, other endorsed upgrades have been approved under delegated authority.

Options

Council's options are to:

1. Accept report items as recommended;
2. Decline to accept the recommendations;
3. Request the LTC to reconsider the report.



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

commencing at 9.00am on

TUESDAY 3 DECEMBER 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 3 DECEMBER 2024

**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE
HELD IN THE COUNCIL CHAMBERS, KIAMA
ON TUESDAY 3 DECEMBER 2024 AT 9.00AM**

PRESENT: Lindsay Dunstan (Resilience Engineer)(Chairman), Emma Pietruska (Transport for NSW Representative), Chief Inspector Aaron Wunderlich (NSW Police Representative), Darrell Clingan (Local Member's Representative), Janelle Burns (Kiama Council Road Safety Officer), Darren Hewitt (Council Compliance Coordinator) and Alyson Hodgekiss (Minutes)

1 APOLOGIES

Julie Milevski (Manager Environment and Compliance), Seren McKenzie (Acting Director Infrastructure and Liveability), Stuart Larkins (Councillor Representative),

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Kiama Local Traffic Committee meeting on 5 November 2024

[24/034LTC](#)

Resolved that the Minutes of the Kiama Local Traffic Committee meeting held on 5 November 2024 be received and accepted.

(Member Emma Pietruska and Member Darrell Clingan)

4 BUSINESS ARISING FROM THE MINUTES

Nil

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 3 DECEMBER 2024

5 REPORT OF RMS DELEGATED FORMAL ITEMS

6.1 New Years Eve 2024 - Temporary No Parking controls on Akuna Street to accomodate bus access

24/035LTC

Resolved that the Committee endorses the implementation of temporary No Parking zones on Akuna Street in accordance with the attached plan, to be implemented on 31st December 2024 to allow for detours during the New Years Eve road closures, subject to:

- a) A detailed Traffic Guidance Scheme being prepared by an appropriately qualified person and submitted to Council for approval as part of the Road Occupancy Application.
- b) Temporary signage being erected in Akuna Street at least one week prior advising of the implementation of No Parking zones, to ensure residents/commuters are forewarned.
- c) Local residents and businesses are notified of temporary No Parking zones by a letter drop.

(Member Emma Pietruska and Member Darrell Clingan)

6 GENERAL BUSINESS

6.1 Pedestrian crossing on Fern Street, Gerringong

JB advised that the tree trimming is underway, the line marking is underway, and the signage has been updated.

7 CLOSURE

There being no further business the meeting closed at 9.15am

These Minutes were confirmed at the Ordinary Meeting of Council held on 4 February 2025



17 REPORTS FOR INFORMATION

17.1 Community Engagement Strategy - review

Responsible Director: Office of the Chief Executive Officer

Report

Under section 402A of the Local Government Act, a council must establish and implement a strategy for engagement with the local community (called its Community Engagement Strategy) when developing its plans, policies and programs, and for the purpose of determining its activities (other than routine administrative matters).

According to the Office of Local Government's Integrated Planning & Reporting (IP&R) guidelines, the Community Engagement Strategy must be reviewed within 3 months of the local government elections, as part of the broader review of the Community Strategic Plan.

Kiama Council substantially revised and redesigned its Community Engagement Strategy from early 2024, undertaking a program of comprehensive co-design and engagement with stakeholders including our local community, Councillors and Council staff. The finalised Strategy was endorsed by Council in June 2024.

The implementation of the strategy has been highly successful so far, with improved community engagements including our program of Community pop-ups, increased promotion of policies and strategies on exhibition, more customised surveys and other digital engagement strategies, and the internal program of upskilling staff well underway.

Further, Kiama Council has just launched a new Community Engagement platform using Social Pinpoint to revamp its 'Your Say' section of the website to increase user friendliness and provide interactive feedback. This platform also allows staff to create more consistent engagement reports and better 'close the loop' – which is a key action of the current Community Engagement Strategy.

During the development of the Community Engagement Strategy, it was identified that the next update of the Strategy would include the Community Participation Plan (CPP), however, since the CPP is now due to be reviewed and updated in the first half of 2025, Council will wait to review the Engagement Strategy until this time.

Councillors will have an opportunity to provide feedback and further shape the Community Engagement Strategy when it is put on exhibition alongside the CPP in 2025.

Communication/Community Engagement

See previous Council report and Community Engagement Report via <https://yoursay.kiama.nsw.gov.au/community-engagement-strategy>

Risk implication

This report mitigates the risk of breaching IP&R guidelines while assisting Council to continue to move through its Community Engagement work and other strategic priorities in a timely way, while continuing to implement the current Community Engagement Strategy.

17.2 Model Code of Conduct Complaints Statistics 2023-24Responsible Director: Planning, Environment and Communities

Report

The purpose of this report is to meet Kiama Municipal Council's reporting obligations under the "Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW" (the Procedures) in relation to Code of Conduct Complaints Statistics for the period of 1 September 2023 to 31 August 2024.

There were 10 complaints received in the period about Councillors or the Chief Executive Officer.

Under the Procedures, Council's complaints coordinator must report annually on a range of complaint statistics to their Council and to the Office of Local Government within three months of the end of September.

