



ORDINARY MEETING OF COUNCIL

To be held at 5.00pm on

Tuesday 13 August 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 N Reilly
Deputy Mayor
Councillor I Draisma
Councillor M Brown
Councillor M Croxford
Councillor J Keast
Councillor S Larkins
Councillor K Renkema-Lang
Councillor K Rice
Councillor W Steel

7 August 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 13 August 2024** commencing at **5.00pm** 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.....	6
2	WEBCASTING STATEMENT	6
3	ACKNOWLEDGEMENT OF COUNTRY	6
4	STATEMENT OF ETHICAL OBLIGATIONS	6
5	APOLOGIES	6
6	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	7
	6.1 Ordinary Council meeting on 16 July 2024	7
7	BUSINESS ARISING FROM THE MINUTES.....	30
8	DISCLOSURE OF INTEREST	30
9	TABLING OF PETITIONS AND OTHER DOCUMENTS.....	30
10	PUBLIC FORUM SUMMARY.....	30
11	MAYORAL MINUTE.....	31
	11.1 Mayoral Minute: Local Government Week Awards	31
12	MINUTES OF COMMITTEES.....	39
	12.1 Minutes: Audit, Risk and Improvement Committee meeting - 30 July 2024.....	39
	12.2 Minutes: Blue Haven Advisory Committee meeting – 3 July 2024	47
	12.3 Minutes: Infrastructure and Liveability Advisory Committee meeting - 9 July 2024.....	48
	12.4 Minutes: Tourism and Economic Advisory Committee meeting on 18 July 2024	53
13	REPORT OF THE CHIEF EXECUTIVE OFFICER.....	61
	13.1 Bi-monthly Strategic Finance & Governance Improvement Plan Update Report: July 2024	61
	13.2 Current legal matters - status update as at 30 June 2024.....	90
	13.3 Destination Event Funding Program - Round 1 Assessment	98
	13.4 Endorse for public exhibitoin: Customer Service Charter.....	103

14	REPORT OF THE CHIEF OPERATING OFFICER.....	108
	14.1 Post review endorsement: Child Safe Policy.....	108
	14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4).....	119
	14.3 Statement of Investments: July 2024	147
15	REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES.....	177
	Nil	
16	REPORT OF THE DIRECTOR INFRASTRUCTURE AND LIVEABILITY.....	178
	16.1 Access to Seven Mile Beach for beach haul fishing.....	178
	16.2 Endorse for public exhibition: Kiama Council Waste Strategy..	181
	16.3 Proposed formation of the Jerrara Dam Working Group and Terms of Reference	213
	16.4 Proposed road closure: Brown Street, Kiama	219
	16.5 Request for funding assistance: Gerringong District All Sports Inc for Gerry Emery clubhouse embellishments	223
17	REPORTS FOR INFORMATION	241
	17.1 Biennial review: Alcohol & Other Drugs Policy for Councillors .	241
	17.2 Compliance Officer activities - June and July 2024.....	268
	17.3 Conference Report: Councillor Brown - Destination and Visitor Economy Conference 2024.....	271
	17.4 Post event reporting: Kiama Coastal Classic - Destination Event funding	277
	17.5 Post event reporting: Kiama Winter Street Festival 2024.....	292
	17.6 Regional Energy Strategy	304
	17.7 Resolution Register - April 2024 to June 2024 and update on previous periods.....	346
18	LATE ITEMS	407
19	QUESTIONS WITH NOTICE.....	408
	19.1 Response to Cr Larkin's question with notice: Feasibility of a memorial plaque at Kiama Harbour Rock Pool	408
	19.2 Response to Cr Rice's question with notice: Council's Code of Meeting Practice	410
	19.3 Response to Cr Rice's question with notice: Crown Lands categorisation.....	413
20	NOTICE OF MOTION.....	428
	20.1 Notice of Motion: Decommissioned Residential Aged Care	

	Facility.....	428
20.2	Notice of Motion: Gerroa Landcare Group	430
20.3	Notice of Motion: NSW Biodiversity Crisis.....	432
21	CONFIDENTIAL SUMMARY	436
21.1	Exclusion Of Press And Public:.....	436
22	CONFIDENTIAL REPORTS.....	436
22.1	Blue Haven Update - August 2024.....	436
22.2	Woolworths - Easement for Carparking	437
23	CLOSURE	437

**AGENDA FOR THE
ORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL
HELD ON TUESDAY 13 AUGUST 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 meeting on 16 July 2024

Attachments

- 1 16/07/2024 - Ordinary Council - minutes [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Ordinary Committee meeting held on 16 July 2024 be received and accepted.



MINUTES OF THE ORDINARY MEETING OF COUNCIL

commencing at 5.00pm on

TUESDAY 16 JULY 2024

Council Chambers
11 Manning Street, KIAMA NSW 2533

Item 6.1

Attachment 1

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

**MINUTES OF THE ORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS
ON TUESDAY 16 JULY 2024 AT 5.00PM**

PRESENT: Mayor – Councillor N Reilly,
Deputy Mayor – Councillor I Draisma,
Councillors M Brown, K Rice, W Steel, S Larkins,
K Renkema-Lang and M Croxford

IN ATTENDANCE: Jane Stroud – Chief Executive Officer
Jessica Rippon – Director Planning, Environment and Communities
Michael Malone – Director Infrastructure and Liveability
Joe Gaudiosi – Chief Operating Officer
Olena Tulubinska – Chief Financial Officer
Ed Paterson – Public Officer

1 OPENING OF MEETING

The Chair opened the meeting at 5pm.

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 Mayor 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.

5 APOLOGIES

Apology

24/215OC

Resolved that the apology tendered from Councillor Keast be accepted and the leave of absence granted

(Councillors Draisma and Larkins)

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

Procedural Motion: Councillor excused for standing

24/216OC

Resolved that Councillor Steel is excused from the requirement to stand when speaking.

(Councillors Renkema-Lang and Draisma)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

Procedural motion: Limiting speaking to 3 minutes

24/217OC

Resolved that the duration of Councillor speeches is shortened to 3 minutes to expedite the consideration of business at a meeting.

(Councillors Larkins and Brown)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang and Steel

Against: Councillor Rice

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Ordinary Council meeting on 18 June 2024

24/218OC

Resolved that the Minutes of the Ordinary Council meeting held on 18 June 2024 be received and accepted.

(Councillors Steel and Renkema-Lang)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

6.2 Extraordinary Council Meeting held on 27 June 2024

24/219OC

Resolved that the minutes of the Extraordinary Council meeting held on 27 June 2024 be received and accepted subject to the following amendments:

1. Recommendation 1 of item 8.1 Strategic Finance & Governance Improvement Plan to read –
 1. *Adopt the Strategic Finance and Governance Improvement Plan, subject to authorising the Chief Executive Officer, through the Implementation Team, to make the following administrative amendments:*
 - a. *Update the PIO Action column for actions 6.7, 6.8, 6.10 and 6.17, on pages 36 and 37, by referring to A.5 instead of C.3.*
2. The order of debate be changed for Item 9.2 2024/2025 Integrated Planning & Reporting suite of documents to accurately reflect the order in which it occurred.

(Councillors Renkema-Lang and Rice)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

7 BUSINESS ARISING FROM THE MINUTES

Nil.

8 DISCLOSURE OF INTEREST

Disclosure of Interest - Councillor Draisma

Councillor Draisma declared a significant non-pecuniary interest in item 15.1 *Endorse for public exhibition: Draft Growth and Housing Strategy* as Councillor Draisma is employed by the Hon. Paul Scully MP, Minister for Planning. Councillor Draisma proposed to disclose and leave the Chamber.

Disclosure of Interest - Councillor Draisma

Councillor Draisma declared a significant non-pecuniary interest in item 15.2 *Post exhibition endorsement: Development Assessment Policy* as Councillor Draisma is employed by the Hon. Paul Scully MP, Minister for Planning. Councillor Draisma proposed to disclose and leave the Chamber.

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

9 TABLING OF PETITIONS AND OTHER DOCUMENTS

Nil.

10 PUBLIC FORUM SUMMARY

Name	Item No.	Subject
Chad Wallace	15.1	Endorse for public exhibition: Draft Growth and Housing Strategy
Michele Adair	15.1	Endorse for public exhibition: Draft Growth and Housing Strategy

11 MAYORAL MINUTE**11.1 Mayoral Minute: Vale Peter Stuckey****24/220OC**

Resolved that Council take a minute's silence to remember the work and life of Peter Stuckey, the former Manager Parks and Environment at Kiama Council, who passed away on Wednesday, 26 June 2024.

(Councillor Reilly)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

All those present paid their respects, standing for a minute's silence.

11.2 Mayoral Minute: Kiama Triathlon Club**24/221OC****Resolved** that Council:

- Provide a one-off \$550 in-kind donation toward the parking fees for the 2024-25 Kiama Triathlon Club Trailer, to be paid from the Community Grants and Donations budget.
- Encourage the Kiama Triathlon Club to apply for future funds from the new community grants funding round commencing August 2024.

(Councillor Reilly)

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

Procedural motion: In globo resolutions

24/222OC

Resolved that Council move in globo and adopt the staff recommendations contained within the report for items 12.1, 14.3, 14.4, 16.1, 17.1, 17.2, and 17.5.

(Councillors Draisma and Croxford)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

12 MINUTES OF COMMITTEES

12.1 Minutes: Infrastructure and Liveability Advisory Committee meeting – 11 June 2024

This motion was moved as part of the in globo recommendation – refer Minute 24/222OC.

24/223OC

Resolved that the Minutes of the Infrastructure and Liveability Advisory meeting held on 11 June 2024 be received and accepted.

(Councillors Draisma and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

12.2 Minutes: Sustainable Communities Committee - 2 July 2024

It was moved by Councillor Brown and seconded by Councillor Draisma that the Minutes of the Sustainable Communities Committee meeting held on 2 July 2024 be received and accepted.

Councillor Brown withdrew his motion.

24/224OC

Resolved that the Minutes of the Sustainable Communities Committee meeting held on 2 July 2024 be received and accepted, noting that of the suggestions put forward

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

by the Committee, on page 49 of the business paper, points c) and d) are to be completed by the Committee instead of Council.

(Councillors Brown and Croxford)

For: Councillors Brown, Croxford, Reilly, Renkema-Lang, Rice and Steel

Against: Councillor Larkins

13 REPORT OF THE CHIEF EXECUTIVE OFFICER

13.1 Local Government NSW Annual Conference 2024 - registration, motions, voting

24/225OC

Resolved that Council:

1. register the Mayor and the Deputy Mayor to attend the Local Government NSW (LGNSW) Conference begin held in Tamworth from 17 to 19 November 2024, noting that the names of the Councillors will be confirmed following the local government election in September 2024.
2. Receive any notices of motion to be submitted for consideration at the LGNSW Conference for endorsement at the August ordinary Council meeting.
3. Note that nominations for 3 voting delegates at the LGNSW Conference close on 6 November 2024.

(Councillors Croxford and Draisma)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

14 REPORT OF THE CHIEF OPERATING OFFICER

14.1 Monthly Financial Report - May 2024

24/226OC

Resolved that Council receives and adopts the Monthly Financial Report for May 2024.

(Councillors Renkema-Lang and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

14.2 Statement of Investments: June 2024

24/227OC

Resolved that Council notes the information relating to the Statement of Investments as at 30 June 2024.

(Councillor Brown and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

14.3 Post exhibition endorsement: Gifts and Benefits Policy

This motion was moved as part of the in globo recommendation – refer Minute 24/222OC.

24/228OC

Resolved that Council endorse the Gifts and Benefits Policy.

(Councillors Draisma and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

14.4 Review: Aged Care Prudential Standards Policy

This motion was moved as part of the in globo recommendation – refer Minute 24/222OC.

24/229OC

Resolved that Council approves:

1. The amount of \$4.9M as an external restriction for Liquidity Management Standard requirements and compliance with the Aged Care Act Prudential Standards regarding Residential Aged Care Resident accommodation funds
2. The amount of \$4.1M as an internal restriction for ILU Prudential Coverage regarding Retirement Village and Independent Living Unit Resident accommodation funds.

(Councillors Draisma and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

MINUTES OF THE ORDINARY MEETING**16 JULY 2024**

15 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES

Councillor Draisma left the meeting at 05:33 pm.

15.1 Endorse for public exhibition: Draft Growth and Housing Strategy

Councillor Draisma declared a significant non-pecuniary interest in this matter, disclosed and left the Chamber.

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

1. Endorse the Draft Growth and Housing Strategy for public exhibition.
2. Consult with the community and other key stakeholders on the priorities, outcomes, strategic sites and actions contained within the Growth and Housing Strategy.
3. Report back to Council at the November 2024 Council meeting on the outcomes of the consultation process and seek adoption of the final Growth and Housing Strategy at this meeting.
4. Commence the preliminary work required to undertake a review of Kiama Local Environmental Plan and Development Control Plan to enable timely implementation of the Growth and Housing Strategy once adopted.
5. Continue to assess scoping proposals received for strategic sites and undertake other required planning processes in accordance with the Ministerial Expectation Statement, to continue to support ongoing delivery of supply and Housing Targets.
6. Continue to monitor approvals and completion data and provide this data as part of the quarterly development pipeline audit conducted by the Department of Planning
7. Actively participate in the Urban Development Program, providing the draft Strategy to industry and State agencies to support immediate planning of infrastructure and servicing needs for identified strategic sites.
8. Note that councils cannot control, enforce, or hold planning powers which ensure, the timing of any construction or completion of a dwelling following approvals being issued.
9. Complete the Employment Lands Strategy by the end of 2024 and include the findings of this Strategy in both the implementation plan for the Growth and Housing Strategy and the Kiama LEP review.
10. Complete an Infrastructure Advocacy Strategy to support grant applications and to strongly advocate to the State and Federal Government for the provision of infrastructure to support growth.
11. As part of the exhibition of the draft Strategy run a second developer EOI, in accordance with the probity plan, to allow any additional EOIs, including the request for Bland Street Kiama, that were not submitted in the first process to be received by Council and considered for inclusion in the draft Strategy.

MINUTES OF THE ORDINARY MEETING**16 JULY 2024****24/2300C**

At the request of Councillor Renkema-Lang and by consent the motion was varied to read -

That Council:

1. Endorse the Draft Growth and Housing Strategy for public exhibition, subject to updating the draft to include the following action:
Continue to engage and partner with community housing providers to determine suitable numbers and locations for provision of social housing within the local government area.
2. Provide links to the documents referenced in Appendix 3 of the Draft Growth and Housing Strategy on Council's website.
3. Report back to Council at the November 2024 Council meeting on the outcomes of the consultation process and seek adoption of the final Growth and Housing Strategy at this meeting.
4. Commence the preliminary work required to undertake a review of Kiama Local Environmental Plan and Development Control Plan to enable timely implementation of the Growth and Housing Strategy once adopted.
5. Continue to assess scoping proposals received for strategic sites and undertake other required planning processes in accordance with the Ministerial Expectation Statement, to continue to support ongoing delivery of supply and Housing Targets.
6. Continue to monitor approvals and completion data and provide this data as part of the quarterly development pipeline audit conducted by the Department of Planning
7. Actively participate in the Urban Development Program, providing the draft Strategy to industry and State agencies to support immediate planning of infrastructure and servicing needs for identified strategic sites.
8. Note that councils cannot control, enforce, or hold planning powers which ensure, the timing of any construction or completion of a dwelling following approvals being issued.
9. Complete the Employment Lands Strategy by the end of 2024 and include the findings of this Strategy in both the implementation plan for the Growth and Housing Strategy and the Kiama LEP review.
10. Complete an Infrastructure Advocacy Strategy to support grant applications and to strongly advocate to the State and Federal Government for the provision of infrastructure to support growth.
11. As part of the exhibition of the draft Strategy run a second developer EOI, in accordance with the probity plan, to allow any additional EOIs, including the request for Bland Street Kiama, that were not submitted in the first process to be received by Council and considered for inclusion in the draft Strategy .

(Councillors Larkins and Brown)

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

For: Councillors Brown, Croxford, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

15.2 Post exhibition endorsement: Development Assessment Policy

Councillor Draisma declared a significant non-pecuniary interest in this matter, disclosed and left the Chamber.

24/2310C

Resolved that Council:

1. Adopt the Development Assessment Policy subject to a change being made to section 4.3 of the policy to include the new Ministerial Orders and Expectations that were issued to all councils on 4 July 2024.
2. Notify people who made a submission of Council's decision.

(Councillors Brown and Larkins)

For: Councillors Brown, Croxford, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

Councillor I Draisma returned to the meeting at 05:46 pm.

16 REPORT OF THE DIRECTOR INFRASTRUCTURE AND LIVEABILITY

16.1 Traffic Management: Kiama Local Traffic Committee meeting - 2 July 2024

This motion was moved as part of the in globo recommendation – refer Minute 24/222OC.

24/2320C

Resolved that Council receive the Minutes of the Kiama Local Traffic Committee meeting of 2 July 2024 and the following recommendation be adopted, subject to the following:

1. The proposal to endorse the Traffic Management Plans for the implementation of 'No Parking' restrictions below, be the subject of a written advice to Transport for NSW and NSW Police that Council will be proceeding with the proposals, with implementation after the 14 day notice period.
2. Subject to there not being an appeal from TfNSW or NSW Police on the notice to of intention to proceed; approve the 'No Parking' restrictions, as shown on the signage plan.

MINUTES OF THE ORDINARY MEETING**16 JULY 2024**

24/001LTC the implementation of 'No Parking' restrictions on the angled parking bay on Thomson Street, Kiama, to be timed 6pm Sundays to 12pm Mondays, as set out on the plan.

(Councillors Draisma and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

17 REPORTS FOR INFORMATION

The following Reports for Information listed for the Council's consideration were noted:

- 17.4 Question for future meeting: Outdoor dining areas as exempt development
- 17.6 Questions for Future Meetings Register - July 2024.

24/233OC

Resolved the following Reports for Information listed for the Council's consideration were moved in globo (refer minute 24/222OC):

- 17.1 Donation: Kiama Family History Centre
- 17.2 Legal matters: Amendment to reporting timeframes
- 17.5 Question for future meeting: Shoalhaven Water

(Councillors Draisma and Larkins)

17.3 Minutes: Kiama Liquor Accord Meetings - August 2023, November 2023, March 2024, May 2024**24/234OC**

Resolved that Council write to the Kiama Liquor Accord:

1. advising of Council's commitment to work with organisations, such as the Illawarra Police District and the Kiama Liquor Accord, to address the growing problem of gender-based violence
2. bringing attention to the 'Safety, Love and Respect' poster available on Kiama Council's website, and
3. encouraging members of the Kiama Liquor Accord to download, print and display the poster at their respective venues.

(Councillors Renkema-Lang and Draisma)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

MINUTES OF THE ORDINARY MEETING**16 JULY 2024**

18 LATE ITEMS

That at this time, 5.56pm, Council bring forward and deal with matters pertaining to the Addendum to Reports.

18.1 Question with notice: Financial mismanagement, project management failures, and payout transparency

Councillor Mark Croxford has submitted the following question with notice for Council's consideration:

Question**1. Origins of financial mismanagement and project management failures:**

The current body of council has inherited significant issues related to financial mismanagement and project management failures. Can the Chief Executive Officer confirm whether these issues originated in the 2016 - 2021 term of Council, or do they have roots in earlier terms of Council?

2. Project management and Blue Haven Bonaira costs:

Why did the Council fail to adequately project manage or seek reports on key projects, including but not limited to the Blue Haven Bonaira project, across multiple terms? Specifically, why were the following aspects not adequately addressed:

- Operational costs of the facilities
- Variances to budget
- Defects reporting
- Completion reports

The Blue Haven Bonaira project, in particular, incurred substantial costs not fully covered by available funding, leading to significant budget overruns. What steps were missed in the project management process that contributed to these issues?

Can the Chief Executive Officer provide an account of the Blue Haven Bonaira construction project costs and explain why the council did not adequately manage and report on these costs?

3. Transparency, justification and overturning confidentiality agreements for payouts:

Why have the significant payouts to executive directors and the then General Manager, which occurred during the period 2018 to 2021, not been made public?

Can the Chief Executive Officer provide details for these substantial payouts, including the rationale behind these payments and the approval process followed?

Considering the substantial financial impact of these payouts on the Council's cash flow, can the Council review and potentially overturn any confidentiality agreements related to these payouts to enhance transparency and accountability? How does the Council plan to address the community's concerns about the lack of transparency regarding these payouts and ensure that similar situations are handled more openly in Page 3 the future?

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

4. Informed decision-making:

Were the elected members of the Council, whether from the 2016-2021 term or earlier, adequately advised by the General Manager and Executive Leadership Team of Council of the specifics of 'Project Management and Blue Haven Bonaira Costs' and 'Transparency, Justification, and Overturning Confidentiality Agreements for Payouts' details in either public or confidential sessions of ordinary and extraordinary meetings of Council to allow them to make informed decisions? If not, why was this critical information withheld?

5. Accountability for financial mismanagement and maladministration of operational issues:

What actions have been or can be taken against those identified as responsible for the financial mismanagement and maladministration of operational issues inherited at the beginning of this Council term?

Specifically, what measures, including disciplinary actions, sanctions, terminations, or legal proceedings, have been implemented or considered? If no actions have been taken, please explain why not.

6. Release of Forsyths Report:

What would need to be done to publicly release the full details of the Forsyths Report? Can the Chief Executive Officer provide an outline of the necessary steps and any potential legal or procedural obstacles to making the full report available to the public?

18.2 CEO note in respect to Item 14.1 Monthly Financial Report - May 2024**24/235OC**

Resolved that Council replace the attachment to Item 14.1 *Monthly Financial Report – May 2024* of the business paper with the document attached to this CEO note, being the correct version of the Financial Statements – May 2024 – Monthly Report.

(Councillors Brown and Draisma)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

18.3 Notice of Motion: Review of Item 10.11 and 3.11 of Code of Meeting Practice**24/236OC**

Resolved that Council in the forthcoming scheduled review of the Code of Meeting Practice, considers a revision of clause 10.11 amendments and clause 3.11 notice of business as provided in this report.

(Councillors Rice and Renkema-Lang)

MINUTES OF THE ORDINARY MEETING**16 JULY 2024**

For: Councillors Brown, Croxford, Renkema-Lang, Rice and Steel
 Against: Councillors Draisma, Larkins and Reilly

19 QUESTIONS WITH NOTICE**19.1 Question with Notice: Community Response Policy**

Councillor Kathy Rice has submitted the following question with notice for Council's consideration.

Question

In September 2018, Council endorsed the development of a Community Response Policy that included a manageable timeframe for replying to community concerns and enquiries.

I understand that this is now being developed as the Customer Response Charter.

For the benefit of the community and Councillors, please can a report be provided to explain when the completed charter might become available to the community.

19.2 Question with Notice: Crown Lands

Councillor Kathy Rice has submitted the following question with notice for Council's consideration:

Question

At the June 2024 Council meeting I asked the acting CEO to pass the following question on to the CEO. When would the CEO write to Crown Lands in response to resolution 24/147OC of May 2024?

The CEO has previously said that the letter would be made available to Councillors before it was sent. When can Councillors expect to see this letter?

The Director advised that the letter is being finalised and will be circulated to Councillors on 17 July 2024.

20 NOTICE OF MOTION**20.1 Notice of Motion: Jamberoo Traffic Assessment****24/237OC**

Resolved that Council:

1. Write to the Jamberoo Valley Ratepayers and Residents Association to request a copy of the final report completed by the former Jamberoo Traffic Sub-committee; and
2. Refer this report to the Kiama Local Traffic Committee for consideration.

(Councillors Draisma and Larkins)

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

20.2 Notice of Motion: Council's commitment to develop a Night-time Economy Strategy

24/2380C

Resolved that Council:

1. Reaffirms its commitment to develop a Night-time Economy Strategy to support the vibrancy of our community and local businesses.
2. Supports the petition to the NSW Legislative Council which calls on the Hon John Graham MLC, Minister for the Night-time Economy, to support the development of a Special Entertainment Precinct in the Kiama Town Centre.
3. Write to the Hon John Graham MLC in support of the petition and call on the NSW Government to further consult Council and the community to deliver a Special Entertainment Precinct in the Kiama Town Centre.
4. Allow for copies of the petition to be hosted at the Administration Building, Kiama Library and Gerringong Library and Museum.

(Councillors Draisma and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

20.3 Notice of Motion: The Bugle's adherence to journalistic standards

The Chair requested that people in the gallery refrain from commenting and cautioned Councillors on the language being used in the debate.

24/2390C

Resolved that Council:

1. Delegate to the CEO to make a formal referral to the Australian Press Council regarding concerns with The Bugle's ownership and reporting practices, based on:
 - (a) the grounds outlined in the Notice of Motion passed in May 2024;
 - (b) subsequent business arising discussions from the May 2024 ordinary meeting of council minutes at the June ordinary meeting of council; and
 - (c) the lack of response from The Bugle to the council's communications.

The referral should include specific articles of concern published under The Bugle's own categories of news, blog, Blow Your Bugle, and "The Bugle's

MINUTES OF THE ORDINARY MEETING**16 JULY 2024**

View” articles and any other relevant attachments that validate the concerns Council has with The Bugle.

(Councillors Croxford and Steel)

For: Councillors Croxford, Draisma, Larkins, Reilly and Steel

Against: Councillors Brown, Renkema-Lang and Rice

Councillor Brown abstained from voting on this matter and as per clause 11.4 of the Code of Meeting Practice “a councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.” Consequently Councillor Brown’s actions have been recorded as voting against item 20.3.

The CEO left the Chamber at 6.49pm and returned at 6:52pm.

20.4 Notice of Motion: Terralong Street Kiama - Transverse rumble strip crossings

24/240OC

Resolved that for the preparation of the 2025-26 budget, Council:

1. Note the information provided to Council at the 21 May 2024 ordinary meeting at agenda item 17.2 *Question for future meeting: Terralong Street Kiama - Transverse Rumble Strip Crossings*.
2. Considers a project for the review of the pedestrian facilities and crossings on Terralong Street Kiama that would result in a report to Council on the outcomes of the review, including a concept plan, cost estimates, and timeline for undertaking any identified upgrade works. The review and report would address:
 - (a) Compliance with current Australian standards and guidelines, including Austroads Guide to Road Design.
 - (b) Safety assessments for all users, particularly vulnerable groups such as the elderly, people with disabilities, and cyclists.
 - (c) Potential legal liabilities associated with the current pedestrian crossings.
 - (d) Collating any community feedback on the effectiveness and safety of the pedestrian crossings.
 - (e) Potential upgrade works such as replacement of pedestrian facilities with raised pedestrian crossings or removal of pedestrian facilities.

(Councillors Croxford and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly and Steel

Against: Councillors Renkema-Lang and Rice

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

20.5 Notice of Motion: Timely Provision of Information

24/2410C

Resolved that those Councillors referred to the Independent Commission Against Corruption in May 2024 are promptly advised as soon as the Chief Executive Officer receives any correspondence regarding the outcome of this referral that can be shared individually with those referred.

(Councillors Rice and Renkema-Lang)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

21 CONFIDENTIAL SUMMARY

24/2420C

Resolved that at this time, 7.05pm, Council form itself into a Confidential Committee of the Whole to deal with matters listed in the recommendations as set out below subject to the consideration of any representations relating to such action.

(Councillors Larkins and Draisma)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

Public Representations:

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

21.1 Exclusion Of Press And Public:

The Chair requested that the press and public leave the Chambers in accordance with Sections 10 and 10A of the Local Government Act, 1993 as amended, to enable closing the meeting of the Confidential Committee of the Whole to the Press and Public to deal with the following matters on the grounds as detailed below.

22.1 AKUNA STREET LEGAL MATTER

Reason for Confidentiality: This matter deals with information that would, if disclosed, prejudice the maintenance of law as per Section 10A(2)(e) of the Local Government Act.

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

22.2 BLUE HAVEN UPDATE - JULY 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.

22.3 REPORT OF TENDER PANEL: JAMBEROO SPORTS FIELD LIGHTING TENDER KT100524

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.

22.4 BLUE HAVEN BONAIRA SALE CONTRACT

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.

Procedural motion: In globo resolutions

24/243OC

Committee recommendation that Council move in globo and adopt the staff recommendation contained within the report for item 22.2.

(Councillors Draisma and Brown)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

22 CONFIDENTIAL REPORTS

22.1 Akuna Street legal matter

24/244OC

Committee recommendation that Council note and receive this report finalising the Akuna Street legal matter.

(Councillors Brown and Draisma)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

22.2 Blue Haven Update - July 2024

This motion was moved as part of the in globo recommendation – refer Minute 24/244OC.

24/245OC

Committee recommendation that Council note the information provided in the Blue Haven Update report for July 2024.

(Councillors Draisma and Brown)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

22.3 Report of Tender Panel: Jamberoo Sports Field Lighting Tender KT100524

24/246OC

Committee recommendation that Council:

1. Accepts the tender from recommended tenderer for the Jamberoo Sports Field Lighting Project KT100524 for the sum of \$314,731.68 +GST.
2. Delegates to the Chief Executive Officer the authority to finalise and execute the contract and any other documentation required to give effect to point 1 above.
3. Grants 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 the contract.
4. Allocates an additional budget of \$50,000 in the 2024-25 Capital Budget – Recreation & Open Space, funded from the Grant Reserve to fund the total estimated cost of the works

(Councillors Draisma and Larkins)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

22.4 Blue Haven Bonaira sale contract

24/247OC

Committee recommendation that Council:

1. Authorise the Chief Executive Officer and the Mayor to finalise and execute (in a form substantially annexed to this report) the Sale Contracts (being the Asset Sale Agreement and the Land Sale Agreement) for the sale of the Blue Haven Bonaira business (together with the land on which it is operated but excluding Community Transport) for the combined gross price of \$95M and to be authorised to do anything which is necessary or desirable to do under or in connection with the Sale Contract including to finalise and execute any ancillary documents or forms contemplated by the Sale Contracts.
2. Authorise the Chief Executive Officer and the Mayor to affix the Common Seal to the Sale Contracts and any ancillary documents or forms contemplated by the Sale Contracts for the purposes of the execution of those documents.
3. Authorise the Chief Executive Officer to perform the Council's obligations under the Sale Contracts and any ancillary documents or forms contemplated by the Sale Contracts.
4. Authorise the Chief Executive Officer to make applications to the NSW Industrial Relations Commission with respect to the transfer of Council employees transferring to Hall & Prior on completion of the Sale Contract.
5. Authorise the Chief Executive Officer to commence legal proceedings and recovery processes against the Builder of the facility with respect to claims for building defect matters losses incurred due to building defect matters (including filing any statement of claim against the builder to initiate legal proceedings).
6. Authorise the Chief Executive Officer to do anything (including without limitation completion, preparation, amendment, initialisation, certification, execution and delivery of any registers, records, certificates, documents, notices, consents or forms) which is necessary or desirable to do under or in connection with the above resolutions.

(Councillors Brown and Steel)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang and Steel

Against: Councillor Rice

Close of Confidential Committee of the Whole:

24/248OC

Committee recommendation that at this time, 7.27pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Larkins and Draisma)

MINUTES OF THE ORDINARY MEETING

16 JULY 2024

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

Adoption of Report

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

24/249OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 24/243OC to 24/248OC be confirmed and adopted.

(Councillors Draisma and Brown)

For: Councillors Brown, Croxford, Draisma, Larkins, Reilly, Renkema-Lang, Rice and Steel

Against: Nil

23 CLOSURE

There being no further business the meeting closed at 7.32pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 13 August 2024.

.....
Mayor

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: Local Government Week Awards

Attachments

- 1 Local Government Award Recipients [↓](#)

Enclosures

Nil

RECOMMENDED

That Council formally congratulate the following winners of the Local Government Week Awards:

- Citizen of the Year – Michael Gleeson
- Senior Citizen of the Year – Rhonda Bailey
- Community Group of the Year – CWA Kiama Evening Branch
- Arts Honour Roll – Tamara Campbell
- Sport Honour Roll – Grace Stewart
- Sports Achievement Award – Nardia Guillaumier
- Sports Volunteer Award – Karon Dawson
- Robert East Memorial Award – Berbel Franse
- Megan Dalley Award – Hallie Le Maitre

In recognition of their service to council and community.

Background:

The Local Government Awards are presented to a range of people from the Kiama Municipality for their contribution to our community.

They are presented during Local Government Week, which also coincides with the anniversary of the founding of the Municipality.

Mayoral Minute

11.1 Mayoral Minute: Local Government Week Awards (cont)



Item 11.1

Citizen of the Year – Michael Gleeson

Michael Gleeson has been an integral part of the Kiama community for over four decades.

A Warri Beach resident, he is renowned for his extensive involvement in various clubs and associations.

For 19 years, Michael served as treasurer of the Gerringong Golf Club, of which he is a life member, demonstrating his commitment to both the sport and community stewardship.

He has also dedicated 27 years to the Warri Beach Progress Association, where he is also a life member.

His civic service includes acting as President of the Gerringong Apex, as well as being a member of the Gerringong/Gerroa Sewerage Committee, Warri Beach Lagoon Management Committee and Kiama Council Environmental Committee.

Michael's environmental advocacy includes roles in the Shoalhaven Land Care Group and Friends of Minnamurra Rainforest.

Through this work he has propagated and planted thousands of native trees across our Municipality, embodying a dedication to environmental sustainability and community enrichment.

Senior Citizen of the Year – Rhonda Bailey

Rhonda Bailey is a cherished figure in Gerringong, celebrated for her unwavering dedication and extensive contributions to several community organisations.

As a Life Member of both the Children's Medical Research Institute (CMRI) Gerringong Committee and the Gerringong Tennis Club, Rhonda's legacy of service spans decades.

Since joining the CMRI Gerringong Committee in 1987, Rhonda has held pivotal roles such as Assistant Treasurer and Assistant Secretary, demonstrating her commitment through meticulous record-keeping and steadfast leadership.

Her efforts have been instrumental in the committee's fundraising success, which has surpassed \$2.3 million over 65 years.

Rhonda's stewardship extends to community events like the National Jeans for Genes campaign, which she has coordinated in Gerringong since its inception 31 years ago.

Her organisational expertise shines in orchestrating the campaign's logistics, from merchandise distribution to fundraising events like the annual Jeans for Genes Trivia Night.

At the Gerringong Tennis Club, Rhonda's tenure as Secretary and Treasurer underscore her role in shaping its operations over the years.

Her contributions were further honoured with the naming of the Rhonda Bailey Courts, a testament to her enduring impact on local sports.

Rhonda Bailey's exemplary service and dedication make her a deserving nominee for Senior Citizen of the Year.

**Community Group of the Year –
Country Women's Association Kiama Evening Branch**

The Kiama Evening Branch (KEB) of the Country Women's Association (CWA) is a vibrant and compassionate group dedicated to making a difference in the Kiama community.

With 35 members, including 20 actively involved, KEB embodies the spirit of camaraderie and support that defines the CWA nationwide.

Beyond their regular meetings, members are deeply engaged in various community initiatives.

They play a pivotal role in fund raising at events such as ANZAC Day, knitting 630 poppy pins and baking 700 ANZAC biscuits.

Their commitment extends to supporting Kiama High School, donating \$3,000 annually for educational enrichment.

They also contribute Easter hampers to families in need through St. Vincent De Paul and support the Mayor's Christmas Giving Tree.

KEB fosters a warm and inclusive environment, offering social events and cultural activities that enrich the lives of members and help to combat social isolation.

Through their dedication and community spirit, KEB continues to make a positive impact, embodying values of friendship, inclusion, creativity and kindness that resonate throughout Kiama.

Arts Honour Roll – Tamara Campbell

Tamara Cambell (aka Kiki Bitovavich) has profoundly shaped the cultural landscape of Kiama for over a decade.

Her comedic talents have left audiences in stitches, blending high energy with engaging performances that resonate locally and globally.

Beyond her talent on stage, Tamara is a dedicated leader in the arts community of the South Coast.

She mentors emerging talent and champions innovative approaches to celebrating creativity.

Through her stewardship of the KISS Arts Festival, Tamara has established a beloved platform for performance unlike any other in the region, attracting talent from near and far.

During the challenges of the COVID-19 pandemic, Tamara offered vital business coaching to fellow creatives, underscoring her commitment to nurturing the arts ecosystem.

As a guest speaker and MC, she generously shares her creative wisdom, advocating for the transformative power of storytelling and artistic expression.

Tamara Cambell is a passionate advocate for the arts, ensuring that Kiama and its communities continue to thrive with vibrant and authentic creative experiences.

Sports Honour Roll – Grace Stewart

Grace Stewart is a distinguished athlete renowned for her exceptional career in field hockey.

Making her mark from a young age, Grace began her hockey journey in 2008 at the Pacific School Games, steadily progressing through various age groups to represent New South Wales and Australia.

As a dual Olympian and dual Commonwealth Games athlete, Grace has consistently shown her talent and leadership as a member of the Hockeyroos team since 2016.

Her international career includes the 2020 Tokyo and 2016 Rio Olympic Games, as well as 2018 and 2022 Commonwealth Games, 2018 World Cup and multiple World Hockey League and Oceania Cup tournaments and the upcoming 2024 Olympics.

Grace's achievements include her leadership in the sport as Hockey NSW Senior Player of the Year and as a key figure in the leadership group of Hockeyroos Australia.

Grace Stewart remains a role model in the world of field hockey, embodying integrity, sportsmanship, and unwavering dedication to her sport and team.

Sports Achievement Award – Nardia Guillaumier

Nardia Guillaumier is a dedicated athlete whose journey into competitive indoor rowing began during the COVID-19 pandemic.

Under the guidance of Alan Swan, Nardia honed her skills, leading to notable achievements at various championships.

In her debut at the Australian Indoor Rowing Championships, Nardia secured silver and bronze medals, followed by a remarkable performance at the Pan Pacific Masters Games where she clinched multiple golds and set an Australian record.

Her determination continued with successes at the World Indoor Rowing Championships, earning silver and bronze medals.

Setting her sights on continual improvement, Nardia achieved outstanding results at the Australian Masters Games and later became the Indoor Rowing World Champion in the 2,000m event with a personal best time.

Beyond competition, she focuses on breaking records and fundraising for causes like Mental Health Fitness and Dress For Success.

Nardia remains committed to pushing her limits and inspiring others through her exceptional achievements in rowing.

Sports Volunteer Award – Karon Dawson

Karon Dawson stands as a pillar of dedication and service within the Kiama community, particularly in the realm of netball, where her influence spans nearly four decades.

Since its start in 1986 Karon has been deeply involved with the Kiama Netball Association, serving as secretary, coach, and manager as well as nurturing junior umpires.

Her commitment extends beyond Kiama, as the South Coast Secondary School Sport Netball Convenor/Manager and NSW Combine High Schools Manager.

These roles allowed her to foster the development of numerous talented netballers who have gone on to national and international success.

She also holds prestigious life memberships and awards from various netball bodies, recognising her exceptional service and leadership.

Karon's contributions transcend sport, volunteering at Blue Haven Care and Ronald McDonald House, providing support to the elderly and families during challenging times.

In every endeavour Karon exemplifies selflessness and compassion. Her efforts make her a deserving recipient of the Kiama Sports Achievement Award.

Megan Dalley Award – Hallie Le Maitre

Hallie Le Maitre personifies dedication and proficiency in her roles at Kiama Council.

This began in Customer Service, where her knack for troubleshooting IT issues quickly became evident.

Provided the opportunity as an IT Cadet Hallie has turned her natural IT abilities into a promising career in Information Technology.

Throughout her two-years at Kiama Council, Hallie has received universal praise from colleagues and customers for her exceptional customer service and problem-solving skills.

She goes above and beyond to resolve problems with a proactive approach and positive attitude.

Hallie not only excels in her own work but actively shares her knowledge with her colleagues, underscoring a selfless commitment to excellence.

Hallie's workplace achievements come while also managing full-time university studies, where she also demonstrates her pursuit of excellence.

Her diligence, eagerness to learn, and 'can-do' attitude make her a valuable asset to her IT team, her other colleagues and our community members that rely on Council's IT and Customer Services.

She is a deserving recipient of the Megan Dalley Award.

Robert East Memorial Award – Berbel Franse

Berbel Franse has made a strong impact on Kiama Council as its' first ever community engagement officer, leading or supporting significant projects such as our Growth and Housing Strategy and Dog Friendly Spaces Strategy.

Berbel's enthusiasm and positivity extends well beyond the workplace as a longstanding volunteer for ethically based community organisations.

This especially includes her role as a dedicated volunteer at Crop Swap Port Kembla, where she passionately contributes to building a stronger local community and promoting sustainable practices.

Her efforts are focused on reducing food waste and encouraging healthier eating habits, all while fostering a sense of camaraderie among participants.

Berbel's commitment to this cause exemplifies her dedication to making a positive impact on both the environment and people's lives, embodying the spirit of community service and sustainable living.

She is a worthy recipient of the Robert East Award.

12 MINUTES OF COMMITTEES

12.1 Minutes: Audit, Risk and Improvement Committee meeting - 30 July 2024

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 30/07/2024 - Audit, Risk and Improvement Committee - minutes [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Audit, Risk and Improvement Committee meeting held on 30 July 2024 be received and accepted, and the following recommendation on the Akuna Street legal matter be endorsed:

24/024ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. Notes and receives this report which finalises the Federal Court matter of Nicolas Daoud and Co Pty Ltd v The Council of the Municipality of Kiama.
2. Recommends that Council delegate to the Chief Executive Officer to use the Council seal to execute the Deed of Release.

Background

Minutes of the Audit, Risk and Improvement Committee meeting held on 30 July 2024 are attached.



MINUTES OF THE MEETING OF THE AUDIT RISK AND IMPROVEMENT COMMITTEE

commencing at 1pm on

TUESDAY 30 JULY 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 30 JULY 2024

**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS, KIAMA,
ON TUESDAY 30 JULY 2024 AT 1PM**

PRESENT: Mr D Pendleton (Chair)
Mr J Mitchell (member)

BY TEAMS: Ms R Wheatley (member)
Councillor Keast (non-voting member)
Michael Kharzoo | NSW Audit Office, Director – Financial Audit
Mubashshir Hazzan | NSW Audit Office, Audit Leader

IN ATTENDANCE: Jane Stroud - Chief Executive Officer
Michael Malone - Director Infrastructure and Liveability
Jessica Rippon – Director Planning, Environment and Community
Ed Paterson – Head of Implementation
Joe Gaudiosi - Chief Operating Officer
Sally Darragh - Internal Auditor
Olena Tulubinska – Chief Financial Officer
Renee Winston – Manager People and Performance

OBSERVER: Councillor Renkema-Lang
Councillor Reilly, Mayor

1 APOLOGIES

Nil.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3 DECLARATIONS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit, Risk and Improvement Committee meeting on 2 April 2024

24/014ARIC

Resolved that the Minutes of the Audit, Risk and Improvement Committee meeting held on 2 April 2024 be received and accepted.

(Members Wheatley and Mitchell)

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

30 JULY 2024

5 BUSINESS ARISING FROM MINUTES

Nil.

6 ARIC STANDARD REPORTS

6.1 Actions arising from previous meetings

24/015ARIC

Resolved that the Audit, Risk, and Improvement Committee notes the report on action items arising from previous meetings.

(Members Mitchell and Wheatley)

Noted:

- COO and CFO are working on a new format to present financial information to Councillors which will include a full year forecast.

6.2 Update on internal audit activities

24/016ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. Notes the findings and recommendations in the delegations internal audit report.
2. Approves the strategic internal audit plan for the period July 2024 to June 2028.
3. Approves the Audit, Risk and Improvement Committee annual work plan for the 2024-25 financial year.
4. Notes the Kiama Coastline Coastal Management Plan endorsed by Council in May 2024.

(Members Mitchell and Wheatley)

Noted:

- The asset management and delegations internal audits were completed.
- InConsult will provide a final report on the asset management audit to the next Committee meeting following receipt of feedback, comments and finalisation dates for the implementation plan.
- The final report on delegations gives the audit a high risk rating.
- Staff require education and training on applying delegations, which will occur once the Delegations Register is completed.
- Delegations will be reviewed annually and reported to the Committee.
- There is a specific delegation that outlines the general manager position is equivalent to the Chief Executive Officer.
- There is a specific section of Council's induction sessions attributed to delegations.
- Delegations have been compared, specifically at CEO and Director level, with other councils regionally and also with those within Kiama's category.
- The annual plan is developed based on Council's strategic objectives and risks.

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

30 JULY 2024

- The Chair questioned the timing of the payroll audit in 2026 and was assured by the CEO that 3 years is a typical return and the payroll team had made significant process since the audit in 2023.
- Noted that climate change is an issue that affects all councils but it is difficult to determine risks, priorities, what is auditable and what actions can be taken.
- It was recommended that the Committee read the Kiama Coastline Coastal Management Plan endorsed by Council which has an action plan to address risks.
- The annual workplan for 2024 was presented.
- The organisation is well placed in terms of the child safety standards requirements.

6.3 Progress report on implementation of audit recommendations

24/017ARIC

Resolved that the Audit, Risk and Improvement Committee notes the information in the progress reports for:

1. Internal audit recommendations
2. Continuous Risk Improvement Program audit recommendations
3. Child Safe Monitoring Assessment recommendations.

(Members Wheatley and Mitchell)

Noted:

- The Chair commented on the good progress that has been made in reducing overdue items.

6.4 Risk Report

24/018ARIC

Resolved that the Audit, Risk and Improvement Committee notes and provides feedback on the information on risk management activity contained in this report, specifically on the:

1. DRAFT Risk Management Framework
2. DRAFT Attachment A – Risk Appetite and Tolerance table
3. DRAFT Child Safe Policy.

(Members Wheatley and Mitchell)

Noted:

- The Risk Management Policy has been revised following feedback that Council's original policy was more robust and detailed than the Office of Local Government example policy.
- The risk appetite statement has been redesigned into a table of differing risk types.
- The strategic risk register closes out the prior year and will be reviewed and updated with the newly elected council.
- The Child Safe Policy was endorsed earlier in the year however has been reviewed following receipt of the Office of Children's Guardian report and some teething issues identified on implementation.
- The Chair questioned the risk appetite statement that "debt finance, divesting assets, increasing fees and/or reducing services...will only be considered in extreme or very specific

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

30 JULY 2024

circumstances" which seems contrary to the Performance Improvement Order. The CEO and COO agreed and noted that the draft will be updated at the next meeting to comply with the PIO. The CEO commented that Council is currently working with HSE Global on an organisation-wide review of strategic health, safety and risk, however it is an OLG requirement to have the statement in place by a certain time and that future change will be needed. Noted that it is a draft and the Committee recognises that more work will be done, particularly with the new Council.

- Cr Renkema-Lang noted some inconsistencies in Councillor responsibilities between the Policy and the Framework which will be considered in future changes to the document.

6.5 Varied Performance Improvement Order and Strategic Finance & Governance Improvement Plan

24/019ARIC

Resolved that the Audit, Risk and Improvement Committee receive and note the information on the varied Performance Improvement Order and the Strategic Finance and Governance Improvement Plan.

(Members Mitchell and Wheatley)

Noted:

- The varied Performance Improvement Order (PIO) was received in May.
- The Strategic Finance and Government Improvement Plan ("Improvement Plan") endorsed by Council at the June extraordinary meeting has been accepted by the OLG
- The first bi-monthly report will go to the August ordinary meeting.
- **Action:** Director Rippon to investigate the correct wording for the Acknowledgement of Country and the use of the word "emerging".
- The Improvement Plan is based on the Strategic Improvement Plans 1 and 2, the Forsyths Report, the 2022 and 2024 Hopwood Reports and outstanding Management Letter actions.
- The Chair suggested when looking at a refresh of the document, that the comments on page 17 of the Implementation Plan on depreciation, which were extracted from a submission to the Upper House review of local government sustainability, are reconsidered. The CEO agreed.

6.6 Draft Continuous Improvement Framework and Prioritisation Tool

24/020ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. Notes the 67 services of Council as identified by the KMC Service Architecture.
2. Provides feedback on the:
 - a. Draft Continuous Improvement Framework and associated templates
 - b. Draft Prioritisation Tool.

(Members Mitchell and Wheatley)

Noted:

- A continuous improvement framework has been developed to standardise service reviews together with tools for prioritising reviews.
- The Committee appreciated the level of "Improvement" the Council is undertaking.

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

30 JULY 2024

- The tools provide managers with a consistent approach to reviews; challenging how we do business and why, looking for efficiencies and alternatives, and considering community needs and wants.

6.7 Monthly Financial Report - May 2024

24/021ARIC

Resolved that the Audit, Risk and Improvement Committee receives and notes the Monthly Financial Report for May 2024.

(Members Wheatley and Mitchell)

Noted:

- Consolidated results are close to budget.
- The variance in operational revenue is due to the timing of grants.

6.8 Statement of Investments: June 2024

24/022ARIC

Resolved that the Audit, Risk and Improvement Committee notes the information relating to the Statement of Investments as at 30 June 2024.

(Members Mitchell and Wheatley)

Noted:

- The CFO asked the Committee to note that a cash outflow to suppliers was over the policy level but was brought back within the required level within a couple of days.

6.9 2023 Final Audit Management Letter

24/023ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. Notes the issues identified in the Management Letter on the Final Phase of the Audit for the Year Ended 30 June 2023.
2. Notes the progress made by Council in addressing prior year matters raised by external auditors.

(Members Mitchell and Wheatley)

Michael Kharzoo addressed the Committee, noting:

- Three financial statements prepared in partnership with the Audit Office of NSW in twelve months is a major achievement. Some management items, are flow ons from previous years.
- There are 15 items in the Management Letter for 30 June 2023, 10 relating to the prior year and 5 to the 2023 year, with 2 of the 15 classified as high risk.
- 36 prior issues have been addressed.
- 2 high risk points –
 1. Integrity and completeness of IPPE – there has been significant improvement and reveals for stormwater and roads are in the 2024-25 budget.

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 30 JULY 2024

- 2. Restricted cash – used other than for the intended purposes which relates to the previous year but the breach overruns to the new year. Three financial statements prepared in partnership with Audit Office of NSW in twelve months is a major achievement. Some management items, are flow ons from previous years. This was already publicly disclosed.
- The main moderate risk to note is the IT controls around access, security and overdue review of policy.
- **Action:** CEO EA to schedule a special ARIC meeting in August to consider the 2024 draft statements.

6.10 Akuna Street legal matter

24/024ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. Notes and receives this report which finalises the Federal Court matter of Nicolas Daoud and Co Pty Ltd v The Council of the Municipality of Kiama.
2. Recommends that Council delegate to the CEO to use the Council seal to execute the Deed of Release.

(Members Wheatley and Mitchell)

7 GENERAL BUSINESS

The CEO commented that it is not always possible to report on ICAC matters but any fraud and corruption issues uncovered as a result of any investigation would ordinarily be reported to the ARIC. This would also include any arising issues that would warrant a review by the Internal Auditor.

8 CLOSURE

There being no further business the meeting closed at 2.34pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 13 August 2024.

.....
Chair

12.2 Minutes: Blue Haven Advisory Committee meeting – 3 July 2024

Responsible Director: Office of the Chief Operating Officer

Confidential attachment

- 1 Blue Haven Advisory Committee Minutes - 3 July 2024

Enclosures

Nil

RECOMMENDED

That the Minutes of the Blue Haven Advisory Committee meeting held on 3 July 2024 be received and accepted.

Background

The Minutes of the Blue Haven Advisory Committee meeting held on 3 July 2024 are included in the confidential attachments document for this business paper.

12.3 Minutes: Infrastructure and Liveability Advisory Committee meeting - 9 July 2024

Responsible Director: Infrastructure and Liveability

Attachments

- 1 Minutes - Infrastructure and Liveability Advisory Committee - 9 July 2024 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Infrastructure and Liveability Advisory Committee meeting held on 9 July 2024 be received and noted.

Background

The Minutes of the Infrastructure & Liveability Advisory Committee meeting held on 9 July 2024 are attached for Councillors' information.



**MINUTES OF THE
INFRASTRUCTURE AND LIVEABILITY
ADVISORY COMMITTEE MEETING**

commencing at 5pm on

TUESDAY 9 JULY 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY
COMMITTEE**

9 JULY 2024

**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY
COMMITTEE**

HELD AT KIAMA MUNICIPAL COUNCIL

ON TUESDAY 9 JULY 2024 AT 5PM

PRESENT: Cr Mark Croxford
Cr Stuart Larkins
Dr Tony Gilmour
Dr Fiona Mackie
Roy Rogers
Michael Malone | Director Infrastructure and Liveability

1 APOLOGIES

Nil

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

"I would like to acknowledge the traditional owners of the Land on which we meet, the Wadi Wadi people of the Dharawal nation, and pay my respect to Elders past, present and emerging."

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Infrastructure and Liveability Advisory Committee Meeting on 11 June 2024

[24/007IALAC](#)

Resolved that the Minutes of the Infrastructure and Liveability Advisory meeting held on 11 June 2024 be received and accepted.

(Councillors Larkins and Member Rogers)

4 BUSINESS ARISING FROM THE MINUTES

Nil

**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY
COMMITTEE**

9 JULY 2024

5 DISCUSSION ITEMS

5.1 Conflicts of Interest

Nil

5.2 Discussion & agreement on Leisure Centre facilities paper

TG advised that the Leisure facilities paper is nearing completion. MC advised that Councillors would appreciate something of more substance to contemplate. TG, RR and FM all agreed that the Committee have given suggestions and options, without the full visibility of the available budget, but will add a concluding summary paragraph with more direct recommendations. The Committee agreed to finalise the paper out of session, and present to the August Council meeting.

24/008IALAC

Resolved that the Committee, subject to finalisation via email, endorses the submission paper on the Kiama Leisure facilities and provides that submission in the Ordinary Council Meeting for August 2024 with a view to include it as part of the future consultation process for the Leisure Centre and Precinct Master Plan.

(Councillors Larkins and Member Gilmour)

5.3 Discussion of updated Town Centre Traffic and Parking paper

RR suggested that this paper is also circulated for final approvals. MC suggested to see if the Committee can add suggestions for improvements that are possible within existing resources to improve the efficiency of current town centre parking. FM added that there are two levels of recommendations, including things that can be done right now within existing budgets, and things that need to be planned for later. MC added that a more permanent version of park and ride would be something worth investigating. Also MC noted that Council needs to continue to focus on enforcement of parking regulations.

MM suggested that improvements in identifying parking areas to mapping/navigating technology to guide tourists to parking areas in the area.

24/009IALAC

Resolved that the Committee, subject to finalisation via email, endorses the submission paper on parking and traffic access and provides the submission in the Ordinary Council meeting of August 2024 with the view for the points to be considered for ongoing policy and strategic development of traffic and parking for the current and future Council. The Committee also requests consideration of feedback that can be done more immediately, within existing Council financial resources.

**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY
COMMITTEE**

9 JULY 2024

(Councillors Larkins and Mackie)

**5.4 Plans for August meeting: Review of Committee effectiveness, and
Council achievements against Pillar 4**

TG advised for the August meeting, we should have all of the submissions completed by then. Also, the committee should focus on what worked well for this Committee, what didn't work well, and what would be the recommendation for the future Committee. The Committee may also be look at how well Council is achieving Pillar 4 of the plan, if time allows. It was noted by the Committee that it took a long time to form the committees, and to identify realistic achievable outcomes for the Committees.

6 REPORTS FOR INFORMATION

Nil

7 GENERAL BUSINESS

8 CLOSURE

There being no further business the meeting closed at 6.16pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 14 August
2024

12.4 Minutes: Tourism and Economic Advisory Committee meeting on 18 July 2024

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 18/07/2024 - Tourism and Economic Advisory Committee - minutes [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Tourism and Economic Advisory Committee meeting held on 18 July 2024 be received and noted.

Background

The minutes of the Tourism and Economic Advisory Committee meeting held on 18 July 2024 are attached for Councillors' information.



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

commencing at 5pm on

THURSDAY 18 JULY 2024

The Pavilion Kiama, Bong Bong Street Kiama

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 18 JULY 2024

**MINUTES OF THE
TOURISM AND ECONOMIC ADVISORY COMMITTEE
HELD AT THE PAVILION KIAMA
ON THURSDAY 18 JULY 2024 AT 5PM**

PRESENT: Councillor Matt Brown (Chair)
Councillor Warren Steel
Craig Hardy
Cameron McDonald

ATTENDEES: Sally Bursell – Manager Tourism and Events
Cheryl Lappin – Manager Planning and Economic
Development
Jessica Rippon – Director Planning, Environment and
Communities

OBSERVER: Councillor Mark Croxford

1 APOLOGIES

Apology

24/027TEAC

Resolved that the Tourism and Economic Advisory Committee:

1. Note apologies from members Leah Hill and Kate Mather, and Jane Stroud (CEO).
2. Acknowledge Anthony Body's resignation from the Committee and thank him for his services, particularly his work promoting indigenous tourism.

(Members Brown and Steel)

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3 DECLARATIONS OF INTEREST

Nil.

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 18 JULY 2024

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 Tourism and Economic Advisory Committee meeting on 2 May 2024****24/028TEAC**

Resolved that the Minutes of the Tourism and Economic Advisory Committee meeting held on 2 May 2024 be received and accepted.

(Members Hardy and Steel)

5 BUSINESS ARISING FROM THE MINUTES

Nil.

6 REPORT OF THE MANAGER TOURISM AND EVENTS**6.1 Destination Event Funding Program - Round 1 Assessment****24/029TEAC**

Resolved that the Tourism and Economic Advisory Committee review the application summary for the applications received for round 1 of the Destination Event Funding Program, endorsing the following event support:

Event Title	Amount
Kiama Red Cross Fun Run	\$1,220.00
2025 Winter Wine Festival presented by Crooked River Estate	\$10,220.00
Kiama Coastal Classic	\$3,000.00
Kiama Sevens 2025	\$12,500.00
Clearly Music, Arts & Wellness Festival 2.0	\$7,522.00
Sydney FC Football Festival	\$5,000.00
177th Kiama Show - 2025	\$8,000.00
Total allocation	\$47,462.00

(Members Hardy and Steel)

Noted:

- The Committee reviewed the eligible applications submitted for round 1 of Destination Event Funding and cross referenced the scoring against criteria provided by the Internal Assessment Panel.

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 18 JULY 2024

- The Committee discussed the amount of funding allocated to each event and agreed with the Panel's decision.
- The Committee discussed that prior to 2024, the program had not received an application from Crooked River Winery for their Winter Wine Festival.
- Due to the fact the Crooked River Winery is working with Council to upgrade the current onsite sewage management system, it was suggested that their event funding contract note support is conditional on any undetermined section 68 applications (on-site wastewater) lodged with Council being approved prior to the event.
- Kiama Sevens is a long running event and continues to have a dependency on Council funding.
- The Committee contemplated whether the Kiama Show Society's application fitted within the framework of a Major or Destination Event, some of the Committee thought it may better suit an application to community event funding in the future. Due to the event's reliance on Council funding, at this stage there is not an alternative event funding program that can support applications higher than \$7,000, even applications of in-kind support.
- The Kiama Show Society's application did not include a marketing plan, however the funding agreement will include the requirement for a marketing plan that specifically targets attendees from out of area to ensure the program targets are met.

6.2 Destination Event Funding Program - Post Event Reports**24/030TEAC**

Resolved that the Tourism and Economic Advisory Committee receive and approve the Post Event Reports for:

- 1 Kiama Sevens 2024
- 2 Kiama Beach Tag 2024
- 3 SurfLife 2024
- 4 Distilled 2024
- 5 Crooked River Winter Wine Festival 2024

and balance any outstanding Destination Event Funding payments to applicants.

(Members McDonald and Steel)

7 REPORT OF THE MANAGER PLANNING AND ECONOMIC DEVELOPMENT**7.1 Economic development - ongoing activities****24/031TEAC**

Resolved that the Tourism and Economic Advisory Committee:

1. receive and note the report on economic development ongoing activities including the changes that will result in the economic development service offering for Council.
2. thank Robbie Spinks for his effort and service, and wish him well in his future endeavours.

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 18 JULY 2024

(Members Brown and Steel)

Noted:

- The Economic Development Lead role will not be recruited this financial year. Instead, the position funding will be reallocated to higher priority services provision.
- The economic development current projects (such as the Employment Land Strategy) and tasks will be reallocated to other areas, noting overlapping functions and an economic development component within the tourism and the strategic planning areas.
- It is unknown how long this role will remain vacant.

8 REPORTS FOR INFORMATION

8.1 Destination Marketing Report

24/032TEAC

Resolved that the Tourism and Economic Advisory Committee:

1. receive the report for information on Destination marketing.
2. thank the Destination Kiama team on their successful application for the Business NSW funding for the Winter Street Festival and for delivering a very successful and positive Festival.
3. congratulate the Destination Kiama team for their work in being named NSW's "Top Tourism Town" (population over 5,000 residents).

(Members McDonald and Hardy)

Noted.

- The CoastIn.ChillOut marketing campaign has now been completely rolled out. The team have developed some great partnerships and already the digital campaign is having a good reach.
- Anecdotally, operators are commenting that May-July is the quietest on record, many travellers are making last minute travel decisions based on the weather and people are choosing to stay home during the holidays.
- The Winter Street Festival provided relief for operators and nighttime trading was very popular. The Festival was very well received.
- The Committee noted that the new lighting in the fig trees in the Kiama town centre is very effective and looks great.

8.2 Visitor Servicing

24/033TEAC

Resolved that the Tourism and Economic Advisory Committee:

1. receive this report for information on visitor servicing.
2. thank Sylvia Milton for her 11 years of service and wish her well in retirement.

(Members Steel and McDonald)

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 18 JULY 2024

Noted:

- May and June have seen a decline in visitors serviced at the Visitor Information Centre
- Interestingly 25% of visitors to the Centre are from overseas

8.3 Kiama Tourism Monitor - TRA statistics - year end March 2024 -**24/034TEAC**

Resolved that the Tourism and Economic Advisory Committee receive this report for information on tourism statistics.

(Members McDonald and Hardy)

Noted:

- For the year ending March 2024 nightly stays is at record levels (3.4 nights) and all data shows good results.
- Reflecting on comments from local operators the next quarter reporting may not be as positive.

8.4 VALE - Karen Ronning, former Manager Tourism and Events**24/035TEAC**

Resolved that the Tourism and Economic Advisory Committee are informed of the passing of former Manager Tourism and Events, Karen Ronning on 7 June 2024.

(Members Brown and McDonald)

All those present paid their respects, standing for a period of silence.

8.5 Spendmap Data - May 2024

Resolved that the Tourism and Economic Advisory Committee receive and note the May 2024 Spendmapp monthly report.

(Members Hardy and Steel)

Noted:

- Council will be continuing the subscription for Spendmapp.
- The business community are pleased that this information is provided as the data is useful to follow trends and time series tracking.

9 GENERAL BUSINESS

The Chair thanked the Committee members for their valuable contribution over the last term proving the interlink between Council and businesses and contributing their time, energy and support.

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 18 JULY 2024

The Committee agreed that the economic component introduced to the Committee is a step in the right direction and the information provided is invaluable.

Flying minute

Following the meeting a flying minute was circulated to Committee members and the following recommendation made.

9.1 2024 New Year’s Eve Sky Show

24/036TEAC

Resolved that the Tourism and Economic Development Committee recommend to Council that Destination Kiama coordinate the 'Kiama New Years' Eve Sky Show' on 31 December 2024 within the allocated budget and that invitations are again offered to local not-for-profit organisations to add to the event program and allow for the collection of donations.

(Members Hardy and McDonald)

10 CLOSURE

There being no further business the meeting closed at 6.17pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 13 August 2024.

.....
Chair

13 REPORT OF THE CHIEF EXECUTIVE OFFICER

13.1 Bi-monthly Strategic Finance & Governance Improvement Plan Update Report: July 2024

CSP Objective: Outcome 5.3: Council has the right structures, technology, processes and precedures 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.

With only one month having passed since the adoption of the Strategic Finance and Governance Improvement Plan, it is pleasing to see that some actions have already been completed and several others well on track.

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 new or existing Councillor candidates 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 Strategic Finance & Governance Improvement Plan Update
Report: July 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 Strategic Finance & Governance Improvement Plan - Implementation Status Update – July 2024 [↓](#)

Enclosures

Nil

Report of the Chief Executive Officer

13.1 Bi-monthly Strategic Finance & Governance Improvement Plan Update
Report: July 2024 (cont)

RECOMMENDATION

That Council:

1. Receive the Strategic Finance & Governance Improvement Plan – Implementation Status Update – July 2024,
2. Note that actions 1.1, 1.2 and 8.11 have been completed, and
3. Note that the Chief Executive Officer, through the Implementation Team, will:
 - a. provided a copy of the Implementation Status Update - July 2024 to the NSW Office of Local Government, and
 - b. place a copy of the Implementation Status Update - July on Council's website.

Background

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 & 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 Strategic Finance & Governance Improvement Plan Update
Report: July 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 are 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. Council's Implementation Team has consulted with nearby Wingecarribee Shire Council who have utilised Pulse reporting as part of addressing their PIO.

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 awareness of Council's performance against actions the 'Strategic Finance and Governance Improvement Plan'.

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.

Report of the Chief Executive Officer

13.1 Bi-monthly Strategic Finance & Governance Improvement Plan Update
Report: July 2024 (cont)

With only one month having passed since the adoption of the Strategic Finance and Governance Improvement Plan, it is pleasing to see that some actions have already been completed and several others well on track.

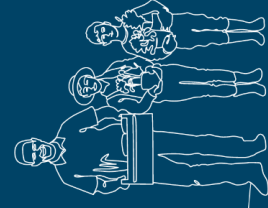
As part of the six-month review, due in December 2024, the Strategic Finance and Governance Improvement Plan will be updated to provide greater detail on the timeframe for implementing specific actions (i.e. quarterly rather than yearly).

Item 13.1



Strategic Finance & Governance Improvement Plan Implementation Status Update - July 2024

Strategic choices for a sustainable future









Contents

Table of Contents




- Strategic Lever 1: Sustainable cash reserves & responsible borrowing* 3
- Strategic Lever 2: Optimised revenue opportunities* 4
- Strategic Lever 3: Well planned assets* 5
- Strategic Lever 4: Reviewed and efficient service landscape* 8
- Strategic Lever 5: Investment in transformation*..... 9
- Strategic Lever 6: Robust financial management*..... 10
- Strategic Lever 7: Prioritising advocacy and partnerships* 14
- Strategic Lever 8: Ensure good governance* 15

Tracking Indicator Key	
85%	Completed or Near Completion
40%-84%	Significant Progress
1%-39%	Commenced / regular reporting
0%	Not commenced, behind schedule
0%	Not commenced, not scheduled in this period/year




Strategic Lever 1: Sustainable cash reserves & responsible borrowing




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
1.1	Develop a Cash Reserves Policy to establish a minimum cash position.	Chief Financial Officer	100%	Restricted Funds Policy adopted by Council at their Ordinary June 2024 meeting	
1.2	Establish following reserves: <ul style="list-style-type: none"> Restricted reserve to meet the cost of replacement/renewal of Blue Haven Terralong assets 	Chief Financial Officer	100%	Externally restricted Blue Haven Terralong ILU Maintenance Levy reserve established in Restricted Funds Policy 2024	
1.3	Ongoing annual investment in identified cash reserves	Chief Financial Officer	0%	Not commencing in this period.	
1.4	Develop a Borrowing Policy based on sound, long-term financial management principles.	Chief Financial Officer	0%	Not commencing in this period.	
1.5	Continue to pursue grant funding with low exposure to residual/recurrent expenditure or growth in depreciation/renewal	Grants Officer	0%	Not commencing in this period.	
1.6	Nominate estimated costs and distribution of proceeds of sales of property resolved to divest (liquidity plan schedule).	Chief Financial Officer	0%	Not commencing in this period.	



Strategic Lever 2: Optimised revenue opportunities

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
2.1	Develop Pricing Policy for fees and charges, including applying user pays principles where it is appropriate to do so	Chief Financial Officer	0%	Not commencing in this period.	
2.2	Utilising Planning Agreements or site-specific Section 7.11 Contribution Plans, continue to pursue developer funding, including in perpetuity funding, to mitigate the financial burden on Council.	Strategic Planning Coordinator	5%	No proposals which include Planning Agreements of site-specific Section 7.11 Contribution Plans determined during this period.	
2.3	Prepare a Parking Strategy to introduce paid parking for certain areas of the Municipality	Head of Implementation	15%	Financial data obtained from regional NSW council on implementation and operational costs of paid parking. Data is being reviewed internally.	




Strategic Lever 3: Well planned assets

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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.	Manager Engineering and Technical Services	10%	Review commenced.	
3.2	As part of preparing next Community Strategic Plan, review and update Asset Management Strategy to incorporate contemporary Asset Management Policy.	Manager Engineering and Technical Services	5%	Review commenced in conjunction with Action 3.1. Draft Asset Management Strategy will be reported to new Council as part of Integrated Planning & Reporting suite of documents.	
3.3	Commence review of individual Asset Management Plans to include forward maintenance and renewal requirements for individual asset types.	Manager Engineering and Technical Services	0%	Not commencing this Year.	




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
3.4	Complete and make public a dilapidation/building report for Terralong and Havilah	Director Infrastructure and Liveability	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 	
3.5	Examine the potential to subdivide and divest Havilah Place in accordance with the criteria contained in the Property Plan	Head of Implementation	45%	Subdivision plans being prepared for Havilah Place.	
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	Chief Operating Officer	0%	Not commencing in this period.	

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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 • 11 Manning Street • Council's Works Depot • Council's Waste Depot • Spring Creek 	Head of Implementation	15%	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.	
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.	Manager Property and Recreation	15%	Property data, including classification and maintenance schedules, currently being reviewed.	






Strategic Lever 4: Reviewed and efficient service landscape





Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
4.1	Prepare and adopt a Continuous Improvement Framework, including the identification of services to be reviewed in Years 1, 2 and 3	Business Transformation Lead	75%	Draft Continuous Improvement Framework development and currently being reviewed by Management Team, Finance Advisory Committee, Audit, Risk & Improvement Committee and PLO Oversight & Implementation Committee. Four Year service review program to be adopted by Executive in September 2024.	
4.2	Hold a Service Review Think Tank to consistently determine the key priorities for each service within the Council's budgetary constraints.	Business Transformation Lead	50%	Think Tank scheduled for September 2024	
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.	Business Transformation Lead	50%	Draft Implementation Matrix being tested internally and is due to be finalised September 2024.	






Strategic Lever 5: Investment in transformation




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
5.1	Develop a Technology One Roadmap, that examines the full cost of fully implementing Technology One.	Chief Financial Officer	25%	Draft roadmap for year 1 implementation presented to Executive. Full development, including staff costs, currently being developed.	
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.	Chief Financial Officer	10%	Ad hoc analysis occurring as part of Continuous Improvement and Project Management Frameworks development.	
5.3	Develop a Strategy for deploying a new: <ul style="list-style-type: none"> • Salary System • Position Description Framework • Payroll Cycle • Performance Review processes 	Manager People and Performance	25%	Draft salary system and performance review process anticipated to be reported to Council's Ordinary August 2024 meeting	

Strategic Lever 6: Robust financial management




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
6.1	Adopt a year-on-year operational savings program across the business to grow cash balances	Chief Financial Officer	0%	Not commencing in this period.	
6.2	Continue rigorous internal monthly and quarterly financial monitoring processes	Chief Financial Officer	5%	Monthly and quarterly reports continue to be prepared and reported to both Council and the OLG.	
6.3	Develop and implement a Project Management Framework to ensure all Council projects are consistently managed on time and on budget.	Implementation Team Project Support	25%	draft Project Management Framework currently being developed. Anticipated to be reported and adopted by Executive by December 2024.	
6.4	Address issues associated with Blue Haven Terralong including, but not limited to: <ul style="list-style-type: none"> • 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 	Chief Operating Officer	0%	Action requires finalisation of Action 3.4	
6.5	Ongoing review of operating costs with the goal of identifying permanent savings	Chief Financial Officer	10%	Ongoing reviews continue to occur.	

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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.	Chief Financial Officer	0%	This action will be progressed with the preparation of the 2025-2026 Financial Year budget	
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.	Manager Engineering and Technical Services	0%	Not commencing in this period.	
6.8	Revalue stormwater drainage assets and land under roads to bring Council closer to verifying all IPPE balances	Manager Engineering and Technical Services	0%	Not commencing in this period.	
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.	Chief Financial Officer	10%	Identified process continues.	




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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	Chief Financial Officer	0%	To be included/reviewed as part of Action 8.22	
6.12	Review user access for Authority and One Council to ensure staff have appropriate access	Chief Financial Officer	0%	To be included/incorporated into Action 8.22	
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.	Chief Financial Officer	10%	Monthly reconciliations continue to occur.	
6.14	Continue weekly independent review of exception payroll report to ensure anomalies in remuneration etc. which could indicate potential fraud are captured.	Chief Financial Officer	5%	Weekly independent reviews of exception payroll reports continue to occur.	
6.15	Continue review of termination payments	Chief Financial Officer	5%	Regular review of termination payments continues to occur.	


Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
6.16	Review and capitalise Work In Progress YR1	Chief Financial Officer	0%	Not commencing in this period.	
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	Manager Engineering and Technical Services	0%	Not commencing in this period.	
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" 	Chief Financial Officer	10%	Best practice measures continue to be implemented.	



Strategic Lever 7: Prioritising advocacy and partnerships



Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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.	Head of Implementation	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.	
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.	Chief Executive Officer	0%	Statement of Regional Priorities due to be prepared late 2025.	
7.3	Continue to collaborate and share benchmarking information with neighbouring councils	Business Transformation Lead	5%	Data continues to be shared between neighbouring councils. Discussions about establishing a State-wide 'service review group' occurring.	



Strategic Lever 8: Ensure good governance




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
8.1	Undertake an immediate review of the Policy Register and ensure that: <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 	Legal and Governance Services Implementation Lead	50%	Robust program established to implement Action 8.1-8.6 developed and will be implemented and incorporated in conjunction with Councilor induction program	
8.2	Undertake a desktop review of the entire policy register occur to generate a policy status list categorising each document as follows, or similar: <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 	Legal and Governance Services Implementation Lead	50%	Refer to Action 8.1 comments.	
8.3	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.	Legal and Governance Services Implementation Lead	50%	Refer to Action 8.1 comments.	




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
8.4	<p>The Policy Framework and Policy Development and Review Procedure be reviewed to consider the following:</p> <ul style="list-style-type: none"> 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. 	Legal and Governance Services Implementation Lead	50%	Refer to Action 8.1 comments.	




Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
8.5	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	Legal and Governance Services Implementation Lead	50%	Refer to Action 8.1 comments.	
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.	Legal and Governance Services Implementation Lead	50%	Refer to Action 8.1 comments.	


Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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.	Manager People and Performance	10%	Internal review has commenced and need for review has been raised with Audit, Risk & Improvement Committee.	
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.	Manager People and Performance	0%	To be progressed within 6 months of completing Action 8.7	



Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
8.9	<p>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:</p> <ul style="list-style-type: none"> • Risk Management • Governance Arrangements • Organisation Capability 	Internal Auditor	25%	Governance Arrangements included in Strategic Internal Audit Plan 2025-2028. Components of Risk Management also included.	
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 	Procurement Coordinator	10%	Contracts Register, as at 18 July 2024, published on Council's website Contributions Register, as at 30 June 2024, published on Council's website	

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
8.11	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.	Manager Planning and Economic Development	100%	Development Application Policy adopted by Council at their Ordinary July 2024 meeting	
8.12	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.	Manager Environment and Compliance	30%	Draft Compliance Policy currently being finalised. Anticipated to be reported to new Council late 2024 to commence exhibition and final adoption early 2025.	
8.13	A defined process be immediately established to call for conflicts of interest at the commencement of Councilor 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.	Legal and Governance Services Implementation Lead	40%	Process being defined and will be implemented with significant training etc. for new Council as part of induction program.	

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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.	Legal and Governance Services Implementation Lead	40%	Procedure being defined and will be implemented with significant training etc. for new Council as part of induction program.	
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).	Legal and Governance Services Implementation Lead	40%	Code of Conduct being included in Policy Review Program, Refer to Actions 8.1-8.6.	
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. 	Legal and Governance Services Implementation Lead	40%	Review of PID Policy occurring as part of Policy Review Program. Refer to Actions 8.1-8.6.	

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
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.	Legal and Governance Services Implementation Lead	70%	Training currently occurring.	
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.	Information Technology Coordinator	0%	Not commencing in this period.	
8.19	The results of Council's self-assessment against the foundational requirements within the Cyber Security Guidelines - Local Government should contribute to the urgent review/development of the following: <ul style="list-style-type: none"> • Cyber Security Policy • Cyber Security Strategy to achieve a level of cyber security capability accepted by management 	Information Technology Coordinator	0%	Not commencing in this period.	

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
8.20	<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. 	Chief Financial Officer	40%	Currently being reviewed as part of broader delegations program. Refer to Action 8.22	

Code	Action Name	Responsible Officer Position	Progress	Comments	Traffic Lights
8.21	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.	Chief Financial Officer	0%	Not commencing in this period.	
8.22	Develop a strategic roadmap for when and how the remaining recommendations for the 2024 Hopwood Report are to be implemented	Head of Implementation	30%	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.	

13.2 Current legal matters - status update as at 30 June 2024

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 13.2

Summary

This report is being provided to update Council on current legal matters and investigations, together with advice on the status and costings for each matter as at the end of June 2024.

The document attached provides a comprehensive list of matters being litigated in various jurisdictions and their status and costings as at 30 June 2024.

Financial implication

As evidenced in the attached document, legal matters have a significant cost implication for Council.

Risk implication

As demonstrated in the attached document, 13 of the 22 current legal proceedings are LEC matters (59%). The LEC encourages conciliation between parties in an attempt to identify the issues in dispute, develop options, consider alternatives and endeavour to reach agreement. Dealing with matters in this way avoids the added costs of a matter proceeding to hearing which is usually for multiple days.

Risks can be also be mitigated through timely decision making and appropriate staff delegations for making determinations.

Appropriate compliance with the Code of Conduct would also mitigate risks associated with conduct matters.

Policy

All engagement of legal services occurs in accordance with Council's Procurement Policy

Consultation (internal)

Nil

Communication/Community engagement

Not applicable

Attachments

1 Current Litigation Matters as @ end of June 24 [↓](#)

Enclosures

Nil

Report of the Chief Executive Officer

13.2 Current legal matters - status update as at 30 June 2024 (cont)

RECOMMENDATION

That Council receive this report and note that Council expended the following approximate amounts on legal matters generally as at 30 June 2024:

- NSW Land & Environment Court = \$639,324
- NSW Civil & Administrative Tribunal matters = \$5,803
- Federal Court matters = \$3,547,719
- Supreme Court matters = \$55,508
- General legal/Probity advice = \$182,914
- Anti-discrimination matters = \$47,176
- Councillor Code of Conduct related matters = \$23,474.

Background

Council were provided with detailed background information regarding legal services procured by Council at the Ordinary Meeting of 21 May 2024 – Item 13.2 which was the inaugural Legal Matters report. That information does not require repeating as this report serves as an update of advice on the status and costings for legal matters as at the end of June 2024. It is worth noting that some matters have since been completed and separately reported to Council but fall outside this reporting round.

Since the last report was considered by Council, amendments to reporting timeframes relating to the Legal Status Update have been implemented. A quarterly update of legal matters will now be provided at the second ordinary meeting of the quarter (i.e. August, November, February and May) to ensure that Council is provided with the most current information.

DATE INSTRUCTED	MATTER DESCRIPTION and details of Jurisdiction	STATUS	COUNCIL OFFICER	FEE ESTIMATE (ex GST)	BILLED COSTS TO END OF JUNE	UNBILLED COSTS TO DATE
LAND & ENVIRONMENT COURT						
15/04/2024	DA House v KMC Class 1 - L&E Court Refusal of DA 10.2022.175.1 31 & 37 Cooinda Place, Kiama	DA for a multi dwelling (12) development and subdivision. Refusal based on car parking, solar access, design, access and other matters that could not be resolved through the DA process and were not compliant with Council's DCP. Listed for conciliation conference 3/10/2024.	J.Rippon	\$ 39,000.00	\$ 6,042.00	\$ 165.00
1/05/2023	Fountaindale v KMC Class 1 - L&E Court Refusal of DA 10.2021.26.1 15 Golden Valley Road, Jamberoo	Costs thrown away offer to applicant made on Council's instruction 19/06/2024.	J.Rippon	\$ 95,000.00	\$ 77,902.50	\$ 554.50
15/05/2024	Michael Joseph v KMC & Spencers Class 4 Refusal of DA10.2023.98.1 110 North Kiama Drive, Kiama	Appeal discontinued. Awaiting judgement on an application made by Council seeking Orders that Mr Joseph pay Council's costs as agreed or assessed.	J.Rippon	\$ 93,000.00	\$ 72,660.66	
	J & R Spencer v KMC Class 1 Refusal of DA10.2023.98.1 110 North Kiama Drive, Kiama Downs	Listed for conciliation conference and hearing 12 & 13/08/2024.	J.Rippon	(a) \$35K for the Class 1 Appeal assuming Mr Joseph does not seek to be joined (b) \$42K for the Class 1 Appeal assuming Mr Joseph does seek to be joined (c) \$55K assuming Mr Joseph is joined	\$ 35,870.62	\$ 432.00

DATE INSTRUCTED	MATTER DESCRIPTION and details of Jurisdiction	STATUS	COUNCIL OFFICER	FEE ESTIMATE (ex GST)	BILLED COSTS TO END OF JUNE	UNBILLED COSTS TO DATE
15/09/2022	Vortex Developments et al v KMC Class 1 - L&E Court Refusal of DA 10.2021.156.1 96 Rose Valley Road, Rose Valley (Abattoir)	Hearing concluded. Awaiting judgement and advice re costs orders.	J.Rippon	\$ 175,121.70	\$ 167,457.70	\$ 1,331.39
7/12/2022	Enzo Developments (McElhone) v KMC Class 4 - L&E Court Deemed refusal of DA 10.2021.344.1 92 Jerrara Road, Jerrara	Listed for further directions hearing 05/07/2024.	J.Rippon	\$ 40,000.00	\$ 21,558.60	\$ 424.80
12/04/2024	Enzo Developments (McElhone) v KMC Class 1 - L&E Court Deemed refusal of DA 10.2023.109.1 92 Jerrara Road, Jerrara	Listed for conciliation conference 13/09/2024.	J.Rippon	\$ 32,000.00	-	
12/01/2024	Forte Kiama Heights Development v KMC Class 1 - L&E Court Refusal of DA 10.2022.113.1 4 Elanora Road, Kiama	Agreement reached. S 34 agreement filed - awaiting orders.	C.Lappin	\$ 29,000.00	\$ 11,508.20	\$ 70.80
27/10/2021	Grant v KMC Class 4 - L&E Court Grantie's Village 219 Donovan Road, Broughton Village	Final hearing 21/02/2024 - sought to establish the removal of certain rides from the park that do not have development consent. It was also established through an independent expert that a number of the rides are unsafe and should be decommissioned. Judgement reserved.	J.Rippon	\$ 128,786.19	\$ 120,024.89	\$ 812.00

DATE INSTRUCTED	MATTER DESCRIPTION and details of Jurisdiction	STATUS	COUNCIL OFFICER	FEE ESTIMATE (ex GST)	BILLED COSTS TO END OF JUNE	UNBILLED COSTS TO DATE
23/08/2023	D & L Sharp v KMC Class 1 - L&E Court Refusal of DA10.2022.43.1 44 Halls Road, Jerrara	Decision handed down 28/06/2024 - Appeal upheld and Development Application granted subject to conditions of consent. FINALISED.	C.Lappin	\$ 73,868.98	\$ 70,715.07	-
17/01/2024	Cole & Hennessy v KMC Class 1 - L&E Court Refusal of DA 10.2022.152.1 50 Riverleigh Avenue, Gerroa	Matter is listed for s34AA conciliation conference 15 & 16/07/2024.	C.Lappin	\$ 32,000.00	\$ 12,835.69	\$ 19,556.30
13/03/2024	Harwood v KMC Class 1 - L&E Court Deemed refusal of DA 10.2023.134.1 110-114 Terralong Street, Kiama	This matter relates to a deemed refusal of a multi dwelling/shop top housing development. The applicant has sought significant variation to existing DCP controls and has refused to meet any requirements set by Council for their proposal Continuing at conciliation.	C.Lappin	\$ 58,000.00	\$ 42,748.37	\$ 3,382.79
4/03/2024	EPLANNING v KMC Class 1 - L&E Court Deemed refusal of DA 10.2023.176.1 261 Jamberoo Mountainn Road, Jamberoo	Matter to be listed for hearing following conciliation conference on 14/06/202.,	C.Lappin	\$ 28,000.00	\$ 10,998.90	
APPROXIMATE TOTAL				\$ 868,776.00	\$ 639,324.00	

DATE INSTRUCTED	MATTER DESCRIPTION and details of Jurisdiction	STATUS	COUNCIL OFFICER	FEE ESTIMATE (ex GST)	BILLED COSTS TO END OF JUNE	UNBILLED COSTS TO DATE
NCAT						
17/05/2024	NCAT - GIPA Debra MOORE v KMC	Correspondence sent to lawyers for the applicant 29/06/2024 following clarification of documents requested. If agreed, a Mediation Agreement can be prepared and provided to NCAT prior to the mediation hearing on 22/07/2024.	A.Critchler	\$ 17,000.00	\$ 5,803.82	\$ 5,975.64
SUPREME COURT						
20/12/2019	Gardos V KMC Supreme Court Dedication of land as a Public Road Burra Creek Road, Jamberoo	Parties agreed to discontinue the matter on 16/03/2021. FINALISED.	B.Ramaekers	\$ 30,000.00	\$ 30,470.00	
12/10/2023	KMC v Josef Fischer Supreme Court proceedings Extension of Caveat Swamp Road Cycleway, 11 Thornett Way, Kiama Downs	Easement in process of being registered. Once registered, caveat can be withdrawn and proceedings discontinued as per deed.	B.Ramaekers	\$ 68,925.64	\$ 55,508.26	\$ 2,365.50
APPROXIMATE TOTAL				\$ 98,925.64	\$ 85,978.26	
FEDERAL COURT						
6/10/2022	Federal Court Proceedings Nicholas Daoud (NDCO) v KMC (Unreasonable delays to DA)	Matter set down for Mediation 04/07/2024. If the matter does not settle, it will proceed to trial. The date for trial is not yet fixed. Listed for Case Management hearing 11/07/2024.	J.Stroud	\$ 2,500,000.00	\$ 3,547,719.46	

DATE INSTRUCTED	MATTER DESCRIPTION and details of Jurisdiction	STATUS	COUNCIL OFFICER	FEE ESTIMATE (ex GST)	BILLED COSTS TO END OF JUNE	UNBILLED COSTS TO DATE
21/04/2022	John Giles v KMC Federal Court of Australia	Application alleging unlawful discrimination by Council. Matter not resolved following mediation on 09/11/2022. Parties have exchanged correspondence over a considerable period of time to try and reach settlement and some in principle agreement has been reached. On 07/02/2024, the Applicant forwarded a request for particular works to be carried out by Council as part of settlement, having regard to a stormwater assessment and requesting amendments to a proposed indemnity. The amendments sought by the Applicant were not supported by Council. Agreement on settlement terms has now been reached and a Deed of Settlement has been prepared awaiting execution by Council.	M. Malone	\$ 43,725.00	\$ 47,176.62	-
APPROXIMATE TOTAL				\$ 2,543,725.00	\$ 3,594,896.08	

GENERAL						
DATE	MATTER DESCRIPTION	STATUS	COUNCIL OFFICER	FEE ESTIMATE (ex GST)	BILLED COSTS TO END OF JUNE	UNBILLED COSTS TO DATE
6/07/2022	Probity Advice - Terralongo, Akuna & Shoalhaven Streets	This matter is subject to an ICAC Section 11 referral. The Commission has not completed its investigation. This matter will escalate at the conclusion of the Federal Court Proceedings in the matter of KMC v Daoud.				
23/08/2023	Blue Haven (Bonaira) Ongoing probity advice	Parties close to reaching an agreement on contractual documents.	J.Stroud	\$ 90,000.00	\$ 73,824.87	-
	Morgan Lewis v KMC Local Court Failure to comply with terms of DA	Matter listed for mention 03/06/2024. The Court ordered for the matter to be listed for a further mention on 05/08/2024. Counsel briefed and the Statement of Facts are currently in preparation.	J.Gaudiosi	\$ 95,350.00	\$ 76,241.00	\$ 115.80
3/05/2024	Fillmore's, Manning Street, Kiama		J.Milevski	\$ 20,000.00	\$ 18,908.80	\$ 59.40

DATE INSTRUCTED	MATTER DESCRIPTION and details of Jurisdiction	STATUS	COUNCIL OFFICER	FEE ESTIMATE (ex GST)	BILLED COSTS TO END OF JUNE	UNBILLED COSTS TO DATE
9/05/2023	Advice on the removal of caveats - Spring Creek	Senior Counsel briefed at the request of Council. Advice expected to be completed at the end of July.	J.Stroud	\$ 23,600.00	\$ 13,940.00	\$ 436.00
APPROXIMATE TOTAL				\$ 228,950.00	\$ 182,914.67	
INVESTIGATIONS						
30/04/2024	Code of Conduct Complaint (Councillor)	Matter referred to Pinnacle Integrity for Investigation. Findings - Two grounds did not require any further action. One ground to proceed to formal investigation.	K.Norton	\$ 9,724.00	\$ 4,576.00	
23/05/2024	Code of Conduct Complaint (Councillor)	Matter referred to Weir Consulting for Investigation.	R.Winston	\$ 5,500.00		
23/05/2024	Code of Conduct Complaint (Councillor)	Matter referred to Weir Consulting for Investigation.	R.Winston	\$ 4,400.00		
9/06/2024	Code of Conduct Complaint (Councillor)	Matter referred to Weir Consulting for Investigation.	R.Winston	\$ 3,850.00		
APPROXIMATE TOTAL				\$ 23,474.00	\$ 4,576.00	

13.3 Destination Event Funding Program - Round 1 Assessment

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: 3.2.2 Support sustainable local business development, visitations and events.

