



ORDINARY MEETING OF COUNCIL

To be held at 5:00 PM on

Tuesday 18 March 2025

Council Chambers

11 Manning Street, KIAMA NSW 2533

Order of Business

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

Members

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

14 March 2025

To the Chairman and Councillors:

NOTICE OF ORDINARY MEETING

You are respectfully requested to attend an **Ordinary Meeting** of the Council of Kiama, to be held in the **Council Chambers, 11 Manning Street, KIAMA NSW 2533** on **Tuesday 18 March 2025** commencing at **5:00 PM** for the consideration of the undermentioned business.

Yours faithfully



Jane Stroud

Chief Executive Officer

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**AGENDA FOR THE
ORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL
HELD ON TUESDAY 18 MARCH 2025**

1 OPENING OF MEETING

2 WEBCASTING STATEMENT

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

3 ACKNOWLEDGEMENT OF COUNTRY

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

4 STATEMENT OF ETHICAL OBLIGATIONS

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

5 APOLOGIES

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Ordinary Council on 18 February 2024 and adjourned to 24 February 2024

Attachments

- 1 18/02/2025 - Ordinary Council - minutes [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Ordinary Council meeting held on 18 February 2025 and adjourned to 24 February 2025 be received and accepted.



MINUTES OF THE ORDINARY MEETING OF COUNCIL

commencing at 5:00 PM on

TUESDAY 18 FEBRUARY 2025

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

**MINUTES OF THE ORDINARY MEETING
OF THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS
ON TUESDAY 18 FEBRUARY 2025 AT 5:00 PM**

- PRESENT:** Mayor – Councillor C McDonald (Chair)
Deputy Mayor – Councillor M Matters
Councillors M Brown, M Cains, I Draisma, S Larkins, M Lawton,
Y Tatrai and E Warren
- IN ATTENDANCE:** Jane Stroud – Chief Executive Officer
Ed Paterson – Director Planning, Environment and Communities
Peter Luke – Acting Director Infrastructure and Liveability
Joe Gaudiosi – Chief Operating Officer
Olena Tulubinska – Chief Financial Officer
Kimberley Norton – Head of Implementation
Stephanie Salviejo – Public Officer

1 OPENING OF MEETING

The Chair declared the meeting open 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 Chair acknowledged the traditional owners.

4 STATEMENT OF ETHICAL OBLIGATIONS

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

5 APOLOGIES

Nil.

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18 FEBRUARY 2025

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Ordinary Council on 21 January 2025

25/022OC

Resolved that the Minutes of the Ordinary Council meeting held on 21 January 2025 and associated minute attachments be received and accepted.

(Councillors Tatrai and Draisma)

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

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 Local Housing Strategy (Draft v2)* as she is employed by The Hon Paul Scully MP, Minister for Planning and Public Spaces. Councillor Draisma proposed to disclose and leave the chamber.

Disclosure of Interest - Councillor Draisma

Councillor Draisma declared a significant non-pecuniary interest in *Item 15.4 Quarterley Report: Development application lodgement/assessment and dwelling approvals/completions – October to December 2024* as she is employed by The Hon Paul Scully MP, Minister for Planning and Public Spaces. Councillor Draisma proposed to disclose and leave the chamber.

Disclosure of Interest - Councillor Warren

Councillor Warren declared a less than significant non-pecuniary interest in *Item 15.1 Endorse for public exhibition: Draft Local Housing Strategy (Draft v2)* as she was previously contracted by Traders in Purple for work at Greyleigh. Councillor Warren proposed to disclose and remain in the chamber.

Disclosure of Interest - Councillor Warren

Councillor Warren declared a significant non-pecuniary interest in *Item 12.2 Minutes: Tourism & Economic Advisory Committee Meeting – 30 January 2025* as she is the applicant for the funding and general manager of the The Co-op Gerringong. Councillor Warren proposed to disclose and leave the chamber.

Disclosure of Interest - Councillor Lawton

Councillor Lawton declared a less than significant non-pecuniary interest in *Item 17.2 Gerringong Surf Life Saving Club Licence Agreement* as for transparency she is

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

declaring a long term friendship with a member of the Club. Councillor Lawton proposed to disclose and remain in the chamber.

Disclosure of Interest - Councillor Matters

Councillor Matters declared a pecuniary interest in *Item 12.2 Minutes: Tourism & Economic Advisory Committee Meeting – 30 January 2025* as she is a part owner at The Co-op Gerringong and the business has received event funding. Councillor Matters proposed to disclose and leave the chamber.