The Code of Conduct Complaints Statistics Report as submitted to the Office of Local Government for the period 1 September 2023 to 31 August 2024 is attached to this information report.

It should be noted that the costs referred to in the Statistics Report refer to costs strictly related to the Preliminary Assessment and/or Investigation costs of the Code of Conduct complaint. They do not include the costs they may have arisen as a result of any subsequent Court action

Communication/Community engagement

N/A.

Risk implication

By providing the statistics within this report Council is meeting its Office of Local Government obligations and eliminating any risk of non-compliance.

Attachments

- 1 Code of Conduct Complaints Report - Data Collection 2023-24 [↓](#)

Model Code of Conduct Complaints Statistics 2023-24 Kiama Municipal Council	
Number of Complaints	
1	The total number of complaints received in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:
i	Community <input type="text" value="5"/>
ii	Other Councillors <input type="text" value="5"/>
iii	General Manager <input type="text" value="0"/>
iv	Other Council Staff <input type="text" value="0"/>
2	The total number of complaints finalised about councillors and the GM under the code of conduct in the following periods:
i	3 Months <input type="text" value="7"/>
ii	6 Months <input type="text" value="2"/>
iii	9 Months <input type="text" value="0"/>
iv	12 Months <input type="text" value="0"/>
v	Over 12 months <input type="text" value="0"/>
Overview of Complaints and Cost	
3 a	The number of complaints finalised at the outset by alternative means by the GM or Mayor <input type="text" value="2"/>
b	The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement <input type="text" value="0"/>
c	The number of code of conduct complaints referred to a conduct reviewer <input type="text" value="6"/>

d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	5
e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	2
f	The number of finalised code of conduct complaints investigated by a conduct reviewer	2
g	Cost of dealing with code of conduct complaints via preliminary assessment	30,203
h	Progressed to full investigation by a conduct reviewer	2
i	The number of finalised complaints investigated where there was found to be no breach	0
j	The number of finalised complaints investigated where there was found to be a breach	1
k	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
i	ICAC	0
ii	NSW Ombudsman	0
iii	OLG	0
iv	Police	0
v	Other Agency (please specify)	0
l	The number of complaints being investigated that are not yet finalised	3
m	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	69,080

Preliminary Assessment Statistics	
4	<p>The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:</p> <ul style="list-style-type: none"> a To take no action (clause 6.13(a) of the 2020 Procedures) <input type="text" value="4"/> b To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures) <input type="text" value="1"/> c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures) <input type="text" value="1"/> d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures) <input type="text" value="0"/> e To investigate the matter (clause 6.13(e) of the 2020 Procedures) <input type="text" value="2"/> f Other action (please specify) <input type="text" value="0"/>
Investigation Statistics	
5	<p>The number of investigated complaints resulting in a determination that there was no breach, in which the following recommendations were made:</p> <ul style="list-style-type: none"> a That the council revise its policies or procedures <input type="text" value="1"/> b That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures) <input type="text" value="1"/>
6	<p>The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made:</p> <ul style="list-style-type: none"> a That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures) <input type="text" value="0"/> b In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures) <input type="text" value="0"/>

c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	1
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0

Categories of misconduct																
8	<p>The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:</p> <table border="1"> <tr> <td>a</td> <td>General conduct (Part 3)</td> <td>1</td> </tr> <tr> <td>b</td> <td>Non-pecuniary conflict of interest (Part 5)</td> <td>0</td> </tr> <tr> <td>c</td> <td>Personal benefit (Part 6)</td> <td>0</td> </tr> <tr> <td>d</td> <td>Relationship between council officials (Part 7)</td> <td>0</td> </tr> <tr> <td>e</td> <td>Access to information and resources (Part 8)</td> <td>0</td> </tr> </table>	a	General conduct (Part 3)	1	b	Non-pecuniary conflict of interest (Part 5)	0	c	Personal benefit (Part 6)	0	d	Relationship between council officials (Part 7)	0	e	Access to information and resources (Part 8)	0
a	General conduct (Part 3)	1														
b	Non-pecuniary conflict of interest (Part 5)	0														
c	Personal benefit (Part 6)	0														
d	Relationship between council officials (Part 7)	0														
e	Access to information and resources (Part 8)	0														
Outcome of determinations																
9	<p>The number of investigated complaints resulting in a determination that there was a breach in which the council:</p> <table border="1"> <tr> <td>a</td> <td>Adopted the independent conduct reviewers recommendation</td> <td>1</td> </tr> <tr> <td>b</td> <td>Failed to adopt the independent conduct reviewers recommendation</td> <td>0</td> </tr> </table>	a	Adopted the independent conduct reviewers recommendation	1	b	Failed to adopt the independent conduct reviewers recommendation	0									
a	Adopted the independent conduct reviewers recommendation	1														
b	Failed to adopt the independent conduct reviewers recommendation	0														
10	<p>The number of investigated complaints resulting in a determination where:</p> <table border="1"> <tr> <td>a</td> <td>The external conduct reviewers decision was overturned by OLG</td> <td>0</td> </tr> <tr> <td>b</td> <td>Council's response to the external conduct reviewers recommendation was overturned by OLG</td> <td>0</td> </tr> </table>	a	The external conduct reviewers decision was overturned by OLG	0	b	Council's response to the external conduct reviewers recommendation was overturned by OLG	0									
a	The external conduct reviewers decision was overturned by OLG	0														
b	Council's response to the external conduct reviewers recommendation was overturned by OLG	0														
11	<p>Date Code of Conduct data was presented to council</p> <table border="1"> <tr> <td></td> <td></td> <td>10-Dec-24</td> </tr> </table>			10-Dec-24												
		10-Dec-24														