Delivery Program: 3.2.2.1 Deliver Kiama Tourism and Events Strategic Plan 2022–2026.

Summary

This report provides the assessment summary and support recommendations from the Internal Grants Assessment Panel for the seven eligible applications received for round one of the Destination Event Funding Program.

Financial implication

The annual budget to support the Destination Event Funding Program is \$130,000. The amount recommended to support the seven eligible applicants in round one equates to \$47,462.

Risk implication

NIL

Policy

Kiama Council Sponsorship and Donations Policy 2024

Kiama Tourism and Events Strategic Plan 2022-2026

Destination Event Funding Program Guidelines

Consultation (internal)

Council's *Internal Grant Assessment Panel* is made up of a panel of at least four Council officers that have a link or correlation in their role to local events.

Applications received for the Destination Events Funding Program are reviewed, scored against criteria and the recommendations made by the *Internal Grant Assessment Panel* for allocation of funding for local destination events.

The recommendations from the Panel were presented to the Tourism and Economic Advisory Committee at their July meeting.

Communication/Community engagement

The Destination Events Funding Program supports major events through the provision of funds, focused on economic outcomes as well as meeting deliverables and program criteria relating to community involvement and building of social capital.

Attachments

- 1 Round 1 Destination Event Funding Program - Assessor Summary 2024-25 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council review the summary of applications received for round one of the Destination Event Funding Program and endorse Council's support for all eligible events to the value listed in the below table:

Event	Funding amount
Kiama Red Cross Fun Run	\$1,220.00
2025 Winter Wine Festival presented by Crooked River Estate	\$10,220.00
Kiama Coastal Classic	\$3,000.00
Kiama Sevens 2025	\$12,500.00
Clearly Music, Arts & Wellness Festival 2.0	\$7,522.00
Sydney FC Football Festival	\$5,000.00
177th Kiama Show - 2025	\$8,000.00
TOTAL ALLOCATION:	\$47,462.00

Background

Kiama Municipal Council has a proud history of hosting, supporting and promoting events within the local government area (LGA).

The Destination Event Funding Program aims to support event organisers to plan and deliver successful events and assist in delivering objectives within Kiama Council's Tourism and Events Strategic Plan (2022-2026).

This funding program specifically supports events that attract intra and interstate visitation and appeal to Kiama's key visitor markets. These are events that occur outside of recognised peak periods, bolstering the local events calendar. They encourage overnight stays and drive the visitor economy in the immediate term, inspiring repeat visitation over the longer term.

This fund aims to encourage sustainable practices to build long term capability and increase collaboration and partnerships to deliver stronger and beneficial outcomes for local events.

A copy of the assessment criteria is provided.

Report of the Chief Executive Officer

13.3 Destination Event Funding Program - Round 1 Assessment (cont)

Assessment Criteria

Criterion 1 – Tourism Value and Destination Profiling (30%)

Assessed on the significance of the event to the Kiama LGA

Considerations:

- profiling of the Kiama region as a tourist destination and ability to encourage repeat visitation
- marketing & communication planning, demonstrating the ability of the event to raise the profile of Kiama through media coverage
- how the event aligns with the Destination Kiama brand proposition and hero experiences
- number of estimated attendees travelling to event from >50kms
- the event duration (and proposed length of stay of attendees)
- uniqueness of the event and how the event objectives benefit Kiama as a Destination
- contribution to the calendar of events for the Kiama LGA (out of peak periods)

Criterion 2 – Economic benefits of the event (25%)

Assessed based on the economic impact proportionate to size and funding investment requested

Considerations:

- at least 35% of attendees from out of area
- economic impact (estimated \$50,000 - \$1M from year 3 of the event)
- overnight visitation estimate (event spanning multiple days)
- number of local businesses engaged and/or demonstrated collaboration for economic benefit
- ability to smooth seasonality and trigger visitation in off-peak period
- commitment to monitor & evaluate the success of the event (through surveys and data collation)

Criterion 3 – Social and community benefits of the event (15%)

Assessed based on the social and community impact proportionate to event size

Considerations:

- ability of event to drive social and cultural legacies through positive community participation, engagement and connections
- measures in place to ensure the event is accessible and inclusive

Report of the Chief Executive Officer

13.3 Destination Event Funding Program - Round 1 Assessment (cont)

- promotes cultural diversity by collaborating and engaging with Traditional Owners and other minority groups such as youth
- employs sustainable event practices with no adverse environmental or social impacts

Criterion 4 – Capacity and capability - implementation planning (10%)

Assessed on the capability of the applicant organisation to run the event

Considerations:

- event management plan demonstrates capacity and capability to manage a successful event
- staffing and resource management planning
- track record of running this event and/or similar events
- budget relevant to the scale of the event that indicates expected profit/loss and demonstrates strong financial management
- demonstration of thorough planning, including status of event permit requirements (if applicable) or event ready documentation (e.g. risk assessment, public liability statement)

Criterion 5 – Extent of need for funding (20%)

How would Destination Event Funding improve the outcomes of the event?

Considerations:

- ability to generate financial support beyond the Destination Funding Program
- what impact will funding have to this proposed event?
- demonstration of business planning and growth forecasts? e.g. reach of out of area participants, expansion of offering, purchase of expertise, more accessible, longer hours of operation
- is the event receiving other funding?
- if applicable, will the funding enable or support the event to occur again in the future?

Criterion 6 - Previous funding recipients only

All funding agreement deliverables executed to an acceptable standard including post event reporting.

Note that 5% of the total score will be deducted for applicants that have previously not met funding obligations and acquittal requirements.

Destination Event Funding
Round 1 FY 24/25 - Assessment Matrix Assessor Recommendations

Group / Organisation name	Event Title	Proposed Date & Duration	AMOUNT TOTAL	MONETARY	IN KIND	Location	Event Type	Attendee Numbers	Financial Support Requested	In-Kind Support Requested	Previous Funding	Assessor comments	Concensus Score
Total budget:		\$ 130,000.00	Round 1 theme breakdown										
Allocation round 1:		\$ 47,462.00	\$ 21,720.00	Sport									
Remaining funds:		\$ 82,538.00	\$ 25,742.00	Art music									
1	Kiama Red Cross	Kiama Red Cross Fun Run	\$ 1,220.00	\$ 1,000.00	\$220 for highway sign	Coronation Park; James Oates Reserve; North Bombo car park	Community	400	\$ 1,000.00	\$ 500.00	\$1k 2024 \$2k 2023	Ground roots event, lots of community support, promote health wellness, showcase the coastline. Requiring funds for marketing to achieve growth.	42.5
2	Crooked River Wines	2025 Winter Wine Festival presented by Crooked River Estate	\$ 10,220.00	\$ 10,000.00	\$220 for highway sign	Crooked River Estate, 11 Willowvale Road, Gerringong, NSW, 2534, Australia	Major	>4000	\$ 20,000.00	\$ 220.00	\$5k 2024	Event on private land with a strong history of improvement. Worked well with Council in the past, good post event report. Winter event over two days.	83.0
3	Elite Energy Pty Ltd	Kiama Coastal Classic	\$ 3,000.00	\$ 3,000.00	\$	From Werri Beach to Manning St Kiama	Destination	1960	\$ 5,000	\$	\$3k 2024	Elite Energy, commercial focus, lots of sponsors in the past. Promotes health wellness, showcases the coastline, good media connections and database for marketing.	60.8
4	KIAMA RUGBY FOOTBALL CLUB INC	Kiama Sevens 2025	\$ 12,500.00	\$ 6,000.00	\$6,500 to be put towards reserve hire, pavilion hire, highway sign and waste	Kiama Showground, Bong Bong St Kiama NSW 2533	Major	5000	\$ 20,000	\$ 9,500.00	\$10k 2024 \$10k 2023 \$7k 2022	Long history with Council, no plans to grow event. Requires Council investment to continue. Committed to improve data collection.	74.6
5	Kiarama PTY LTD	Clearly Music, Arts & Wellness Festival 2.0	\$ 7,522.00	\$ 4,000.00	\$3,522 to be put towards pavilion hire, highway sign and waste	The Pavilion, Kiama	Destination	1500	\$ 10,000	\$ 3,522.00	\$4k 23/24 \$4k 23/24 \$5k 22/23	Good community involvement and commitment to youth and minority groups. Located within the Pavilion only.	78.9
6	Sydney FC	Sydney FC Football Festival	\$ 5,000.00	\$ 4,500.00	\$500 to be put towards highway sign and waste	Quarry Sportsfields (Kiama Sports Complex)	Destination	1000	\$ 4,500	\$ 500.00	N/A	Second year event, first time for Council funding. Big opportunity to grow the event. 55% from Sydney staying 1-2nights. Located at the Quarry Centre with support from other user groups.	74.9
7	Kiama Show Society Inc	177th Kiama Show - 2025	\$ 8,000.00	\$	\$8,000 to be put towards reserve hire, road occupancy, pavilion hire, waste services	Kiama Showground	Major	6000	\$	\$ 19,805.00	\$6,321 in 2024	Long history with support from Council, looking at how to grow and improve event. Requires Council investment to continue. Funding aids ancillary event venue hire (Fundraisers) and main event Pavilion Hire, reserve hire fees, waste	74.5
			ROUND 1 TOTAL	\$47,462.00	\$28,500.00	\$18,962.00			\$ 60,500	\$ 34,047			

13.4 Endorse for public exhibitoin: Customer Service Charter

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

CSP Strategy: 5.2.2 Communicate openly and honestly with the community to build a relationship based on transparency, understanding, trust and respect.

Delivery Program: 5.2.2.2 Excellent customer service provided to meet the needs of stakeholders.

Summary

Council staff have developed the Kiama Municipal Council Customer Service Charter.

The purpose of the Customer Service Charter is to set out timeframes for response / acknowledgement of customer enquiries to Kiama Council and ensure consistent and professional customer service is being provided across the organisation.

The drafting of this Charter has come about due to Councillor and community requests, and brings Kiama Council into line with other local councils that have similar charters for their staff and customers.

Council seeks endorsement to place this Customer Service Charter on public exhibition for feedback and comments after the Caretaker period (14 August – 13 September 2024) and the Local Government election, which is taking place on 14 September 2024.

This report is put forward to give current Councillors a first look at the draft Charter and an opportunity to provide feedback.

Financial implication

Nil – part of operational budget, business as usual.

Risk implication

The Customer Service Charter helps manage community, Councillor and staff expectations and mitigate risk of frustration and misunderstanding by providing clear guidelines and setting out timelines for response / acknowledgement for Council staff to respond to our customers, who are our community.

Policy

Kiama Municipal Council Customer Service Charter

Consultation (internal)

This project began in 2020 but stalled due to staff turnover and COVID-19 impacts.

In 2021-22, further work was carried out, with an internal working party formed in 2023, led by the Customer Service Team with assistance from Communications and Engagement.

Communication/Community engagement

As well as consulting internally across many departments, customer and community feedback from Council's community engagements in 2023-24 have helped inform the draft Customer Service Charter.

Report of the Chief Executive Officer

13.4 Endorse for public exhibitoin: Customer Service Charter (cont)

Attachments

- 1 Kiama Municipal Council Customer Service Charter - draft - 2024 [↓](#)

Enclosures

Nil

Item 13.4

RECOMMENDATION

That Council:

1. Place the Kiama Municipal Council Customer Service Charter on public exhibition, after the completion of the 2024 NSW Local Government Caretaker period, for a period of 28 days calling for submissions and that the results of the consultation be reported to the newly elected Council.
2. The newly elected council will receive a further report for consideration, if any relevant submissions are received or if any substantial changes are proposed for any other reason, 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 Kiama Municipal Council Customer Service Charter, if there are no relevant submissions received and there are no substantial changes proposed for any other reasons.

Background

The purpose of the Customer Service Charter is to set out timeframes for response / acknowledgement of customer enquiries to Kiama Council and ensure consistent and professional customer service is being provided across the organisation.

The drafting of this Charter also brings Kiama Council into line with other local Councils that have similar charters for their staff and customers.

The Customer Service Charter was developed in response to Cr Kathy Rice's requests for a Community Strategy Policy, the first dating from 18 September 2018, with subsequent follow-ups in 2018, 2019, 2022 and, at Council's July 2024 Ordinary Meeting, the following question on notice from Cr Rice:

In September 2018, Council endorsed the development of a Community Response Policy that included a manageable timeframe for replying to community concerns and enquiries.

I understand that this is now being developed as the Customer Response Charter.

For the benefit of the community and Councillors, please can a report be provided to explain when the completed charter might become available to the community.

Report of the Chief Executive Officer

13.4 Endorse for public exhibitoin: Customer Service Charter (cont)

The Customer Service Charter has been presented to Council's Executive Leadership Team (ELT) and is provided to Councillors prior to the Caretaker period and Local Government Elections due to take place on 14 September 2024.

After the Local Government election, Council staff will place the Charter on public exhibition for 28 days and report back to the newly elected Council (likely at the October 2024 meeting) to seek endorsement to place the finalised Kiama Municipal Council Customer Service Charter on Council's website. If no submissions are received, staff will provide a Report for Information to the new Council.

It is expected the Charter will be reviewed and updated as needed and based on community engagement and customer feedback, such as a Community Satisfaction / Customer Experience survey, which is being planned to occur in the first half of 2025.

Item 13.4



Customer Service Charter

Kiama Municipal Council serves the community and our customers including residents, workers, visitors, community groups and businesses.

This Customer Service Charter sets out our commitment to you as our customer and the standards of service we aim to deliver for our community.

We care about our customers and strive to meet your needs, wants and expectations through exceptional service delivery.

We welcome and value your feedback to help us improve our service and to celebrate when we have done a good job.



Our commitment to you

Council Officers will:

- behave in a way that reflects and upholds our values: Respect, Innovation, Integrity, Teamwork and Excellence
- provide a customer service experience that is welcoming, friendly, polite, accurate, reliable, and professional
- respect privacy and confidentiality
- maintain a focus on continuous improvement

Our team provides prompt communication by:

- answering calls to our main Council number within **30 seconds**, or
- enabling you to leave a message if we are unable to take your call, which we will respond to within **5 business days** (unless otherwise advised eg: Council Officer on leave)
- respond to all written correspondence (other than statutory timeframe governed matters) within **10 business days**, or acknowledge if the 10 business day response time is not achievable

Our commitment to privacy

We store the details of enquiries to facilitate contact with our customers. We keep the information confidential and it is used for the purpose it was collected only, within the guidelines of our [Privacy Management Policy](#).

Help us help you

In return we request that you:

- treat our staff with courtesy and respect - no abusive language or behaviour will be tolerated
- respect the privacy and rights of other customers
- provide us with complete and accurate information
- inform us promptly of any change of address or change of circumstances
- work with us in partnership
- be open and honest in your dealings with us and comply with the law
- provide constructive feedback so that we can improve your experience
- acknowledge that Council is subject to strict governance and legislation that may result in decisions that you do not agree with

Scan here to provide feedback





Services and timeframes

SERVICE AREA	RESPONSE / ACKNOWLEDGEMENT	
General services	Correspondence	10 days
	Complaints	10 days*
	Customer Action Requests (CRMs)	10 days, urgent requests are expedited
	Informal Requests for Information	10 days*
	Formal Access Application	20 days*
	After-hours emergency service (roads/parks/Council buildings)	24 hours, 7 days a week
Planning	General planning enquiries	10 days*
	Development compliance complaints	10 days*, urgent requests are expedited
Compliance Officer (Ranger) services	Companion animal complaints and lost/found companion animals	10 days, urgent requests are expedited (please notify Council of a lost animal within 72 hours)
	After-hours issues (eg: livestock on road, dangerous animal complaints)	Messaging service: 24 hours, 7 days a week
	Parking complaints, abandoned vehicles, illegal dumping, pollution	10 days, urgent requests are expedited
Finance	Payment of invoices	30 days
	Debtor/Creditor queries	10 days*
Rates	Rates enquiries	10 days*
HR standards	Acknowledge job applications	Instantaneous automated receipt
Environmental Health	Food and public health complaints	10 days, urgent requests are expedited
	Food and public health inspections	Occur once a year, more frequently for high-risk premises, and/or by request
Media	Media requests	Within 8 business hours, as per Media Policy

Number of days = maximum number of standard business days within which you will receive a response or acknowledgement
 *Timeframe may vary based on application, clarity/scoping, additional information required from third party, receipt of payment

You can contact us to make an enquiry, provide feedback, lodge a customer service request, give a compliment or make a complaint:

- Online:** www.kiama.nsw.gov.au/Contact-us
- Your say:** we encourage feedback on Council policies, strategies, plans or proposals via the 'Your say' section of our website www.kiama.nsw.gov.au/Council/Your-say
- Email:** council@kiama.nsw.gov.au
- Phone:** (02) 4232 0444, business days between 8:30am and 4:30pm
- Post:** Kiama Municipal Council, PO Box 75, Kiama NSW 2533
- In person:** Administration Centre at 11 Manning Street, Kiama, business days between 8:45am and 4:15pm

Scan here to provide feedback



Please note: Council does not monitor social media for customer enquiries. All communication requiring a response from Council should be via the above options.

14 REPORT OF THE CHIEF OPERATING OFFICER

14.1 Post review endorsement: Child Safe Policy

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 14.1

Summary

The Draft Child Safe Policy and Behavioural Standards for Keeping Children Safe have been developed to support Council's implementation of the Child Safe Standards.

Adoption of the Policy and Behavioural Standards occurred in January 2024, following the 28 day exhibition period with no submissions received.

The Policy has now been reviewed following feedback from the Office of Children's Guardian and evaluation over 6 months of implementation.

Financial implication

The Draft Child Safe Policy and Behavioural Standards for Keeping Children Safe are administrative documents and do not impact Council's budget.

Risk implication

The Child Safe Policy addresses the following risks:

- Clearly defined expectations relating to interactions with children, minimising risk of harm to children and young people in our workplaces and facilities.
- Compliance with the requirements of the Office of Children's Guardian and Reportable conduct Scheme
- Assists with mitigation of liability exposure in the event of claims brought against council.

Policy

Child Safe Policy

Consultation (internal)

Office of Children's Guardian

Management Leadership Team

Audit, Risk and Improvement Committee

Child Safe Working Group

Communication / Community Engagement

The Policy and Behavioural Standards were placed on public exhibition in January 2024. No submissions were received.

Report of the Chief Operating Officer

14.1 Post review endorsement: Child Safe Policy (cont)

Attachments

1 DRAFT - Child Safe Policy - for endorsement [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council adopt the updated Child Safe Policy.

Report

The Office of the Children’s Guardian completed a monitoring assessment of the Implementation of Child Safe Standards late 2023.

Following review of the December 2023 report by Council’s Child Safe working group, and evaluation of the first 6 months of Policy Implementation, the Policy has been reviewed and updated.

The DRAFT Child Safe Policy is attached for Councillors’ consideration.

Item 14.1



Policy Owner/Responsible Officer	Manager People and Performance
Department	Office of Chief Operating Officer
Date endorsed	TBA
Council Resolution	TBA
Next review date	TBA
TRIM reference	24/65826

Contents

Policy Statement/Objectives ----- 2

Scope ----- 2

References ----- 2

Consultations ----- 3

Definitions ----- 3

Variation and review ----- 5

POLICY ----- 5

1. Child Safe Standards ----- 6

2. Framework ----- 6

3. Children’s participation and consultation ----- 6

4. Recruitment and selection ----- 7

5. Complaints management and reporting ----- 7

6. Mandatory Reporting of risk of significant harm ----- 7

7. Allegations against employees and other workers ----- 8

8. Allegations about improper behaviour in Council’s services and facilities ----- 8

9. Employee support and development ----- 8

10. Breach of Policy ----- 8

Related Forms/Documents ----- 9

Attachments ----- 9

Authorisation ----- 9

Item 14.1

Attachment 1

Policy Statement/Objectives

In accordance with the *Children's Guardian Act 2019* (the Act), councils are required to adopt a Child Safe Policy (the Policy) to demonstrate commitment to children's safety. Council is also required to ensure that children and young people are consulted and engaged appropriately in accordance with the *Behavioural Standards for Keeping Children Safe* (the Standards).

Kiama Municipal Council (Council) is committed to supporting the rights of children and young people and is committed to their care, protection and contribution to our community. Council acknowledges that in NSW, the safety of children and young people is a responsibility shared by parents/guardians and families with the support of the community and government and non-government organisations.

Council has established a Child Safe Working Group, chaired by the Chief Operating Officer to develop, monitor and review Council's Child Safe initiatives.

The objectives of this Policy are to:

- enable Council to become a Child Safe Organisation;
- guide Council in implementing best practice approaches to child protection;
- ensure a safe environment for children and young people in accessing Council's services and facilities;
- ensure children and young people are engaged and able to make meaningful contributions in matters that relate to them, within the Kiama community;
- further the health, safety, welfare and wellbeing of children and young people within our community;
- clearly identify Council's obligations relating to children and young people and ensure its employees and other workers are aware of those obligations;
- ensure Council meets its obligations relating to the Child Safe Standards including mandatory reporting, recruitment and selection and responding to allegations against employees and other workers involving children and young people;
- guide Council to ensure compliance with recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse (2017) that affect local government; and
- ensure Council complies with the Act.

Scope

This Policy applies to every Council 'employee and other worker' as defined within this Policy.

Each of Council's employees and other workers is responsible for following Council's Behavioural Standards for Keeping Children Safe which are based on the Standards developed by the Office of the Children's Guardian (OCG).

Each is to ensure they are aware of their responsibilities relating to prevention of harm and responding to suspected risk of significant harm to a child or young person in accordance with the requirements of the *Children and Young Persons (Care and Protection) Act 1998*.

References

- Behavioural Standards for Keeping Children Safe
- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young Persons (Care and Protection) Act 1998

- Children's Guardian Act 2019
- Crimes Act 1900
- Institutional Responses to Child Sexual Abuse (2017)
- Mandatory Reporter Guide (MRG) 2010
- National Principles for Child-Safe Organisations and
- NSW Child Safe Standards
- Royal Commission into Institutional Responses to Child Sexual Abuse (2017)
- Council's Code of Conducts and Procedures for the Administration of the Code of Conduct

Consultations

- Executive Leadership Team
- Management Leadership Team
- Child facing Council facility groups
- Kiama Local Government Area school network
- Kiama Local Government Area community

Definitions

Term	Definition
Abuse	Actions that result in harm, potential harm or maltreatment of children and young people including but not limited to; physical harm, sexual assault, exposure to domestic violence, neglect, psychological harm and prenatal risks.
Child	A person who under the age of sixteen (16).
Child-related work	Work that involves direct contact between a worker and a child or young person that is more than incidental to the work. Access to confidential records or information about children or young people is also considered to be child-related work.
Child Safe organisation	An organisation in which Child Safety is embedded in planning, policy and practices and the voices of children and young people are valued and actively supported in decision making.
Council Officials	As defined by Council's Code of Conduct, includes councillors, employees, administrators, council committee members, delegates of council and council advisors.
Delegates of Council	As defined by Council's Code of Conduct includes a person (other than Council Official) or body, and the individual members of that body, to whom a function of the council is delegated.

<p>Employees and other workers</p>	<p>The term used in this Policy to include anyone doing any form of work, paid or unpaid, for or on behalf of Council; including but not limited to:</p> <ul style="list-style-type: none"> • Council Officials; • Delegates of Council; • independent contractors/subcontractors to Council (and their employees); • suppliers delivering products to Council premises; • employees of labour hire companies working with Council; • outworkers, such as a home-based worker, working with Council; • apprentices, trainees or cadets placed with or working for Council; • work experience participants placed with Council; and/or • volunteers to any of Council's services.
<p>FaCS</p>	<p>Family and Community Services, the NSW Government agency responsible for the care and protection of children and young people.</p>
<p>Mandatory Reporters</p>	<p>Are defined by the Act as people who deliver services, wholly or partly, to children; including but not limited to: professionals working in healthcare; welfare; education; children’s services; residential services; and/or law enforcement.</p>
<p>Mandatory Reporting Guide (MRG)</p>	<p>The Guide is a decision-making tool to help Mandatory Reporters determine if, how and when the suspected risk of significant harm of a child or young person is to be reported.</p>
<p>Neglect</p>	<p>Occurs when a parent or caregiver does not regularly provide a child or young person with the basic requirements for their growth and development. This may include food, clothing, shelter, medical and dental care, adequate supervision and/or care.</p>
<p>Reportable Conduct</p>	<p>Section 20 of the <i>Children’s Guardian Act 2019</i> defines Reportable Conduct as, regardless of whether criminal proceedings are underway:</p> <ol style="list-style-type: none"> a) A sexual offence committed against, with or in the presence of a child or young person; b) Sexual misconduct with, towards or in the presence of a child or young person; c) Ill-treatment of a child or young person; d) Neglect of a child or young person; e) An assault against a child or young person; f) An offence under section 43B or 316A of the Crimes Act 1900; and g) Behaviour that causes significant emotional or psychological harm to a child or young person.

Risk of Significant Harm	Concern/s about a child or young person that are sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. The risk is not minor or trivial and it may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. This can result from a single act or omission or an accumulation. Risk of significant harm is the threshold in NSW to report child protection concerns to FaCS via the Child Protection Helpline.
Royal Commission	The Royal Commission into Institutional Responses to Child Sexual Abuse (2017).
UN Convention on the Rights of the Child	A human rights treaty, of which Australia is a signatory, ratified in 1989 by the UN General Assembly. The Convention espouses commitment to keeping children everywhere safe, happy and healthy.
WWCC	The Working with Children Check is a requirement for anyone who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five (5) years, or a bar against working with children.
Young Person	In this Policy a young person is over sixteen (16) but under eighteen (18) years of age.

Variation and review

Council reserves the right to review, vary or revoke this Policy.

Review History

Date reviewed	Date adopted/ endorsed	Brief detail of amendments
N/A	16 January 2024	New Policy
June 2024	TBA	Policy reviewed following feedback from NSW Office of the Children's Guardian including the addition of section 2 (Framework), clause 3.3 and clause 9.1.

POLICY

Council's aim is for children and young people to have safe and happy experiences while accessing Council services and facilities. Safeguarding children is everyone's business. This Policy reflects Council's commitment to the *National Principles for Child-Safe Organisations* and *NSW Child Safe Standards*.

All employees and other workers must uphold and promote safety and wellbeing for children and young people and respond appropriately where concerns are identified.

Council is committed to the ongoing education of children and young people, employees and other workers and the wider community about their rights, responsibilities and reporting processes relating to child protection and opportunities for children and young people to actively participate in making decisions about matters that affect them.

1. Child Safe Standards

1.1. Council is committed to keeping children safe by ensuring that:

- a) child safety is embedded in institutional leadership, governance and culture;
- b) children participate in decisions affecting them and are taken seriously;
- c) families and communities are informed and involved;
- d) equity is upheld and diverse needs are taken into account;
- e) people working with children are suitable and supported;
- f) processes to respond to complaints of child sexual abuse are child focused;
- g) staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training;
- h) physical and online environments minimise the opportunity for abuse to occur;
- i) implementation of the Child Safe Standards is continuously reviewed and improved; and/or
- j) we have appropriate policies and procedures to document how Council is Child Safe.

2. Framework

2.1. Kiama Municipal Council (Council) is committed to maintaining an effective, efficient and tailored Child Safe framework that supports the overarching objective of children and young people having safe and happy experiences while accessing council services and facilities while addressing potential risks and creates opportunities to continually review and improve this approach.

2.2. The Framework consists of:

- a) this Policy;
- b) Behavioural Standards for Keeping Children Safe;
- c) consultation with children and families in our community;
- d) Risk Assessment;
- e) signage and reference materials on what to expect and where to seek help;
- f) complaints management process, documentation, evaluation;
- g) Child Safe recruitment, induction, training and statements of commitment for employees and other workers; and
- h) Child Safe standards Implementation Action Plan.

3. Children's participation and consultation

3.1. Council encourages active participation of children in the programs, activities and services it offers through mechanisms including:

- a) Library Services;
- b) CENTRAL Youth Services;
- c) Kiama Leisure Centre;
- d) Community facilities and open spaces;
- e) Cultural Art Centres; and
- f) community events and programs.

- 3.2. In addition to existing avenues for participation and engagement, Council will explore opportunities to broaden this scope through the Illawarra Child and Family Interagency, committees and community events, to encourage children to participate in matters that affect their lives.
- 3.3. Council commits to seeking feedback and making child safe information available to children and families in our community on a variety of ways including:
 - a) via Council's website;
 - b) via QR code on posters at Council's facilities;
 - c) hardcopy print outs at Council's child facing facilities;
 - d) Child Safe Officers at the Kiama Leisure Centre and Kiama Library available to meet and discuss queries, feedback or complaints; and
 - e) active community consultation events including community engagement strategy and community strategic planning workshops.

4. Recruitment and selection

- 4.1. Council will maintain a rigorous and consistent recruitment, screening and selection process for employees and other workers.
- 4.2. To maintain a Child Safe Organisation, Council is committed to building the capability of employees through support, induction, onboarding, professional development and supervision.
- 4.3. Managers will ensure that employees and other workers in contact with children have a current and valid Working with Children Check (WWCC). The WWCC is an essential part of Council's recruitment process to prevent risk to the safety of children.
- 4.4. Council's Human Resources team will ensure recruitment and selection complies with the requirements of the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*.

5. Complaints management and reporting

- 5.1. Council will take all allegations seriously, respond appropriately and report concerns to relevant authorities. All complaints against employees and other workers will be managed confidentially in accordance with Council's policies, relevant legislation and, where applicable, Award requirements.
- 5.2. No person will be penalised or suffer adverse consequences for making a complaint.

6. Mandatory Reporting of risk of significant harm

- 6.1. Where there is concern that a child or young person may be at risk of significant harm, Mandatory Reporters must report to the Department of Communities and Justice's (DCJ) Child Protection Helpline.
- 6.2. The requirements and process for Mandatory Reporting are outlined in the *Children and Young Persons Care and Protection Act 1998*.
- 6.3. The Mandatory Reporter Guide (MRG) can be used to help determine what should be reported and when.
- 6.4. Mandatory Reporting roles within Council's structure are:
 - a) Chief Executive Officer (head of agency);
 - b) Executive Leader Team (executive);
 - c) social workers, case workers and youth workers; and
 - d) childcare workers.

- 6.5. People who are not Mandatory Reporters can also report suspected risk of significant harm.
- 6.6. Reports are made to the DCJ Child Protection Helpline by phoning 132 111 or online at reporter.childstory.nsw.gov.au.

7. Allegations against employees and other workers

- 7.1. In addition to Mandatory Reporting, allegations against employees and other workers must be reported to the Governance Coordinator, using Council's Child Safe Allegation Record Form. Council will manage such complaints or allegations in accordance with Division 3 of the *Children's Guardian Act 2019*.
- 7.2. Allegations that relate to children and young people are regarded as extremely serious and will be thoroughly investigated in accordance with Council's Child Safe Allegation Reporting Procedure in consultation with Council's Governance Coordinator.
- 7.3. Council will take all allegations seriously and report concerns to the relevant authorities and in accordance with the relevant legislation.

8. Allegations about improper behaviour in Council's services and facilities

- 8.1. All allegations involving a person under the age of eighteen (18) years should be immediately reported to the Governance Coordinator using Council's Child Safe Allegation Record Form who will determine appropriate investigation and reporting in accordance with Council's Child Safe Allegation Reporting Procedure.

9. Employee support and development

- 9.1. Council has designated Child Safe Officers at the Kiama Leisure Centre and Kiama Library to provide support and advice within their work area to enable complaints/allegations to be lodged and investigated appropriately and in a timely fashion and represent their work area in the development and implementation of Child Safe initiatives within the organisation.
- 9.2. Council will provide necessary resources and build the capability of employees through professional development, supervision and support to promote and maintain a child safe organisation.
- 9.3. Employees will complete induction and ongoing training about managing risks and creating a safe environment to ensure the safety, suitability and security of physical and online environments for children in Council's services, facilities and programs.
- 9.4. Employees and other workers will be equipped with the knowledge, skills and awareness required to keep children safe.
- 9.5. New employees and other workers will be required to participate in appropriate induction and onboarding processes and procedures.
- 9.6. Managers will ensure all employees complete relevant training in accordance with Council's requirements.

10. Breach of Policy

- 10.1. A breach of this Policy will be managed in accordance with relevant legislation; industrial instruments and Council policies including Code of Conduct and related procedures.

Related Forms/Documents

- Council’s Child Safe Allegation Record Form
- Council’s Child Safe Allegation Reporting Procedure
- Council’s Behavioural Standards for Keeping Children Safe
- Council’s Complaints Handling Policy

Attachments

Nil	
-----	--

Authorisation

Name: Council Resolution No: **TBC**

Date: **TBC**

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)

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 14.2

Summary

This report presents the quarterly budget review statement for the quarter ending 30 June 2024 to comply with Part 9, Division 3, Clause 203 (1) of the Local Government (General) Regulation 2021. This report provides end of financial year budget results overview and details recommended changes to the adopted budget and a revised estimate of income and expenditure for the 2023-24 financial year. This report also presents commentary on preliminary year end results against the adopted budget.

Financial implication

Monitoring of the budget on a quarterly basis enables timely financial management and budget variations to effectively manage the resources available to Council to provide public services and amenities.

Risk implication

The risk implication attached to this information is not meeting legislative requirements as set out above.

Policy

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 Financial Officer

Directors

Department Managers

Management Accountants/Finance team

Communication/Community engagement

N/A

Attachments

- 1 Financial Statements - June 2024 [↓](#)
- 2 2023-24 Quarterly Budget Review Statement - QBR4 [↓](#)

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Receive and adopt the quarterly budget review statement and budget changes for the quarter ending 30 June 2024.
2. Note the budget carry forwards of \$189,000 into the 2024-25 budget capital program due to existing commitments and already underway projects.

Background

Throughout the 2023-24 budget year, Kiama Council has largely continued its normal operations. The Council's consolidated performance remains aligned with the original budgetary framework adopted by Council.

Consistent with previous reports and the current sustainability strategy, the Council's budget relies on asset divestment to fulfill key KPIs and positive cash flow.

Overview

This report highlights Kiama Councils preliminary year end financial results against the adopted budget. In addition, budgetary changes relating to the fourth quarter of 2023-24 are presented. These budgetary changes include notable adjustments relating to the removal of planned asset divestments from the 2023-24 financial year, now included in the adopted budget for 2024-25. Operational and capital carry forwards are also presented.

It must be noted that the financial results presented in this report and associated variance analysis are preliminary and subject to change as financial statement preparations are still in progress with audit scheduled to commence on 2 September 2024.

As at June 2024, preliminary results show that Council has achieved an operational deficit of \$1.1M at a consolidated level. This compares to a \$34.4M budgeted surplus. The budgeted surplus includes \$29M net gain from sale of assets which will be removed from the 2023-24 Budget as a part of QBR4 to reflect changes in timing of asset sales (including Blue Haven Bonaira Aged Care Facility and associated businesses). This adjustment along with a few minor ones, will bring the budgeted surplus for the year down to \$5.5M, comparing to actual deficit of \$1.1M. The resulting unfavourable variance of \$6.6M is mainly due to timing of capital grants (\$4.3M) and overall net operational expenditure being \$2.3M above the budget.

Operating cash flow

If the consolidated operating results excluding capital grants of (\$11.1M) was further adjusted for non-cash items such as depreciation (\$12.3M), Blue Haven ILU amortised

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4) (cont.)

Item 14.2

income (\$4.8M) this would result in a negative operating cash result of \$3.6M compared to \$11.1M (before considering capital flows through the balance sheet)

QBR 4 Changes

The attached quarterly budget review statement for the quarter ended 30 June 2024 shows a projected decrease to the operating budget surplus of \$28.8M, taking the QBR 3 adopted budget surplus of \$34.4M to a projected year end surplus of \$5.7M.

This \$5.7M surplus becomes a loss of \$8.6M when capital grants are removed which compares to the draft year end actual result of a loss of \$11.1M, a variance of \$2.5M.

Assuming the proposed budget changes highlighted in this report are adopted, in conjunction with the identified carry forwards, Council would have received 97% of the income it had projected to receive by year end. Conversely, consolidated expenditure will end the year overspent by 3%. The main change is the net gain on sale adjustment due to the Bonaira sale moving into 2024/25.

The overall effect of the proposed changes would also reduce the current operating result unfavourable variance from \$35.5M to \$6.8M.

Table 1. The following table presents a summary of the combined operational and capital quarterly budget review movements for QBR 4.

(\$'000)	Adopted Budget (QBR3)	QBR4 Budget Changes	Forecast Budget (QBR4)	Result
Operational Result	34,478	(28,788)	5,690	Decreased budgeted surplus
Capital Budget Expenditure	18,301	(1,493)	16,808	Decreased budgeted expenditure
Total	16,177	(27,295)	(11,118)	

Table 2. Presents a breakdown per budget changes, carry forwards and revotes.

(\$'000)	Budget Adjustments for Adoption	Revotes for Adoption	Carry Forwards to Note	Total QBR4 Changes
Operational Result	(29,159)	0	371	(28,788)
Capital Budget Expenditure	(1,289)	0	(204)	(1,493)
Total	(30,448)	0	167	(27,295)

Table 3. The following table presents a high-level summary of the budget movements and variances at a Consolidated level, year to date to June 2024.

\$'000	Adopted Budget (QBR 3)	Budget Change (QBR 4)	Forecast Budget (QBR 4)	YTD Actuals	YTD Variance to Adopted budget (QBR 3)
Revenue	132,313	(29,159)	103,153	99,655	(32,657)
Expenses	97,835	(371)	97,464	100,764	(2,929)
Operating result	34,478	(28,788)	5,690	(1,109)	(35,586)

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)**Operational Revenue**

Consolidated operational revenue is \$32.6M unfavourable to the adopted budget to June 2024. QBR 4 has resulted in the removal of \$29.2M of revenue from the current adopted budget (QBR3), decreasing the overall income budget from \$132.3M to \$103.1M.

As mentioned earlier in this report, this substantial decrease in operational revenue is a result of the removal of income relating to divestments of assets originally planned for 2023-24 that have now been adopted as a part of the 2024-25 budget. See 'Net gain/(loss) from the disposal of assets' section below for further details.

No carry forwards of operational income have been identified in QBR 4. The abovementioned changes have been proposed in order to reduce the material unfavourable budget variances that would exist if these changes were not adopted.

Table 4. The following table presents the income variance to the adopted budget, per entity as at June 2024.

\$'000	Consolidated	Council General Operations*	Blue Haven	Holiday Parks	Pavilion
Income Actual	99,655	60,589	27,276	11,010	781
Income Budget	132,313	92,859	27,566	11,065	823
Income Variance \$	(32,657)	(32,270)	(290)	(55)	(42)
Income Variance %	(24.7%)	(34.8%)	(1.1%)	(0.5%)	(5.1%)

*Council General Operations exclude Blue Haven, Holiday Parks and Pavilion.

A further explanation of the material income variances and subsequent QBR change recommendations are detailed below.

Rates and annual charges

Preliminary 2023-24 year end results show a \$626K unfavourable variance in revenue from rates and annual charges. This 2% unfavourable variance is subject to change as year-end accrued revenue journals are yet to be processed.

User charges and fees

Preliminary year end results highlight that Council has recorded an additional \$250K in user charges and fees above budgeted expectations at the consolidated level. A detailed explanation was provided in May Financial Report.

Grants and contributionsOperational

At end of the 2023-24 financial year, the Council's consolidated grants and contributions for operating purposes are \$450K over budget, with most of the favourable variance relating to General Fund..

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)Capital

The consolidated grants and contributions for capital purposes are \$4.3M unfavourable to the budget year to date. This variance is related to timing issues with claim payments and changes in capital works at the end of the financial year. A detailed explanation was provided in May Financial Report.

Net gain/(loss) from the disposal of assets

The expected net gain from asset disposals is unfavourable by \$28.5M. This primarily relates to the deferral of the divestment of Blue Haven Bonaira and to a much lesser extent Gray Street, South Kiama Drive (Marsden Street) and O'Connell Place to the 2024-25 financial year. These deferrals were adopted by Council as a part of the 2024-25 Budget and Long-Term Financial Plan.

The proposed budget adjustment of \$26.5M is proposed in the QBR review.

The remaining unfavourable variance is attributable to the revaluation of Akuna Street South Carpark, which has been reclassified as an asset held for sale, not reflected by the adopted budget. The proposed QBR adjustment to the written down value of this asset will further reduce the preliminary year end variance.

Operational Expenditure

Consolidated operational expenditure is \$2.9M or 3% unfavourable to the adopted budget to June 2024.

A total of \$371K in operational expenditure budget has been carried forward to the 2024-25 budget year. These carried forward expenses relate to amounts already committed to be spent by June 2024 but will now be spent in 2024-25.

Details of these carry forwards are contained in the attached QBR statements. No other budget adjustments have been proposed to expenditures, with the presented budget variances remaining unchanged.

Table 5. The following table presents the expenditure variance to the adopted budget, per entity as at June 2024.

\$'000	Consolidated	Council General Operations*	Blue Haven	Holiday Parks	Pavilion
Expenses Actual	100,764	62,163	30,442	7,330	829
Expenses Budget	97,835	61,355	27,799	7,784	896
Expenses Variance \$	(2,929)	(807)	(2,642)	454	67
Expense Variance %	(3.0%)	(1.3%)	(9.5%)	5.8%	7.5%

*Council General Operations exclude Blue Haven, Holiday Parks and Pavilion.

Explanation of the material income variances and subsequent QBR change recommendations are detailed below.

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)

Employee Costs

Preliminary year end results show employee benefits and on-costs to be unfavourable to budget by \$1.4M or 3.7% at a consolidated level. General Fund represents a significant portion of this discrepancy, with an overspend of \$1M. Additionally, Blue Haven contributes the second largest amount, being \$419K unfavourable. Holiday Parks and The Pavilion have minor favourable variances.

The variance in General Fund primarily arises from undercapitalisation of internal wages against capital projects. The capitalisation of internal Infrastructure team wages is an estimate determined at the beginning of the year based on anticipated capital programs and internal staff involvement. It is an internal allocation and a non-cash adjustment that can show an improved operating result. Capitalised wages were \$270K against budgeted \$620K ie variance \$350K.

In addition, as noted in previous monthly reports, a significant overspend in employee allowances notably lump sum back payments of \$380K for various allowances at Waste Service (specifically 'adverse working conditions') made recently but relating to previous 6 financial years also contributes to the unfavourable variance in General Fund.

Employee cost overspends at Blue Haven of \$419k are predominately attributed to additional staffing requirements, including casual employees to cover for permanent employees while on leave or to cover vacant positions. The updated Aged Care Quality and Safety Commission (ACQSC) regulations, higher occupancy rates, related mandatory staff minutes and improved accreditation, have all contributed to the overspend.

Fewer and shorter employee vacancies than originally forecast across Councils general operations also contributed to the variance. This is a positive in terms of retention and recruitment processing.

As the presented results are preliminary, further year end and financial audit related adjustments to employee costs will occur, including adjustments to employee leave entitlements which will alter the results presented here and in the audited financial statements. No adjustments to the budget have been recommended in QBR 4 in relation to employee costs

Materials and Services

The preliminary financial results for the 2023-24 financial year show that consolidated materials and services expenditures are \$1.3M over budget. The Council's General Fund continues to remain on track with budget, being \$235K favourable.

Blue Haven is the primary contributor to this unfavourable position, being \$1.9M overspent. The main drivers of this overspend are contractors and agency staff (\$914K over budget) and building and site maintenance (totally \$884K over budget). Further detailed analysis and insights on this matter are provided in the Blue Haven section of this report.

In contrast, Pavilion and Holiday Parks are favourable with regards to materials and services by \$25K and \$313K respectively. Further details on the Council's other entities can be found in the Holiday Park and Pavilion sections.

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)**Borrowing Costs**

The unfavourable variance in borrowing costs of \$389K is in part a result of an additional interest repayment on Councils \$15M Blue Haven Bonaira T-Corp loan and year-end fair value adjustment to loan balance (loss).

Individual Business Units Performance

Table 6. The following table presents variances in operating results to the adopted budget, per entity as at June 2024.

\$'000	Consolidated	Council General Operations*	Blue Haven	Holiday Parks	Pavilion
Income Actual	99,655	60,589	27,276	11,010	781
Income Budget	132,313	92,859	27,566	11,065	823
Income Variance \$	(32,657)	(32,270)	(290)	(55)	(42)
Income Variance %	(24.7%)	(34.8%)	(1.1%)	(0.5%)	(5.1%)
Expenses Actual	100,764	62,163	30,442	7,330	829
Expenses Budget	97,835	61,355	27,799	7,784	896
Expenses Variance \$	(2,929)	(807)	(2,642)	454	67
Expense Variance %	(3.0%)	(1.3%)	(9.5%)	5.8%	7.5%
Actual operating results	(1,109)	(1,574)	(3,166)	3,679	(49)
Budgeted operating results	34,478	31,504	(233)	3,281	(73)
Operating results Variance \$	(35,586)	(33,077)	(2,933)	399	25
Operating results Variance %	(103.2%)	(105.0%)	(1,258.8%)	12.2%	34.2%
Actual operating results (before capital grants and contributions)	(11,106)	(11,571)	(3,166)	3,679	(49)
Budgeted operating results (before capital grants and contributions)	20,132	17,158	(233)	3,281	(73)
Operating results Variance \$ (before capital grants and contributions)	(31,238)	(28,729)	(2,933)	399	25
Operating results Variance % (before capital grants and contributions)	(155.2%)	(167.4%)	(1,258.8%)	12.2%	34.2%

*Council General Operations exclude Blue Haven, Holiday Parks and Pavilion.

A further explanation of the performance of individual business units of Council are detailed below.

Holiday Parks

The combined preliminary operating result for all Holiday Parks is an operating surplus of \$3.7M. Budget for the same period was \$3.3M, resulting in a favourable variance to budget of \$399K or 12.2%. Operating revenue is marginally unfavourable, primarily due to reduced user charges and fees income generated from the park cabin rental and accommodation, as was explained in May Financial Report.

Operational expenditure is underspent by \$454K, primarily due to a \$313K underspend in materials and services, and a \$77K underspend in other expenses. As

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)

mentioned in previous monthly reports, the delay of certain cabin and site maintenance works during the busy season has contributed to this underspend. In addition, some year-end accruals are yet to be finalised for the financial year, once posted, the variance will reduce.

The Pavilion Kiama

As of June 2024, the Pavilion has a minor net favourable variance of \$25K. Although total income is marginally unfavourable by \$42K, this has been offset by underspends in employee costs (\$28K), and materials and services (\$25K). It is noted that the Pavilion's total income is expected to increase once year end and the accrual processes are completed. Overall, the Pavilion has consistently remained in line with the budget year-to-date.

Blue Haven

Blue Haven Care Consolidated

Blue Haven at a consolidated level, year-to-date, has a net operational deficit of \$3.1M comparing to adopted budget of \$233K, resulting in an unfavourable net variance of \$2.9M. Expenses significantly exceeded budget, with materials and contracts contributing \$1.9M towards the unfavourable variance. Performance remains consistent with previous months.

Blue Haven Bonaira Residential Aged Care (RAC)

The RAC recorded a net deficit of \$2.9M comparing to the budget of \$1.4M, resulting unfavourably by \$1.5M compared to budget.

RAC achieved an overall increase in revenue compared to the budget for the period ended 30 June 2024.

On the other hand, increased occupancy levels have also directly led to increased agency costs. Additionally, compliance with the mandate for minimum registered nursing care minutes has necessitated increased materials and contracts expenses contributing to a \$867K budget overspend.

Blue Haven Bonaira Community Programs

Community Programs recorded a net deficit of \$450K for the year as compared to a budgeted deficit of \$140K. This unfavourable variance is mainly attributed to a decrease in grant revenue from Community Health Support Programme purely on account of a timing adjustment in the grant receipt. In addition, there was an increase in purchases of clinical equipment and medical supplies resulting in than anticipated materials and contract expenses.

Blue Haven Bonaira Independent Living Units (ILUs)

The Bonaira ILU's recorded a net surplus of \$1.4M comparing to a budgeted surplus of \$1.9M. Revenue was recorded at \$2.9M and expenditure at \$1.4M. Materials and contract expenses continued to rise during the current quarter.

Blue Haven Terralong Independent Living Units (ILUs)

The Terralong ILU's recorded a net deficit of \$369K comparing to budgeted deficit of \$108K. Revenue was recorded at \$3.3M which was mainly in line with the budget.

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)

However, expenditure was recorded at \$3.7M with materials and contracts contributing significantly to the unfavourable budget variance. This is primarily due to required maintenance and asset issues.

ILU Consolidated EBITDA

The deferred management fee in other revenue and depreciation costs are both non-cash items in the above results. Together they account and reduce the surplus result of \$2.85M to a loss EBITDA of \$1.8M.

Capital Program

The capital quarterly budget review section in the attached QBRS for the quarter ending 30 June 2024 shows a decrease to the capital budget program of \$1.5M.

This reduction has brought the QBR 3 adopted budget of \$18.3M to \$16.8M in order to align with preliminary annual expenditures.

The attached Capital QBR statement highlights that the \$1.5M in budget changes are explained as:

Total Budget Changes (for Council adoption)	(1,288,769)
Total Carry Forwards (To note)	(204,156)
Total	(1,492,925)

Please see Table 7 below, in addition to the attached QBRS for further details on specific projects effected.

Table 7. This table presents the projects that require budget to be carried forward into 2024-25.

Projects	Carry forward
WO4070 LRCI P3#4 - Girl Guides Hall Kiama	87,920
Joyce Wheatley Community Centre Refurbishment	4,114
Seven Mile Beach - Compliance	28,232
WO2044_Bombo Headland Eco Walk	35,723
RLRRP Wallaby Hill Rd	10,000
Gerringong/Jamberoo flood study infra - Jamberoo	16,299
Gerringong/Jamberoo flood study infra - Wyalla	6,869
Kiama Obelisk Protection	5,000
Blue Haven Terralong inclinators replacement	10,000
Total	204,156

KPI summary

Operating performance ratio

This ratio measures Council’s achievement of containing operating expenditure within operating revenue. The accepted benchmark for this KPI is a ratio of greater than 0%.

Report of the Chief Operating Officer

14.2 Monthly Financial Report June 2024 and Quarterly Budget Review (QBR4)
(cont.)

There has been a significant decrease in this ratio between the original adopted budget and the proposed budget after QBR 4 proposed changes, decreasing from 17.1% to -9.7%.

This is the result of removing \$29.5M in revenue that was due from the divestment of various properties, including Blue Haven.

As has been foreshadowed in previous reports, this highlights that Kiama Council is currently reliant on asset divestments to be able to fund its operational expenditure which is not in accordance with the PIO and must be addressed through comprehensive service reviews, decision making concerning service levels, natural attrition and business offerings.

Own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions. The accepted benchmark for this KPI is a ratio of greater than 60%. The QBR 4 performance ratio of 67.1% is still above the benchmark. The year-on-year drop is the result of reduction in revenue from expected property divestments which is income generated by Council.

Capital expenditure ratio

This ratio assesses the extent to which a Council is expanding its asset base through capital expenditure on both new assets and the replacement and renewal of existing assets. The accepted benchmark for this KPI is a ratio of greater than 100%. The attached KPI's review statement shows that the decrease in capital budget of \$1.5M has resulted in a reduction of this ratio from 147.7% as at QBR 3 to 135.9% at year end.

Balance Sheet

Balance Sheet presented in this report is based on preliminary results and will change materially as year-end adjustments being processed, including material adjustments including stormwater revaluation, investment property revaluation and reclassification of assets to held for sale category, employee leave provision calculation, contract assets/liability calculation.

KIAMA MUNICIPAL COUNCIL

Income Statement - Consolidated

For the Period Ending 30 June 2024



	Year to Date		Full Year	
	Actual 2023/24 \$'000	Adopted Budget 2023/24 \$'000	Last Year Actual 2022/23 \$'000	Adopted Budget 2023/24 \$'000
Income from continuing operations				
Rates and annual charges	27,549	28,175	26,494	28,175
User charges and fees	23,726	23,476	23,530	23,476
Other revenue	6,331	6,251	5,848	6,251
Grants and contributions provided for operating purposes	20,063	19,613	20,130	19,613
Grants and contributions provided for capital purposes	9,997	14,346	1,314	14,346
Interest and investment income	2,357	2,387	1,859	2,387
Other income	-	0	-	0
Net gain/(loss) from the disposal of assets	427	28,921	7,834	28,921
Internal Revenue	9,206	9,144	7,088	9,144
Total income from continuing operations	99,655	132,313	94,097	132,313
Expenses from continuing operations				
Employee benefits and on-costs	39,438	38,027	35,891	38,027
Materials and services	37,915	36,579	43,783	36,579
Borrowing costs	937	549	1,263	549
Depreciation, amortisation and impairment for non financial assets	12,286	12,370	11,253	12,370
Other expenses	991	1,165	1,045	1,165
Internal Expenditure	9,197	9,144	7,088	9,144
Total Expenses from continuing operations	100,764	97,835	100,323	97,835
Operating result from continuing operations	(1,109)	34,478	(6,227)	34,478
Net operating results for the year	(1,109)	34,478	(6,227)	34,478
Net operating result for the year before grants and contributions provided for capital purposes	(11,106)	20,132	(7,541)	20,132

KIAMA MUNICIPAL COUNCIL

Income Statement - Consolidated (excluding Blue Haven, Holiday Parks, Pavilion)

For the Period Ending 30 June 2024



	Year to Date			Full Year	
	Actual 2023/24 \$'000	Adopted Budget 2023/24 \$'000	Variance 2023/24 \$'000	Last Year Actual 2022/23 \$'000	Adopted Budget 2023/24 \$'000
Income from continuing operations					
Rates and annual charges	27,549	28,175	(626)	26,494	28,175
User charges and fees	6,648	6,098	549	6,726	6,098
Other revenue	1,386	1,236	150	1,359	1,236
Grants and contributions provided for operating purposes	4,339	3,891	448	7,455	3,891
Grants and contributions provided for capital purposes	9,997	14,346	(4,348)	1,314	14,346
Interest and investment income	2,349	2,386	(37)	1,449	2,386
Other income	-	-	-	-	-
Net gain/(loss) from the disposal of assets	424	28,918	(28,494)	7,834	28,918
Internal Revenue	7,896	7,808	88	5,750	7,808
Total income from continuing operations	60,589	92,859	(32,270)	58,381	92,859
Expenses from continuing operations					
Employee benefits and on-costs	25,521	24,455	(1,066)	22,711	24,455
Materials and services	21,665	21,899	235	28,255	21,899
Borrowing costs	84	83	(1)	101	83
Depreciation, amortisation and impairment for non financial assets	9,381	9,418	37	9,499	9,570
Other expenses	570	726	155	637	726
Internal Expenditure	4,942	4,775	(167)	3,006	4,775
Total Expenses from continuing operations	62,163	61,355	(807)	64,209	61,507
Operating result from continuing operations	(1,574)	31,504	(33,077)	(5,828)	31,352
Net operating results for the year	(1,574)	31,504	(33,077)	(5,828)	31,352
Net operating result for the year before grants and contributions provided for capital purposes	(11,571)	17,158	(28,729)	(7,142)	17,006

KIAMA MUNICIPAL COUNCIL

Income Statement - Blue Haven

For the Period Ending 30 June 2024



	Year to Date			Full Year	
	Actual 2023/24 \$'000	Adopted Budget 2023/24 \$'000	Variance 2023/24 \$'000	Last Year Actual 2022/23 \$'000	Adopted Budget 2023/24 \$'000
Income from continuing operations					
Rates and annual charges	-	-	-	-	-
User charges and fees	5,477	5,507	(30)	5,007	5,507
Other revenue	4,935	5,013	(77)	4,487	5,013
Grants and contributions provided for operating purposes	15,641	15,722	(81)	12,675	15,722
Grants and contributions provided for capital purposes	-	-	-	-	-
Interest and investment income	8	1	7	409	1
Other income	-	0	(0)	-	0
Net gain/(loss) from the disposal of assets	-	-	-	-	-
Internal Revenue	1,215	1,323	(108)	1,247	1,323
Total income from continuing operations	27,276	27,566	(290)	23,825	27,566
Expenses from continuing operations					
Employee benefits and on-costs	13,333	12,914	(419)	12,600	12,914
Materials and services	10,219	8,311	(1,908)	8,019	8,311
Borrowing costs	787	393	(394)	1,076	393
Depreciation, amortisation and impairment for non financial assets	2,135	2,181	45	1,064	2,181
Other expenses	67	9	(58)	3	9
Internal Expenditure	3,900	3,993	92	3,234	3,993
Total Expenses from continuing operations	30,442	27,799	(2,642)	25,997	27,799
Operating result from continuing operations	(3,166)	(233)	(2,933)	(2,172)	(233)
Net operating results for the year	(3,166)	(233)	(2,933)	(2,172)	(233)
Net operating result for the year before grants and contributions provided for capital purposes	(3,166)	(233)	(2,933)	(2,172)	(233)

KIAMA MUNICIPAL COUNCIL
Income Statement - Blue Haven Per Area

For the Period Ending 30 June 2024



	Year to Date												Full Year 2023/24 \$'000						
	RACF			Community Programs			Barrouli House			BH Management				Total Bluehaven					
	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000		Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000	Actual 2023/24 \$'000
Income from continuing operations																			
Rates and annual charges	3,906	1,393	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
User charges and fees	11	4,796	22	106	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other revenue	11,027	-	4,614	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants and contributions provided for operating purposes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grants and contributions provided for capital purposes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest and investment income	-	8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net gain/(loss) from the disposal of assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Internal Revenue	-	-	425	-	-	-	790	-	-	-	-	-	-	-	-	-	-	-	-
Total income from continuing operations	14,943	6,197	5,240	106	790	-	790	106	-	-	-	-	-	-	-	-	-	-	-
Expenses from continuing operations																			
Employee benefits and on-costs	8,974	267	3,206	356	531	-	531	356	-	-	-	-	-	-	-	-	-	-	-
Materials and services	7,067	1,605	879	100	568	-	568	100	-	-	-	-	-	-	-	-	-	-	-
Borrowing costs	551	236	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation, amortisation and impairment for non-financial assets	191	1,944	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other expenses	67	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Internal Expenditure	1,058	1,099	1,606	36	1,03	-	1,03	36	-	-	-	-	-	-	-	-	-	-	-
Total Expenses from continuing operations	17,907	5,151	5,690	492	1,201	-	1,201	492	-	-	-	-	-	-	-	-	-	-	-
Operating result from continuing operations	(2,964)	1,046	(450)	(386)	(412)	-	(412)	(386)	-	-	-	-	-	-	-	-	-	-	-
Net operating result for the year	(2,964)	1,046	(450)	(386)	(412)	-	(412)	(386)	-	-	-	-	-	-	-	-	-	-	-
Net operating result for the year before grants and contributions provided for capital purposes	(2,964)	1,046	(450)	(386)	(412)	-	(412)	(386)	-	-	-	-	-	-	-	-	-	-	-

KIAMA MUNICIPAL COUNCIL

Income Statement - Holiday Parks

For the Period Ending 30 June 2024



	Year to Date			Full Year	
	Actual 2023/24 \$'000	Adopted Budget 2023/24 \$'000	Variance 2023/24 \$'000	Last Year Actual 2022/23 \$'000	Adopted Budget 2023/24 \$'000
Income from continuing operations					
Rates and annual charges	-	-	-	-	-
User charges and fees	10,878	11,063	(186)	11,131	11,063
Other revenue	9	2	8	2	2
Grants and contributions provided for operating purposes	83	-	83	0	-
Grants and contributions provided for capital purposes	-	-	-	-	-
Interest and investment income	-	-	-	-	-
Net gain/(loss) from the disposal of assets	-	-	-	-	-
Internal Revenue	39	-	39	72	-
Total income from continuing operations	11,010	11,065	(55)	11,205	11,065
Expenses from continuing operations					
Employee benefits and on-costs	349	397	48	375	397
Materials and services	5,612	5,925	313	7,088	5,925
Borrowing costs	67	73	6	85	73
Depreciation, amortisation and impairment for non financial assets	618	620	2	689	620
Other expenses	353	430	77	406	430
Internal Expenditure	331	339	8	827	339
Total Expenses from continuing operations	7,330	7,784	454	9,469	7,784
Operating result from continuing operations	3,679	3,281	399	1,736	3,281
Net operating results for the year	3,679	3,281	399	1,736	3,281
Net operating result for the year before grants and contributions provided for capital purposes	3,679	3,281	399	1,736	3,281

KIAMA MUNICIPAL COUNCIL

Income Statement - The Pavilion

For the Period Ending 30 June 2024



	Year to Date			Full Year	
	Actual 2023/24 \$'000	Adopted Budget 2023/24 \$'000	Variance 2023/24 \$'000	Last Year Actual 2022/23 \$'000	Adopted Budget 2023/24 \$'000
Income from continuing operations					
Rates and annual charges	-	-	-	-	-
User charges and fees	723	807	(84)	666	666
Other revenue	-	-	-	-	-
Grants and contributions provided for operating purposes	-	-	-	-	-
Grants and contributions provided for capital purposes	-	-	-	-	-
Interest and investment income	-	-	-	-	-
Net gain/(loss) from the disposal of assets	3	3	-	-	-
Internal Revenue	55	13	42	19	13
Total income from continuing operations	781	823	(42)	685	823
Expenses from continuing operations					
Employee benefits and on-costs	234	262	28	205	205
Materials and services	420	445	25	420	420
Borrowing costs	-	-	-	-	-
Depreciation, amortisation and impairment for non financial assets	151	152	0	-	-
Other expenses	-	-	-	-	-
Internal Expenditure	24	38	14	23	38
Total Expenses from continuing operations	829	896	67	648	744
Operating result from continuing operations	(49)	(73)	25	37	78
Net operating results for the year	(49)	(73)	25	37	78
Net operating result for the year before grants and contributions provided for capital purposes	(49)	(73)	25	37	78

KIAMA MUNICIPAL COUNCIL
Consolidated

Statement of Financial Position
For the Period Ended 30 June 2024



		Actual 12 Months 2024 \$'000	Actual 12 Months 2023 \$'000
	Notes		
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	19,051	43,058
Investments	C1-2	21,087	3,084
Receivables	C1-4	2,531	2,767
Inventories	C1-5	326	287
Contract assets and contract cost assets	C1-6	822	216
Current assets classified as 'held for sale'	C1-7	-	16,426
Other		771	1,296
Total current assets		44,588	67,134
Non current assets			
Investments	C1-2	9,000	750
Receivables	C1-4	205	197
Infrastructure, property, plant and equipment	C1-8	590,130	543,448
Investment property	C1-9	124,950	139,030
Right of use assets	C2-1	122	122
Total non current assets		724,407	683,547
Total assets		768,996	750,681
LIABILITIES			
Current liabilities			
Payables	C3-1	140,889	135,938
Contract liabilities	C3-2	6,955	2,692
Lease liabilities	C2-1	36	36
Borrowings	C3-3	631	1,000
Employee benefit provisions	C3-4	6,452	7,467
Total current liabilities		154,963	147,133
Non current liabilities			
Payables	C3-1	18	24
Lease liabilities	C2-1	6	6
Borrowings	C3-3	20,072	20,505
Employee benefit provisions	C3-4	601	741
Total non current liabilities		20,697	21,276
Total Liabilities		175,660	168,409
Net Assets		593,335	582,272
EQUITY			
Retained earnings		176,201	187,204
Revaluation reserves		418,281	376,063
Current Year Net Earnings		-1,146	19,005
Total equity		593,335	582,272



KIAMA MUNICIPAL COUNCIL

QUARTERLY BUDGET REVIEW

For the Period Ending 30 June 2024

KIAMA MUNICIPAL COUNCIL
QUARTERLY BUDGET REVIEW
For the Period Ending 30 June 2024



Responsible Accounting Officer Statement

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021

It is my opinion that the Quarterly Budget Review Statement for Kiama Municipal Council for the quarter ended 30/06/24 indicates that Council's projected financial position at 30/06/24 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:
1/08/2024

Olena Tulubinska
Responsible accounting officer




KIAMA MUNICIPAL COUNCIL
OPERATIONAL QUARTERLY BUDGET REVIEW

For the Period Ending 30 June 2024

	Adopted Budget 2023/24	Carry Forwards	Approved Changes				Revised Budget 2023/24	QBR 4 Adjustment	QBR Note	Projected Year End Budget 2023/24	Actuals YTD to Jun-24 2023/24	Remaining Budget %
			Other than by QBRs	Sep QBRs	Dec QBRs	Mar QBRs						
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000		
Income from continuing operations												
Rates and annual charges	27,920	-	254	-	28,175	-	28,175		28,175	27,549	2%	
User charges and fees	22,929	-	(340)	388	23,476	-	23,476		23,476	23,726	-1%	
Other revenue	6,257	-	-	(6)	6,251	-	6,251		6,251	6,331	-1%	
Grants and contributions provided for operating purposes	15,826	-	567	746	19,613	-	19,613		19,613	20,063	-2%	
Grants and contributions provided for capital purposes	11,445	-	2,950	3,399	14,346	-	14,346		14,346	9,997	30%	
Interest and investment income	2,387	-	-	-	2,387	-	2,387		2,387	2,357	1%	
Other income	1,493	-	(1,493)	-	0	-	0		0	-	100%	
Net gain/(loss) from the disposal of assets	31,218	-	3	(3,776)	1,475	-	28,921	1-2	(239)	427	279%	
Internal Revenue	4,754	-	908	2,478	1,004	-	9,144		9,144	9,206	-1%	
Total income from continuing operations	124,230	-	2,849	3,229	2,005	-	132,313	(29,159)	103,153	99,655	3%	
Expenses from continuing operations												
Employee benefits and on-costs	37,110	-	528	(261)	650	-	38,027		38,027	39,438	-4%	
Materials and services	35,132	-	479	308	662	-	36,579	(371)	36,208	37,915	-5%	
Borrowing costs	387	-	162	-	549	-	549		549	937	-71%	
Depreciation, amortisation and impairment for non financial assets	14,608	-	-	-	(2,238)	-	12,370		12,370	12,286	1%	
Other expenses	2,272	-	(1,104)	(3)	-	-	1,165		1,165	991	15%	
Internal Expenditure	4,754	-	908	2,478	1,004	-	9,144		9,144	9,197	-1%	
Total Expenses from continuing operations	94,262 *	-	973	2,522	78	-	97,835	(371)	97,464	100,764	-3%	
Operating result from continuing operations	29,967	-	1,876	707	1,927	-	34,478	(28,788)	5,690	(1,109)		
Net operating result for the year	29,967	-	1,876	707	1,927	-	34,478	(28,788)	5,690	(1,109)		
Net operating result for the year before grants and contributions provided for capital purposes	18,522	-	(1,074)	(2,692)	5,376	-	20,132	(28,788)	(8,656)	(11,106)		

*The adopted expense budget and net operating results presented in the above QBR is \$4.4K less than what was presented in the Long-Term Financial Plan (LTFP) and the Delivery Program and Operational Plan (DPOP). This immaterial error has resulted from a change in reporting criteria since budget adoption in June 2023 and is now correct as presented above.

 KIAMA MUNICIPAL COUNCIL OPERATIONAL QUARTERLY BUDGET REVIEW For the Period Ending 30 June 2024		<u>Budget Adjustment</u>
Recommended changes to revised budget		
<u>Note</u>	<u>Details</u>	
<u>Net gain/(loss) from the disposal of assets - External Changes</u>		
1	Removal of proceeds on sale for planned property divestments (now to be divested in 24/25). Including: Blue Haven Bonaira, Gray Street, South Kiama Drive (Marsden St) and O'Connell place.	(26,132,000)
2	Correction of Akuna Street South Carpark cost of asset sold following reclassification to Assets held for Sale.	(3,027,273)
	Total	(29,159,273)
<u>Materials and services - External changes</u>		
3	Carry Forward of budget for Council records digitisation project.	(143,013)
4	Carry Forward of budget for ongoing system implementation costs for Bookable software.	(10,000)
5	Carry Forward of budget for contractor/consultancy costs relating to Stormwater asset revaluation work relating to the 2023-24 financial statement audit.	(218,350)
	Total	(371,363)
	Total	(29,530,636)
Total Revenue Adjustments - External changes - Increased revenue/(Decreased revenue)		
		(29,159,273)
Total Revenue Adjustments - Internal changes - Increased revenue/(Decreased revenue)		
		-
Total Revenue Adjustments - Total changes - Increased revenue/(Decreased revenue)		
		(29,159,273)
Total Expenditure Adjustments (excluding capital expenditure) - External changes - Increased expenditure/(Decreased expenditure)		
		(371,363)
Total Expenditure Adjustments (excluding capital expenditure) - Internal changes - Increased expenditure/(Decreased expenditure)		
		-
Total Expenditure Adjustments (excluding capital expenditure) - Total changes - Increased expenditure/(Decreased expenditure)		
		(371,363)
Net effect on operational budget - Increased surplus/(Decreased surplus)		
		(28,787,910)



Contracts Listing
For the Period Ending 30 June 2024
 (Contracts entered into between April 2024 to June 2024)*

Contractor	Contract detail & Purpose	Contract Value	Start Date	Duration of Contract
Civil and Civic Group Technology One	Remediation of Protection Works, Wallaby Hill Rd Cleanup Work, TechnologyOne Saas Fee	\$ 899,874 \$ 618,966	20/05/2024 1/07/2024	2 months 12 months
Civil and Civic Group Civica Pty Ltd	Restoration Work Jamberoo Mt Rd, Disaster Recovery Jamberoo Mt Authority Altitude Saas Service, Content Manager Saas	\$ 451,587 \$ 423,694	14/06/2024 1/06/2024	2 months 12 months
Audit Office of New South Wales	Audit fees - 2024	\$ 324,500	1/06/2024	3 months
Data #3 Ltd	O365 E3 Sub Per User Year1, EMS E3 CAO ALng Sub Add-on User C	\$ 282,773	1/07/2024	12 months
Civil and Civic Group	Wallaby Hill Rd Dis. Asset Protection	\$ 257,783	15/05/2024	1 month
Australis Asset Advisory Group	Inspection and Valuation of KMC's Stormw	\$ 240,185	28/06/2024	2 months
Hall & Wilcox	Legal fees - Daoud May 2024	\$ 171,499	27/06/2024	1 month
Maddocks	Legal Representation, GST FREE PORTION - Legal Representation	\$ 168,000	30/04/2024	9 months
Perspective Carpentry and Construction Pty Ltd	6x Deck replacements	\$ 147,501	1/06/2024	1 month
Civil and Civic Group	Protection works, Protection works	\$ 134,732	10/04/2024	1 month
Data #3 Ltd	Central Managed Detection and Response, Central Managed Detect	\$ 104,352	1/07/2024	12 months
Hall & Wilcox	leagl fees - Daoud, legal fees	\$ 103,731	19/04/2024	1 month
Transport for NSW	Fleet Registration, Fleet Registration	\$ 96,602	26/04/2024	12 months
Moduplay Group	install playground at Headland Dr Gerroa	\$ 94,732	1/06/2024	2 months
Ivory Group Pty Ltd	Consulting Services	\$ 87,971	16/04/2024	3 months
Technology One	AMS Program	\$ 86,508	1/07/2024	12 months
Programmed Property Services Pty Ltd	SMALL CONTRACT GARDEN MAINT - TERRALONG	\$ 80,000	1/07/2024	6 months
DRC Built Pty Ltd	Shaks 1 - 8 repairs and maintenance	\$ 77,268	1/06/2024	1 month
Lindsay Taylor Lawyers (Environmental Services)	Legal Representation, GST FREE PORTION - Legal Representation	\$ 76,000	24/04/2024	6 months
Gyde Consulting	Subdivision investigations - Blue Haven	\$ 74,052	15/05/2024	12 months
Traffic Logistics Pty Ltd	Emergency traffic control J'roo Mtn RD, Traffic Control	\$ 72,967	7/06/2024	1 month
Ivory Group Pty Ltd	Engagement of Katherine Francis	\$ 68,000	7/05/2024	6 months
Relyon Constructions	KT270324 - VP401861_BH_S5_U621, Variation as per 1057 - Vary R	\$ 65,577	11/05/2024	2 months
DG Electrical and Fire Pty Ltd	Routine Service of Fire Protection Syste	\$ 63,250	6/04/2024	12 months
Morrison Low Consultants Pty Ltd	contractor fees	\$ 56,000	16/05/2024	1 month
Marsh Pty Ltd	Asset revaluation QUOTE LQP VP381142	\$ 55,110	21/06/2024	2 months
Hall & Wilcox	Legal fees	\$ 54,195	30/04/2024	1 month
SLR Consulting Australia Pty Ltd	Disaster Recovery Designs, Foxground Road Causeway Repair, Di	\$ 53,900	3/06/2024	3 months
CIBIS International Pty Limited	Phase 2 CIBIS Middleware, Phase 3a (BIC) CIBIS Middleware	\$ 50,906	12/06/2024	4 months
Roadworx Group	Carpark resealing (Manning Kiama)	\$ 50,466	16/05/2024	1 month
DR Tourism Pty Ltd	Tourism & Events service review	\$ 50,050	16/05/2024	2 months



Consultancy and Legal Expenses Budget Review Statement

For the Period Ending 30 June 2024

Consultancy & Legals Expenses Overview

Expenses	YTD Expenditure to June 2024	Sufficient Budget (Y/N)
Consultants	1,793,966	Y
Legal Fees	2,911,025	N
	4,704,991	

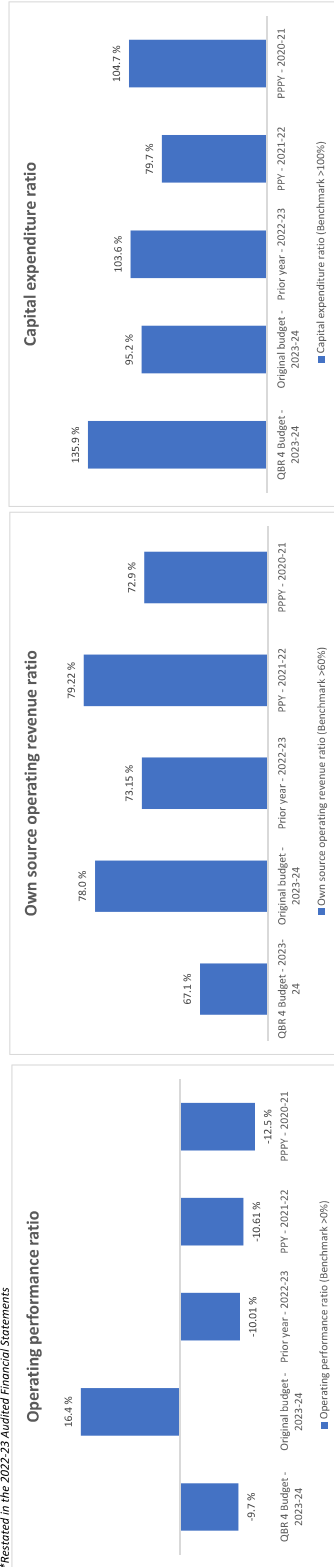
Definition of a consultant: is defined as a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision-making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.



Quarterly Budget KPI's Review Statement
For the Period Ending 30 June 2024

Key performance indicator	KPI Calculations (\$'000)					KPI Ratios		
	QBR 4 Budget 2023-24	Original budget 2023-24	QBR 4 Budget 2023-24	Original budget 2023-24	PPY 2020-21	PY 2022-23*	PPY 2021-22**	PPY 2020-21
NSW local government industry key performance indicators (OLG):								
Operating performance ratio								
Operating revenue (excl. capital grants & contributions) - operating expenses	(8,656)	18,522	-9.7 %	16.4 %	-10.6 %	-10.6 %	-12.5 %	> 0%
Operating revenue (excl. capital grants & contributions)	88,808	112,784						
This ratio measures Council's achievement of containing operating expenditure within operating revenue.								
Own source operating revenue								
Operating revenue (excl. ALL grants & contributions)	98,354	96,959	67.1 %	78.0 %	73.2 %	79.2 %	72.9 %	> 60%
Total Operating revenue (incl. capital grants & cont)	132,313	124,230						
This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.								
Capital expenditure ratio								
Annual capital expenditure	16,808	13,900	135.9 %	95.2 %	103.6 %	79.7 %	104.7 %	>= 100%
Annual depreciation	12,370	14,608						
To assess the extent to which a Council is expanding its asset base through capital expenditure on both new assets and the replacement and renewal of existing assets.								

* Sourced from the 2022-23 Audited Financial Statements
** Restated in the 2022-23 Audited Financial Statements





KIAMA MUNICIPAL COUNCIL
CAPITAL QUARTERLY BUDGET REVIEW

For the Period Ending 30 June 2024

	Adopted Budget 2023/24 \$'000	Carry Forwards \$'000	Other than by QBRs \$'000	Approved Changes				Revised Budget 2023/24 \$'000	QBR 4 Adjustment \$'000	QBR Note	Projected Year End Budget 2023/24 \$'000	Actuals YTD to Jun-24 2023/24 \$'000	Remaining Budget %
				Sep	Dec	Mar	QBRs						
New Assets													
Parks & Reserves	25	-	-	-	(5)	-	20	(16)	1	4	4	0%	
Buildings & Facilities	61	-	-	-	-	-	61	(61)	12-15	0	0	0%	
Holiday Parks	25	-	-	-	-	-	25	(25)	16	-	-	-	
Commercial Business	60	-	-	-	-	-	60	(18)	44	42	42	0%	
Footpaths & Cycleways	972	55	(649)	-	(40)	-	338	(145)	44-50	192	192	0%	
ICT	170	-	(150)	3	-	-	23	(20)	51-52	3	3	0%	
Playgrounds	-	-	-	-	-	-	-	0.12	115	0	0	0%	
Recreation and Open Space	467	-	(243)	-	(125)	-	99	(7)	57-61	93	93	0%	
Roads and Bridges	161	352	-	40	15	55	55	(6)	88	49	49	0%	
Traffic Facilities	161	352	-	(99)	(206)	208	208	(65)	93-97	143	143	0%	
Blue Haven	305	-	10	-	(100)	215	215	(203)	101-102	12	12	0%	
Waste Services	7	-	-	-	(7)	-	-	11	107	11	11	0%	
Total new assets	2,253	407	(992)	(97)	(467)	1,103	1,103	(553)		550	550	0%	
Renewal Assets (Replacement)													
Parks & Reserves	20	-	-	-	(5)	15	15	(1)	2,3	14	14	0%	
Buildings & Facilities	1,118	100	101	(22)	35	1,332	1,332	(152)	4-11	1,180	1,180	0%	
Holiday Parks	225	-	-	-	-	225	225	(74)	17-19	151	151	0%	
Commercial Business	2,092	-	11	-	(669)	1,434	1,434	(95)	20-43	1,339	1,339	0%	
Footpaths & Cycleways	140	-	(50)	-	(90)	-	-	-	53-56	-	-	-	
ICT	515	-	-	(3)	(105)	407	407	(93)	111-113	314	314	0%	
Plant & Equipment	2,275	-	2,104	-	(1,558)	2,821	2,821	(423)	114	2,398	2,398	0%	
Playgrounds	0	-	16	-	70	86	86	2	88	88	88	0%	
Recreation and Open Space	2,027	-	40	-	660	2,727	2,727	(536)	62-71	2,191	2,191	0%	
Roads and Bridges	2,534	-	3,143	-	712	6,390	6,390	831	72-87,89-92	7,220	7,220	0%	
Stormwater Assets	162	-	1	-	27	190	190	(93)	116-120	97	97	0%	
Blue Haven	280	-	188	-	803	1,271	1,271	(217)	98-100,103-105	1,054	1,054	0%	
Waste Services	260	35	-	-	5	300	300	(88)	106,108-110	212	206	3%	
Total renewal assets	11,648	100	35	5,555	(25)	17,197	17,197	(939)		16,258	16,252	0%	
Total	13,900	507	35	4,563	(122)	18,301	18,301	(1,493)		16,808	16,802	0%	

KIAMA MUNICIPAL COUNCIL
CAPITAL QUARTERLY BUDGET REVIEW



For the Period Ending 30 June 2024

Recommended changes to revised budget*

Note	Capital Program/Details	Budget Adjustment	Project (New/Renew)
Parks & Reserves			
	Budget change	(16,715)	
1	Coronation Park Power	(16,191)	New
2	WO4095_SCCF5 Hindmarsh Park	166	Renew
3	Coronation Park Shade Sail replacement	(690)	Renew
	Carry Forward	-	
	Revote	-	
		(16,715)	
Buildings & Facilities			
	Budget change	(120,562)	
4	WO2050_Council Administration Building Upgrade	(14,795)	Renew
5	WO2116&3700_Gerringong School of Arts Building (Gerringong L	1,650	Renew
6	WO2111_Administration Building Main Air Conditioning System	7,670	Renew
7	Library Books	(14,438)	Renew
8	Council Buildings upgrade & renewal program (Annual alloc)	(9,978)	Renew
9	Works Depot Review and Masterplan	(30,000)	Renew
12	WO4015_SCCF4_0731 R4 Gerringong Town Hall Amen Upgrade	(10,762)	New
13	WO4018_SCCF4_0731 R4 Chapman Oval Amenities Upgrade	90	New
14	Gerry Emery Reserve Clubhouse	(30,000)	New
15	Pound Improvements	(20,000)	New
	Carry Forward	(92,034)	
10	WO4070_LRCl P3#4 - Girl Guides Hall Kiama	(87,920)	Renew
11	Joyce Wheatley Community Centre Refurbishment	(4,114)	Renew
	Revote	-	
		(212,596)	
Holiday Parks			
	Budget change	(99,414)	
16	Security Review And CCTV Design	(25,000)	New
17	Kendalls HP - Asset Renewal	(13,505)	Renew
18	Kiama Harbour Cabins - Asset Renewal	(20,000)	Renew
19	Seven Mile HP - Decking Renewal	(40,909)	Renew
	Carry Forward	-	
	Revote	-	
		(99,414)	
Commercial Business			
	Budget change	(84,451)	
20	Accessibility Improvements - Gerringong Town Hall	78	Renew
21	Kendalls Beach - Compliance	7,980	Renew
22	Kendalls HP - Internal fitout replacements	5,009	Renew
23	Kiama Harbour Cabins - Annual Internal fitout replacements	(20,000)	Renew
24	Kiama Harbour Cabins - Compliance	(7,574)	Renew
25	Pavilion - Amenity Upgrades	204	Renew
26	Pavilion - Fittings & Furnishings replacement and upgrade	(11,752)	Renew
27	Seven Mile HP - General HP Assets renewal	57,774	Renew
28	Seven Mile HP - Internal fitout replacements	11,119	Renew
29	Surf Beach HP - Accessible cabin compliance	(10,000)	Renew
30	Surf Beach HP - general cabin renewal	(8,807)	Renew
31	Surf Beach HP - General HP Assets renewal	(1,205)	Renew
32	Werri Beach - Compliance	(46,624)	Renew
33	Werri Beach HP - General HP Assets renewal	(6,732)	Renew
34	Werri Beach HP - Internal fitout replacements	7,361	Renew
35	WO3957_Kiama Harbour Cabins - Annual cabin renewals	(22,535)	Renew
36	WO3960_Werri Beach HP-SOUTHERN AMENITIES-New colour bond roo	(1,262)	Renew
37	WO3961_Seven Mile - Residence Bathroom	(30,000)	Renew
38	WO3964_Kendall HP - General cabin renewal	32,225	Renew
39	WO3965_Werri Beach HP - General cabin renewal	(8,578)	Renew
40	WO3966_Seven Mile HP - General cabin renewal	(12,050)	Renew
44	WO3526_Ash Cremain Memorials	(17,668)	New
41	Surf Beach - Compliance	10,439	Renew
42	Surf Beach HP - Internal fitout replacements	(11,853)	Renew
	Carry Forward	(28,232)	
43	Seven Mile Beach - Compliance	(28,232)	Renew
	Revote	-	
		(112,683)	

Footpaths & Cycleways		
	Budget change	(109,466)
44	WO3982_Jamberoo Valley Cycleway Construction	(68,398) New
45	WO3305_Jamberoo Valley Cycleway - Cycleway 18/19	194 New
46	WO4021_SCCF4_0969 R4 Coastal Walking Track Signage	(11,715) New
47	Local Bicycle Network conn - Charles Ave - Bi- Active Transp	(1,450) New
48	Coastal Walk Business Case	(8,278) New
49	WO3982_Chapman Oval Footpath	(19,819) New
	Carry Forward	(35,723)
50	WO2044_Bombo Headland Eco Walk	(35,723) New
	Revote	
		(145,189)
ICT		
	Budget change	(112,833)
51	ICT Minor Projects	(19,603) New
52	Network & infrastructure expansion program (inc Public WIFI)	60 New
53	WO_VEEAM Storage Backup	1,311 Renew
54	Hardware replacement program	(34,431) Renew
55	Network and infrastructure replacement program	(52,150) Renew
56	CCTV hardware & software Renewal	(8,020) Renew
	Carry Forward	-
	Revote	-
		(112,833)
Recreation and Open Space		
	Budget change	(537,532)
57	WO3970_P717 - Repair grass turf areas in high impact areas	(4,752) New
58	WO4071 LRCI P3#5 - South Werri Reserve Redevelopment	(22,328) New
59	WO4072 LRCI P3#6 - Kiama Sports Complex	32,422 New
60	Gainsborough Oval Drainage	(4,865) New
61	Gerry Emery Reserve/Athol Noble Oval	(7,094) New
62	WO3831_Kiama Harbour Boat Ramp Boat Handling Jetty South Rep	(4,456) Renew
63	ISR Claim - Flooding Event - RISK553 - 31/05/2021	3,430 Renew
64	WO3944_Hindmarsh Park and Black Beach Embellishments	(349,978) Renew
65	Kiama Showground - Stimulus Program Round 2 projects	13,699 Renew
66	WO3947_Leisure Centre - Gym Equipment replacement program	(55,729) Renew
67	WO3948_Leisure Centre - Facility enhancements	(5,213) Renew
68	Open Space & Recreation Strategic Plan - priority actions	(50,000) Renew
69	Jamberoo Sporting Precinct (Lighting Upgrade)	(89,824) Renew
70	WO4122 Gerry Emery Res Athol Noble Facility Infra Upgrade	7,154 Renew
71	Kiama Obelisk Protection	(5,000) Renew
	Carry Forward	-
	Revote	-
		(542,032)
Roads and Bridges		
	Budget change	835,006
72	WO4024 - Storm Event - Risk 03/03/2022	20,245 Renew
73	R2R:Coryule Place, Bland St to Cul De Sac Rd Surface Renewal	698 Renew
74	R2R:Charmian Clift Pl, Whitton Pl to End Rd Surface Renewal	(606) Renew
75	Kilburnie Place/Seg 01 Belinda St to End/Surface	(1,753) Renew
76	R2R:Knights Hill Rd, Jamberoo Mtn Rd to Knights Hill Rd nth	(75,000) Renew
77	R2R Pacific Avenue/Park lane to Geering Street	(30) Renew
78	WO4067 LRCI P3#1 - Carpark Reseal	16,836 Renew
79	WO4068 LRCI P3#2 - Road Reseal	(62,543) Renew
80	Bridge program (annual bulk allocation)	(15,000) Renew
81	WO4099 Landslide repair - Wallaby Hill Road	(28,166) Renew
82	WO4101 Landslide repair - Gabion Sites	(48,569) Renew
83	WO4100 Landslide Repair Jamberoo Mt Rd	(30,830) Renew
84	Bland Street Reseal	180 Renew
85	R2R:Nuninuna Dr Stabilisation And Spray Seal	(160,602) Renew
86	R2R - Saddleback Mountain Road	5,867 Renew
87	RLRRP Wallaby Hill Rd	(111,279) Renew
88	LRCI4 - Jamberoo Mountain Rd guard rail	(5,653) New
89	Capital Works - Landslide repair - Yellow Rock Road	30,743 Renew
90	Capital Works - Landslide repair - Jamberoo Mtn Rd	327,814 Renew
91	Capital Works - Landslide repair - Wallaby Hill Road	972,653 Renew
	Carry Forward	(10,000)
92	RLRRP Wallaby Hill Rd	(10,000) Renew
	Revote	-
		825,006

Traffic Facilities		
	Budget change	(64,906)
93	WO3884_Kiama Town Centre Study - Traffic Improvements	(5,000) New
94	WO3983_P70659 Kiama HS Raised Pedestrian Crossing	(21,842) New
95	WO3985_P70661 Minnamurra PS - Upgrade of Kiss & Drop Zone	(3,839) New
96	WO4066_P79902 Bong Bong St Ped Crossing Black Spot	(20,665) New
97	WO4065_P79861 Crooked River Rd Gateway Black Spot	(13,561) New
	Carry Forward	-
	Revote	-
		(64,906)
Blue Haven		
	Budget change	(410,069)
98	ILU replacement program - BH Bonaira	(5,736) Renew
99	ILU replacement program - BH Terralong	(133,588) Renew
100	Blue Haven Havillah Decommissioning	(8,574) Renew
101	Terralong St: annual building renewal	(195,237) New
102	Sale of Blue Haven Bonaira Site	(7,990) New
103	Blue Haven Terralong Stage 5 fire upgrade	(44,944) Renew
104	Blue Haven Terralong inclinor replacement	(14,000) Renew
105	Blue Haven Terralong inclinor replacement	(10,000) Renew
	Carry Forward	-
	Revote	-
		(420,069)
Waste Services		
	Budget change	(77,401)
106	WO3733_Household Bulky Waste Shed (2013-17 BWRf funding) \$10	730 Renew
107	Enviro_WO2345-2768_Waste Services on Wheels	11,096 New
108	Minnamurra Depot Asset renewal / reseals	(38,940) Renew
109	Minnamurra Waste Depot Masterplan	(50,000) Renew
110	Waste Services - new/replacement bins	(287) Renew
	Carry Forward	-
	Revote	-
		(77,401)
Plant & Equipment		
	Budget change	(423,243)
111	WO_Minor Plant replacement	(4,628) Renew
112	WO_Major Plant & equipment replacement	(415,481) Renew
113	Motor Vehicle Replacement program	(3,135) Renew
	Carry Forward	-
	Revote	-
		(423,243)
Playgrounds		
	Budget change	2,469
114	WO3939_Emer Reserve Playground renewal	2,349 Renew
115	WO3912_Hindmarsh Park Playground upgrade	120 New
	Carry Forward	-
	Revote	-
		2,469
Stormwater Assets		
	Budget change	(69,651)
116	WO3952_Stafford St - Drainage augmentation	(10,000) Renew
117	Gerringong / Jamberoo flood study infrastructure	220 Renew
118	Gerringong/Jamberoo flood study infra - Bridge Rd	(59,871) Renew
	Carry Forward	(23,168)
119	Gerringong/Jamberoo flood study infra - Jamberoo	(16,299) Renew
120	Gerringong/Jamberoo flood study infra - Wyalla	(6,869) Renew
	Revote	-
		(92,819)
Net decrease in capital program budget:		(1,492,425)

Explained by:

Total Budget changes	(1,288,769)
Total Carry Forwards	(204,156)
Total Revotes	-

* Please note carry forwards of capital budget are listed here for informational purposes only, not subject to Council resolution

14.3 Statement of Investments: July 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

Summary

This report provides an overview of Council's cash and investment portfolio and investment performance as at 31 July 2024 and endorsement of the restricted funds position.

Financial implication

Investments are undertaken based upon the best rate on the day and after consideration of spreading Council's Investment risk across various institutions as per the Investment Policy and section 625 of the Local Government Act 1993. The distinction between restricted and unrestricted funds is a key operational and financial understanding.

Risk implication

The risk related to this information is non-compliance with Council's Investment Policy and Office of Local Government guidelines for appropriate monitoring and reporting of changes and the position of restricted funds.

Policy

Clause 625 of the *Local Government Act 1993*

Clause 212 of the Local Government (General) Regulation 2021

Kiama Municipal Council – Investment Policy

Kiama Municipal Council – Restricted Funds Policy

Consultation (internal)

Chief Executive Officer

Chief Financial Officer

Financial Manager

Senior Financial Accountant

Communication/Community engagement

N/A

Attachments

1 July 2024 Investment Report [↓](#)

Enclosures

Nil

RECOMMENDATION

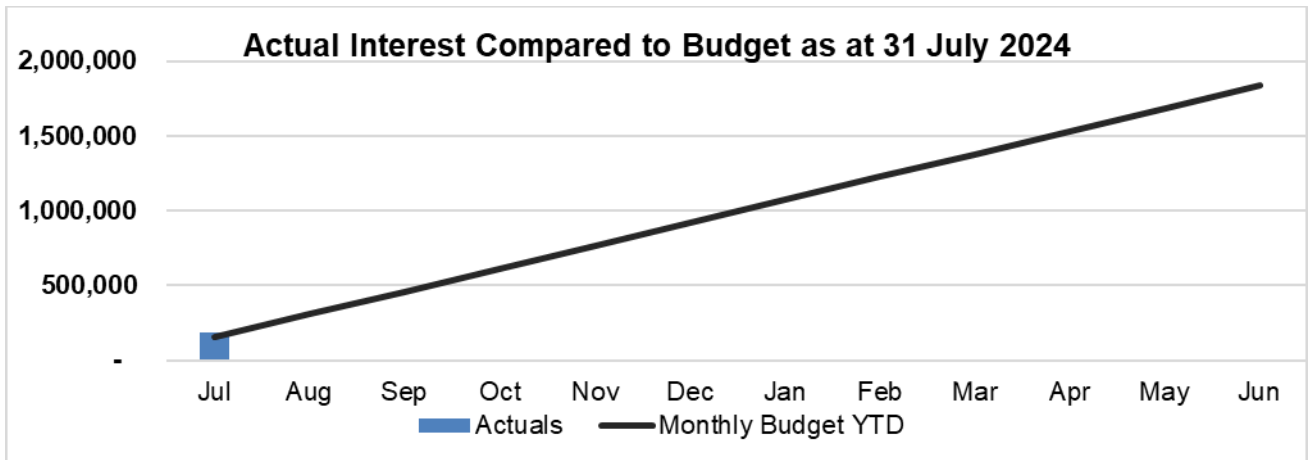
That Council notes the information relating to the Statement of Investments as at 31 July 2024.

Background

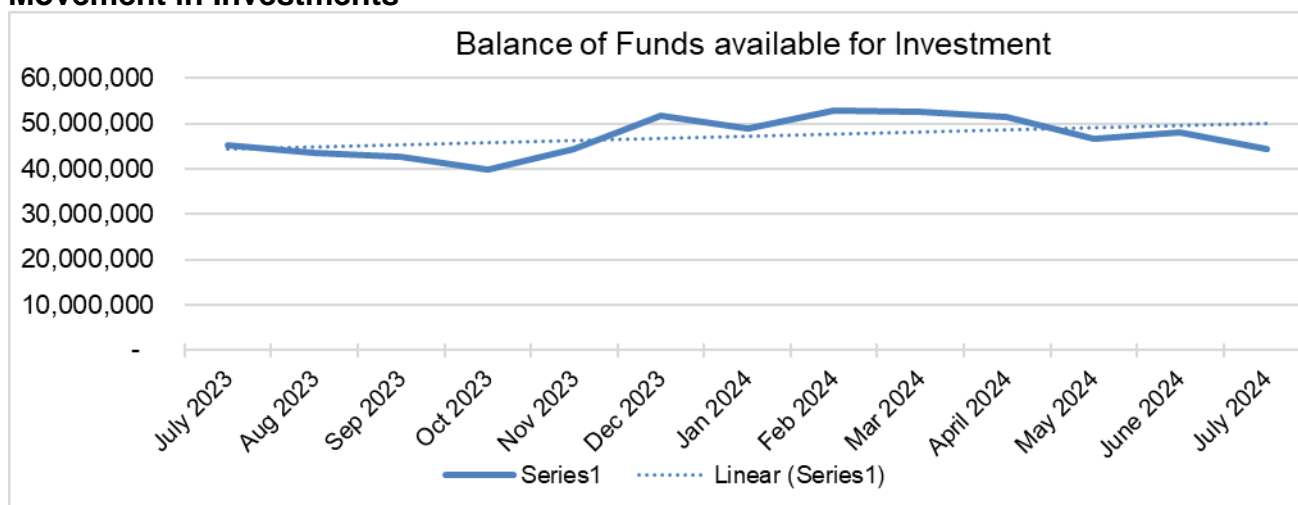
Council is required to invest its surplus funds in accordance with the Ministerial Investment Order and Office of Local Government guidelines. The Order reflects a conservative approach and restricts the investment types available to Council. Council’s Investment Policy provides a framework for the credit quality, institutional diversification, and maturity constraints that Council’s portfolio can be exposed to. Council’s investment portfolio was controlled by Council’s Finance Department during the period to ensure compliance with the Investment Policy. External investment advisor advice is also considered at the time.

Return on Investments

For the month of July, excluding cash, the total portfolio provided a return of +0.45% (actual) or +5.42% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.37% (actual) or +4.49% p.a. (annualised).



Movement in Investments



Item 14.3

Trades matured in July:

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate %	Value
NAB	AA-	TD	At Maturity	06/03/2024	10/07/2024	5.10	2,000,000
Suncorp Bank	AA-	TD	At Maturity	30/10/2023	30/07/2024	5.35	2,000,000
Total							4,000,000

New trades entered under delegation, during July:

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate %	Value
NAB	AA-	TD	At Maturity	03/07/2024	02/07/2025	5.45	2,000,000
NAB	AA-	TD	At Maturity	03/07/2024	28/05/2025	5.43	2,000,000
NAB	AA-	TD	At Maturity	10/07/2024	09/07/2025	5.45	2,000,000
Total							6,000,000

Portfolio Compliance

As advised by external Investment Advisor

“As at the end of July, aside from the slight overweight position with ING (A), Council is within compliance of the Policy limits. The slight overweight position with ING (33% actual exposure versus 30% limit) was due to the fall in the total portfolio size in recent months (from \$51.98m in May to \$45.45m in July). This is an immaterial and temporary breach and is of no concern. This should be easily rectified if the total portfolio size increases over the coming weeks/months, or by redeeming the next ING deposit maturing on 16th October 2024.”

As mentioned above, this slight overweight position is due to the Council's decreased cash balance, a result of having 5 payment runs in the calendar month instead of the normal 4 payment runs. It is not financially viable to withdraw investments early and will be resolved in August when rates first instalment is due.

Report of the Chief Operating Officer

14.3 Statement of Investments: July 2024 (cont)

Portfolio Summary:

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate %	Value
NAB	AA-	TD	At Maturity	11/03/2024	07/08/2024	5.10	1,000,000
BOQ	A-	TD	At Maturity	21/11/2023	21/08/2024	5.40	1,000,000
NAB	AA-	TD	Annual	18/12/2023	18/09/2024	5.13	1,000,000
AMP Bank	BBB+	TD	Annual	27/09/2022	26/09/2024	4.95	750,000
ING Bank (Australia) Ltd	A	TD	At Maturity	16/10/2023	16/10/2024	5.23	2,000,000
Commonwealth Bank	AA-	TD	At Maturity	23/10/2023	23/10/2024	5.26	2,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	15/11/2023	15/11/2024	5.48	2,000,000
Suncorp Bank	AA-	TD	At Maturity	21/11/2023	21/11/2024	5.40	1,000,000
Suncorp Bank	AA-	TD	At Maturity	28/11/2023	28/11/2024	5.50	2,000,000
Suncorp Bank	AA-	TD	At Maturity	04/12/2023	04/12/2024	5.35	1,000,000
Suncorp Bank	AA-	TD	At Maturity	13/12/2023	13/12/2024	5.30	2,000,000
ING Bank (Australia) Ltd	A	TD	Annual	21/12/2023	18/12/2024	5.23	2,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	10/01/2024	09/01/2025	5.22	1,000,000
NAB	AA-	TD	At Maturity	26/02/2024	26/02/2025	5.08	2,000,000
Suncorp Bank	AA-	TD	At Maturity	06/03/2024	12/03/2025	5.14	1,000,000
BankVic	BBB+	TD	At Maturity	25/03/2024	26/03/2025	5.15	2,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	16/04/2024	02/04/2025	5.13	1,000,000
NAB	AA-	TD	At Maturity	03/07/2024	28/05/2025	5.43	2,000,000
NAB	AA-	TD	At Maturity	03/07/2024	02/07/2025	5.45	2,000,000
NAB	AA-	TD	At Maturity	10/07/2024	09/07/2025	5.45	2,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	22/11/2023	23/09/2025	5.35	1,000,000
Suncorp Bank	AA-	TD	At Maturity	21/11/2023	21/11/2025	5.36	1,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	04/12/2023	04/12/2025	5.25	1,000,000
ING Bank (Australia) Ltd	A	TD	Annual	18/12/2023	18/12/2025	5.20	2,000,000
ING Bank (Australia) Ltd	A	TD	Annual	10/01/2024	14/01/2026	4.96	1,000,000
Bank of Us	BBB+	TD	At Maturity	06/03/2024	11/03/2026	4.96	1,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	11/04/2024	08/04/2026	4.92	2,000,000
Westpac	AA-	CASH	Monthly	31/07/2024	31/07/2024	4.24	5,702,836
Total							45,452,836

Report of the Chief Operating Officer

14.3 Statement of Investments: July 2024 (cont)

Restricted Funds Movements

The restricted funds movement for this month and balances are presented in the table below:

Cash and Investments Held	Jun-24	Movement	Jul-24
Cash at Bank - Transactional Account	11,366,329	(5,663,493)	5,702,836
Other Cash and Investments	37,750,000	2,000,000	39,750,000
Total Portfolio Balance (agrees to Arlo Advisory report)	49,116,329	(3,663,493)	45,452,836
Cash on Hand	6,110	(110)	6,000
Bank Reconciliation items	(1,048,299)	(171,525)	(1,219,824)
Book Value of Cash and Investments	48,074,140	(3,835,128)	44,239,012
Developer Contributions (Unexpended)	12,848,677	218,444	13,067,121
Unexpended Grants	2,677,144		2,677,144
Domestic Waste Management	5,727,549		5,727,549
Blue Haven Terralong ILU Maintenance Levy	2,023,322		2,023,322
Blue Haven Bonaira ILU Maintenance Levy	395,562		395,562
Blue Haven Residential Aged Care (RAC) Prudential Liquidity Management	5,000,000	(100,000)	4,900,000
Blue Haven Community Transport Vehicle	315,000		315,000
Blue Haven Home Care Client Credit Balance	193,817		193,817
Crown Reserve	4,433,493	221,977	4,655,469
Roads Reserve	-		-
Unspent Loan Funding	500,000	(100,000)	400,000
Stormwater Levy	229,584		229,584
Security bonds, Deposits & Retentions	2,184,760	(196,781)	1,987,979
Externally Restricted	36,528,908	43,639	36,572,547
Council Elections	49,776		49,776
Employee Leave Liabilities	3,367,000		3,367,000
Land Development	746,565		746,565
Plant Replacement	-		-
Risk Improvement Incentive	99,097	(13,310)	85,787
Waste Business Unit	865,308	558,180	1,423,488
Waste and Sustainability	558,180	(558,180)	-
Blue Haven ILU Prudential Cover	4,300,000	(200,000)	4,100,000
Carry Over Works	-		-
Long Term Asset Management	-		-
Energy Efficiency	-		-
Terralong ILU Capital Works	-		-
Working Capital	-		-
Internally Restricted	9,985,926	(213,310)	9,772,616
Unrestricted Funds	1,559,306	(3,665,457)	(2,106,151)

Item 14.3

Even though unrestricted cash is in a deficit position as at the end of July, it is a timing issue and the situation will be rectified in August when first rates instalment is due, as such, it is not recommended to draw down on internal reserves at this stage. Councillors are aware of this

Report of the Chief Operating Officer

14.3 Statement of Investments: July 2024 (cont)

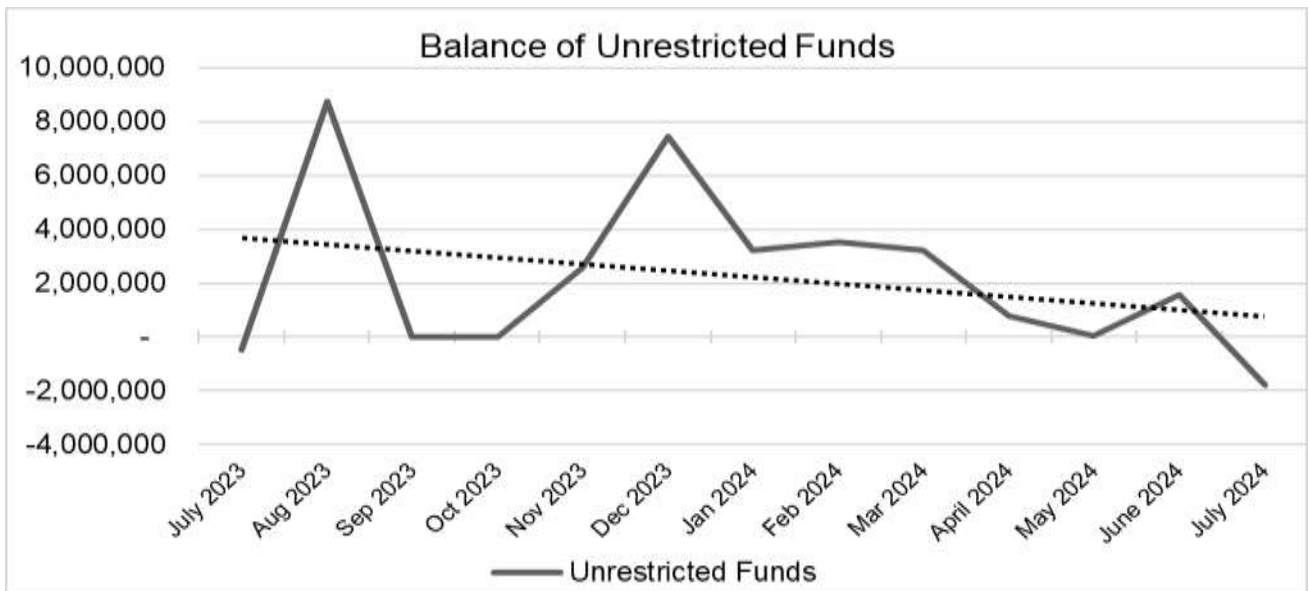
timing issue, having been informed of it previously as it is cyclical and related to rates. For example, last financial year, in August, Council received \$6.4 million in payment of rates (about 30% of annual rates levied). It is expected a similar amount will be received this August which should bring the unrestricted cash position back in positive. As at the time of writing this report (6 August), Council has already received \$1 million from ratepayers.

July reserve movements include:

- An increase in the Developer Contribution reserve of \$218K
- A decrease in Blue Haven RAC Prudential Liquidity Management of \$100K (in line with recent annual update)
- An increase in the Crown reserve of \$222K
- A decrease in the Unspent Loan Funding reserve of \$100K (to reflect loan balance repaid)
- A decrease in the Security and Bonds, Deposits and Retentions reserve of \$197K
- A decrease in the Risk Improvement Incentive reserve of \$13K
- Waste and Sustainability reserve was combined with Waste Business Unit reserve, in line with the newly adopted Restricted Funds Policy.
- A decrease in Blue Haven ILU Prudential Cover reserve of \$200K (in line with recent annual update)

Overall decrease in cash is explained in the unrestricted funds section of this report.

Unrestricted Funds



Council's overall cash balance decreased during July from \$48M to \$44M. This \$4M decrease includes \$3M outflow on last day of the month. The net outflow of \$4M includes: \$675K Residential Accommodation Deposits refunded, \$2.4M in capital expenditure, and

Item 14.3

Report of the Chief Operating Officer

14.3 Statement of Investments: July 2024 (cont)

numerous yearly subscriptions renewed in July e.g. TechnologyOne and Data#3 (over \$1 million in total).

Although, the unrestricted funds balance decreased from \$1.6M at 30 June, to (\$2.1M) as at 31 July, Council expects the unrestricted funds to be returned to surplus in August as the first 2024-25 rates instalment payments are due 31 August 2024.

The summary of transfers from internal reserves to replenish unrestricted cash as per previous Council resolutions is summarised below:

Reference	Date Effective	Reserve	Amount	Reason
23/126OC	30/04/2023	Land Development Reserve	-5,000,000	Insufficient unrestricted cash balance
23/195OC	31/07/2023	Land Development Reserve	-500,000	Insufficient unrestricted cash balance
23/256OC	31/08/2023	Land Development Reserve	-1,800,000	Insufficient unrestricted cash balance
23/329OC	31/10/2023	Land Development Reserve	-2,174,773	Insufficient unrestricted cash balance
23/365OC	30/11/2023	Land Development Reserve	2,000,000	Transfer to increase reserve
24/018OC	29/02/2024	Land Development Reserve	1,000,000	Transfer to increase reserve
24/001OC	31/05/2024	Land Development Reserve	-3,900,000	Insufficient unrestricted cash balance
	Total:		-10,374,773	

Consolidated Cash Position and Cash Flow Forecast

Council’s Forecasted Cashflow was reviewed, updated, and presented to the Financial Advisory Committee in early June.

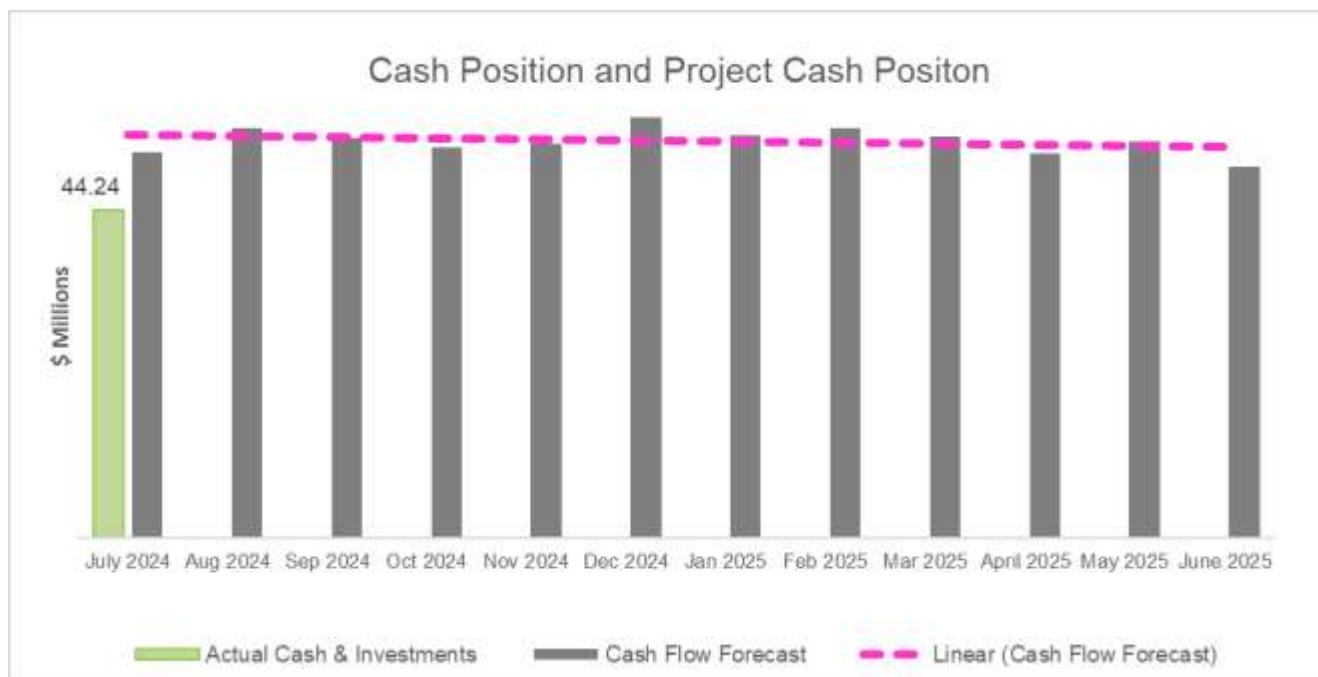
The below graph depicts the revised cash forecast for the 2024-25 financial year, whilst comparing the current cash reserve balance to the predicted cash reserve balance.

July’s cash position is less than the projected cash balance, which is due to the unpredictability of Residential Accommodation Deposit receipts and refunds, ILU unit departures and timing of capital grants. These are timing in nature and should align in coming months. However the unit vacancy due to resident departures to aged care and the refurbishment delays at Terralong are impacting and will have a greater impact in coming months as more refunds become payable. The issue of refurbishments, waterproofing and fire safety, the required consultant approval are being progressed with 4 units currently in progress. A formal refurbishment plan and timeframe is being prepared with anticipated cash flow impact.

Item 14.3

Report of the Chief Operating Officer

14.3 Statement of Investments: July 2024 (cont)



Item 14.3

Certification – Responsible Accounting Officer

I hereby certify that the investments listed in this report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2021* and Council’s Investment Policy.

Olena Tulubinska
Chief Financial Officer

06/08/2024



Monthly Investment Review



KIAMA MUNICIPAL COUNCIL
your council, your community

July 2024

Item 14.3

Attachment 1

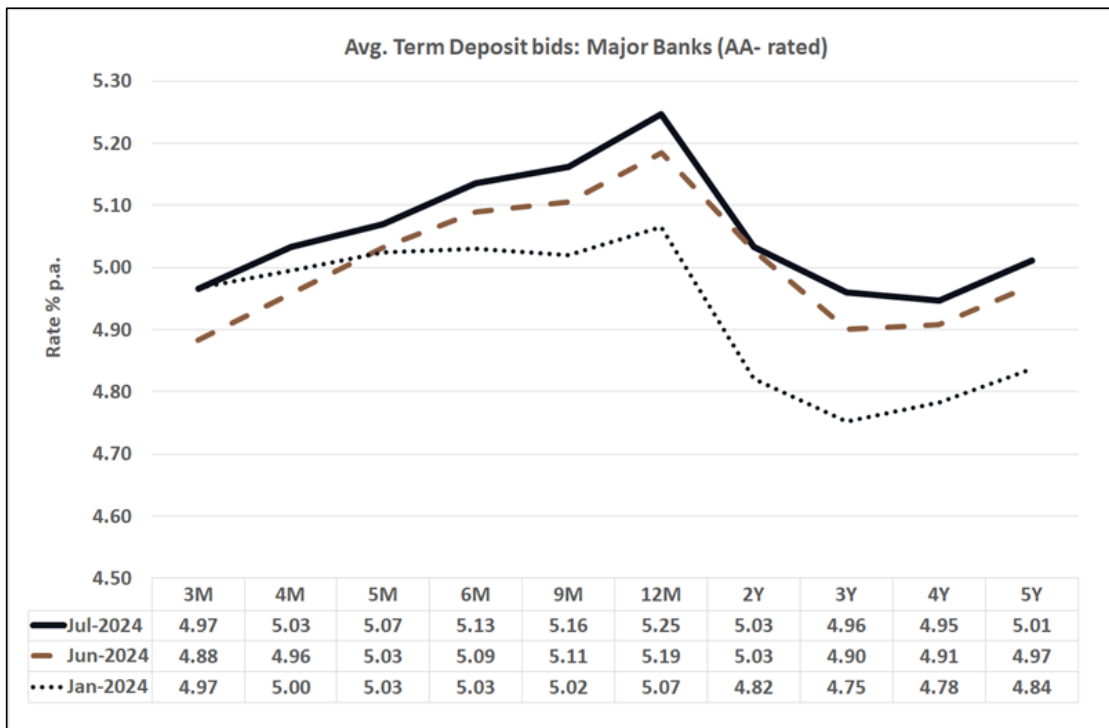
Arlo Advisory Pty Ltd
ABN: 55 668 191 795
Authorised Representative of InterPrac Financial Planning Pty Ltd
AFSL 246 638
Phone: +61 2 9053 2987
Email: michael.chandra@arloadvisory.com.au / melissa.villamin@arloadvisory.com.au
125 Middle Harbour Road, East Lindfield NSW 2070



Market Update Summary

In July, risk markets provided modest returns again, boosted by softening inflation and expectations of interest rate cuts in the short to medium term.

In the deposit market, over July, the average deposit rates offered by the major banks increased across most tenors as the market priced the potential of another rate hike prior to the lower than expected inflation print on the last day of July. Notably, the average deposit rates offered by the major banks rose in the 6-12 months tenors by around 5bp, compared to where they were in June. The deposit curve remains inverse with rates peaking at the 12 month tenor and then dipping/flattening across the 2-5 year terms (with the lowest rates offered in the 4 year tenor), with the market still factoring in multiple rate cuts starting next year.



Source: Imperium Markets

With a global economic downturn and interest rate cuts still being priced over the next 18-24 months, investors should consider diversifying and taking an 'insurance policy' against a potentially lower rate environment by investing across 2-5 year fixed deposits, targeting rates above 5% p.a. (small allocation only).



Kiama Municipal Council’s Portfolio & Compliance

Asset Allocation

The majority of the portfolio is directed to term deposits (87.45%), with the remainder in cash (12.55%).

Senior FRNs remain relatively attractive as spreads have generally widened over the past 2–3 years. New issuances may now be considered again on a case by case scenario. In the interim, staggering a mix of fixed deposits between 9–12 months to 2 years remains a more optimal strategy to maximise returns over a longer-term cycle.

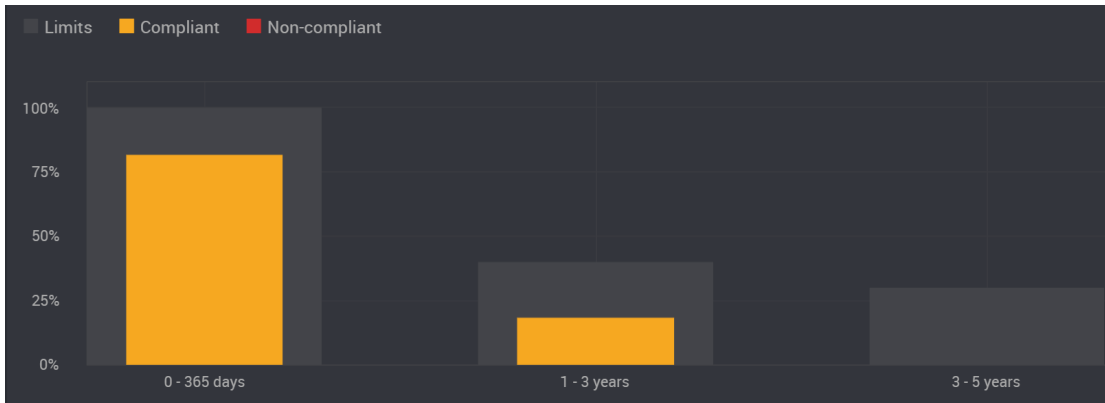
With interest rate cuts and a global economic downturn being priced in coming years, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against any potential future rate cuts by investing across 2–5 year fixed deposits, locking in and targeting yields above 5% p.a.



Term to Maturity

The portfolio is highly liquid with the majority maturing within 1 year (~82%). We recommend a more diversified maturity profile to optimise the overall returns of the portfolio in the long-run.

All the maturity policy allocations are compliant, with substantial capacity to invest in 1–3 year terms particularly amongst the higher rated ADIs. Where ongoing liquidity requirements permit, we recommend Council to invest a higher proportion in deposits with a minimum term of 9–12 months, with a smaller allocation to 2–3 year deposits.





Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 - 365 days	\$36,452,836	80.20%	0%	100%	\$7,217,933
✓	1 - 3 years	\$9,000,000	19.80%	0%	40%	\$7,363,202
✓	3 - 5 years	\$0	0.00%	0%	30%	\$10,935,851
✓	5 - 10 years	\$0	0.00%	0%	30%	\$10,935,851
		\$45,452,836	100.00%			

Counterparty

As at the end of the July, aside from the slight overweight position with ING (A), Council is within compliance of the Policy limits. The slight overweight position with ING (33% actual exposure versus 30% limit) was due to the fall in the total portfolio size in recent months (from \$51.98m in May to \$45.45m in July). This is an immaterial and temporary breach and is of no concern. This should be easily rectified if the total portfolio size increases over the coming weeks/months, or by redeeming the next ING deposit maturing on 16th October 2024.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	ANZ	AA-	\$8,000,000	17.60%	40%	\$10,181,135
✓	CBA	AA-	\$2,000,000	4.40%	40%	\$16,181,135
✓	Westpac	AA-	\$5,702,836	12.55%	40%	\$12,478,298
✓	NAB	AA-	\$10,000,000	22.00%	40%	\$8,181,135
X	ING	A	\$15,000,000	33.00%	30%	-\$1,364,149
✓	BoQ	A-	\$1,000,000	2.20%	30%	\$12,635,851
✓	AMP	BBB+	\$750,000	1.65%	15%	\$6,067,925
✓	Bank of Us	BBB+	\$1,000,000	2.20%	15%	\$5,817,925
✓	BankVic	BBB+	\$2,000,000	4.40%	15%	\$4,817,925
			\$45,452,836	100.00%		

On 31st July 2024, ANZ's takeover of Suncorp Bank was formalised, and ratings agency S&P upgraded Suncorp's long-term credit rating to that of its parent company immediately (now rated AA-). Investor's exposure to Suncorp is now reflected under the parent company being ANZ.



Fossil Fuel Investments

What is Council's current exposure to institutions that fund fossil fuels?

Using the following link <http://www.marketforces.org.au/banks/compare>, based on the Council's investment portfolio balance as at 31/07/2024 (~\$45.45m), we can roughly estimate that ~91% of the institutions invested have some form of exposure. Note this is purely based on the institution/counterparty and not the actual underlying investments themselves.

Council's exposure is summarised as follows:

Counterparty	Rating	Funding Fossil Fuel
ANZ (inc. Suncorp)	AA-	Yes
CBA	AA-	Yes
WBC	AA-	Yes
NAB	AA-	Yes
ING	A	Yes
BoQ	A-	No
AMP Bank	BBB+	Yes
Bank of Us	BBB+	No
BankVIC	BBB+	No

Source: <https://www.marketforces.org.au/info/compare-bank-table/>

Summary	Amount	Invested %
Yes	\$41,452,836	91%
No	\$4,000,000	9%
	\$45,452,836	100%

Transition to investments without major exposure to fossil fuels

Council has not made a formal decision to divest from the current portfolio of investments which have exposure to fossil fuels. To do so would have unfavourable implications to the credit quality, rating and interest income forecasts.

However, where possible, and within the ministerial and policy guidelines, Council will continue to favour newly issued fossil fuel free investment products, providing it does not compromise the risk and return profile.

In time, it is Council's intention to move to a more balanced portfolio which has less exposure to fossil fuels, providing it is prudent to do so.

What would be implications on our portfolio credit rating?

By adopting a free fossil fuel policy or an active divestment strategy, this would eliminate the major banks rated "AA-" as well as some other potential "A" rated banks (e.g. Macquarie and ING). Council would be left with a smaller sub-sector of banks to choose to invest with.



What would be risks and implications on Council’s portfolio performance?

Some implications include:

- High concentration risk – limiting Council to a selected number of banks;
- Increased credit/counterparty risk;
- May lead to a reduction in performance (e.g. should Council choose to invest in securities, most of the senior FRN issues are with the higher rated ADIs);
- Underperformance compared to other Councils which could result in a significant loss of income generated – could be in excess of hundreds of thousands of dollars per annum.

It may actually be contrary to Council’s primary objective to preserve capital as the investment portfolio’s risk would increase (all things being equal). Council may not be maximising its returns – this is one of the primary objectives written in the Investment Policy.

Credit Quality

The portfolio is diversified from a credit ratings perspective, with exposure down to the BBB category. All ratings categories are within the Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AAA Category	\$0	0.0%	100%	\$45,452,836
✓	AA Category	\$25,702,836	56.5%	100%	\$19,750,000
✓	A Category	\$16,000,000	35.2%	70%	\$15,816,985
✓	BBB Category	\$3,750,000	8.3%	30%	\$9,885,851
✓	Unrated Category	\$0	0.0%	0%	\$0
		\$45,452,836	100.0%		

There is now much higher capacity to invest with the “BBB” rated ADIs following the recent ratings upgrade for BoQ (moved up from BBB to A category range). From a ratings perspective, the “BBB” rated banks still generally dominate the number of ADIs issuing deposits within the investment grade space. There has been some signs of appetite growing in the wholesale deposit market as additional lower rated (“BBB” and unrated) ADIs have come to market to raise ‘new’ money.



Performance

Council's performance (excluding cash holdings) for the month ending July 2024 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.36%	1.08%	2.15%	0.36%	4.30%
AusBond Bank Bill Index	0.37%	1.10%	2.18%	0.37%	4.37%
Council's Portfolio[^]	0.45%	1.31%	2.58%	0.45%	5.12%
Outperformance	0.08%	0.20%	0.40%	0.08%	0.75%

[^]Total portfolio performance excludes Council's cash account holdings.

Performance (Annualised)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	4.35%	4.35%	4.35%	4.35%	4.30%
AusBond Bank Bill Index	4.49%	4.45%	4.42%	4.49%	4.37%
Council's Portfolio[^]	5.42%	5.28%	5.25%	5.42%	5.12%
Outperformance	0.93%	0.83%	0.82%	0.93%	0.75%

[^]Total portfolio performance excludes Council's cash account holdings.

For the month of July, excluding cash, the total portfolio provided a return of +0.45% (actual) or +5.42% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.37% (actual) or +4.49% p.a. (annualised). All time periods are now comfortably above benchmark returns up to 1 year as the previously held low yielding deposits coming out of the pandemic period have all matured and been reinvested at higher prevailing rates.



Recommendations for Council

Term Deposits

Going forward, Council may consider altering its longer-term strategy by placing a slightly larger proportion of deposits and stagger investments across 12–24 months terms. Over a cycle and in a normal market environment, this may earn up to ¼–½% p.a. higher compared to purely investing in shorter tenors. There is growing belief that interest rate cuts and a global economic downturn is forthcoming and so locking in rates above 5% p.a. across 1–5 year tenors may provide some income protection against a lower rate environment.

As at the end of July 2024, Council's deposit portfolio was yielding around 5.25% p.a. (up 3bp from the previous month), with a weighted average duration of 250 days (~8 months). ***We commend Council for extending its weighted average duration over the past ~ 6 months, reflective of investments in high yielding term deposits in 1 and 2 year tenors. We continue to recommend Council to increase the portfolio's duration closer to 9 months incrementally over the current financial year (with a view to extending closer to 12 months in the medium-term).***

Please refer to the section below for further details on the Term Deposit market.

Securities

Primary (new) FRNs (with maturities between 3–5 years) continue to be appealing (particularly for those investors with portfolios skewed towards fixed assets) and should be considered on a case by case scenario.

Please refer to the section below for further details on the FRN market.



Term Deposit Market Review

Current Term Deposits Rates

As at the end of July, we see value in the following:

ADI	LT Credit Rating	Term	Rate % p.a.
ING	A	5 years	5.15%
BoQ	A-	5 years	5.00%
ING	A	4 years	5.07%
BoQ	A-	4 years	5.00%
ING	A	3 years	5.03%
BoQ	A-	3 years	4.90%
ING	A	2 years	5.11%
Bank of Us	BBB+	2 years	5.10%
NAB	AA-	2 years	4.95%
Westpac	AA-	2 years	4.90%
BoQ	A-	2 years	4.90%

The above deposits are suitable for investors looking to maintain diversification and lock-in a slight premium compared to purely investing short-term.

For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (we stress that rates are indicative, dependent on daily funding requirements and different for industry segments):



ADI	LT Credit Rating	Term	Rate % p.a.
NAB	AA-	12 months	5.30%
ING	A	12 months	5.29%
BankVIC	BBB+	12 months	5.25%
ICBC	A	12 months	5.21%
Bank of Us	BBB+	12 months	5.13%
NAB	AA-	9 months	5.30%
Bendigo-Adelaide	A-	9 months	5.17%
Bank of Sydney	Unrated	9 months	5.15%
ING	A	9 months	5.12%
NAB	AA-	6 months	5.30%
Bendigo-Adelaide	A-	6 months	5.21%
Bank of Sydney	Unrated	6 months	5.15%
NAB	AA-	3 months	5.10%
Bank of Sydney	Unrated	3 months	5.05%

If Council does not require high levels of liquidity and can stagger a proportion of its investments across the longer term horizons (1–5 years), it will be rewarded over a longer-term cycle. Investing a spread of 12 months to 3 year horizons is likely to yield, on average, up to ¼–½% p.a. higher compared to those investors that entirely invest in short-dated deposits (under 6–9 months).

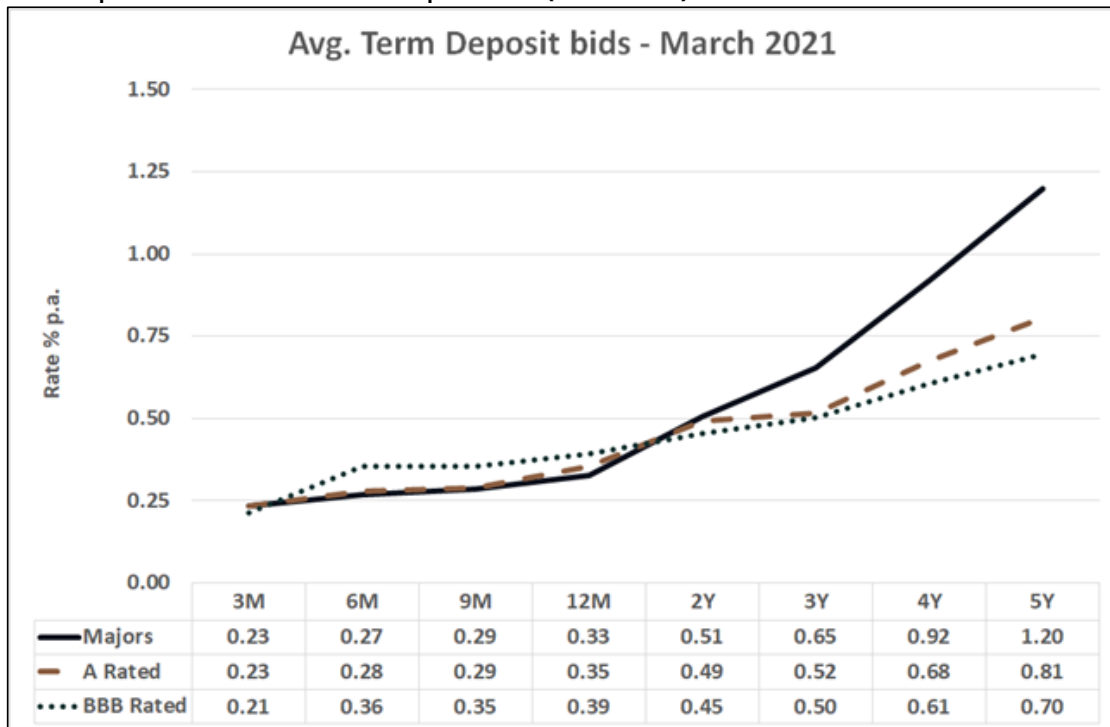
With a global economic slowdown and interest rate cuts being priced over the next few years, investors should strongly consider diversifying by allocating some longer term surplus funds and undertake an insurance policy by investing across 2–5 year fixed deposits and locking in rates above 5% p.a. This will provide some income protection with central banks now potentially looking to cut rates in 2025.



Term Deposits Analysis

Pre-pandemic (March 2020), a 'normal' marketplace meant the lower rated ADIs (i.e. BBB category) were offering higher rates on term deposits compared to the higher rated ADIs (i.e. A or AA rated). But due to the cheap funding available provided by the RBA via their Term Funding Facility (TFF) during mid-2020, allowing the ADIs to borrow as low as 0.10% p.a. fixed for 3 years, those lower rated ADIs (BBB rated) did not require deposit funding from the wholesale deposit. Given the higher rated banks had more capacity to lend (as they have a greater pool of mortgage borrowers), they subsequently were offering higher deposit rates. In fact, some of the lower rated banks were not even offering deposit rates at all. As a result, most investors placed a higher proportion of their deposit investments with the higher rated (A or AA) ADIs over the past three years.

Term Deposit Rates – 12 months after pandemic (March 2021)



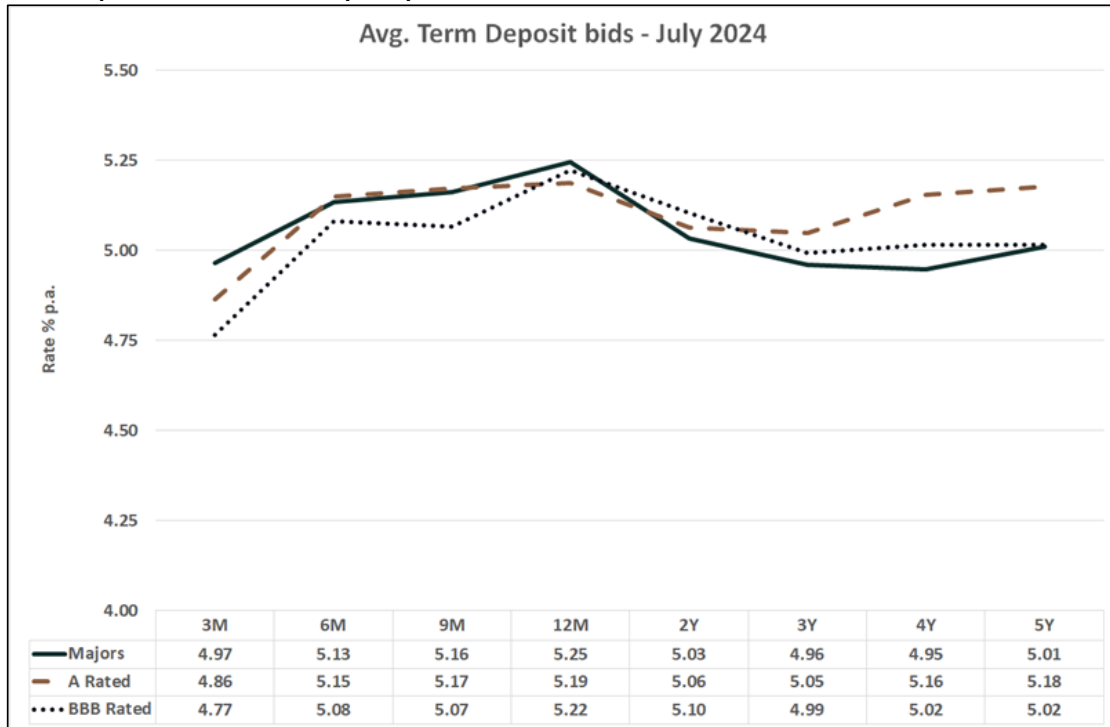
Source: Imperium Markets

The abnormal marketplace experienced during the pandemic is starting to reverse as the competition for deposits slowly increases, partially driven by the RBA’s term funding facility coming to an end. In recent months, we have started to periodically see some of the lower rated ADIs (“A” and “BBB” rated) offering slightly higher rates compared to the domestic major banks (“AA” rated) on different parts of the curve (i.e. pre-pandemic environment). Some of this has been attributed to lags in adjusting their deposit rates as some banks (mainly the lower rated ADIs) simply set their rates for the week.



Going forward, Council should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry or considered 'ethical'. We are slowly seeing this trend emerge (as was the case this month at the longer-end of the curve), although the major banks always seem to react more quickly than the rest of the market during periods of volatility:

Term Deposit Rates – Currently (July 2024)



Source: Imperium Markets

Regional & Unrated ADI Sector

Ratings agency S&P has commented that "mergers remain compelling for mutuals lenders" in providing smaller lenders greater economies of scale and assisting them in being able to price competitively and will see "the banking landscape will settle with a small number of larger mutual players". S&P expects that consolidation to continue over the next two years.

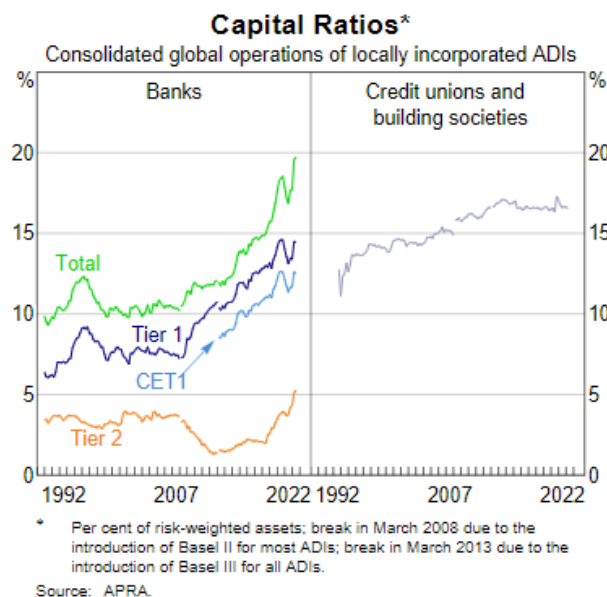
We remain supportive of the regional and unrated ADI sector (and have been even throughout the post-GFC period). They continue to remain solid, incorporate strong balance sheets, while exhibiting high levels of capital – typically, much higher compared to the higher rated ADIs. Some unrated ADIs have up to 25-40% more capital than the domestic major banks, and well above the Basel III requirements.



Overall, the lower rated ADIs (BBB and unrated) are generally now in a better financial position than they have been historically (see the Capital Ratio figure below). The financial regulator, APRA has noted that the Common Equity Tier 1 capital of Australian banks now exceeds a quarter of a trillion dollars. It has increased by \$110 billion, or more than 70%, over the past decade. Over the same time, banks' assets have grown by 44%. Some of the extra capital is supporting growth in the banking system itself but clearly, there has been a strengthening in overall resilience and leverage in the system is lower.

We believe that deposit investments with the lower rated ADIs should be considered going forward, particularly when they offer 'above market' specials. Not only would it diversify the investment portfolio and reduce credit risk, it would also improve the portfolio's overall returns. The lower rated entities are generally deemed to be the more 'ethical' ADIs compared to the higher rated ADIs.

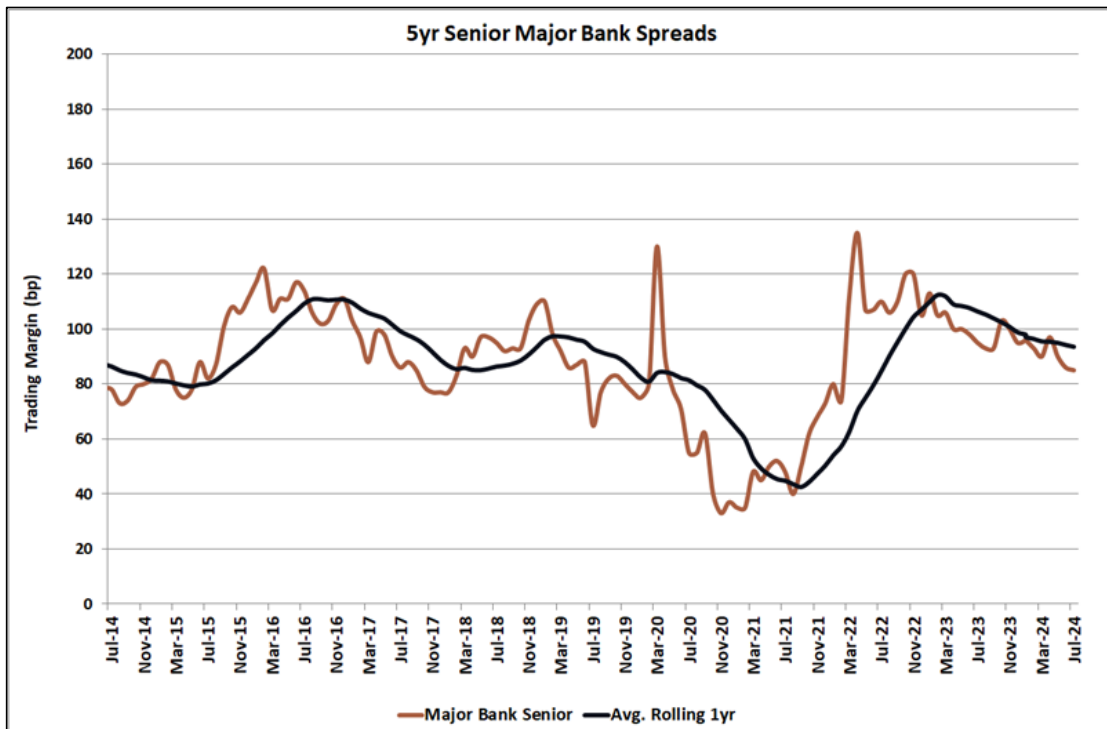
In the current environment of high regulation and scrutiny, all domestic (and international) ADIs continue to carry high levels of capital. There is minimal (if any) probability of any ADI defaulting on their deposits going forward – this was stress tested during the GFC and the pandemic period. APRA's mandate is to "protect depositors" and provide "financial stability".





Senior FRNs Market Review

Over July, amongst the senior major bank FRNs, physical credit securities remained flat at the 5 year part of the curve but tightened around 6bp in the 3 year part of the curve. During the month, ANZ (AA-) issued a dual 3 & 5 year senior deal at +70bp and +86bp respectively. Major bank senior securities remain at fair value on a historical basis although looking fairly expensive if the 5yr margin tightens to +80bp in the near future.



Source: IBS Capital

There was minimal issuance again during the month apart from:

- Rabobank (A+) 5 year senior FRN at +91bp
- Agricultural Bank of China (A) 3 year senior FRN at +80bp

Amongst the “A” and “BBB” rated sector, the securities remained flat at the longer-end of the curve. Overall, credit securities are looking more attractive given the widening of spreads over the past 2-3 years. FRNs will continue to play a role in investors’ portfolios mainly on the basis of their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment), whilst also providing some diversification to those investors skewed towards fixed assets.



Senior FRNs (ADIs)	31/07/2024	28/06/2024
"AA" rated – 5yrs	+85bp	+86bp
"AA" rated – 3yrs	+65bp	+71bp
"A" rated – 5yrs	+100bp	+105bp
"A" rated – 3yrs	+80bp	+82bp
"BBB" rated – 3yrs	+130bp	+130bp

Source: IBS Capital

We now generally recommend switches ('benchmark' issues only) into new primary issues, out of the following senior FRNs that are maturing:

- On or before mid-2026 for the "AA" rated ADIs (domestic major banks);
- On or before mid-2025 for the "A" rated ADIs; and
- Within 6–9 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last few years are now generally holding sub optimal investments and are not maximising returns by foregoing realised capital gains. In the current challenging economic environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.



Senior Fixed Bonds – ADIs (Secondary Market)

With global inflation still high by historical standards, this has seen a significant lift in longer-term bond yields over the past 2-3 years (valuations have fallen) as markets have reacted sharply.

This has resulted in some opportunities in the secondary market. We currently see value in the following fixed bond lines, with the majority now being marked at a significant discount to par (please note supply in the secondary market may be limited on any day):

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0278174	UBS	A+	Senior	26/02/2026	1.58	1.1000%	4.98%
AU3CB0280030	BoQ	A-	Senior	06/05/2026	1.77	1.4000%	5.20%
AU3CB0299337	Bendigo	A-	Senior	15/05/2026	1.79	4.7000%	5.08%
AU3CB0296168	BoQ	A-	Senior	27/01/2027	2.50	4.7000%	5.14%
AU3CB0308955	BoQ	A-	Senior	30/04/2029	4.76	5.3580%	5.19%



Economic Commentary

International Market

In July, risk markets provided modest returns again, boosted by softening inflation and expectations of interest rate cuts in the short to medium term.

Across equity markets, the S&P 500 Index rose +1.13% over the month, whilst the NASDAQ lost -0.75% as tech companies were sold off. Europe’s main indices rose across the board, led by UK’s FTSE (+2.50%), Germany’s DAX (+1.50%) and France’s CAC (+0.70%).

The US Fed’s preferred PCE measure of inflation was benign. Headline PPI was +0.2% m/m vs. +0.1% expected and core PPI was +0.4% m/m and +0.2% expected. The rise in the core measure was the lowest increase since Jan 2021.

The US unemployment rate rose by 0.1% to 4.1% versus 4.0% expected. Unemployment at 4.1% is a touch above the end 2024 FOMC dot of 4.0%, but broadly near where the FOMC’s long-run natural rate of unemployment is which is pegged at 4.2%.

The average of the two core (mean and median) measures of Canada’s CPI fell by -0.1% to +2.75%, as expected. The headline rate fell to +2.7% from +2.9%, 0.1% more than expected. The Bank of Canada delivered a widely expected 25bp cut and signalled more, noting that “downside risks are taking on increased weight”.

UK CPI was 0.1% higher than expectations. Headline inflation held steady at a +2.0% annual rate compared with expectations of a dip to +1.9%, whilst core inflation was also 0.1% above consensus at +3.5%.

Eurozone inflation was as expected in June, rising +0.2% m/m and +2.5% y/y. Eurozone unemployment rate was unchanged over the month at 6.4% in May, and was slightly down from 6.5% recorded previously.

China’s CPI came in at +0.2% y/y, a little below the +0.4% expected, doing nothing to suggest any sign of domestic inflation pressures.

The RBNZ kept the Official Cash Rate steady at 5.50%, with the accompanying statement suggesting a moderation in the Bank’s hawkish stance. New Zealand’s Q2 headline annual CPI declined to +3.3% from +4.0% in Q1, 0.1% below consensus and better than the RBNZ’s May forecast of +3.6%.

The MSCI World ex-Aus Index rose +1.70% for the month of July:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	+1.13%	+9.66%	+20.34%	+7.91%	+13.13%	+11.08%
MSCI World ex-AUS	+1.70%	+8.08%	+16.75%	+5.29%	+10.48%	+7.82%
S&P ASX 200 Accum. Index	+4.19%	+6.21%	+13.53%	+7.44%	+7.52%	+8.03%

Source: S&P, MSCI



Domestic Market

The minutes from the RBA’s June meeting provided no surprises, but highlighted the central bank’s hawkish stance with the implication that it may increase the cash rate if it believes inflation would not return to the mid-point of its target band by mid-2026.

The consumer price index (CPI) rose +1.0% in the June quarter, in line with expectations, and +3.8% annually (up from +3.6% in the March quarter). The trimmed mean rose +0.8% for the quarter, taking the annual rate to +3.9% (from +4.0% the previous quarter).

The seasonally adjusted unemployment rate rose by 0.1% to 4.1% in June, in line with consensus. Employment rose by around 50,000 people and the number of unemployed grew by 10,000 people. The participation rate rose to 66.9% from 66.8%.

Pressure in the labour market continues to ease, with forward indicators continuing to soften. That said, job vacancies remain elevated pointing to ongoing resilience in the near-term.

Retail sales for the month of June rose +0.5% m/m vs. +0.2% consensus, and continued the strong growth seen in May of +0.6% m/m.

APRA finalised the targeted reforms to banks’ liquidity and capital requirements with the reforms prompted by the US and European banking problems seen last year. APRA confirmed that, as previously proposed, it would require those smaller banks subject to the Minimum Liquidity Holdings (MLH) regulatory regime to adjust the value of their liquid assets regularly to reflect movements in market prices.

Australia and New Zealand Banking Group Ltd (ANZ) completed its acquisition of Australia-based bank Suncorp–Metway Ltd on 31st July 2024. Suncorp–Metway was upgraded by S&P to AA- effective that day.

The Australian dollar fell -2.01%, finishing the month at US64.91 cents (from US66.24 cents the previous month).

Credit Market

The global credit indices tightened across the board in July. They remain at their levels in early 2022 (prior to the rate hike cycle from most central banks):

Index	July 2024	June 2024
CDX North American 5yr CDS	52bp	54bp
iTraxx Europe 5yr CDS	55bp	62bp
iTraxx Australia 5yr CDS	65bp	71bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	July 2024	June 2024
Bloomberg AusBond Bank Bill Index (0+YR)	+0.37%	+0.35%
Bloomberg AusBond Composite Bond Index (0+YR)	+1.48%	+0.77%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.52%	+0.41%
Bloomberg AusBond Credit Index (0+YR)	+1.56%	+0.44%
Bloomberg AusBond Treasury Index (0+YR)	+1.48%	+0.69%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+1.74%	+0.55%

Source: Bloomberg

Other Key Rates

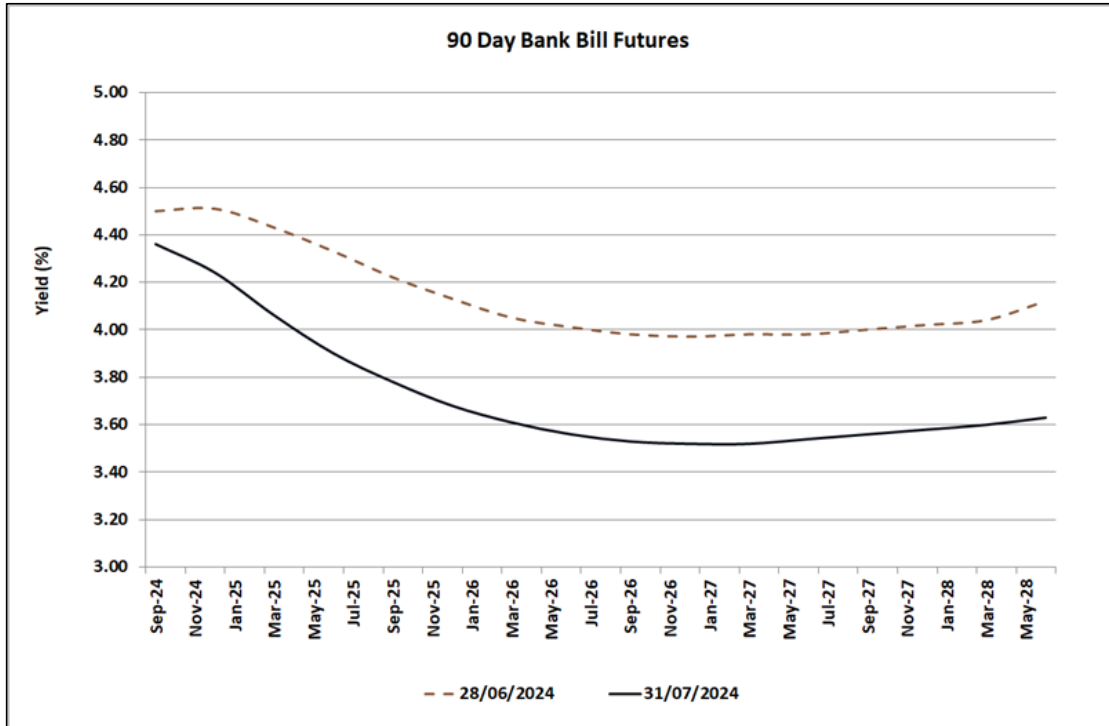
Index	July 2024	June 2024
RBA Official Cash Rate	4.35%	4.35%
90 Day (3 month) BBSW Rate	4.49%	4.45%
3yr Australian Government Bonds	3.76%	4.07%
10yr Australian Government Bonds	4.11%	4.31%
US Fed Funds Rate	5.25%-5.50%	5.25%-5.50%
2yr US Treasury Bonds	4.29%	4.71%
10yr US Treasury Bonds	4.09%	4.36%

Source: RBA, ASX, US Department of Treasury



90 Day Bill Futures

Bill futures fell across the board this month, following the movement in the global bond market.



Source: ASX

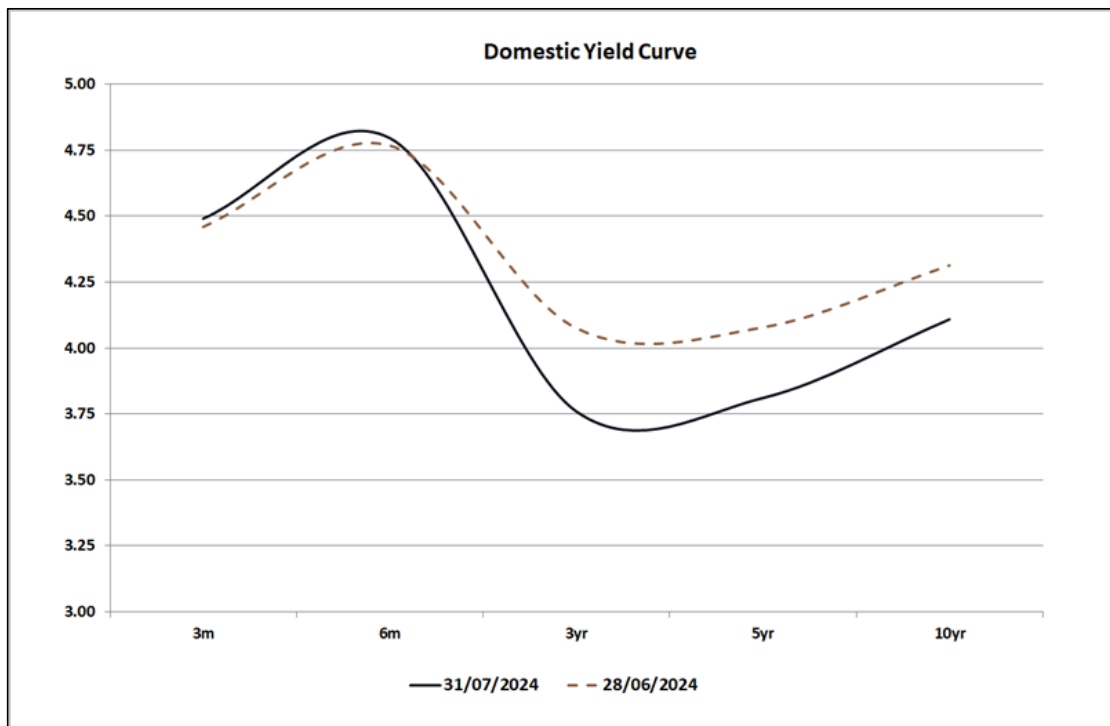


Fixed Interest Outlook

US Fed Chair Powell commented that policy “seems restrictive” but not severely so and believes the neutral rate has “probably risen” from the intercrisis era. He also commented that the Fed is becoming more convinced that inflation is headed back to its 2% target and that the Fed would cut rates before the pace of price increases actually reached that point. The futures market expects the policy rate would be cut 2-3 times this year, down from at least 3-5 reductions earlier this year. The longer-run median US Fed dot plot is currently around 2.80%.

Domestically, as is the case with most central banks at the moment, the RBA is waiting for current economic data to show a clear trend before taking any decisive action. After a softer than expected inflation print on 31st July, the RBA will continue to be able to forecast inflation around the midpoint of the target by 2026 and is likely to temper some of the discussion of upside risk to the inflation outlook evident in June. Despite Q2 inflation coming in better than feared, inflation still remains too high, and has shown less progress than the RBA had been expecting. The conditions for a cut remain a long way off, partially due to a tight labour market, whilst gradually cooling, remains resilient.

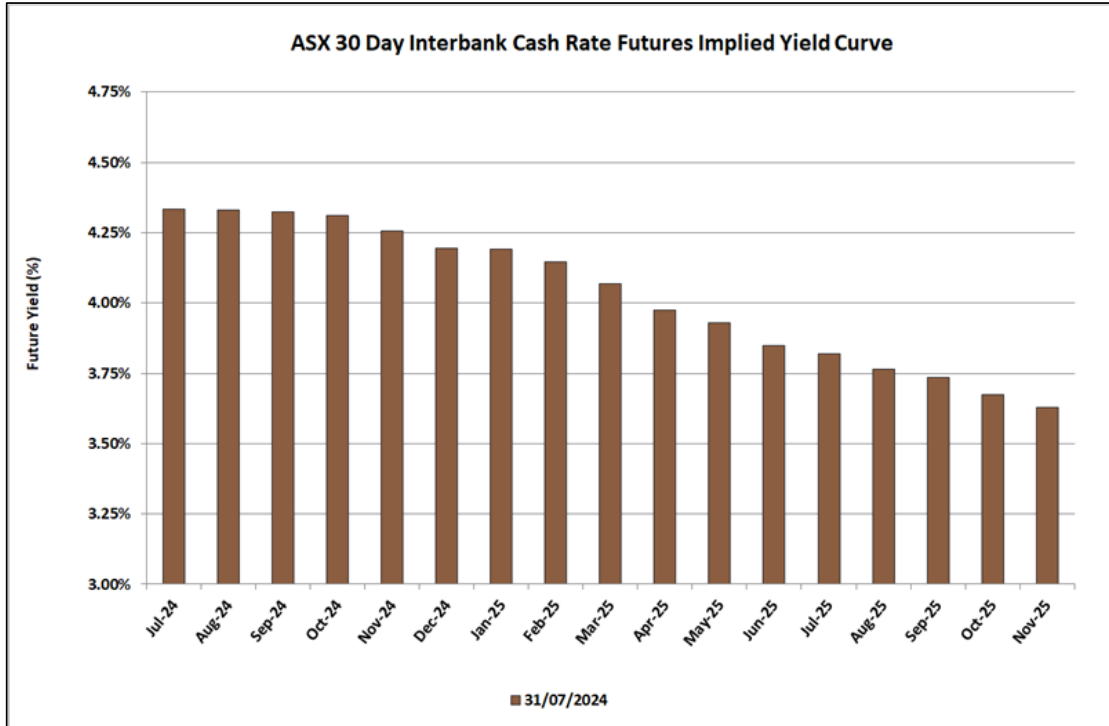
Over the month, longer-term yields fell up to 30bp at the very long end of the curve (remains an inverse yield curve):



Source: ASX, RBA



The market is now factoring no further rate hikes for the remainder of the calendar year. Financial markets have moved up their expectations of rate cuts, with the first cut pencilled in by the end of Q1 2025.



Source: ASX

DISCLAIMER

This document has been prepared by Arlo Advisory Pty Ltd ("Arlo"), ABN 55 668 191 795, an authorised representative of InterPrac Financial Planning Pty Ltd (ABN 14 076 093 680) AFS Licence No. 246638. Arlo provides fixed income investment advisory services to wholesale investors only. The information in this document is intended solely for your use. This document may not otherwise be reproduced and must not be distributed or transmitted to any other person or used in any way without the express approval of Arlo.

General Advice Warning

The information contained in this document is general in nature and does not take into account your individual investment objectives and adopted policy mandate. Arlo monitors the fixed income market and recommends the best rates currently available to the investors. You are responsible for deciding whether our recommendations are appropriate for your particular investment needs, objectives and financial situation and for implementing your decisions.

Accuracy & Reliability of Information

Arlo sources and uses information provided by third parties from time to time, including from Imperium Markets Pty Ltd ABN 87 616 579 527, a sister company of Arlo. Although every effort has been made to verify the accuracy of the information contained in this document, Arlo, its officers, employees and agents disclaim all liability (except for any liability which by law cannot be excluded), for any error, inaccuracy in, or omission from the information contained in this document or any loss or damage suffered by any person directly or indirectly through relying on this information.

15 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES

Nil

16 REPORT OF THE DIRECTOR INFRASTRUCTURE AND LIVEABILITY

16.1 Access to Seven Mile Beach for beach haul fishing

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: 5.1.3.3 Identify Council owned land and property for future use or disposal opportunity; and manage in accordance with the Local Government Act.

Summary

The purpose of this report is to seek Council's endorsement to issue a licence to Seeking Fisheries for vehicular access to Seven Mile Beach to undertake commercial fishing for a term of 5 years.

Since 2014 Council has issued licenses to Seeking Fisheries for vehicular access to Seven Mile Beach to undertake commercial fishing. The licences have been issued ancillary to the applicant's formal approval for commercial fishing through the Department of Primary Industries (NSW Fisheries).

Financial implication

There is a small financial benefit to Council for this activity which is governed by Council's Annual Fees and Charges for a commercial activity.

Risk implication

Sec. 46 of the Local Government Act, 1993 allows Council to grant a licence in accordance with the Plan of Management for commercial activities and the granting of this licence poses low procedural risk or governance to Council.

Policy

Local Government Act 1993

Crown Land Management Act 2016

Council Managed Crown Land Plan of Management

Council's Public Land Management Policy

Consultation (internal)

Property Department

Director Infrastructure & Liveability

Communication/Community engagement

As per the *Local Government Act, 1993*, notification of the proposed licence was advertised on Council's website and a public notice placed on the relevant parcel of land for a period of 28 days from 5 June 2024 to 3 July 2024. During the submission

Report of the Director Infrastructure and Liveability

16.1 Access to Seven Mile Beach for beach haul fishing (cont)

period, Council received two (2) objections, and these are summarised within the submission table within the body of this report.

Attachments

Nil

Enclosures

Nil

Item 16.1

RECOMMENDATION

That Council:

1. Approve a licence agreement to Seeking Fisheries for access to Seven Mile Beach Gerroa for a period of five (5) year term;
2. Terminate the licence agreement once the applicant is no longer approved to undertake commercial fishing activities through the Department of Primary Industries (NSW Fisheries).

Background

Council has received a request from Seeking Fisheries Pty Ltd to enter into a further licence agreement for vehicular access to Seven Mile Beach, Gerroa for a five (5) year term to coincide with their continued approval for operation of commercial fishing.

The licence Council proposes to issue is related to vehicular access to the beach which is ancillary to the approval for commercial fishing through the Department of Primary Industries (NSW Fisheries).

Licence agreements have been issued for this activity since it was first endorsed by Council on 16 December 2014 and has been operating faultlessly to coincide the general public since that time.

Seven Mile Beach is Council Managed Crown Land and is managed the same as Community Land under the *Local Government Act 1993*. As per the *Local Government Act, 1993*, notification of the proposed licence was advertised on Council's website and a public notice placed on the relevant parcel of land for a period of 28 days from 5 June 2024 to 3 July 2024.

During that time, two (2) submissions were received in regards to the proposed licence and these submissions are required to be duly considered by Council. The submissions have been summarised within the table below with Council's response.

Submissions

Report of the Director Infrastructure and Liveability

16.1 Access to Seven Mile Beach for beach haul fishing (cont)

Submission	No. of times concern was raised in respect of submissions	Council’s response
Opposition against fishing in the area. Concerned about plastic pollution and over fishing and the overall health of the ocean.	1	Council’s licence is only for access to the Beach. The Department of Primary Industries (Fisheries) are responsible for the moderation of the commercial fishing within Seven Mile Beach and concerns in regards to Fishing should be directed to the appropriate State Government Authority.
Opposition to issuing a new licence due to there being minimal fish present and pipi breeding in the area. The impacts on commercial fishing was a major player in as to marine life degradation. It is important that reasonable quantities of fish are available for amateur fishers – tourists and local residents.	1	Council’s licence is only for access to the Beach. The Department of Primary Industries (Fisheries) are responsible for the moderation of the commercial fishing within Seven Mile Beach and concerns in regards to Fishing should be directed to the appropriate State Government Authority.

Item 16.1

Conclusion

In consideration of Seeking Fisheries undertaking this activity for over 10 years consecutively without any issues is a testament to the successful commercial fishing operation and its integration into the overall use of the beach by the public.

Council considers the submissions received were mainly around the fishing component of the activity which is not something regulated by Council but rather the State Government. On that basis, Council should re-enter into a new (5) year licence for this activity.

16.2 Endorse for public exhibition: Kiama Council Waste Strategy

CSP Objective: Outcome 2.3: We use our natural resources in efficient and sustainable ways; managing, improving or enhancing through protection, restoration and maintenance.

CSP Strategy: 2.3.1 Responsibly manager resources and waste. Limit the waste we send to landfill.

Delivery Program: 2.3.1.1 Meet our future waste infrastructure and service needs through promotional, service delivery and infrastructure programs.

Item 16.2

Summary

Kiama Council's Waste Services team has been developing the *draft Waste & Sustainable Materials Strategy 2024-2030* since 2022. Collecting relevant data, investigating what we do well and looking closely at other regional, state and federal strategies to ensure alignment and identify opportunities to align our strategy with the future needs and opportunities for our community.

This report seeks Council endorsement to undertake a stakeholder engagement program to garner feedback on the draft Strategy from our community and other stakeholders.

It is proposed to commence the engagement program after the Caretaker Period for the 2024 NSW Local Government Elections such that the results of the engagement process and a final draft Strategy can be reported to Council for adoption by the end of the 2024 calendar year.

Financial implication

There is no direct financial implication to putting the *draft Waste & Sustainable Materials Strategy 2024-2030* on public exhibition and the existing operational budget is sufficient to fund the engagement process.

Risk implication

Not putting the Strategy on public exhibition will result in delays to the program. Preferably Council will support the document going on public exhibition over the caretaker period so that the newly elected Council will have the opportunity to endorse the final Strategy.

Policy

National Waste Policy 2018

NSW Waste and sustainable Materials Strategy 2041 – Stage 1: 2021-2027

Illawarra Shoalhaven Joint Organisation Waste and sustainable Materials Strategy 2022-2027

Consultation (internal)

Consultation with the NSW Government Waste and Sustainable Materials Strategy and the Illawarra Shoalhaven Joint Organisation Waste and Sustainable Materials Strategy to ensure the Kiama Municipal Council Waste and Sustainable Materials Strategy delivers on similar targets.

Report of the Director Infrastructure and Liveability

16.2 Endorse for public exhibition: Kiama Council Waste Strategy (cont)

Communication/Community engagement

Council consulted with the community in tandem with the Community Strategic Plan consultation program in 2022. That consultation program included asking questions to ascertain the community's appetite for waste management and to determine whether the community finds the current service delivery adequate.

Placing the Strategy on public exhibition will provide the community with the opportunity to further comment on the consolidated draft Strategy that has taken into account previous responses.

Item 16.2

Attachments

- 1 DRAFT Kiama Municipal Council Waste and Sustainable Materials Strategy 2024-2030 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Place the Kiama Municipal Council Waste and Sustainable Materials Strategy 2024 – 2030 on public exhibition, after the completion of the 2024 NSW Local Government Caretaker period, for a period of 28 days calling for submissions and that the results of the consultation program be reported to the newly elected Council.
2. Note that a report on the results of the consultation program and the final draft Kiama Municipal Council Waste and Sustainable Materials Strategy 2024 – 2030 will be presented to the newly elected Council for consideration for decision making purposes.

Background

Council's Waste Services section has been developing the draft *Waste & Sustainable Materials Strategy 2024-2030* since 2022. Collecting relevant data, investigating what we do well and looking closely at other regional, state and federal strategies to ensure alignment and using the 2022 community consultation program for the Community Strategic Plan to gather community thoughts on council's waste management services.

The development process has been enlightening and now requires Council's endorsement to place the draft strategy on public exhibition to garner community and stakeholder feedback.

Given the commencement of the caretaker period on August 16th for the 2024 NSW Local Government Elections, the exhibition process is planned to commence at the

Report of the Director Infrastructure and Liveability

16.2 Endorse for public exhibition: Kiama Council Waste Strategy (cont)

end of the care taker period. This will allow the results of the consultation and a final draft Strategy to be reported to the new Council early in their term.

Strategy development.

The draft Strategy takes into account:

- The current service metrics
 - tonnages of the current waste streams (residual waste, recycle, green/organics)
 - number and type of services (bins sizes and numbers, collection zones etc)
 - waste stream content
 - Food Organic Garden Organic (FOGO) including contamination (<1% contaminate in the 2022 audit)
 - Co-mingled recycling (~5% contaminate)
 - Residual Waste {Red bin} – the 2022 audit found ~ 12% of contents were recyclable via Yellow bin collection and ~17% via the FOGO {green bin} service. Noting that FOGO regulations have now changed, and this percentage will reduce as more products are required to be disposed of by Red bin collection e.g. paper towels, tea bags etc
- Population growth forecasts
- Utilisation of the Community Recycling Centre
- Stage and regional strategies for residual waste minimisation, circular economy initiatives.

Through a process of analysing our existing successes and strengths, community feedback as well as the opportunities, constraints and issues identified in the State and Regional Strategies, Council's draft Strategy has identified 4 key priorities:

1. Improve infrastructure planning and environmental management
2. Optimise waste management costs and foster adaptive waste management contracts.
3. Support and implement innovative internal waste management initiatives
4. Reduce emissions from all waste management operations.

Conclusion

The *draft Kiama Municipal Council Waste & Sustainable Materials Strategy 2024-2030* is a key part of managing community waste, delivering on waste driven environmental and economic improvement opportunities and risk management; and ensuring council can frame its service delivery around delivering against agreed objectives.

The community of Kiama and other key stakeholders are a key part of ensuring that the council's strategies are well developed and reviewed to ensure that the best possible outcomes that council can deliver within its budget constraints and responsibilities are identified and adopted.

Report of the Director Infrastructure and Liveability

16.2 Endorse for public exhibition: Kiama Council Waste Strategy (cont)

The *Draft Kiama Municipal Council Waste & sustainable Materials Strategy 2024-2030* should be placed on public exhibition to allow community and stakeholder feedback such that council can adopt the final draft strategy.

Item 16.2



Kiama Municipal Council
Waste And Sustainable Materials Strategy
2024 – 2030

Strategic choices for a sustainable future





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 honouring 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.

Contents

Acknowledgement of Country	3
Mayoral Message	4
1. Introduction	5
1.1. Our geography	6
1.2. Demographic trends	7
2. Where Are We Now?	8
2.1. Core Waste Services	8
2.1.1. Urban and Rural Residential Waste Service	10
2.2. Waste tonnages	11
2.2.1. Residential Residual Waste	12
2.2.2. Residential Recycling	12
2.2.3. Residential Food and Garden Organics	13
2.3. The Community Recycling Centre	14
2.4.1. Waste trends and projections	15
2.4.2. Waste generation comparison	16
2.4.3. Waste forecast	17
2.5. Other Services and Programs	18
2.6. Commercial Waste and Recycling	18
2.7. What you told us	19
3. What does our future look like?	21
3.1. Where are we heading?	21
3.2. Vision for Waste Management at Kiama Municipal Council	21
3.3. Our Priorities	21
4. Our Priorities	22
4.1. Priority 1	22
4.2. Priority 2	23
4.3. Priority 3	24
4.4. Priority 4	25
Appendix A: Legislative, policy and council frameworks	26

Mayoral Message

It is my pleasure to present the Kiama Waste and sustainable materials strategy for 2024 – 2030. I am committed to enhancing our community’s well-being and ensuring a sustainable future. Our beautiful coastal region deserves thoughtful planning and innovative solutions.

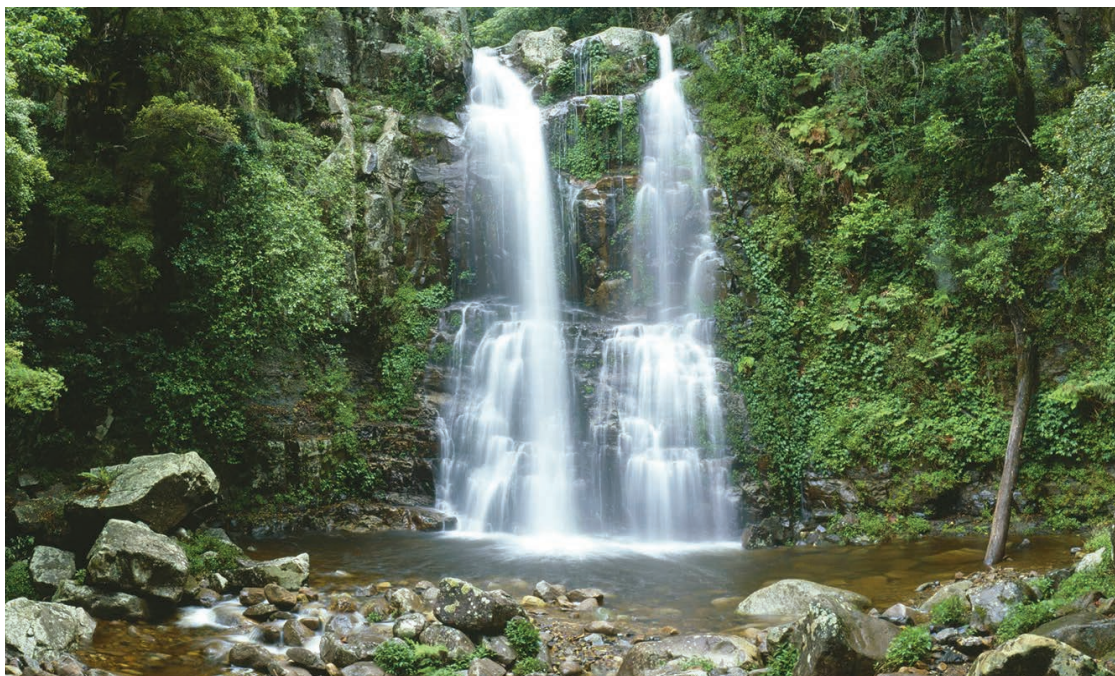
Xxxxx – extra mayoral notes...

Kiama is embarking on a transformative journey to become a leader in environmental stewardship and innovation. Our strategic priorities are designed to enhance the quality of life for our residents, optimise waste management, and reduce emissions, thereby fostering a resilient and vibrant community.

Priorities for this strategy include...

These initiatives represent our dedication to progress while maintaining a deep respect for the environment. Together, we will build a future for Kiama that is not only prosperous but also sustainable.

“ Council will provide a waste management and future proof infrastructure program that contributes to improving the environment and well-being of our community, which is focused on waste avoidance, resource recovery and landfill minimisation. ”



1. Introduction

Kiama Municipal Council is dedicated to progressing leading practice waste management for our vibrant community, aligning our ambitious strategies with the broader goals set by both Federal and State governments. This Waste Strategy emerges from a comprehensive review and update of the latest circular economy and resource management strategies, policies, and plans at the national and state levels. This strategy is our commitment to elevating waste management practices through a focus on waste avoidance, resource recovery, and the implementation of advanced waste treatment technologies. We're not just planning for today; we're looking forward to creating a lasting, sustainable impact that will resonate throughout our community and beyond.