17.3 Submission to the Office of Local Government - Councillor Conduct FrameworkResponsible Director: Planning, Environment and Communities

Report

The Office of Local Government (OLG) prepared a Discussion Paper to seek the views of the community, key stakeholders and the local government sector about the proposed changes to the Councillor Conduct Framework.

The discussion paper was broken down into the following sections –

- Principles of change
- Potential changes to Code of Conduct and Oath of Office
- Potential changes to the definitions and assessment of Councillor misbehaviour
- Dispute resolution and penalty framework
- Restoring dignity to Council meetings

This report is to provide Council with a copy of the submission prepared and submitted to the OLG – refer to Attachment 1 for the questions for consideration and Council responses.

Communication/Community Engagement

N/A

Risk implication

Any changes to the Councillor conduct framework and the meeting practices of Councils will require changes to the Local Government Act 1993, as well as updating the various regulations, codes and policies that apply. Until such time as the OLG advise that a new framework has been implemented, any potential strategic, financial, regulatory, or reputational risk to Council is unknown.

Attachments

- 1 Submission to the OLG - Councillor Conduct Framework [↓](#)



Phone enquiries:
(02) 4232 0444

Reference:
SS:CB – SC1393 | SC1537

15 November 2024

NSW Department of Planning, Housing and Infrastructure
Office of Local Government
Locked Bag 3015
NOWRA NSW 2541

By email: councillorconduct@olg.nsw.gov.au

Dear Sir or Madam

Councillor Conduct Framework Review - submission

Kiama Municipal Council welcomes the opportunity to put forward the attached submission in relation to the Discussion Paper on the Councillor Conduct Framework.

If you would like to discuss any of our responses, please contact Council's Chief Executive Officer.

Yours sincerely

Jane Stroud
Chief Executive Officer



SUBMISSION – COUNCILLOR CONDUCT FRAMEWORK REVIEW

1. Your details	
I would like my name and personal details to be treated as confidential (Required)	<input checked="" type="checkbox"/> I consent to my details being shared
Name	Jane Stroud
Name of organization	Kiama Municipal Council
Role/Position	Chief Executive Officer
Postal address	PO Box 75 KIAMA 2533
Telephone	4232 0401
Email	janes@kiama.nsw.gov.au
Which of the following best describes you?(Required)	<input checked="" type="checkbox"/> Council Regional

QUESTIONS FOR CONSIDERATION	OUR RESPONSE/POSITION
<p>2. Principles of change</p>	
<p>2.1 Are we missing anything in the below principles of change ?</p>	
<p>a) Council leadership and decision making is paramount – it is critical that the sector, as the third tier of government, is given independence to make decisions in the best interests of the community</p>	<p>Supported - as the third tier of government, integral in this principle is that any new Code should not place a greater burden on an elected councillor than the current Members' Code placed on NSW members of Parliament.</p>
<p>b) Freedom of speech - as elected officials, councillors have the constitutional right and democratic responsibility to speak freely about issues affecting their local community and to advocate for the interests of that community</p>	<p>Supported – councillors should be able to speak freely, but respectfully. Dissenting views should also be acknowledged. Existing policies and Model Codes are in place, particularly in relation to media/social media, that outline expectations.</p>
<p>c) Transparency and accountability - as a democracy councils need to hear, consider and debate issues in an open manner</p>	<p>Supported, however, as noted elsewhere in this submission, we reject the view that Briefing sessions are a forum for making decisions away from the public view. Briefing sessions provide councillors an opportunity to better understand intricate policy issues, legal considerations, financial implications and strategic decisions before making their informed decisions at a Council meeting. This less formal environment allows for opportunities not available in the chamber, including having Council subject matter experts available, considering hypotheticals, managing confidentiality and allowing for free-flowing debate and discussion. The concept of banning Briefing sessions demonstrates a lack of understanding of the complex nature of matters that come before councils on a regular basis. Councillors must be provided with an avenue to work through concepts, issues and concerns in a confidential manner.</p>
<p>d) Significant penalties should only be imposed by a judicial or quasi-judicial body - to ensure procedural fairness and thorough testing of allegations, the power to apply significant penalties should be given by bodies such as the NSW Civil and Administrative Tribunal</p>	<p>Supported – avenues for appeal need to be clearly defined.</p>