This strategy will play a pivotal role in achieving the objectives outlined in Council's Community Strategic Plan 2022-2032 (Kiama Municipal Council, 2022) and will provide a guideline for the 6- year waste and resource recovery action plan, ensuring our delivery plan and operational goals are not just met but exceeded. We are enthusiastic about the role this strategy will play in advancing sustainable waste management practices that our community deserves.

Council understands the importance of collaboration, which is why we are committed to continuous engagement with you, our community, businesses and regional partners. Through ongoing education and transparent communication, we aim to empower individuals and businesses within our municipality to join us in this crucial movement towards sustainable waste and resource management. Together, we will meet the needs of today and pave the way for a greener, more sustainable tomorrow for our region.



1.1. Our geography

Kiama Municipal Council is a thriving coastal community just 120 km south of Sydney, with an area of 258 km². We are blessed with pristine beaches along a breathtaking coastline, offering endless opportunities for rejuvenation and exploration. Nature lovers can embark on the Kiama Coast Walk, a 20-kilometer journey through various ecosystems that showcase the beauty and diversity of our region. With a quarter of our land dedicated to protected areas, our environment is not only cherished but also safeguarded for future generations to enjoy.

As a proud member of the Illawarra Shoalhaven Joint Organisation (ISJO), alongside Wollongong, Shellharbour, and Shoalhaven Councils, we are committed to working together towards a common goal. Our shared vision of a confident, vibrant, and productive region that prioritises sustainable waste management and the transition to a circular economy drives our collaborative efforts. Together, we are paving the way for a brighter and more sustainable future for our community.



1.2. Demographic trends

Kiama LGA has just over 20,500 properties, with statistics indicating 37% of homes are owned outright and 36.5% in the process of being bought. Our residents are deeply invested in their community, creating a stable and thriving local economy. 82% are free-standing dwellings with approximately 30% housing two occupants, 12% of dwellings are medium density, while only 2% are considered high density.

Development in the LGA is predicted to rise over the life of this Strategy, presenting Council with the need to prepare a Waste Strategy that can be implemented in tandem with this predicted growth.

Kiama is a community that embraces diversity, with 1.7% of our population proudly identifying as Aboriginal and/or Torres Strait Islander, and 14% born overseas. 89% of our residents are Australian citizens, highlighting a shared commitment to this beautiful place we call home.

Economically, the business landscape is flourishing with 1,986 enterprises, contributing to an impressively low unemployment rate of just 2.4%. This economic vitality supports 5,620 local jobs and fuels a tourism economy worth a staggering \$1.668 billion annually, showcasing Kiama as a beacon of success and a magnet for visitors.

It is important to acknowledge Kiama's successful tourism industry and proximity to Sydney results in significant spikes in population during weekend, public holiday and school holiday periods, translating to spikes in waste generation in both residential and public place waste streams.

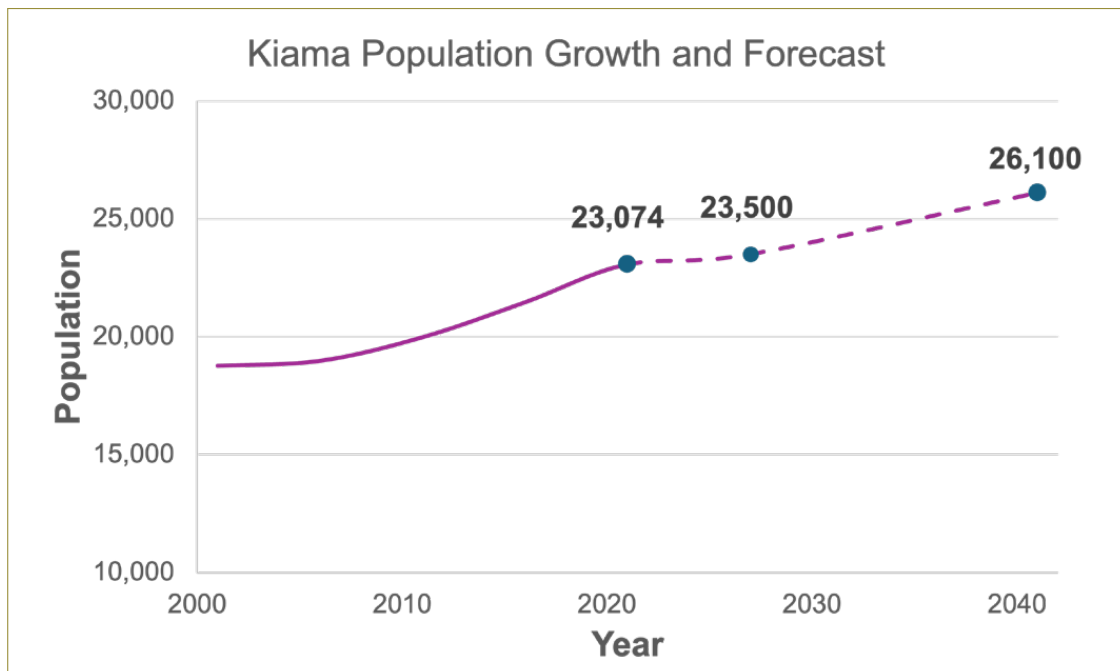


Figure 1: Kiama population and forecast (<https://forecast.id.com.au/>).

2. Where Are We Now?

2.1. Core Waste Services

Kiama Council is proud to offer a wide range of services that have evolved in recent decades to cater to the unique needs of our community. Council pioneered the implementation of food organics combined with garden organics (FOGO), the envy of local government organisations across NSW. Statistics have demonstrated that annual tonnages of residual waste sent to landfill have decreased significantly.

Council has had the municipality divided into 10 urban and 2 rural waste zones (Figure 3) for over a decade. As a result, Council has been capable of continuous improvement through the evolution of tailored services that promote sustainability and encourage active participation in recycling and composting.

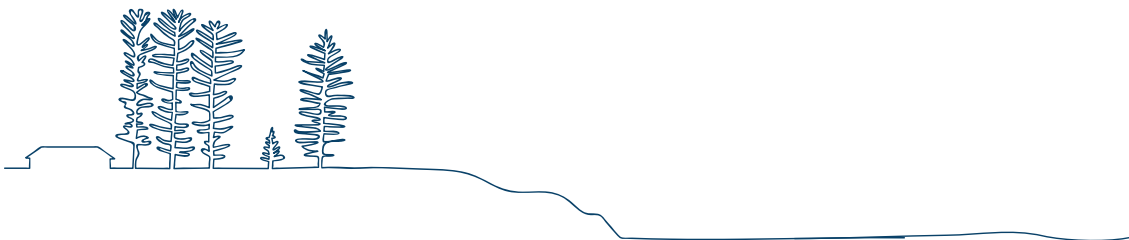
In urban areas, households benefit from a comprehensive three-bin collection service for general waste, recyclables, and organic materials. This not only supports sustainability through resources recovery and diversion from landfill, but it also empowers residents to make a positive impact on the environment. Rural households also receive a two-bin collection service that emphasizes responsible resource management.

The Minnamurra Waste and Recycling Facility is managed by Council and regulated by the Environment Protection Authority (EPA). It receives customer drop-off green waste to be processed into compost and metals for recycling.

Additionally, the Community Recycling Facility, established in 2016 provides a safe space for the recycling of household problem waste.

As part of our commitment to community engagement and environmental stewardship, following the termination of the free kerbside pickup, all residentially rated properties have access to two scheduled Household Bulky Waste Drop Off events each year. These events not only provide a way to dispose of large items but also educate and raise awareness about responsible waste disposal practices. Council sets an example as the only Council in NSW that models and encourages reuse as a key component of the bulky waste service.

Ongoing delivery of these initiatives promotes a culture of sustainability and environmental responsibility that will lead to a cleaner and healthier future for our Municipality.



2.1.1. Urban and Rural Residential Waste Service

Council provides urban households with a three-bin collection system:

Urban residents have the option to upsize or downsize their service provision upon request, to which changes in applicable fees and charges apply. The standard urban waste collection service is illustrated below.

Council strategically provides a weekly collection of the 240L yellow and green bins to promote and facilitate the source separation of materials in the household. Residents have evolved their own waste management practices based on limitations the 140L fortnightly collection presents. Tonnages diverted from landfill reflect this system is working well and Council should continue to educate and promote this approach.

Rural properties receive a two-bin fortnightly collection alternating between 240L residual landfill waste and 240L co-mingled recycling, working on the assumption that rural properties have adequate land to facilitate composting of food and garden organics.



Figure 3: The urban standard bin service.



2.2. Waste tonnages

Approximately 10,074 tonnes of materials were collected through the kerbside service in 2022 - 23. Approximately 7,175 tonnes were recycled through the comingled and FOGO bins representing a 71% resource recovery rate, significantly higher than the state average.

The table and graph below demonstrate the distribution of materials collected each month, revealing a significant increase in weight in the FOGO bins during the warmer months and a rise in both residual waste and recycling during the holiday season.

Waste Type	Total Tonnages for 2022-2023	Total Weekly Tonnages	Total Weekly Kilograms	Total Weekly Average Kilograms per Household
Residual Waste 9,624 bins	2,898.55	55.74	55,741.35	5.46
Comingled Recycling 9,604 bins	2,345.19	45.10	45,099.81	4.83
Food/garden organics - 9,051 bins	4,829.89	92.89	92,882.50	10.43
Waste Type	10,073.63	193.72	193,723.65	20.72

Table 1: Kiama Council residential waste and recycling generation per household 2022-23.

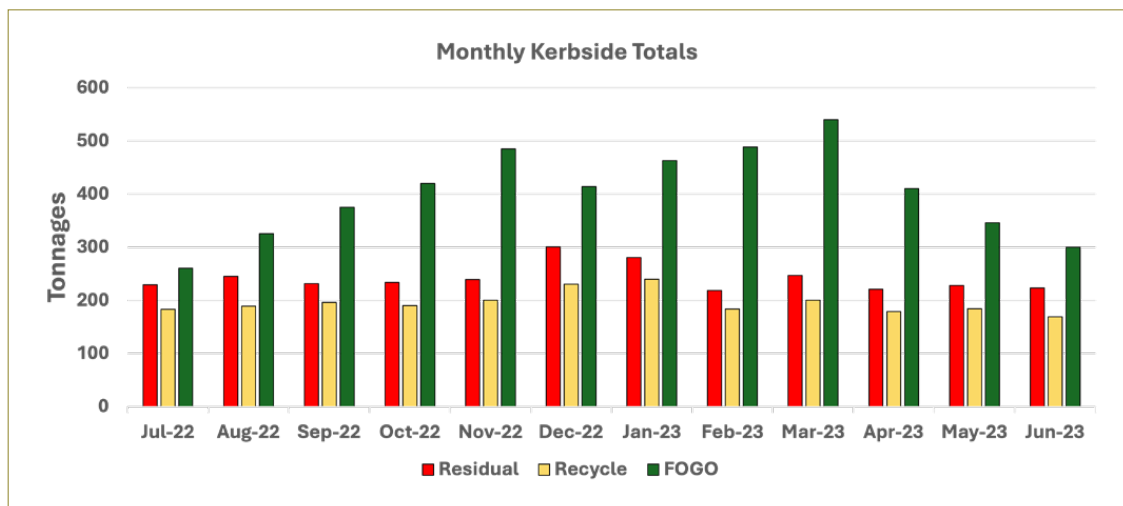


Figure 4: Kiama Council residential kerbside services, tonnes per month July 2022 – June 2023.

2.2.1. Residential Residual Waste

During the 2022-23 period, 2,899 tonnes of materials were collected from urban and rural households through the residual waste bin, accounting for 29% of all waste and resources collected.

Based on data collected through a waste audit undertaken in June 2022, 12% of the contents were recyclable through the co-

mingled recycling bin (paper, plastic, metals) and 17% could have been recycled through the FOGO service. This data highlights an area for improvement and would significantly reduce the volume of waste sent to landfill, highlighting the need for ongoing waste education and promotion of waste diversion opportunities through recycling and reusing materials.

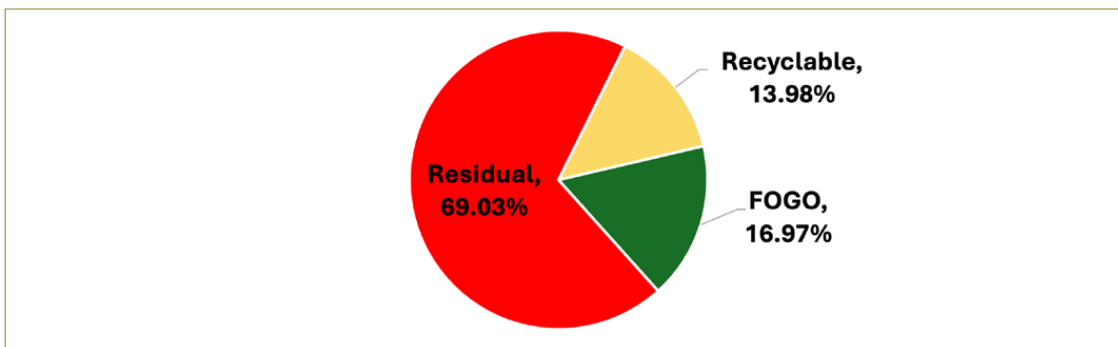


Figure 5: 2022 Waste Audit analysis of materials in the kerbside residual waste bin.

2.2.2. Residential Recycling

In 2022-23, 2,345 tonnes of material was collected from urban and rural households through the co-mingled recycling bins, accounting for 23% of all waste and resources collected. Based on the June

2022 kerbside audit, contamination in the co-mingled recycling bin averages 5% by weight and is primarily made up of non-recyclable plastics.

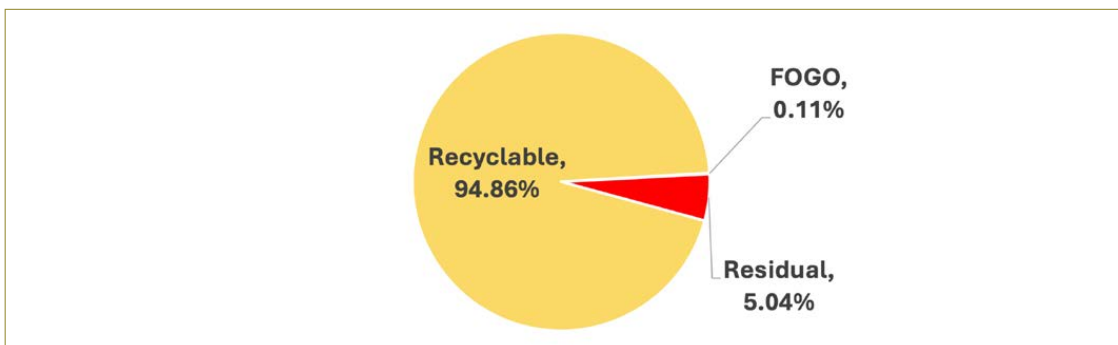


Figure 6: 2022 Waste Audit Analysis of materials in the kerbside co-mingled recycling bin.

2.2.3. Residential Food and Garden Organics

In 2022-23, 4,830 tonnes of food and garden organics was collected which represents 48% of all waste and resources collected. 2022 Waste Audit results indicate contamination in the FOGO bin was the

lowest out of the three bins, with only 1% by weight reported through the audit. Seasonal fluctuations in garden organics are seen, with higher generation observed in the summer months.

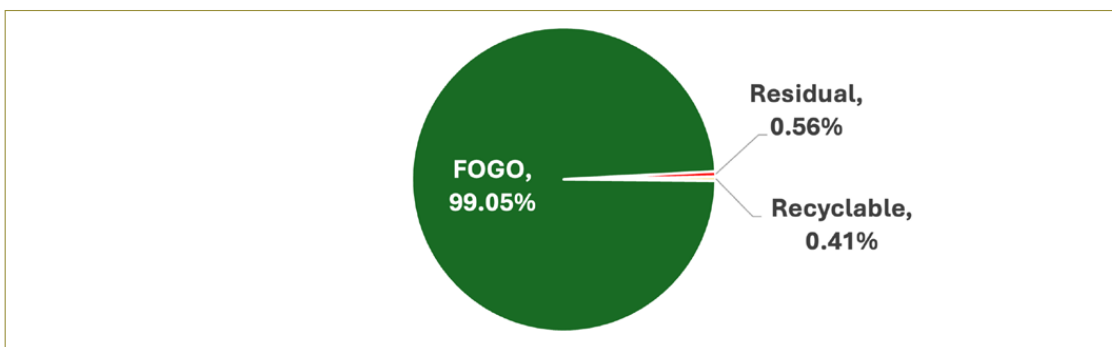
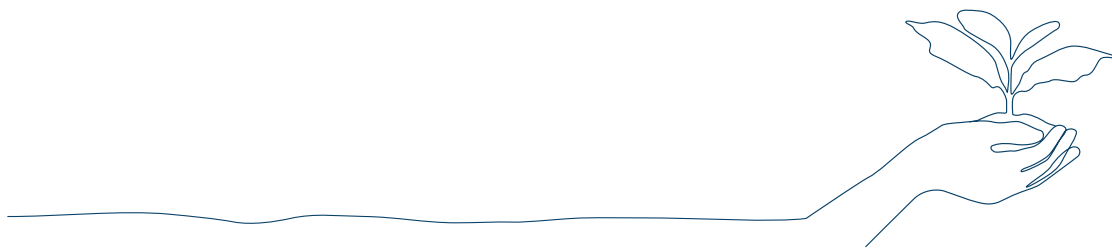


Figure 7: 2022 Waste Audit analysis of materials in the urban kerbside FOGO bin.



2.3. The Community Recycling Centre

Residents have a multitude of options available for diverting waste from landfill and contributing to resource recovery. For items that cannot go into your kerbside collection service, Council manages the Community Recycling Centre (CRC), located at the Minnamurra Waste and Recycling Facility.

The following additional items are received at the Minnamurra Waste and Recycling Facility free of charge:

- **Scrap metal** such as aluminium, copper, and brass as well as whitegoods (dishwashers, washing machines, dryers) are received free of charge and recycled off-site.
- **Electronic Waste**, processed for resource recovery off-site.
- **Ink Cartridges and Mobile Phones.**
- **Aerosols** (including spray paint).
- **X Rays.**
- **Clothing** in reusable condition.
- And domestic quantities of **polystyrene** and **cardboard**.

Charges apply to the disposal of items containing refrigerant gasses (for example fridges, freezers and air conditioners). The harmful greenhouse gasses are removed prior to processing and recycling of metal components.

The infographic features the NSW and Kiama Municipal Council logos at the top. Below is a title 'Community Recycling Centres' with a recycling symbol icon. The main heading is 'Waste matters Drop off your household problem waste for recycling FREE SERVICE'. A list of items to drop off includes: Gas bottles and fire extinguishers, Paint, Motor and other oils*, Fluoro globes and tubes, Household and car batteries, Smoke detectors, Textiles, Computers and televisions*, Ink cartridges, Mixed recyclables, Polystyrene (No. 6 only), and X-rays. A disclaimer states: 'Only household quantities accepted 20kg or 20L maximum container size. Please transport your materials carefully. Dangerous goods and items other than those listed will not be accepted. *Kiama residents only'. Contact information for the Kiama Community Recycling Centre is provided: 446 Riverside Drive, Minnamurra, Hours: Mon to Sat: 8am-4pm (closed public holidays), Call Kiama Municipal Council on 02 4237 5148 or visit www.epa.nsw.gov.au/recyclingcentres.



Figure 8: Images of Household Problem Waste as defined by the NSW EPA.

Council is dedicated to providing convenient and accessible recycling options to our residents. For more information on acceptable materials and guidelines for recycling, please visit Council's website or contact Customer Service.

In 2022-23, our community made an outstanding contribution to sustainability by recycling an impressive 5310 tonnes of materials at the CRC.

Among the most recycled items were car batteries, paint, and gas bottles. The peak time for recycling items through the CRC was during December and January, with a 35% increase in materials recycled (based on weight) compared to the monthly average.

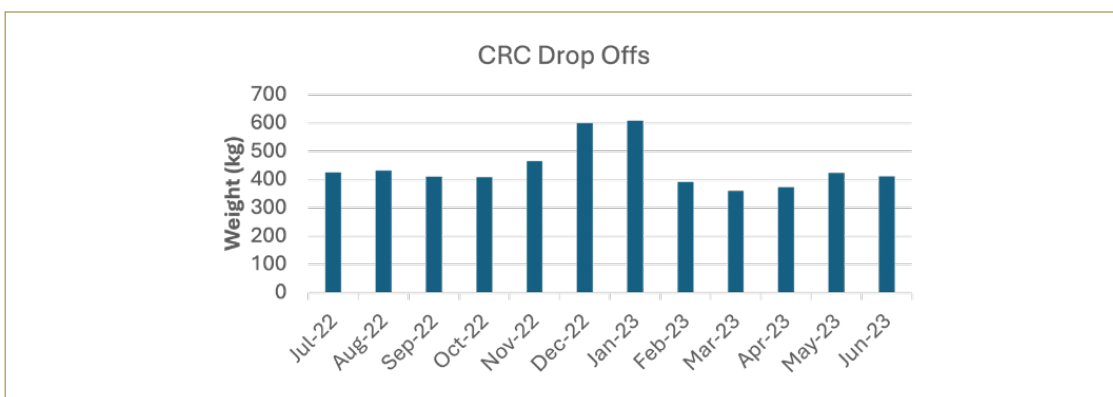


Figure 9: Monthly variations in usage of the CRC facility.



2.4.1. Waste trends and projections

By analysing the 2021/22 Waste and Resource Recovery (WARR) data and comparing with the insights gained from the 2022 waste audit, there are several opportunities for enhancing resource recovery across kerbside collections, drop-off facilities, and clean-up services.

The main areas for improvement are removing FOGO compliant materials in residual waste bins,

non-recyclable plastics in co-mingled recycling bins, and non-compliant organics in FOGO bins. These findings suggest that there is scope for continual improvement with further education around waste sorting practices to reduce contamination levels. Additionally, there is an opportunity to delve deeper into the generation and potential diversion of commercial waste within our community.

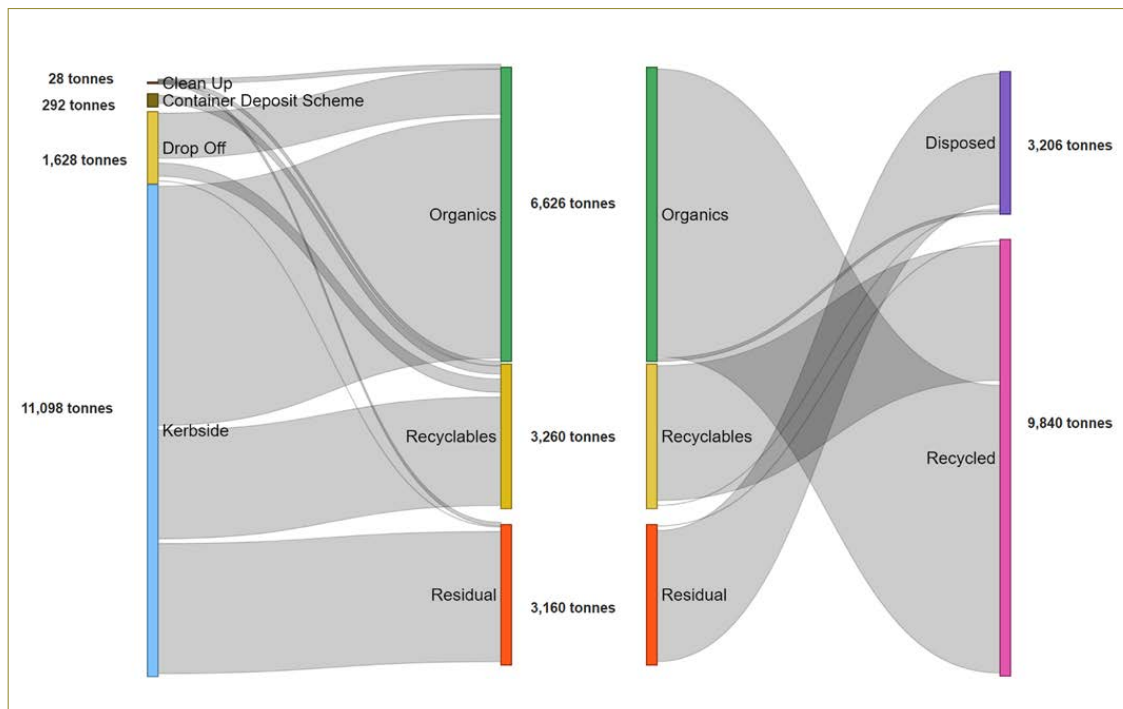


Figure 10: Visualisation of the flow of waste based on the NSW EPA WARR Data (2021-22).



2.4.2. Waste generation comparison

Over the past six years, Kiama has consistently maintained its generation of residual and recyclable waste within the range of 2-3 kg per capita per week. Notably, Kiama's rates for recyclable and FOGO waste generation surpass those observed across

New South Wales because many Council areas have not yet implemented a FOGO collection service. The data does indicate however that the inclusion of a FOGO bin for households does impact significantly on waste diversion rates.

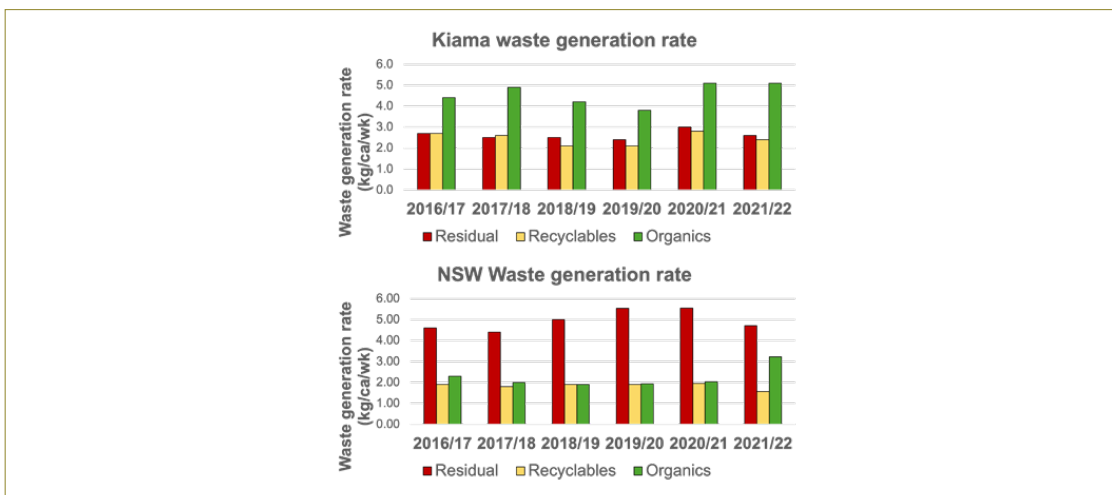
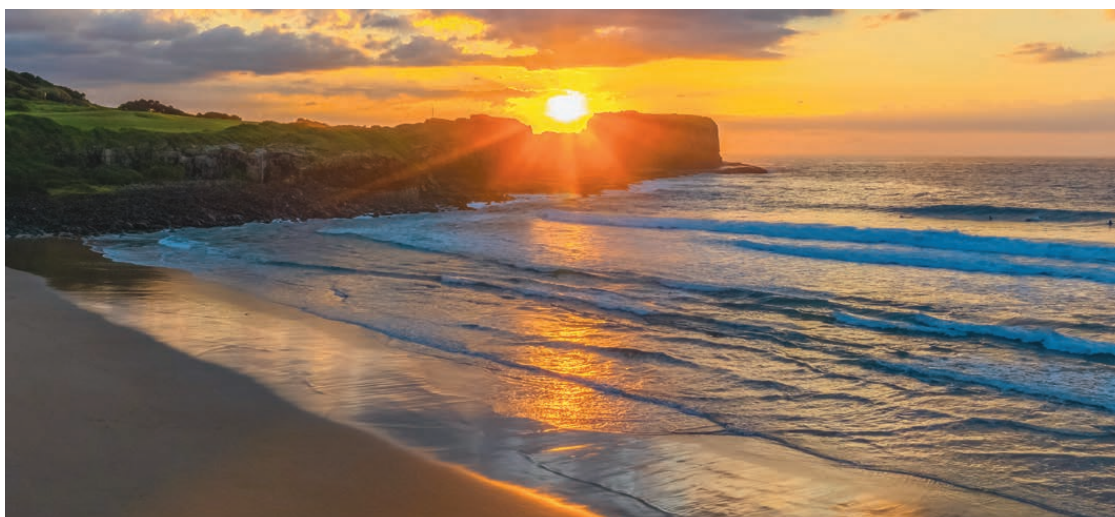


Figure 11: Comparison between Kiama's and NSW waste generation rates.



2.4.3. Waste forecast

With Kiama's population projected to reach 30,847 by 2041, the waste forecasts, aligned with current per capita waste generation rates and demographic trends, anticipate a proportional increase in waste volumes. This projection underscores the importance of continuing our efforts in waste reduction, resource recovery, and community education to ensure our waste and

resource recovery offerings continue to meet the needs of the community.

We are committed to engaging with our community and stakeholders to explore innovative solutions and strategies that align with our growth and sustainability goals.

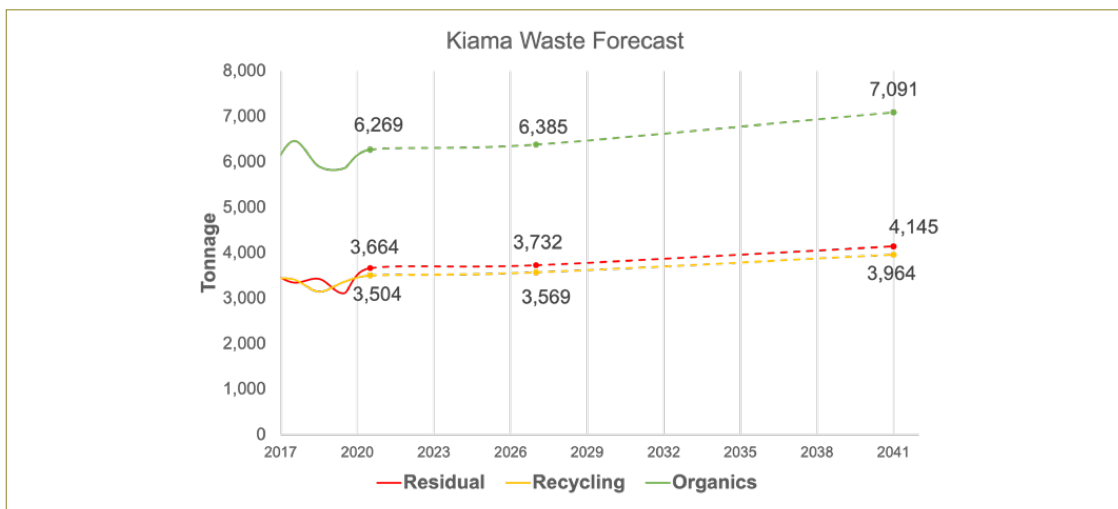


Figure 12: Waste forecast for Kiama based upon current waste generation rates per capita and Kiama's population forecast.



2.5. Other Services and Programs

In addition to the services previously mentioned, Kiama Council also provides and supports the following services for the local community.

- Short Term Rental Accommodation (STRA) weekly waste service collection
- Free weekly Specific Waste Bin Collection Service (terms and conditions apply)
- User Pays On-Call Kerbside Clean Up Collection for urban households only.
- Public place residual waste and co-mingled recycling collection

The services listed below are provided to further facilitate diversion of waste from landfill.

- Biennial Second-Hand Saturday events
- Annual Household Chemical Cleanout Collection
- Home Composting Workshops held three times per year
- Return and Earn depots located on Council land for the collection of eligible containers
- Comprehensive waste-related community education programs



2.6. Commercial Waste and Recycling

Council currently offers a collection service for commercial residual waste and co-mingled recycling. The commercial service is versatile with the ability to collect bins presented on unscheduled days.

By participating in local community groups and the chamber of commerce, the council builds

strong connections with businesses. Additionally, it oversees adherence to local planning regulations. By ensuring frequent collections, commercial waste and recycling bins do not clutter the town centres. Council also ensures suitable waste and recycling facilities are available and there is adequate space for bin storage for commercial properties.

2.7. What you told us

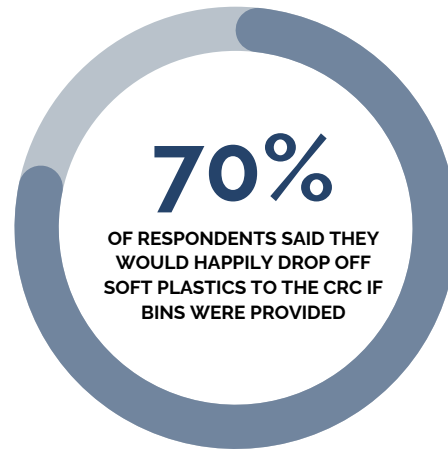
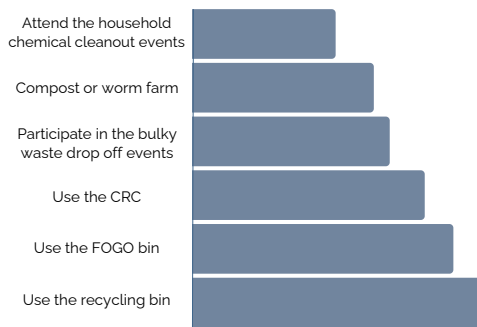
During the consultation phase of our Community Strategic Plan, feedback indicated high levels of satisfaction with the Council's kerbside collection, as well as with the services offered by the community recycling centre and the bulky waste drop-off events.

You predominantly utilise your recycling and FOGO bins to minimise waste sent to landfill, and over 70% of participants utilise the Community Recycling Centre (CRC) to dispose of hazardous

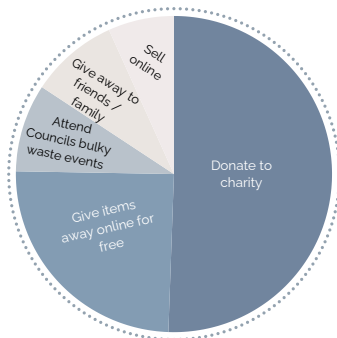
materials throughout the year. Additionally, there is a strong community desire for the introduction of a soft plastics collection bin at the CRC however the introduction of this service is dependent on a strong market demand for this product.

Furthermore, the Kiama community is actively engaged in reusing household items, leveraging local charities, online platforms and the Council bulky drop-off events to give items a second life.

HOW DO YOU AVOID WASTE TO LANDFILL?



HOW DO YOU SUPPORT WASTE AVOIDANCE & REUSE?



HOW SATISFIED ARE YOU WITH THESE SERVICES?



3. What does our future look like?

3.1. Where are we heading?

Council is pivoting towards a circular economy, continuing to tackle hazardous and problematic wastes, supporting community initiatives, and continual improvement are the core of our strategic direction.

Council's Waste Strategy 2024-2030 aligns elements of the NSW Waste and Sustainable Materials Strategy 2041 as well as the Illawarra Shoalhaven Joint Organisation (ISJO) Regional

Waste and Sustainable Materials Strategy (2022-2027).

This alignment aims to provide residents with ongoing, contemporary, broad and cost-effective waste collection and resource recovery solutions. This approach also ensures that the Council and its community are on track towards State and Federal targets.



4. Our Priorities

To meet this vision, Council will focus on the following four priorities.

- 1. Improve infrastructure planning and environmental management**
- 2. Optimise waste management costs and foster adaptive waste management contracts.**
- 3. Support and implement innovative internal waste management initiatives**
- 4. Reduce emissions from all waste management operations**



4.1. Priority 1

Improve infrastructure and environmental management.

Outcomes - what will success look like?

- Council waste infrastructure planning is future proof and incorporates modern technologies.
- Infrastructure improvement to facilitate diversion from landfill and value add to the supply chain.
- Reduced impact of hazardous and problem waste streams on the waste service.
- Reduction in littering and Illegal Dumping on Council and publicly managed land.
- Improved diversion of waste from landfill resulting from household bulky waste (HHBW) drop off events.

Objectives – How will we achieve success?

- Master planning of the Minnamurra Waste and Recycling Facility.
- Improved data collection on all waste management activities.
- Actively listening to the community and educating on the value of resources.
- Utilise EPA resources to promote and improve the Community Recycling Centre for safe disposal of hazardous and problem wastes.
- Leverage the knowledge and skills of stakeholders to monitor and evaluate litter and illegal dumping behaviours against state benchmarks.
- Develop regional partnerships that can contribute to an improved diversion rate.
- Develop regional partnerships that can contribute infrastructure for improved processing of waste to resources.

Indicators – Measuring success

- Audit data
- Weighbridge data
- WARR data
- Community survey
- CRC data
- CRC survey
- Targeted education campaigns
- Public Place bin audits
- RID online

4.2. Priority 2

Optimise waste management costs and revenue and foster adaptive waste management contracts.

Outcomes - what will success look like?

- Improved service options through market analysis and robust contract development.
- High quality services provided to residents and commercial clients.
- Versatile collection options that meet the needs of the community.
- Adding value to the supply chain.

Objectives – How will we achieve success?

- Market pricing volatility is reduced through joint contracts and regional procurement.
- Contracts are designed with flexibility to maintain high-quality services in line with current technology and regulations.
- Provide services reviews of the commercial service with inclusions that promote improved practices in waste and resource recovery.
- Ongoing waste education and promoting sustainable waste practices.

Indicators – Measuring success

- Additional service provision generating additional revenue.
- Joint contracts and regional procurement implemented where possible.
- Analysis of customer feedback through survey or customer service logs.
- Analysis of service change requests.

4.3. Priority 3

Research, develop and implement innovative internal and external waste management initiatives.

Outcomes - what will success look like?

- Council has adaptive services in place to cater for identified problem waste streams
- Improved planning systems to ensure waste generated through new development is managed correctly.
- Council's waste management practices remain in line with market trends and improvements in technology.
- Council staff, the community and local business are engaged with innovation and support waste diversion.

Objectives – How will we achieve success?

- Identify problem waste streams that require innovative solutions
- Actively participate in innovative waste and resource recovery projects
- Actively participate in partnership projects with stakeholders i.e. ISJO, waste management industry, social enterprise.

Indicators – Measuring success

- Utilisation of space at the Minnamurra Waste and Recycling Facility with innovative waste processing and value adding initiatives.
- Reduced cost to serve on existing waste management practices
- Variation to existing EPA License for the Minnamurra Waste and Recycling Facility to apply innovative waste management initiatives.

4.4. Priority 4

Reduce emissions from all waste management operations.

Outcomes - what will success look like?

- Organics and food waste are diverted from landfill.
- Procurement processes within Council consider sustainable materials, recycled content and whole of life carbon emissions.
- Council minimising the use of carbon fuel through efficient allocation of resources.
- Transitioning to electric or hydrogen waste collection fleet and infrastructure.

Objectives – How will we achieve success?

- Annual reduction in fuel consumption over the life of this Strategy.
- Council waste management fleet demonstrating a transition to electric.
- Minnamurra Waste and Recycling Facility transition to renewable energy.

Indicators – Measuring success

- Audit data
- Weighbridge data
- WARR data
- Community survey
- CRC data
- CRC survey
- Targeted education campaigns
- Public Place bin audits
- RID online

An operational action plan will be developed to complement this strategy, detailing activities and programs that Council will implement to achieve these priorities. The action plan will be continually reviewed to monitor progress and ensure it is aligned to Regional, State and Federal strategic direction, policies and statutory requirements.

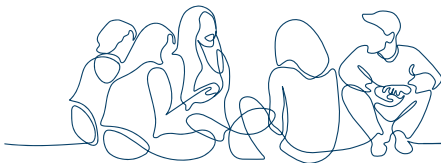
Appendix A: Legislative, policy and council frameworks

Kiama Council's Waste Strategy fits within the context of national, state and regional policies and strategies.

Table X below outlines the key pieces of legislation and policies from both state and federal government relevant to the development of the waste strategy.

Local Government carries the primary responsibility for delivering waste management services directly to the community. However, all levels of government play a role in shaping the regulatory environment and future direction of waste management in Australia.

FEDERAL GOVERNMENT		
<p>2018 National Waste Policy: Less Waste, More Resources and National Action Plan on waste</p>	<p>Provides direction and framework for waste management in Australia. Includes strategies for collective action by businesses, governments, communities and individuals until 2030.</p> <p>Includes ambitious targets such as recovering 80% of waste across all waste streams and achieving 70% recycling for plastic packaging.</p>	
<p>National Plastics Plan</p>	<p>Outlines the Australian Government's approach for the reduction of plastic waste and pollution, including the phasing out of problematic plastic materials.</p>	



NSW GOVERNMENT		
NSW Waste and Sustainable Materials Strategy 2041	Identifies its commitment to waste reduction and recycling and focuses on the environmental benefits and economic opportunities in how we manage our waste.	
NSW Waste Avoidance and Resource Recovery Act 2001	Commits the NSW Government to refreshing and updating its waste strategy every 5 years to review and continually improve the state's policies and targets for waste reduction and landfill diversion.	
NSW Government 2019 Circular Economy Policy Statement	Aims to change the way products are produced, sold and used, by incorporating reuse and energy efficiency strategies throughout the entire product life cycle.	
NSW Plastics Action Plan	How we will phase out problematic plastics, tackle litter from plastic items like cigarette butts and support innovation and research.	



NSW GOVERNMENT		
NSW Plastics Action Plan	How we will phase out problematic plastics, tackle litter from plastic items like cigarette butts and support innovation and research.	
Illawarra Shoalhaven Waste and Sustainable Materials Strategy	Sets out an overarching regional strategy for member Councils to reduce and manage household waste and resources across the region. This strategy has been endorsed by the ISJO board and is supported by the NSW EPA.	
Kiama Council Community Strategic Plan	The CSP is a high level 10 year plan developed collaboratively by Council with the Kiama Municipal community. It identifies the community's vision and objectives for the municipality and strategies to achieve them.	
Kiama Council Net Zero Emissions Strategy	Being a member of The Cities Power Partnership, has committed to 5 pledges to combat climate change. As part of this, Council has a responsibility to implement a net zero emissions strategy for both the Community and Council's operations with an ambitious target that aligns with below 2 degrees requirements.	

Appendix B: Map of Kiama waste collection zones

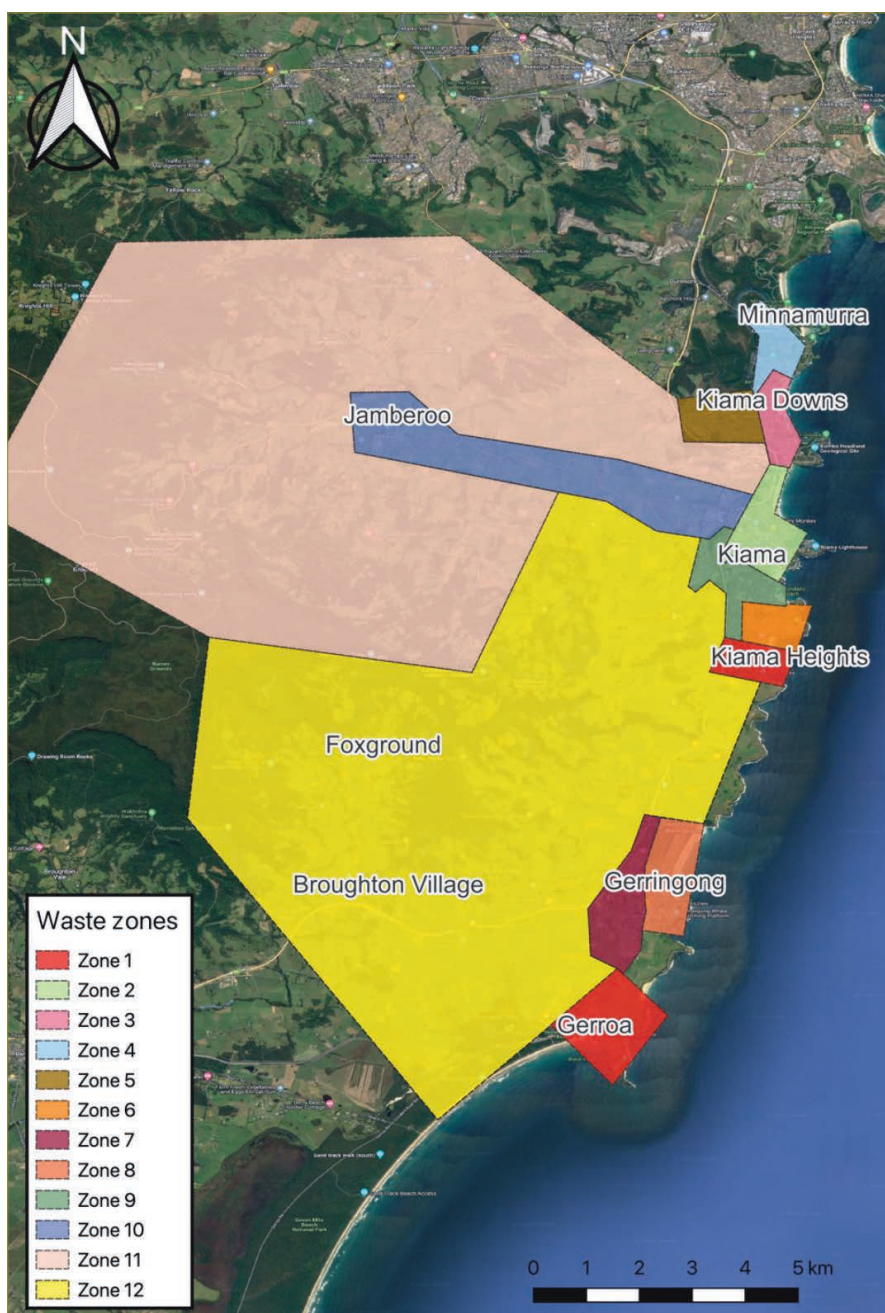


Figure x: Waste zones of the Kiama LGA

Strategic choices for a sustainable future



16.3 Proposed formation of the Jerrara Dam Working Group and Terms of Reference

CSP Objective: Outcome 2.1: We protect our people, our place, our flora and fauna through our planning and our actions.

CSP Strategy: 2.1.2 Protect our biodiversity, native plants and animals.

Delivery Program: 2.1.2.1 Facilitate and encourage the protection of our natural environment and biodiversity.

Item 16.3

Summary

The purpose of this report is to outline the composition and draft terms of reference for the formation of a Jerrara Dam Working Group who could assist in the review of the Plan of Management and consider current and future uses of the site if the review project is funded under a future council budget cycle.

Financial implication

There are no financial implications to providing the draft terms of reference for the proposed Jerrara Dam Working Group.

There is currently no funding allowed for under the current Long Term Financial Plan for undertaking the review of the Jerrara Dam Plan of Management (PoM).

Risk implication

There is no funding available under the Long Term Financial Plan for reviewing the Jerrara Dam PoM and adopting a Terms of Reference may be misconstrued by the community that the review project is funded and planned for implementation.

Policy

If established, the Working Group members will be required to adhere to Council's Code of Conduct and other relevant policies of Council.

Consultation (internal)

Nil

Communication/Community engagement

If the proposed formation of the Jerrara Dam Working Group is endorsed members of the community will be invited by way of an expression of interest process to nominate to be a part of the proposed working group.

Attachments

- 1 Draft Terms of reference - Jerrara Dam Working Group [↓](#)

Enclosures

Nil

Report of the Director Infrastructure and Liveability

16.3 Proposed formation of the Jerrara Dam Working Group and Terms of Reference (cont)

RECOMMENDATION

That Council receive and note the draft Terms of Reference for a future Jerrera Dam Working Group.

Background

At the Council Meeting of the 15 August 2023 Council resolved:

That Council:

1. *Receive a report on the recommended composition and draft terms of reference for the formation of a Jerrara Dam Working Group (the working group) to:
 - (a) review the Jerrara Dam Plan of Management 1996.
 - (b) consider current and futures uses of the site.
 - (c) consider the rehabilitation of the site for the conservation and regeneration of the remnant rainforest its indigenous vegetation and associated habitats.*
2. *Consider the formation of the working group for the 2024/2025 Draft Budget and Operational Plan.*
3. *Following the completion of a report from the working group, commence a formal review of the Jerrara Dam Plan of Management subject to available budget.*

Following the above resolution a draft term of reference has been prepared for the for the information of Council (see attachment 1).

The draft terms of reference outlines the purpose, objective, membership and responsibility of the working group. It also outlines how the members of the working group will be selected.

The purpose of the working group will be to review the current Jerrara Dam Plan of Management, consider current and future uses of the site, consider the rehabilitation of the site for the conservation and regeneration of the remnant rainforest its indigenous vegetation and associated habitats.

In relation to points 2 and 3 above:

- The potential for funding the review of the PoM was considered in the 2024/25 annual process and there were no funds made available for the project via resolution.
- The Property section is refining a priority list for reviewing all of Council's PoMs and the Jerrara Dam site has not been assessed as the highest priority at this time. A priority list for the review of Council's PoMs be reported to Council for endorsement later in 2024.

Conclusion

The purpose of the working group could be to review the current Jerrara Dam Plan of Management, consider current and future uses of the site, consider the rehabilitation

Report of the Director Infrastructure and Liveability

16.3 Proposed formation of the Jerrara Dam Working Group and Terms of Reference (cont)

of the site for the conservation and regeneration of the remnant rainforest its indigenous vegetation and associated habitats. This is reflected in the draft terms of reference

Item 16.3



Terms of Reference

Working Group	Jerrara Dam Working Group
Status:	Committee of Council <input type="checkbox"/> Statutory committee <input type="checkbox"/> Advisory committee <input checked="" type="checkbox"/> (specify the end date 31 August 2028)
Purpose:	Role of the Working Group is to assist in the review the current Jerrara Dam Plan of Management, consider current and future uses of the site.
Objectives:	Objectives of the Committee are to: <ul style="list-style-type: none"> • review the current Jerrara Dam Plan of Management, • consider current and future uses of the site, • consider the rehabilitation of the site for the conservation and regeneration of the remnant rainforest its indigenous vegetation and associated habitats.
Committee Meetings:	Meetings are held every 4 months.
Venue:	Meetings will be held at the Kiama Council Chambers, other suitable venues as required or by Zoom.
Membership:	<ul style="list-style-type: none"> • 1 Councillor representatives • 3 Community representatives • 2 CEO/Staff representatives Councillors can attend meetings as an observer.
Term of membership	Non-Councillor membership of the Advisory Committee will be for the length of a Council term. NB: a specified term does not preclude an incumbent from reapplying to serve on consecutive terms.
Chairperson	Appointed by the Committee annually
Meeting quorum:	A Quorum will be deemed to have been met under the following criteria: <ol style="list-style-type: none"> 1. minimum of 50% plus 1 2. or per statutory requirements (if required).
Meeting administration:	<ul style="list-style-type: none"> • Meetings are to be chaired by the Chairperson or their alternate. • Minutes will be taken by a representative of Council. • Minutes are required to be submitted for the next Ordinary Meeting of Council immediately following the committee meeting. • Minutes and agendas will be circulated no less than seven days prior to a scheduled meeting.

Working Group	Jerrara Dam Working Group
Selection of members	<p>When positions become vacant the selection of new committee members will be undertaken:</p> <ol style="list-style-type: none"> 1. through a public invitation for EOI by applicants 2. by consideration of applications by Council 3. by Council approval of successful applicants. <p>The following factors will be taken into consideration when determining members:</p> <ol style="list-style-type: none"> 1. the persons relevant experience and expertise 2. whether the person is a resident of the Kiama Local Government Area 3. there is a gender balance 4. there is representation from across the full Kiama geographical area 5. cultural and age diversity is represented 6. committee members are able to demonstrate that they are connected and representative" of the community.
Responsibility	<p>Working Group members will:</p> <ul style="list-style-type: none"> • act in an advisory role to Council staff • provide strategic guidance in the review of the Jerrara Dam Plan of Management • provide incentives to investigate the current and future uses of the site, • assist investigating the rehabilitation of the site for the conservation and regeneration of the remnant rainforest its indigenous vegetation and associated habitats. • participate in working parties as needed • at all times comply with Councils Code of Conduct • at all times contribute in a positive and respectful manner • avoid disruption, contrary conduct or being wasteful of time and resources <p>This working group has the authority to form, and call for nominations for membership of the working group for specific advice on projects related to Pillar 1 2 and 4 of the Kiama Community Strategic Plan 2022-2032.</p>
Code of Conduct	<ol style="list-style-type: none"> 1. at all times committee members must comply with Council's Code of Conduct for Council committee members, delegates of Council and Council advisers 2. at all times contribute in a positive and respectful manner 3. at all times avoid disruption, contrary conduct or being wasteful of time and resources.
Termination of membership	<p>Non-Councillor member positions will be declared vacant/terminated when a member:</p>

Working Group	Jerrara Dam Working Group
	<ol style="list-style-type: none"> 1. completes their designated term and retires from the committee 2. completes their term and is not re appointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of meetings scheduled in a 12-month period unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). <p>NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p>
Process for termination of membership	<p>Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the General Manager or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council. In addition counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling.</p> <p>If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.</p>

16.4 Proposed road closure: Brown Street, Kiama

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: 5.1.3.3 Identify Council owned land and property for future use or disposal opportunity; and manage in accordance with the Local Government Act.

Item 16.4

Summary

The purpose of this report is to seek Council's endorsement to proceed with the formal process to close a section of unused road reserve in Brown Street, Kiama.

The required public notification process for a road closure has been undertaken and during the advertising period one submission was received and this report outlines the submission and how this will be addressed.

Financial implication

There is no financial implication to Council in relation to the proposed road closure at this time. All costs associated with the proposed road closure are to be borne by the applicant.

Risk implication

The proposed road closure process proposes no risk to Council.

Policy

Roads Act 1993

Local Government Act 1993

Public Land Management Guidelines

Acquisition & Disposal of Land and Easements Policy

Consultation (internal)

Director Infrastructure & Liveability

Property & Recreation Manager

Communication/Community engagement

As per *The Roads Act 1993*, a public notice was placed in the local newspaper on 18 November 2023 advising of the proposal and seeking submissions from affected persons during the period of 18 November 2023 till 16 December 2023. Notification letters were sent to adjoining and affected landowners and statutory authorities also seeking submissions during this period

Attachments

Nil

Report of the Director Infrastructure and Liveability

16.4 Proposed road closure: Brown Street, Kiama (cont)

Enclosures

Nil

RECOMMENDATION

That Council;

1. Note the submission received during the advertising period and that an easement for electricity purposes will be created prior to the formal road closure.
2. Continue with the formal road closure process for the surplus road reserve located on Brown Street, Kiama under the Roads Act 1993, as shown on the diagram in the body of this report.

Background

Council on 19 September 2023 considered a report on an application from the adjoining landowner to formally close a section of unused road in Brown Street, Kiama. At that meeting Council resolved (Minute 23/264OC) to:

1. *Commence the formal road closure process for the surplus road reserve located on Brown Street, Kiama under the Roads Act 1993, as shown on the diagram in this report,*
2. *Classify the subject area of road at Brown Street, Kiama as operational land upon closure and the issue of a certificate of title subject to public notice of the proposed classification under Section 31 and 34 of the Local Government Act 1993,*
3. *Give the Chief Executive Officer delegated authority to sign under seal or sign on behalf of Council, any documentation associated with the road closure; and*
4. *Consider a separate report for the proposed sale of the lot at the completion of the road closure process.*

Report of the Director Infrastructure and Liveability

16.4 Proposed road closure: Brown Street, Kiama (cont)



Item 16.4

Image 1. Proposed road closure

As per *The Roads Act 1993*, a public notice was placed in the local newspaper being *The Bugle*, on 18 November 2023 advising of the proposal and seeking submissions from affected persons during the period of 18 November 2023 till 16 December 2023. Notification letters were sent to adjoining and affected landowners and statutory authorities also seeking submissions during this period

Submissions

During the notification period Council received one submission as set out below.

Submission	Comments
Objection - existing overhead powerline located within the proposed road closure area - Endeavour Energy	The creation of an easement benefiting Endeavour Energy will rectify this matter.

Following discussions with Endeavour Energy they have advised they will lift the objection once an easement is created for the existing overhead powerlines enabling the road closure to continue. This easement will be created prior to the formal closing of the road.

Report of the Director Infrastructure and Liveability

16.4 Proposed road closure: Brown Street, Kiama (cont)

As a result, Council will engage the appropriate legal consultant to prepare the 88B instrument to create the easement, benefitting Endeavour Energy and costs associated with this will be the responsibility of the application.

Conclusion

The identified land along Brown Street, Kiama is considered surplus to Council's requirements for road purposes, and it is recommended that Council continue with the proposed road closure subject to the applicant continuing pay all required process costs including the creation of the easement for electricity purposes.

Item 16.4

16.5 Request for funding assistance: Gerringong District All Sports Inc for Gerry Emery clubhouse embellishments

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: 5.1.3.2 Manage Council's assets strategically to consider whole of life costings.

Item 16.5

Summary

The Gerringong District All Sports Inc (GDAS) is undertaking Stage 1 of the refurbishment and expansion of the Gerry Emery Clubhouse building on Gerry Emery Reserve, Gerringong to provide female appropriate change amenities and structural works to enable the construction of a second storey club room and accessible lift under Consent 10.2022.174.1.

Funding for the \$607,200 project is through the Stronger Country Communities Fund with a \$466,000 grant along with GDAS funding, community and sponsorship pledges/donations and work in kind agreements with an originally estimated value of \$247,000.

The GDSA have engaged a builder to undertake the main works and project managed various donated sub-contract works, equipment, materials and fittings for the builder. Due to several complications during the construction works the GDSA have requested Council to fund two portions of the Clubhouse improvements to complete the current stage and allow the GDAS to have sufficient cash reserves to meet the required financial contributions for a grant application for the final stage of the works.

Financial implication

The current building project is being funded by the GDAS and Council has been requested to provide funding of \$75,000 for completion of the current works to enable an Occupation Certificate to be issued.

Risk implication

The primary risks are:

- The Club having insufficient funds to enable successful applications for funding to complete the approved works (Stage 2b)
- Reputational risk around the re-construction a Council owned community facility
- Incomplete works and limited access to change and amenities which would be a substandard community outcome.

Policy

Local Government Act 1993

Report of the Director Infrastructure and Liveability

16.5 Request for funding assistance: Gerringong District All Sports Inc for Gerry Emery clubhouse embellishments (cont)

Consultation (internal)

Development Contributions Planner

Manager Property & Recreation

Manager Engineering & Technical Services

Communication/Community engagement

The Club's request for funding assistance

Attachments

- 1 Request for funding to facilitate completion of Stage 1 and Stage 2b works - Gerringong District All Sports Inc - Gerry Emery Reserve Clubhouse [↓](#)
- 2 10.2022.174.1 - PAN-258244- Stamped Approved Plans- Bridges Road Gerringong - Allan Price and Scarratts Pty Ltd [↓](#)
- 3 Original Stage 1 Estimate - Gerry Emery Oval Upgrade [↓](#)
- 4 GDAS Project Financial Status Report [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Acknowledges the efforts of the Gerringong District All Sports Inc to fund and undertake this significant building enhancement project.
2. Approves the allocation of \$75,000 to the Capital Budget – Building & Facilities funded from the Development Contributions Reserve.
3. Delegates to the Chief Executive Officer the authority to negotiate and execute a funding agreement, to a maximum amount of \$75,000, with the Club including payments being made on a cost incurred basis.

Background

The Gerringong District All Sports Inc (GDAS) funded the designs for an upgrade and extension of the Gerry Emery Clubhouse that serves the Gerringong Breakers Football Club, Gerringong Jets Cricket Club and the Gerringong Touch Association. The project included the provision of female appropriate change facilities, reorganisation of public toilets, new gender specific referee change facilities, a new upstairs club room and the installation of a lift to provide access to the existing two storey building and the expanded facility.

The GDSA applied for \$1,022,200 of funding under the Stronger Country Communities Fund for the project under two stages. Stage 1 being the construction of the new down

Report of the Director Infrastructure and Liveability

16.5 Request for funding assistance: Gerringong District All Sports Inc for Gerry Emery clubhouse embellishments (cont)

stairs change facilities etc for \$607,200 and Stage 2 being the construction of the upstairs club room and the new lift for \$415,000.

The GDAS were successful in achieving \$466,000 from the Fund for Stage 1 and proceeded to seek donations and pledges for sub-contract works (for works in kind), equipment, materials and fittings to meet the estimated \$141,000 gap for Stage 1. This drive for community and business involvement was successful and an estimated value of \$247,000 was achieved. With a cash allowance for contingencies this was sufficient to enable Stage 1 to commence.

Subject to requirements for the council representation at project meetings, site inspection and financial reporting, the GDAS were given permission be the beneficiary under the development consent and engage an appropriately licensed building to undertake construction of Stage 1 of the development. With Stage 1 being the downstairs change facilities and all works necessary to achieve an interim Occupation Certificate such the Stage 2 works could be undertaken when funding allowed.

The works were started and experienced some increased costs due to sub-surface conditions in part of the site being less than designed for resulting in an engineering re-assessment and an increase in foundation designs. The cost of these additional works was reduced by some of the resulting materials being supplied at a discounted rate and the additional pier costs being met by the project contingency.

The challenges of achieving the required interim Occupation Certificate for the new female change facilities when the extension required the partial removal of an exterior wall from the existing building was also further examined as well as the increased cost for Stage 2 when building scaffolding would have to be established at a later date along with utility connections.

As a result of continued success in fund raising and pledges the GDAS pursued an opportunity to bring forward part of Stage 2 to deliver the entire second storey structure, roof and windows to full lock up to enable the interim Occupation Certificate for the downstairs facilities and remove a number of re-establishment and coordination costs for the later Stage 2 (now Stage 2b).

This change to staging was referred to as Stage 2a with Stage 2b being the fit out of the new second story club room and the installation of a lift in the existing building. The scope of Stage 2a being an enclosed space with no fittings or fixtures and secured such that it would not be accessible to Club house users until the Stage 2b works were completed.

Report

During the construction of Stage 1 and 2a a number of minor changes were required (e.g. the reconfiguration and relocation of a gender specific referee change facility to achieve improved gender separation) and changes required by the certifying structural engineers. These have been funded by the project contingency and discounted materials and services.

However, recent significant weather delays due to rain and most recently severe wind storms have resulted in additional costs due to damage and the need for donating contractors to move to other paying works or being caught on existing contracted works and not being able to make themselves available for final works at Gerry Emery.

Report of the Director Infrastructure and Liveability

16.5 Request for funding assistance: Gerringong District All Sports Inc for Gerry Emery clubhouse embellishments (cont)

These later delays and additional costs have had an impact on the GDAS' funding capacity.

The GDAS are also applying for grants such as the Office of Responsible Gambling Infrastructure Grants for Stage 2b to enable the building to be completed and fully utilised. These grants require a financial contribution.

The GDAS have sufficient capacity in cash and estimated pledges to complete Stage 1 and Stage 2A; however, if they fully fund the current stages, they will have insufficient reserves to provide the required cash contribution for the current grant application or other grants that they can apply for.

The GDAS have requested that Council makes a financial contribution to the current Stage 1 works in the amount of \$75,000 for the reconfiguration of the existing ground floor public toilets as per the approved plans (the existing male and female facilities are required to be swapped to achieve the intended gender separation) such that the interim Occupation Certificate can be achieved, and the new female change facilities utilised.

The estimated costs for the reconfiguration are \$31,087 for the female toilets and \$39,265 for the female toilets. Given the possibility of additional issues coming to light during the refurbishment works of wet areas it is prudent to allow an additional contingency allowance for these works and allow for an upper limit contribution of \$75,000, subject to confirmation of costs incurred.

Potential Council funding source

Development Contribution Reserve

Council's current Section 7.12 Contribution Plan and the preceding Section 7.11 and 7.12 Plans have applied the approved levies on developments across Kiama with the intent of funding the delivery of the works program that includes additional or augmented roads & bridges, footpaths & shared paths, car parks and various parks and sporting facility upgrades.

The Developer Contribution Reserve has an estimated balance of \$12,848,677 as of July 2024.

The approved works for the Gerry Emery Clubhouse building include the provision of additional and augmented community facilities to service the community including:

- Accessible toilets
- Public toilets reconfiguration
- Additional storage rooms for sporting equipment
- Referee change facilities
- Upgrades to public parking
- Compliant female friendly internal toilet and showering facilities.

These works can be funded from the Development Contributions Reserve.

Project Control from this point.

Report of the Director Infrastructure and Liveability

16.5 Request for funding assistance: Gerringong District All Sports Inc for Gerry Emery clubhouse embellishments (cont)

Council staff have met regularly with the proponent and assisted at all times with the project team who are overseeing and managing this project. The working relationship has been constructive and helpful to date. The unplanned request to fund \$75,000 towards a previously self-funded project is an impost on Council and the community it serves. Noting that the GDAS have funded all the works to date.

A Council representative will continue attend the project control meetings with the GDAS and monitor the costs and quality of the construction work.

Options for Council

Council can:

1. Resolve to provide funding to the project at the recommended amount.
2. Defer consideration and request additional information
3. Resolve to contribute a different amount.
4. Resolve to not provide any funding to the project.

Conclusion

The GDAS, through grants, donations and discounted materials and contractor services, are delivering a community/sporting facility extension for the local community of an estimated value now in excess of \$750,000 with no financial contribution from Council. These improvements include new female friendly change facilities, increased secure storage, gender specific referee change facilities, new external pathways and reconfigured public toilets. These facilities would normally be the responsibility of council to provide.

Providing funding to an upper limit of \$75,000 on a demonstration of costs basis is in the community interest and will ensure that GDAS are financially able to apply for additional grants to fund the remaining stages of the approved development for the benefit of the community.

Michael Malone

From: Jeff Kidd [REDACTED]
Sent: Wednesday, 31 July 2024 9:13 AM
To: Michael Malone
Cc: John Trevenar
Subject: Gerry Emery Reserve

Hi Michael

Due to a number of necessary changes to the scope and costs of Stage 1 works (additional structural works due to ground conditions, engineering refinement of structural designs for the main building as Stage 2a was detailed, storm damage) and the acceleration of significant part of Stage 2 to achieve Occupation Certificate and overall project cost and risk control (Stage 2a funded through the existing grant funds, GDAS funds, increased sponsorship, discounted materials and donations) the GDAS cash reserves cannot be extended to cover the required financial contributions for grant applications to fund the remaining works for Stage 2 (Stage 2b) to complete the building and fit out the new upstairs rooms.

The GDAS request Council to fund the required reconfiguration of the public toilets to a maximum amount of \$75,000 to enable the GDAS' to seek the grant funding to complete the approved works under Stage 2b.

Regards
Jeffrey Kidd
GDAS
Secretary

Sent from [REDACTED] or Windows

WORKING DRAWINGS FOR ALTERATIONS AND ADDITIONS TO EXISTING AMENITIES

**AT
GERRINGONG SPORTS GROUND**

BRIDGES ROAD GERRINGONG

GERRINGONG DISTRICT ALLSPORTS INC
LOT 601 DP 739447

**DA01
DA02
DA03
DA04
DA05
DA06
DA07**

**SITE PLAN 1:200
SITE PLAN 1:1000
LOWER FLOOR PLAN
UPPER FLOOR PLAN
ELEVATIONS
ELEVATIONS
SECTION**

KIAMA MUNICIPAL COUNCIL

Environmental Planning & Assessment Act 1979

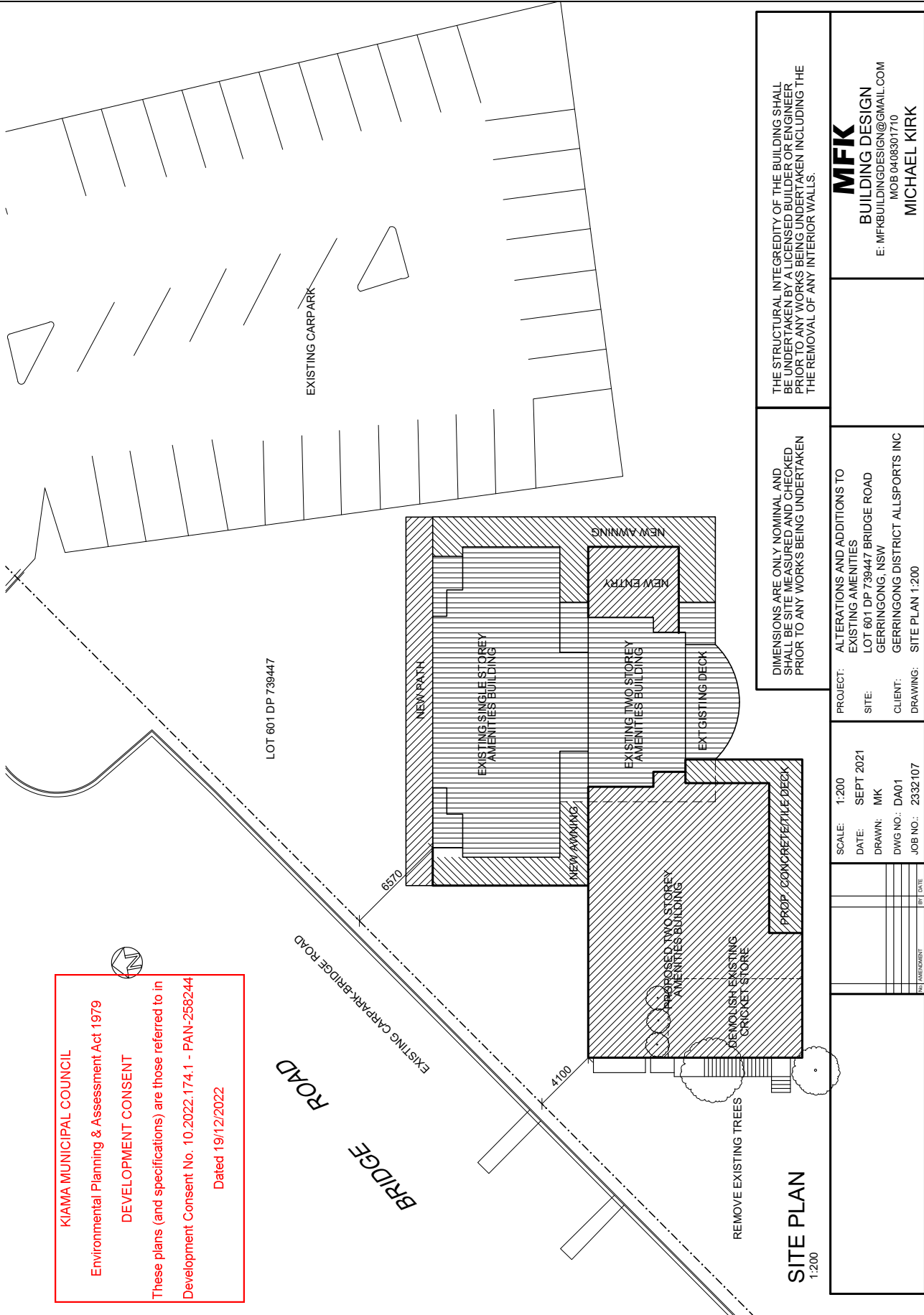
DEVELOPMENT CONSENT

These plans (and specifications) are those referred to in
Development Consent No. 10.2022.174.1 - PAN-258244

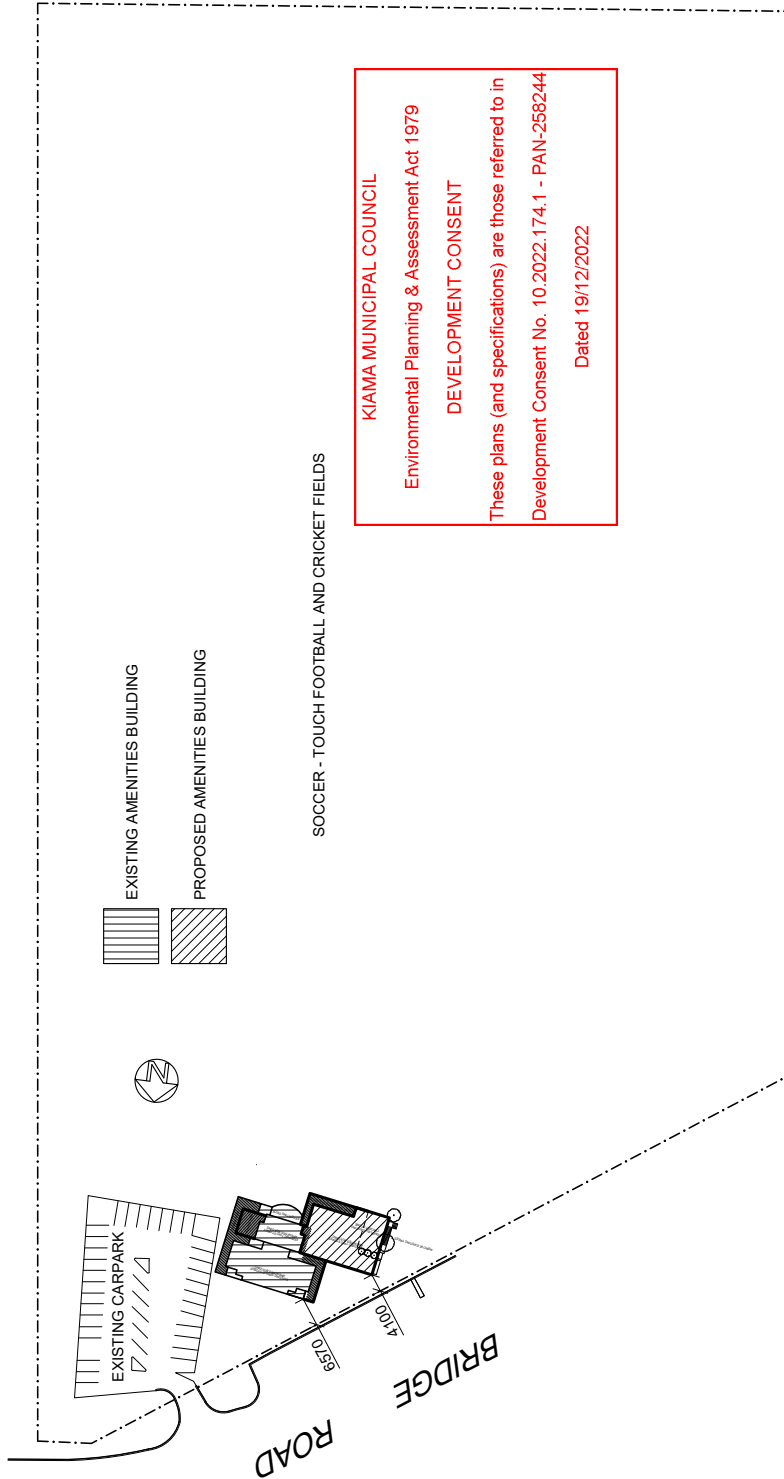
Dated 19/12/2022

MFK

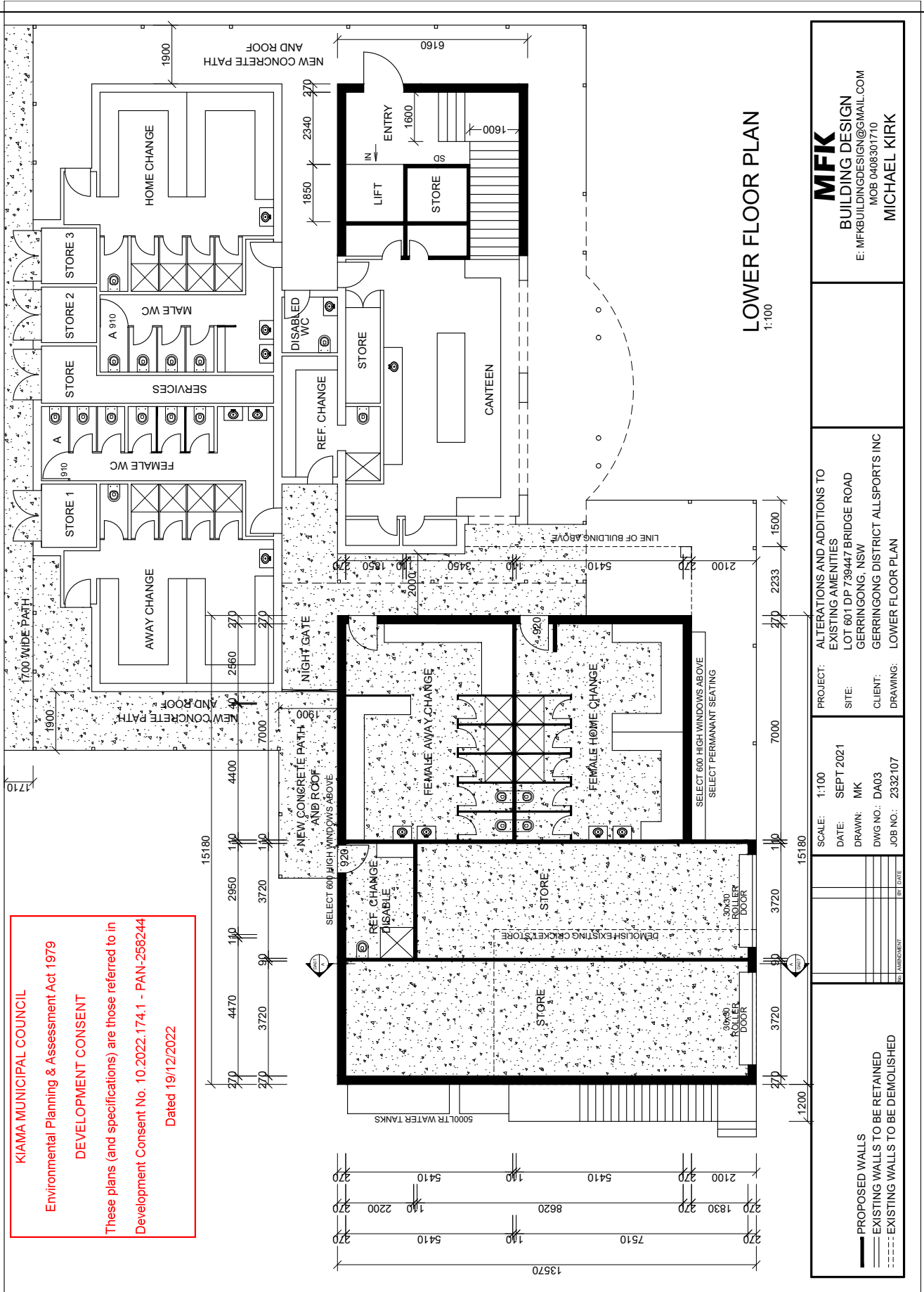
BUILDING DESIGN
E: MFKBUILDINGDESIGN@GMAIL.COM
MOB 040830710
MICHAEL KIRK



KIAMA MUNICIPAL COUNCIL
 Environmental Planning & Assessment Act 1979
 DEVELOPMENT CONSENT
 These plans (and specifications) are those referred to in
 Development Consent No. 10.2022.174.1 - PAN-258244
 Dated 19/12/2022

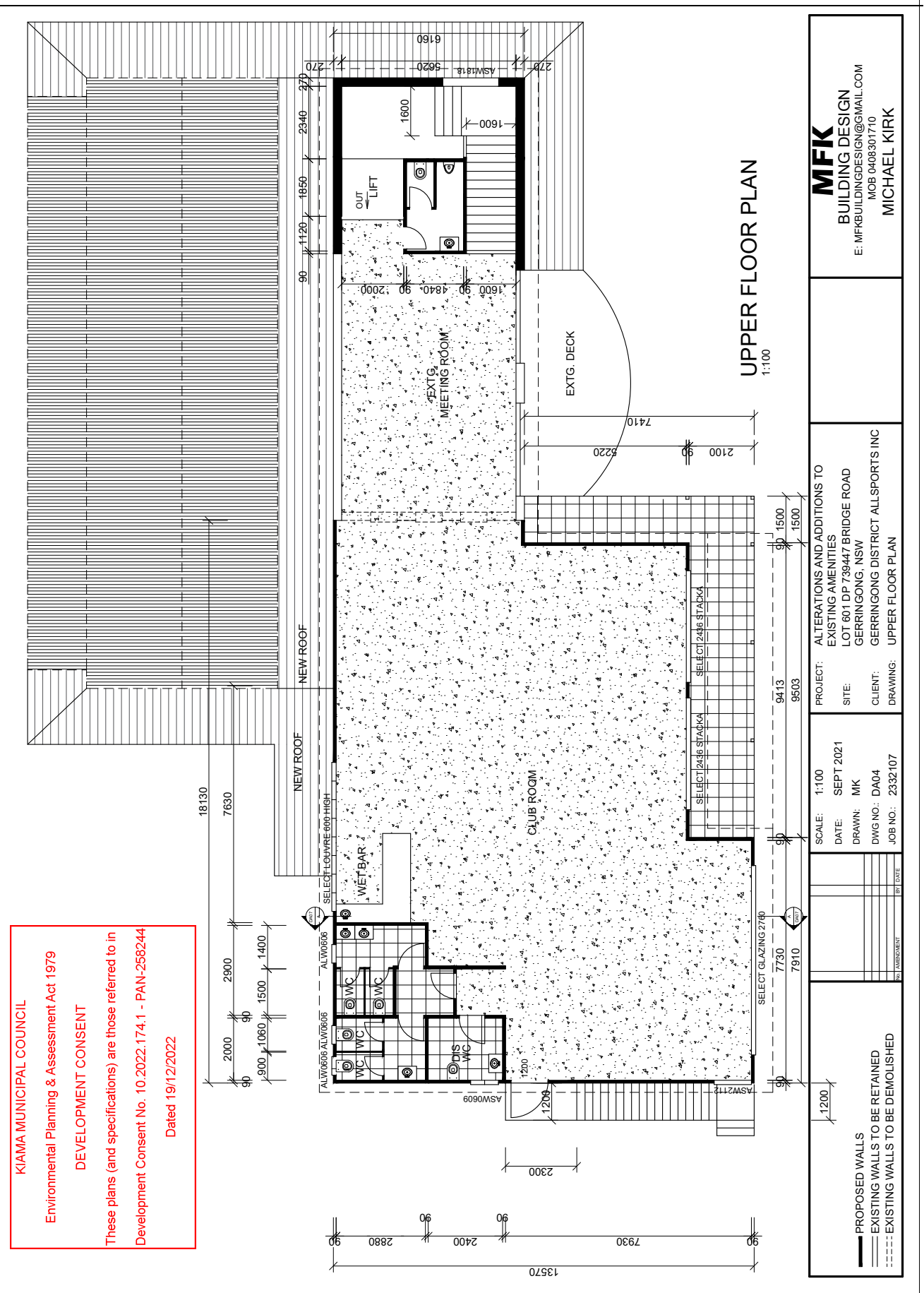


<p>MFK BUILDING DESIGN E: MFKBUILDINGDESIGN@GMAIL.COM MOB 0408301710 MICHAEL KIRK</p>																
<p>PROJECT: ALTERATIONS AND ADDITIONS TO EXISTING AMENITIES SITE: LOT 601 DP 739447 BRIDGE ROAD GERRINGONG, NSW CLIENT: GERRINGONG DISTRICT ALLSPORTS INC DRAWING: SITE PLAN 1:1000</p>	<p>SCALE: 1:1000 DATE: SEPT 2021 DRAWN: MK DWG NO.: DA02 JOB NO.: 2332107</p>															
<table border="1"> <tr> <th>NO.</th> <th>REVISION</th> <th>DATE</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	NO.	REVISION	DATE							<table border="1"> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>						
NO.	REVISION	DATE														

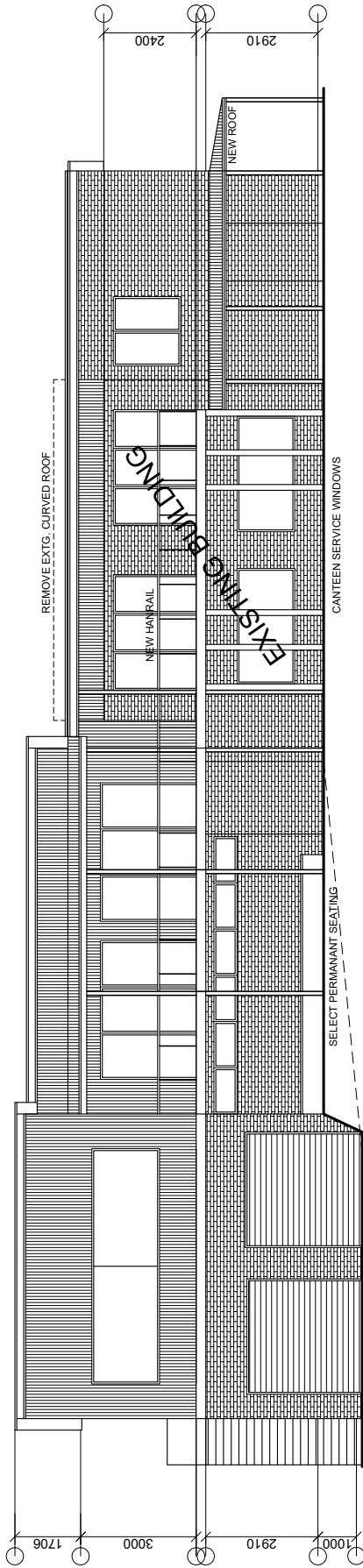


KIAMA MUNICIPAL COUNCIL
 Environmental Planning & Assessment Act 1979
 DEVELOPMENT CONSENT
 These plans (and specifications) are those referred to in
 Development Consent No. 10.2022.174.1 - PAN-258244
 Dated 19/12/2022

<p>MFK BUILDING DESIGN E: MFKBUILDINGDESIGN@GMAIL.COM MOB 0408301710 MICHAEL KIRK</p>	<p>PROJECT: ALTERATIONS AND ADDITIONS TO EXISTING AMENITIES SITE: LOT 601 DP 739447 BRIDGE ROAD GERRINGONG, NSW CLIENT: GERRINGONG DISTRICT ALLSPORTS INC DRAWING: LOWER FLOOR PLAN</p>
	<p>SCALE: 1:100 DATE: SEPT 2021 DRAWN: MK DWG NO.: DA03 JOB NO.: 2332107</p>
<p>PROPOSED WALLS EXISTING WALLS TO BE RETAINED EXISTING WALLS TO BE DEMOLISHED</p>	<p>DATE</p>

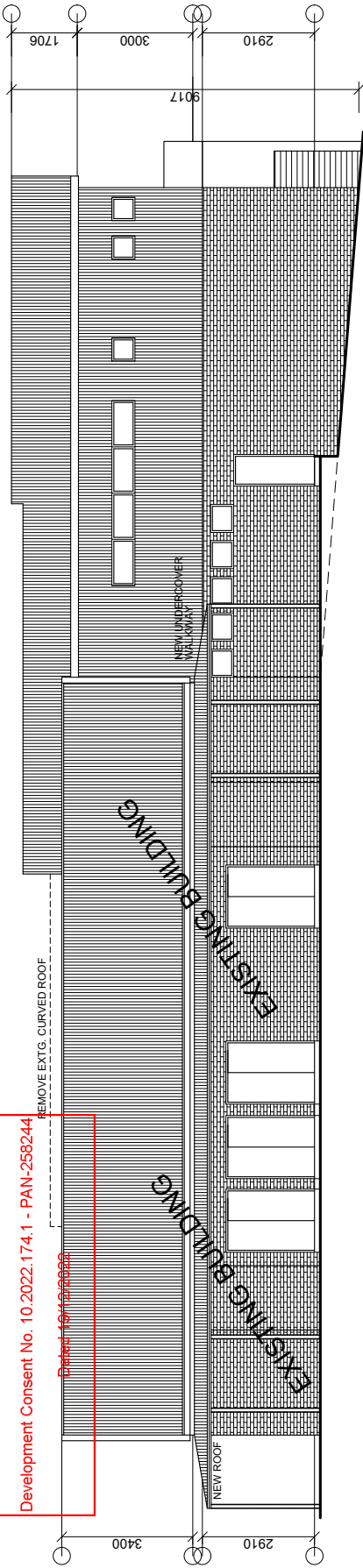


KIAMA MUNICIPAL COUNCIL
 Environmental Planning & Assessment Act 1979
 DEVELOPMENT CONSENT
 These plans (and specifications) are those referred to in
 Development Consent No. 10.2022.174.1 - PAN-258244
 Dated 19/12/2022



SOUTH ELEVATION
1:100

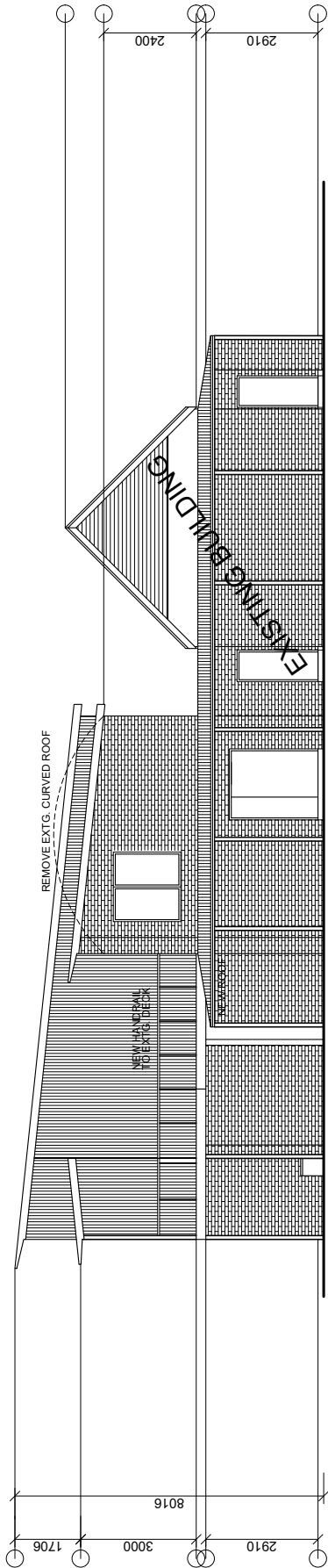
EXISTING GROUND LEVELS TO BE CONFIRMED
KIAMA MUNICIPAL COUNCIL
 Environmental Planning & Assessment Act 1979
 DEVELOPMENT CONSENT
 These plans (and specifications) are those referred to in
 Development Consent No. 10.2022.174.1 - PAN-258244
 Dated 10/12/2022



NORTH ELEVATION
1:100

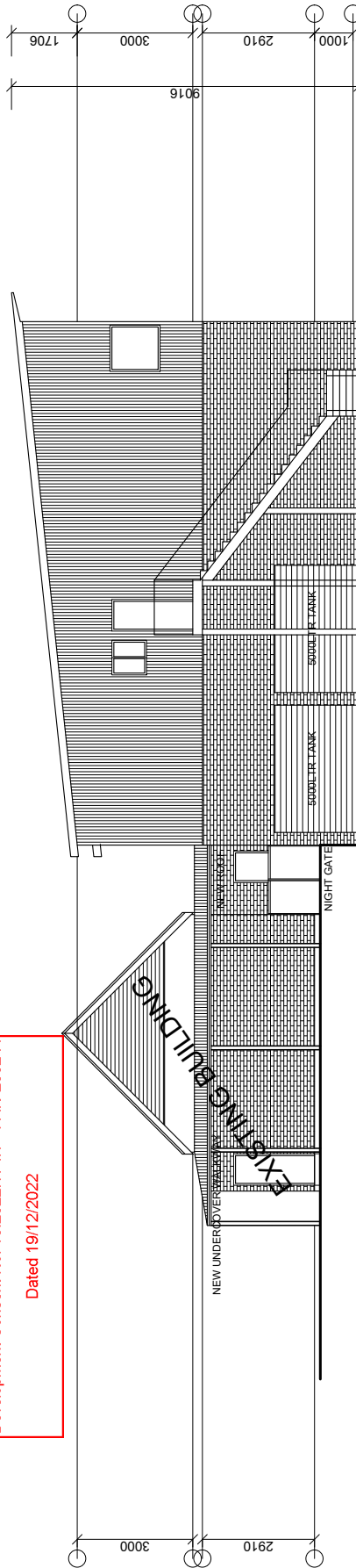
EXISTING GROUND LEVELS TO BE CONFIRMED

PROJECT: ALTERATIONS AND ADDITIONS TO EXISTING AMENITIES SITE: LOT 601 DP 739447 BRIDGE ROAD GERRINGONG, NSW CLIENT: GERRINGONG DISTRICT ALLSPORTS INC DRAWING: ELEVATIONS		MFK BUILDING DESIGN E: MFKBUILDINGDESIGN@GMAIL.COM MOB 0408301710 MICHAEL KIRK	
SCALE: 1:100	DATE: SEPT 2021	DRAWN: MK	DWG NO.: DA05
JOB NO.: 2332107		BY:	DATE:



EAST ELEVATION
1:100

KIAMA MUNICIPAL COUNCIL
 Environmental Planning & Assessment Act 1979
 DEVELOPMENT CONSENT
 These plans (and specifications) are those referred to in
 Development Consent No. 10.2022.174.1 - PAN-258244
 Dated 19/12/2022



EXISTING GROUND LEVELS TO BE CONFIRMED

WEST ELEVATION
1:100

SCALE: 1:100 DATE: SEPT 2021 DRAWN: MK DWG NO.: DA06 JOB NO.: 2332107	PROJECT: ALTERATIONS AND ADDITIONS TO EXISTING AMENITIES SITE: LOT 601 DP 739447 BRIDGE ROAD GERRINGONG, NSW CLIENT: GERRINGONG DISTRICT ALLSPORTS INC DRAWING: ELEVATIONS	MFK BUILDING DESIGN E: MFKBUILDINGDESIGN@GMAIL.COM MOB 0408301710 MICHAEL KIRK

Gerringong district all sports

Club house colours

Brickwork ,match the existing ,Cream Brick with Red bands
Walls above brickwork,Deep Ocean
Fascia and gutter, Surfmist
Roof's,Manor Red
Windows ,Black
WC Caroma in wall cistern back to wall
Disabled WC Caroma in wall back to wall.
Disabled tap ware,grab rails and basins
Basins mixer taps and bottle traps .
Showers mixer tap ware
Rinnai instantaneous water heaters B26 LPG 3off
Wall & Floor tiles Foyer 300x300 Murano Timau
Fire stairs Steel +hot dip gal

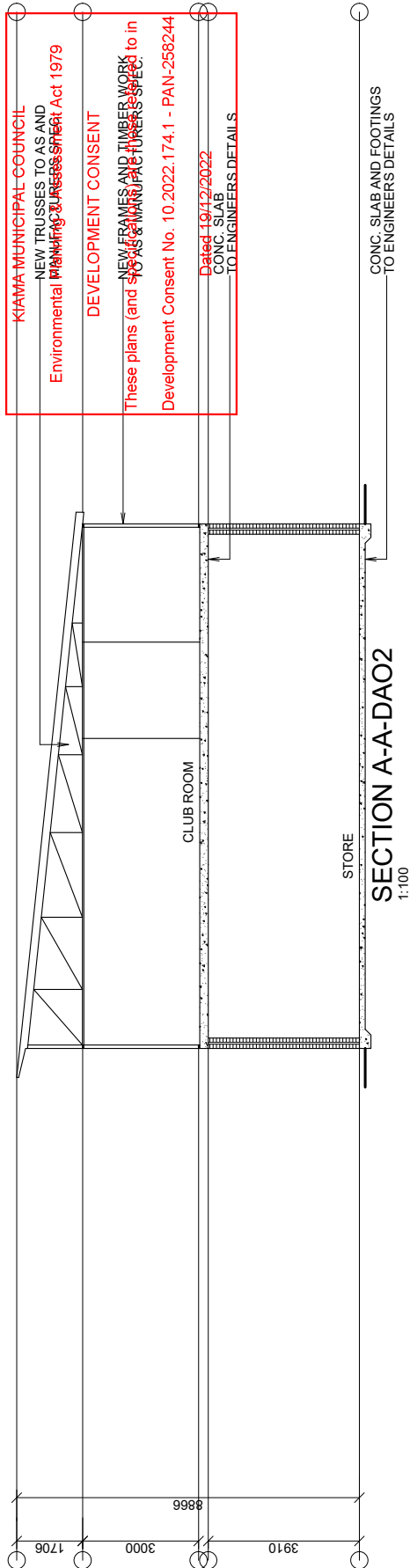
KIAMA MUNICIPAL COUNCIL

Environmental Planning & Assessment Act 1979




DEVELOPMENT CONSENT

**These plans (and specifications) are those referred to in
Development Consent No. 10.2022.174.1 - PAN-258244**

Dated 19/12/2022



SCALE: 1:100 DATE: SEPT 2021 DRAWN: MK DWG NO.: DA07 JOB NO.: 2332107	PROJECT: ALTERATIONS AND ADDITIONS TO EXISTING AMENITIES SITE: LOT 601 DP 739447 BRIDGE ROAD GERRINGONG, NSW CLIENT: GERRINGONG DISTRICT ALLSPORTS INC DRAWING: SECTION	MFK BUILDING DESIGN E: MFKBUILDINGDESIGN@GMAIL.COM MOB 0408301710 MICHAEL KIRK

  				
Commercial Construction Contractors				
a	Shop 9, 65 Manning Street	ABN	32 635 207 153	
	PO Box 769	licence	343131C	
	Kiama NSW 2533			
p	02 4203 4820			
e	info@bluestonebuilding.com.au			
w	www.bluestonebuilding.com.au			
Gerry Emery Oval Upgrades - Stage 1				
Item	Qty	Unit	Rate	Excluding Roof
Preliminaries				
Project Management	4	Week	\$3,500.00	\$10,500.00
Contract Administrator	4	Week	\$2,500.00	\$7,500.00
Site Management	13	Weeks	\$3,200.00	\$31,200.00
Labour - Internal	3	Weeks	\$1,800.00	\$4,050.00
Fencing - Site perimeter	1	Item/s	\$1,950.00	\$1,462.50
Surveyor	1	Item/s	\$1,500.00	\$1,125.00
Rubbish removal	8	bins	\$650.00	\$3,900.00
Sheds and Site Amenities	0	weeks	\$400.00	\$0.00
Cleaning site amenities	12	weeks	\$75.00	\$675.00
Safety	1	Allowance	\$900.00	\$675.00
Temp services power water etc	1	-	Included with packages	\$0.00
Small Tools - Misc	1	-	\$1,500.00	\$1,125.00
Mobile Scaffold	1	-	\$1,200.00	\$900.00
Perimeter Scaffold	1	based on Gre	\$19,620.00	\$14,715.00
Cranage	5	per visit franr	\$1,800.00	\$6,750.00
Miscellaneous Plant Hire - manitou / forklift etc	1	Allowance	\$1,800.00	\$1,350.00
Traffic Control Allowance	1	Allowance	\$1,800.00	\$1,350.00
Final Clean	1	Item/s	\$750.00	\$562.50
Tiger Tails / Overhead power protection				Excluded
Dilap surveys	1	ea	\$1,200.00	\$900.00
Consultant Costs - already paid for by John Trevenar	1	Item/s	\$44,570.91	\$0.00
Trade Works				
Relocation of the flue	1	Item/s	\$2,660.00	\$0.00
Demolition existing shed plus ends of Existing upstairs	1	quote	\$5,200.00	\$5,200.00
Drill Piers	2	days	\$880.00	\$1,760.00
Float machine back and forward	2	ways	\$400.00	\$800.00
Supply and place Concrete for piers	8.70	cubes	\$300.00	\$2,611.22
Cages for piers	1	estimate	\$3,600.00	\$3,600.00
Prepare slab and dig footings	3	days	\$880.00	\$2,640.00
Allowance for spoil disposal offsite	1	allowance	\$0.00	\$0.00
Allowance to import DGB / crusher dust	1	allowance	\$1,200.00	\$1,200.00
Supply and install all formwork, concrete and reo by Pinnacle as quoted				
Footings	1	quote	\$17,480.00	\$17,480.00
Ground Floor Slab	1	quote	\$39,295.00	\$39,295.00
Upper Floor Slab	1	quote	\$58,600.00	\$58,600.00
deduction for stage 2 works	-1	estimate	\$15,000.00	-\$15,000.00

Item 16.5 - Request for funding assistance: Gerringong District All Sports Inc for Gerry Emery clubhouse embellishments

Attachments 3 - Original Stage 1 Estimate - Gerry Emery Oval Upgrade

Brickwork - Supply	1 measure	\$42,047.66	\$42,047.66
Brickwork - Lay	1 measure	\$73,100.00	\$73,100.00
Disabled Lift			Excluded
Structural steel	1 allowance	\$27,000.00	\$27,000.00
Bondek	0 item	\$15,534.55	\$15,534.55
Carpenters	2 weeks	\$10,400.00	\$5,000.00
Second storey wall frames trusses	1 quote	\$33,205.00	\$0.00
Supply and Install windows and doors	1 quote	\$22,338.88	\$10,000.00
Wall cladding and gutters and roof and flashings	1 quote	\$43,704.86	\$0.00
Awning as quoted by All Seasons	1 quote	\$5,873.00	\$0.00
Electrical	1 quote	\$16,279.53	\$16,279.53
Level 2 electrical stuff	0 allowance	\$5,000.00	\$5,000.00
Plumbing	1 quote	\$7,200.00	\$7,200.00
** Fire stair	0 estimate	\$18,000.00	\$0.00
Roller doors	1 quote	\$4,500.00	\$4,500.00
PC items wall and floor tiling, Plumbing items	1 allowance	\$5,000.00	\$15,000.00
Fit out of bathrooms, doors, partition walls	1 quote	\$20,000.00	\$20,000.00
Glazed handrails	26 Lm	\$718.00	\$0.00
Internal lining and ceilings	0 quote	\$22,117.85	\$0.00
Painting	0 quote	\$29,527.14	\$12,500.00
Two 5000L water tanks, retention tanks	1 quote	\$4,452.00	\$0.00
Brick cleaner	1 quote	\$3,285.00	\$3,285.00
Waterproofing concrete slab downstairs change rooms	2 ea	\$2,450.00	\$4,900.00
Low lights and security lights and cameras	1 Prov sum	\$2,727.27	\$2,727.27
Deduction for Pledges Collected by John Trevenar	0 Item/s	\$122,263.64	\$0.00
Bluestone Overheads @ 15%	15.00%	\$594,247.43	\$70,650.04
TOTAL EXC GST			\$541,650.28
TOTAL INCL GST			\$595,815.31

Item 16.5

Attachment 3

Funding to Expenditure Overview - Running Balance to 25th July 2024 - Stage 1 & 2A													
Description	Opening Balance	Credits Budgeted	Debits Budgeted	Builder Costs	Variations	Comments	Credits Actual @ 25/07/24	Debits Actual @ 25/07/24	Closing Balance	Estimate to complete Stage 1	Available	Estimates Stage 2b	If KMC funds toilets x 2
Income													
Pledged funding/services		\$131,450				All Pledges of labour, expertise, services, materials	\$95,365	\$0	\$36,085	\$3,750	\$32,335	\$32,335	\$32,335
SCCF Grant including GST		\$512,600				100% SCCF grant	\$512,600	\$0	\$0	\$0	\$0	\$0	\$0
ACIF (Child) Grant		\$50,000				90% ACIF grant	\$27,000	\$0	\$23,000	\$0	\$3,000	\$3,000	\$3,000
Bank Balance - GDAS Statement Account since 11/4	\$119,394					exp to project	\$307,833	-\$311,225	\$116,602	\$116,002	\$0	\$13,100	\$13,100
Bank Balance - GDAS Grant Account since 11/4	\$116,364					exp to project	\$152,781	-\$270,145	\$0	\$0	\$0	\$0	\$0
KMC Contribution													\$75,000
Stage 2b Potential Grant(s)													\$150,000
Income S/Total		\$674,050					\$1,096,579	-\$581,370	\$39,085	\$119,752	\$35,335	\$48,435	\$273,485
Expenditure													
Original - Total Estimated (Stage 1)	\$713,000		\$713,000	\$52,000	\$402,000	\$52K Builders contract varied to inc Stage 2a inc other structural variations etc	\$33,000	\$0	\$0	\$33,000			
Variations to deliver Stage 2a					\$150,000		\$0	\$0	\$0	\$0			
				Sub total Builder Contract	\$552,000								
Works not yet completed to achieve OC - Female Toilets										\$31,087			
Works not yet completed to achieve OC - Male Toilets			\$39,265							\$39,265			
Closing Costs			\$25,500							\$0			
Contingency 10%		10%								\$3,300		\$34,650	\$34,650
Project Management costs incurred													
Stage 2b (Upstairs floor, lift, furniture etc)												\$231,000	\$231,000
									Sub Total	\$106,652		\$265,650	\$265,650
									End Project GDAS Available Cash	\$13,100		-\$217,215	\$7785

17 REPORTS FOR INFORMATION

17.1 Biennial review: Alcohol & Other Drugs Policy for Councillors

Responsible Director: Office of the Chief Operating Officer

Report

A biennial review was completed in July 2024 of the Alcohol and Other Drugs Policy for Councillors and the Alcohol and Other Drugs Procedure for Councillors. Minor administrative changes have been made to both documents. The schedule of proposed changes for both documents is attached together with the policy and the procedure.

Communication/Community Engagement

As the changes to the Procedures were administrative only there is no requirement for the document to be further endorsed by Council, so no public exhibition is required.

Risk implication

The policy forms part of a broader suite of policies concerning workplace health and safety and is closely related to code of conduct and acceptable behaviour. These are key policy documents and principles to support organisational culture and values. Individual safety both staff and community, through to reputational risk is mitigated.

Attachments

- 1 Alcohol and Other Drugs - Councillors Policy [↓](#)
- 2 Alcohol and Other Drugs - Councillors Procedure [↓](#)
- 3 Schedule of proposed changes - policy and procedure review [↓](#)



Alcohol and Other Drugs – Councillor Policy

Policy Owner/Responsible Officer	Enterprise Risk Management Coordinator
Department	People and Performance
Date endorsed	19 October 2021
Next review date	July 2026
TRIM reference	XX

Contents

Policy Statement/Objectives	2
Scope	2
References	2
Consultations	3
Definitions	3
Variation and review	4
POLICY	4
1. Duty of care, responsibilities and obligations	4
2. Education and training	6
3. Supportive culture and employee assistance	7
4. Alcohol and other drugs testing program	9
5. Confidentiality and record keeping	11
6. Unlawful activities associated with alcohol and drug use	11
Related Forms/Documents	12
Attachments	12
Authorisation	12
Appendix 1: Self-disclosure rehabilitation flowchart	13
Appendix 2: Alcohol and/or Drug Rehabilitation Plan	14

RESPECT • INTEGRITY • INNOVATION • TEAMWORK • EXCELLENCE •

Policy Statement/Objectives

Kiama Municipal Council is committed to ensuring all workers are provided with a safe, healthy and productive workplace free from the adverse effect of any drugs and/ or alcohol. Council takes a zero tolerance stance of any use of alcohol or illegal drugs which constitutes a criminal offence or has the potential to adversely affect the health and safety of council's workers and others in the workplace or the conduct of council's operations.

The objectives of this Policy are to:

- create a safe and healthy work environment for all workers, contractors and visitors which is free from the hazards associated with the inappropriate use of alcohol and/or other drugs;
- create a supportive culture that acknowledges and encourages workers to accept individual responsibility for workplace health and safety;
- provide support for workers who may have difficulty addressing alcohol and/or drug related issues;
- foster an attitude and culture amongst all workers that it is not acceptable to come to work under the influence of alcohol and/or drugs that will prevent them from performing their duties in a safe manner; and
- ensure all disciplinary processes are consistently managed in accordance with the Kiama Municipal Council's Code of Conduct for Councillors and Procedures for the Administration of the Code of Conduct, if any disciplinary action is required.

Scope

This Policy applies to the Mayor, Councillors and Chief Executive Officer (referred to as 'worker' throughout this Policy for consistency with standard Work Health and Safety (WHS) practice and legislation within Kiama Municipal Council.

References

This Policy should be read in conjunction with the following:

- Alcohol and Other Drugs Procedure for Councillors
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- Code of Conduct for Councillors
- Procedures for the Administration of the Code of Conduct
- Road Transport Act 2013
- Narcotics Drugs Act 1967 (Cth)
- Australian Standards:
 - AS3547:1997 and any subsequent editions – breath alcohol testing devices for personal use
 - AS4760:2006 and any subsequent editions – procedures for specimen collection and the detection and quantitation of drugs in oral fluid

Consultations

- Internal – councillors, Human Resources, Governance, Risk Team; External – LG NSW, public exhibition

Definitions

Term	Definition
Alcohol	Includes all food, beverages, medications and any other product containing alcohol
Authorised function	A Mayor approved social event or function
Authorised organisation	An appointed organisation that can demonstrate it meets the Australian Standard requirements for collectors who will be used for the collection of specimens for alcohol and other drug testing and further analysis of results will require an independent National Association of Testing Authorities (NATA) certified collection agency
Chain of custody	The chronological documentation or paper trail, showing the collection, transfer, receipt, analysis, storage and disposal of the sample taken
Delegated Responsible Person	A person who is appropriately trained in the Alcohol and Other Drugs Policy and Procedure for Councillors and in the assessment of fitness for work.
Drug	Every substance or article which is a dangerous drug under and within the meaning of the <i>Narcotics Drugs Act 1967</i> (Cth) or any other substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any other form which may alter the fitness for work of a person
Negative	The result at or below the nominated or target concentration used for initial testing
Non-negative	The initial positive test as yet unconfirmed by confirmatory testing by a designated collector
Over the counter medication	Medicines available through a pharmacy without prescription
Social events	Any endorsed event by the Mayor, Chief Executive Officer or Council, including Council meetings.
Suitably qualified person	A person from the authorised organisation who has been trained and assessed as competent in the use of alcohol and/ or drug testing equipment in accordance with the Australian Quality Training Framework (AQTF) requirements. For drug screening a designated collector also needs to hold NATA certification.
Workers	Mayor, Councillors, Chief Executive Officer undertaking work for, with, or on behalf of Council. This excludes any person, volunteer, contractor undertaking work for, with or on behalf of Council. Please refer to Alcohol and Other Drugs Protocol and Procedure.

Variation and review

This Policy was formally adopted by Council on 25 June 2019 and also reviewed in November 2019. The most recent administrative review of this Policy was undertaken in July 2024 and endorsed by Council on XXXX. Council reserves the right to review or vary this Policy in consultation with workers affected by this Policy.

Review History

Date reviewed	Date adopted/ endorsed	Brief detail of amendments
	25 June 2019	New Policy adopted (version 1)
7 November 2019	19 November 2019	Administrative changes to clause 4h(i) and 4h(ii) with the addition of the words “and any subsequent editions” to follow the reference to AS3547:1997 and AS4760:2006
1 August 2021	19 October 2021	Administrative changes to 2.1(e), 2.1(f), 2.1(g), 4.1(a), 4.1(d), 4.1(e), 4.1(f), 4.1(h) and 5.1. Reference to General Manager changed to Chief Executive Officer to reflect correct title. (version 3)
April 2024	XXXX	Administrative changes made – new template with different numbering and layout between Procedure and Policy

POLICY

1. Duty of care, responsibilities and obligations

Council recognises its responsibility to ensure the health, safety and welfare of workers and is committed to providing a safe, healthy and productive workplace that is free from hazards relating to alcohol and drug use.

The Alcohol and Other Drugs – Councillor Procedure which accompanies this Policy (to be read together) describes the standard behaviour expected in relation to the:

- a) use of alcohol and other drugs;
- b) responsibilities of its workers and others in the workplace;
- c) actions and processes that Kiama Council will take to ensure that the purpose of the Policy are met; and
- d) consequences of a breach.

1.1. General requirements

The following **general requirements** apply to all workers on a Council worksite:

- a) At all times workers will present themselves for work, or resume duties in a 'fit for work' condition, that is, not under the influence of alcohol or other drugs except where the drug is legally prescribed by a doctor for the purposes of treating a medical condition and their work is not likely to be affected by the drug;
- b) No worker will ingest, inhale or inject any drug at work except where the drug is legally prescribed by a doctor (or able to be purchased legally over the counter). All workers have a duty of care to ensure that any prescribed/ over the counter medication will not affect their ability to work safely; and
- c) All workers will refer any alcohol and/ or drug related and/ or welfare concerns likely to pose a safety hazard to any person or property to the Mayor. If the issues are not resolved it should be referred to the Chief Executive Officer.

1.2. Specific requirements

1.2.1. Mayor:

- a) Report to work in a fit state, unimpaired by any substance, including when they return to work following scheduled breaks.
- b) Ensure the implementation and adherence of the alcohol and other drugs procedure throughout the Councillor workplace.
- c) Ensure workers are aware of their responsibilities and are provided with adequate information, instruction and training.
- d) Ensure compliance with the requirements of this procedure.
- e) Ensure the provision of confidentiality are adhered to.
- f) Advise the Chief Executive Officer if they, or any other worker is known to be, or suspected of being unable to perform their duties due to the effects of alcohol and/ or drugs.

1.2.2. Councillors:

- a) Report to work in a fit state, unimpaired by any substance, including when they return to work following scheduled breaks.
- b) Ensure the law is adhered to in relation to the possession and consumption of any substances including alcohol.
- c) Advise the Mayor if they, or any other worker, including the Chief Executive Officer is known to be, or suspected of being unable to perform their duties due to the effects of alcohol and/ or drugs.
- d) Question their doctor or pharmacist in regard to the effect or side effect, if any, their medications may have on work and/ or safety performance.
- e) Recognise that performance of their duties could be affected by alcohol or drugs and instigate appropriate risk control measures if required.
- f) Not undertake duties if their ability to perform their duties safely, competently and professionally is affected by alcohol or drugs.
- g) Observe all directions from the Mayor in regards to this procedure.
- h) Not possess, distribute or otherwise consume any prohibited substance or deliberately misuse substances while on duty or on Council's premises.

1.2.3. Chief Executive Officer:

- a) Report to work in a fit state, unimpaired by any substance, including when they return to work following scheduled breaks.
- b) Ensure the implementation and adherence of the alcohol and other drugs procedure throughout Council workplace and operations.

- c) Make all workers aware of, and understand, the alcohol and other drugs procedure and the provision therein.
- d) Ensure provisions of confidentiality in this procedure are adhered to.
- e) Address concerns or issues relating to the procedure, promptly and proactively to ensure the health and safety of all workers.
- f) Ensure support is provided to workers who request/require assistance with issues around substance abuse as appropriate.

1.3. Usage of Council Vehicles

In circumstances where workers are required to operate Council vehicles, workers have an obligation not to drive these vehicles whilst under the influence of alcohol, illegal drugs or prescription/ over the counter medication (if their side effects of the prescription/ over the counter medication prohibit safety usage of vehicle/ plant).

Workers may be personally liable where their actions in these circumstances lead to injury or property damage.

All legal limits for the operation of vehicles will be adhered to.

1.4. Approved work related social events

The Mayor may grant permission for the consumption of alcohol at social events, meetings or civic functions.

Workers attending any Council approved function will demonstrate moderation, maintain professional conduct at all times and ensure they and other workers are not adversely affected by alcohol.

No worker will ingest, inhale or inject any drug at work except where the drug is legally prescribed by a doctor (or able to be purchased legally over the counter). All staff have a duty of care to ensure that any prescribed/ over the counter medication will not affect their ability maintain professional conduct.

1.5. Approved work related social event at a Council worksite

In the event that the Mayor permits alcohol to be consumed at a Council owned facility the function must be held away from any machinery or vehicles that are being, or may be, operated.

Council approved work related social events at a Council worksite are to occur at the end of the working day away from the immediate work area.

1.6. Conferences, training courses or seminars

Workers attending a Council approved function or representing Council at conferences, training courses or seminars must ensure they act in a reasonable and responsible manner when consuming alcohol.

No worker will ingest, inhale or inject any drug at work except where the drug is legally prescribed by a doctor (or able to be purchased legally over the counter). All workers have a duty of care to ensure that any prescribed/ over the counter medication will not affect their ability to work safely.

2. Education and training

Council recognises that it is important to develop a safe workplace culture in relation to the use of alcohol and other drugs, through education; where workers are prepared to encourage each other to be safe and not under the influence or impaired at work.

2.1. Information for Mayor and Chief Executive Officer

Council will provide practical guidelines and training for:

- a) responsibilities for the implementation of alcohol and other drugs protocol and procedure;
- b) management of strict confidentiality of test results and/or referral for assistance;
- c) communication with persons who may be affected by alcohol and other drugs;
- d) correct application of disciplinary action;
- e) reintegration of a worker into the workplace upon completion of rehabilitation; and
- f) creation and maintenance of suitable records.

2.2. Information for workers

Workers will receive information through further training, intranet and Council briefings on the following topics:

- a) Alcohol and Other Drugs Policy and Procedures for Councillors; and
- b) Council's management of privacy and confidentiality of test results and referrals for assistance.

3. Supportive culture and employee assistance

A key feature of the way alcohol and other drug use (as it impacts upon the workplace) is managed is by providing supportive culture where open and honest conversations on this subject can be had between the Mayor and Councillors.

It is vital all Kiama Council workers understand that first and foremost Council's preferred option is to provide assistance to workers with an alcohol and/ other drug dependence. It should be noted however that this procedure does provide a process for disciplinary action should repeated non-adherence occur.

3.1. Identifying other workers whose behaviour is risky to themselves and others

- 3.1.1. It is recognised that there may be reasons why workers feel uncomfortable about identifying fellow workers whose behavior is risky to themselves and others.
- 3.1.2. Council supports workers and will provide assistance through a rehabilitative approach to manage these issues.
- 3.1.3. Under no circumstances is it permissible to discriminate against a worker who raises a safety issue relating to alcohol and other drug use; nor a worker suspected of breaching this procedure. Refer to Appendix 1 – Self Disclosure Flowchart.
- 3.1.4. At all times the matter of alcohol and other drug use (as it impacts upon the workplace) is to be managed in a confidential and sensitive manner.

3.2. Rehabilitation

- 3.2.1. The Mayor may where appropriate work with the worker to develop a rehabilitation plan to manage their fitness for work issue.
- 3.2.2. The details of the plan should be agreed between the parties and may include the aim of the plan, the actions to be taken, the progress reporting procedure, the review date and timeframe for return to work.
- 3.2.3. The parties may also include a representative of their choice to assist in the development of this plan.
- 3.2.4. With the approval of Council, unpaid leave may be available to the worker undertaking alcohol and/ or other drugs rehabilitation or counselling. Such approval shall not be unreasonably withheld.
- 3.2.5. A rehabilitation plan template is included in this procedure. See Appendix 2.

- 3.2.6. If a worker has previously been under a rehabilitation plan and subsequently breaches Council's Alcohol and Other Drugs Policy and Procedure or the workers actions represent gross misconduct, support for rehabilitation may not be available and supported by Council. Council reserves the right to take other appropriate action, which could include disciplinary action in accordance with the Code of Conduct for Councillors and Procedures for the Administration of the Code of Conduct.

3.3. Worker assistance

- 3.3.1. If a worker has issues of concern including those related to alcohol and other drugs, Council encourages workers to make use of the Employee Assistance Program (EAP) and seek appropriate support and assistance.
- 3.3.2. Council will provide appropriate education, information, instruction and counselling necessary for workers to understand the risks associated with the use and abuse of alcohol and other drugs at work.

3.4. Mitigating factors

- 3.4.1. Mitigating factors will be taken into consideration for each instance that a worker does not appear to be in a fit state for work. All workers will be given an opportunity to explain their behaviour (keeping in mind that a person may appear to be impaired from alcohol or other drugs but not necessarily have taken any such substances).
- a) The symptoms of impairment consistent with alcohol and other drugs use may also be similar to other health issues. These may include psychological, behavioural, environmental or medical issues (all of which can have a detrimental effect on Council's ability to provide a safe workplace). In these instances the strength of the relationship between Mayor and Councillors is critical because if a trust relationship is not formed the worker will not feel comfortable discussing these sensitive issues.
 - b) Council strongly encourages (but cannot force) workers to disclose any issues they may be suffering which has the potential to adversely impact upon themselves or other workers.
 - c) It is expected that if a worker voluntarily discloses psychological, behavioural, environmental or medical personal information that this information is treated with a strict adherence to confidentiality/ privacy principles.
 - d) Mitigating factors include things such as, but not limited to:
 - i) unexpected impairment from prescription or over the counter medication;
 - ii) side effects from medical treatment or an illness or injury;
 - iii) impairment from fatigue to a personal trauma, sleep deprivation or other issue; and/or
 - iv) any similar factor that may cause impairment but is not the result of inappropriate alcohol or other drug consumption.

3.5. Prescription/ over the counter medication

3.5.1. Certain medication may cause impairment whilst at work and return a non-negative result during alcohol and other drug testing. Workers are therefore encouraged to inform the Mayor if they are taking any medication that may either return a result that would indicate impairment or more importantly hinder their ability to perform their duties safely.

- a) Workers should seek advice from their doctor and/or pharmacist if they believe the pharmaceutical and/ or prescribed medication may impact their own and others safety at work.
- b) It is recommended that workers seek alternative medication from their doctor and if not available, ask for information regarding the medication. It is recommended to keep medication packaging on hand while at work.
- c) Whilst taking any form of medication the level of consumption should not be in excess of the recommended dose.
- d) If a worker is taking a medication which hinders their ability to work safely, standing the worker down for that shift should be considered. Should the latter be required, assistance will be given to the worker to ensure they arrive home safely.

4. Alcohol and other drugs testing program

Council has established a program of testing that will discourage people from entering a Council workplace where they may be unfit for work because of alcohol or other drugs. Additionally, Council's alcohol and other drugs testing program will assist in identifying people who may be unfit for work.

Council's testing program will:

- a) provide workers with information about the effect of alcohol and other drugs
- b) discourage people from coming to work where they may be unfit for work because of alcohol or other drugs
- c) assist in identifying workers who may be unfit for work.

4.1. Testing methods

- Voluntary
- Random
- Reasonable suspicion
- Return to work targeted

4.1.1. Voluntary testing

- a) Voluntary testing provides workers with the ability to volunteer to be tested for alcohol and other drugs before attending work.
- b) A breath analysis device and/ or oral swab test will be used to conduct the screening in accordance with the Australian Standard.
- c) Workers should request a voluntary test if in doubt, prior to commencing duties.

- d) Any worker who voluntarily undergoes an alcohol and other drugs screening will not be subject to disciplinary action, however they will be encouraged to refer themselves to an EAP provider.
- e) Continued absence from work after returning non-negative results to voluntary screening can invoke disciplinary action.

4.1.2. Random testing

- a) Random testing for alcohol and/ or other drugs for workers may be conducted at any time throughout the workers hours of work (including overtime and/or on-call staff).
- b) Testing will be carried out by a suitably qualified personnel in a private area which contains the adequate facilities for testing.
- c) Random testing may be undertaken with little or no notice and all workers will be eligible for selection for random testing.
- d) Workers will be selected for testing by using a simple random selection process involving the selection of a worker, location or group of workers located in a specific area.
- e) Workers may be randomly selected using the following methods;
 - i) a simple random number generator may be used to randomly select worker identification numbers; or
 - ii) alternatively, an entire work site may be randomly selected with all staff at work at that particular site that day being tested.
- f) Workers who are selected will be required to present themselves for testing immediately.
- g) Testing will be conducted in an appropriate area which contain adequate facilities for testing.

4.1.3. Reasonable suspicion

- a) Reasonable suspicion testing is used in instances where information is received or inappropriate behaviours are observed that may indicate that a worker is not in a fit state to be on a Council worksite.
- b) The worker will be requested to undergo an alcohol and other drug test under the direction of the Mayor; Chief Executive Officer or Delegated Responsible Person.

4.1.4. Return to work targeted testing

- a) The Mayor is accountable for monitoring the frequency of targeted random testing for a worker who provides a non-negative confirmatory result. The Mayor will determine the appropriate action.
- b) Targeted random testing will only be required:
 - i) for drugs, where the non-negative confirmatory result was not in accordance with declared prescribed medication levels; and
 - ii) for alcohol, where a non-negative result above the relevant blood alcohol limit applicable to the worker has occurred.
- c) If a worker has returned a confirmed positive alcohol and other drug test; as part of the return to work process, they must submit to a targeted alcohol and other drug test.
- d) Workers on the targeted random testing program have either;

- i) previously given a confirmed positive test result for alcohol and/ or other drugs; and/or
- ii) unreasonably refused a test for alcohol and/ or other drugs as a result of a random screening program.
- e) Workers will still be included in the random test program.
- f) Where a worker presents a negative result or result lower than the acceptable levels identified in this procedure, the person will be permitted to commence or resume their normal duties.

5. Confidentiality and record keeping

5.1. Confidentiality

- 5.1.1. Confidentiality is fundamental to dealing with problems in the workplace that are related to the misuse or abuse of alcohol and other drugs.
- 5.1.2. All information regarding counselling or treatment will be treated confidentially. Workers must give their permission in writing for information to be disclosed by their counsellor. Only work-related information may be disclosed and will be used to support the most effective management of work performance and the reintegration of the worker into the workplace.
- 5.1.3. In most cases, no information is to be released to a third party, without the written consent of the worker unless it is considered that the matter, if neglected could endanger persons/ property or the matter concerned is subject to a police/ relevant regulator investigation.
- 5.1.4. In the event of conflict between the maintenance of confidentiality and duty of care, the Mayor has the authority to determine the most appropriate course of action.

5.2. Record keeping

- 5.2.1. The Mayor must keep written records of any discussions relating to alcohol and other drug use in the workplace.

6. Unlawful activities associated with alcohol and drug use

- 6.1. Being affected by alcohol and other drugs at work, particularly in a high risk work environment, can seriously compromise the health, safety and welfare of workers, volunteers, contractors and visitors.
- 6.2. Impairment by alcohol and other drugs can reduce an individual's ability to perform their work safely, competently and professionally.
 - a. Council is committed to the following factors regarding illicit alcohol and drug use:
 - b) Unlawful conduct arising from alcohol and drug use will be referred to the police;
 - c) All legal limits for the operation of plant, equipment will be adhered to; and
 - d) All workers are required to report to work in a fit state at all times, unimpaired by any substance.
- 6.3. Council will not tolerate:
 - a) consuming alcohol at work (except in circumstance where the Mayor has given prior approval for a work related function);
 - b) possessing, selling, distributing or consuming prohibited drugs in the workplace; or

- c) being affected by alcohol and other drugs, including medically prescribed and over the counter drugs, such that they are unable to work safely, competently and professionally in accordance with Council’s Code of Conduct.
- 6.4. Under the *Work Health and Safety Act 2011*:
- a) Council has a duty to ensure the health, safety and welfare of their workers and other people in the workplace (section 19);
 - b) workers have a duty of care to take reasonable care for their own health and safety, as well as other people in the workplace and to cooperate with their employer in providing a safe working environment (section 28); and
 - c) other persons at a workplace must take reasonable care for his or her own health and safety, take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and comply, so far as the person is reasonably able, with any reasonably instruction that is given by the employer to allow the employer to comply (section 29).
- 6.5. There are penalties under legislation for employers and through the application of disciplinary procedures in accordance with the Code of Conduct and for workers who fail to take their work, health and safety responsibilities seriously.
- 6.6. It is an offence under *Road Transport Act 2013* to drive or attempt to drive a motor vehicle, truck or mobile equipment when under the influence of alcohol or other drugs in excess of legal limits.

Related Forms/Documents

- Alcohol and Other Drugs – Councillors Procedure

Attachments

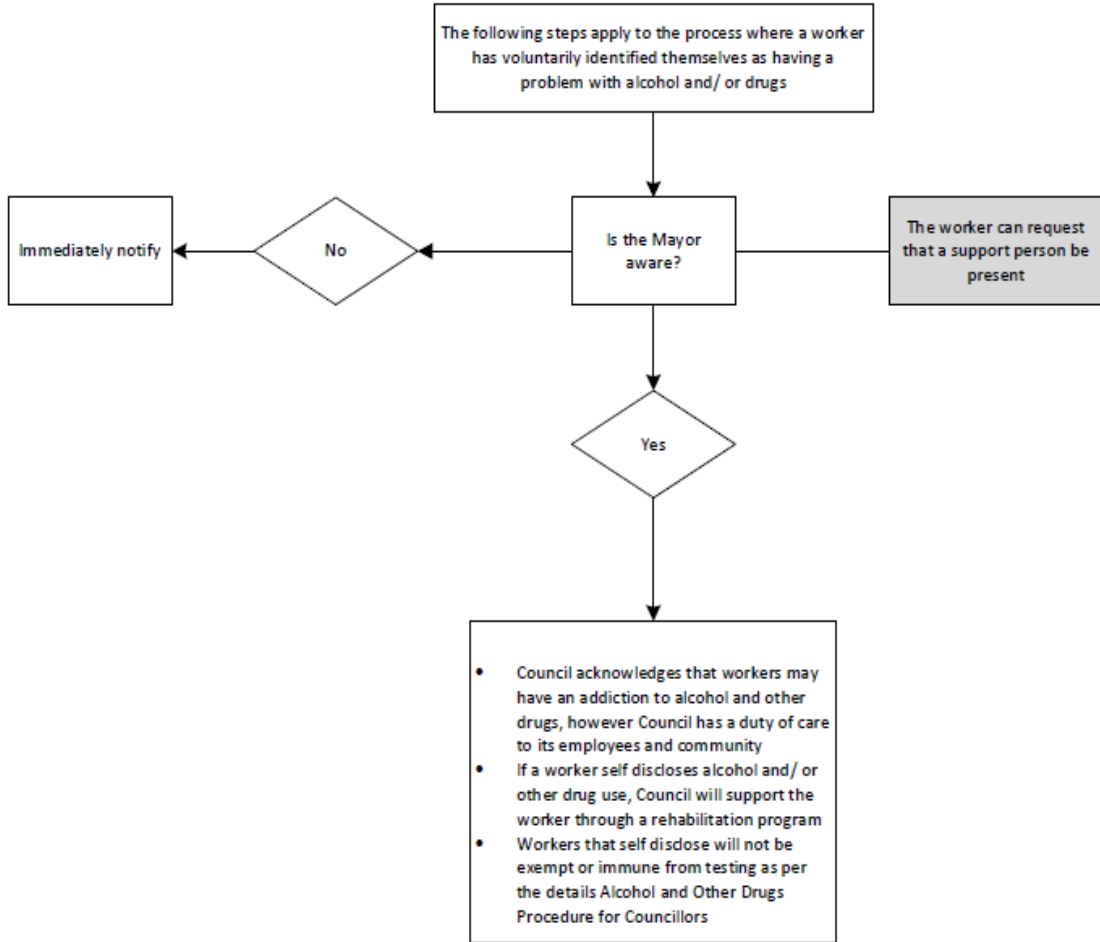
Appendix 1	Self-disclosure rehabilitation flowchart
Appendix 2	Alcohol and/or Drug Rehabilitation Plan

Authorisation

Name: Jane Stroud, Chief Executive Officer

Date: XX May 2024

Appendix 1: Self-disclosure rehabilitation flowchart



Appendix 2: Alcohol and/or Drug Rehabilitation Plan

Alcohol and/or Other Drugs Rehabilitation Plan - Confidential

The following Rehabilitation Plan has been developed for:

Employee:	Phone:
Goal: To present to work and during work to be in a fit state without impairment that would prevent them from being able to undertake their duties in a manner that is safe and to current legislation.	
Current rehabilitation issues: <i>can be what has been tested positive for, concerns or issues that they have with their addiction etc</i>	
Steps that have been agreed: <i>for example, to take time off for an initial review of their addiction, factors affecting their addiction, make appointments with EAP provider, seek further counselling/intervention from organisations that may provide more specific addiction counselling such as alcoholic anonymous, a time frame for these steps to be commenced, review and completion</i>	
Agreed costs: <i>what the council has agreed to fund, eg fees for extra counselling above normal EAP sessions, type of leave to be accessed etc</i>	
Persons involved: <i>who are the personnel involved with this rehabilitation plan that will have access to information contained, who can authorise (with the person's permission) additional persons etc</i>	
Comments:	

The following parties have agreed to the above Rehabilitation Plan:

Employee: _____ Date: / /

Supervisor/Manager: _____ Date: / /

Manager HR (or authorised HR representative): _____ Date: / /

Doctor (if applicable): _____ Date: / /



Alcohol and Other Drugs – Councillor Procedure Procedure

Procedure Owner/Responsible Officer	Enterprise Risk Management Coordinator
Department	People and Performance
Date approved	19 October 2021
Next review date	April 2025
TRIM reference	XX

Contents

Procedure Statement/Objectives	2
Scope	2
References	2
Consultations	2
Definitions	3
Variation and review	4
PROCEDURE	4
1. Testing Procedure – Alcohol	4
2. Testing procedure – other drugs	5
3. Confirmatory testing	6
4. Procedure for non-negative results	7
5. Tampering with samples	7
6. Dealing with aggressive behaviour	7
7. Grievances/ disputes relating to this procedure	8
Related Forms/Documents	8
Attachments	8
Authorisation	8
Appendix 1: Alcohol testing flowchart	9
Appendix 2: Drug testing flowchart	10
Appendix 3: Disciplinary action flowchart	11

Procedure Statement/Objectives

The purpose of this Procedure is to:

- manage alcohol and other drugs and their effect on workers' fitness for work whilst performing duties at Council; and
- ensure that Council has a mechanism to appropriately manage the misuse of alcohol and other drugs in the workplace through training, education and where required, rehabilitation.

The objective of this Procedure is to:

- eliminate the risks associated with the misuse of alcohol and other drugs in the workplace, thereby providing a safer work environment;
- reduce the risks of alcohol and other drugs impairment in the workplace; and
- promote a supportive culture that encourages a cooperative approach between Mayor and Councillors and builds on the shared interest in workplace health and safety.

Scope

This Procedure applies to the Mayor, Councillors and Chief Executive Officer (referred to as 'worker' throughout this Policy for consistency with standard Work Health and Safety (WHS) practice and legislation within Kiama Municipal Council.

References

This Procedure should be read in conjunction with the following:

- Alcohol and Other Drugs Procedure for Councillors
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- Code of Conduct for Councillors
- Procedures for the Administration of the Code of Conduct
- Road Transport Act 2013
- Narcotics Drugs Act 1967 (Cth)
- Australian Standards:
 - AS3547:1997 and any subsequent editions – breath alcohol testing devices for personal use
 - AS4760:2006 and any subsequent editions – procedures for specimen collection and the detection and quantitation of drugs in oral fluid

Consultations

- Internal – councillors, Human Resources, Governance, Risk Team. External – LS NSW, public exhibition

Definitions

Term	Definition
Alcohol	Includes all food, beverages, medications and any other product containing alcohol
Authorised function	A Mayor approved social event or function
Authorised organisation	An appointed organisation that can demonstrate it meets the Australian Standard requirements for collectors who will be used for the collection of specimens for alcohol and other drug testing and further analysis of results will require an independent National Association of Testing Authorities (NATA) certified collection agency
Chain of custody	The chronological documentation or paper trail, showing the collection, transfer, receipt, analysis, storage and disposal of the sample taken
Delegated Responsible Person	A person who is appropriately trained in the Alcohol and Other Drugs Policy and Procedure for Councillors and in the assessment of fitness for work.
Drug	Every substance or article which is a dangerous drug under and within the meaning of the <i>Narcotics Drugs Act 1967</i> (Cth) or any other substance, article, preparation or mixture (with the exception of alcohol) whether gaseous, liquid, solid or in any other form which may alter the fitness for work of a person
Negative	The result at or below the nominated or target concentration used for initial testing
Non-negative	The initial positive test as yet unconfirmed by confirmatory testing by a designated collector
Over the counter medication	Medicines available through a pharmacy without prescription
Social events	Any endorsed event by the Mayor, Chief Executive Officer or Council, including Council meetings.
Suitably qualified person	A person from the authorised organisation who has been trained and assessed as competent in the use of alcohol and/ or drug testing equipment in accordance with the Australian Quality Training Framework (AQTF) requirements. For drug screening a designated collector also needs to hold NATA certification.
Workers	Mayor, Councillors, Chief Executive Officer undertaking work for, with, or on behalf of Council. This excludes any person, volunteer, contractor undertaking work for, with or on behalf of Council. Please refer to Alcohol and Other Drugs Protocol and Procedure.

Variation and review

This Procedure was formally adopted by Council on 26 June 2019 and reviewed in November 2019. An administrative review of this procedure was undertaken in April 2024 and endorsed by Council. Council reserves the right to review or vary this Procedure in consultation with the representatives of workers affected by this Procedure.

Review History

Date reviewed	Date approved	Brief detail of amendments
	25 June 2019	New Policy adopted (version 1)
7 August 2019	20 August 2019	Administrative changes to 8.1.3 (additional delegations included), 9.0 i) (definition of “refused test” added) and 19.0 (definition of Delegated Responsible Person added) – no Council adoption required (version 2)
7 November 2019	19 November 2019	Administrative changes to clause 4h(i) and 4h(ii) with the addition of the words “and any subsequent editions” to follow the reference to AS3547:1997 and AS4760:2006; and throughout the document removal of the year reference for the Australian Standards so that the document only refers to AS3547 and AS4760 (version 3)
1 August 2021	19 October 2021	Administrative changes to clauses 4(a), 4(d), 4(e), 4(f), 4(h), 5.0, 5.1(c), 6.2(a), 6.2(b), 6.2(c), 6.2(d), 7.2(f), 10.0(h), 11(d), 19.0 and Appendix 1, 3, 4 and 5. Replacement of reference to General Manager with Chief Executive Officer to reflect correct title. (version 4)
19 March 2024	XXXX	Administrative changes made – new template with different numbering and layout between Procedure and Policy

PROCEDURE

1. Testing Procedure – Alcohol

- a) Workers identified to participate in alcohol testing will be required to carry out a supervised alcohol test using a calibrated breath testing device in accordance with AS3547: Breath Alcohol Devices for Personal Use.
- b) Testing will be administered by a suitably qualified person.
- c) An alcohol test will be conducted at a suitable private location in the workplace. The worker has the right to have a nominated representative present during the test and a right to change their mind and refuse the alcohol test.
- d) Unless medically required, no food or drink is to be consumed for fifteen (15) minutes prior to the test. Smoking shall also not be permitted as it may distort the results.

- e) In the event that a non-negative result is registered, a subsequent test will be carried out fifteen (15) minutes after the initial test. During this period, the worker is to be supervised continually at all times by the person conducting the tests.
- f) Workers with a non-negative second breath analysis test result will be presumed unfit for work until arrangements will be made to transport the person to their home.
- g) Workers with a non-negative second breath analysis will then be required to submit for a further test at the first available opportunity on the next working day before being able to resume normal working duties.
- h) If the worker does not wish to have the initial and/or second test, it will be presumed to be treated as though a second non-negative result was achieved and it may invoke disciplinary action in accordance with Council's Code of Conduct Policy and Procedure
- i) Refusal to undertake a test will be recorded as a "refused test". It will be presumed to be treated as a non-negative result. Repeated refusal to undertake a test may be referred to the Office of Local Government.
- j) *Refer to Appendix 1: Alcohol Testing Flowchart*
- k) A confirmatory breath test result is equal to the limits set in prescribed concentration levels of alcohol.

1.1. Prescribed concentration levels of alcohol

Council's acceptable Prescribed Concentration of Alcohol levels (based on the NSW Governments blood alcohol concentration levels) are as follows:

1.1.1. 0.00% applies to:

- a) Learner drivers;
- b) Provisional 1 drivers;
- c) Provisional 2 drivers; or
- d) Visitor drivers holding an overseas or interstate learner, provisional or equivalent licence.

1.1.2. Under 0.02% applies to:

- a) Drivers of vehicles of 'gross vehicle mass' greater than 13.9 tonnes;
- b) Drivers of vehicles carrying dangerous goods;
- c) Drivers of public vehicles such as taxi or bus drivers;
- d) Workers engaged in the operation of major and/ or minor plant; and/or
- e) Workers undertaking activities specified as hazardous under *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2011*.

1.1.3. Under 0.05% applies to:

- a) All other workers who do not meet any of the above criteria including those who are not required to drive as a part of their employment or who are unlicensed.

2. Testing procedure – other drugs

- a) Workers identified to participate in a drug test will be required to undergo an oral swab test as per the Australian Standard AS4760 – Procedures for specimen collection and the detection quantitation of drugs in oral fluid.

- b) This test will be administered by a suitably qualified person.
- c) Where practicable the tester shall provide a list of medications which may provide a false positive result.
- d) Any worker required to undertake drug testing can choose to declare any medication taken immediately prior to the test being conducted or can declare following the test if an initial non-negative result is obtained. Such information is to be kept confidential and only to be used in determining if such medication has contributed to or caused a false positive.
- e) If the worker declares the medication prior to any testing being conducted and the drug class(es) declared is consistent with the drug class(es) detected at the initial screening test, then no disciplinary action is to be taken.
- f) If the worker did not declare the medication prior to the testing being conducted, or if the drug class(es) declared is inconsistent with the drug class(es) detected or there are methamphetamines present, then the person will be assessed as unfit for work and arrangements will be made to transport the person to their home or a safe place.
- g) *Refer to Appendix 2: Other Drugs Flowchart.*
- h) Refusal to undertake a test will be recorded as a "refused test". Repeated refusal to undertake a test will be managed by Council in accordance with the Code of Conduct Policy for Councillors and the Procedures for the Administration of the Code of Conduct. Repeated offences may be referred to the Office of Local Government.

3. Confirmatory testing

- a) Confirmatory testing is a second analytical test performed to identify the presence of alcohol and/or other drugs in accordance with AS3547 and AS4760.
- b) In instances where confirmatory testing supports the findings of the preliminary test, the worker may be subject to disciplinary action.
- c) Where confirmatory testing is required, it will be undertaken by a suitably qualified person.
- d) If an external party is utilised for confirmatory testing they may require a sample of urine be taken from the worker and screened for alcohol and other drugs.

3.1. Confirmatory testing is non-negative and consistent with medication

- 3.1.1. A confirmatory non-negative test result for other drugs will be determined by the Australian Standard AS4760.
- 3.1.2. The accredited testing laboratory will forward all test results to the Chief Executive Officer in writing, identifying the confirmatory test was positive but consistent with medication declared.
- 3.1.3. If the worker has been stood aside pending the confirmatory tests, the Chief Executive Officer will contact the worker and request that they return to work once the results have been received. On return to work the Mayor in consultation with the Chief Executive Officer will reassess their suitability for duties.

3.2. Confirmatory testing is non-negative and not consistent with medication

- 3.2.1. The accredited testing laboratory will forward all results to the Chief Executive Officer.
- 3.2.2. The worker and the Mayor will be advised in writing that the confirmatory test was non-negative but inconsistent with the medication disclosed by the worker.

3.2.3. The letter of confirmation will set out a nominated time and date when the worker and if required, their representative, will discuss further action with the Mayor.

3.2.4. As a part of the further actions discussion a worker may request access to leave.

3.3. Confirmatory test is negative

3.3.1. The accredited testing laboratory will forward the results to the Chief Executive Officer who will then advise the worker and the Mayor that the confirmatory test was negative.

3.3.2. If the worker has been stood down pending the outcome of the confirmatory test, the Chief Executive Officer will contact the worker to arrange the workers return to work.

4. Procedure for non-negative results

a) The Mayor will afford the worker procedural fairness and discuss the non-negative result with the person. The Mayor will provide an opportunity for the worker to provide any information or comments that may be a mitigating factor when considering the confirmatory test result.

b) Workers will be advised of counselling services available through the Employee Assistance Program (EAP).

c) Before returning to work, a worker will be required to provide a negative test result. Whilst this result is being achieved, workers may be asked to leave the workplace.

d) Council may initiate disciplinary actions in accordance with the Code of Conduct Policy and Procedure.

e) *Refer to Appendix 3: Disciplinary Action Flowchart*

5. Tampering with samples

Any attempt to tamper with samples and introduce or alter the concentration of alcohol or other drugs in their own or another's saliva or breath will constitute serious misconduct and will be dealt with according to Council's Code of Conduct Policy and Procedure.

6. Dealing with aggressive behaviour

a) If a worker displays aggressive or violent behaviour when required to undertake an alcohol and/ or other drug test, the Mayor should remain calm and not argue with or mirror the workers behaviour.

b) Emphasis should be placed on getting the worker to calm down and discussion kept away from personal issues. The worker should be asked to comply with the direction and be informed that the worker will have the opportunity to dispute the decision through the normal grievances process utilised by Council.

c) If the worker refuses to modify their behaviour, the worker should be advised that the discussion is terminated and they must leave the workplace immediately. The worker should be reminded that acts of aggression or violence in the workplace are in breach of the Code of Conduct and not in line with Council's values.

d) In the case of actual or apprehended violent behaviour, the worker is to be advised that the police will be called. This will be utilised as a last option.

7. Grievances/ disputes relating to this procedure

Any dispute relating to the application of this Procedure shall be settled in accordance with the Grievance and Dispute Settlement Procedure.

Related Forms/Documents

- Alcohol and Other Drugs – Councillors Policy

Attachments

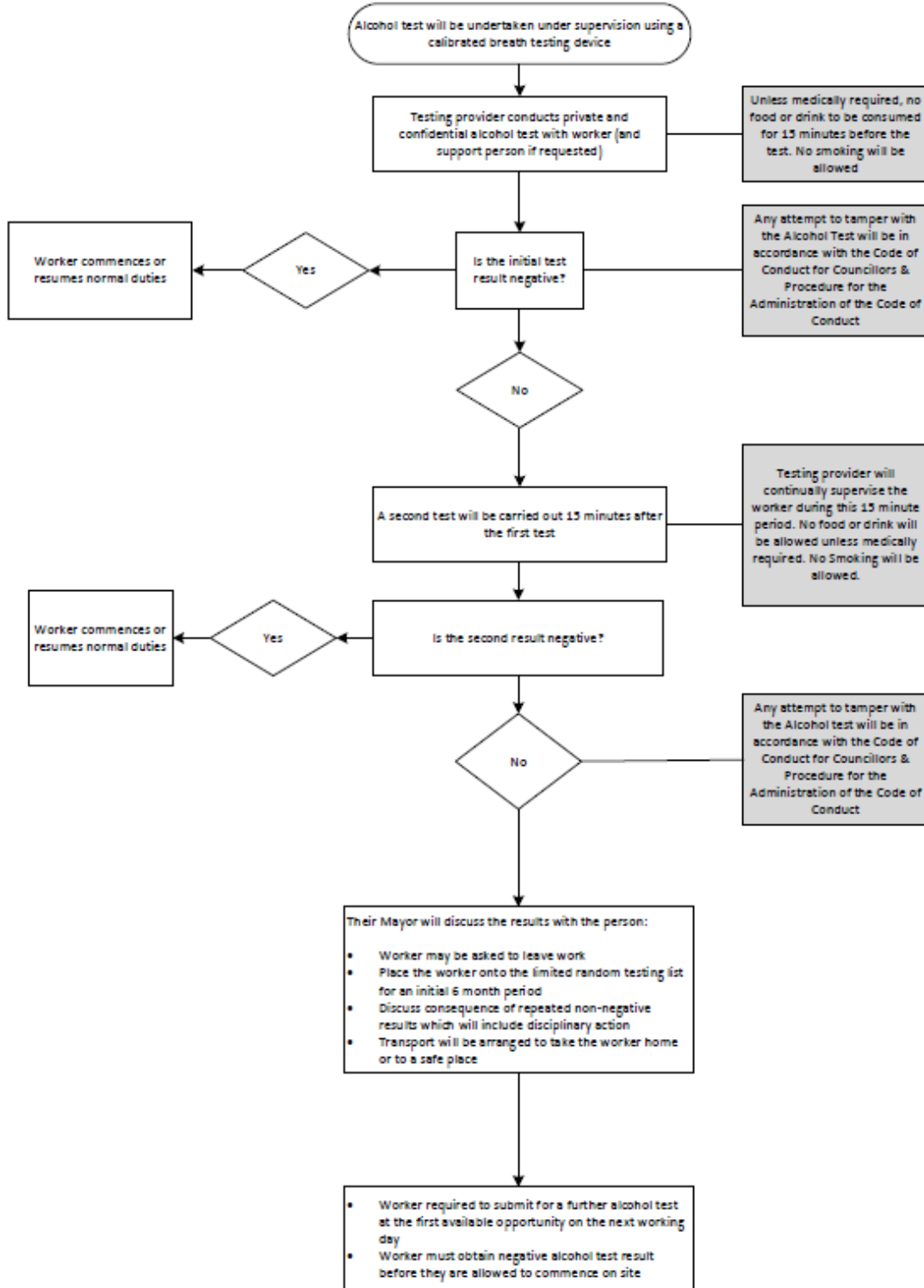
Appendix 1	Alcohol testing flowchart
Appendix 2	Drug testing flowchart
Appendix 3	Disciplinary action flowchart

Authorisation

Name: Jane Stroud, Chief Executive Officer

Date: XX May 2024

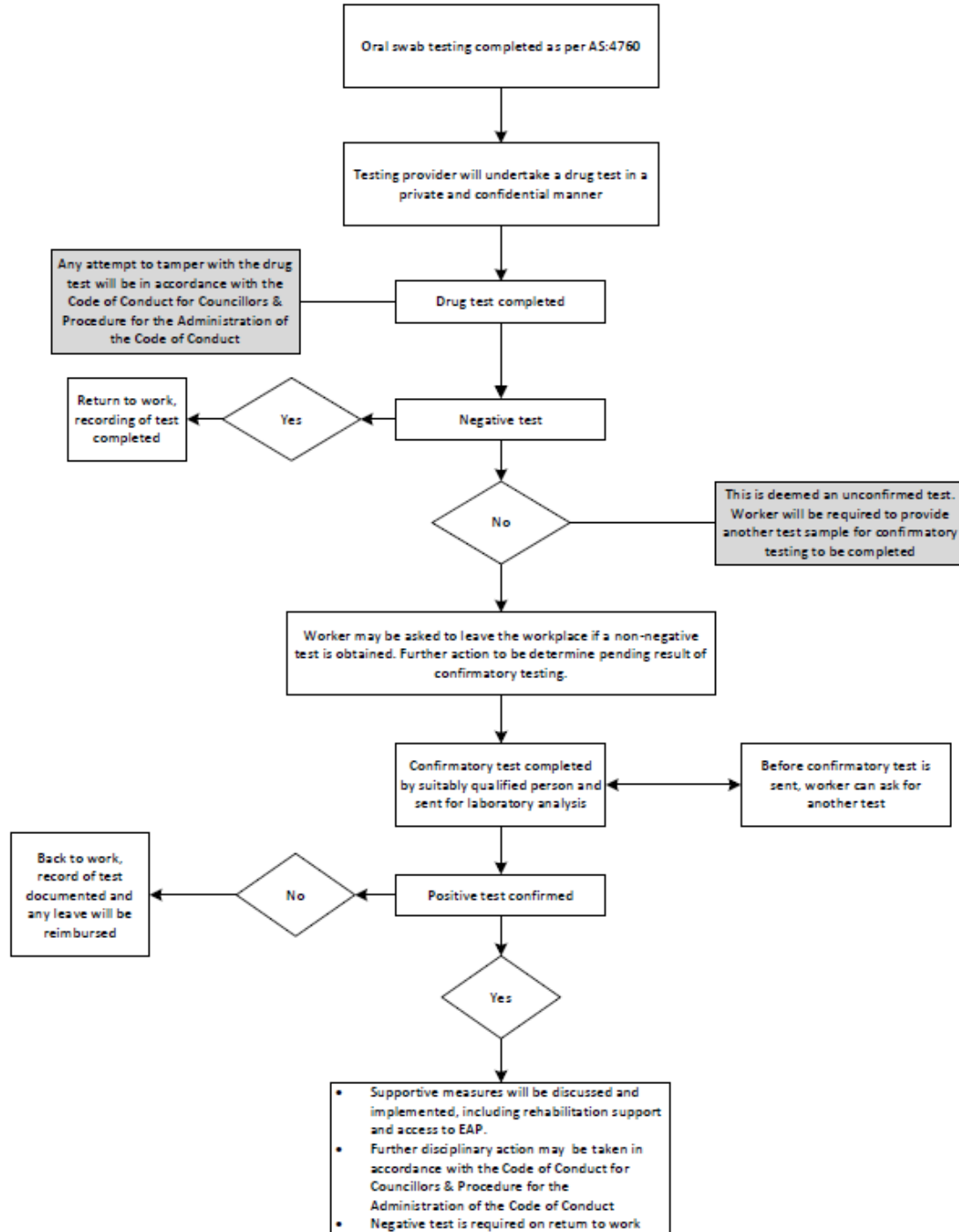
Appendix 1: Alcohol testing flowchart



Item 17.1

Attachment 2

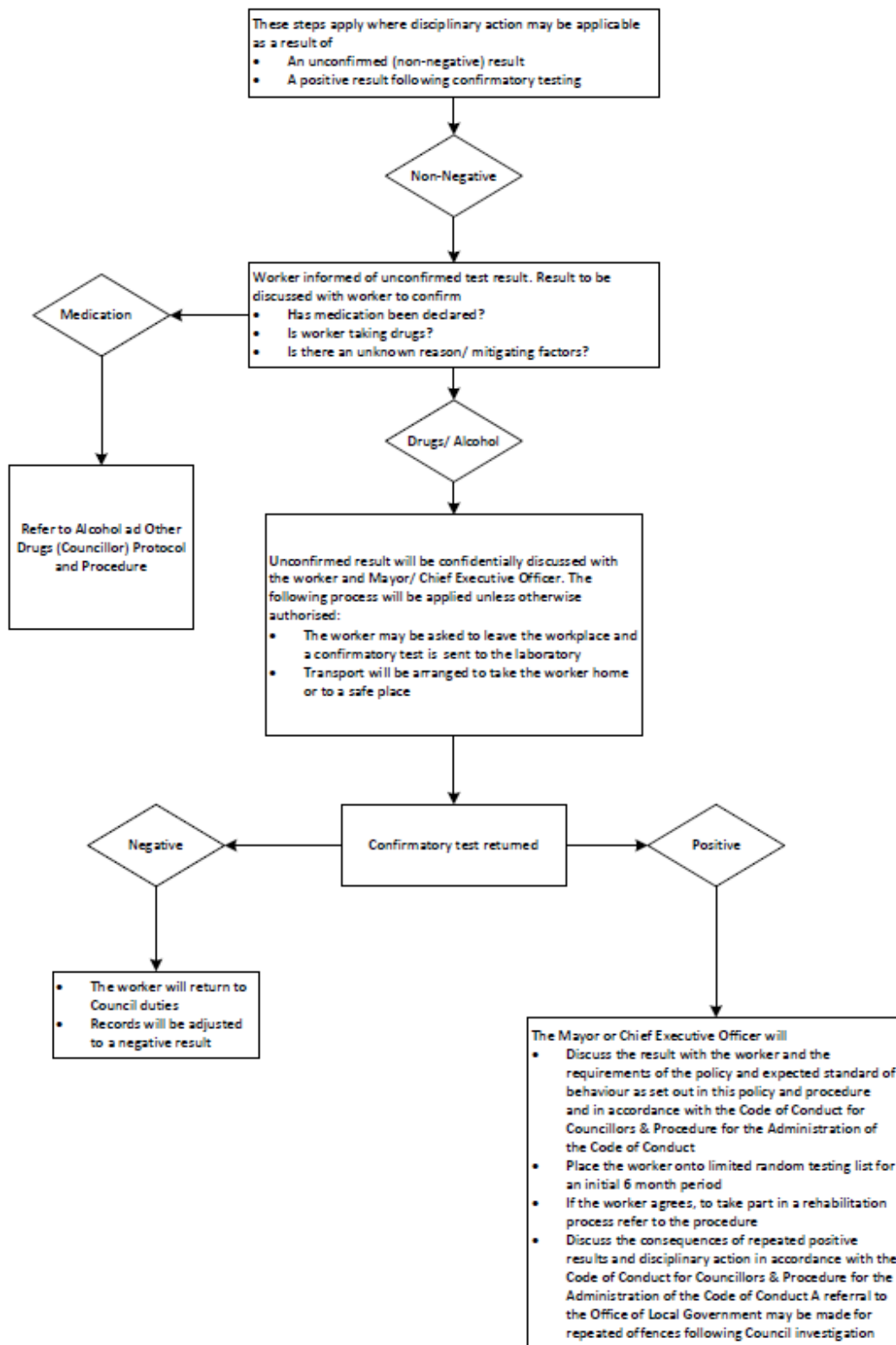
Appendix 2: Drug testing flowchart



Item 17.1

Attachment 2

Appendix 3: Disciplinary action flowchart



Item 17.1

Attachment 2

Schedule of proposed changes		
Policy/Protocol Name:	Alcohol & Other Drugs Policy for Councillors	Review commenced: April 2024
Reviewed by:	Keti Volkanovski	Last edit: July 2024
Reason for review:	Scheduled Review	

#	Clause	Change Proposed	Notes
1	Movement of information between policy and procedure	To align with policy and procedure requirements	
2	5.0 - Procedure	Moved to Policy clause 1.0 Duty of care, responsibilities and obligations	Administrative change. Movement of clause between documents, no content change
3	6.0 - Procedure	Move to policy clause 2.0	Administrative change. Movement of clause between documents, no content change
4	7.0 – Procedure	Moved to policy clause 3.0	Administrative change. Movement of clause between documents, no content change
5	8.0 - Procedure	Moved to policy document 4.0	Administrative change. Movement of clause between documents, no content change
6	15.0 - Procedure	Moved to Policy document 5.0	Administrative change. Movement of clause between documents, no content change
7	16.0 - Procedure	Moved to policy document 6.0	Administrative change. Movement of clause between document, no content change
8	Appendix 1 procedure	Moved to policy document appendix 1 – self disclosure rehabilitation flowchart	Administrative change. Movement of appendix, no content change
9	Appendix 2 procedure	Moved to policy document – appendix 2 Alcohol and/ or Other Drugs Rehabilitation Plan	Administrative change. Movement of appendix, no content change

17.2 Compliance Officer activities - June and July 2024

Responsible Director: Planning, Environment and Communities

June 2024

Please note that the 3 day a week parking officer was on leave for 1 week which has resulted in lower output this month.

Patrols conducted.	20
Infringements Issued	12
Total Infringement Value	2067
Vehicle Spaces Inspected	960
CRM requests received and actioned	10

Timed Zones	No. of patrols	PINS Issued	School Zone Patrols	No. of patrols	PINS Issued
Kiama CBD	10	8	St Peter & Pauls	-	-
			Kiama High	-	-
Gerringong CBD	-	-	Kiama Public	-	-
Other Parking	-	-	Jamberoo Public	-	-
			Minnamurra Public	-	-
			Gerringong Public	-	-

Pro-active Patrols

Offence	PINS Issued	Offence	PINS Issued
No Stopping	3	No Stopping (School Zone Patrols)	-
Bus Zone	-	Bus Zone (School Zone Patrols)	-
No Parking	-	No Parking (School Zone Patrols)	-

Reports for Information

17.2 Compliance Officer activities - June and July 2024 (cont)

Offence	PINS Issued	Offence	PINS Issued
Unbroken Yellow Edge Line	-	Double Park (School Zone Patrols)	-
Mail/Loading Zone	-	No stopping Path/Strip/Ramp	-
Dividing Line	-	Disabled Parking Zone	--

Item 17.2

July 2024

Patrols conducted.	14
Infringements Issued	26
Total Infringement Value	8698.00
Vehicle Spaces Inspected	1500
CRM requests received and actioned	14

Timed Zones	No. of patrols	PINS Issued	School Zone Patrols	No. of patrols	PINS Issued
Kiama CBD	13	10	St Peter & Pauls	4	8
			Kiama High	4	6
Gerringong CBD	2		Kiama Public	4	
Other Parking			Jamberoo Public	1	
			Minnamurra Public	1	
			Gerringong Public		

Reports for Information

17.2 Compliance Officer activities - June and July 2024 (cont)

Pro-active Patrols

Offence	PINS Issued	offence	PINS Issued
No Stopping	6	No Stopping (School Zone Patrols)	6
Bus Zone		Bus Zone (School Zone Patrols)	8
No Parking	1	No Parking (School Zone Patrols)	2
Unbroken Yellow Edge Line		Double Park (School Zone Patrols)	
Mail/Loading Zone	2	No stopping Path/Strip/Ramp	1
Dividing Line		Disabled Parking Zone	

Item 17.2

17.3 Conference Report: Councillor Brown - Destination and Visitor Economy Conference 2024Responsible Director: Office of the Chief Executive Officer

Conference: Australian Regional Tourism Convention**Attendees:** Councillor Brown, Tourism and Economic Advisory Committee member; Belinda Williams, Tourism and Marketing Lead and Lauren Res, Visitor Services Coordinator**Location:** Wagga Wagga Civic Centre**Date:** 28-30 May 2024

Value of conference

The conference addressed:

1. How a regional centre marketed its visitor economy, and to whom
2. Where other delegates came from and the challenges they faced with a visitor economy.
3. Kiama was a candidate for the Top Tourism Town of NSW 2024.

The conference program is attached.

Key Highlights

- Networking and building relationships with other council and tourism organisation representatives faced with the same challenges. Participation ranged from Sydney metropolitan delegates such as Ryde to smaller regional towns such as Deniliquin and Bogan Shire.
- The importance of providing “a community hub”, for example
 - **Deni Ute Muster**, Deniliquin Shire
 - **Narooma Oyster Festival**, Narooma Rocks
 - **Mogo Bike Trails Hub**
 - [The Snowy Valleys Sculpture Trail: Sculpture by the Sea](#) Bondi to Batlow and Tamarama: Key Note Speaker David Handley AM, Founder of Sculpture by the Sea, Sydney highlighted the importance of collaboration for new ventures by working with local communities and councils to attract funding and artists
 - **Understanding the electric vehicle (EV) transition in NSW presented by Carly Levy**, Department of Climate Change, Energy, the Environment and Water, EV Charging Partner highlighted the importance of EV infrastructure.

It was interesting that regional areas such as Wagga Wagga are seeing private sector investment in EV infrastructure.

Reports for Information

17.3 Conference Report: Councillor Brown - Destination and Visitor Economy Conference 2024 (cont)

- **Northern Rivers Rail Trail Journey** includes both cycling and walking. It will be difficult to be competitive in this space without access to disused rail trails, however promotion of walks and cycleways attract many visitors to Kiama.
- A particular highlight was the announcement of the Top Tourism Award Winner. Special Minister of State and Minister for Roads, the Arts, Music, the Night-time Economy, Jobs and Tourism Hon. John Graham, MLC, and Paula Martin from Business NSW announced Kiama Municipal Council as the Top Tourism Town.

This honour could not have been achieved without the hard work of Belinda Williams, Lauren Res and Sally Bursell, of the Visitors Information Centre.

Ballina and Newcastle were runners up making strong submissions.

Benefits to Kiama Municipal Council

The convention was well attended by representatives of regional and municipal destinations that have some reliance on tourism. Engagement with the industry on a national level is insightful and the convention guests were able to offer a broad understanding of the direction and future support for the State.

Kiama Municipal Council's award gave us national publicity and a great sense of pride personally.



Reports for Information

17.3 Conference Report: Councillor Brown - Destination and Visitor Economy Conference 2024 (cont)



Item 17.3

Attachments

- 1 DVE_Conference_Program 2024 Wagga Wagga [↓](#)



#LGNSWVEC2024

DESTINATION & VISITOR ECONOMY CONFERENCE

Wagga Wagga Civic Centre Precinct

Wiradjuri Country
28-30 May 2024

CONFERENCE PROGRAM

Strategic Partner



Elite Partner



Destination Hosts



ONE VOICE FOR COUNCILS



Item 17.3

Attachment 1



Program at a Glance

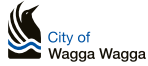
Time	Operational Hours	Location
REGISTRATION AND #VISITWAGGA DESKS		
Tuesday	1.00pm-5.00pm	Foyers, Wagga Wagga Civic Theatre
Wednesday	8.00am-1.30pm	
Thursday	8.15am-12.45pm	
PLENARY SESSIONS		
Tuesday	2.00pm-3.00pm	Auditorium, Wagga Wagga Civic Theatre
Wednesday	9.00am-12.30pm	
Thursday	9.00am-12.15pm	
WORKSHOPS		
Tuesday	3.30pm-4.30pm	
Stream 1	Marketing	Wagga Wagga Council Chambers
Stream 2	Tourism Experiences	Wagga Wagga Civic Theatre
Stream 3	Arts and Culture	Wagga Wagga Library
WELCOME RECEPTION		
Tuesday	5.00pm-7.00pm	Food I Am, 29 Kunzea Place, Springvale NSW 2650
SITE VISITS		
Wednesday	1.30pm-5.30pm	City of Wagga Wagga, Coolamon Shire, Junee Shire
Site visit 1	Destination Wagga	Walking tour
Site visit 2	Wagga Wagga: Pedal and Produce	Bus, cycling and walking
Site visit 3	Coolamon - Tourism Trails and Tales	Bus and walking
Site visit 4	Junee - Heritage, History and Chocolate	Bus and walking
CONFERENCE DINNER		
Wednesday	7.00pm-10.00pm	The Wild Vine, 1313 Oura Road, Oura NSW 2650
TRADE TABLES		
Tuesday	1.00pm-5.00pm	Foyers, Wagga Wagga Civic Theatre
Wednesday	8.00am-1.30pm	
Thursday	8.15am-12.45pm	



Destination Wagga Wagga | CBD Walking Tour

Site Visit 1

Hosted by



1.45PM - 5.30PM

Easy-to-moderate walking tour

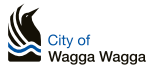
Join a CBD walking tour of Wagga Wagga to take in the best of our city sights, unique culture and hidden gems. Learn more about the significance of Wiradjuri/Wiradyuri culture to the city with an immersive cultural experience. Visit the iconic Wagga Beach, named 9th best beach in Australia in 2020, and follow the Wiradjuri Trail along the Murrumbidgee River and pass vibrant laneway murals. Wander down Wagga Wagga's Fitzmaurice Street, dotted with boutique shops and trendy cafes. Visit The Station Creative Workspace, Wagga Wagga's historic ambulance station, which has been revitalised into a thriving hub for artists and creatives. Finish with whiskey tasting at Bar Olivette - a 1920's-inspired speakeasy underneath Wagga Wagga's streetscape



Wagga Wagga | Pedal and Produce

Site Visit 2

Hosted by



1.50PM - 5.30PM

Meet the makers, discover our diverse landscapes and take your taste buds on a bite-size journey around Wagga Wagga in this multi-sensory tour. Start at Charles Sturt Winery, a special cellar door, which is an extension of CSU's leading wine science school. Sample the top drops served here and learn about the interesting varieties and cutting-edge winemaking techniques. Just five-minutes from Wagga Wagga's CBD, discover the natural wonders of Marrambidya Wetland, a stunning 20-hectare reserve alongside Murrumbidgee River. Delegates can choose to connect with nature on two wheels, kick back in a bike charter (trishaws - limited places) or experience the reserve on foot, led by the council's Environmental Officer. Travel to Bidgee Strawberries and Cream, one of the region's signature agritourism experiences, and learn how these super sweet strawberries are grown using sustainable hydroponic farming techniques.



Coolamon | Tourism Trails and Tales

Site Visit 3

Hosted by



1.40PM - 5.30PM

Wander through Coolamon's charming streetscape and explore boutique shops, cafes and museums - just a half-hour drive from Wagga Wagga. Visit the historic 1900s Up-to-Date Store, with its original fittings and displays. Meander up the historic main street and stop in at Coolamon Cheese Co for a cheese tasting and tour of the facility. Finish the day at The Station Collective, a cosy cafe in Coolamon's heritage train station and hear tourism stories from local business owners who are transforming Coolamon into a must-see regional destination.



Junee | Heritage, History and Chocolate

Site Visit 4

Hosted by



1.30PM - 5.30PM

Immerse yourself in heritage, history and chocolate, just a short half-hour drive from Wagga Wagga. Set in a picturesque country town, Junee promises a triple treat for the senses. Visit the largest working railway roundhouse in the southern hemisphere, enjoy a guided tour and memorable sweet treats at Junee Licorice & Chocolate Factory and finish the day at the iconic heritage-listed Athenium Theatre - an incredible piece of local history. This tour includes a scenic 30-minute bus transfer, allowing delegates to soak in the beautiful countryside surrounds.

Closed shoes for this site visit are essential.



17.4 Post event reporting: Kiama Coastal Classic - Destination Event fundingResponsible Director: Office of the Chief Executive Officer

Précis

For the information of Councillors, attached is the post-event report submitted by Elite Energy for the 'Kiama Coastal Classic' event, which was supported by Council through the Destination Event Funding Program for 2023/24.

Post-event reports submitted by event organisers are the final step in the grant program acquittal process. Once a report is accepted, it forms the basis for final grant payments. As this report was received after the July Tourism and Economic Advisory Committee meeting, it is being presented directly to Council.

Council event staff have reviewed the post-event report from Elite Energy and have found it to be satisfactory, meeting all the requirements outlined in the program guidelines and under the Council Grants and Donations Policy 2024.

Key statistics:

- Total participants: 890
- Total travelling from outside a 50km radius: 713
- Total estimated spectators: 1,958
- Interstate competitors stayed on average for 2.4 nights.
- Of intrastate competitors, 43% stayed an average of two nights in Kiama

Background

Kiama Municipal Council has a proud history of hosting, supporting and promoting events within the local government area (LGA).

The Destination Event Funding Program aims to support event organisers to plan and deliver successful events and assist in delivering objectives within Kiama Council's Tourism and Events Strategic Plan (2022-2026).

This funding program specifically supports events that attract intra and interstate visitation and appeal to Kiama's key visitor markets. These are events that occur outside of recognised peak periods, bolstering the local events calendar. They encourage overnight stays and drive the visitor economy in the immediate term, inspiring repeat visitation over the longer term.

This fund aims to encourage sustainable practices to build long term capability and increase collaboration and partnerships to deliver stronger and beneficial outcomes for local events.

Communication/Community Engagement

These reports have been collated by applicants, and finalised using Destination Kiama templates and at times, assistance from staff.

Risk implication

The risk exposure is that the organiser does not meet the requirements of their funding agreement.

Reports for Information

- 17.4 Post event reporting: Kiama Coastal Classic - Destination Event funding (cont)
-

Attachments

- 1 Kiama Coastal Classic 2024 - Post Event Report [↓](#)

Item 17.4



KIAMA COASTAL CLASSIC

Post Event Report

Document Created: 8 July 2024

Kiama Coastal Classic
Kiama NSW
June 23, 2024

Prepared by

Name: Sharon Patrick
Position: Project Manager, Process and Sponsorship
Company: Elite Energy
Postal Address: 15 Haigh Avenue, Nowra, 2541
Mobile: 02 4423 7775
Email: sharon@eliteenergy.com.au

Contents

Event Summary	2
Objectives	4
Event Attendance.....	4
Pre Event Key Learnings.....	5
Event Day Key Learnings	5
Post Event Feedback	5
Staffing / Resourcing.....	6
Community Collaboration.....	6
Event Sponsors.....	6
Businesses / Local Partnerships	6
Community Group and Volunteers.....	6
Marketing, media and promotion.....	7
Funding Analysis	8
Demonstration and verification of funding deliverables and funding obligations.....	8
Future recommendations	8



Event summary

The Kiama Coastal Classic was saw a record turnout this year and the day was great with no rain and lots of sunshine.

- We introduced a ‘Slow as’ running club and a ‘Walker’s wave’ for the 12km, both of which were well received.
- There was mud on the course which no one seems to mind – it was a warm and sunny day after all the rain we had.
- Werri Lagoon had more water in it than previous years, but most athletes took it in their stride – literally.
- The beach start was popular and gathered a lot of spectators along the foreshore.
- Participants asked about including a 5km event in future years.

Event schedule

Time	Event	Location
7:30-8:30am	Registration 21 km Kiama Coastal Classic	Registration tent in Coronation Park
8:45am	Race briefing for 21km Kiama Coastal Classic	Coronation Park, Kiama
9:00am	Race start 21km Kiama Coastal Classic	Start line – Coronation Park, Kiama
8:45-9:00am	Registration – 12 km Kiama One Way Classic	Registration tent in Coronation Park
9:20am	First bus leaves Kiama – Walkers must be on this bus	Coronation Park carpark, Manning St, Kiama
9:40am	Race briefing for 12 km Kiama One Way Classic – Walkers Wave	Gerringong Surf Club, Gerringong
9:45am	Race start – 12km Kiama One Way Classic -Walkers Wave	Gerringong Surf Club, Gerringong
9:50am	Second bus leaves Kiama to Gerringong	Coronation Park carpark, Manning St, Kiama
10:15am	Race briefing – 12km Kiama One Way Classic	Gerringong Surf Club, Gerringong
10:30am	Race start – 12km Kiama One Way Classic	Gerringong Surf Club, Gerringong



10:30-11:30am	Registration – 2km Kiama Bolt	Registration tent in Coronation Park
11:45am	Race briefing – 2km Kiama Bolt	Coronation Park, Kiama
12:00pm	Race start – 2km Kiama Bolt	Start line – Coronation Park, Kiama
1:00pm	Presentation – 21km and 12km	Coronation Park, Kiama

Key staff

Event director	Brittany Crossley
Race director	Mark Emerton
Werri Beach director	Sarah Hallam
Medical director	Greg Prosser
Volunteer director	Irene O’Brien
Registration director	Christie Mcilvrde
Run directors	Simon Christie, Jacque Tye
Tail walkers	Sara Ringham and Brooke
Marketing officer	Hannah Jonsen
Commentator	Luke Walker
Site Director	Luke Nesbit



Objectives

The objectives for the Kiama Coastal Classic are:

- To promote health and fitness – this was done by having a variety of distances available and have a ‘Slow as running club’ and a ‘Walker’s wave’ to encourage and include as many people as possible.
- Showcase natural beauty – feedback from the participants was they loved the course and agreed that it was beautiful.
- Community engagement – we had a mix of local and out of area participants, as well as spectators and volunteers from Kiama and surrounds.
- Support charitable causes – we had 32 volunteers for the event who come from community organisations including Pathfinders, Smiths Hill Highschool,
- List event objects and measure the success of the event against these and any KPIs. If KPIs weren’t achieved, provide a statement on why not and any future recommendations.

Event Attendance

Include here event attendee numbers, attendee demographics (age, gender, location), if they stayed overnight (details such as these are best achieved through a post event survey or questions asked through a ticketing system).

Event Breakdown	Total	Local to Kiama	Intrastate and interstate (50kms outside Kiama area)
Total participants	890	106	713
General Attendees / Spectators	1958	234	1568

Gender	Percentage breakdown
Men	49.8%
Women	50.2%

Age	Percentage breakdown
0 – 10 years	1.2%
10 – 17 years	2.1%
18 – 24 years	9.4%
25 – 29 years	17.5%
30 – 34 years	16.9%
35 – 39 years	13.5%
40 – 44 years	13%
45 – 49 years	9.4%
50 – 54 years	6.9%
55 – 59 years	4.4%
60 – 80 years	5.7%



Elite Energy used our substantial email database to promote the event, with 52% of participants being repeat customers.

Post event feedback.