QUESTIONS FOR CONSIDERATION	OUR RESPONSE/POSITION
<p>e) A strong and proportionate local government regulator - the role of OLG should be to create the framework for local government, ensure councils, joint organisations (JOs), and county councils have the capacity to operate within the framework so that the regulator intervenes as rarely as needed</p>	<p>Supported – it is critical that any operating framework is clearly defined.</p>
<p>f) Subsidiarity – decisions are made at the level closest to those impacted by the decisions</p>	<p>Supported.</p>
<p>g) Justice is timely and proportionate – where allegations are made, they should be heard, tested and dealt with as quickly as possible</p>	<p>Supported.</p>
<p>3. Potential changes to Code of Conduct and Oath of Office</p>	
<p>3.1 What are the key elements of an aspirational Code of Conduct that should be enshrined ?</p>	<ul style="list-style-type: none"> • The Code of Conduct should outline behavioural expectations and be the minimum standard • Appropriate/inappropriate behaviour should be clearly defined • Councillor induction training should be mandatory • A reference to councillors being able to speak freely but respectfully should be included • A focus on positive behaviours <ul style="list-style-type: none"> ○ Ethical leadership - encouraging councillors to model ethical behaviour and uphold the highest standards of conduct in all interactions; respect for fellow councillors, staff and members of the public ○ Integrity and honesty - promoting transparency, fairness and honesty in decision-making, communication and professional relationships ○ Accountability - emphasising personal and collective responsibility for actions, ensuring that everyone is answerable for their conduct and the outcomes of their decisions. ○ Respect and inclusion - fostering an environment of mutual respect, non-discrimination and inclusivity, where diverse views and contributions are valued. ○ Commitment to excellence: encouraging continuous improvement, innovation and dedication to delivering high-quality services. ○ Compliance with laws and policies: reinforcing the importance of adhering to legal obligations, organisational policies and regulatory frameworks.

QUESTIONS FOR CONSIDERATION	OUR RESPONSE/POSITION
	<ul style="list-style-type: none"> o Confidentiality and privacy: ensuring the safeguarding of sensitive information and respecting the privacy of individuals and stakeholders.
3.2	<p>What are your views about aligning the Oath of Office to the revamped Code of Conduct ?</p> <p>Supported - clear standards of behaviour should be defined in the Code of Conduct and have a connection to the Oath of Office.</p>
<p>4. Potential changes to the definitions and assessment of councillor misbehaviour</p>	
4.1	<p>Is the proposed pecuniary interest framework appropriate ? Is anything missing ?</p> <p>Yes - supported.</p>
4.2	<p>Do you agree with the principles of what constitutes a significant or major non-pecuniary interest?</p> <p>Yes - supported in principle. Clear guidelines around what is considered “significant” or “major” would be helpful. It needs to be objective rather than subjective.</p>
4.3	<p>Are there any other specific features that should be included to address concerns about councillors undertaking real estate and development business activities ?</p> <p>Any changes to the legislation or Framework that obligate existing or potential councillors to divest themselves from development or business activities is not supported as this would deter qualified and experienced people from running for Council and potentially result in losses for existing councillors. If Planning matters were referred to a “panel” for determination, any potential conflict would be removed. What about councillors who own or have an interest in other “business activities” or services eg: owners of a soil providing company or catering business.</p>
4.4	<p>Is this the appropriate threshold to face a Privileges Committee ?</p> <p>Whilst the concept of a “Privileges Committee”/Tribunal is supported, there is a concern around how the privileges committee will be formed and what potential there is to have a government put in place a committee of all similar politics that may be biased in their review ability. It would need to be balanced or random. Assurance is needed that the appointment to the panel is undertaken in a transparent and non-political manner to support an equitable process.</p>
4.5	<p>How else can complaints be minimised ?</p> <p>A specific component around Social Media posts/comments should be considered. Clear definitions required around what is considered frivolous/petty/vexatious complaints. Will there be a triage process or will every complaint go to the Privileges Committee/Tribunal – the amount of work may be hard to manage unless strict guidelines are implemented. Councillors should attempt to resolve disputes internally or mediation could also be an option.</p>
4.6	<p>What key features should be included in lobbying guidelines and a model policy ?</p> <p>Lobbying that is not declared is the main issue. Guidelines should consider donations to council the “entity” as opposed to a person.</p>

QUESTIONS FOR CONSIDERATION	OUR RESPONSE/POSITION
5. Dispute resolution and penalty framework	
5.1 What level of PIN is appropriate ?	In the absence of a fully formed structure, it is difficult to determine an appropriate level of PIN however, the OLG should not have the power to issue PINs, it should fall within the remit of the proposed "Privileges Committee"/Tribunal or the like. What happens if a Court Election Notice is lodged for a PIN ?
5.2 Are the penalties proposed appropriate, and are there any further penalties that should be considered ?	There is not enough information around proposed penalties to indicate support or not however, the Code should be about improving behaviour not about issuing penalties. The Framework suggests that penalties may include censure, warnings, loss of sitting fees or referral to other tribunals or bodies depending on the seriousness of the matter. However, there are no thresholds or levels of "seriousness" defined.
5.3 Are the existing sanctions available under the LG Act sufficient ?	The Framework requires the development of a full structure in terms of what constitutes misbehaviour, what sanctions should equate to findings of misbehaviour and the consequential penalties.
5.4 Should decisions on sanctions for councillors be made by the Departmental Chief Executive or a formal tribunal with independent arbitrators and a hearing structure ?	We support sanctions for Councillors being made only by proper tribunal or established "Privileges Committee"/Tribunal - unelected officials should not stand in judgment of elected officials.
6. Restoring dignity to council meetings	
6.1 Are there any other powers that need to be granted to the Mayor or Chair of the meeting to deal with disorderly behaviour ?	Increasing the powers of mayors and meeting chairs to manage disorderly conduct in meetings is generally supported but it is imperative that such powers be balanced to avoid misuse/abuse of power. The Framework suggests that the Mayor may be given the power to expel councillors for acts of disorder and to remove the councillor's entitlement to receive a fee for the month in which they've been expelled from a meeting, and further that if they fail to apologise, the Councillor will lose their entitlement to receive their fee for a further month. It also includes the ability for the Mayor to enable the issuing of a PIN where members of the public refuse to leave a meeting after being expelled. We submit that the "Privileges Committee" should be the mechanism for review in relation to the removal of councillor entitlements. This could prove difficult to enforce as there is no requirement for public attendees to register to attend or otherwise identify themselves. The misuse of these powers by a Mayor will potentially result in future complaints about behaviour becoming and provides a powerful tool for the Mayor to use his or her political advantage.