- Overall feedback was very positive.
- Participants, particularly women, enjoyed the 'Slow as running club' and the 'Walker's wave'
- The 2km was very popular with children and families.
- The beach start was well received, with participants saying it was a great way to see a side of Kiama they had never seen before.
- People said they saw some fantastic coastal scenery and took part in an awesome run.
- People said crossing the Werri Lagoon was a lot of fun.
- Interstate competitors stayed on average for 2.4 nights.
- Of intrastate competitors, 43% stayed an average of 2 night in Kiama and its immediate areas.
- The most popular accommodation was holiday homes (ie Stayz), holiday parks, hotels/motels and Air b'n'b.

Pre-Event Key Learnings

- The planning for the Kiama Coastal Classic went well.
- We had several participants contact us asking if the event was going ahead due to the weather, and we then notified all participants via EDM to inform them. In future we will proactively contact participants if there is bad weather. Elite Energy policy is to only postpone/cancel events if there is a danger to participants.

Event Day Key Learnings

- The beach start was popular with competitors and spectators, with people watching from the promenade.
- Having a commentator at the start and finish lines (for the 12km) was very successful.
- Elite Energy will investigate new start times for the new category of 'Slow as Runners Club' and the 'Walkers Wave' for the 12 km event.
- We will have more staff and overhead signs at registration to make it easier and faster for people to know which line they should be in.
- As the numbers increase, we will have larger bins at the Aid Stations.
- We will have a bigger baggage area with more people at the start line, especially if it is cold.
- We put the vendors around the rotunda which gave them a prominent position, easy to find and with some protection from rain.

Post Event Feedback

- We were asked if we would include a 5km event in 2025.



- The buses from the registration area to the start line of the 12km event were popular.
- The cut off times were quite well received.
- A lot of participants said how much they enjoyed the creek crossing.
- The 'Slow as Running Club' and the 'Walkers Wave' for the 12km event were well received. Most of these participants were women, and it is great to be able to support women in trail events.
- Trail runners are a fun bunch of people with the great majority saying how much they enjoyed the event and the course.

Staffing / Resourcing

We will have additional staff at registration for future events to avoid long queues.

Community Collaboration

Event Sponsors

Sponsor	Acknowledgement	Their Feedback
Kiama Council	Banners, logo on website, acknowledgement by commentator throughout the event, logo and name on finish arch.	None to date.
Revvies	Banners, logo on website, acknowledgement by commentator throughout the event, logo and name on finish arch.	Happy with acknowledgement.
AustBanners	Branded start arch, branded umbrellas.	Happy with acknowledgement.
Peoplecare	Banners, logo on website, acknowledgement by commentator, logo and name on finish chute.	Happy with acknowledgement.

Businesses / Local Partnerships

Group name	Local or OOA (out of area)	Involvement	Their Feedback
Bearded Fisherman	Local	Food vendor	They were happy with the sales they made.
Dipping dots	Local	Food vendor	They were happy with the sales they made.
Bean Roasted Events	Shellharbour	Food vendor	They were happy with the sales they made.

Community Group and Volunteers

Group name	Local or OOA	Involvement	Their Feedback
------------	--------------	-------------	----------------



	(out of area)		
Kiama Scouts	Local	Aid stations	Funds raised / support local
Pathfinders	Local	Pedestrian marshals	Funds raised / support local
Smith's Hill HS	OOA	Aid stations/Baggage drop/Registration	Funds raised / support local
Nowra Athletics Club	OOA	Pedestrian marshals/ Aid station	Funds raised / support local
Kiama Girl Guides	Local	Aid station	Funds raised / support local

Marketing, media and promotion

Provide a summary of marketing activities, highlighting successes and failures.

MEDIUM	COMMENTARY	BUDGET ACTUAL	RESULT
Magazine	<ul style="list-style-type: none"> Digital Magazine (www.runningcalendar.com.au) 	\$550.00	Details of KCC on banner advertising and detailed information for the event
Newspaper	<ul style="list-style-type: none"> Article in newspaper (press release) 	\$0	Story in The Bugle
Website Presence	<ul style="list-style-type: none"> Dedicated event page: Revvies Kiama Coastal Classic Elite Energy Kiama Municipal website It was listed on www.kiama.com.au 	\$878.13	Kiama Coastal Classic 2024 Kiama Council (nsw.gov.au)
Social media	<ul style="list-style-type: none"> Elite Energy Facebook page Elite Energy Instagram page EDMs 	\$2850.00	Attached
Event & Directional Signage	<ul style="list-style-type: none"> Destination Kiama Banners Corflute signs 	\$1250.00	Banners looked fresh and professional



Funding Analysis

Funding Breakdown

Destination Event Funding Amount Provided

\$3000.00

\$1000.00 in kind support

Provide detail on how your event funding and support was expended.

Note that evidence may be required.

EXPENSES	Budget	Actual
Advertising – social media/website	\$2500.00	\$2500.00
Graphic design	\$703.00	\$703.00
Letterbox drop printing/delivery	\$1350.00	\$1350.00
Banner mesh/event corflute	\$1250.00	\$1250.00
TOTAL:	\$5803.00	\$5803.00

Demonstration and verification of funding deliverables and funding obligations

Organic Posts						
Date	Reach	Impressions	Interactions	Link clicks	Post link	
19/02/2024	2681	2757	36	10	https://www.facebook.com/watch/?v=3445033849052474	
1/03/2024	2925	3056	11	66	https://business.facebook.com/photo.php?fbid=798846115619687&set=a.554502226720745&type=3	
1/03/2024	1621	1719	20	2	https://www.instagram.com/p/C89T0Ea87S/?fbclid=IwZXh0bGVhZWCMTAAAB3IQsfe1BjIwYAsG8i64_7r_YPMNlUjGjYfE7NncUQR1H-aUpE8ARA_aem_NicdmSGLts0-cx48RQ0iWw	
26/03/2024	3907	4022	45	9	https://business.facebook.com/photo.php?fbid=814017144102584&set=a.554502226720745&type=3	
26/03/2024	1890	2023	46	6	https://www.instagram.com/p/C493Sjw0a8k/?fbclid=IwZXh0bGVhZWCMTAAAB1Yta_RJAW0oGyVxcP-cW/j5z6x7Uz44jPFjUjQoah6WjSlw2Nye8R0CkA_aem_CyrrpPRKstEGYc38Y0Ug	
22/04/2024	3224	3468	30	18	https://business.facebook.com/photo.php?fbid=831007102403888&set=a.554502226720745&type=3	
23/04/2024	1542	1879	11	4	https://www.facebook.com/photo/?fbid=831495105688121&set=em.25812147241732484&idonvanlv=25332144113066135	
30/04/2024	2811	2918	13	2	https://www.facebook.com/photo/?fbid=836188985218733&set=em.836189028552052	
2/05/2024	741	783	7	3	https://www.facebook.com/photo/?fbid=837434641760834&set=em.73886288470985027&idonvanlv=25332144113066135	
6/05/2024	694	712	6	0	https://www.facebook.com/photo/?fbid=840100541494244&set=em.25920743374206203&idonvanlv=25332144113066135	
27/05/2024	578	641	9	2	https://www.facebook.com/photo/?fbid=854099313427740&set=em.26104988652781673&idonvanlv=25332144113066135	
17/06/2024	602	631	5	1	https://www.facebook.com/photo/?fbid=8627186592118972&set=em.262896787348793308&idonvanlv=25332144113066135	
TOTAL	23316	24609	239	123		

Paid Social Media Campaigns					
Date	Reach	Impressions	Link click	Cost per click	Total
9 - 16 March	6,050	15,671	99	\$ 0.71	\$70.29
15 - 23 March	3247	10798	87	\$ 1.00	\$87.00
16 - 23 March	9746	16816	597	\$ 0.12	\$71.64
28 - 13 April	18664	55251	939	\$ 0.24	\$225.96
29 - 5 April	4055	7317	39	\$ 0.77	\$30.03
13 - 19 April	8026	17904	176	\$ 0.37	\$65.12
23 - 14 April/May	37483	65422	593	\$ 0.25	\$148.25
3 - 10 May	9698	20003	169	\$ 0.37	\$62.53
4 - 13 May	9939	16939	855	\$ 0.11	\$94.05
14 - 21 May	1899	19925	159	\$ 0.94	\$149.46
16 - 23 May	13002	21299	811	\$ 0.24	\$74.64
7 - 15 June	11548	18861	245	\$ 0.22	\$53.90
TOTAL	133,357	286,206	4269		\$1,132.27

Future recommendations

- The planning for the Kiama Coastal Classic went well.
- We had several participants contact us asking if the event was going ahead due to the weather, and we then notified all participants via EDM to inform them. In future we will



proactively contact participants if there is bad weather. Elite Energy policy is to only postpone/cancel events if there is a danger to participants.

- We were asked if we would include a 5km event in 2025.
- The buses from the registration area to the start line of the 12km event were popular.
- The cut off times were quite well received.
- A lot of participants said how much they enjoyed the creek crossing.
- The 'Slow as Running Club' and the 'Walkers Wave' for the 12km event were well received. Most of these participants were women, and it is great to be able to support women in trail events.
- Trail runners are a fun bunch of people with the great majority saying how much they enjoyed the event and the course.





Item 17.4

Attachment 1



Item 17.4

Attachment 1



Item 17.4

Attachment 1



17.5 Post event reporting: Kiama Winter Street Festival 2024Responsible Director: Office of the Chief Executive Officer

Report

For the interest of councillors, attached is the post event report for the Kiama Council administered Kiama Winter Street Festival which ran from Saturday 13 to Sunday 14 July 2024 on Terralong Street.

The funding for this event was acquired via Transport for NSW's Open Streets Package, whereby almost \$150,000 was awarded.

The design of the event was to close the main street and provide free entertainment to supplement local businesses. Event staff worked alongside local businesses with a vision to include and positively impact as many retailers and hospitality venues as possible.

The crowd was entertained for 13 hours with giant illuminated puppets, arctic alley snow experience, laser shows, live music, children's entertainment, sport, street performers, comedy, dance and the legacy of two incredible murals.

Following up with Terralong Street business owners the following day was pleasing. Each one provided extremely positive results, some stating that the sales over that weekend will counter the tough winter they have experienced. Some stated turnover was up 100% compared to the same time last year.

Part of the acquittal process required Council to gather statistics via a survey provided by the department. 84 people completed the survey and 63% purchased food and drink, and 45% stayed at the festival between 2-4 hours. Kids activities and event organisation was ranked the highest. 96% of respondents would like this event to be held again in the future.

Congratulations to Council staff member and Event Lead, Helen Demertzis for managing this very successful project.

Communication/Community Engagement

The design of the event was to close the main street and provide free entertainment to supplement local businesses. Event staff worked alongside local businesses with a vision to include and positively impact as many retailers and hospitality venues as possible.

Following up with Terralong Street business owners the following day was pleasing. Every spokesperson provided extremely positive results, with some stating that the sales over the festival weekend will counter the economic downturn over winter they have experienced. Some stating turnover was up 100% comparing to the same time last year.

Risk implication

Nil.

Reports for Information

17.5 Post event reporting: Kiama Winter Street Festival 2024 (cont)

Attachments

- 1 Kiama Winter Street Festival 2024 - Post event report [↓](#)

Item 17.5

Kiama Winter Street Festival

POST EVENT REPORT



Item 17.5

Attachment 1

Presented by Destination Kiama & Kiama Municipal Council

Funded by NSW Government – Transport ISW Open Streets Program

Contents

Stakeholder Report & Feedback.....	2
Onsite Event Staff - Kiama Municipal Council	2
Event Profile.....	3
Event Objectives	3
Event Outcomes	4
Reach & Attendance	4
Art & Culture.....	4
Community and Inclusivity	4
Accessibility	4
Local Business Collaboration	4
Local Business Feedback.....	5
Visitation.....	5
Evaluation of Public Spaces Findings	5
Budget.....	6
Marketing & Communications.....	6
Appendix – Event Images	8

Stakeholder Report & Feedback

COMPANY	NAME	EVENT ROLE	
NSW Police	Chief Ins. Darren Brown	Chief Inspector	No major incidents to report – positive feedback
Lake Illawarra Police District	Sergeant Michael Faulkner	Licensing supervisor	A delay from liquor & gaming regarding a temporary licence boundary extension for restaurant ‘Miss Arda’ led to confusion with the Sergeant. Helen Demertzis liaised with the Sergeant to explain the situation. In future a notification will be provided to the licensing supervisor by Council.
Traffic Logistics	Gerald Melbert	Traffic Control Manager	No major incidents to report – all positive feedback. Detours & the temporary reduced speed limit was actioned onsite. Sunday 5.30pm the road reopened to vehicles this was 1.5hr later than anticipated due to the stage pack-up running over. In future, the time to set-up and pack down will be contracted with the supplier. Sally Bursell, Council rep onsite.
Insight Security	Richard Redman	Security Management	No major incidents to report – positive feedback 1 x ‘move on’ from site Saturday evening from Kiama Inn Hotel
St John Ambulance	Timothy Swire & Steve – Kiama	First Aid Onsite	No major incidents to report – positive feedback 10 x drop ins for band aids and rest over 2 days
Jamberoo Rural Fire Service	Amanda Large	Parking Management Leisure Centre – Park & Ride Shuttle Service	Saturday was busy, Sunday was fairly quiet. The RFS volunteers were able to also attend 3 call outs over the weekend. Complication: Drivers attending leisure centre to utilise the gym were confused as to whether they would need to donate.

Onsite Event Staff - Kiama Municipal Council

NAME	EVENT ROLE	RESPONSIBILITIES
Sally Bursell	Event Manager	Oversee all operations, liaise with stakeholders
Helen Demertzis	Event Lead	Operations, onsite coordination, stakeholder / event / supplier management, ingress and egress, stock and sourcing, budget
Belinda Williams	Marketing Lead	Promotion and advertising, photographer liaison and information tent officer.
Lauren Res	Visitor Services Coordinator	Information tent manager, radio distribution, bump in / bump out assist, visitor assistance, sales
Kearna Kemister	Event Coordinator	Production stage manager, performers, artist liaison.
Kirsty Young	Event Coordinator	Casual event manager support
Warwick & Kane	Council Outdoor Crew	Infrastructure set up, power & asset assist.
Darren Brennan	Waste Team Leader	Pre, during and post event waste, bins, and toilet cleans

Event Profile

Event	Kiama Winter Street Festival 2024
Event Location	Road closure Terralong Street - between Collins St and Shoalhaven St
Date	Saturday 13 th July to Sunday 14 th July 2024
Event times	Saturday 12.00 – 21.00 Sunday 10.00 – 14.00
Expected Attendance	Up to 5,000 pax per day, 2500 pax at any one time.
Outcome - Attendance	5,000 day one, 3,000 day two
Demographic	Young families with children aged 2-12yrs. Mixed gender.
Tourism Profile	29% Local LGA 45% Illawarra 26% Sydney & Beyond REF 24/81859: Kiama Winter Street Festival Survey Results
Alcohol	Normal prohibition in place, however one licensed premise operated with a temporary boundary extension during the festival open times.
Bump in	Friday 12 th July from 17.00* (limited to toilets and temp safety lighting) Saturday 13 th July 08.00 – 12.00 (Road Closure)
Trading hours	Saturday 13 th July 12.00 – 21.00 Sunday 14 th July 10.00 – 14.00
Bump out	Sunday 14 th July 14.00 – 17.30
Road Closures	Terralong St (between Collins and Shoalhaven St) Saturday 13 July 08.00 – Sunday 14 July 15.00 (extended to 17.30)

Event Objectives

Meet Transport for NSW Open Streets Package funding criteria:

- Close main street to vehicles for pedestrians; providing safe spaces for community events & activities
- Bring vibrancy with creative events, mural art and activations that are inviting and inclusive
- Support job creation in local businesses and the cultural sector.
- Bring economic benefit to businesses within the event closure
- Encourage private-public partnerships for longer-term place management outcomes
- Provide fully funded, free, family-friendly and inclusive fun
- Promote inclusivity and diversity
- Complete Evaluation of Public Spaces pre, during and post event

Align with Kiama Council’s Community Strategic Plan 2017-27 & Tourism & Events Plan 2022-2026

- Encourage tourism, supporting economic growth and employment
- Provide strong leadership, partnerships and communication
- Deliver authentic branding and marketing
- Create a thriving high quality event destination
- Enable tourism investment and development
- Attendance Goal: 5000 patrons over the course of the 2 day event
- A Diverse, Thriving Economy
 - 3.3 Promote and support tourism in the local area
- A Healthy, Safe and Inclusive Community
 - 1.1 Developing and implementing services and programs that promote social cohesion, healthy and active lifestyles for residents of all ages, abilities and interests
- Responsible Civic Leadership that is Transparent, Innovative and Accessible

4.2 Council embraces good governance and better practice strategies

4.3 Council and the community working together

Event Outcomes

Reach & Attendance

- Estimated 5000 attendees on day 1 and 2000 attendees on day 2
- Over 5000 people engaged in facebook event, viewing cross promotion of businesses and event information
- 100 survey responses collected by information centre staff with thanks to merchandise from Kiama Coast Holiday Parks onsite, and facebook post * see survey results

Art & Culture

- Gili Gali Light Projection Art Exhibition featuring cultural works by Coomaditchie Aboriginal Incorporation, Jaz Corr & Gumaraa, with AV supplied by local business R & R Production Services
- Welcome to Country and cultural dance by Gumaraa to commence event program
- Mural art on heritage Old Fire Station wall by Claire Foxton
- Mural art by Krimstone and Scott Nagy on Joyce Wheatley Community Centre wall

Community and Inclusivity

- Jamberoo Rural Fire Service: parking management and community services
- WIRES: info tent, main stage educational show, child friendly activities – children in crowd learnt when to “Call WIRES”
- Kiama Girl Guides: treasure hunts, main stage address, art and craft activities
- Talk2MeBro: presence onsite, and free breathwork session for children with 10 in attendance by Thrive By Jemma
- Local community groups Sing Australia Kiama, Line Dance With Janelle, and local schools: Miss Zoe’s School of Dance, Leaps & Beats and Street Beats with main stage acts within program

Accessibility

- Special Event Shuttle Service: increasing accessibility via Shoalhaven Shuttles; Event Promotion & Directional Signage
- Sensory Tent: onsite for duration of event courtesy of Uniting
- Assistant and Working Animals Fresh drinking water available at the Sensory Tent, signage courtesy of Kiama Coast Holiday Parks
- Accessible Parking Register: 3 x attendees pre-filled parking form to reserve spot / advise of additional needs
- Accessible drop off point: located corner of Terralong and Shoalhaven, central to event and pathways
- 20 additional trestles and 160 additional chairs to supplement café and restaurant increased dining footprint

Local Business Collaboration

- Terralong Street and Collins Street businesses invited to participate via confidential letter pre-media release **REF 24/44800** distributed to stores and via email
- Pre-Event Information session held with attendees from business owners KG Café, Central Perk, Saltwater Café, Miss Arda, By The Sea Takeaway, Moist & Glazed and Penny Whistlers Café
- Event concept shared in its infancy with Kiama Business Chamber by way of consultation
- 46 businesses trialled later trade into the evening on Saturday 13 July, boosting night time economy
- 20 businesses provided special offerings for the festival with a feature on the event website “[Eat Drink Shop](#)” and discussion post tiles via facebook event
- 56 Businesses listed in “Winter Festival Business Open Hours List” and “Local Dining and Shopping Map” resources, linking visitors with food, beverage and retail operators available on website, via facebook event and onsite at festival
- Festival wrap up music sessions with grant funding supplied to KG Café and Penny Whistlers to assist with patrons egress, resulting in a boost in trade from business outside of event precinct

Feedback & Survey Results

100 survey responses collected onsite by visitor centre staff, thanks to merch from Kiama Coast Holiday Parks + digital:

- 96% would like event to be held again in the future
- 24% reported making valuable connections at the event
- Event Aspects Music, Art, F&B, Kids Activities, Event Program, Communication, Marketing and Organisation all rated with “Excellent” and “Good” at over 80%
- 63% patrons’ main activity was to purchase food and drinks from local businesses
- 10% of attendees returned for day 2 of the event
- 50% attendees heard about the event via social media

Local Business Feedback

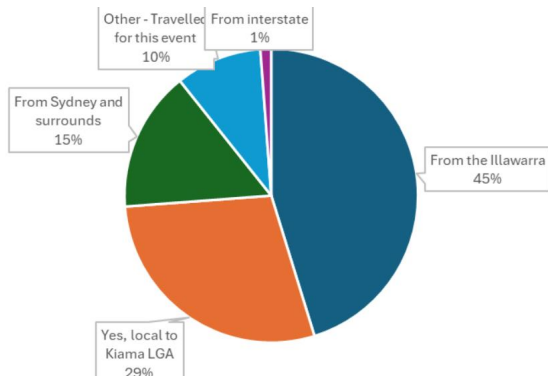
Collected during event and post event

- KG Café: Increase in trade of up to 99.8% from previous weeks and weekend following
- Kiama Original Ice Creamery **REF 24/81864**
 - Increase in shifts for staff (in preparation for the event and during): approx. 60 extra hrs paid work
 - 40% increase in sales
 - 15% increase in product purchases from our local suppliers
 - positive feedback from regular customers
- Increase in trade reported by all Terralong Street Businesses within event site **REF 24/75526**
- Increase in visitation to all retail stores, restaurants and cafes within event site
- Feedback Kiama Visitor Information Centre: 159% visitor increase, 142% sales increase **REF 24/79265**

Visitation

Post code % breakdown available via Kiama Winter Street Festival - Survey Results REF 24/79040

- 45% attendees were from the Illawarra
- 29% attendees local to Kiama LGA
- 15% attendees from Sydney and Surrounds
- 10 % travelled in from other areas in NSW and 1% travelled interstate



Evaluation of Public Spaces Findings

- Increase in time spent in town – from 40 minutes to average of 2-4 hours
- Increase in engagement in culture, art and community activities and education
- Increase in usage of footpaths and roadways of e-bikes, scooters and bikes
- Increase in accessibility with a wider variety of age groups utilising the area
- Average age group engaging in visitation pre event: 19-24 and 55-64 to during event: 35-44
- 68% survey respondents were female, 30% male and 1% non binary
- 80% of attendees were visiting with children or other family
- 64% travelled into the event via private vehicle (e.g. car / motorbike), 12% walked, 12% caught the train
- 6% attendees visited Kiama for the first time, with 48% stating they rarely visit Kiama, 46% visit monthly
- 48% attendees would visit Kiama alone, 17% stated only during the day

Budget

REF: 24/79267 Summary:

Kiama Winter Street Festival Expenditure 60 suppliers engaged 67% Kiama or Illawarra based businesses 33% Sydney based businesses	
Entertainment	\$54,562.73
Traffic, Accessibility & Safety	\$14,090.64
Art Workshops & Murals	\$30,970.00
Infrastructure, Event Hire, Theming	\$20,568.08
Marketing, Advertising, Photography & Signage	\$7,298.03
Production, Lighting & AV	\$21,600
Total NSW Gov Approval \$149,952.00	Total Actuals \$149,089.08
Outcome: \$862.92 under budget. NSW Government to provide final 20% funding as per expenditure amount.	

Council Contribution

- Event management
- Staff wages: onsite event management, waste services, outdoor crew contribution
- Lighting upgrades required in Hindmarsh Park

Marketing & Communications

MEDIUM	COMMENTARY	BUDGET ACTUAL	RESULT
Radio	<ul style="list-style-type: none"> • Radio Station: i98fm • Media Partnership inclusive of 2 week ad campaign, onsite street fleet promotions team, web listing • facebook co-host and audience of 82,000 	\$3,303.30	Increase in facebook event engagement and strong % Illawarra attendees
Newspaper	<ul style="list-style-type: none"> • Campaign: Illawarra Mercury • ¼ page ad June 2024 – event & road closure • Sponsorship logo featured 	\$1,214.07	Road closure advice in print re: traffic committee advice strong % Illawarra visitation
Web Presence	<ul style="list-style-type: none"> • Event Web Lisitng via ATDW • I98fm / Wave FM Community Pages • Event Listing on www.kiama.com.au • Sponsorship acknowledgement: landing page 	\$0.00	Platform for local business information, maps, artists, event program, FAQs & accessibility form
Social media	<ul style="list-style-type: none"> • Facebook Event Audience: 5,400 • Kiama NSW Host 10k audience • 33 discussion posts tagging up to 60 suppliers and their ancillary audience • Holiday Haven Shoalhaven Heads 8.5k • Acknowledgement of funding per post x 33 • Event program distributed to the following community groups member base: <ul style="list-style-type: none"> - Kiama Community Page 24.5k - Albion Park Community Notice Board 14.6k - Wollongong CommUnity Notice Board 11k - Our Oak Flats 10.5k - Berkeley What's Going On 7.2k - Kiama Notice Board 8k - Dapto Community Notice Board 10k - Illawarra Community Notice Board 7.6k - What's Happening Dapto and Surrounds 11k - Wongawilli Residents 2k 	\$150.00 paid post – results:	Reach: 19,899 600 additional event responses 137 post reactions 15 follows / likes 14 post comments 14 post shares 1871 click throughs 81.7% women 17% men 1.3% non-binary Majority Women 35-44yrs

	<ul style="list-style-type: none"> - Community 2518 7k - Kanahooka CommUnity Notice Board 1.7k - Fun For Kids Western Sydney 43k • PAID promotional boosted post 		
Print collateral	<ul style="list-style-type: none"> • A3 Posters / Flyers • A3 Advance Notice Road Closure Notification x 20 • A1 Onsite Festival Directional themed signage • Event notification letters x 600 	<p>\$70.55 \$160.23 \$374.55 internal</p>	<p>Community awareness Return visitation Resident and business awareness Local community visitation</p>
Publicity	<ul style="list-style-type: none"> • Live interview day of event 7am Sally Bursell with ABC Radio – acknowledgement of funding • Media release distributed resulted in articles by: <ul style="list-style-type: none"> - The Bugle Kiama online article audience 3,300 - Coal Coast magazine - Kiama Municipal Council - Region Illawarra Onsite Speeches by: <ul style="list-style-type: none"> - Mayor Neil Reilley - Councillor Matt Brown - Gareth Ward MP - Hon Dr Sarah Kaine representing minister for roads 	\$0.00	<p>Increase in visitation Increase of post event feedback posts and awareness on social media Coverage by councillors and general public</p>
Event & Directional Signage	<ul style="list-style-type: none"> • Highway Sign north & southbound • VMS Boards Collins St & Manning St Kiama 10 days pre-event 	\$220	<p>Local community and visitor awareness</p>
Newsletters	<ul style="list-style-type: none"> • Newsletter reach: <ul style="list-style-type: none"> - Destination Kiama Partners upcoming events 800 subscribers - Kiama Council Kimunico newsletter 800+ subscribers • Local schools, libraries and community groups <p>KIAMA LGA Ss Peter & Paul Catholic Primary School Jamberoo Public School Kiama Public School Minnamurra Public School Gerringong Public School Kiama High School</p> <p>SOUTH COAST SCHOOLS Nowra Public School Culburra Public School</p> <p>ILLAWARRA SCHOOLS Figtree High School Warilla Public School Warilla High School Shellharbour Anglican College Shellharbour Public School St Pius Shellharbour Dapto Public School Dapto High School St Marys Senior High School</p> <p>SOUTH WEST SYDNEY SCHOOLS St Marys Senior High School Campbeltown Public School</p> <p>SUTHERLAND SHIRE: Cronulla High School</p>	\$0	<p>Increase in visitation Increase of post event feedback posts and awareness on social media Coverage by councillors and general public</p>
Photography	<ul style="list-style-type: none"> • Pete Izzard Photographer onsite two days 	\$2,500	<p>Capture content of full two day program</p>

Appendix – Event Images



Item 17.5

Attachment 1

Main Stage Performances across two days	CirqueUm Navigate Roving Entertainment – two days
	
Junkyard Beats Roving Junk Mobile – Interactive	Arctic Alley at night with snow machine & lighting
	
CirqueUm Navigate Fire Show Saturday Evening	Curious Legends Roving Illuminated Puppets 5-9pm
	
Flying Pictures Laser Show 7pm and 8pm	CirqueUm Navigate Magic Show
	

17.6 Regional Energy Strategy

Responsible Director: Planning, Environment and Communities

Report

Recognising the key roles that councils play in supporting organisational and community change, the Joint Organisation Net Zero Acceleration (JONZA) program was established by the NSW Government as a two-way supportive mechanism to develop further regional net zero opportunities.

An Illawarra Shoalhaven Joint Organisation Net Zero Project Control Group (PCG) was formed following recruitment of a Regional Net Zero Program Coordinator in May 2023, with membership from Illawarra Shoalhaven Joint Organisation councils, including Kiama Municipal Council, and other key stakeholders. The PCG has worked to strengthen collaboration between councils and state government agencies and other regional stakeholders. The PCG also drove the development of an Illawarra Shoalhaven Regional Energy Strategy. This Strategy – released at the end of June 2024 – was a key deliverable of the first stage of the JONZA program and will set the scene for a series of initiatives throughout the second stage of JONZA program that has now been funded.

Focus of this Regional Energy Strategy

Our Regional Energy Strategy (RES) provides an overview of current Council progress on achieving net zero operational emissions from energy sources and identifies opportunities in developing Council and regionally based frameworks for further actions.

The Strategy includes:

- Identifying the current frameworks and activities in place for Councils to reduce operational emissions,
- Recommending strategic pathways to further reduce the emissions from these areas of Council operations, and
- Support for the community's transition to a clean energy basis.

Communication/Community Engagement

The Strategy has been developed in consultation with the member Councils (Wollongong City Council, Shellharbour City Council, Kiama Municipal Council and Shoalhaven City Council), and other key stakeholders and PCG members.

Risk implication

The Regional Energy Strategy will help improve Council's environmental outcomes, by identifying opportunities in developing Council and regionally based frameworks for further actions in achieving net zero operational emissions from energy sources.

There is no mandatory requirement to act on these actions, rather the RES aims to help identify opportunities and pathways, and guide Councils. As such the RES will be a helpful resource to leverage for relevant grant applications.

Reports for Information

17.6 Regional Energy Strategy (cont)

Attachments

- 1 Illawarra Shoalhaven Regional Energy Strategy [↓](#)

Item 17.6



Item 17.6

Attachment 1

Illawarra Shoalhaven Regional Energy Strategy

May 2024

NSW Joint Organisation
Net Zero Acceleration Program

Proudly funded by the NSW Government.



ISJO Regional Energy Strategy Foreword

Foreword by the ISJO Chair

In adopting its current *Strategic Program*, the Board of the Illawarra Shoalhaven Joint Organisation (the ISJO) have recognised that environmental sustainability and community resilience are key areas of focus for our Region.

This *Regional Energy Strategy* (RES) highlights opportunities available to the Illawarra Shoalhaven in our transition to a low-carbon future. It has been developed in close consultation with our Member Councils and other key stakeholders and builds on the important work they are already undertaking in meeting Net Zero emissions targets.

The ISJO is pleased to play a supporting role in the region's Net Zero transition process.

I acknowledge the leadership of the NSW State Government and, in particular, the Sustainable Councils team within the NSW Department of Climate Change Energy, the Environment and Water (DCCEEW) that have resourced and closely supported the ISJO and Member Councils in the identification and development of potential pathways to accelerate Net Zero transitions. In particular, the DCCEEW has provided direct funding to ISJO from the Joint Organisation Net Zero Acceleration (JONZA) program to enable us to take an active and collaborative role in the program.



The transition to a low-carbon future provides opportunities for Councils to contribute to climate change mitigation while also creating a range of opportunities to improve financial and energy sustainability and overall social and economic wellbeing.

I commend the Strategy to you.

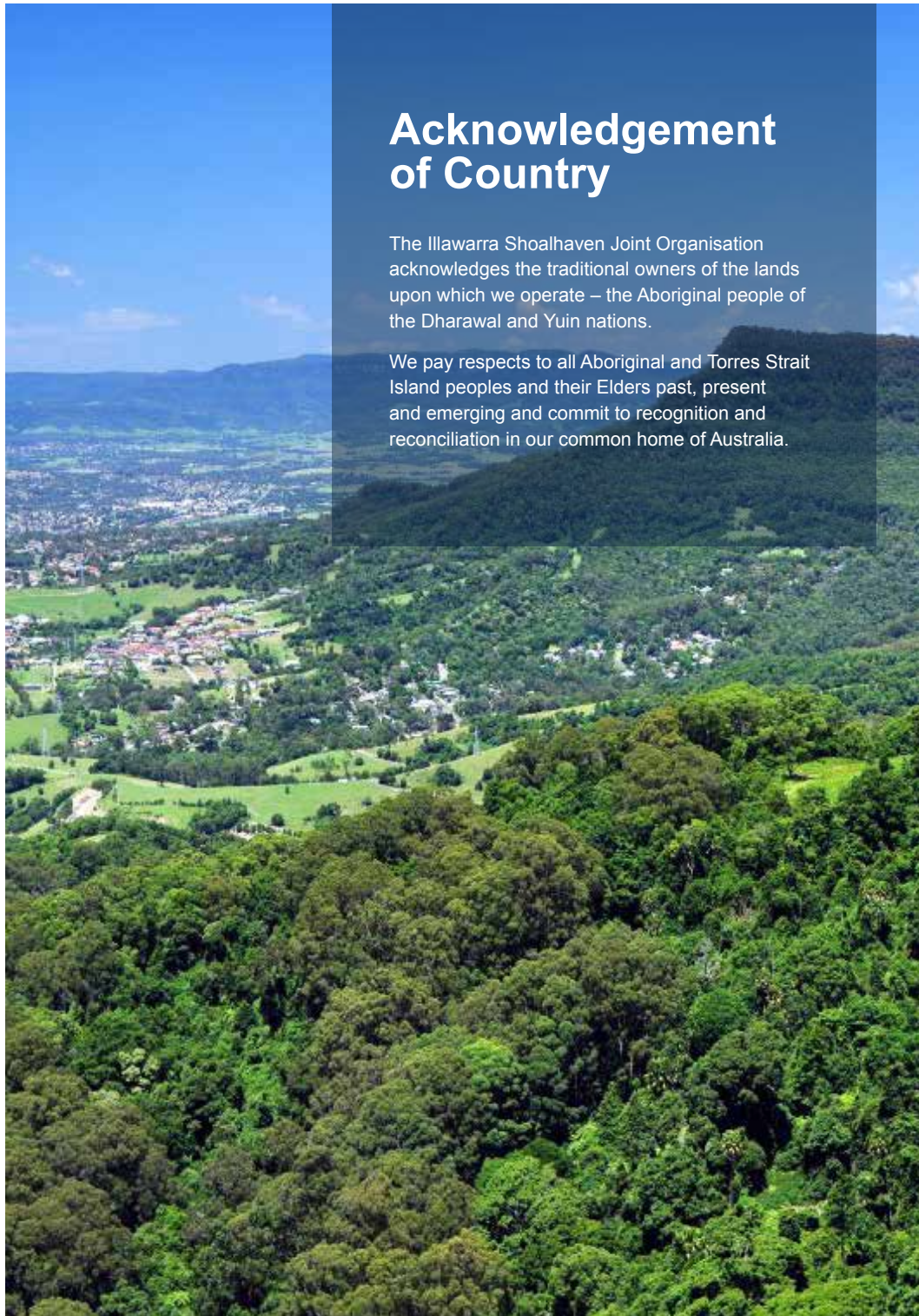
Cr Gordon Bradbery AM

Lord Mayor of Wollongong and Chair, the Illawarra Shoalhaven Joint Organisation



Figure 2: Solar panels on the Kiama Leisure Centre, Source: Kiama Municipal Council

ISJO Regional Energy Strategy Acknowledgement of Country



Acknowledgement of Country

The Illawarra Shoalhaven Joint Organisation acknowledges the traditional owners of the lands upon which we operate – the Aboriginal people of the Dharawal and Yuin nations.

We pay respects to all Aboriginal and Torres Strait Island peoples and their Elders past, present and emerging and commit to recognition and reconciliation in our common home of Australia.

ISJO Regional Energy Strategy Contents

Contents

Foreword by the ISJO Chair	2
Acknowledgement of Country	3
Executive Summary	5
Focus of this Regional Energy Strategy	5
Summary of Key Opportunities	6
1. Background	7
1.1 Climate change impacts	8
1.2 Government Responses	10
1.3 An ISJO Regional Energy Strategy	11
2. Policy Frameworks and Emissions Baseline for Net Zero Transitions	13
2.1 Net Zero Policy Frameworks	15
2.2 ISJO Council Energy Usage and Associated Carbon Emissions	15
2.2.1 Sources of Greenhouse Gas Emissions	15
2.2.2 Scope 1, Scope 2 and Scope 3 Emissions	16
2.2.3 ISJO Council Greenhouse Gas Emissions	16
3. Existing Council Sustainable Energy Management Activities	18
3.1 Existing Corporate Commitments to Clean Energy and Net Zero	19
3.2 Examples of Council Net Zero Actions	19
3.3 Overall JONZA Review Findings	21
4. Opportunities to Further Reduce Regional Energy Emissions	22
4.1 Council led opportunities	23
4.2 Regional led opportunities	29
4.3 Net Zero Acceleration Project	31
5. Net Zero Pathways	32
6. Summary of key region-wide energy emissions reduction opportunities	34
Appendix 1.	
ISJO Review of Regional Energy Emissions Reduction Frameworks	36

Figure 3: Installing regional LED street lighting, Source: Endeavour Energy



Executive Summary

The four Illawarra Shoalhaven Councils have embraced the need to reduce their greenhouse gas (GHG) emissions to limit (mitigate) the impacts of climate change. To this end, Shoalhaven, Kiama, Shellharbour, and Wollongong Councils have enacted a multitude of projects, plans and strategies to drive their organisations, and the wider community, along pathways towards net zero emissions.

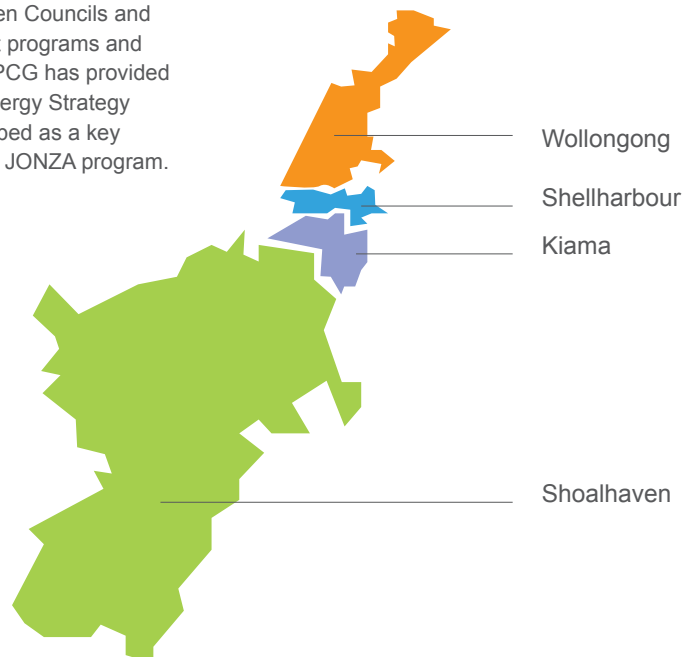
Recognising the key roles that Councils play in supporting organisational and community change, the Joint Organisation Net Zero Acceleration (JONZA) program was established by the NSW Government as a two-way supportive mechanism to develop further regional net zero opportunities. Funding for dedicated net zero coordinators has been provided across regional NSW, including the Illawarra Shoalhaven Joint Organisation (ISJO), initially for a 12-month period.

An ISJO Net Zero Project Control Group (PCG) was formed with membership from ISJO Councils and other key stakeholders. The PCG has worked to strengthen collaboration between Councils and with supportive State Government programs and other regional stakeholders. The PCG has provided the input to this ISJO Regional Energy Strategy document which has been developed as a key deliverable in the first stage of the JONZA program.

Focus of this Regional Energy Strategy

This Strategy provides an overview of current Council progress on achieving net zero operational emissions from energy sources and identifies opportunities in developing Council and regionally based frameworks for further actions. The scope for the RES included:

- Identifying the current frameworks and activities in place for Councils to reduce operational emissions,
- Recommending strategic pathways to further reduce the emissions from these areas of Council operations, and
- Support for the community's transition to a clean energy basis.



ISJO Regional Energy Strategy **Executive Summary**

Summary of Key Opportunities

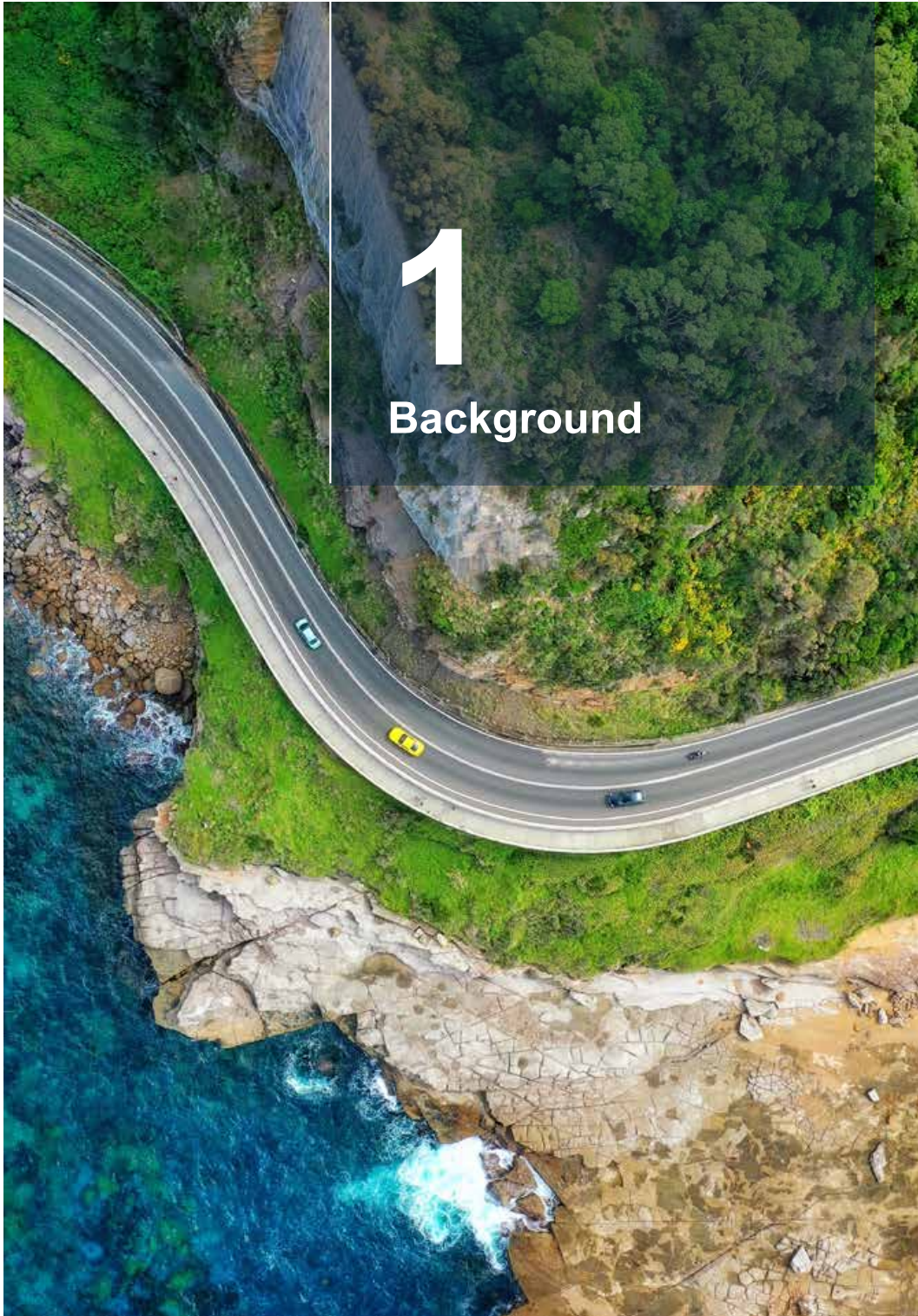
Key regional net zero energy opportunities identified include:

- Enhancing energy security through development of mid-scale solar farms, expanding the uptake of solar PV, and by the development of battery storage opportunities at both small and community-scale.
- Increasing the availability of electric vehicle charging infrastructure and developing pathways to transition to electric and other low-emissions vehicles and equipment.
- Building capability and capacity to measure and implement supply or value chain improvements that lead to reduced emissions upstream and downstream of Council operations.
- Developing measures that will rapidly and significantly reduce community emissions such as the Community Renewables Program.
- Collecting quality data underpins Councils' ability to track their own emissions performance, measure and monitor community emissions.
- Developing regional emissions data reporting and management tools as an important element of supporting regional net zero pathways.
- Developing regional net zero projects to improve resource capacity and to influence the number and pace of regional initiatives that can be advanced.

ISJO recognises the invaluable support that member Councils have provided in developing this Regional Energy Strategy and the JONZA project and looks forward to further collaborations on net zero projects and pathways as part of a wider suite of climate change resilience programs.

Note: It is recognised that energy usage is only part of the activities contributing to total Council GHG emissions. Whilst not directly addressed in this report, this JONZA funded project will also deliver mapping of other emission sources and identify opportunities for reduction beyond energy, e.g. direct emissions from landfill, sewage and wastewater, as well as community emissions.

ISJO Regional Energy Strategy Chapter 1 Background



Item 17.6

Attachment 1

1.1 Climate change impacts

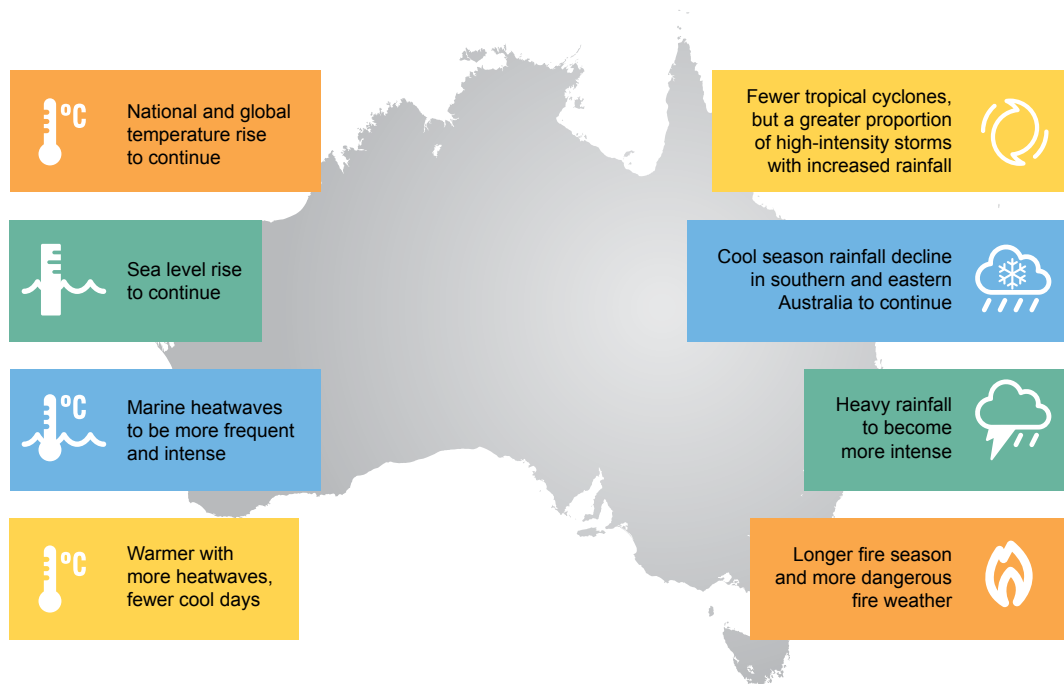
The past several years highlights the urgency of climate action. The Illawarra Shoalhaven Region has faced a significant increase in natural disasters including the devastating Black Summer Bushfires of 2019/20 and flooding events in 2021/22. Scientific consensus implores urgent actions from all levels of government to mitigate the impacts of a rapidly changing climate (IPCC 2023).

The Bureau of Meteorology (BoM) Seventh State of the Climate report (2022) summarised major changes in weather patterns due to climate change, along with associated changes in climate extremes (see Fig 4).

The BoM report emphasised that the severity of these impacts would depend on speed in which GHG emissions can be reduced. Predicted climate changes from global warming in the Illawarra-Shoalhaven include:

- Maximum temperatures are projected to increase by 0.7°C in the near future (up to 2049), and 1.9°C in the far future (up to 2070).
- An additional 1-5 hot days per year in the near future and 5-10 extra hot days per year in the far future.
- An increase in average and severe fire weather in the near and far future.
- Near-term sea level rise for the region is 0.1 to 0.19 metres above the 1986-2005 level.

Figure 4: Impacts of Global Warming, Source: State of the Climate (BoM 2022)





Scientific consensus implores urgent actions from all levels of government to mitigate the impacts of a rapidly changing climate.



Figure 5: Human and environmental impacts of climate change, Source: IPCC Climate Change Synthesis Report (IPCC AR 6 2023)

The most recent report from the Intergovernmental Panel on Climate Change (Sixth Assessment Report - 2023) highlighted the growing impacts of observed climate change on human health, natural environments, and civic infrastructure. Urban infrastructure, including transportation, water, sanitation, and energy systems have been

compromised by extreme events, with resulting economic losses, disruptions of services and negative impacts to community wellbeing.

Figure 5 summarises the range of observed human and environmental impacts from global warming.

ISJO Regional Energy Strategy Chapter 1 Background

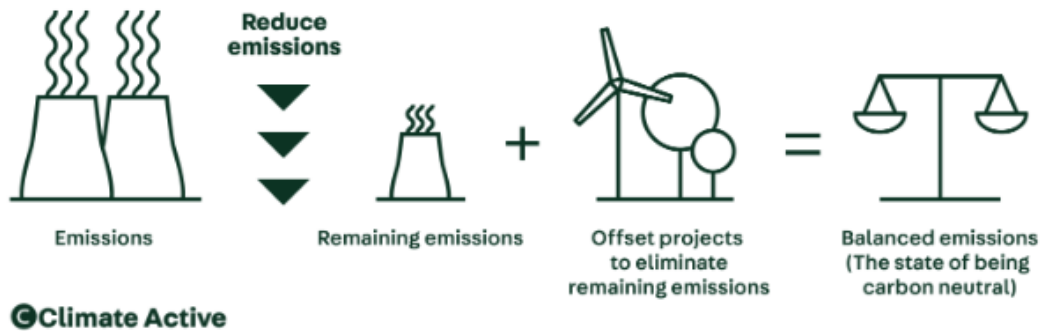
1.2 Government Responses

Strong action to reduce GHG emissions is occurring at all levels of government and society. Australia is a signatory to the United Nations International Treaty on Climate Change (Paris Agreement), which commits to keeping global temperature increases below 2°C compared to pre-industrial levels. Both the NSW and Federal Governments have made far-reaching commitments to addressing Australia’s GHG emissions, with local government at the forefront of delivering climate change mitigation and adaptation actions.

The Australian and NSW Governments have committed to the nation achieving net zero emissions by 2050 (Commonwealth Climate Change Act 2022, NSW Climate Change (Net Zero Future) Act 2023).

The four ISJO Councils (Wollongong, Shellharbour, Kiama and Shoalhaven) are all strongly committed to achieving net zero emissions from their operations and to support the wider community in transitioning to a net zero region. All four Councils have put in place action plans and strategies to guide their transitions to net zero corporate emissions.

Figure 6: Net zero emissions diagram, Source: Climate Active (2022)



Net zero emissions refers to achieving an overall balance between GHG emissions produced and GHG emissions taken out of the atmosphere. GHG emissions must be as close to zero as possible and only rely on emissions offsets when necessary. (Climate Council 2023)

1.3 An ISJO Regional Energy Strategy

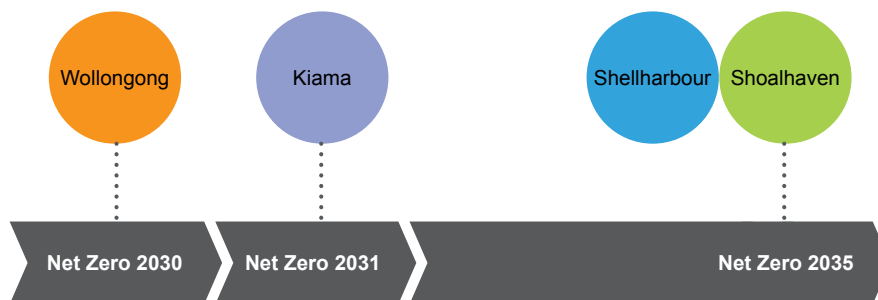
The driver for developing an Illawarra Shoalhaven Regional Energy Strategy (RES) comes from ISJO’s participation in the Joint Organisation Net Zero Acceleration (JONZA) program, supported by its four member Councils with funding via the NSW Government’s Sustainable Councils program. A Project Control Group was established with membership from our four Councils, ISJO, the NSW Sustainable Councils team and other key energy advisors.

“ Achieving these targets requires fundamental shifts in energy usage, transport operations and purchasing policies.

A project delivery plan was established for the JONZA project and included the following outputs:

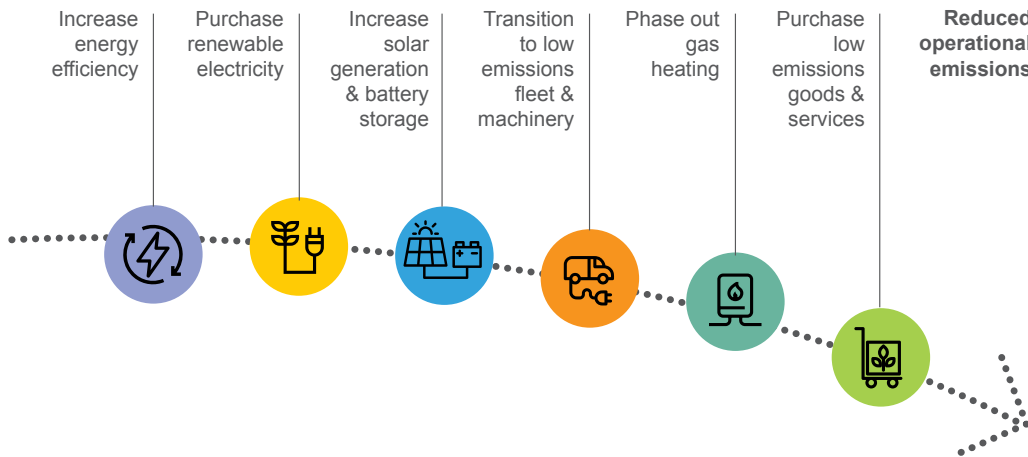
- Identifying the current frameworks and activities in place for Councils to reduce operational emissions (see Chapter 3).
- Recommending strategic pathways to further reduce the emissions from these areas of Council operations and support the community’s transition to a clean energy basis (Chapter 4).
- At its most fundamental, achieving net zero energy emissions for ISJO Councils and the wider community involves transitioning from the consumption of goods and services produced with fossil fuels towards those produced using renewable energy. Achieving these targets requires fundamental shifts in energy usage, transport operations and purchasing policies.

Figure 7: ISJO Member Council Net Zero Commitments (corporate emissions)



ISJO Regional Energy Strategy Chapter 1 Background

Figure 8: Council Net Zero Energy Emissions Pathways

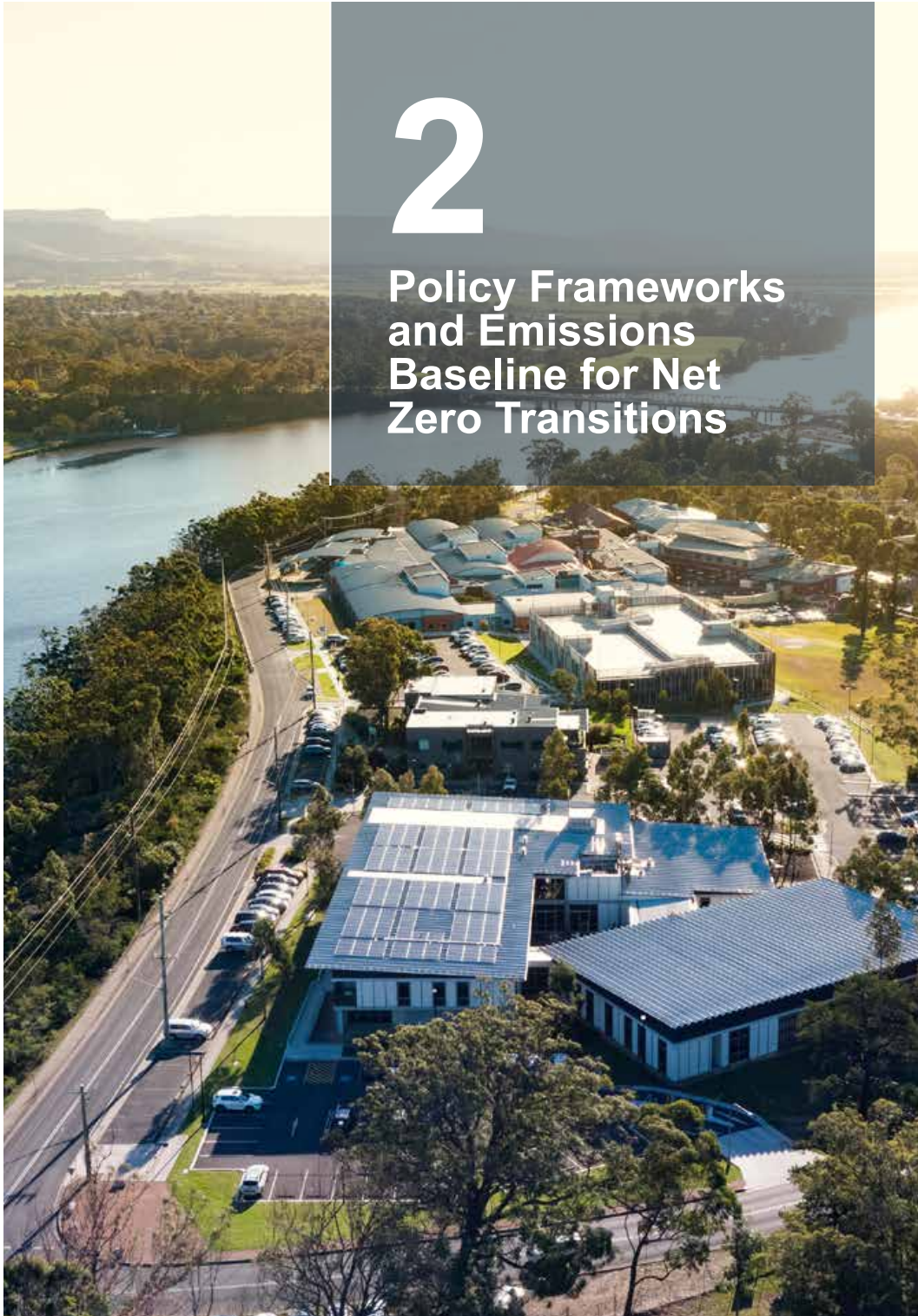


Transitioning to cleaner and renewable electricity and fuels will not only help Councils achieve their GHG emissions targets but also provides substantial social, environmental, and economic benefits to the region. These benefits include:

- Reductions in total energy consumption and associated costs.
- Energy independence and resilience through local and regional generation and storage projects.
- Stimulating regional employment in clean energy industries.
- Reduction in air pollution from using clean fuel sources.

ISJO Councils currently spend over \$25 million annually on electricity, gas and fuels for their operations. By adopting energy efficiency measures, on-site solar installations, and fuel-efficient/electric vehicles, they could potentially save over \$2 million in operational costs annually for every 10% reduction achieved.

ISJO Regional Energy Strategy Chapter 2 Policy Frameworks and Emissions Baseline for Net Zero Transitions



Item 17.6

Attachment 1

ISJO Regional Energy Strategy Chapter 2 Policy Frameworks and Emissions Baseline for Net Zero Transitions

The transition to net zero emissions presents technical and organisational challenges but also opportunities to develop new energy systems, employment opportunities and pathways to support corresponding changes in our communities and region.

Effective local government action on climate change mitigation draws upon a range of sustainable development actions and principles. The diagram below shows several key sustainable development themes and pathways that will underpin a Council's transitions to net zero. Figure 5 shows these net zero pathways linked to the applicable Sustainable Development Goals suggested by the United Nations.

It is essential that Councils have both the policy and planning frameworks in place but also the means to measure and track progress towards their net zero commitments. Developing policies and procedures to transition Councils and their Local Government Areas towards net zero emissions encompasses all Councils functions including purchasing, facility management, corporate governance and support to the wider community. ISJO Councils are progressively moving to embed net zero practices through instruments including Community Strategic, Operational and Delivery Plans through to Fleet Transition Plans and Sustainable Procurement Policies.

Figure 9: Net zero pathways and applicable sustainable development goals



ISJO Regional Energy Strategy Chapter 2 Policy Frameworks and Emissions Baseline for Net Zero Transitions

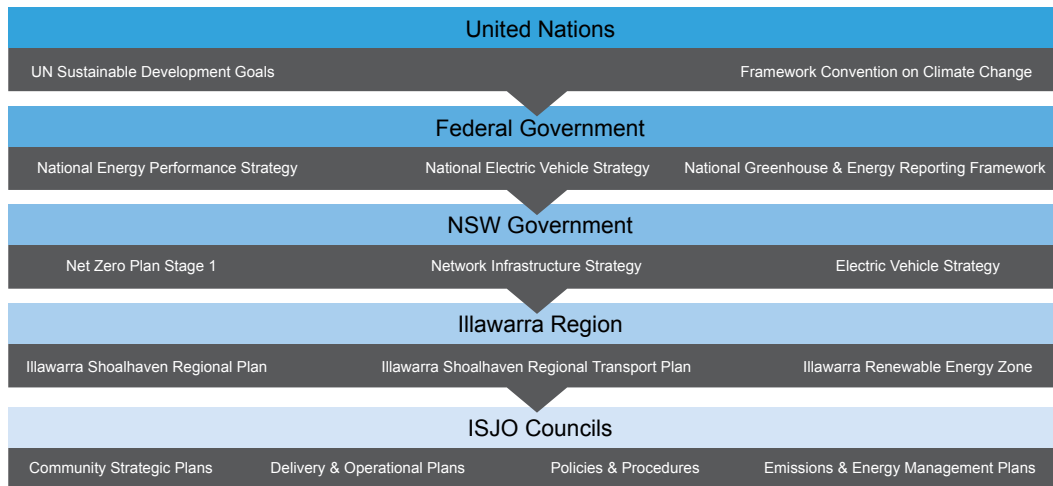


Figure 10. Net Zero Policy Frameworks

2.1 Net Zero Policy Frameworks

All tiers of Government in Australia, as well as the United Nations, have endorsed goals and policies to address climate change mitigation. Council planning and activities sit within a broad and developing set of policy frameworks including the recently enacted NSW Climate Change (Net Zero Future) Act 2023 which sets a target of net zero emissions by 2050 for the entire state.

2.2 ISJO Council Energy Usage and Associated Carbon Emissions

2.2.1 Sources of Greenhouse Gas Emissions

Most of the global warming since the 1950s has been caused by human emissions of greenhouse gases (GHG) coming from a variety of **human activities**, including burning fossil fuels for heat and energy, clearing forests, fertilising crops, storing waste in landfills, raising livestock, and other industrial processes. The majority of Illawarra

Shoalhaven member Council GHG emissions arise from the following processes:

- Consumption of electricity sourced from combustion of fossil fuels (e.g. coal, gas)
- Consumption of petrol and diesel for vehicle and machinery operations
- Heating sourced from natural and liquid petroleum gas
- Purchasing of products with embedded GHG emissions (e.g. asphalt, concrete)
- Waste disposal to landfill and legacy fugative emissions
- Water and sewerage treatment and disposal

ISJO Regional Energy Strategy Chapter 2 Policy Frameworks and Emissions Baseline for Net Zero Transitions

2.2.2 Scope 1, Scope 2 and Scope 3 Emissions

The emissions from Council operations can be split into three categories.

Category of Emissions	Description
Scope 1	Direct emissions arising from Council's activities. These include direct carbon dioxide and nitrous oxide emissions from the burning of fuel in vehicles, carbon dioxide from combustion of gas hot water systems and methane from the decomposition of organic matter in landfills and wastewater treatment
Scope 2	Indirect emissions that include purchased electricity or energy produced outside the organisation's control but used within the organisation
Scope 3	Indirect emissions from business activities which Council has no direct control over such as contractors, travel and purchased goods and services

2.2.3 ISJO Council Greenhouse Gas Emissions

Total Illawarra Shoalhaven Council GHG emissions are estimated to be around 222,000 tonnes of carbon dioxide equivalent (CO₂-e) gases per annum including Scope 1, 2 and 3 categories (baseline estimates by Councils*). Regionally, the largest source of emissions comes from Council landfill operations followed by electricity, wastewater treatment (Shoalhaven Water only), fuels and gas.

ISJO Council emissions comprise around 2% of the total Illawarra Shoalhaven regional emissions which include heavy industry, other businesses, and households.

(Source: <https://snapshotclimate.com.au/>)

*Council Emissions Data Sources:

Wollongong City Council – Climate Change Mitigation Plan 2023-2030

Shellharbour City Council – Operational Emissions Reduction Plan

Kiama Municipal Council – Corporate Emissions Reduction Plan 2021-2031

Shoalhaven City Council – Sustainable Energy Strategy 2020-2025, Annual Energy Review 2022-23

ISJO Regional Energy Strategy Chapter 2 Policy Frameworks and Emissions Baseline for Net Zero Transitions

The focus of this document is on ISJO member Council energy emissions (electricity, transport fuels and gas). If landfill and wastewater treatment processes are excluded, the energy related ISJO Council emissions are estimated to be around 71,000 tonnes of carbon dioxide equivalent gases

per annum. Electricity for Council buildings and streetlighting comprise 80% of this total, with fuels 15% and gas usage 5% respectively. Councils are now moving rapidly towards purchasing renewable electricity, reducing electricity's share of total Council energy emissions.

Figure 11: ISJO Council emissions - distribution of baseline quantities

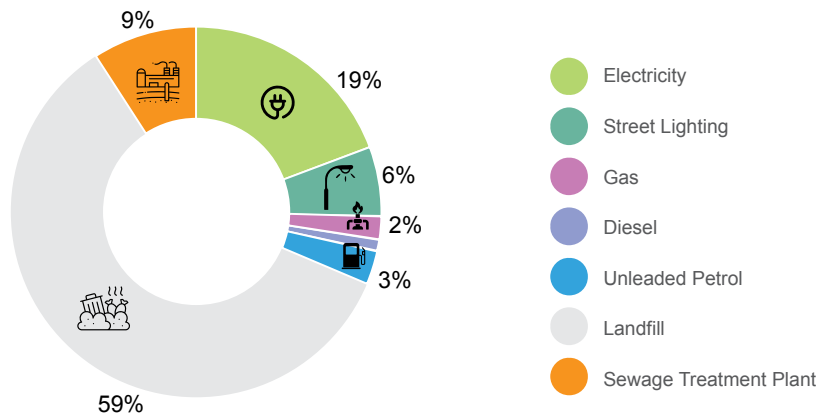
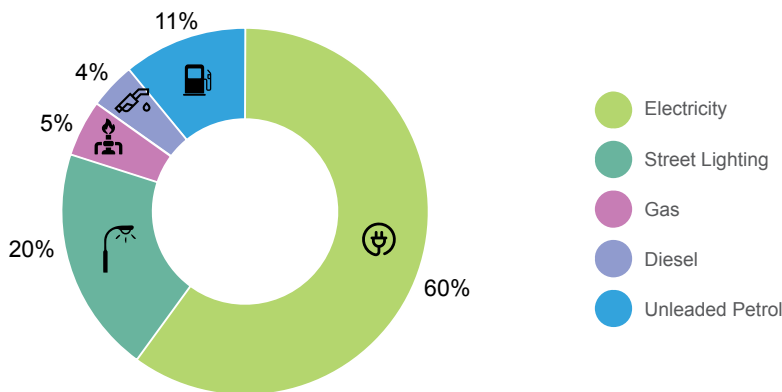
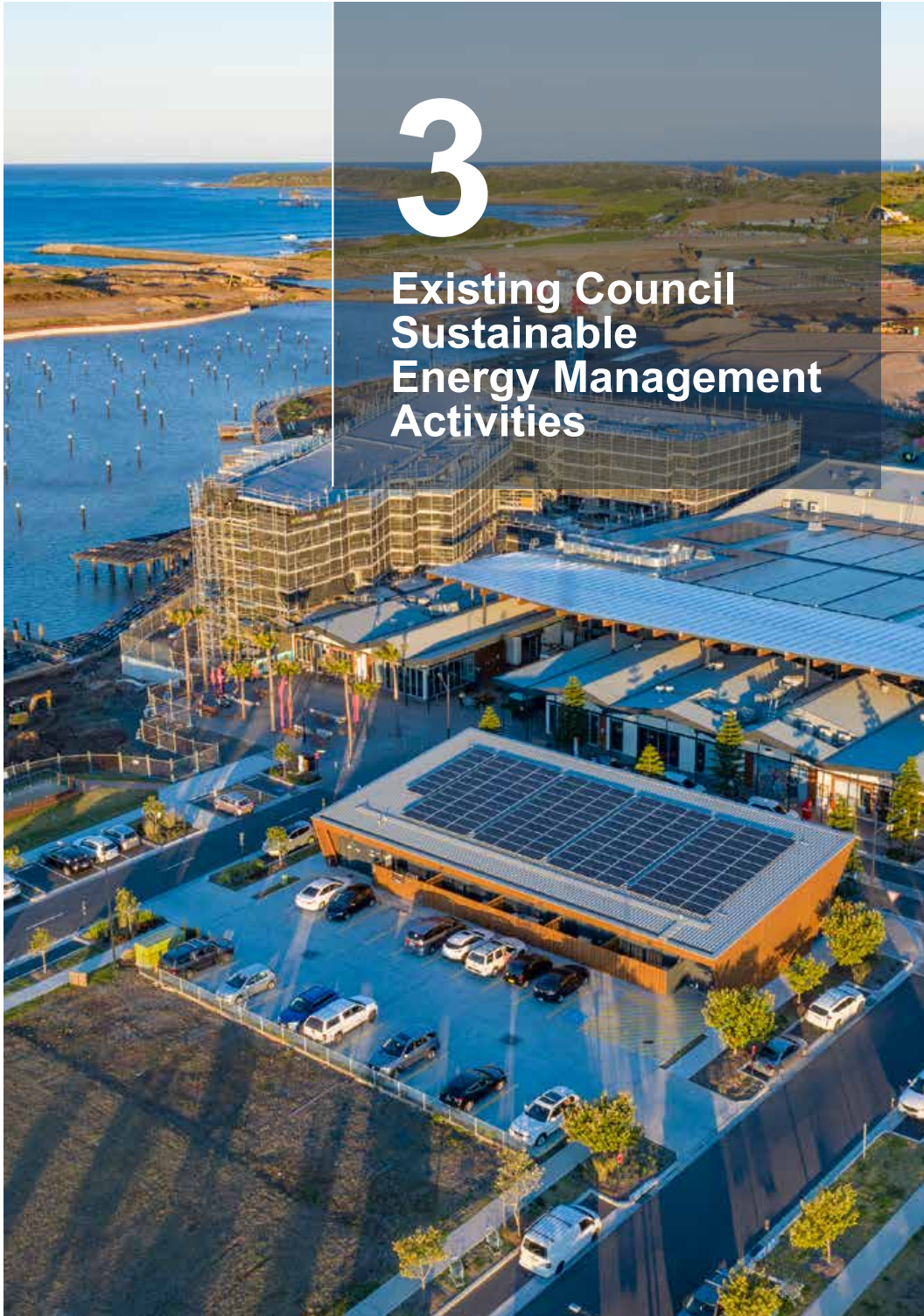


Figure 12: ISJO Council energy emissions – distributions of baseline quantities



ISJO Regional Energy Strategy Chapter 3 Existing Council Sustainable Energy Management Activities



Item 17.6

Attachment 1

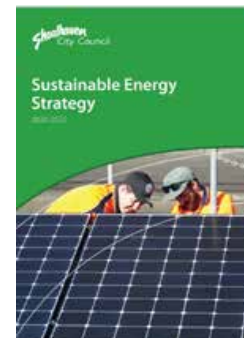
ISJO Regional Energy Strategy Chapter 3 Existing Council Sustainable Energy Management Activities

This section summarises the action plans and programs that ISJO member Councils have in place. The content is not exhaustive but instead meant to highlight the many actions in place to reduce GHG emission from energy sources.

3.1 Existing Corporate Commitments to Clean Energy and Net Zero

As part of our engagement process with Councils, ISJO has reviewed the existing and public-facing Council documents relating to climate change mitigation. Key review findings include:

1. All ISJO Council Community Strategic Plans have GHG emission reductions and/or net zero commitments and actions identified.
2. These commitments align with (and exceed) current Federal and NSW Government net zero and energy emissions targets.
3. Council net zero strategies are referenced in council Delivery Programs and Operational Plans.
4. All ISJO Councils have developed corporate plans committing to specific emission reduction actions and strategies.
5. All ISJO Councils have commitments to and established processes for measuring GHG emissions.
6. Several Councils have community-facing net zero commitments and supporting strategy documents.



3.2 Examples of Council Net Zero Actions

The text box below highlights a number of actions being taken by ISJO member Councils to move towards clean energy sources and reduce corporate GHG emissions. A more detailed summary of current Council actions and commitments can be found in Appendix A.

Highlights* of Existing ISJO Council Actions on Energy-Related Greenhouse Gas Emission Reductions

Purchasing Renewable Energy

ISJO Councils have all entered into Power Purchase Agreements (PPAs) for supply of electricity to large sites and for street lighting. These PPA's allow Councils to increase the share of renewable electricity used over time towards 100%. Electricity purchased for the remaining 'small' Council sites can be transitioned to greater amounts of renewable energy (e.g. Green Power) under existing supply contracts.

Renewable Energy Generation

ISJO Councils have installed over 2,400 kWh of solar PV panels on Council-owned facilities across multiple buildings and assets. Councils are committed to installing further solar panels and battery storage where cost-effective to do so.

A 4MW solar farm has been developed in the Shoalhaven with a portion of its output sold directly to regional businesses.

A 2MW landfill gas generation project is being developed at the West Nowra landfill to be supplied from gas collection wells throughout the landfill site.

Community Renewables

Nearly 50,000 homes and businesses in ISJO region have installed solar panels with a combined capacity to generate around 370MW of electricity. This generation is estimated to save regional households/businesses around \$100m per year in electricity costs.

Energy Efficiency Programs

All four ISJO Councils are well progressed in converting nearly 100% of their public street lighting to energy efficient LED lamps. These upgrades will reduce GHG emissions from this essential activity by around 50% and reduce operating costs. Councils are also converting building and sporting ground lighting to LED technology.

Councils are committed to progressively converting older heating and cooling systems in Council facilities to more efficient technologies such as split systems and heat pumps. Two ISJO Councils have established revolving energy funds to support the development of new energy efficiency and on-site renewable energy generation projects.

Replacing Gas Heating Units

All Councils have facilities that utilise gas for heating of swimming pools, domestic water and space heating. Councils have committed to transition from gas to electrical-based heating systems when affordable to do so.

Low Emissions Fleet

All ISJO Councils have begun moving towards a low emissions fleet through the purchase of hybrid and battery electric passenger vehicles and electric powered equipment such as ride-on-mowers.

Emissions Reporting

All Councils have prepared baseline estimates of GHG emissions from Council activities (Scope 1, 2 and 3 emissions). Councils have established internal processes to annually report on GHG emissions and track their progress towards their net zero targets.

* Note: This list of current ISJO Council actions is not exhaustive but provides an indication of the range of net zero energy activities already underway in ISJO Councils. A fuller listing of Council actions, policies and plans is shown in Appendix A.

3.3 Overall JONZA Review Findings

ISJO in conjunction with the NSW Sustainable Councils team, have reviewed member Council actions and strategies across key strategic areas. Key conclusions from this review include that:

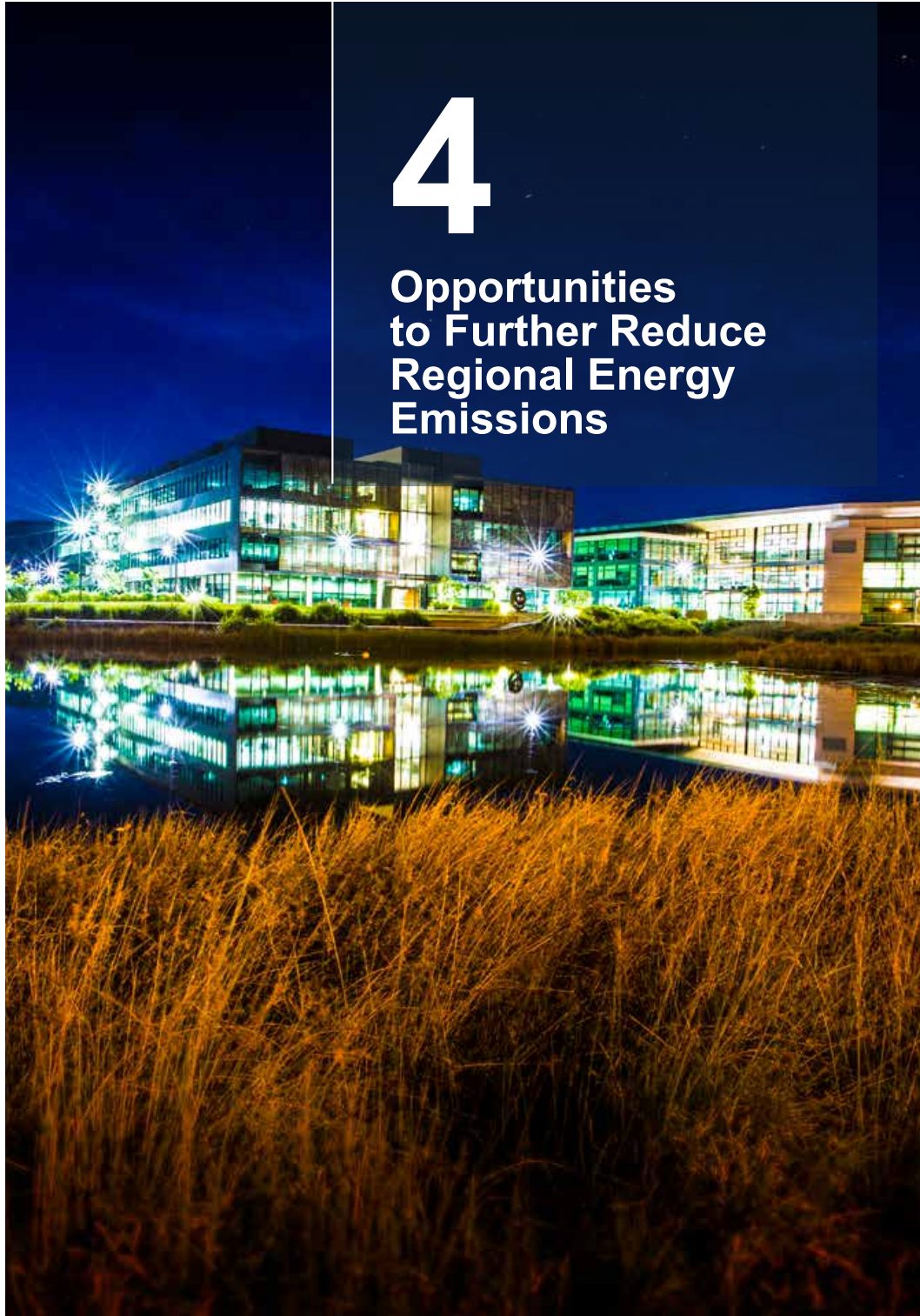
- Councils are now able to purchase up to 100% renewable energy (subject to availability and market pricing) which can address up to 80% of their GHG emissions from energy consumption.
- There are further opportunities for Councils to embed energy management systems that can identify further opportunities for energy efficiency and renewable energy generation and storage projects (e.g. develop renewable energy precincts such as at Shellharbour Airport).

- Continue to identify technical and funding opportunities to replace gas heating systems with electric alternatives at Council swimming pools and other buildings.
- There are opportunities to further develop fleet planning and purchasing processes to take advantage of the rapidly evolving electric vehicle markets.

Figure13: Shellharbour Airport, Credit: Dee Kramer



ISJO Regional Energy Strategy Chapter 4 Opportunities to Further Reduce Regional Energy Emissions



Item 17.6

Attachment 1

4.1 Council led opportunities

Whilst all four ISJO member Councils have made significant progress towards reducing emissions from consumption of electricity and fuels, there is still considerable scope for further reductions. Based on assessments of current Council plans, policies, and commitments, ISJO recommends the following opportunities be considered by **Councils** to further reduce corporate emissions from energy use:

Net Zero Initiatives	Actions	Outcomes / Impacts
Stationary Energy/Electricity 55% of Council Energy Emissions (Scope 1 & 2 emissions)		
Continue to increase energy efficiency of council buildings	Undertake regular energy facility audits to identify potential improvements	Reduced Council electricity emissions
Ensure new building designs minimise GHG emissions	Adapt NABERS targets for new buildings Seek further external funding opportunities	Reduced energy consumption and associated costs
Identify further opportunities for rooftop solar capacity on Council buildings	Assess site energy consumption for suitability Utilise available assessment tools such as Beam Solar or SunSpot to establish business cases	Reduced Council emissions Grid decarbonisation Reduced energy consumption and associated costs
Investigate additional utility-scale solar sites	Identify potential sites and collaborate with potential energy generators to develop proposals and power sharing arrangements	Reduced Council or regional electricity emissions Grid decarbonisation
Develop battery storage opportunities on Council buildings	Assess site energy consumption for suitability Utilise available assessment tools as part of ongoing facility energy assessments	Increased Council energy independence Reduced energy consumption and associated costs

ISJO Regional Energy Strategy Chapter 4 Opportunities to Further Reduce Regional Energy Emissions

Net Zero Initiatives	Actions	Outcomes / Impacts
Increase landfill gas capture, flaring and energy generation	Councils to review available options to increase landfill gas capture and flaring and seek funding support to develop and implement projects	Reduced Council landfill gas emissions Grid decarbonisation
Promote community building energy efficiency	Review development control documents to ensure they are aligned with best practice standards	Reduced regional energy emissions
Fuels / Vehicles / Plant 13% of Council Energy Emissions (Scope 1 & 2)		
Transition Council plant and vehicle fleets to low emissions models	Identify early opportunities for transition and develop pathways to enable uptake of low emission vehicles Monitor availability and costs of electric vehicle alternatives Assess and develop charging equipment and options Support development of staff training for EV servicing	Reduced Council energy emissions Savings on fuel and fleet maintenance costs
Participate in trials of emerging clean fuel technologies (e.g. hydrogen)	Collaborate with stakeholders to identify opportunities	Reduced Council and regional energy emissions
Scope 3 Emissions / Purchasing 8% of Council Energy emissions (Scope 3 - excluding streetlighting)		
Reduce Scope 3 emissions from purchasing goods and services	Develop policies and processes to account for and reduce emission embedded in purchased goods and services	Reduced Council Scope 3 energy emissions
Gas Heating 4% of Council Energy Emissions (Scope 1 & 2)		
Transition facilities (such as swimming pools, domestic hot water) with gas heating to electric alternatives	Undertake technical/financial assessments of alternative heating systems Identify opportunities for solar/battery systems to offset increased electricity usage	Reduced Council energy emissions
Replace other gas space heating and cooling appliances		

ISJO Regional Energy Strategy Chapter 4 Opportunities to Further Reduce Regional Energy Emissions

Net Zero Initiatives	Actions	Outcomes / Impacts
Integrate Net Zero Strategies into Corporate Planning		
Enabling Activity		
Strengthen linkages of net zero plans and strategies to corporate planning, finance and purchasing processes	Utilise available IP&R guidance tools to embed net zero strategies/ procedures in corporate plans and processes	Increased internal awareness and commitment Reduced energy emissions
Emissions Estimation and Reporting (Scope 1, 2 & 3 emissions)		
Enabling Activity		
Report annually on both corporate and community GHG emissions	Establish robust and regionally consistent emissions accounting processes including for Scope 3 Council emissions Develop both internal and external emission dashboards for transparent reporting of emissions	Enable tracking against agreed Council emission reductions targets
Carbon offsets		
Enabling Activity		
Develop opportunities for regional and local offset or insetting projects	Collaborate with key stakeholders to develop offset frameworks and local/ regional opportunities Develop pilot projects	Offset corporate emissions
Community renewables and electrification		
10% of Total ISJO Regional Emissions		
Promote uptake of solar and batteries (e.g. bulk buy and other targeted programs)	Develop web-based and other educational platforms Collaboratively develop purchasing campaigns	Reduced regional emissions
Support community sustainability organisations as appropriate	Collaborate on projects such as public education days and workshops	Reduced regional emissions

ISJO Regional Energy Strategy Chapter 4 Opportunities to Further Reduce Regional Energy Emissions

Net Zero Initiatives	Actions	Outcomes / Impacts
Improve community awareness of benefits of energy emissions reduction actions (e.g. electrifying appliances, renewable energy programs)	Develop a collaborative regional community education program based upon behaviour change principles to promote benefits and call to action emissions reduction changes that individuals and households can undertake	Reduced regional emissions
Community transport and low emissions vehicles 8% of Total Regional Emissions		
Support low emissions transport alternatives	Actively support implementation of public electric vehicle charging points Identifying pilot programs that support community needs and desire for more active and public transport options	Reduced regional emissions
Improve community awareness of the benefits of transport emissions reduction actions (e.g. electric vehicle uptake, active transport etc.)	Develop a collaborative regional community education program to promote benefits and actions that individuals and households can undertake	Reduced regional emissions

Example: Forecast Needs – Electric Vehicle Charging Points

The NSW Electric Vehicle Charging Master Plan forecasts that the region will require approximately 200 additional fast (>50kW) public electric vehicle charging points by 2030.

LGA	Current Public Charge Points - over 50kW (fast charger)*	Forecast Need** - Public Charge Points - 2030
Wollongong	20	120
Shellharbour	4	>35
Kiama	0	>30
Shoalhaven	8	>30
Total	32	>215

* Fast public chargers as of 1 April 2024

** NSW EV Charging Master Plan
<https://www.energy.nsw.gov.au/business-and-industry/programs-grants-and-schemes/electric-vehicles>

Figure 14: Shellharbour Civic Centre Carpark, Source: Shellharbour City Council



ISJO Regional Energy Strategy Chapter 4 Opportunities to Further Reduce Regional Energy Emissions

Examples of Enabling Net Zero Actions for Councils

- Progressively add more renewable energy to large and small sites' electricity contracts as renewable 'green' power becomes more affordable.
- Utilising existing asset management tools, develop 'shovel-ready' solar and battery energy storage and gas to electricity projects ready for State or Federal grant programs to make these more cost-effective in the short to medium term.
- Engage with Endeavour Energy and the NSW Government and have a role in the co-design of suitable battery energy projects in the region.
- Undertaking regional education, workshops and information packages, together with measures such as bulk procurement can help expanding solar and battery storage uptake in the region.
- Apply for grant funding to support Council purchases of electric vehicles and the rollout of destination and fleet EV charging in the region.
- Improve knowledge of Scope 3 emissions with Councils and develop capacity to influence through council processes such as procurement.
- Participate in carbon offset projects with rural landowners and via Council projects (e.g. blue carbon).

Figure 15: Hydrogen fuel rubbish truck. Photographer Brad Chilby, courtesy REMONDIS Australia



4.2 Regional led opportunities

The ISJO net zero acceleration project, with support from the NSW Sustainable Councils program, has achieved numerous outcomes in the past twelve months:

1. Establishment of a regional net zero officers and stakeholders network providing support, knowledge, and opportunities for member Councils.
2. Strengthening linkages between Councils and NSW Government net zero programs.
3. Regional coordination of projects and programs through ISJO including:
 - a. Funding application for solar and battery systems on Council buildings (ARENA community battery).

- b. Technical assessments of Council pool electrification (conversion of gas heating to electric heating systems).
- c. Provision of a free subscription trial to the Kinesis community emissions platform and modelling application.
- d. Development of implementation frameworks for a targeted community renewables program.

With the establishment of the Illawarra Shoalhaven net zero network and a continuance of funding through the NSW Government, there are numerous opportunities for the network to develop additional collaborative projects and programs.

A range of further Regional opportunities have been identified through the net zero network for ISJO to work with member Councils and key stakeholders in reducing corporate/community emissions from energy use as shown below.

Net Zero Initiative	Action	Outcomes
Stationary Energy / Electricity		
Investigate further regional solar farm opportunities	Investigate land areas with Councils and potential energy generators. Liaise with Endeavour Energy to assist with any grid connection limitations on behalf of Council	Reduced regional emissions
Support Councils in developing renewable energy projects such as virtual power plants, battery storage and solar opportunities	Collaborate with Councils in project assessments and grant applications Identify new funding and finance options.	Reduced Council emissions
Support development of Illawarra Decarbonisation Plan and Illawarra Renewable Energy Zone	Develop collaborative partnerships with key stakeholders Advocate for regional renewable energy projects.	Reduced regional emissions
Support development of regional hydrogen fuels hub	Identify potential pilot projects with Councils	Reduced regional emissions
Supporting Councils in phasing out gas usage	Provide technical support and access to possible funding sources	Reduced regional emissions

ISJO Regional Energy Strategy Chapter 4 Opportunities to Further Reduce Regional Energy Emissions

Net Zero Initiative	Action	Outcomes
Fuels / Vehicles / Plant		
Support Council low emissions fleet transition	Assist Councils in developing low emission fleet transition plans and pilot projects	Reduced Council emissions
Develop frameworks for delivery of regional EV charging infrastructure	Assist Councils to identify priority charging sites and development opportunities	Reduced regional emissions Tourism enhancement
Community renewables and electrification		
Establish regional community outreach program and knowledge hub	Jointly develop web-based platforms and educational materials to provide resources and knowledge	Increased uptake of renewables Reduce regional emissions
Facilitate community renewable energy projects	Jointly develop bulk purchasing and virtual power plant systems Liaise with Endeavour Energy to assist with any grid limitations	Increased uptake of renewables Reduced regional emissions
Investigate pathways to develop community battery projects	Work with Councils, network service providers and other key stakeholders to identify opportunities for community battery projects	Increased uptake of renewables Reduced regional emissions
Advocate for supportive net zero frameworks		
Facilitate regional input to regional, state, and national strategy development	Utilise ISJO Board and Sustainable Councils networks to promote favorable policy developments	Accelerate opportunities for emissions reductions
Facilitate regional energy resilience projects	Engage with DNSP and other stakeholders to develop pilot projects for isolated settlements and seek funding for implementation	Increase energy resilience Reduced regional emissions

Examples of Collaborative Regional Projects

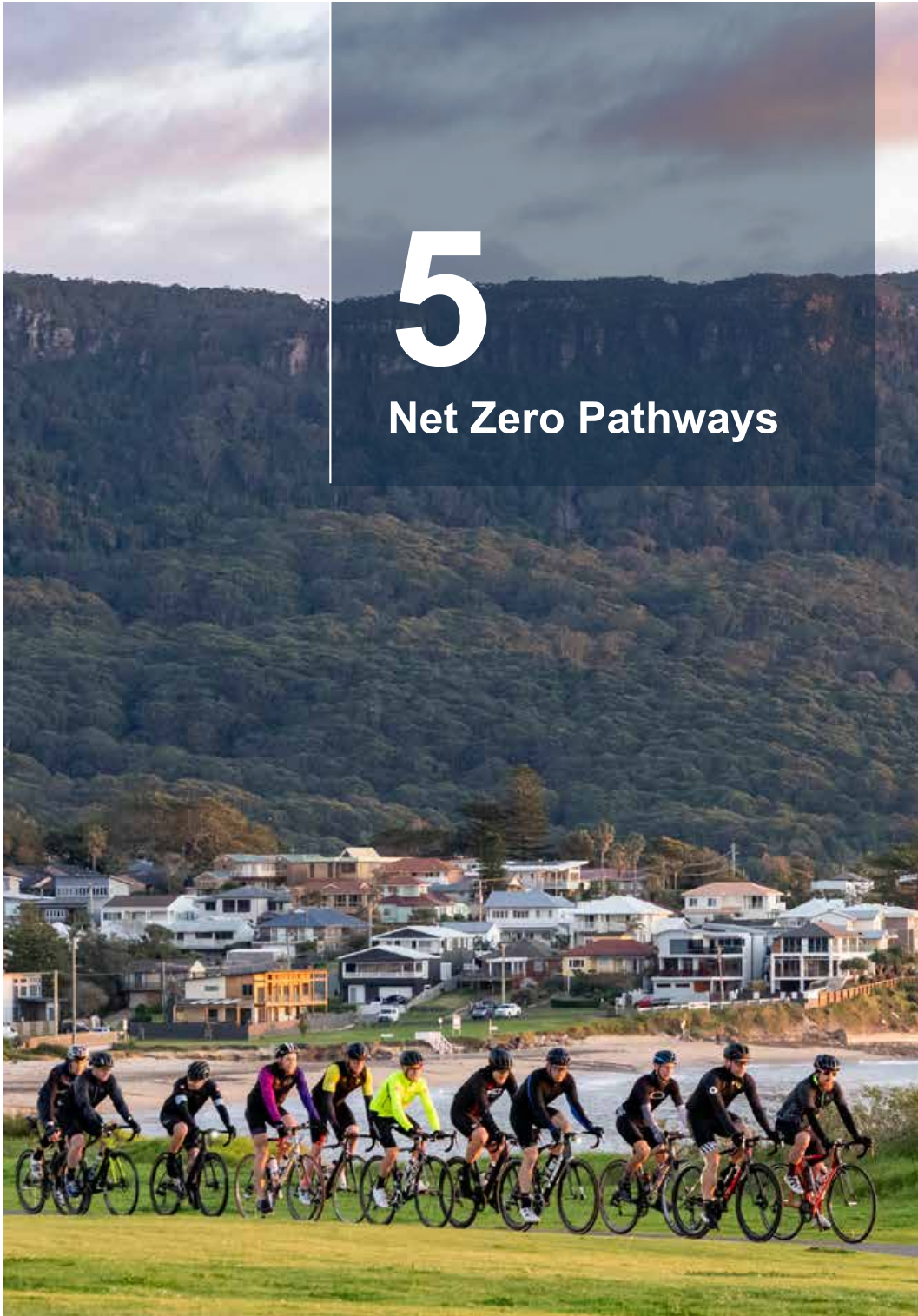
- ISJO through the DCCEEW Sustainable Councils team identify and secure funding to assist Councils for feasibility assessments of net zero enabling projects and support, where appropriate, Council grant funding applications.
- ISJO to work with the NSW DCCEEW Electric Vehicle programs and JONZA to develop fleet transition and electric vehicle charging pathways for Councils.
- ISJO to seek grant funding for development of a regional net zero education hub.
- ISJO to assist establishment of a regional community renewables program.
- ISJO to continue to support Councils in developing sustainable procurement frameworks.

4.3 Net Zero Acceleration Project

Subject to continued funding beyond 2023/24, ISJO will continue to work with Councils, regional and Government stakeholders to assist Council and community transitions to net zero emissions. Key area of focus would include:

- Maintain and expand a regional collaborative net zero network.
- Provide ongoing advice and support to individual Councils regarding project, program and grant funding opportunities.
- Assist further development of Council and community emissions measurement and reporting.
- Assist development of community renewables programs and policies.
- Support development of electric vehicle charging infrastructure.
- Promote the deployment of community-based energy storage systems.
- Work with Councils and industry to develop waste minimisation and circular economy opportunities.
- Advocate to all levels of government for project and policy support for emissions reduction.

ISJO Regional Energy Strategy Chapter 5 Net Zero Pathways



Item 17.6

Attachment 1

ISJO Regional Energy Strategy Chapter 5 Net Zero Pathways

As noted in Chapter 2, non-energy related GHG emissions comprise around two-thirds of total ISJO Council emissions. The pathways to reducing operational emissions at both landfills and sewage treatment plants are complex and will require significant capital investments. These will be complemented by recycling and education programs to minimise waste disposed to landfill.

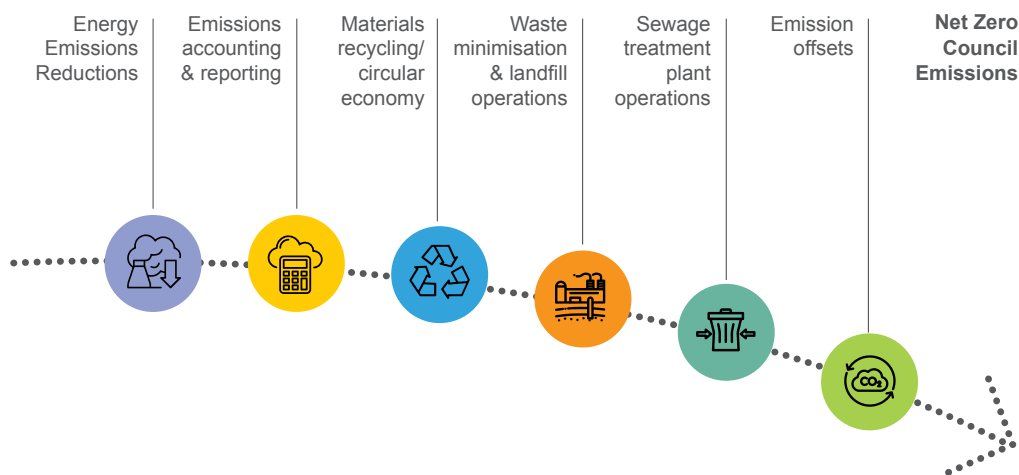
Pathways for further Council net zero actions include:

- Waste diversion / recycling – Collaborate with households, business and regional stakeholders to develop further waste diversion and circular economy programs such as the Regional Circular Ecosystems for Wood Waste program.
- Landfill gas flaring and capture – Work with key

stakeholders and other regional Councils to develop cost-effective gas capture and energy generation systems. An example is the Hunter Region Landfill GHG Emissions Project which aims to improve measurement, reporting and capacity building across Councils.

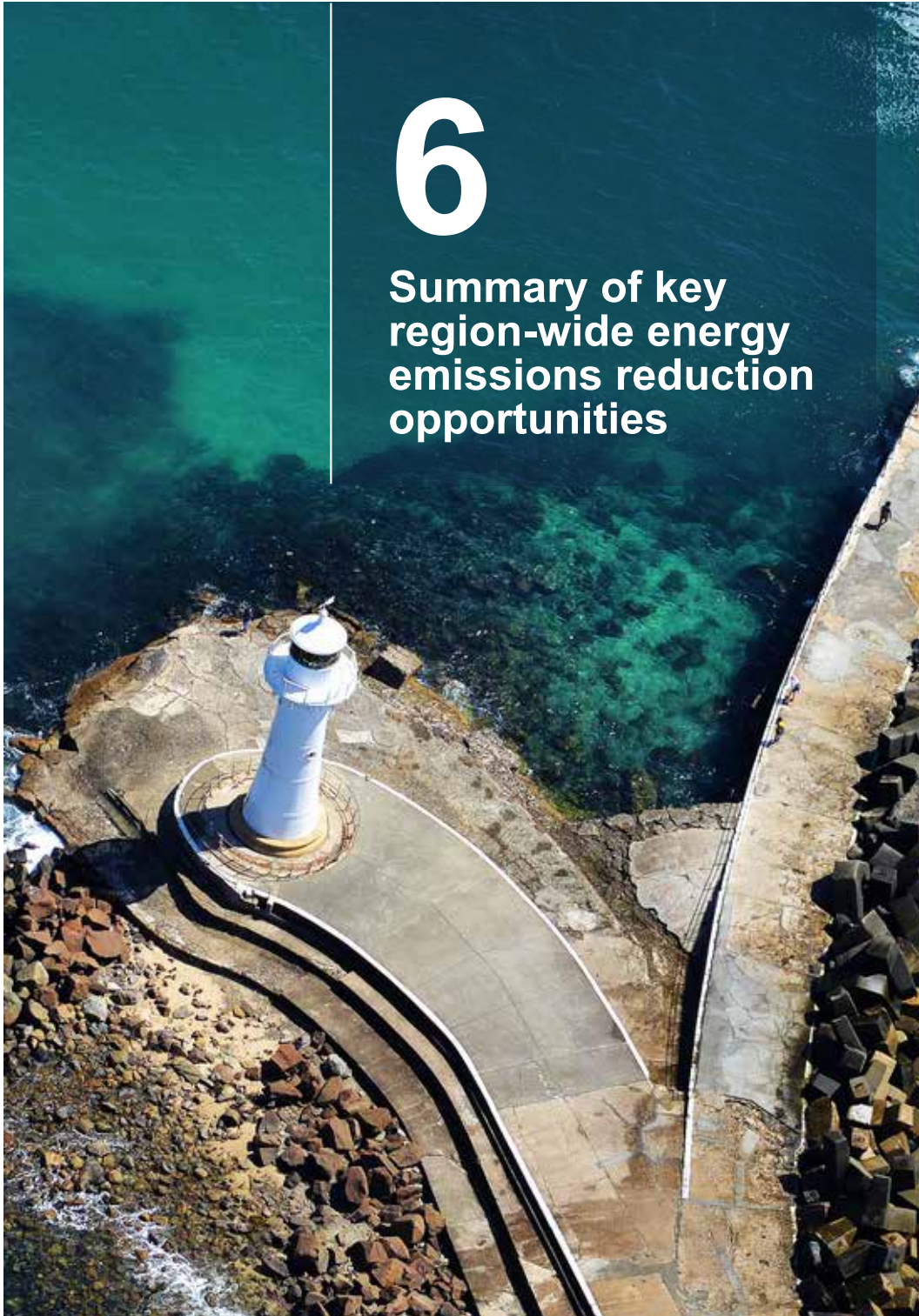
- Wastewater treatment – Work with key stakeholders, including Shoalhaven Water and Sydney Water, to reduce energy-based and fugitive emissions from wastewater treatment plants.
- Offsets – Collaborate with key stakeholders to develop offset frameworks and local / regional opportunities for carbon offset projects.

Figure 16: ISJO Council Net Zero Pathways



ISJO, as part of the JONZA process, will work closely with member Councils to develop strategies and actions in these operational and strategic areas including the development of a Regional Net Zero Pathways Plan.

ISJO Regional Energy Strategy Chapter 6 Summary of key region-wide energy emissions reduction opportunities



Item 17.6

Attachment 1

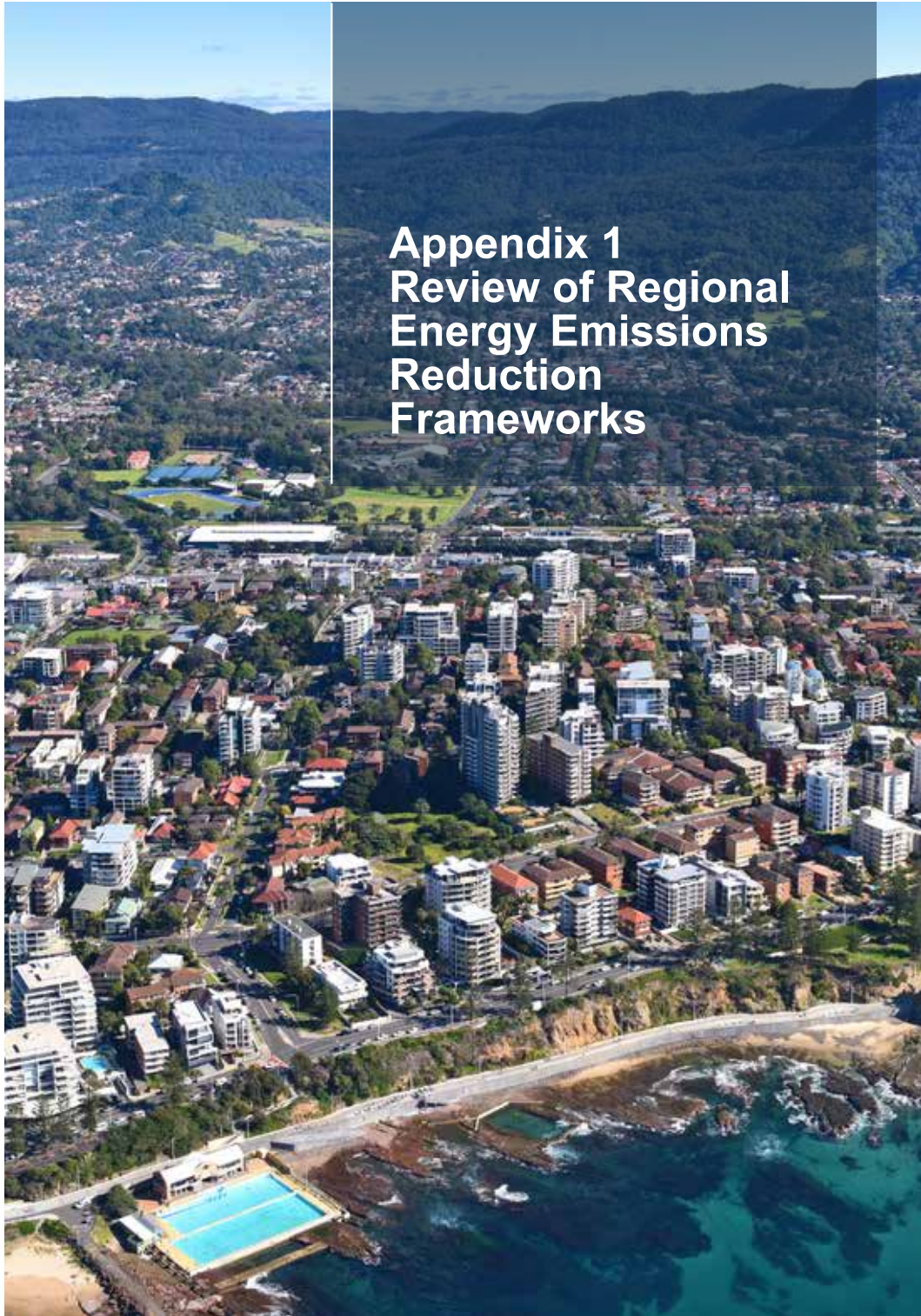
ISJO Regional Energy Strategy Chapter 6 Summary of key region-wide energy emissions reduction opportunities

Based on the input from the ISJO PCG, and from the wider JONZA network, several key opportunity areas for emissions reductions have been identified. These broad strategic opportunities are summarised in the table below.

Regional energy-based emission reduction opportunities for ISJO member Councils will build on successful existing Council actions, and include:

1. Enhancing energy security in the region through development of a range of opportunities, including for example the development of regional mid-scale solar farms, expanding the uptake of solar PV across the region, and by the development of battery storage opportunities at both small and community-scale. These opportunities will be facilitated by the region's ability to continue to advocate for regulatory improvements that will facilitate greater deployment of these opportunities.
2. Increasing the availability of regional electric vehicle charging infrastructure and developing pathways to transition to electric vehicles and other low-emissions vehicles and equipment. These pathways can be in part addressed regionally through mapping and identification of charging opportunities as well as exploring regional procurement opportunities for low emissions options. Advocating for improved transport planning to increase options for active and passive transport. Participating in the development of hydrogen energy in the region will help Councils develop clean fuel options for heavy vehicles and equipment.
3. Building capability and capacity to measure and implement supply or value chain improvements that lead to reduced emissions upstream and downstream of Council operations. A coordinated approach to developing procurement tools and strategies will assist Councils in developing low-emission supply chain options.
4. Developing measures that will rapidly and significantly reduce community emissions such as a community renewables program. Councils are in a strong position to use their successes and leadership to help the region's communities become net zero. Regional collaboration and engagement with NSW Government opportunities should be pursued to accelerate this work.
5. Collecting good quality data underpins Councils' ability to track their own emissions performance, measure and monitor community emissions, and develop business cases that support grant applications to further regional abatement opportunities. Developing regional emissions data reporting and management tools is an important element in supporting regional net zero pathways.
6. Increasing capacity is cited as one of, if not the most important constraints influencing Councils' ability to act on climate response. A regional approach to addressing these barriers and implementing enablers to increase and improve resource capacity in the region will influence how many regional initiatives can be progressed and how quickly.

ISJO Regional Energy Strategy Appendix 1 Review of Regional Energy Emissions Reduction Frameworks



Item 17.6

Attachment 1

ISJO Regional Energy Strategy Appendix 1 Review of Regional Energy Emissions Reduction Frameworks

Documents / Focus Areas	Federal Government	NSW Government	Illawarra Region	Kiama	Shellharbour	Shoalhaven	Wollongong
GHG Emissions Target	43% emissions reduction by 2030 (2005 baseline)	Net Zero by 2050 50% reduction by 2030 70% reduction by 2035	Net Zero region by 2050	Council is Net Zero by 2031 50% of electricity from renewable sources by 2025	Council is Net Zero by 2035 100% of electricity from renewable sources by 2025 (CCP, p.3)	Council is Net Zero by 2035 50% reduction by 2028 (POL22/177)	Council is Net Zero by 2030 (2023-2030 CCMP)
	Net Zero by 2050 (NDC - > UNFCCC)		Community is Net Zero by 2050	Community is Net Zero by 2050	Community is Net Zero by 2050	Community is Net Zero by 2050 50% reduction by 2030 on 2016 levels	Community is Net Zero by 2050 50% reduction by 2030 on 2016 levels
CSP and Operational Plans							
National Energy Performance Strategy (draft 2023)	Climate Change (Net Zero Future) Bill 2023 Net Zero Plan Stage 1: 2020 - 2030 - Priority 1 - Drive uptake of proven emissions reduction technologies	Illawarra Shoalhaven Regional Plan 2041 - Objective 15: Plan for a Net Zero region by 2050	Community Strategic Plan (Pillar 2) - Outcome 4: We work together to understand and respond to the need for growth and change	Community Strategic Plan (2.1.5) - Address, adapt, and build resilience to climate change	Shoalhaven 2032 Community Strategic Plan - (2.3) Protect the natural environment and enhance sustainability, GHG reduction targets for Council and community are met	Community Strategic Plan (2032) - 1.4 Work together to achieve net zero carbon emissions and reduce waste going to landfill	
NSW Climate Change Policy Framework 2016	NSW Climate Change Policy Framework 2016 - 1) to manage the transition to net zero emissions and increase investment certainty. 2) to boost energy productivity and take advantage of opportunities to grow the energy efficiency industry	Develop Illawarra Shoalhaven Sustainability Roadmap that identifies innovative initiatives that can be delivered through an ecosystem of collaboration. (Action 6: ISRP)	Delivery Program 2022-2026 and Operational Plan 2023-2024 (p. 41) - Sustainable Environment priority - Deliver Annual Implementation Plan of Councils Corporate Emissions Strategy Action 2.4.2.1 - Establish an annual implementation strategy for the Corporate Emissions Strategy. Action 2.4.2.2 - Ensure Council's planning instruments facilitate the recommendations of the adopted Community Emissions Strategy	Delivery Program 2022-2026 and Operational Plan 2022-23 - Objective 2.1 We Are Sustainable - Strategy 2.1.5 - Address, adapt and build resilience to climate change Action 2.1.5.01 - Deliver against the Zero Emissions Shellharbour Program	Delivery Program Operational Plan 2023/24 - Priority 2.3 - Protect the natural environment and enhance sustainability Objective 2.3.01 - Prepare for and respond to a changing climate by reducing Council's carbon footprint and implement strategies to address climate impacts and ensure a sustainable future Objective 2.3.02 - Develop strategies to reduce energy and resource use and improve sustainability across Council operations	Delivery Program 2022-2026 and Operational Plan 2023-24 - Goal 1 We value and protect our environment Objective - We will work together to reduce emissions and the effects of a changing climate Strategy 1.4 - Work together to achieve net zero carbon emissions and reduce waste going to landfill Action - Prepare and implement the Climate Change Mitigation Plan 2022-2026 Action - Deliver commitments made under the Global Covenant of Mayors and support Council's climate emergency declaration	
Policies	Decarbonising Infrastructure Roadmap		Climate and Sustainability Policy (2022)	Climate and Sustainability Policy (POL22/177)	Sustainability and Climate Policy (POL22/177)		

ISJO Regional Energy Strategy Appendix 1 Review of Regional Energy Emissions Reduction Frameworks

Documents / Focus Areas	Federal Government	NSW Government	Illawarra Region	Kiama	Shellharbour	Shoalhaven	Wollongong
Emissions Reduction and Energy Plans							
National Electricity Law		Sustainable Councils program	Promote opportunities for clean energy in the region including pumped hydro, hydrogen and biogenic gas (Strategy 15.3: ISRP)	Corporate Emissions Reduction Plan 2021-2031 (OERP)	Operational Emissions Reduction Plan 2022 (OERP)	Sustainable Energy Strategy 2020-2025 (SES)	Climate Change Mitigation Plan 2023-2030 (CCMP)
National Electricity Objective		Sustainability Advantage program		Maintain Council's Revolving Energy Fund to provide future funds for high priority energy efficiency and renewable energy projects (CERP, p. 21)	Sustainability Revolving Fund (OERP, p.19)	Revolving Energy Fund - REFund (POL.22/177, p.2)	
Electricity							
Target: 82% renewable electricity supply to NEM by 2030	NSW Network Infrastructure Strategy (2023) Electricity Infrastructure Investment Act 2020	Renewable Energy Zone (IREZ)	Develop and implement a corporate Power Purchase Agreement to source renewable energy for Council's grid supplied electricity (CERP, p.20)	Enter into a Renewable Power Purchase Agreement for Council's large sites (OERP, p.10)	50% of energy consumed from renewable sources by 2028 (POL. 22/177, p.2)	LE6. Power Council with 100% renewable energy (CCMP, p.43) - Includes WCC's renewable energy PPA and storage opportunities	Emissions - 13,244t (2022)
Rewiring the Nation Strategy 2022	NSW Public Lighting Code 2023	Energy Futures Skills Centre (UoW)	Work in collaboration with Endeavour Energy to further upgrade LGA street lighting to energy efficient LEDs or alternatives (CERP, p.18)	100% LED street lighting by 2023 (OERP, p.9)	100% LED street lighting by 2025 (POL.22/177, p.2)	LE5. Council buildings and facilities to incorporate low emissions design and performance standards (CCMP, p.43) - Includes energy efficiency program, LED streetlight upgrade, HVAC upgrades and sustainable design	
NSW Energy Savings Scheme			Purchase of energy efficient plant and equipment for new installations and upgrades (CERP, p.18)	Maximise the energy efficiency of existing Council assets and operations (ZES, p.16)	Upgrade aged Heating, Ventilation and Air conditioning (HVAC) systems (SES, p.28)	LE7. Provide technical support and pathways for lease/licence holders who occupy Council buildings to implement renewable energy (CCMP, p.43)	
Net Zero Pools Program			Include a minimum standard of green star rating on all new buildings and upgrades (CERP, p.18)	Purchase energy efficient plant and equipment for new installations (SES, p.31)		Implement internal Climate Action Working Group focused on buildings and facilities (CCMP, p.39)	

ISJO Regional Energy Strategy Appendix 1 Review of Regional Energy Emissions Reduction Frameworks

Documents / Focus Areas	Federal Government	NSW Government	Illawarra Region	Kiama	Shellharbour	Shoalhaven	Wollongong
Large-scale Renewable Energy Target (LGCs)				Install solar PV systems on suitable Council-owned assets where energy use profile is favourable to consume generated electricity (CERP, p.20) Investigate possibilities for mid-scale solar farm opportunities within the LGA (CERP, p.21)	Further solar installations on eligible Council assets (OERP, p.10) Investigate possibilities for mid-scale renewable generation projects on Council land within the LGA (OERP, p.12)	Install solar PV systems on suitable Council-owned assets (rooftop or ground-mounted) where the business case is favourable to generate daytime electricity (SES, p.36) Battery storage to be incorporated with solar PV installations where an assets energy and load profile suits and the business case is favourable (SES, p.37) Continue investigations into a mid-scale solar farm (SES, p.39)	Implementation of Solar on Council Buildings project (CCMP, p.36) Continual monitoring of the efficiency of solar systems allows to track the performance of the systems and undertake further cost-benefit analysis for other buildings (CCMP, p.36)
Gas (Natural and LP)		Net Zero Pools Program				Investigate replacing Oak Flats pool heating and other Council facility gas systems (OERP, p.15) Transition to alternative energy sources at gas using Council facilities (ZES, p.18)	Accelerate electrification/gas transition and formalise through strategic plan for major Council assets (CCMP, p.43)
Fuels/Fleet		Emissions - 28Mt (2019)	Emissions - 1,763t (2020)	Emissions - 366t (2020)	Emissions - 396t (2020)	Emissions - 1,948t (2019)	Emissions - 941t (2022)
National Electric Vehicle Strategy		NSW Electric Vehicle Strategy (DPIE, 2021)	Illawarra Shoalhaven Regional Transport Plan - Objective 2 - Facilitate the fleet transition to emissions-free technology	Transition Councils fleet to hybrid or fully electric vehicles (EVs) where it is fit for purpose, cost-effective and rechargeable from renewable sources. (CERP, p.21)	Transition Councils fleet to a hybrid vehicles fleet - 95% hybrid passenger fleet Fleet transition plan under development	Transition Councils fleet vehicles to hybrid or fully electric vehicles (EVs) where fit for purpose, cost-effective and rechargeable from renewable energy sources (SES, p.33)	LE8. Transition fleet to low carbon alternatives and increase operational efficiency (CCMP, p.45)
National Hydrogen Strategy 2019		*50% EV passenger fleet procurement target by 2026 (TNSW, FTS 2020 Action P3.1.a)		Investigate possibilities for installation of Council owned EV charging stations (CERP, p.21)	Investigate the trial of an electric pool vehicle/s and associated charging infrastructure (OERP, p.14) Investigate transition of plant and heavy vehicle fleet to lower emissions vehicles as part of the replacement program (OERP, p.14)	Installation of Council-owned electric vehicle (EV) charging stations in strategic locations across the Shoalhaven LGA (SES, p.34)	LE9. Transition to low carbon plant and equipment and increase operational efficiency (CCMP, p.45)

ISJO Regional Energy Strategy Appendix 1 Review of Regional Energy Emissions Reduction Frameworks

Documents / Focus Areas	Federal Government	NSW Government	Illawarra Region	Kiama	Shellharbour	Shoalhaven	Wollongong
Fleet/VEV Policies/ Guidelines	Fuel Efficiency Standards (draft)	NSW Hydrogen Strategy (DPIE, 2021) Renewable Fuels Scheme					EC10. Support uptake of EVs and acceleration of public EV charging infrastructure implementation (CCMP, p.34)
		LGP321 - Electric Vehicles and Charging Infrastructure		Develop an Electric Vehicle Charging Infrastructure on Public Land Policy to facilitate and accelerate the uptake of EV charging possibilities for the community (CERP, p.21)	EV Charging Infrastructure Guidelines 2022	Electric Vehicle Charging Stations on Public Land Policy (POL22/34)	Electric Vehicle Charging Infrastructure on Public Land Policy (2023)
GHG Accounting							
Estimation Methodology	National Greenhouse and Energy Reporting (NGER) Act (2007) NGER Measurement Determination (2009)	NSW Net Zero Emissions Dashboard		Azility + fleet data	Trellis + fleet data	Using the National Greenhouse and Energy Reporting Scheme methodology. Council will report on its annual carbon emissions (SES, p.46)	Continue to update and monitor internal emissions dashboard and report progress through established reporting framework (CCMP, p.39)
				Dedicate staff resources to accurately monitor and report corporate emissions in line with national reporting requirements (CERP, p.17)	Procure a data management platform to enable accurate emissions inventories (OERP, p.18)	Preparing an emissions reduction plan with bi-annual reporting on Council's operational carbon emissions and energy consumption. (POL 22/177, p.4)	EC2. Provide access to the community to an emissions dashboard and education hub including community emissions profile data (CCMP, p.32)
Community							
Small-Scale Renewable Energy Scheme (STCs)		Net Zero Buildings Initiative Sustainable Buildings SEPP		Encourage local community renewable energy uptake for rooftop solar PV and storage batteries for residents and businesses in Kiama LGA (CERP, p.21)	Sustainability Rebates Program	Encourage local community renewable energy uptake for rooftop solar PV and storage batteries for residents and businesses in the Shoalhaven (SES, p.42)	Empowering Communities Action Plan (CCMP, p.30)
Cities Power Partnership		Decarbonising Infrastructure Delivery (INSW - discussion paper)		Community Emissions Strategy (planned for 2024 - DPOP, p.56)	Community Emissions Reduction Plan (proposed)	Sustainability and Climate Action Plan (draft)	Sustainable Wollongong 2030 Climate Change Mitigation Plan 2023-30 Climate Change Adaptation Plan 2022

17.7 Resolution Register - April 2024 to June 2024 and update on previous periodsResponsible Director: Office of the Chief Executive Officer

Attached for Councillors' information is the Resolution Register for the period 1 April 2024 to 30 June 2024. The Register provides an update on the implementation of Council resolutions for this period and the actions undertaken. Also attached is an update on those resolutions not completed in previous periods.

Communication/Community Engagement

Not required.

Risk implication

The information in this report illustrates what actions have been taken and provides a level of transparency to the community.

Attachments

- 1 Resolution register: April to June 2024 [↓](#)
- 2 Resolution register: outstanding from previous periods up to 31 March 2024 [↓](#)



Resolution register:
1 April 2024 to 30 June 2024

24/78028

Meeting	Item	Resolution	Responsible officer	Action	Status
16/04/2024		24/0850C and 24/0860C are procedural motions.	Chief Executive Officer	No action required.	Completed.
16/04/2024	6.1	24/0870C Resolved that the Minutes of the Ordinary Council meeting held on 19 March 2024 be received and accepted. (Councillors Draisma and Renkema-Lang)	Chief Executive Officer	Minutes have been published on the Council website.	Completed.
16/04/2024	11.1	24/0880C Resolved that Mayor called for one minute silence in tribute to the victims of the Bondi Junction stabbing massacre which occurred Saturday 13 April 2024. (Councillor Reilly)	Chief Executive Officer	No action required.	Completed.
16/04/2024		24/0890C is a procedural motion.	Chief Executive Officer	No action required.	Completed.
16/04/2024	12.1	24/0900C Resolved that Council receive and note the Minutes of the Finance Advisory Committee meeting held on 16 November 2023. (Councillors Draisma and Larkins)	Chief Operating Officer	Minutes have been published on the Council website.	Completed.
16/04/2024	12.2	24/0910C Resolved that the Minutes of the Infrastructure and Liveability Advisory Committee meetings held on 14 November 2023, 12 December 2023, 14 February 2024 and 13 March 2024 be received and accepted noting that Councillor Renkema-Lang attended the 14 November 2023 meeting as an observer. (Councillors Renkema-Lang and Larkins)	Director Infrastructure and Liveability	All minutes have been published on the Council website.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
16/04/2024	12.3	24/0920C Resolved that the Minutes of the Sustainable Communities Advisory Committee meetings held on 28 November 2023 and 26 March 2024 be received and accepted. (Councillors Draisma and Larkins)	Director Planning, Environment and Communities	Minutes have been published on the Council website.	Completed
16/04/2024	12.4	24/0930C Resolved that Council receive and note the Minutes of the Finance Advisory Committee meeting held on 4 April 2024. (Councillors Larkins and Steel)	Chief Operating Officer	Minutes have been published on the Council website.	Completed.
16/04/2024	12.5	24/0940C Resolved that the Minutes of the Audit, Risk and Improvement Committee meeting held on 2 April 2024 be received and the recommendations therein noted. (Councillors Draisma and Larkins)	Chief Executive Officer	Minutes have been published on the Council website.	Completed.
16/04/2024	12.6	24/0950C Resolved that the Minutes of the Tourism and Economic Advisory Committee meeting held on 14 March 2024 be received and accepted. (Councillors Draisma and Larkins)	Chief Executive Officer	Minutes have been published on the Council website.	Completed.
16/04/2024	13.1	24/0960C Resolved that Council endorse the attendance of Councillor Matt Brown at the 2024 Destination and Visitor Economy conference in Wagga 28-30 May 2024. (Councillors Croxford and Steel)	Chief Executive Officer	Registration completed and conference attended. Conference report submitted to the August meeting.	Completed.
16/04/2024	13.2	24/0970C Resolved that Council: 1. Endorse the draft Community Engagement Strategy for public exhibition for a period of 28 days.	Chief Executive Officer	Placed on public exhibition on 18 April until 17 May 2024. Reported to the June ordinary meeting for endorsement.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
16/04/2024		<p>2. Note if submissions are received during the exhibition period a further report, including an engagement report will be provided on any proposed amendments to the Strategy.</p> <p>3. Adopt the Community Engagement Strategy if no submissions are received, on the day after the completion of the public exhibition period.</p> <p>(Councillors Larkins and Draisma)</p>			
16/04/2024	18.1	<p>24/098OC is a procedural motion.</p> <p>24/099OC Resolved that Council:</p> <ol style="list-style-type: none"> Authorises the Statement by Councillors and Management be signed by the Chief Executive Officer, the Responsible Accounting Officer, the Mayor and a Councillor as required by the Local Government Act 1993. Resolves to fund \$5 million of landslide repair works (funded under Disaster Recovery Funding Agreement - DRFA) incurred up to 30 June 2023 from internal property reserve as presented in Note C1-3 of 2022-23 General Purpose Financial Statements. This temporary funding arrangement to cease upon receipt of DRFA funds from Transport for NSW (occurred in December 2023). Notes the financial result for the year ending 30 June 2023. Notes the governance role played by Council's Audit, Risk and Improvement Committee in overseeing the preparation and finalisation of the audited 2022-23 financial statements. <p>(Councillors Draisma and Larkins)</p>	<p>Chief Executive Officer</p> <p>Chief Operating Officer</p>	<p>No action required.</p> <ol style="list-style-type: none"> Statements by Councillors and Management signed by CEO. Funding allocated from internal property reserve. Financial results noted. Role of the Audit, Risk and Improvement Committee noted. 	<p>Completed.</p> <p>Completed</p>
16/04/2024	13.3	<p>24/100OC Resolved that Council:</p>	<p>Head of Implementation</p>	<p>Terms of Reference updated to reflect resolution of Council. Committee ratified</p> <p>Terms of Reference at</p>	<p>Completed.</p>

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>1. Adopt the Terms of Reference for the Performance Improvement Order (PIO) Implementation and Oversight Committee, as attached to this report, with the following amendments:</p> <p>a. Amend Purpose row to read: <i>“1. Provide strategic oversight on the implementation of all requirements of the Performance Improvement Order (PIO), for the length of the PIO, and”</i> <i>“2. Provide strategic oversight on legal expenses and insurance matters with risks.”</i></p> <p>b. Delete <i>“The Mayor, or in the Mayor’s absence the Deputy Mayor, will be the chairperson”</i> and replace with <i>“Appointed by the Committee Annually”</i>.</p> <p>c. Delete <i>“Minutes and agendas will be circulated no less than seven days prior to a scheduled meeting”</i> from Meeting Administration row and insert the following: <i>“1. The agenda and business papers will be circulated no less than five days prior to a scheduled meeting.</i> <i>2. Minutes are to be brief and focused on action items and advice.</i> <i>3. Minutes shall be approved by the Chair and circulated to each member and to Councillors within two weeks of the meeting being held.”</i></p> <p>4. <i>Recommendations from the meeting that require Council endorsement will be reported separately to the next Ordinary Meeting of Council.</i></p> <p>d. Amend point 1 of Responsibility row to read <i>“provide strategic oversight on the implementation of all requirements of the Performance Improvement Order (PIO)”</i></p> <p>e. Insert the following in Responsibility row: <i>“4. Note the role of staff to operationally progress with actioning the requirements of the PIO.”</i></p>		<p>their first meeting on 9 May 2024. Terms of Reference published on the Council website.</p>	

Meeting	Item	Resolution	Responsible officer	Action	Status
16/04/2024	13.4	<p>2. Note the establishment of the Implementation Team and their work schedule, including the ongoing preparation of the Strategic Finance and Governance Report. (Councillors Larkins and Draisma)</p> <p>24/1010C Resolved that Council supports: 1. A longer lease tenure of 5 x 5 x 5 with Burnetts on Barney for 80 Barney Street, Kiama (Lot 9 DP850163 and part Lot 69 DP1065423). 2. Investigating minor modifications to the site-specific Development Control Plan. (Councillors Draisma and Croxford)</p>	Director Infrastructure and Liveability	1. Valuation has been completed. Awaiting a response from operator. 2. Work has commenced on the review of Chapter 9 of the DCP including how it has been implemented in any existing development approvals.	On track
16/04/2024	14.1	<p>24/1020C Resolved that Council: 1. Notes the Monthly Financial Report for February 2024. 2. Approves budget allocation of \$35K to depot fuel tank upgrade project, to be funded from Waste and Sustainability Reserve. (Councillors Draisma and Larkins)</p>	Chief Operating Officer	Monthly Financial Report for February 2024 noted and approved budget allocation to depot fuel tank upgrade project completed.	Completed
16/04/2024	14.2	<p>24/1030C Resolved that Council notes the information relating to the Statement of Investments as at 31 March 2024. (Councillors Draisma and Larkins)</p>	Chief Operating Officer	No action required.	Completed.
16/04/2024	15.1	<p>24/1040C Resolved that Council: 1. Not support the Planning Proposal (PP-2023-2833) (PP) for the rezoning of land at 177 Long Brush Road, Jerrara, 33 Greyleigh Drive, Kiama and</p>	Director Planning, Environment and Communities	Applicant notified via Planning Portal on 6 May 2024 of Council's decision.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>103 Jamberoo Drive, Kiama, as it is inconsistent with the Kiama Local Strategic Planning Statement 2020 and Illawarra and Shoalhaven Regional Plan 2041 and therefore does not satisfy the strategic merit and site-specific merit tests.</p> <p>2. Not send the proposal to the Department of Planning for Gateway Determination.</p> <p>3. Actively work with the proponent through the Growth and Housing Strategy process to consider this land, along with other sites for future potential urban expansion, in conjunction with the Urban Development Program.</p> <p>(Councillors Draisma and Steel)</p>		<p>Council officers met with the applicant group on numerous occasions as part of the Draft Growth and Housing Strategy preparation.</p> <p>Meetings were held on 21 May 2024 and 13 June, as well as a number of email exchanges and phone calls.</p>	
16/04/2024		<p>24/1050C At the request of Councillor Rice and by consent the motion was varied and resolved that Council:</p> <ol style="list-style-type: none"> Note the generally positive findings of the State Library Assessment Visit and Service review of the Kiama and Gerringong Library. Develop a Library Strategy which supports and encourages increased membership and usage of the facilities. Continue to explore revenue opportunities, including the hiring of spaces and mixed uses within the library facilities. (Councillors Croxford and Larikins) 	Director Planning, Environment and Communities	<ol style="list-style-type: none"> Noted completed A Library Strategy is currently being developed with engagement discussions occurring with staff and stakeholders Revenue opportunities are continuing to be explored. 	On Track
16/04/2024	16.2	<p>24/1060C Resolved that Council continues with the operation of the Local Traffic Committee in accordance with current Guidelines and Terms of Reference. (Councillors Croxford and Larikins)</p>	Director Infrastructure and Liveability	Noted.	Completed.
16/04/2024	16.2	<p>24/1070C Resolved that Council:</p> <ol style="list-style-type: none"> Adopt the draft Honour Rolls Policy. 	Chief Executive Officer	Policy has been published on the Council website. Letter was sent	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
16/04/2024	16.3	<p>2. Endorse the establishment of 3 annual Sports Achievement Awards (Sports Person, Junior Sports person and Sporting Volunteer) to allow recognition of other sporting achievements by residents of Kiama which can be presented during Local Government Week.</p> <p>3. That the submitter be thanked for their contribution to this process and made aware of the Council's determination on the Honour Rolls Policy. (Councillors Draisma and Latkins)</p> <p>24/108OC Resolved that the Minutes of the Kiama Local Traffic Committee meeting of 2 April 2024 be received and the following recommendations be adopted, subject to any other approvals that may be required:</p> <ol style="list-style-type: none"> 24/001LTC the implementation of timed 'No Parking' restrictions to the Terralong Street side of the driveway at 33 Shoalhaven Street, Kiama, on Mondays from 6am to 9am, through the installation of regulatory signage, as shown in the plan. 24/002LTC the installation of 10 meters of double barrier lines with reflective RPMs, to be installed in Daltons Road at the intersection with Jamberoo Mountain Road Jamberoo, in accordance with the plan. 24/003LTC the installation of timed 'No Parking' restrictions in Swan Place Kiama, to be timed 6am to 2pm on Mondays, as set out on the plan. 24/004LTC the installation of regulatory signage and line marking presented in the plan, related to development application 10.2020.200.1 at 7-9 South Kiama Drive, Kiama Heights, subject to the following changes: <ul style="list-style-type: none"> - Installation of left turn pavement arrows to the driveway of the facility. - The relocation of the Left Turn Only sign to the left side of the exit driveway behind the kerb. - The installation of a 'Keep Left' sign to the rear side of the 'No U Turn' sign, to be installed to the left of the centre line of the median to maximise sight distance. 	Director Infrastructure and Liveability	<p>to the submitter on 19 July 2024. Award nominations opened on 1 June 2024 and the ceremony held in Local Government Week on 30 July 2024 at The Pavilion Kiama.</p> <ol style="list-style-type: none"> Restrictions implemented. Double barrier lines installed with RPM's as per instruction. No Parking restrictions implemented. This is the responsibility of the developer to complete prior to occupation of the new building. No Parking restrictions implemented. TMP approved and implemented for event that took place 8-9/6/24 at Crooked River Winery. TMP approved and implemented for Anzac event that took 	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<ul style="list-style-type: none"> - Installation of a northern facing 'U Turn Bay Ahead' sign for the proposed Weir Street facility, on northern end of new median. - The installation of a double arrowed intermediary 'No Stopping' sign in the Cul de sac. - Installation of double RPM's on western side of the proposed median. <p>5. 24/005LTC the implementation of 'No Parking' in Downes Place, Jamberoo, through the installation of regulatory signage, as shown in the plan.</p> <p>6. 24/006LTC the proposed Traffic Management Plan on Willowvale Road for the Crooked River Winter Wine Festival on 8th and 9th June 2024 subject to the following conditions:</p> <ul style="list-style-type: none"> - The applicant shall obtain a road occupancy permit from Council under section 138 of the Roads Act, - The applicant will meet the requirements of the approved Traffic Management Plan and provide a free shuttle bus service to and from Gerringong Railway Station for all patrons, - The applicant to notify the NSW Police Highway Patrol 7 days before the event such that additional Police patrols can be scheduled, as resources permit. - Manage the egress of pedestrians and vehicles from the festival to enable control of traffic and pedestrian use under the Traffic Management Plan. <p>7. 24/007LTC the submitted Traffic Management Plan for the road closures associated with the Jamberoo Anzac March for Saturday 20 April 2024, subject to the following conditions:</p> <ul style="list-style-type: none"> - the road closures to be undertaken by organisers in compliance with the Traffic Management Plan No. NT-0011 prepared by Traffic Management Services Pty Ltd; - the applicant obtain a Road Occupancy Permit issued by Transport for NSW, 		<p>place 25/4/24 in Jamberoo.</p> <p>8. TMP approved and implemented for Anzac event that took place 25/4/24 in Kiama.</p> <p>9. Noted.</p>	

Meeting	Item	Resolution	Responsible officer	Action	Status
		<ul style="list-style-type: none"> - notification of this closure be given to Police, Local Emergency Services, businesses and residents effected by the closure; - proof of public liability insurance complying with the Australian Prudential Regulatory Authority (APRA) being provided to Council prior to the event; - an advertisement be placed in the local media advising of the closure, and - vehicles be used to create a physical barrier on the street to protect pedestrians and participants of the march. <p>8. 24/008LTC the temporary road closures associated with the Kiama Anzac Day dawn service and march for Thursday 25 April 2024, subject to the following conditions:</p> <ul style="list-style-type: none"> - the road closures to be undertaken by applicant in compliance with the Traffic Management Plan Nos. 6134 and T2305-0415 prepared by Traffic Logistics Pty Ltd and Traffic Management Services Pty Ltd, where: <ul style="list-style-type: none"> a) Closure start and end times be included on both plans b) Heavy vehicle alternative arrangements be identified, noting the detour route along Colley Drive has a "No Trucks 4.5T" restriction; - notification of this closure 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; - proof of public liability insurance complying with the Australian Prudential Regulatory Authority (APRA) being provided to Council prior to the event; and - vehicles be used to create a physical barrier on the street to protect pedestrians and participants of the march. - The shuttle bus to be fitted with a flashing orange beacon. <p>9. 24/009LTC the matter regarding parking in Eastern View Place has been dealt with by the three resolutions of Council, including the last</p>			

Meeting	Item	Resolution	Responsible officer	Action	Status
16/04/2024		<p>recission motion, and there is no specific proposal to the Committee at this time. From an objective and technical perspective, the Committee supports that turning heads in cul de sacs have parking restrictions imposed to maintain free and safe access and movement of traffic. (Councillors Draisma and Larkins)</p> <p>24/1090C Resolved that Council:</p> <ol style="list-style-type: none"> Note the petition regarding West Kiama Rezoning. Acknowledge the petition's 600+ signatures from Kiama residents and ratepayers. Note the decision made at 15.1 Kiama West (Springside Hill) Planning Proposal (PP 2023-2833) Stage 2 Preliminary Assessment. (Councillors Keast and Larkins) 	Director Planning, Environment and Communities	The petition was noted and acknowledged. Council's decision to refuse Planning Proposal PP-2023-2833 was uploaded to the NSW Planning Portal and the applicant advised accordingly on 6 May 2024.	Completed
16/04/2024		24/1100C to 24/1120C are procedural motions.	Chief Executive Officer	No action required.	Completed.
16/04/2024	22.1	24/1130C At the request of Councillor Brown the motion was varied and the committee recommended to provide the mayoral allowance of \$4,287.18 to the Deputy Mayor due to a period of Mayoral leave and thank the Deputy Mayor for her work during that period of time. (Councillors Brown and Steel)	Chief Operating Officer	Payment actioned by accounts payable.	Completed.
16/04/2024	22.2	24/1140C Committee recommendation that Council note the information provided in the Blue Haven Update report. (Councillors Brown and Larkins)	Chief Operating Officer	No action required.	Completed.
16/04/2024		24/1150C to 24/1160C are procedural motions.	Chief Executive Officer	No action required.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/04/2024		24/1170C to 24/1180C are procedural motions.	Chief Executive Officer	No action required.	Completed.
21/05/2024	6.1	24/1190C Resolved that the Minutes of the Ordinary Council meeting held on 16 April 2024 be received and accepted. (Councillors Larikins and Keast)	Chief Executive Officer	Minutes have been published on the Council website.	Completed.
21/05/2024		24/1200C is a procedural motion	Chief Executive Officer	No action required.	Completed.
21/05/2024	11.1	24/1210C Resolved that Council: 1. Delegate to the CEO to prepare correspondence to all land owners at Bombo Quarry seeking up to date detailed information about their development plans for the site 2. Following receipt of this information from the landowners of Bombo Quarry, that the CEO be requested to organise a workshop for Councillors and essential staff to discuss these developments. (Councillor Reilly)	Director Planning, Environment and Communities	1. Completed 2. A Councillor briefing was held with Bombo Quarry landowners, consultants, Councillors and staff.	Completed
21/05/2024	11.2	24/1220C Resolved that Council support the Jamberoo Rural Fire Service request to the NSW Rural Fire Service to provide grant funding to affix photovoltaic panels to the roof of the Jamberoo Rural Fire Service building. (Councillors Reilly and Draisma)	Chief Executive Officer	Letter of support sent on 5 June 2024	Completed.
21/05/2024		24/1230C is a procedural motion	Chief Executive Officer	No action required.	Completed.
21/05/2024	18.2	24/1240C Resolved that Council:	Director Planning,	1. A formal process for consultation has been	Completed

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024		<p>1. Appropriately refers any matter concerning First Nations people to those First Nations people and organisations for consultation before any action, motion or ideas are submitted to the Council.</p> <p>2. Documents its protocol for appropriate engagement on Local Government matters with First Nations people and makes this available to Councillors and the community. (Councillor Reilly)</p>	Environment and Communities	<p>established through our RAP Committee. Meetings have been held to discuss best engagement and feedback options to support community engagement.</p> <p>2. As part of the RAP process Council is working on the protocol for engagement. This will be prepared to be provided to the future Council.</p>	
21/05/2024	12.1	<p>24/1250C Resolved that Council wish Illawarra Academy of Sport athlete, Ivy Miller every success in her endeavours to qualify for the 2024 Olympic Team, at the upcoming Australian Olympic Swimming trials. Councillor Reilly</p>	Chief Executive Officer	No action required.	Completed.
21/05/2024	12.2	<p>24/1260C Resolved that the Minutes of the Infrastructure & Liveability Advisory Committee meeting held on 9 April 2024 be received and noted. (Councillors Draisma and Larkins)</p>	Director Infrastructure and Liveability	Minutes have been published on the Council website.	Completed.
21/05/2024	12.2	<p>24/1270C Resolved that the Minutes of the Performance Improvement Implementation and Oversight Committee meeting held on 9 May 2024 be received and noted. (Councillors Brown and Croxford)</p>	Chief Executive Officer	Minutes have been published on the Council website.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024	12.3	24/1280C Resolved that the Minutes of the Sustainable Communities Advisory Committee meeting held on 23 April 2024 be received and noted. (Councillors Draisma and Larkins)	Director Planning, Environment and Communities	Minutes have been published on the Council website.	Completed.
21/05/2024	12.4	24/1290C Resolved that Council receive and note: 1. The minutes of the Tourism and Economic Advisory Committee meeting held on 2 May 2024. 2. The State of Our Economy Report 2024. (Councillors Brown and Steel)	Chief Executive Officer	Minutes have been published on the Council website.	Completed.
21/05/2024	13.1	24/1300C Resolved that Council endorse the attendance of Councillor Neil Reilly at the 2024 Australian Coastal Council Conference in McLaren Vale from 29 to 31 May 2024. (Councillors Brown and Larkins)	Chief Executive Officer	Councillor Reilly attended the conference and reported to Council on 18 June 2024.	Completed.
21/05/2024	13.2	24/1310C At the request of Councillor Brown and by consent the motion was varied and resolved that Council receive this report and note that, as of March 2024: 1. Council continues, as it is legally required, to respond to a significant number of legal summons which is placing financial and staff resourcing pressures on the organisation. 2. Council had received the following quotes for legal services but was yet to commence proceedings: (a) Development application appeal and/or Mediation Conferences within the NSW Land & Environment Court = \$99,000.00 (b) Councillor Code of Conduct Investigations = \$5,200.00	Head of Implementation	1-4 Noted. 5. Request to include job costings is being considered. Initial enquiries suggest that publishing full job costings may breach confidentiality as it may disclose hourly rates of pay for staff. Information provided at ordinary August 2024 meeting	On track

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024	13.3	<p>3. Council had commenced and been invoiced for the following legal services:</p> <ul style="list-style-type: none"> (a) Development application appeal and/or Mediation Conferences within the NSW Land & Environment Court = \$436,765.58 (b) NSW Civil & Administrative Tribunal matters = \$176,945.60 (c) Councillor Code of Conduct Investigations (including responding to Supreme Court summons) = \$123,461.99 (d) Legal/Probity Advice = \$149,180.87 (e) Property Development, including road closures, caveats etc., matters = \$76,061.94 (f) Federal Court matters = \$3,285,222.50 (g) Anti-Discrimination matters = \$43,795.84 <p>4. Council had commenced but has yet to be invoiced as at 30 March 2024 for the following legal services:</p> <ul style="list-style-type: none"> (a) Development Application appeal and/or Mediation Conferences within the NSW Land & Environment Court = \$13,260.19 (b) NSW Civil & Administrative Tribunal matters = \$249.00 (c) Councillor Code of Conduct Investigations (including responding to Supreme Court summons) = \$17,839.00 (d) Property Development, including road closures, caveats etc., matters = \$5,832.00 (e) Federal Court matters = \$41,835.00. <p>5. Requests the CEO to consider including job costings in future reports. (Councillors Keast and Larkins)</p>	Head of Implementation	Letter of apology prepared and formally provided to Aunty Jodie Stewart.	Completed.
		<p>24/1320C Resolved that Council:</p>			

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>1. Delegate to the CEO to prepare correspondence noting Council's formal apology to Aunty Jodie Stewart for any inadvertent confusion and concern which may have occurred as a result of signing the standard licence agreement.</p> <p>2. Retrospectively delegate authority to the Mayor and/or the CEO to execute the Deed of Permission to Reproduce Aunty Jodie Stewart's artwork on the Endeavour Energy assets at Lot 338 DP790657, 8 Thornett Way Kiama Downs 2533. (Councillors Draisma and Larkins)</p>		Deed of Permission executed by Mayor and Community Battery unveiled.	
21/05/2024	13.4	<p>24/1330C Resolved that Council:</p> <ol style="list-style-type: none"> Endorse the draft Delivery Program 2022-26 & Operational Plan 2024-25, the draft 2024-25 Capital Program and the draft Fees and Charges 2024-25 to be placed on public exhibition for a period of 28 days, calling for submissions. 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 On the day after the completion of the public exhibition period, adopt the Delivery Program 2022-26 & Operational Plan 2024-25 and the draft Fees and Charges 2024-25, if there are no relevant submissions received and there are no substantial changes proposed for any other reasons. (Councillors Draisma and Larkins) 	Chief Operating Officer	<ol style="list-style-type: none"> DPOP and associated documents were on public exhibition for 28 days, closing on 19 June 2024. Reported to Council on 27 June 2024 inclusive of submissions and recommendations. 	Completed.
21/05/2024	13.5	<p>24/1340C Resolved that Council endorse the Kiama Major Events Impact Review and Recommendations Report and implement as part of the work of the Tourism and Events Department's Delivery Program and Operational Plan actions. (Councillors Draisma and Larkins)</p>	Chief Executive Officer	Council staff have reviewed internal processes for issuing licences for events on public land. As the Kiama LEP currently permits events on public	On track

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024	13.6	<p>24/1350C Resolved that Council present the 2022-23 Audited Financial Statements and Audit Reports to the public in accordance with sections 418 and 419 of the Local Government Act 1993. (Councillors Draisma and Larkins)</p>	Chief Operating Officer	<p>land, DAs will no longer be required. Documentation and the Events Toolkit have been updated and changes will come into effect from August 2024. The tourism and events team will continue to work through the recommendations once this foundation work is complete. A workshop on changes will be provided to event organisers</p>	
21/05/2024	13.7	<p>24/1360C Resolved that Council endorse the following motion for submission to the Local Government NSW Conference: That Local Government NSW lobbies the NSW Office of Local Government to amend section 248(e) of the Local Government Act 1993 to reflect that during periods that a Mayor takes planned leave, or extended periods of unplanned leave, deputy mayors may act in the role of the mayor and receive the mayoral allowance (including superannuation) whilst not depriving the mayor of the mayoral allowance. (Councillors Draisma and Brown)</p>	Chief Executive Officer	<p>The online portal opened on 17 July 2024 and the application is being drafted to comply with the required guidelines.</p>	On track.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024	13.8	<p>Resolved that Council</p> <ol style="list-style-type: none"> provides one off sponsorship of \$10,000 to The Man Walk in recognition of the Charity's National status and it's dedicated work focused on supporting men's health. delegates to the Chief Executive Officer to prepare a sponsorship agreement for execution to ensure appropriate recognition of Kiama Municipal Council as a sponsor. delegates to the Office of the Chief Executive Officer to prepare a sponsorship policy to assist in guiding requests for sponsorship. (Councillors Draisma and Steel) 	Chief Executive Officer	Agreement signed and payment of \$10,000 made.	Completed.
21/05/2024	13.9	<p>24/1370C Resolved that Council note the submission lodged by Council on 26 April 2024 to the NSW Legislative Council's Standing Committee on State Development inquiry into the ability of local governments to fund infrastructure and services. (Councillors Draisma and Larkins)</p>	Chief Executive Officer	No action required.	Completed.
21/05/2024	13.10	<p>24/1380C Resolved that Council endorse the submission to the House of Representatives Standing Committee on Regional Development, Infrastructure and Transport Inquiry into Financial Sustainability of Local Government and include the following changes:</p> <ol style="list-style-type: none"> Removal of the words "bed palliative" from the first paragraph on page 2 of the submission. Amend the 4th paragraph on page 13 of the submission to read: <i>...Kiama is a heavy tourist destination that experiences large surges in population for at least 20% of the year. In providing adequate service to community facilities and amenities, municipal services are required outside normal working hours. This is not addressed by the NSW rate peg, nor recognised in the per capita allocation of Financial Assistance Grants.</i> (Councillors Draisma and Rice) 	Chief Executive Officer	Changes were made to the submission and it was lodged on 29 May 2024	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024	14.1	<p>24/1390C Resolved that Council:</p> <ol style="list-style-type: none"> 1. Endorse the (Draft) Long Term Financial Plan 2024-25 - 2033-34 to be placed on public exhibition for a period of 28 days calling for submissions. 2. Note the Long Term Financial Plan projects Council achieving a net operating surplus before capital and one-off property sales by 2026-27. 3. Note that the proposed budget and Long Term Financial Plan will directly impact the delivery of services by Council. 4. Note that the outcomes of the exhibition process and the final document will be reported back to the Council for adoption prior to 30 June 2024. <p>(Councillors Draisma and Latkins)</p>	Chief Financial Officer	The Long Term Financial Plan exhibition period has closed and a final report presented to Council at the June Extraordinary meeting.	Completed
21/05/2024	14.2	<p>24/1400C Resolved that Council:</p> <ol style="list-style-type: none"> 1. Endorse the Restricted Funds Policy to be placed on public exhibition for a period of 28 days calling for submissions. 2. Following conclusion of the exhibition period: <ol style="list-style-type: none"> a. Receive an updated Restricted Funds Policy, if submissions or feedback received result in substantial change to the Policy, or b. Adopt the Restricted Funds Policy if submissions or feedback received do not result in substantial change to the Policy. <p>(Councillors Draisma and Latkins)</p>	Chief Operating Officer	Restricted Funds Policy was endorsed following conclusion of exhibition period. No submissions were received.	Completed
21/05/2024	14.3	<p>24/1410C Resolved that Council:</p> <ol style="list-style-type: none"> 1. Receive and adopt the quarterly budget review statement for the quarter ending 31 March 2024 including the operating revenue, expenditure, and capital budget adjustments. 	Chief Financial Officer	All required changes and adjustments have been made.	Completed

Meeting	Item	Resolution	Responsible officer	Action	Status
		2. Note the monthly financial statements for the period ending 31 March 2024. (Councillors Draisma and Larkins)			
21/05/2024	14.4	24/1420C Resolved that Council notes the information relating to the Statement of Investments as at 30 April 2024. (Councillors Draisma and Larkins)	Chief Financial Officer	No action required.	Completed.
21/05/2024	15.1	24/1430C Resolved that Council: 1. Endorse the draft Planning Agreements Policy (2024) to be placed on public exhibition for a period of 28 days calling for submissions. 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 Planning Agreements Policy (2024), if there are no relevant submissions received and there are no substantial changes proposed for any other reasons. (Councillors Draisma and Larkins)	Director Planning, Environment and Communities	The Draft Planning Agreements Policy (2024) was placed on public exhibition between 24 May and 21 June 2024. No submissions were received and the Policy was adopted and uploaded to Council's website on 28 June 2024.	Completed.
21/05/2024	15.2	24/1440C Resolved that Council: 1. Endorse the draft Section 7.12 Contributions Plan (2024) for public exhibition for a minimum period of 28 days calling for submissions. 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 Section 7.12 Contributions Plan (2024), if there are no relevant	Director Planning, Environment and Communities	The Draft Section 7.12 Contributions Plan (2024) was placed on public exhibition between 24 May and 21 June 2024. No submissions were received and the Policy was adopted and uploaded to the Council	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		submissions received and there are no substantial changes proposed for any other reasons. (Councillors Draisma and Larkins)		website on 28 June 2024.	
21/05/2024	15.3	24/1450C Resolved that Council endorse the Grants and Donations Policy and the Grants and donations guidelines for applicants and makes an administrative change to page 6 of the Policy to replace \$2,500,000 with the correct figure of \$2,500. (Councillors Keast and Larkins)	Director Planning, Environment and Communities	Correction to the policy has been completed and the Policy has been published on the Council website.	Completed.
21/05/2024	15.4	24/1460C Resolved that Council: 1. Adopt the final Kiama Coastline Coastal Management Program and submit the document to the Minister for Local Government for certification. 2. Factors in incoming grants and outgoing expenditure related to the adoption of the Kiama Coastline Coastal Management Program in the long term financial plan over the next ten years. (Councillors Croxford and Steel)	Director Planning, Environment and Communities	The document was sent to the Minister on 3 June 2024 for endorsement.	Completed.
21/05/2024	16.1	24/1470C At the request of Councillor Rice and by consent the motion was varied to read - That Council: 1. Receive and note this report on the adoption of the Kiama Municipal Council Plan of Management for Council managed Crown Land. 2. Formally adopt the final Kiama Municipal Council Plan of Management for Council managed Crown Land in accordance with the Crown Land Management Act 2016 as shown in Attachment 1 - Post exhibition Letter of consent to adopt - Council Managed Crown Land - 4 April 2024. 3. Delegate to the CEO to prepare correspondence to the Minister for Lands and Property seeking clarity on the application of the	Director Infrastructure and Liveability	1. Noted and received 2. Formally adopted as of 21 May 2024. 3. Letter finalised and sent.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024	16.2	<p>designation of the category of Park specifically for the reserves at Seven Mile Beach, Warri Beach, Easts Beach and Bombo, as well as noting one potential anomaly relating to Reserve Purpose at Minnamurra Headland so that Council can understand the process for any future amendment. (Councillors Brown and Croxford)</p> <p>24/1480C Resolved that Council receive the Minutes of the Kiama Local Traffic Committee meeting of 7 May 2024 and the following recommendation be adopted, subject to any other approvals that may be required: 24/001LTC the changes to traffic arrangements in Terralong Street Kiama and the installation of the raised medians around the bridge supports, made necessary by the replacement of the railway bridge crash beams, with the exception that the amber flashing lights currently in place be retained. (Councillors Draisma and Latkins)</p>	Director Infrastructure and Liveability	Correspondence sent to Sydney Trains on 25 June 2024 for action.	Completed.
21/05/2024	18.1	<p>24/1490C Resolved that Council comply with the Local Government Remuneration Tribunal decision made under Section 41 of the Local Government Act 1993, that a 3.75% increase is payable on the annual fees for Mayor and Councillors for the period 1 July 2024 to 30 June 2025, resulting in the following: 1. \$22,540 for each Councillor including the Mayor, and 2. \$49,200 additional fee for the Mayor. (Councillors Brown and Croxford)</p>	Chief Financial Officer	Payment increases applied by Finance team.	Completed
21/05/2024	19.1	<p>24/1500C Resolved that Council, in light of the censorship motion from Cumberland Council (suburbs include: Auburn, Granville, Greystanes, Merrylands and Toongabbie), now overturned, against their libraries holding certain books in relation to same sex parents, will: 1. Support our libraries to be free from intolerant censorship.</p>	Chief Executive Officer	Library staff have been informed of this decision.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>2. Encourage our community members to make use of our library resources to help create a rich and diverse and supportive community.</p> <p>3. Approve the statement from NSW Minister of Arts, the Hon John Graham MLC that the "Cumberland Council resolution contravened the Library Council of NSW Guideline on Freedom of Access to Information".</p> <p>4. Welcome Cumberland residents to visit Kiama so they can experience an open and loving community without divisive censorship.</p> <p>5. Do our best to ensure all our residents are as informed and supported, on all issues, as much as is possible.</p> <p>(Councillors Brown and Draisma)</p>			
21/05/2024	19.2	<p>24/1510C Resolved that Council:</p> <ol style="list-style-type: none"> Write to Transport for NSW requesting consideration of a reduction in the permanent speed limit for Allowrie and Churchill Streets, Jamberoo from 50 km/h to 40 km/h for the urbanised-higher pedestrian areas of Jamberoo. Provide any data and information, including community feedback, through to Transport for NSW to support the reduction in the permanent speed limit in the area. <p>(Councillors Larkins and Draisma)</p>	Director Infrastructure and Liveability	<p>Road Safety Officer wrote to TfNSW on 23 July 2024, requesting consideration of a permanent speed limit reduction for Allowrie and Churchill Streets, Jamberoo.</p> <p>Council is working closely with TfNSW to conduct a review and determine whether a 40km/h speed zone would be appropriate for the area.</p>	On Track
21/05/2024	19.3	<p>24/1520C Resolved that Council:</p> <ol style="list-style-type: none"> Congratulate Ms Chantelle Farah, as Director and Trustee of the Regional Media Unit Trust, on the purchase and being the new owner of The Bugle newspaper. 	Chief Executive Officer	<p>Letter was sent to The Bugle on 5 June 2024.</p>	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024		<p>2. Thank Cathy and Steve Law on the establishment of The Bugle and wish them well in their next endeavours.</p> <p>3. Invite Ms Farah, to meet with the CEO and Councillors to foster building a professional relationship between Council and the local staff at The Bugle to assist our community.</p> <p>4. Delegate to the CEO to write to Ms Farah requesting detailed information on the full ownership of The Bugle, specifically seeking to understand who the beneficiaries of the Regional Media Unit Trust are and whether these beneficiaries include persons or entities with interests in property developers or construction companies owning land and property in the Kiama Local Government Area. Additionally, inquire if these beneficiaries are involved in submitting Planning Proposals or Development Applications within the municipality, which ought to be disclosed to mitigate potential conflicts of interest and ensure journalistic integrity.</p> <p>(Councillors Croxford and Draisma)</p>			
21/05/2024		<p>24/0530C to 24/0550C are procedural motions.</p>	Chief Executive Officer	No action required.	Completed.
21/05/2024	22.1	<p>24/1560C Committee recommendation that Council:</p> <ol style="list-style-type: none"> Note the information provided in the Blue Haven Update report. Endorse the onsite administration of the NSW Voluntary Assisted Dying Act 2022 and accompanying Blue Haven policy. <p>(Councillors Larkins and Brown)</p>	Chief Operating Officer	Policy endorsed and administrative processes applied.	Completed.
21/05/2024	22.2	<p>24/1570C Committee recommendation that Council strike this matter on land acquisition and transfer under the NSW Coastal Lands Protection Scheme from the business papers.</p> <p>(Councillors Reilly and Brown)</p>	Director Planning, Environment and Communities	This item will be resubmitted to Council when internal consultation has taken place.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/05/2024	22.3	<p>24/1580C Committee recommendation that Council:</p> <ol style="list-style-type: none"> Note the commencement of the sale process for 9 O'Connell Place, Gerringong (Lot 208 DP 792192), by public auction. Set the reserve price for auction as the highest of the valuations in the body of this report. Delegate the Chief Executive Officer authorisation to enter into negotiations if the reserve price is not met at auction regarding the sale price for the land, including terms, and accept a suitable offer as stipulated in the report. Delegate to the Chief Executive Officer and/or Mayor authorisation to sign and execute all documentation in relation to and including the contract of sale and the application of the seal of Council if required. (Councillors Croxford and Draisma) 	Director Infrastructure and Liveability	<ol style="list-style-type: none"> Completed Completed Completed Completed. Marketing has commenced on this sale and auction to take place 5 August 2024. 	Completed.
21/05/2024	22.4	<p>24/1590C Committee recommendation that Council:</p> <ol style="list-style-type: none"> Delegate to the Chief Executive Officer authorisation to enter into direct negotiations regarding the sale price for Lot 100 South Kiama Drive, Kiama (Lot 100 DP1231831), including terms, and accept a suitable offer as stipulated in the report. Delegate to the Chief Executive Officer and/or Mayor authorisation to sign and execute all documentation in relation to and including the contract of sale and the application of the seal of Council if required. Allocate the proceeds of the sale of Lot 100 to the Roads Reserve. (Councillors Brown and Steel) 	Director Infrastructure and Liveability	<ol style="list-style-type: none"> Completed. Contracts exchanged 28 June 2024 and settlement to occur 27 June 2025 or when services connected to the parcel of land - which ever occurs first. Noted. 	Completed.
21/05/2024	22.5	<p>24/1600C Committee recommendation that Council:</p> <ol style="list-style-type: none"> Approve waiving of 50% insurance fees charged to those sporting clubs identified as having single use of a facility in 2022/23 financial year. 	Chief Financial Officer Director Infrastructure and Liveability	<ol style="list-style-type: none"> Sporting clubs have been notified by a formal letter. Review of the Public Land Management Policy will be 	

Meeting	Item	Resolution	Responsible officer	Action	Status
		2. Approve that the 2023/24 insurance costs are not charged to those sporting clubs identified as single use of a facility, and that a review of the Public Land Management Policy, Lease Policy and associated agreements is completed to better resolve this issue. (Councillors Rice and Draisma)		presented to Council in November 2024.	
21/05/2024		24/161OC is a procedural motion.	Chief Executive Officer	No action required.	Completed.
21/05/2024	22.6	24/162OC Committee recommendation that Council set aside resolution 23/350OC from the 21 November 2023 Ordinary Council meeting as agreed in consent orders issued by the Supreme Court in the matter of <i>Renkema-Lang v Kiama Municipal Council and Symons</i> [2024] NSWSC 61606 due to the Second Defendant's final investigation report (dated 31 October 2023) being affected by a reasonable apprehension of bias which therefore makes the Council resolution invalid. (Councillors Brown and Steel)	Chief Executive Officer	Consent orders were agreed to on 29 May 2024. Bill of costs to be agreed.	On track
21/05/2024		24/163OC and 24/164OC are procedural motions.	Chief Executive Officer	No action required.	Completed.
27/05/2024		24/165OC and 24/166OC are procedural motions	Chief Executive Officer	No action required.	Completed.
27/05/2024	8.1	24/167OC Resolved that Council: 1. Delegates to the Chief Executive Officer the authority to accept the tender for the comingled recycle receipt and processing contract. 2. Delegate to the Chief Executive Officer and/or Mayor authorisation to sign and execute all documentation in relation to the contract including the application of the seal of Council if required.	Director Infrastructure and Liveability	Delegation noted. Will be applied upon completion of tender assessment process. Tenders being assessed.	On track.

Meeting	Item	Resolution	Responsible officer	Action	Status
27/05/2024		(Councillors Croxford and Larkins) 24/168OC is a procedural motion.	Chief Executive Officer	No action required.	Completed.
27/05/2024	S.1	24/169OC Resolved that Council: 1. Note that the Minister for Local Government, The Hon Ron Hoenig MP's has formally issued Kiama Municipal Council with a variation to the Performance Improvement Order on 24 May 2024, 2. Display a copy of the varied Performance Improvement Order on the Council website, 3. Acknowledge that the varied Performance Improvement Order establishes actions required to be undertaken by Kiama Municipal Council over the following three (3) financial years to improve its operating performance which will take organisational precedence, 4. Acknowledge that a Strategic Finance and Governance Improvement Plan will be reported to Council's extraordinary June 2024 Integrated Planning and Reporting meeting, and that this Plan will respond directly to the requirements of the varied Performance Improvement Order, including compliance with the cycle of reporting to Council and the Office of Local Government. (Councillors Draisma and Rice)	Head of Implementation	Varied Performance Improvement Order published on the Council website.	Completed.
27/05/2024		24/170OC and 24/171OC are procedural motions.	Chief Executive Officer	No action required.	Completed.
27/05/2024	9	24/172OC Committee recommendation that Council: 1. Endorse the Chief Executive Officer to pursue completion of the sale contract for Blue Haven Bonaira site and associated services excluding Community Transport in accordance with the parameters and framework of the sale conditions as noted in the report.	Chief Operating Officer	Sale contract completed and presented to Council for execution.	Completed

Meeting	Item	Resolution	Responsible officer	Action	Status
		2. Report and present the final sale contract to Council at the July 2024 ordinary meeting for execution and public announcement regarding the sale. (Councillors Brown and Croxford)			
27/05/2024		24/1730C is a procedural motion.	Chief Executive Officer	No action required.	Completed.
18/06/2024		24/1740C is a procedural motion.	Chief Executive Officer	No action required.	Completed.
18/06/2024	6.1	24/1750C At the request of Councillor Brown and by consent the motion was varied to read: That the Minutes of the Ordinary meeting held on 21 May 2024 be received and accepted subject to changing item 16.1 to reflect that Councillor Brown moved the staff recommendation and that at the request of Councillor Rice the motion was varied by consent to include point 3. (Councillors Rice and Renkema-Lang)	Chief Executive Officer	Minutes were amended and republished on the website	Completed.
18/06/2024	6.2	24/1760C Resolved that the Minutes of the Extraordinary meeting held on 27 May 2024 be received and accepted. (Councillors Brown and Renkema-Lang)	Chief Executive Officer	Minutes published on the Council website.	Completed.
18/06/2024		24/1770C is a procedural motion.	Chief Executive Officer	No action required.	Completed.
18/06/2024	11.1	24/1780C Resolved that Council invites nominations for the Local Government community awards to be presented at a ceremony during Local Government Week on 30 July 2024.	Chief Executive Officer	Media plan to promote nominations was enacted through usual channels and approaches to	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
18/06/2024	11.2	24/1790C Resolved that Council formally congratulate Col Rathbone for being awarded the Medal of the Order of Australia OAM in the 2024 King's Birthday Honours List. (Councillor Reilly)	Chief Executive Officer	community organisations and clubs. Ceremony held on 30 July 2024. Letter of congratulations sent on 25 June 2024	Completed.
18/06/2024	18.1	24/1800C Resolved that Council congratulate staff, members of the Tourism and Economic Advisory Committee and Councillors on achieving the 2024 Top Towns Tourism Award from the NSW Tourism Industry Council. (Councillor Reilly)	Chief Executive Officer	No action required.	Completed.
18/06/2024	12.2	24/1810C Resolved that the Minutes of the Infrastructure and Liveability Advisory Committee meeting held on 14 May 2024 be received and accepted. (Councillors Larkins and Draisma)	Director Infrastructure and Liveability	Minutes have been published on the Council website.	Completed.
18/06/2024	12.3	24/1820C Resolved that the Minutes of the Sustainable Communities Advisory Committee meeting held on 4 June 2024 be received and accepted. (Councillors Larkins and Draisma)	Director Planning, Environment and Communities	Minutes have been published on the Council website.	Completed.
18/06/2024	13.1	24/1830C Resolved that Council: 1. review the consensus scoring and funding recommendation summary provided by Council's <i>Internal Assessment Panel</i> , 2. provide \$600 financial funding to the Kiama and Jamberoo Golf Club to support the Seaside and Valley Veterans Golf Tournament	Chief Executive Officer	Congratulatory emails have been sent and Council funding agreements have been exchanged with the Kiama and Jamberoo Golf Clubs to support the Seaside and Valley	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>3. provide \$5,400 (\$4,000 in-kind and \$1,400 financial) funding to the Illawarra Folk Club Inc to support the Folk by the Sea festival</p> <p>3. congratulate and distribute contracts to successful applicants detailing funding obligations as per the Destination Event Funding Guidelines. (Councillors Larkins and Draisma)</p>		Veterans Golf Tournament due to take place from 24-29 November 2024 as well as the Illawarra Folk Club in support of the Kiama Folk by the Sea event schedule for 20-22 September 2024.	
18/06/2024	13.2	<p>24/184OC Resolved that Council adopt the Community Engagement Strategy and publish to the Council website subject to changing action 3 of the "Closing the loop" sections on pages 9 and 23 of the strategy to read: "To assess engagement activities effectiveness <input type="checkbox"/> against the Community Engagement Strategy's objective and principles including diversity, equity and inclusion, and <input type="checkbox"/> in contributing towards the Community Strategic Plan's outcomes and strategies." (Councillors Renkema-Lang and Rice)</p>	Chief Executive Officer	Amendments made and the Strategy has been published on the Council website.	Completed.
18/06/2024	14.1	<p>24/185OC Resolved that Council endorse the Enterprise Risk Management Policy. (Councillors Larkins and Croxford)</p>	Chief Operating Officer	Policy has been published on the Council website.	Completed.
18/06/2024	14.2	<p>24/186OC At the request of Councillor Rice and by consent the motion was varied to read that Council endorse the Unsolicited Proposals Policy, subject to point b) of the Policy Statement/Objectives on page 2 of the Policy being amended to read, b) provide Council and the community with assurance around transparency, consistency and reporting for Unsolicited Proposals, ensuring that outcomes are always in the best interest of the Kiama Municipality and its people.</p>	Chief Operating Officer	Endorsed Policy amended and published on the Council website.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
18/06/2024	14.3	<p>24/1870C Resolved that Council receives and adopts the Monthly Financial Report for April 2024, with the following amendments on page 163 of the business paper under the heading Holiday Parks: Where it states "<i>All Holiday Parks are showing a net operating result of \$3,841 compared to a budget of \$3,319</i>", the figures should read 3 million 841 thousand, compared to a budget of \$3 million 319 thousand dollars.</p> <p>(Councillors Brown and Larkins)</p>	Chief Financial Officer	Updates made as requested.	Completed
18/06/2024	14.4	<p>24/1880C Resolved that Council: 1. Receives the information relating to the Statement of Investments as at 31 May 2024. 2. Approves the transfer of \$3,900,000 from the Land Development Reserve to Unrestricted Funds and endorses the restricted funds position outlined in the report.</p> <p>(Councillors Croxford and Steel)</p>	Chief Financial Officer	Transfer completed.	Completed.
18/06/2024	15.1	<p>24/1890C Resolved that Council: 1. Endorse the Dog Friendly Spaces Strategy to be placed on public exhibition for a period of 28 days calling for submissions. 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 Dog Friendly Spaces Strategy, if there are no relevant submissions received and there are no substantial changes proposed for any other reasons.</p> <p>(Councillors Keast and Draisma)</p>	Director Planning, Environment and Communities	Strategy placed on public exhibition from 22 June to 21 July 2024.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
18/06/2024	15.2	<p>24/1900C Resolved that Council:</p> <ol style="list-style-type: none"> 1. Endorse the Draft Kiama Development Control Plan Chapter 12.11 South Kiama Urban Release Area for public exhibition for 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. One week after completion of the public exhibition period, adopt the Kiama DCP Chapter 12.11 South Kiama Urban Release Area, if there are no relevant submissions received and there are no substantial changes proposed for any other reasons. 	(Councillors Larkins and Brown)	The Draft DCP Chapter was placed on public exhibition between 21 June and 19 July 2024. As submissions have been received, these are being considered and a report will be provided back to a later Council meeting.	On track
18/06/2024	15.3	<p>24/1910C Resolved that Council:</p> <ol style="list-style-type: none"> 1. Note the update on the preparation of the Growth and Housing Strategy. 2. Note the Growth and Housing Strategy Engagement Report. 	(Councillors Renkema-Lang and Larkins)	The Engagement Report was published on the Council website on 21 June 2024 for the public to view.	Completed.
18/06/2024	16.1	<p>24/1920C Resolved that Council</p> <ol style="list-style-type: none"> 1. Note the report of the Kiama Council Lifeguards Beach Seasonal Operation for 2023/2024. 2. Acknowledge the efforts of Council's lifeguard team and our volunteer partners in managing a successful and safe season for our community 	(Councillors Larkins and Draisma)	No action required.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
18/06/2024	16.2	<p>24/1930C Resolved that Council receive the Minutes of the Kiama Local Traffic Committee meeting of 4 June 2024 and the following recommendation be adopted, subject to any other approvals that may be required:</p> <p>24/001LTC the temporary closure of Terralong Street on Saturday 13 and Sunday 14 July 2024 for the Kiama Winter Street Festival in accordance with the plans attached, subject to:</p> <ul style="list-style-type: none"> a) Provision of 2 x VMS boards advising of the upcoming event, at each end of the proposed closure for at least seven days prior to the event. b) Provision of a Traffic Guidance Scheme detailing the controls required for Terralong Street remaining closed to traffic for the duration of the festival from Saturday 13 July 2024 to Sunday 14 July 2024, to the satisfaction of Council prior to the issue of the Road Occupancy Permit. c) Notification letters being sent to all affected residents and businesses along the closed route. d) Advertisement of the closure on Council's website and social media, and in local radio and print media. e) Council event staff consulting with emergency services regarding the event and road closure. f) TfNSW has organised additional train services for the event. (Councillors Larkins and Draisma) 	Director Infrastructure and Liveability	Plans enacted for the Winter Festival by Destination Kiama.	Completed.
18/06/2024	17.1	<p>24/1940C Resolved that Council receives and notes the information on Compliance Officer activities for May 2024. (Councillors Brown and Larkins)</p>	Director Planning, Environment and Communities	No action required.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
18/06/2024	17.2	24/1950C Resolved that Council receive and note the Australian Coastal Councils Association Conference report from Councillor Reilly. (Councillors Renkema-Lang and Larkins)	Chief Executive Officer	No action required.	Completed.
18/06/2024	17.3	24/1960C Resolved that Council receives and notes the response to Councillor Croxford's question on current and planned 'circular economy' initiatives by the Council. (Councillors Croxford and Steel)	Director Planning, Environment and Communities	No action required.	Completed.
18/06/2024	17.4	24/1970C Resolved that Council receive and note the response to Councillor Larkins' question on occupational violence. Councillors Larkins and Reilly	Director Planning, Environment and Communities	No action required.	Completed.
18/06/2024	17.5	24/1980C Resolved that Council receive and note the Questions for Future Meetings Register for June 2024. (Councillors Larkins and Draisma)	Chief Executive Officer	No action required.	Completed.
18/06/2024	17.6	24/1990C Resolved that Council receive and note this response to Councillor Croxford's question with notice regarding protection measures for Councillors. (Councillors Croxford and Larkins)	Chief Operating Officer	No action required.	Completed.
18/06/2024	17.7	24/2000C Resolved that Council receive and note the response to Councillor Croxford's question regarding the Unreasonable Complainant Conduct Policy. (Councillors Croxford and Steel)	Chief Operating Officer	No action required.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
18/06/2024	20.2	<p>24/2010C Resolved that Council:</p> <ol style="list-style-type: none"> Note the current resolution (19/1290C) passed on 16 April 2019, which restricts the use of field lighting at Keith Irvine Oval, Jamberoo to weekdays only, with an automatic cut-off at 8.30 pm. Remove the timer switch and restrictions to allow lighting at Keith Irvine Oval to operate in the same manner as all other sporting field lighting across the municipality. (Councillors Croxford and Draisma) 	Director Infrastructure and Liveability	<ol style="list-style-type: none"> Noted. The timer switch has been removed. 	Completed.
18/06/2024		<p>24/2020C to 24/2040C are procedural motions.</p>	Chief Executive Officer	No action required.	Completed.
18/06/2024	22.1	<p>24/2050C Committee recommendation that Council note the information provided in the Blue Haven Update report. (Councillors Draisma and Brown)</p>	Chief Operating Officer	No action required.	Completed.
18/06/2024	22.2	<p>24/2060C Committee recommendation that Council:</p> <ol style="list-style-type: none"> in accordance with clause 178(1)(a) of the Local Government (General) Regulation 2021, accept the Request For Quote response of Data#3 for Tender LGP 108-4, in the sum of \$771,198.69 excluding GST for the 3 year period to June 2027. in accordance with clause 178(1)(a) of the Local Government (General) Regulation 2021, accept the Request For Quote response of Data#3 for Tender LGP 108-4, in the sum of \$7,117.15 monthly excluding GST. These costs should cease following the sale of Blue Haven. 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 	Chief Operating Officer	Contract executed as per the Resolution.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		4. 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 Draisma and Brown)			
18/06/2024	22.3	24/2070C Committee recommendation that Council: 1. In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2021, Council accepts the tender from the recommended tenderer for the Holiday Parks Roadways at Kiama Holiday Parks, for the sum of \$1,239,558.31 +GST. 2. Delegate to the Chief Executive Officer the authority to finalise and execute the contract and any other documentation required to give effect to point 1 above. 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 the contract. 4. Allocate a budget of \$1.4 million in the 2024-25 Capital Budget funded from the Crown Holiday Parks Reserve to fund the tendered works. (Councillors Draisma and Brown)	Director Infrastructure and Liveability	Actioned.	Completed.
18/06/2024		24/2080C and 24/2090C are procedural motions.	Chief Executive Officer	No action required.	Completed.
27/06/2024		24/2100C and 24/2110C are procedural motions.	Chief Executive Officer	No action required.	Completed.
27/06/2024	8.1	24/2120C At the request of Councillor Keast and by consent, the motion was varied and resolved as follows: That Council -	Head of Implementation	Resolved amendments made to Strategic Finance and Governance Improvement Plan.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<ol style="list-style-type: none"> 1. Adopt the Strategic Finance and Governance Improvement Plan., subject to authorising the Chief Executive Officer, through the Implementation Team, to make the following administrative amendments: <ol style="list-style-type: none"> a. Update the PIO Action column for actions 6.7, 6.8, 6.10 and 6.17, on pages 36 and 37, by referring to A.5 instead of C.3. 2. Authorise the Chief Executive Officer to provide a copy of the Strategic Finance and Governance Improvement Plan to the NSW Office of Local Government by 24 July 2024. 3. Note that the Chief Executive Officer through the Implementation Team will coordinate the following reporting schedule: <ol style="list-style-type: none"> a. Monthly financial position reporting to the elected body commencing July 2024 b. Bi-monthly progress on Improvement Plan actions reporting to the elected body commencing August 2024 c. Bi-monthly progress on Improvement Plan actions reporting to the NSW Office of Local Government commencing August 2024 d. Copies of the bi-monthly progress reports will be placed on Council's website to ensure continued transparency, and e. Update the Strategic Finance and Governance Improvement Plan every six months to ensure newly identified actions can be implemented and reported on, and completed actions closed off. (Councillors Brown and Steel) 		<p>Strategic Finance and Governance Improvement Plan published on Council's website and provided to the NSW Office of Local Government.</p> <p>Monthly financial reports consistently provided to Council.</p> <p>First bi-monthly Improvement Plan progress report included in the August 2024 agenda.</p>	
27/06/2024	9.1	<p>24/2130C</p> <p>Resolved that Council make the rates and charges for 2024/25 in accordance with Section 535 of the Local Government Act 1993 inclusive of a 4.5% rate increase as outlined in the report.</p> <p>(Councillors Renkema-Lang and Draisma)</p>	Chief Operating Officer	Rates levied accordingly.	Completed.
27/06/2024	9.2	<p>24/2140C</p>	Chief Operating Officer	Updates completed and the document has been	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>Resolved that having considered the submissions received as part of the exhibition process for the Draft 2024/25 Delivery Program and Operational Plan, Budget, Long-Term Financial Plan, and Fees and Charges, Council:</p> <ol style="list-style-type: none"> 1. Adopt the 2024/25 to 2033/34 Long Term Financial Plan with a Budget result showing a loss before capital grants and asset sales of \$5.4M in 2024/25, \$2.7M in 2025/26 and a surplus of \$700K in 2026/27 as required by the Performance Improvement Order. 2. Endorse that outcomes of Council's Service Reviews will be a vital part in delivering operating efficiencies required in the next 3 years to 2026/27. 3. Endorse that review of Council's Service catalogue and essential or non-essential services will be a vital part in delivering the operating efficiencies required in the next 3 years to 2026/27. 4. Adopt the 2024/25 Delivery Program and Operational Plan inclusive of the following changes made post-exhibition as per Table 2: Amendments made to Draft DPOP: <ol style="list-style-type: none"> a. Amendment of Community Hubs portfolio description b. Updated actions and measures c. Updates and corrections to Revenue Policy 5. Adopt the 2024/25 Budget with the following changes made post-exhibition: <ol style="list-style-type: none"> a. Increase of the capital works program by \$2.5M supported by internal reserve and additional grant funding b. Adjust Bonaira sale timeframe to September 2024 6. Adopt the 2024/25 Fees and Charges with the following changes made post-exhibition: <ol style="list-style-type: none"> a. Update and correct description texts b. Remove reference to Jamberoo Youth Hall c. Addition of Jamberoo Pool user fees 7. Adopt the 2024/25-2033/34 Long-Term Financial Plan inclusive of the following changes made post-exhibition: 		published on the Council website.	