QUESTIONS FOR CONSIDERATION	OUR RESPONSE/POSITION
<p>6.2 Are there any other measures needed to improve transparency in councillor deliberations and decision making?</p>	<p>As detailed above in 2.1(c) we reject the view that Briefing sessions are a forum for making decisions away from the public view.</p> <p>Briefing sessions provide councillors an opportunity to better understand intricate policy issues, legal considerations, financial implications and strategic decisions before making their informed decisions at a Council meeting. This less formal environment allows for opportunities not available in the chamber, including having Council subject matter experts available, considering hypotheticals, managing confidentiality and allowing for free-flowing debate and discussion.</p> <p>The concept of banning Briefing sessions demonstrates a lack of understanding of the complex nature of matters that come before councils on a regular basis. Councillors must be provided with an avenue to work through concepts, issues and concerns in a confidential manner.</p> <p>The following points also require consideration –</p> <ul style="list-style-type: none"> • What is the difference between a briefing and a workshop (if any) ? What about confidential matters ? • Potential for council meeting times to be negatively impacted • Briefings are NOT a forum for debate or a decision-making forum • State Parliament briefings are not public – the same provisions should apply to local government • Councillors have the opportunity to take any issues discussed at a briefing into the public realm at a council meeting • A less formal environment allows for opportunities not available in the chamber • Planning decisions can have a profound effect on property values (land or otherwise). Early discussions on potential rezonings must not be held in public, as such, councillors must be provided with an avenue to work through concepts, issues and concerns in a confidential manner. Public discussion would place constraints on the type of information that staff could provide and the questions that councillors could ask. <p>We have trialed open briefing sessions previously here at Kiama, wrote a policy on it and reported on the trial. It went poorly. Councillors did not attend, members of the public did not attend and it did not allow for staff or councillors to speak freely. As a result, the trial on open briefings was discontinued.</p> <p>Again, as mentioned above in 4.3 - if Planning matters were referred to a “panel” for determination, any concerns around information provided to councillors would be eliminated.</p> <p>The question also arises around recommendations of Advisory Committees eg: Finance Advisory Committee, Audit Risk Improvement Committee, Tourism and Economic Advisory Committee etc – would those meetings also be required to be open to the public ?</p>

18 LATE ITEMS

19 QUESTIONS WITH NOTICE

19.1 Question with notice: Management of Council assets

Clr Melissa Matters has submitted the following question with notice for Council's consideration:

Question

1. What is the status of council's property plan, as outlined by Action 3.8 of the adopted strategic finance and governance improvement plan?
2. How will council consistently and transparently manage leases of council assets to community groups and private operators, to ensure:
 - a) council assets generate revenue; and
 - b) council complies with the Commonwealth Competition Policy Reform Act 1995; and
 - c) that council assets are appropriately managed and maintained?

Chief Executive Officer response

Council leases many property and building assets to various third community groups and commercial entities who all play an important part in the community resulting in a mixture of income being received by Council depending on the respective lease arrangements.

While Council leases many of its assets to community/non-for profit organisations it is important to remember that Council is still required to cover building insurance costs and asset maintenance costs. In a time when Council's financial situation is being closely monitored by the NSW Government it is vitally important that Council is receiving an appropriate rate of return from its leasing arrangements and that these community groups understand that these facilities are still owned by Council and managed on behalf of the ratepayer.

Council staff recommend the most suitable tenants at the time of a lease renewal becoming available. Often the same community group remains at the facility throughout many lease terms as they become established in the community.

Council's Property Plan, as outlined in Action 3.8 of the adopted Strategic Finance and Governance Improvement Plan is due to be presented to Council at the February 2025 meeting to commence public exhibition. As outlined by the Strategic Finance and Governance Improvement Plan, the Property Plan will review:

- the existing revenue generated by each property,
- the current financial performance and potential for growth for each property, and
- any underperforming properties.

Questions with notice

19.1 Question with notice: Management of Council assets (cont)

It is intended that the Property Plan incorporates the provision of a Leasing, Licensing & Rental Rebate Policy. The Policy will outline different Tenant Categories and the term and rental rebate applicable to their category. This is to ensure Council assets generate income depending on the tenant type.

Council is responsible for all properties including primary tenancies and sub-lets. Commercial activities would need to be considered in line with commercial market rates for such activities (inclusive of valuations, where appropriate).

Council has recently included the following provision in the draft lease for one community group that would be consistently applied for all tenants of Council assets:

17 Special Provisions

- 17.1 In the event of a planning proposal being endorsed by Council and the Minister which has the effect of allowing additional uses on the leased property, this lease will adopt the permitted uses notwithstanding the need for lessee to obtain the appropriate development consent/other approvals before the use can be conducted from the property. In the event of additional uses being permitted on the leased property, the lessor has the option of re-assessing lease rental based on valuation advice and adjustment to the rent in item 7 – Schedule of Items.
- 17.2 in the event additional commercial uses become permissible following clause 17, the use can only commence on the property as follows:
- i. the lease will revert to monthly holding-over terms and a Lease Addendum executed by both parties to this effect within 21 days of the additional uses being permitted by development consent or other statutory approval.
 - ii. A valuation is to be obtained by the lessor to assess new annual rental for the proposed new uses on the property and completed within 30 days of the Lease Addendum being executed.
 - iii. In the event the lessor and the lessee do not reach agreement in the outcome of the valuers recommendation within 21 days of the report being submitted to the lessor, both parties agree to appoint an independent valuer to determine the new annual rental and the costs of the valuation shall be met equally by both parties with the valuers recommendation becoming the new lease rental.
 - iv. The new lease is to be executed by both parties within 21 days of the independent valuers report being submitted to the lessor and lessee.
 - v. New lease terms and not to exceed ten (10) years.
 - vi. No other lease conditions shall be altered except where directly required as a result of the new use/s.

The Property Plan will also cover the process Council will follow when leasing Council facilities and the criteria Council will consider when making a decision on leasing a community facility. It will also cover tenant's responsibilities and maintenance schedules. The Plan would also articulate when and how open and meritorious Expression of Interest processes need to be run for the use of Council assets. This will ensure Council complies with its Commonwealth Competition Policy Reform Act 1995 obligations.

The Property Plan will also consider any future redevelopments or council-led development projects. The Plan will cover retention, development, renewal and replacement.

Questions with notice

19.1 Question with notice: Management of Council assets (cont)

Council's Infrastructure and Liveability team are also working towards mature Asset Management Plans which will articulate the current state of all Council assets, including those leased. This will enable appropriate ongoing maintenance schedules that align with tenant responsibilities.

Item 19.1

20 NOTICE OF MOTION

20.1 Notice of motion: Amendment to clause 4.2c of the Kiama Local Environmental Plan

Clr Mike Cains has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council:

1. Requests a report from Chief executive officer regarding a proposal to seek amendment to Clause 4.2c of the Kiama Local Environmental Plan (LEP), through the relevant State Government authority, to include C2 zoning, aligning it with other NSW regional councils.
2. Provides a further report to a future meeting of Council outlining a suggested pathway forward contingent upon the council's acceptance of the proposed amendments to Clause 4.2c.

Signed Councillor Mike Cains

What is the purpose of the motion?

Currently, Kiama's planning framework (in this case clause 4.2c of the Kiama LEP) presents unique challenges that hinder effective land management, particularly for conservation and primary production lands.

A clause that is more consistent with the standard clause allows landholders the flexibility to better meet the conservation and agricultural objectives of the LEP. Secondly, the aim of this motion is to enhance the clarity and equity of our planning instruments, thereby improving decision-making efficiency and reducing conflicts between the council and the community.

Background

Clause 4.2c allows for exceptions to the minimum subdivision lot size for boundary adjustments, currently applicable only to RU1, RU2, and C3 zones. This essential provision provides necessary flexibility for landowners with sub-minimum lot sizes to adjust boundaries, facilitating better land management for both agricultural and conservation purposes without creating any net increase in new undersized lots or dwelling entitlements.

However, the exclusion of C2 zoning from clause 4.2(c) creates a significant gap in Kiama's planning framework. C2 zone is included in the standard, corresponding, clause adopted by all regional councils examples are Wingecarribee, Shoalhaven,

Notice of Motion

20.1 Notice of motion: Amendment to clause 4.2c of the Kiama Local Environmental Plan (cont)

Central Coast, Bellingen Shire, Uralla, Nambucca, Port Macquarie, Eurobodalla etc etc.

By adopting the proposed amendment, Kiama can ensure that landowners, including farmers and conservationists, are not hindered in their ability to make beneficial adjustments to their properties when seeking to meet the objective of the zones that specifically seek to protect out natural environment and maintain viable agricultural land.

The inclusion of C2 zone in this clause has been tested widely over decades across NSW with no evidence of affects inconsistent with the LEP objectives. The proposed amendments to Clause 4.2c include robust safeguards to ensure that:

- (a) The objectives of the provision are clearly defined.
- (b) The applicable zones are explicitly stated.
- (c) No new undersized lots or additional dwellings will be created as a result of boundary adjustments.
- (d) Potential land conflicts are minimised, specifically ensuring that adjustments do not negatively impact C3 and C2 zoned lands.