Meeting	Item	Resolution	Responsible officer	Action	Status
		<ul style="list-style-type: none"> a. Changes to the timing of projected asset sales, carrying forward those unsold from 2023-24 to 2024-25 b. Inclusion of 3 months of operational budget for the continuation of Blue Haven Bonaira operations until sold c. Addition of Roads to Recovery funding for a further 5 years, commencing 2024-25 <p>8. Publish the adopted documents on Council's website by 30 June 2024.</p> <p style="text-align: right;">(Councillors Croxford and Steel)</p>			



Resolution register:
Outstanding items from previous periods

Meeting	Item	Resolution	Responsible officer	Action	Status
1/02/2024	2.1	<p>24/0060C</p> <p>Committee recommendation that Council:</p> <ol style="list-style-type: none"> receives that by RFT process, Request for Tender – Blue Haven (November 2023) (RFT) Council invited tenders in relation to the sale of its aged care business known as Blue Haven – Bonaira located at 14a Bonaira Street, Kiama NSW 2533 (together with relevant assets used to conduct the Business and the land); receives the confidential report in relation to the RFT, “Tender - Blue Haven - Bonaira Divestment” (Confidential Report); receives that the RFT did not include the Council’s Community Transport Operations, due to issues raised by Transport for NSW (TfNSW); declines to accept any of the tenders submitted in response to the RFT; for the purpose of section 178(3)(e) of the <i>Local Government (General) Regulation 2021 (LG Regulation)</i>, resolves to enter into direct negotiations with the Preferred Tenderer identified in the Confidential Report in the manner described in the Confidential Report; notes that the reason for Council determining to enter into direct negotiations with the Preferred Tenderer is that Council is satisfied that the Preferred Tenderer would be capable of meeting the requirements set out in the RFT; and accepts that the reasons for Council declining to invite fresh tenders or applications under sections 178(3)(b)-(d) are: <ol style="list-style-type: none"> it is not expected that further market testing will provide a more satisfactory result; despite none of the tenders being capable of acceptance at the end of the RFT Tender, Council considers that there 	Chief Operating Officer	Sale contract with Preferred Tenderer (Hall & Prior) signed with settlement to be completed on 1 November 2024.	On track

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>are reasonable prospects of achieving an advantageous outcome through direct negotiations with the Preferred Tenderers;</p> <p>(c) inviting fresh tenders would delay the sale with potentially adverse consequences for the organisation;</p> <p>8. authorises the Chief Executive Officer to directly negotiate with the Preferred Tenderer(s):</p> <p>(a) in the manner described in the Confidential Report for the purposes of entering into an agreement to sell Council's aged care business known as Blue Haven – Bonaira;</p> <p>(b) ensuring in accordance with the Fair Work Act 2009 that for a period of five years, the current terms and conditions of employment be transferred to the employment of the transferring employees with the new employer;</p> <p>9. directs the Chief Executive Officer to table any draft contract arising from the direct negotiations with either of the Preferred Tenderer(s) before Council for resolution prior to contract execution;</p> <p>10. resolves that because of extenuating circumstances a satisfactory result would not be achieved by inviting tenders for the sale of the Council's Community Transport Operations related to Blue Haven-Bonaira, and notes that the reasons for forming that view are that a fresh open tender process would be difficult to conduct where Transport for NSW requires direct involvement;</p> <p>11. authorises the Chief Executive Officer under s55(3)(i) of the LG Act, to:</p> <p>(a) directly negotiate with the parties listed in the Confidential Report for the purposes of entering into an agreement to sell the Council's Community Transport Operations related to Blue Haven-Bonaira and</p> <p>(b) execute any agreement arising from those direct negotiations.</p> <p>(Councillors Reilly and Brown)</p>			

24/78145

Page 2 of 23

Meeting	Item	Resolution	Responsible officer	Action	Status
13/02/2024	14.1	<p>24/026OC Resolved that Council:</p> <ol style="list-style-type: none"> Proceed to public exhibition of the Draft Enterprise Risk Management Policy for a period of 28 days. Note if submissions are received during the exhibition period a further report will be provided on any proposed amendments to the Enterprise Risk Management Policy. Adopt the Enterprise Risk Management Policy, if no submissions are received, on the day after the completion of the public exhibition period. <p>(Councillors Larkins and Steel)</p>	Chief Operating Officer	<p>The draft Enterprise Risk Management Policy was endorsed by Council at its February meeting to be placed on public exhibition for a period of 28 days.</p> <p>Submissions were received, and reported back to council with submissions and recommendation on 18 June 2024, where it was then endorsed.</p>	Completed
13/02/2024	22.2	<p>24/038OC By consent the committee recommendation was varied as follows: That Council:</p> <ol style="list-style-type: none"> Delegates the resolution of a proportional refund to the CEO. Review the Pavilion refund policy. <p>(Councillors Rice and Brown)</p>	Chief Executive Officer	<p>The terms and conditions (venue hire contract) are currently being revised to provide clarification regarding the refund policy and cancellation fees and also include dry hire obligations (when a staff member is not on-site). This includes crowd safety monitoring, minimum standards regarding maintaining emergency exit pathways, capacity limits, minimum security: customer ratio, and other obligations such as venue use, risk management, noise restrictions, post event condition and cleanliness.</p>	On track
19/03/2024	15.2	<p>24/058OC</p>	Director Planning, Environment	<p>The Grants and Donations Policy and Guidelines post exhibition report submitted and</p>	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>An amended motion was moved by Councillor Keast and seconded by Councillor Rice that Council:</p> <ol style="list-style-type: none"> 1. places the draft Grants and Donations Policy and Guidelines on public exhibition for a period of 28 days, subject to: <ol style="list-style-type: none"> a. the inclusion in section 10 of the Policy, an explanation of the role of Advisory Committees in the Grants and Donations process; b. an additional point to 10.2 of the Policy at the following criteria', 'additional sources of money received to fund the project/event/program'. 2. notes if submissions are received during the exhibition period a further report will be provided on any proposed amendments to policy and guideline. 3. adopts the Grants and Donations Policy and Guidelines, if no submissions are received, on the day after the completion of the public exhibition period. <p>On being put the motion was carried.</p>	and Communities	was endorsed at the Council meeting on 21 May 2024.	
19/03/2024	15.5	<p>24/0620C Resolved that Council</p> <ol style="list-style-type: none"> 1. Develop a draft Kiama Leisure Centre Strategy and provide this strategy to a future Council meeting for consideration. 2. Develop an implementation plan for the next steps of the service review process. 3. Undertake internal and external consultation with the community and staff about the three options that have been provided for the asset which are 1. do nothing, 2. upgrade or 3. redevelop. 4. Incorporates the future vision for the leisure centre into the business and masterplan for the wider sporting, old Havilah place and surrounding precinct and this work be completed by the implementation team as part of PIO priorities (Councillors Larkins and Brown) 	Director Planning, Environment and Communities	<ol style="list-style-type: none"> 1. The Kiama Leisure Centre Strategy, inclusive of a Strategic Action Plan has been drafted and is currently being reviewed by staff ahead of presenting to Council for consideration. 2. An implementation plan has been developed. Collaboration with the Implementation Team is occurring to deliver the priorities of this plan. 3. Internal consultation is ongoing as per item 3 of the resolution. A draft external community 	On Track

Meeting	Item	Resolution	Responsible officer	Action	Status
19/03/2024	16.1	<p>24/0650C</p> <p>At the request of Councillor Keast and by consent the motion was varied and resolved that Council:</p> <ol style="list-style-type: none"> 1. acknowledge the efforts of the Gerringong Surf Life Saving Club to fund and undertake this significant building replacement project. 2. approve the allocation of \$370,000 to the Capital Budget – Building & Facilities to funded from the Development Contributions Reserve (\$170,000) and the Unexpended Grants Reserve (\$200,000 - Local Roads & Community Infrastructure Program Phase 4, pending funder approval). 3. delegate to the Chief Executive Officer the authority to negotiate and execute a funding agreement, to a maximum amount of \$370,000, with the Club including: <ol style="list-style-type: none"> a. Council officer attendance at project control meetings b. implementation of appropriate project governance controls and reporting frameworks to reflect Council's investment and ownership of the facility c. convening a meeting of all funding authorities and reporting back on outcomes to Council d. acknowledgement of Council's funding contribution. 	Director Infrastructure and Liveability	<p>engagement plan has been developed. Further discussions are also occurring with the Finance Advisory Committee members.</p> <ol style="list-style-type: none"> 4. The site has been included within the broader draft masterplan for the sporting precinct as per item 4 of the resolution. 	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
21/11/2023	19.1	<p>e. following the meeting of all funding partners, should no other alternative be found, that the remaining balance of funds for the remediation of works as noted in item 18.2 of the supplementary business paper of an amount of \$100,600 (excluding GST) be referred to the 2024/2025 budget process for consideration.</p> <p>4. Delegate to the Chief Executive Officer the authority to commence an urgent internal audit on project management and governance controls for Council owned and leased community facilities that have been subject to major redevelopment or renewal.</p> <p>(Councillors Brown and Steel)</p> <p>23/3420C Resolved that Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the important role that the Illawarra Rose Society, the Kiama Garden Society, and the Friends of Peace Park have had in the establishment and ongoing maintenance of Peace Park. 2. As part of future budget reviews, consider seeking grant funding to cover the cost of establishing a suitable storage solution for the garden equipment used by the volunteers who maintain Peace Park. 3. Pending the outcome of point 2 above, consider waiving any fees associated with the ongoing use of the storage facility. 4. Recognises the excellent work carried out by the volunteers of Peace Park and requests a report from the Director of Infrastructure and Liveability on how Council can assist the Kiama Rose Society in their ongoing work at Peace Park, including: <ol style="list-style-type: none"> (a) the erection of a shed for the storage of garden tools, mower, mulch etc; (b) bricks to be sold and laid; 	Director Infrastructure and Liveability	A report will be presented to the October Council meeting.	Needing attention.

Meeting	Item	Resolution	Responsible officer	Action	Status
19/09/2023	15.4	<p>(c) maintenance of the ground-cover on the Manning Street side;</p> <p>(d) insurance for works carried out;</p> <p>(e) pepper-corn licence fee; and</p> <p>(f) other related matters.</p> <p>(Councillors Brown and Steel)</p> <p>23/2610C Resolved that Council:</p> <ol style="list-style-type: none"> Place the draft Development Assessment Policy on exhibition for 28 days and actively seek feedback from the development industry and community. Establish an Industry Reference Group modelled from Cairns City Council. Provide support and mentorship to the newly formed Planning and Economic Development Team to improve customer experience and online self-service. Delegate to the CEO the authority to determine development applications and modification applications up to a value of \$10,000,000, except for developments: <ol style="list-style-type: none"> Where developments are for subdivisions of over fifty (50) allotments; and Where there are greater than 12 individual objections. <p>(Councillors Rice and Renkema-Lang)</p>	Director Planning, Environment and Communities	<ol style="list-style-type: none"> Completed. The Development Assessment Policy has been adopted by Council at the July 2024 meeting. Completed. Industry meetings have occurred as part of the Growth and Housing Strategy Exhibition process. Ongoing collaboration and engagement are also occurring through the UIDA of which Council is a member. Completed. Training plans have been completed for the team to support professional development. Completed. 	Completed.
19/09/2023	16.2	<p>23/2640C Resolved that Council;</p> <ol style="list-style-type: none"> Commence the formal road closure process for the surplus road reserve located on Brown Street, Kiama under the Roads Act 1993, as shown on the diagram in this report, Classify the subject area of road at Brown Street, Kiama as operational land upon closure and the issue of a certificate of 	Director Infrastructure and Liveability	The statutory road closure process is underway and can take up to 2 years to be completed. This matter is expected to be reported to Council again by October 2025.	On hold

Meeting	Item	Resolution	Responsible officer	Action	Status
15/08/2023	16.2	<p>title subject to public notice of the proposed classification under Section 31 and 34 of the <i>Local Government Act 1993</i>,</p> <p>3. Give the Chief Executive Officer delegated authority to sign under seal or sign on behalf of Council, any documentation associated with the road closure; and</p> <p>4. Consider a separate report for the proposed sale of the lot at the completion of the road closure process. (Councillors Draisma and Larkins)</p> <p>23/2260C Resolved that Council:</p> <ol style="list-style-type: none"> Commence the formal road closure process for the portion of surplus road reserve, the un-named lane off Akuna Street, under the <i>Road Act 1993</i>. Require the applicant to meet all costs associated with the road closure. Classify the portion of road reserve as operational land upon closure. Give the Chief Executive Officer delegated authority to sign under seal or sign on behalf of Council any documentation associated with the road closure of surplus road reserve along Akuna Street, Kiama. (Councillors Brown and Steel) 	Director Infrastructure and Liveability.	The statutory road closure process is underway and can take up to 2 years to be completed. This matter is expected to be reported to Council again by December 2025.	On hold
15/08/2023	19.1	<p>23/2310C At the request of Councillor Rice and by consent the motion was varied and resolved as follows, to also include suggested amendments by the Director: That Council:</p> <ol style="list-style-type: none"> Receive a report on the recommended composition and draft terms of reference for the formation of a Jerrara Dam Working Group (the working group) to: <ol style="list-style-type: none"> review the Jerrara Dam Plan of Management 1996. 	Director Infrastructure and Liveability	This matter is being presented to the 13 August 2024 Council Meeting.	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
20/06/2023	19.3	<p>(b) consider current and futures uses of the site.</p> <p>(c) consider the rehabilitation of the site for the conservation and regeneration of the remnant rainforest its indigenous vegetation and associated habitats.</p> <p>2. Consider the formation of the working group for the 2024/2025 Draft Budget and Operational Plan.</p> <p>3. Following the completion of a report from the working group, commence a formal review of the Jerrara Dam Plan of Management subject to available budget.</p> <p>(Councillors Draisma and Larkins)</p> <p>23/1670C Resolved that a report be provided to Council on the feasibility and estimate of costs for providing reticulated three phase power to Coronation Park to improve the useability of the site, especially for ongoing markets.</p> <p>(Councillors Brown and Draisma)</p>	Director Infrastructure and Liveability	Load testing has been undertaken to the existing power supply at Coronation Park over a three-week period, which will be used to determine whether the additional power outlets can be supplied within Endeavour Energy's requirements. Council's contractor is currently reviewing the data and will report back on feasibility.	On track
20/06/2023	22.6	<p>23/1760C Committee recommendation that Council:</p> <ol style="list-style-type: none"> Continue with the process to have the encroaching structures at the location set out in the report, removed in accordance with Notices and Orders under the <i>Local Government Act 1993</i>; The structures be removed and the ground reinstated within one (1) year from the date of this resolution, and; The respective adjoining landowners be responsible for the costs associated with the removal of structures and ground reinstatement. <p>(Councillors Draisma and Larkins)</p>	Director Planning, Environment and Communities	Orders have been issued to the landowner in accordance with the Council resolution. Ongoing engagement and discussions with landowners are occurring through the Council's Property Team.	Completed

24/78145

Page 9 of 23

Meeting	Item	Resolution	Responsible officer	Action	Status
16/05/2023	19.1	<p>23/1360C At the request of Councillor Draisma and by consent, the motion was varied to read as follows: That Council:</p> <ol style="list-style-type: none"> Refer this matter to the Infrastructure and Liveability Advisory committee once established requesting they form a working group to develop a report on how Paid Parking for visitors to Kiama's Municipality can be implemented in a similar manner to Byron Bay Council. Note that the visitor economy is the largest sector of our local economy which generates a number of costs such as rubbish removal and clean up, public toilets, road and traffic infrastructure. As part of the process of developing the report to council on paid parking, develop a Paid Parking for Visitors Policy which clearly highlights that the objectives of paid parking will be for the betterment of the community as a whole, including local businesses and local residents, along with offsetting the costs of servicing a highly visited area. (Councillors Brown and Croxford) 	Director Infrastructure and Liveability.	The Committee is now reviewing the existing reports to provide advice on a way forward. See minutes from April Infrastructure and Liveability Advisory Committee meeting. Expected to be reported to Council after August 2024. Now also a part of the Strategic Finance and Governance Improvement Plan adopted 27 June 2024.	On Track
21/03/2023	15.1	<p>23/0760C Resolved that Council note the update provided in this report and that the CEO and Mayor jointly write to the relevant NSW Government Ministers responsible for the various flood assistance programs to seek an update on Council's grant funding applications, particularly under the Infrastructure Betterment Fund. (Councillors Larkins and Draisma)</p>	Director Infrastructure and Liveability	Council is in the process of completing the Project Details and Instalment Proposal Form, this will trigger the Grant Agreement and payment of the first instalment of \$2,248,738. Council has signed the Betterment Fund Agreement.	Complete.
15/03/2023	8.2	<p>22/0160C Resolved that Council review the cost to our tenant, Kiama Lions Club, for the lease of the Carers Cottage and explore a means of sale by limited tender application as per section 55 (1) (g) of the LG Act</p>	Director Infrastructure and Liveability	No further updates since last reported: Investigations regarding the interaction between the Carers Cottage and the adjacent	Needing attention

24/78145

Page 10 of 23

Meeting	Item	Resolution	Responsible officer	Action	Status
15/03/2022	13.2	<p>from not for profit organisations, who are based in and provide direct service to the Kiama Community, for the sale of the lion's cottage. (Councillors Reilly and Croxford)</p> <p>22/0380C Resolved that Council:</p> <ol style="list-style-type: none"> authorise the Chief Executive Officer to commence negotiations with the owners of Lot 211 DP875581 (Kiama Village Shopping Centre) as outlined in Option 3 of this report involving the extinguishment of the easement and restriction as to user for car parking and all associated rights and interests conveyed by DP1133133 and receive commercial consideration for the extinguishment based on the recommendation of Council's appointed valuer give delegation to the CEO to sign all documentation associated with the extinguishment of the easement of Lot 211 DP875581 and any financial transaction relating to that. (Councillors Rice and Draisma) 	Director Infrastructure and Liveability	<p>leased area by South Coast Gardens and Trees currently being carried out by the property team prior to further investigation regarding the sale of land.</p> <p>This matter is being presented to the Council meeting of 13 August 2024.</p>	Completed.
28/02/2023	3.6	<p>23/0430C Resolved that Council:</p> <ol style="list-style-type: none"> Adopt as a working draft for future discussion and workshop (particularly on the schedules within the document) the distributions and risks outlined in the draft Liquidity Plan. Following Councillor workshops and completion of the schedules, ensure a further report to Council is provided to finalise the liquidity plan and publish. Embed in the Strategic Improvement Plan 2 and update into the Long Term Financial Plan, the financial actions outlined in section 8 of the Liquidity Plan. (Councillors Brown and Croxford) 	Chief Operating Officer	<p>Liquidity Plan replaced by Finance & Governance Improvement Plan as part of Performance Improvement Order. Workshops completed.</p>	Completed

Meeting	Item	Resolution	Responsible officer	Action	Status
28/02/2023	3.8	<p>23/0460C Committee recommendation that Council:</p> <ol style="list-style-type: none"> Adopt as a working draft for future discussion and workshop the draft Property Plan as the document that will be used to manage the property holdings of Council, noting further work will need to be done on the schedule. Further work on the draft plan and schedule allowing for the inclusion of community, social, cultural and environmental factors in determining the preferred, alternative and least preferred options. Following Councillor workshops, ensure a further report to Council is provided to finalise the Property Plan. Embed in the Strategic Improvement Plan 2 the action items listed within the document, which management must progress. (Councillors Renkema-Lang and Draisma) 	Director Infrastructure and Liveability	<p>Report program to be finalised following the workshop.</p> <ol style="list-style-type: none"> Noted Noted This will be reported to the December Council meeting. The revised divestment assessment will be completed under the proposed new Performance Improvement Order currently being considered by the Minister. <p>Property staff are developing a comprehensive property plan document scheduled to be completed for the November meeting..</p>	Needing attention.
28/02/2023	3.10	<p>23/0500C Resolved that Council:</p> <ol style="list-style-type: none"> Endorse the seven (7) stage methodology described in the service review process on the following business areas: <ul style="list-style-type: none"> Waste services Leisure Centre The Pavilion Holiday Parks. Utilise funding from associated operational savings to complete the four services reviews outlined at resolution one (1) above, as a matter of priority. Define the structure, scope, deliverables and performance for other municipal programs into Service Statements, from which 	Chief Executive Officer	<p><u>Leisure Centre</u></p> <ul style="list-style-type: none"> Service Review undertaken by Morrison Low. Service Review reported to March 2024 Council meeting. Finance related (i.e. introduce Jamberoo pool fees, Chart of Accounts reviewed) operational recommendations have been implemented. Workforce structure and recruitment operational recommendations actively being pursued by Service Manager. 	On track

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>levels of service and resourcing for future budgets may be developed.</p> <p>4. Refer the request for a rolling budget for service reviews to the forward budget estimates register for consideration as part of the 2023/24 budget process. (Councillors Draisma and Croxford)</p>		<ul style="list-style-type: none"> Strategic recommendations (i.e. Strategy, service offerings and introducing KPIs) being determined at September workshop staff for presentation to new Council Service review undertaken by Morrison Low and reported to March 2024 Council meeting. <p><u>Library</u></p> <ul style="list-style-type: none"> Service review undertaken by NSW State Libraries and reported to the April 2024 Council meeting. <p><u>The Pavilion Kiama</u></p> <ul style="list-style-type: none"> Service Review being undertaken by Morrison Low. Draft Service Review presented at April 2024 FAC Meeting. Scope revised to include Show Ground Precinct etc. Additional interviews held July 2024. Revised draft Service Review submitted beginning August 2024 and currently being reviewed by staff. <p><u>Holiday Parks</u></p> <ul style="list-style-type: none"> Initial drafts prepared internally. External request for quotes advertised 19 July 2024. 	

Meeting	Item	Resolution	Responsible officer	Action	Status
				<ul style="list-style-type: none"> Anticipated to onboard consultant August 2024. <p><u>Waste Services</u></p> <ul style="list-style-type: none"> Service Review being undertaken by Morrison Low. Draft Service Review received by Council May 2024. Significant feedback provided to consultant June/July 2024. Updated draft Service Review due August/September 2024 for presentation to new Council. <p><u>Tourism and Events</u></p> <ul style="list-style-type: none"> Service Review being undertaken by DR Tourism. Interviews held June 2024. Draft Service Review submitted beginning August 2024 and currently being reviewed by staff. <p><u>Open Spaces and Recreation</u></p> <ul style="list-style-type: none"> Service Review being undertaken by DR Tourism. Interviews held June 2024. Draft Service Review submitted beginning August 2024 and currently being reviewed by staff. 	
20/12/2022	13.3	<p>22/408OC Resolved that Council:</p>	Director Infrastructure and Liveability	<p>No further updates since last report:</p> <ol style="list-style-type: none"> Noted. Process paused, awaiting legal advice on 	On hold

Meeting	Item	Resolution	Responsible officer	Action	Status
		<ol style="list-style-type: none"> Continue the road closure process for the section of road reserve along Noorinan Street, Kiama (generally behind No's 10 – 40 Elimatta Place, Kiama) under the Roads Act 1993. Approve classification of the subject area of road reserve as operational land upon closure and the issue of a certificate of title subject to public notice of the proposed classification under Section 31 and 34 of the <i>Local Government Act 1993</i>. Delegate to the Chief Executive Office the authority to sign under seal or as landowner any documentation associated with the road closure. Note that following completion of the road closure process a future report will be provided to Council in relation to the subdivision and sale of the lands. (Councillors Draisma and Brown) 		<ol style="list-style-type: none"> minimum lot size restrictions and subdivision certificate requirements. Noted. Noted A further report will be presented to Council in late 2024 on the subdivision and sale of lands. 	
20/12/2022	13.4	<p>22/4090C Resolved that Council:</p> <ol style="list-style-type: none"> approves the closure of the section of road reserve at Riverside Drive, Kiama Downs as outlined within the attached plan. approves classification of the subject area of road reserve as operational land upon closure and the issue of a certificate of title subject to public notice of the proposed classification under Section 34 of the <i>Local Government Act 1993</i>. gives the Mayor and/or CEO delegated authority to sign under seal or as landowner any documentation associated with the road closure. note that following completion of the road closure process a future report will be provided to Council in relation to the potential subdivision and/or sale of the lands. (Councillors Brown and Renkema-Lang) 	Director Infrastructure and Liveability	<p>The statutory road closure process is underway and can take up to 2 years to be completed.</p> <p>The proposed subdivision is being refined to provide the most appropriate development outcome for the land zone and managing impacts on adjacent residents.</p> <p>There are some complexities with this road closure that requires a pre-lodgement planning meeting.</p> <p>This matter is expected to be reported to Council again by December 2025.</p>	On hold

Meeting	Item	Resolution	Responsible officer	Action	Status
18/10/2022	12.2	<p>22/3160C Resolved that Council:</p> <ol style="list-style-type: none"> Receive the summary of feedback undertaken on the Minnamurra River Rockwall Assessment Concept Design Report for information and thank those who contributed. Endorse the Minnamurra River Rockwall Assessment Concept Design Report Seek grant opportunities to allow for funding to be obtained for the bank stabilisation and stormwater infrastructure works at the High Priority site in Area C (adjacent to River Street). Undertake investigation of opportunities for grant funding (including the 2023/24 round of NSW Coast and Estuary Grants Program) for the development of further concept options and final detailed engineering design for works at the High Priority site in Area B (North Street Reserve) Continue to work with ILALC to identify strategies to avoid harm to Aboriginal objects and places of significance. Work with DPI Fisheries and local community to trial a defined area of mangrove planting below natural bank areas identified as moderate priority in Area C, (adjacent to Links Street). (Councillors Draisma and Brown) 	Director Infrastructure and Liveability	<ol style="list-style-type: none"> Noted. Noted. Projects have been listed within Grants Register for further consideration. Grants Officer has submitted an expression of interest for the funding for the South East Marine Estate Management Grant for the Detailed Design of High Priority Measures Minnamurra River Rock Wall Stabilisation, for \$100,000. Awaiting notification from the Local Land Service (NSW Government). Noted. Done on a project by project basis. Noted. No funding available at this time. 	Completed.
20/09/2022	13.1	<p>22/2730C Resolved that Council:</p> <ol style="list-style-type: none"> approve the closure of the section of surplus road reserve adjoining No.2A Pheasant Point Drive, Kiama (Lot 1 DP 1026897) approximately 64m2 in area as identified by the survey plan attached to this report. classify the subject area of surplus road reserve as operational land upon closure and issue of a certificate of title following public notice of the proposed classification under Section 34 <i>Local Government Act 1993</i>. 	Director Infrastructure and Liveability	<p>LRS requirements changed, and they requested a subdivision certificate for this road closure. This resulted in the applicant having to submit a development application. The DA is in the process of being assessed. This has added additional time to the projected completion</p>	On hold

Meeting	Item	Resolution	Responsible officer	Action	Status
20/09/2022	20.4	<p>3. provide owner's consent for the landowner of No.2A Pheasant Point Drive Kiama to lodge a planning proposal for consideration of rezoning the subject land to R2 Low Density Residential following completion of the road closure process in Recommendation 2 above.</p> <p>4. delegate authority to the Chief Executive Officer to sign under seal or sign on behalf of Council any documentation associated with the road closure.</p> <p>5. endorse the future sale of the closed section of road to the adjoining owner of No.2A Pheasant Point Drive, Kiama in accordance with the Acquisition and Disposal of Land and Easements Policy.</p> <p>6. note that a separate report will be provided to Council to dispose of the closed section of road reserve subject to market valuation advice at the time.</p> <p>(Councillors Draisma and Steel)</p>	Director Infrastructure and Liveability	<p>date of this matter by approximately 6 months.</p> <p>This matter is expected to be reported to Council for a resolution on the sale amount in December 2024.</p>	Completed.
24/78145	20.4	<p>22/2890C Committee recommendation that Council:</p> <p>1. In accordance with Clause 178(1)(a) of the Local Government (General) Regulation 2005, accept the tender of Re.Group Pty Ltd for Tender RFT KT230322 – Processing of Food Organics & Garden Organics (FOGO) for the rate of \$112.00 (plus GST) per Tonne for a three (3) year term with the option of four (4) x one (1) year extensions depending on performance</p> <p>2. Note that the total value of this contract over its three (3) year life, is estimated to be worth over \$2.1 million.</p> <p>3. Delegate to the Chief Executive Officer the authority to finalise and execute the contract for the Processing of Food Organics & Garden Organics as specified in resolution one (1) above, and any other documentation required to give effect to this resolution.</p> <p>4. Grant authority for the use of the Common Seal of Council on the contract for the Processing of Food Organics & Garden Organics as specified in resolution one (1) above and any other</p>	Director Infrastructure and Liveability	<p>1. Tender accepted.</p> <p>2. Noted.</p> <p>3. Completed.</p> <p>4. Granted.</p>	Completed.

Meeting	Item	Resolution	Responsible officer	Action	Status
16/08/2022	20.3	<p>documentation, should it be required, to give effect to this resolution. (Councillors Draisma and Steel)</p> <p>22/2470C An amendment was moved by Councillor Renkema-Lang and seconded by Councillor Keast that Council:</p> <ol style="list-style-type: none"> Endorse the Werri Beach Holiday Flood Mitigation Investigation by Water Modelling Solutions noting the identified flood impacts and risks Endorse delivery of Council's recommended mitigation action of changing flood affected holiday van sites to casual caravan hire sites. Note that affected holiday van owners will be communicated with and accommodated at alternative sites, where available, as part of the broader Holiday Park Improvement Program. Include a revision of the Kiama Development Control Plan, in the forward budget estimates register for 2023/2024 (or sooner if grant funds become available) to include controls specific to holiday and caravan parks. <p>The amendment on being put was carried.</p>	Director Infrastructure and Liveability	<ol style="list-style-type: none"> Complete Complete, but this will not start until next year. All affected Van Owners have been advised and currently working on the plan of relocations. The 2024-25 budget considerations funding has not provided for this activity. This work will therefore not be completed. 	Completed.
19/07/2022	13.1	<p>22/1880C Committee recommendation was moved by Councillor Steel, seconded by Councillor Croxford and further amended by Councillor Larkins that Council:</p> <ol style="list-style-type: none"> Re-affirms that private encroachments on public-reserve land is unacceptable and will enforce breaches under the Local Government Act 1993. Resolves to commence the reclassification of land forming part of lot 1 DP593079 Eureka Reserve located adjacent to lots DP231597, 1019, 1020, 1021, and 1018 from community purpose to operational land, to enable the disposal of the land to affected land owners and to address long standing encroachment issues that Council's own building and 	Director Infrastructure and Liveability	<p>This project has been significantly impacted by resources being allocated to high priority divestment projects.</p> <ol style="list-style-type: none"> Noted to 4. – Property has engaged MMJ in relation to exploring the rezoning and planning proposal to prepare information to be presented to the affected residents in relation to: 	Needing attention.

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>swimming pool approval processes contributed to and which created a false boundary line at the rear of the properties.</p> <p>3. Charges all costs associated with the land reclassification and disposal costs onto the affected landowners of lots and notes the undertakings given from all owners made in correspondence and during public access to pay those costs and purchase the land once reclassified.</p> <p>4. Notes that failure to proceed and comply with points 2 and 3 of the report entitled "Encroachments onto Eureka Reserve" dated 19 July 2022 will result in Council seeking costs and expenses from the affected landowners of lots DP231597, 1019, 1020, 1021, and 1018 which are adjacent to 1 DP593079 Eureka Reserve, and the continuation of Notices and Orders under the Local Government Act 1993 for the removal of the illegal structures and ground reinstatement.</p> <p>5. Notes the measures taken by staff to ensure that current development assessment approval processes and additional checks are in place to avoid a reoccurrence of this issue. (Councillors Steel and Larkins)</p>		<p>reclassification under the Local Govt Act, subdivision and eventual sale of resulting lots; along with the timeframes (possibly in excess of 24 months) and costs.</p> <p>Next step will be a meeting with affected residents, aiming for August 2024.</p> <p>5. Noted</p>	
19/07/2022	17.2	<p>22/1970C Resolved that Council:</p> <p>1. Review and revise DCP Chapter 2 – clauses 2.4.1 to 2.4.3 and the tree assessment risk matrix at appendix 5, so that the risks to all people (on private or public land) are considered when Council is assessing applications to prune or remove trees.</p> <p>2. Development of the Kiama Urban Greening Strategy and associated policies related to tree management be included in the forward budget estimates register for consideration in the 23/24 budget. (Councillors Renkema-Lang and Keast)</p>	Director Planning, Environment and Communities	<p>Budget has not been provided within the 2024-25 budget to enable this action to be completed. Consideration of priorities and resource allocation in future years may allow for this project to be commenced in the future.</p>	On hold.
17/05/2022	17.1	<p>22/0940C Resolved that Council:</p>	Chief Executive Officer	<p>1a. Council's first Reconciliation Action Plan (Reflective RAP), inclusive of actions</p>	Needing attention

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>1. affirms and endorses the Uluru Statement from the Heart and commits to enacting its principles, with the following additional action points:</p> <ul style="list-style-type: none"> a. to consult with Aboriginal and Torres Strait Islander peoples as to how best to incorporate the Uluru Statement from the Heart into Council's Community Strategic Plan b. the Chief Executive Officer and Mayor jointly write to the Illawarra Local Aboriginal Council with a view to commence negotiations towards the signing a Principles of Co-operation Agreement between Council and the Local Aboriginal Land Council. c. Council expresses, through the Illawarra-Shoalhaven Joint Organisation, the need for a regional Principles of Co-Operation Agreement between Local Aboriginal Land Councils and the regions local governments. <p>2. as part of future budget considerations, explores community-based and culturally appropriate initiatives to improve access and support to aged care services and My Aged Care plans for local Aboriginal and Torres Strait Islander Elders by Council's Blue Haven business.</p> <p style="text-align: right;">(Councillors Larkins and Brown)</p>		<p>Council will undertake toward reconciliation has been drafted. A RAP Working Group established and held its first meeting on 18 July. The next meeting is scheduled for 8 August to review the draft RAP. The Aboriginal community are working toward the establishment of Aboriginal Reference Group, with its first meeting scheduled on 6 August. The Reference Group will be consulted on the draft RAP, as well as other key stakeholders such as the Local Aboriginal Land Councils.</p> <p>1b. There are two Local Aboriginal Land Councils (LALC) bordering the Kiama LGA - The Illawarra Aboriginal Land Council in the north and Jerrinja Land Council to the south. Once a draft RAP is ready for consultation, joint letters by the Mayor and CEO is recommended, inviting both LALC CEOs to a meeting, to discuss Council's intent on item 1 b. and c.</p> <p>1c. Staff are working on similar approaches that have been successfully implemented elsewhere, which facilitate</p>	

24/78145

Page 20 of 23

Meeting	Item	Resolution	Responsible officer	Action	Status
12/04/2022	13.1	<p>22/0380C Committee recommendation that Council:</p> <ol style="list-style-type: none"> endorse the sale of the unused section of public road reserve identified in Figure 1 of this report to the registered owner of Lot 1 DP 797886 Gray Street, Gerringong. endorse the purchase price of \$32,000 (GST exclusive). authorise the Mayor and Chief Executive Officer to sign any documentation associated with the sale of the land on behalf of Council under Council seal. <p>(Councillors Steel and Renkema-Lang)</p>	Director Infrastructure and Liveability	<p>formal but none binding agreement between LALCs and local government. This proposal will be noted for discussion at the future meeting with LALCs.</p> <ol style="list-style-type: none"> In progress. <p>The purchaser has engaged a consultant to undertake a plan of consolidation which is a requirement of the special condition in the contract of sale. When this is completed contracts will be exchanged and then 42 day settlement.</p>	On track
12/04/2022	17.1	<p>22/0450C Resolved that Council:</p> <ol style="list-style-type: none"> as part of considerations for the 2022/23 draft Operational Plan and Budget consider funding and the allocation of resources to undertake the development of a five-year Companion Animals Management Plan. include in the Plan: <ol style="list-style-type: none"> A Dog Friendly Spaces Strategy. Identifying potential future dog friendly spaces, including potential options for fenced dog spaces in the Kiama Local Government Area. An outline of how Council responds and actions incidents of companion animal aggression and attacks. 	Director Planning, Environment and Communities	<ol style="list-style-type: none"> The Dog Friendly Spaces Strategy was adopted for exhibition by Council in the June 2024. The Strategy included the requirements of 2 (a-e) The strategy has been placed on exhibition for community feedback A report on the yearly data will be provided to the new Council at the end of the year e.g. December Council meeting. Council has been liaising with neighbouring councils to 	On track

Meeting	Item	Resolution	Responsible officer	Action	Status
		<p>d. Identify potential Council initiatives to encourage the desexing, registration, microchipping and behavioural management of companion animals.</p> <p>e. Providing community information on responsible pet ownership, including but not limited to information around best practice management of cats, and the consideration on the use of therapy and assistance Dogs and other animals in the Local Government Area.</p> <p>3. regularly provide yearly data to Councillors on the number of animals registered in the Kiama Local Government Area, including a breakdown of suburb area, and include the rates of desexing, animal vaccinations and number of incidents involving companion animal attacks and number of listed dangerous dogs residing in the Local Government Area. This is to assist with informing future Council policy decisions.</p> <p>4. That Council explores options for additional animal management initiatives, and business efficiencies, through the Illawarra-Shoalhaven Joint Organisation for council services. (Councillors Larkins and Draisma)</p>		<p>find partnership solutions especially since the RSPCA has ceased their contract for providing an animal shelter to Wollongong and Shellharbour Councils.</p>	
12/04/2022	17.3	<p>22/04/2023 Resolved that Council:</p> <ol style="list-style-type: none"> acknowledge the importance of agriculture and rural lands as unique to the identity of the Kiama Municipality as part of considerations for the 2022/23 draft Operational Plan and Budget undertake to develop a Rural and Agricultural Opportunities Strategy (the Strategy) engage the community in the development of the Strategy through the Rural Futures Reference Group (the Group), as resolved at the 24 February 2022 Extraordinary Council Meeting supports community engagement through the Group to identify both the challenges and opportunities for the rural environment, economy and infrastructure in the Kiama Municipality. (Councillors Draisma and Larkins) 	Director Planning, Environment and Communities	<ol style="list-style-type: none"> Noted and completed. Budget was not provided for the completion of this work. Committee structures changed due to subsequent resolutions of Council and this was not progressed. Community engagement has been carried out as part of the draft Growth and Housing Strategy community engagement. 	Completed.

18 LATE ITEMS

19 QUESTIONS WITH NOTICE

19.1 Response to Cr Larkin's question with notice: Feasibility of a memorial plaque at Kiama Harbour Rock Pool

The following is a response from the Director Infrastructure & Liveability to the question from the Ordinary Meeting of 18 June 2024.

Question

Cr Larkins asked: Could Kiama Council please advise of the feasibility of a memorial plaque being installed at the Kiama Harbour rock pool in remembrance of Mrs Edith Clark.

Background

From the Agenda for the meeting of 18 June 2024: Mrs Edith Clark was a very frequent and regular user of the Kiama Harbour Rockpool, and was swimming at the pool into her late nineties. Mrs Clark sadly passed away in January 2023 at the age of 100. Many users of the rock pool and local residents describe her as a wonderful and warm lady.

Ms Donna Stevens, the granddaughter of Mrs Clark, has made requests for memorialising Mrs Clark's frequent presence at the rockpool and I understand that there have been meetings with the Mayor previously on memorialising Mrs Clark. Ms Stevens states that Mrs Clark regularly described the rockpool as her happy place, with the cold crisp water and even in winter she would swim. The family believe a plaque being placed at the site would be an appropriate way to memorialise Mrs Clark, her connection to the rockpool and the swimming community who utilise the rockpool on a daily basis.

Following on from Ms Stevens' recent social media post, there has been a great number of community members who are interested in a plaque at the pool and are happy to contribute to the remembrance of Mrs Clark.

Response

With reference to the Chief Executive Officer response of 18 June 2024 "Council officers have spoken with the relative of Mrs Clark to discuss memorial plaque options preferred and are currently seeking advice from the suppliers so that the site can be inspected to confirm that there is an appropriate location available."

Officers have subsequently:

1. Confirmed the preferred wording for the proposed plaque with the relative
2. Received a quote for the fabrication of the plaque
3. Identified several potential locations for discussion with the relatives
4. Estimated the cost of procuring the plaque and installing as \$800.

Officers can finalise consultation with the family and arrange fabrication and installation of the plaque in 2024.

Questions with notice

19.1 Response to Cr Larkin's question with notice: Feasibility of a memorial plaque at Kiama Harbour Rock Pool (cont)

Memorial plaques are a lovely and respectful gesture; however, it is to be noted that not all in the community will support the use of public assets for this purpose. Council does not have a current policy to guide decision making in relation these kinds of requests or requests from members of the public to fund memorials such as memorial seats.

It would be appropriate to consider the development of a public policy, in the new council term, and seek community feedback in order to provide a consistent and transparent assessment process. The policy would consider such matters as:

- sites and assets which are most appropriate
- cost recovery and/or budget allocation
- how many are memorials are permitted in any location
- acceptable memorial types and requirements for memorial wording
- what is the process for applying and assessment for a memorial plaque/asset
- cycle of maintenance and replacement
- duration of maintenance and by whom
- lawfulness of installation.

19.2 Response to Cr Rice's question with notice: Council's Code of Meeting Practice

At Council's Ordinary June 2024 Meeting, Councillor Rice submitted the following question with notice for Council's consideration:

Question

That Council receive an independent report that interprets Council's Code of Meeting Practice, and the NSW Local Government Act 1993, to determine whether parts of a council committee may be closed to observer Councillors, rather than members of the public, where such councillors do not have any conflict of interest with that part of the meeting.

Chief Executive Officer response**Background**

Currently, Council convenes nine (9) committees that operate under their respective Terms of References (ToRs). The adopted ToRs make no reference to Council's Code of Meeting Practice or any procedure for conducting the respective committee meetings.

During its inaugural PIO Implementation and Oversight Committee Meeting, held on 9 May 2024, the Committee resolved to form itself into a Confidential Committee of the Whole to deal with the Reports for Information, specifically, Item 6.1 – Current Legal Matters – Status Update (*Res 24/004PIO*) and the Chair asked two observer Councillors (i.e. Councillors who are not members of the Committee) to leave the meeting.

The lawfulness of this ruling was raised with the CEO.

In response, the Public Officer sent the following advice to all Councillors on 13 May 2024:

An enquiry has also been received in relation to Committees in which all the voting members are Councillors. As detailed in the Code of Meeting Practice (the Code), the provisions of the Code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise. As is permitted under the Code, the Chair is entitled to close the Meeting to observers. A Councillor who is not a member of a Committee of the Council is entitled to attend and speak at a Meeting, however they are not entitled to give notice of business for inclusion on the Agenda, move or second a motion or vote.

This advice was reviewed and confirmed by Todd Hopwood, Manager Customer & Business Integrity and Public Officer at Wollongong City Council. Mr Hopwood is also a Director of Local Government Professionals NSW and is considered an expert regarding governance in Local Government. He has also been engaged by Kiama Council on multiple occasions to undertake a review of governance arrangements.

Questions with notice

19.2 Response to Cr Rice's question with notice: Council's Code of Meeting Practice (cont)

Response to question with notice

Interpretation of Code of Meeting Practice and NSW Local Government Act 1993

The Introduction to Council's Code of Meeting Practice states that Council Committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

The following independent advice and comment has been provided from a Senior Policy Advisor at the Office of Local Government –

- *The Question with Notice does not actually ask a question and would have been more appropriately dealt with as a Notice of Motion*
- *The Local Government Act 1993 and the Model Code of Meeting Practice are silent on Committees whose members include persons other than Councillors*
- *The PIO Committee, being a Committee whose members include persons other than Councillors, may adopt their own rules for meetings unless the Council determines otherwise*
- *The ToR for the Committee state "All Councillors can attend meetings as an observer" however, it is not specified as to whether they are required to leave if the Committee goes in to confidential*
- *The ToR do not state that only members of the Committee who are Councillors have voting rights*
- *It is an issue for Council to resolve these issues and determine specific rules for this Committee.*

Conclusion

The Code of Meeting Practice and the NSW *Local Government Act 1993* are both silent on this matter. Additionally, as outlined previously, the adopted ToRs for Council's committees do not refer to Council's Code of Meeting Practice or any procedure for conducting the respective committee meetings.

Given this, Council is able to determine its own meeting procedures for Committees whose members include persons other than Councillors (including staff and community members).

The Terms of Reference for Council's existing committees are also silent on this matter. In the absence of any prescribed procedure, the ruling of the Chairperson to close a committee meeting to any non-committee member (including observer Councillors) is valid and therefore not unlawful.

Recommendations

Taking all of this into consideration, the following will be recommended to Council when adopting its Committee Framework and associated Terms of References:

- That the membership of the Committee be amended to exclude non-Councillors resulting in the *Local Government Act 1993* and the Code of Meeting Practice becoming relevant governing documents.

Questions with notice

19.2 Response to Cr Rice's question with notice: Council's Code of Meeting Practice (cont)

- Council determine whether Councillors attending Committee Meetings as observers are required to leave if the Committee goes into confidential and that the outcome be reflected in the ToR for the Committee.

Item 19.2

19.3 Response to Cr Rice's question with notice: Crown Lands categorisation

At Council's Ordinary June 2024 Meeting, Councillor Rice submitted the following question with notice for Council's consideration:

Question

That Council receive a report based upon the previous staff discussions with Crown Lands, that details precisely why the Park category rather than Natural Area Foreshore was applied to the dunal edge of Seven Mile Beach, Werri Beach and Bombo Beach.

The report is to explain why the provisions of Section 46 Subsection 4 of the NSW Local Government Act 1993 were not instead utilised to allow long term leases for businesses such as surf lifesaving clubs, restaurants and kiosks to operate on these Crown Lands.

Chief Executive Officer response

In response to the above Question with Notice staff discussions in relation to the "Park" categorisation for the dunal edge of Seven Mile Beach, Werri Beach and Bombo beach has been discussed throughout the Crown Land Plan of Management preparation process. These discussions have included Department of Crown Lands, Office of Local Government and Kiama Council Councillors.

Council staff were advised and directed by Crown Lands to categorise a small strip of beach area as "park" to facilitate the continued operation of commercial uses. Attached are letters dated 11 September 2020 (Attachment 1), 3 December 2020 (Attachment 2) and 26 April 2021 (Attachment 3) which include annotations on Councils maps to assist Council with the understanding of the directions by Crown Lands.

Section 46 of the Local Government Act 1993.

In reference to Section 46 of the Local Government Act 1993 (LG Act) Council may grant a lease or licence on community land generally in accordance with this section.

When issuing leases and licences Council must ensure the uses align and be consistent with the core objectives of the categorisation of the community land. (Section 46(2)).

Any such inconsistencies may have legal consequences for Council.

The potential inconsistencies for natural area categorisation may arise from Section 36E(d) LG Act which outlines:

- (d) to provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion,*

In order for the current uses to continue and to ensure the core objectives of the categorisations are applied, the Department of Crown Lands directed Council to adopt a small area of "park" to the edge of the dunal area at Seven Mile, Werri and Bombo beaches respectively.

The Minister has provided concurrence to the Plan of Management as adopted by Council in May 2024.

Questions with notice

19.3 Response to Cr Rice's question with notice: Crown Lands categorisation
(cont)

Attachments

- 1 Letter: Initial assignment of categories - Crown Reserves - Department Planning, Industry & Environment - Crown Lands 11 September 2020 [↓](#)
- 2 Letter: Review of initial assignment of categories - Crown Reserves - Department of Planning, Industry & Environment - Crown Lands 3 December 2020 [↓](#)
- 3 Letter: Confirmation of directed categories for Crown Reserves - Department Planning, Industry & Environment - Crown Lands 26 April 2021 [↓](#)

Enclosures

Nil

Item 19.3



File number: LBN20/1115

Mr Kerry McMurray
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Attn: Brooke Ramaekers

Dear Mr McMurray

Subject: Kiama Municipal Council initial assignment of categories

Thank you for your written notice of initial assigned categorisation of 18 Crown reserves under section 3.22(2) of the *Crown Land Management Act 2016* (the CLM Act).

I have reviewed the information provided and am pleased to advise that Council has assigned a category that most closely aligns with the purpose of nine of the Crown reserves listed in Attachment 1. No further change is required to the categorisation of these reserves.

I have also considered Council's categorisation for nine Crown reserves listed in Attachment 2 in accordance with section 3.23(5) of the CLM Act, Council is required to alter the assigned categories for these reserves, it is considered that:

- a) *the assigned category is not the most closely related to the purposes for which the land is dedicated or reserved, or*
- b) *the management of the land by reference to the assigned category is likely to materially harm the use of the land for any of the purposes for which it is dedicated or reserved.*

I encourage Council to progress the preparation of draft Plans of Management (PoMs). When preparing the PoM please carefully consider the reserve purpose. All activities on the reserve must be consistent with the *Native Title Act 1993* (Cth) and therefore consistent with the reserve purpose. Please note that under the *Local Government Act 1993* (LG Act), draft PoMs require referral to the landowner prior to public exhibition. Further guidance about the preparation of draft PoMs is available via <https://www.olg.nsw.gov.au/content/council-crown-land-managers-resources>.

If you have any further questions or need assistance, please contact the Council Crown Land Management Team via email at council.clm@crowmland.nsw.gov.au.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Janelle Pearson'.

Janelle Pearson
Principal Policy & Project Manager
Department of Planning, Industry and Environment – Crown Lands
11/09/2020

Encl:

Attachment 1: *Schedule of Crown reserves categorisation consistent with reserve purpose*
Attachment 2: *Schedule of Crown reserves directed for categorisation*

437 Hunter Street Newcastle NSW 2300
PO Box 2185 Dangar NSW 2309
Tel: 1300 886 235 www.industry.nsw.gov.au/lands ABN: 20 770 707 468

Attachment 1: Schedule of Crown reserves categorisation consistent with reserve purpose

Reserve No.	Purpose(s)	Category
R580000	Public Recreation; Showground	General Community Use Sportsground
R97438	Community Centre	General Community Use
R180060	Community Purposes	General Community Use
R1017629	Public Access to The Foreshore and The Protection of Scenic Amenity and Ecological Values	Natural Area
R76339	Public Recreation	General Community Use
R87397	Public Recreation	General Community Use Natural Area
R12984	Public Baths	General Community Use
R71286	Sanitary Purposes	Natural Area
R1010050	General Cemetery	General Community Use

Attachment 2: Schedule of Crown reserves directed for categorisation

Council is directed to re-categorise the reserve as outlined below in accordance with section 3.23(5) of the Act.

Reserve No.	Purpose(s)	Directed category
R91569	Public Recreation	Natural Area and Park (see Figure 1) Reason: The use of the land and the activities occurring on the reserve, noted by council, can continue under the category of park.
R95574	Public Recreation	Natural Area and Park (see Figure 2) Reason: The use of the land and the activities occurring on the reserve, noted by council, can continue under the category of park.
R89014	Public Recreation	Park Reason: The use of the land and the activities occurring on the reserve, noted by council, can continue under the category of park.
R90992	Public Recreation	Park Reason: The use of the land and the activities occurring on the reserve, noted by council, can continue under the category of park.
R1000307	Public Recreation	Natural Area
R131	Public Recreation	Natural Area, Park, General Community Use and Sportsground (see Figure 3)
R80816	Public Recreation	Natural Area and General Community Use (See Figure 4)
R83972	Public Recreation	Natural Area
R1002914	Public Recreation and Coastal Environmental Protection	Natural Area

Figure 1: R91569– Purpose 'Public Recreation'

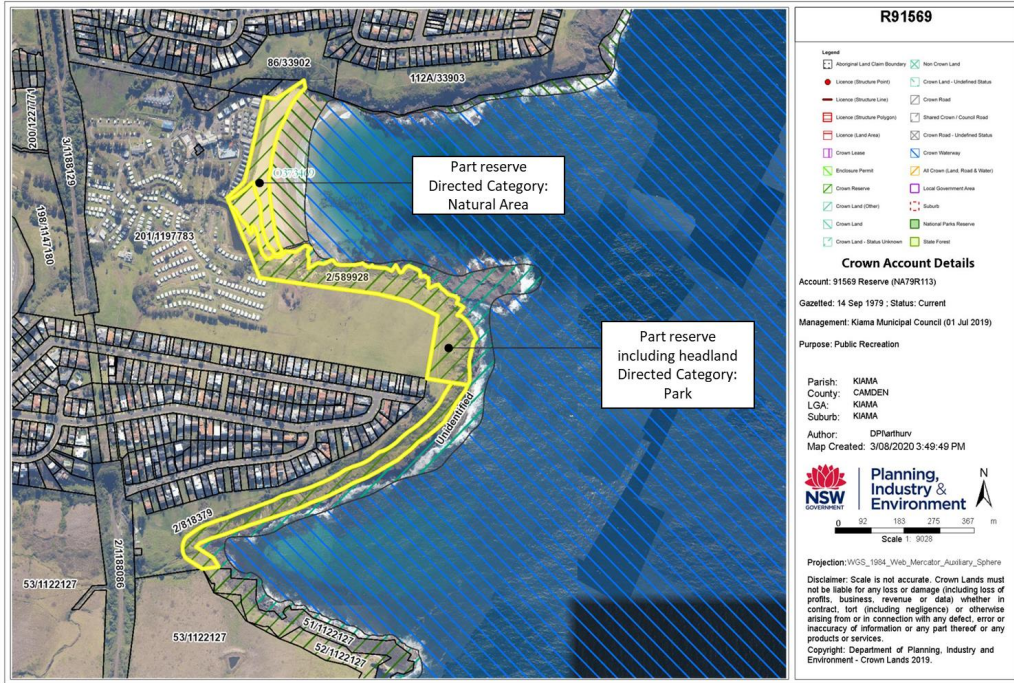


Figure 2: R95574 – Purpose 'Public Recreation'

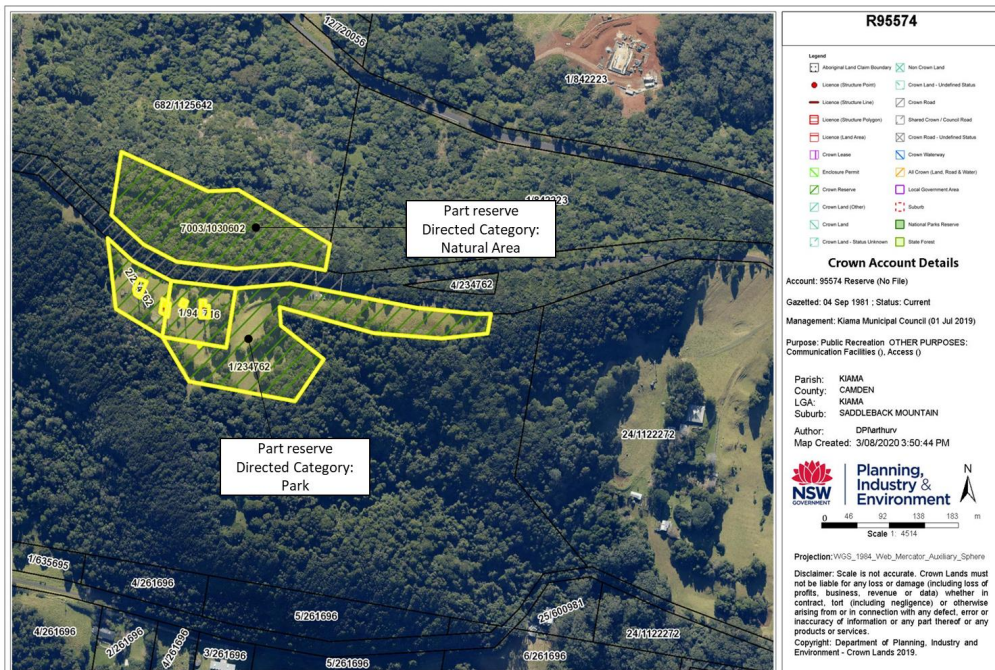


Figure 3: R131 – Purpose 'Public Recreation'

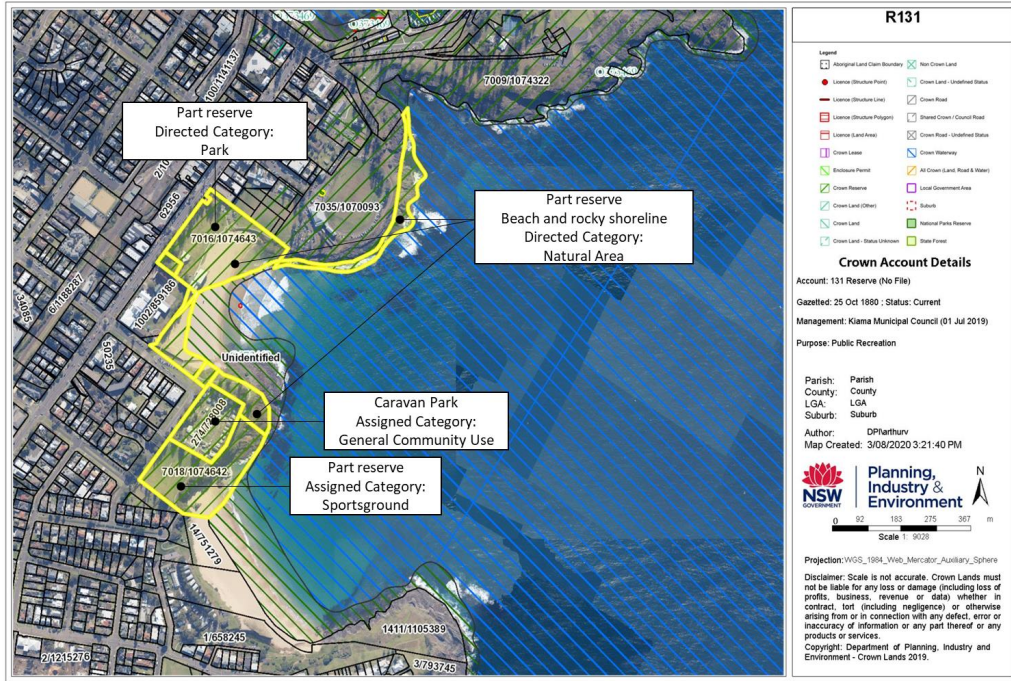
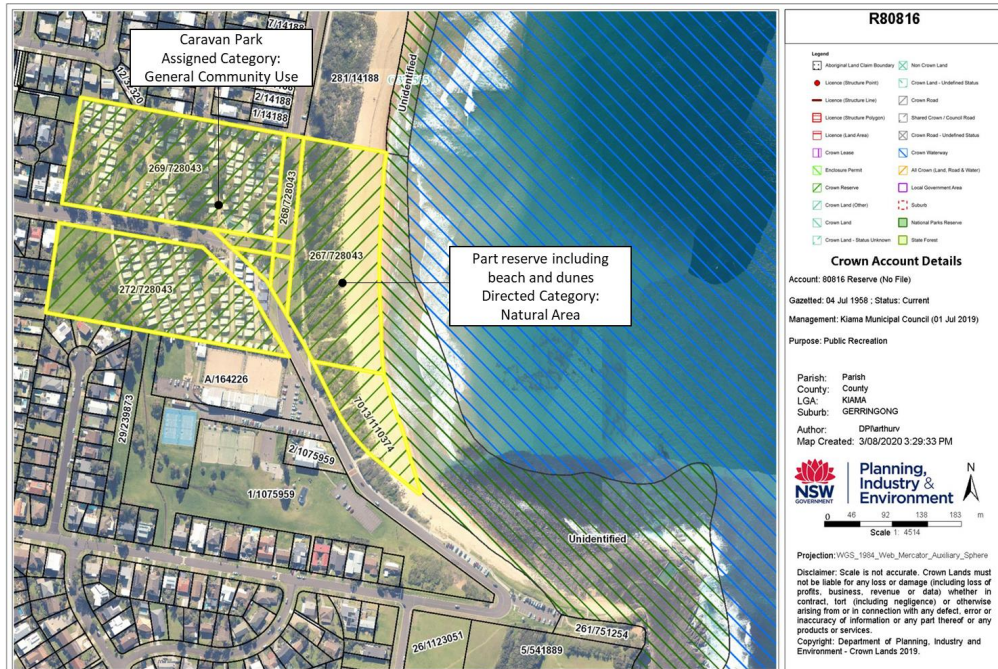


Figure 4: R80816 – Purpose 'Public Recreation'





Mr Kerry McMurray
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Attn: Brooke Ramaekers

Dear Mr McMurray

Subject: Kiama Municipal Council – review of initial assignment of categories

Following a request from Council, discussions with council staff and Office of Local Government, I have reviewed the initial assigned categorisations of six Crown reserves under section 3.23 of the *Crown Land Management Act 2016* (the CLM Act).

This review is now complete, and Council is required to alter the assigned categories to those listed in Attachment 1, in accordance with section 3.23(5) of the CLM Act, as the Minister considers that:

- a) *the assigned category is not the most closely related to the purposes for which the land is dedicated or reserved, or*
- b) *the management of the land by reference to the assigned category is likely to materially harm the use of the land for any of the purposes for which it is dedicated or reserved.*

In undertaking this review and making this direction, the department considers those categories that most closely relate to the whole of the reserve and its reserve purpose(s).

Confirmation of categorisations provided for other Crown reserves in my previous letter (Ref: LBN20/1115) remain in place.

At the draft Plan of Management (PoM) stage, it is the Council's responsibility to clearly identify and map where these categorisations will apply within each reserve. The preparation of the draft PoM is the stage where Council may wish to alter the categorisation of reserve. The department will then consider if the alteration of the PoM is likely to materially harm the use of the land for its reserve purpose (section 3.23(7)(d) of the CLM Act). The draft PoM is also the stage where the community is able to have their say on the uses of these reserves.

I encourage Council to progress the preparation of draft Plans of Management (PoMs). When preparing the PoM please carefully consider the reserve purpose. All activities on the reserve must be consistent with the reserve purpose and *Native Title Act 1993* (Cth). Please note that under the *Local Government Act 1993* (LG Act), draft PoMs require referral to the landowner prior to public exhibition. Further guidance about the preparation of draft PoMs is available via <https://www.olg.nsw.gov.au/content/council-crown-land-managers-resources>.

If you have any further questions or need assistance, please contact the Council Crown Land Management Team at council.clm@crowland.nsw.gov.au.

Yours sincerely



Janelle Pearson
Principal Policy and Project Manager
Department of Planning, Industry and Environment – Crown Lands
3/12/2020

Encl:
Attachment 1: *Schedule of Crown reserves directed for categorisation*

Attachment 1: Schedule of Crown reserves directed for categorisation

Council is directed to re-categorise the reserve as outlined below in accordance with section 3.23(5) of the Act so as not to cause, or be likely to cause, material harm.

Reserve No.	Purpose(s)	Direction
R76339 (Cooke Park – Gerringong Boat Harbour)	Public Recreation	General Community Use Park Natural Area (foreshore)
R83792 (Seven Mile Beach)	Public Recreation	General Community Use Natural Area (bushland) Park Natural Area (foreshore)
R87397 (Blowhole Point Reserves)	Public Recreation	General Community Use Park Natural Area (foreshore)
R80816 (Ourie Park, Werri Beach Holiday Park)	Public Recreation	General Community Use Park Natural Area (foreshore)
R131 (Coronation Park)	Public Recreation	General Community Use Park Sportsground Natural Area (escarpment) Natural Area (foreshore)
R580000 (Kiama Showground)	Public Recreation Showground	General Community Use Sportsground



File number: LBN21/657

Mr Kerry McMurray
Kiama Municipal Council
PO Box 75
KIAMA NSW 2533

Attn: Brooke Ramekers

Dear Mr McMurray

Subject: Kiama Municipal Council confirmation of directed categories for Crown reserves

Thank you for sending us your proposed four revised maps covering six reserves in relation to the Minister's direction to alter the categories assigned to the six reserves as per our letter dated 3 December 2020 (LBN 20/2233).

As requested, we have reviewed the maps to confirm their consistency with the Minister's direction. The revised maps address many of the issues raised, particularly as to categorisation of beaches as natural areas or park. However, there are some instances where the maps are not consistent with the direction given. We have provided specific comments in table 1 below as well as comments applicable to all maps. We have also included annotations on your maps to assist in understanding the direction.

Where you don't consider the direction to be appropriate you can request to alter the categories as part of the plan of management approval process.

We note you believe that Crown Lands had agreed to the categorisation of the central part of the reserve R87397 Blow Hole Point, in the vicinity of the information centre and kiosk as General Community Use (GCU). This is not the case. As identified in the table below the bulk of this part of the reserve should be categorised as Park excepting only the footprint of those and similar buildings. We apologise for any inconvenience and confusion this misunderstanding may have caused.

In reviewing the maps provided and from our conversations it is clear that the category of GCU should not be applied to Gerringong Boat Harbour. The purpose of the reserve is for public recreation and its current uses are consistent with the objectives of the park and natural area categories. Therefore, the Minister varies the direction of 3 December 2020 and instead directs that the land be categorised as park and natural area – foreshore. The management of the land by reference to the GCU category is likely to materially harm the use of the land for any of the purposes for which it is dedicated or reserved.

Comments on all maps:

- The maps include a label for "holiday park" as if it were a category. While this is informative the assigned or proposed categories must be clear. Please revise the map labelling so there is no suggestion that holiday parks are themselves a category or a sub category of GCU.

- The notes below are provided on the basis that holiday parks have been categorised as GCU.
- The maps all include a heading "Crown Land Classifications". This is likely to cause confusion and should be removed.
- Where a map covers two reserves it would be helpful to identify the different reserves boundaries. Some councils have outlined different reserves in yellow.

Table 1 comments on specific reserves

Map	Reserve number and name	Purpose(s)	Directed category	Notes re consistency with direction
A	R76339 (Cooke Park – Gerringong Boat Harbour)	Public Recreation	Park Natural Area (foreshore) Note – the previous direction for General Community Use is withdrawn.	<ul style="list-style-type: none"> • Natural Area (foreshore) identified correctly • Remainder should be park • See annotation on figure A
A	R80816 (Ourie Park, Werri Beach Holiday Park)	Public Recreation	General Community Use Park Natural Area (foreshore)	<ul style="list-style-type: none"> • Consistent with direction
B	R83972 Seven Mile Beach	Public Recreation	General Community Use Natural Area (bushland) Park Natural Area (foreshore)	<ul style="list-style-type: none"> • Natural Area (foreshore) and (bushland) identified correctly • Area of park adjacent to foreshore identified correctly • Holiday Park categorised as GCU identified correctly • Small area of GCU near the holiday park is not consistent with direction. Should be park where it is not part of the holiday park.
C	R87397 (Blowhole Point Reserves)	Public Recreation	General Community Use Park Natural Area (foreshore)	<ul style="list-style-type: none"> • large area GCU around blowhole and along pathway should be predominantly park. Footprint of buildings such as information centre and kiosk only should be GCU • See annotations on map C
D	R131 Coronation Park	Public Recreation	General Community Use Park Sportsground Natural Area (escarpment) Natural Area (foreshore)	<ul style="list-style-type: none"> • GCU should only apply to Kiama surf club • Other areas currently mapped as GCU should be Park • Remainder of map is consistent with Minister's direction.
D	R580000 Kiama Showground	Public Recreation Showground	General Community Use Sportsground	<ul style="list-style-type: none"> • mapping is consistent with direction

If you have any further questions or need assistance, please contact the Council Crown Land Management Team at council.clm@crowmland.nsw.gov.au.

Yours sincerely



Janelle Pearson
Principal Policy and Project Manager
Department of Planning, Industry and Environment – Crown Lands
26/04/2021

Encl:
Attachment 1: Maps

Attachment 1: Maps showing directed category and feedback

Map A Reserve R76339 (Cooke Park – Gerringong Boat Harbour)
And R80816 (Ourie Park, Werri Beach Holiday Park)



Extract Map A



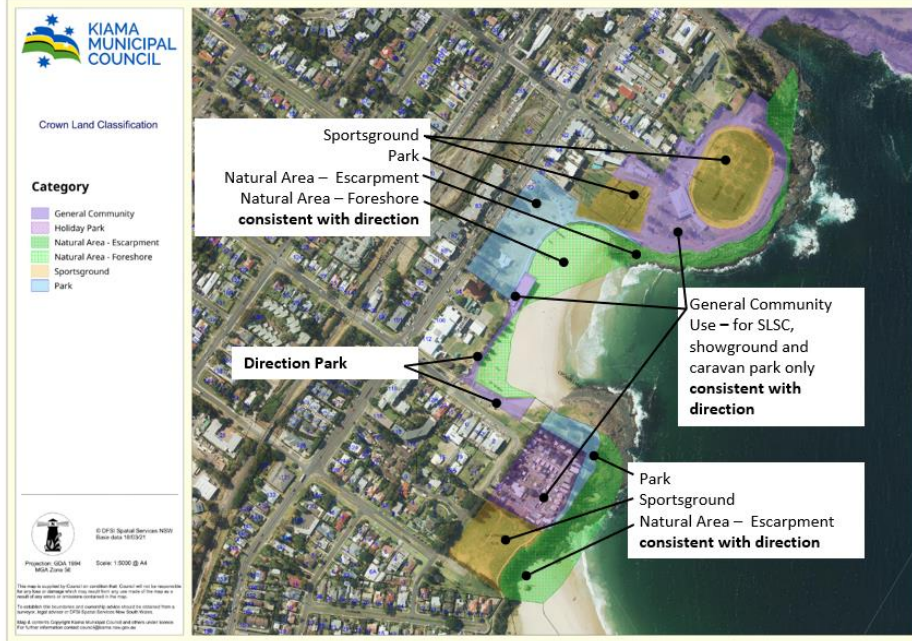
Extract of Map B R83972 (Seven Mile Beach)



Map C R87397 (Blowhole Point Reserves)



**Map D - R131 (Coronation Park) and
R580000 (Kiama Showground)**



Simplified map



20 NOTICE OF MOTION

20.1 Notice of Motion: Decommissioned Residential Aged Care Facility

Clr Imogen Draisma has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council:

1. Notes the difficulties that key workers, individuals and families in the Kiama local government area face in accessing affordable housing, which is defined as equivalent to or more than 30% of total household income.
2. Following the subdivision of 1 Havilah Place as per the Performance Improvement Order (PIO), commit to the further investigation of the redevelopment of the former of Residential Aged Care Facility (RACF) on the site.
3. Receive a report on the options that can be considered for a public/private partnership to deliver a mixed-development on the site of the RACF, which would include at least 25% social and affordable housing.
4. As part of the report, receive examples of other mixed development projects which have been delivered on a similar site.

Signed Councillor Imogen Draisma

Purpose:

To ensure that Council meets the required actions of the Performance Improvement Order (PIO) and respond appropriately to the need to deliver the state government housing target for Kiama of 900 completed dwellings by 2029.

Background:

Industry experts and the wider community are concerned for the lack of social and affordable housing in the Kiama local government area.

There is significant merit for the site of the decommissioned residential aged care facility to be considered for mixed development due to its location and access to public transport, community services, health services and nearby shopping centre.

The consideration of redevelopment of the site is consistent with Council's current strategy to focus on infill development to meet current and future housing needs in the local government area.

This is also consistent with and compliments the Housing & Growth Strategy which is currently under development.

Notice of Motion

20.1 Notice of Motion: Decommissioned Residential Aged Care Facility (cont)

Chief Executive Officer response

As outlined by Councillor Draisma's Notice of Motion, the varied PIO requires Council to examine the potential to subdivide and divest Havilah Place in accordance with the criteria contained in the Property Plan.

Action 3.5 of the adopted Strategic Finance & Governance Improvement Plan incorporates this requirement. The first bi-monthly implementation status update of the Improvement Plan is included in this business paper. Subdivision plans are currently being prepared by the Implementation Team with the expectation to lodge a development application by December 2024.

Council has already committed to preparing a business case for either divestment or redevelopment opportunities of this site, as outlined by Action 3.7 of the adopted Improvement Plan and prior resolutions 23/053OC from the 28 February 2023 meeting and 24/062OC from March 2024.

Work has already commenced on the business case for this site and will be workshopped and presented to the new Council. This business case will provide cost benefit analysis on a range of options, including the provision of social and affordable housing, potential commercial use, potential administrative use etc and methods for delivery. The business case should identify highest and best use of the site, and consider how other catalyst sites impact on this site.

A Council resolution is required to pursue any divestment or redevelopment options of the site.

The process raised in Councillor Draisma's Notice of Motion is already required by the varied PIO, the Strategic Finance & Governance Improvement Plan and provisions of the *Local Government Act 1993*. Council has already previously resolved this way and work is underway. It is not advisable to predetermine potential highest and best use or the findings of the business case. Rather, staff can confirm that this will be considered as potential options, alongside others.

Item 20.1

20.2 Notice of Motion: Gerroa Landcare Group

Clr Kathy Rice has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council:

As a matter of priority meets with the Gerroa Landcare group:

1. to organise a commercial operator to undertake the immediate weed management action required at Seven Mile Beach and
2. to formulate an ongoing arrangement in which weed management activity beyond the capacity of the Landcare group will be funded by Council.

Signed Councillor Kathy Rice

Purpose

To repair the progressive environmental deterioration of Crown Reserve R83972 resulting from the cessation of maintenance funding in 2019.

Background

Between 2010 and 2019 Kiama Council and 7 Mile Beach Landcare worked co-operatively towards the maintenance and health of the 7 Mile Beach Crown Reserve, with Council funding a commercial operator to perform some of the weed management. In 2019 decreased surf school revenue interrupted this funding arrangement. Approximately \$15K was contributed towards the work in the 2022-2023 FY but since then the funding has dried up.

The reserve is identified in Council's Vegetation Study as having high biodiversity significance and high biodiversity conservation value. 7 Mile Beach Landcare members are distressed by the proliferation of weeds that are now smothering emergent native seedlings and preventing natural regeneration. This is altering the ecological balance within the environmentally sensitive reserve. The work to reverse the situation is beyond the capacity of the small but dedicated Landcare group.

The reserve is adjacent to Kiama's most popular beach where intense visitation also contributes towards weed spread. As the Crown Land Manager, Council is responsible for finding a solution to this situation.

Chief Executive Officer response

Notice of Motion

20.2 Notice of Motion: Gerroa Landcare Group (cont)

Council has continued to undertake contracted weed control works as follows:

2022/23 approx. \$10,000 of contract expenditure

2023/24 approx. \$12,000 of contract expenditure

These works were funded under the general Parks & Gardens maintenance budget as there was not a specific budget item for these works.

For 2024/25 a similar amount can be used under the general Parks & Gardens maintenance budget.

A meeting with the Gerroa Landcare Group can be organised to liaise on the program for the financial year within existing resources and the budget constraints outlined above.

Consideration of an annual specific budget for weed management at the reserve can be considered during the preparation of the 2025/26 budget, including the possibility of funding from specific reserves. Council does need to be mindful of all competing priorities for funding and service levels across all reserves. It is to be noted that a service review is currently being completed on aspects of parks and operations and will ultimately be a decision for a future Council.

Item 20.2

20.3 Notice of Motion: NSW Biodiversity Crisis

Clr Karen Renkema-Lang has submitted the following Notice of Motion for Council's consideration:

MOTION

That Council

1. Write to The Hon. Penelope Gail Sharpe, NSW Minister for the Environment and The Hon Tara Moriarty MLC Minister for Agriculture
 - (a) expressing thanks for the advice provided by Minister Sharpe on the planning controls and other legislative arrangements that may be applied to strengthen protections of the Minnamurra River biodiversity and surrounding eco-systems, and
 - (b) congratulate both Ministers on the development of the *NSW Plan for Nature* in response to the Biodiversity Crisis across NSW
2. Write to the Premier The Hon. Christopher John Minns, MP and The Hon Paul Scully MP, Minister for Planning and Public Spaces
 - (a) noting that Council shares the NSW Government's grave concerns about the Biodiversity Crisis across NSW and acknowledging that urgent action is required to put nature on a path to recovery
 - (b) expressing Council's support for the NSW Plan for Nature released in July 2024
 - (c) requesting advice on the extent to which the *NSW Plan for Nature* recommendations (or any other legislative instruments) will be applied to protect, preserve and restore the fragile eco-systems of the river catchments and wetlands contained within the Kiama local government area as development is 'fast-tracked' in line with the NSW Government's planning reforms.
3. Provide a copy of the correspondence referred to in 2) above be provided to the Hon. Ryan John Park, Minister for the Illawarra and South Coast, The Hon. Penelope Gail Sharpe NSW Minister for the Environment, The Hon Tara Moriarty MLC Minister for Agriculture, the Minnamurra Progress Association and the Jamberoo Valley Ratepayers and Residence Association.

Signed Councillor Karen Renkema-Lang

Notice of Motion

20.3 Notice of Motion: NSW Biodiversity Crisis (cont)

Attachments

- 1 The Hon Penny Sharpe MLC response to Clr K Renkema-Lang's Notice of Motion 14 December 2023 - Minnamura River [↓](#)

Purpose:

To ensure the appropriate protections are applied to the conservation of the biodiversity of all river catchments, wild-life habitats, and supporting eco-systems across the Kiama local government as development is 'fast-tracked' in line with the NSW Government's planning reforms.

Background:

In April 2024 Council wrote to The Hon. Ryan John Park, Minister for the Illawarra and South Coast and The Hon. Penelope Gail Sharpe NSW Minister for the Environment in accordance with the following resolution of Council.

23/3750C 14 December 2023.

Resolved that Council:

1. *Supports the development of health facilities in our area that are designed to meet the health needs of our community.*
2. *Acknowledges the Minnamurra Progress Association's concerns about the potential adverse impact of the Shellharbour Hospital development on the biodiversity of the Minnamurra River and surrounding eco-systems.*
3. *Writes to The Hon. Ryan John Park, Minister for the Illawarra and South Coast and the Hon. (Penny) Penelope Gail Sharpe NSW Minister for the Environment:*
 - (a) Highlighting that in addition to providing natural habitat for endangered and threatened species, the Minnamurra River and surrounding eco-systems provides public and social infrastructure for recreational, fishing and tourism activities, activities that bring significant economic benefits for our municipality.*
 - (b) Expressing concerns about the cumulative adverse impact of urban and industry development (such as the Shellharbour Hospital and Dunmore Lakes Sand Extraction projects) on the biodiversity of the Minnamurra River and surrounding eco-systems.*
 - (c) Seeking clarification on what planning instruments or other legislative arrangements are in place to protect and preserve the biodiversity of the Minnamurra River and surrounding eco-systems from the cumulative impacts of nearby urban and industry developments.*
 - (d) Seeking their assistance to establish stronger planning controls (such as the introduction of a site-specific Biodiversity and Conservation State Environmental Planning Policy) to protect, preserve and restore the biodiversity of the Minnamurra River and surrounding eco-systems.*

Notice of Motion

20.3 Notice of Motion: NSW Biodiversity Crisis (cont)

(Councillors Renkema-Lang and Draisma)

In Minister Sharpe's reply to Council's letter (attached), the Minister noted that she shared "*Council's recognition of the significant role the Minnamurra River and surrounding eco-systems are playing as natural habitat for wildlife*" and acknowledged "*the River's social, cultural, and economic values for local community*".

Chief Executive Officer response

Council's Environment and Compliance team is committed to protecting the natural diversity in our estuaries and rivers. Council has commenced work on the restoration of coastal wetland surrounding the Minnamurra waste and recycling facility. This work was made possible through (partial) grant funding from the Coastal and Estuary funding from the Department of Climate Change, Energy, the Environment and Water.

Council welcomes any further opportunities to improve biodiversity outcomes for wetlands and the broader local government area within current corporate priorities, funding and budgetary constraints.

In terms of resolution three the CEO's advice is that the correspondence is better tabled as part of the business paper than sent to specific interest groups. Council information such as this is best placed on the public record as part of the "tabling of documents and petitions" so that all interested residents and community groups can be informed equitably and at the same time.

Item 20.3

OFFICIAL

The Hon Penny Sharpe MLC

Minister for Climate Change, Minister for Energy,
Minister for the Environment, Minister for Heritage,
Leader of the Government in the Legislative Council



Your ref: 24/1881
Our ref: MD24/3048

Ms Jane Stroud
Chief Executive Officer
Kiama Municipal Council

By email: cathieb@kiama.nsw.gov.au

Dear Ms Stroud

Thank you for your letter about Councillor Karen Renkema-Lang's Notice of Motion on your 14 December 2023 Council Meeting about the impact of development on the Minnamurra River.

I share the Council's recognition of the significant role the Minnamurra River and surrounding eco-systems are playing as natural habitat for wildlife and I acknowledge the River's social, cultural, and economic values for local community.

The Minnamurra catchment is extensively cleared, given the area was historically used for rural activities. The remnant vegetation is largely under conservation land use zoning. The coastal wetland in the east of the catchment is mapped as an important attribute under the State Environmental Planning Policy (Hazards and Resilience) 2021, which gives the wetland additional protections. In addition, a large section of vegetation to the west of the catchment is protected in the Budderoo National Park.

The Department of Planning, Housing and Infrastructure (DPHI) is the approval authority for most large projects such as the Shoalhaven Hospital. Council's planning staff are best placed to comment on smaller developments. In addition, Council may wish to consider revising its Local Environmental Plan (LEP) as it is the principal planning tool Council can use to strengthen protection of the Minnamurra River. If Council were to review the LEP, a useful focus would be on land use zones and suitability of permissible development types. DPHI is also best placed to respond on new planning mechanisms and legislative change.

In August 2023, I tabled the independent statutory review of the *Biodiversity Conservation Act 2016* in NSW Parliament. The NSW Minister for Agriculture also tabled the outcomes of the statutory review of the native vegetation provisions of the *Local Land Services Act 2013*. The NSW Government is currently preparing a response to both reviews, which is expected to be released in 2024. The response will support Government commitments to strengthen environmental protections and stop excess land clearing. Further information about the review is available at: www.environment.nsw.gov.au/topics/animals-and-plants/biodiversity/overview-of-biodiversity-reform/statutory-review-of-the-biodiversity-conservation-act-2016

If you have any further questions about this issue, you can contact Mr Chris Page Senior Team Leader, Planning (Illawarra), Biodiversity Conservation Division, Department of Climate Change, Energy, the Environment and Water at chris.page@environment.nsw.gov.au.

Sincerely

A handwritten signature in blue ink, appearing to read "Penny Sharpe".

Penny Sharpe MLC

Minister for Climate Change, Minister for Energy,
Minister for the Environment, Minister for Heritage

cc: The Hon Paul Scully MP, Minister for Planning and Public Spaces

21 CONFIDENTIAL SUMMARY

CONFIDENTIAL COMMITTEE OF THE WHOLE

Submitted to the Ordinary Meeting of Council held on 13 August 2024

PROCEDURE

- Recommendation to go into Closed Committee.
- Mayoral call for Public Representations.
- Consideration of Representations and issues to be removed from Closed Committee.
- Recommendation to exclude Press and Public if required.
- Closed Committee discussions if required.

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 - AUGUST 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 WOOLWORTHS - EASEMENT FOR CARPARKING

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 CONFIDENTIAL REPORTS

22.1 Blue Haven Update - August 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 Woolworths - Easement for Carparking

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: 1.1.1.5 Support micro-businesses, local markets, local and regional events ongoing activities to contribute to a sense of belonging and connectedness.

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 commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

23 CLOSURE