Please consider two real life examples below, due to privacy concerns owners are not explicitly identified:

Example 1: Consider two neighbouring landowners: Landowner 1, a primary producer a chicken and beef farmer and Landowner 2, a conservation-focused landholder with a biodiversity covenant. Under the current framework, these neighbours face barriers to negotiating boundary adjustments that would enhance both agricultural viability for Landowner 1 and the conservation efforts of Landowner 2 by aligning their boundaries consistent with their land use. The proposed inclusion of C2 zoning would allow for such beneficial negotiations, leading to improved outcomes for both parties and the overall community not least of all conservation and primary production objectives.

Example 2: In Knights Hill a Ratepayer (Darren) has a 1 acre lot with a house, directly behind him is his parents' lot on 80 acres. For estate planning purposes, the option of creating two 40acre lots to be divided between him and his brother upon his parent's death is an option not currently available. The current clause hinder routine land management for succession planning purposes.

Kiama's current exclusion of C2 zoning from Clause 4.2c is an anomaly that has no clear justification. By aligning with the practices of other regional councils, Kiama can foster more efficient land management and promote sustainable development.

Chief Executive Officer response

As noted above, while clause 4.2C of the *Kiama Local Environmental Plan (LEP) 2011* (or a version of it) does appear in other LEPs across the State it is not a Standard Instrument clause and therefore can be flexibly applied/implemented by Council.

Under the Kiama LEP 2011 the permissible land uses in the C2 Environmental Conservation zone are limited to Environmental facilities; Oyster aquaculture; Recreation areas; and Roads. While, in the regional council's listed above permit a

Notice of Motion

20.1 Notice of motion: Amendment to clause 4.2c of the Kiama Local Environmental Plan (cont)

greater range of land uses in their C2 zoned land, including forms of residential development. The exclusion of the C2 zoning from clause 4.2C is therefore not considered to be an anomaly as Kiama has deliberately taken a more conservative and conservationist approach to its C2 zoned land.

The submitted Notice of Motion seeks a report to be presented to Council's Ordinary February 2025 meeting providing instruction for how clause 4.2C can be amended to be included C2 zoned land.

It is recommended that the Council consider resolving to finalising the Vegetation Study in the current 24/25 Financial Year and include the preparation and finalisation of a Rural Lands Strategy in the 25/26 Financial Year for the following reasons:

1. 24/25 Work Plan

The process for this amendment is the preparation of a Planning Proposal and then the NSW Government's Gateway Process. Gateway processes can take between 6-12 months depending on the complexity of the proposed amendment.

The preparation of the necessary Planning Proposal and managing the subsequent Gateway process is not in the Strategic Planning team's current work plan as directed by the adopted 24/25 budget and Operational Plan.

2. Strategic Merit

As per the NSW Government's LEP Making Guidelines, Planning Proposals need to demonstrate Strategic Merit, specifically alignment with both the Illawarra-Shoalhaven Regional Plan 2041 and any relevant local strategy such as the Kiama Local Strategic Planning Statement (LSPS) 2020. The Kiama LSPS 2020 includes actions to undertake both a Vegetation Study and Rural Lands Strategy to identify existing barriers to protecting environmental lands and appropriately supporting rural land owners.

The preparation and finalisation of these Studies/Strategies would provide Strategic justification for this proposed amendment. This work is already in the DPOP adopted by the prior Council and any new work needs to be factored into existing staff workloads and priorities. Noting here the constrained resources of the planning department and the need to prioritise development assessment and finalisation of the growth and housing strategy.

It is noted that a draft Vegetation Study was prepared in 2022 and publicly exhibited. Following the public exhibition period the Vegetation Study was paused to consider the feedback from the community, specifically in regards to vegetation mapping around 7 Mile Beach.

20.2 Notice of motion: Memorial planting, benches and plaques in parks and open spaces policy

Clr Imogen Draisma has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council:

1. Develop a Memorial Planting, Benches and Plaques in Parks and Open Spaces Policy (the Policy), subject to available funding in the 2025-26 budget.
2. Require that requests under such a policy uphold the requirement for tree species and consideration of impact under the Public Tree Management Policy 2022, including that preferred species will be trees native to the region, although other native and non-native species may be used depending on the character of the park or open space.
3. Consider in the development of the Policy the utilisation of a beneficiary pays model where there is a budgetary implication for Council in the memorial installation and/or planting.
4. Note that the request for a plaque for the late Edith Clarke at the Kiama Rockpool site is proceeding and Council will continue to liaise with the family regarding their request.

Signed Councillor Imogen Draisma

Background:

The Council currently does not provide a policy or process in order for members of the community to request memorial plaques, benches and/or trees in open spaces and parks managed by Kiama Municipal Council.

Many councils have such a policy in place so that such requests for memorial trees and plaques can be effectively managed.

The implementation of a Memorial Planting and Plaques in Parks and Open Spaces Policy will enable transparency of processes for the community, minimise the need for these requests to come before Council and limit the time taken for staff to consider such requests.

Chief Executive Officer response

Previously Kiama Municipal Council did have a Policy on Memorial Seats, however this was abolished about 10 years ago due to the number of requests for seating, ad hoc nature of seat being installed and the ongoing maintenance costs associated. It is to be noted that whilst most community members may be supportive of plaques and

Notice of Motion

20.2 Notice of motion: Memorial planting, benches and plaques in parks and open spaces policy (cont)

memorials, there is likely to be some who do not support public infrastructure being used for this purpose.

Council staff can provide a policy on memorial plaques, benches and/or trees for the Council's consideration as workload and time permit. Certainly having a consistent practice and procedure would assist with adhoc request of this nature. The policy will outline guidelines for the planting of trees and the placement of plaques, the locations which allow such trees, benches and plaques and the operation and period for such plaques and benches.

This policy will be drafted and presented to Council at a future meeting for consideration.

Item 20.2

20.3 Notice of motion: Support for Jamberoo Community Preschool

Clr Mike Cains has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council:

1. Assures the Jamberoo Community Preschool they will not be required to vacate their current council-owned premises until a viable and functional alternative location is found.
2. Shall provide, if necessary, an extension to the current lease, to allow the preschool the required time to establish operations in a new location.
3. Will partner with Jamberoo Community Preschool to establish a shovel-ready project plan for the construction of a new preschool, which can be incorporated into a future grant advocacy plan of the council.

Signed Councillor Mike Cains

What is the purpose of the motion?

The Jamberoo Community Preschool plays a vital role in our community. There are 67 local families that rely on this vital service providing essential, quality early childhood education services in a natural organic setting. Providing them with the assurance of continued operation irrespective of the current lease maturity sends a reassuring message to the community.

Background

Notwithstanding the current flood prone affectation of the site, it is not a suitable long term option to remain in the current location and the current lease is due to expire in July 2028. Ensuring their continued operation and facilitating their transition to a new facility will support the needs of local families and contribute to the educational landscape of our area.

Chief Executive Officer response

Council leases many property and building assets to various third parties who all play an important part in the community. Most of Council's buildings are currently in use with leases to community groups and commercial entities, resulting in a mixture of income being received by Council depending on lease arrangements.

Council staff recommend the most suitable tenants for the community use at the time of a lease renewal becoming available. Often the same community group remains at

Notice of Motion

20.3 Notice of motion: Support for Jamberoo Community Preschool (cont)

the facility throughout many lease terms as they become established in the community.

It is not usual practice that Council would commit to providing resources towards a shovel ready project for a new facility for any lessee, which they would potentially own or rent from another entity. If it were a council building, then Council would get involved. Council must be careful to ensure there is no perception of favouring one pre-school (or lessee) over others within the municipality as we do lease out spaces to other kindergarten operators who commercially compete.

Should Council wish to support the group to undertake any planning or design, The NoM would require a budget to be allocated and identified, resources committed in the forward budget estimate register and staff time dedicated in a future DPOP. This year's DPOP is set as adopted and staff time cannot accommodate further additional work load, priority must be given to completion of existing workload and committed capital projects.

It is the advice of the CEO that resolution three (3) be deleted as no budget exists or the wording changed to state what work can be achieved within existing resources and without the need for additional budget or time delays in future DPOP's etc.

That Council:

Include the need for alternative suitable sites for the Jamberoo Kindergarten in the development of the future advocacy plan.

Council staff and the previous Elected Representatives are highly aware and supportive of the situation at Jamberoo Kindergarten. The previous Council resolved to establish a working group, The group met several times to support the Kindergarten in meetings and with concepts / letters / advocacy to State and Federal Government etc. Council's CEO has met personally with the Director on several occasions to reassure that Council has no plans to change lease terms and is supportive of the work and service the centre and its staff provide.

Council continues to work with the State government and consultants on options for flood proofing the Jamberoo School of Arts building which houses the Jamberoo Community Pre-school. Updates on this will be provided to Council in the future as they become available.

Item 20.3

21 CONFIDENTIAL SUMMARY

CONFIDENTIAL COMMITTEE OF THE WHOLE

Submitted to the Ordinary Meeting of Council held on 10 December 2024

PROCEDURE

- Mayoral call for Public Representations.
- Consideration of Representations and issues to be removed from Closed Committee.
- Recommendation to exclude Press and Public if required.
- Recommendation to go into Closed Committee.
- Closed Committee discussions if required.

21.1 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.

22.1 BLUE HAVEN UPDATE - NOVEMBER 2024

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 and 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.

22.2 EXPRESSION OF INTEREST FOR KIOSK AT SEVEN MILE BEACH

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.

22 CONFIDENTIAL REPORTS

22.1 Blue Haven Update - November 2024

CSP Objective: Outcome 5.1: Public funds and assets are managed strategically, transparently and efficiently

CSP Strategy: 5.1.4 Commercial investments are managed to maximise their value; and in accordance with legislative obligations.

Delivery Program: 5.1.4.2 Continue to implement Council Resolution 22/1040C for Blue Haven and Resolution 23/0530C

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 and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

22.2 Expression of Interest for Kiosk at Seven Mile Beach

CSP Objective: Outcome 5.1: Public funds and assets are managed strategically, transparently and efficiently

CSP Strategy: 5.1.4 Commercial investments are managed to maximise their value; and in accordance with legislative obligations.

Delivery Program: 5.1.4.1 Commercial investments are managed to maximise their value; and in accordance with legislative obligations.

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.

23 CLOSURE