9 TABLING OF PETITIONS AND OTHER DOCUMENTS

Nil.

10 PUBLIC FORUM SUMMARY

The CEO read out the speakers at public access 17 February 2025.

Name	Item No.	Subject
Heather Argerakis	11.1	Mayoral minute: Acknowledging the efforts of Kiama LGA's professional lifeguards and volunteer Surf Life Saving Clubs
Neville Fredericks	15.1	Endorse for public exhibition: Draft Local Housing Strategy (Draft v2)
Gary George	17.2	Gerringong Surf Life Saving Club Licence Agreement
Margaret Watson	19.1	Question with notice: Parking on Manning Street Kiama
Howard R Jones	20.1	Notice of motion: Gerringong to Gerroa coastal path

Procedural Motion: in globo

25/0230C

Resolved that Council move in globo and adopt the recommendations contained within the report for items 13.1, 14.1, 14.2, 15.2, 15.3, 15.5, 16.2 and 16.3.

(Councillors Matters and Larkins)

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

Against: Nil

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18 FEBRUARY 2025

11 MAYORAL MINUTE

11.1 Mayoral minute: Acknowledging the efforts of Kiama LGA's professional lifeguards and volunteer Surf Life Saving Clubs

Councillor McDonald **moved** that Council thank and acknowledge the substantive efforts made by Kiama's professional lifeguards and volunteer Surf Life Saving Clubs to keep the municipality's beaches safe during the summer season where three (3) fatalities were experienced.

25/024OC

At the request of Councillor Brown and by consent the **Mayoral Minute was varied and resolved** that Council:

1. Thank and acknowledge the substantive efforts made by Kiama's professional lifeguards and volunteer Surf Life Saving Clubs to keep the municipality's beaches safe during the summer season where three (3) fatalities were experienced.
2. Support a surf awareness/education campaign targeting the communities of South Western and Western Sydney.
3. Write to Illawarra Shoalhaven Joint Organisation, Western Sydney Regional Organisation of Councils (WSROC), and SLS NSW South Coast Branch president, Shane Wicks informing them of the above.

(Councillors McDonald and Brown)

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

Against: Nil

11.2 Mayoral minute: Review program for the Kiama Local Environmental Plan (LEP) 2011

An amendment was **moved** by Councillor McDonald to his original Mayoral Minute that Council include the following Strategy development/delivery and associated Kiama Local Environmental Plan (LEP) 2011 and Kiama Development Control Plan (DCP) 2020 amendments as part of the forward budget estimates register for inclusion and consideration as part of the 2025-26 Delivery Program and Operational Plan and the Annual Budget:

1. Local Housing Strategy
2. Kiama Vegetation Study
3. Jamberoo Heritage Study
4. Kiama Employment Zone/Economic Development Strategy
5. Kiama Rural Lands Study.

Councillor Brown raised a **point of order** that as the report is a Mayoral Minute the Mayor should answer the question to explain why an amended motion has been put.

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

The Chair agreed and answered Councillor Brown's question that the original motion was amended to remove timeframes.

On being put the **motion was lost**.

For: Councillor McDonald

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

11.3 Mayoral minute: Sporting clubs' storage needs

Councillor McDonald **moved** that Council via an expression of interest (EOI) process, enable local sporting clubs to install one (1) shipping container per sports reserve for the express purpose of storing sporting equipment etc. as an interim solution to current storage shortage.

25/025OC

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

- 1 Via an expression of interest (EOI) process, enable local sporting clubs to install one (1) shipping container per sports reserve for the express purpose of storing sporting equipment etc. as an interim solution to current storage shortages, while the Social Infrastructure Strategy is being developed.
- 2 On completion of the EOI process that a further report be provided to Council with the outcomes of the EOI ensuring the locations of the intended shipping containers are appropriate.
- 3 Engage with the local sporting clubs and Kiama District Sports Association and identify the reserves with storage shortages.

(Councillor McDonald)

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

Against: Councillor Larkins

12 MINUTES OF COMMITTEES

12.1 Minutes: Finance Advisory Committee - 5 December 2024

25/026OC

Resolved that the Minutes of the Finance Advisory Committee meeting held on 5 December 2024 be received and accepted.

(Councillors Lawton and Tatrai)

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

Against: Nil

**12.2 Minutes: Tourism & Economic Advisory Committee Meeting –
30 January 2025**

Councillor Warren declared a significant non-pecuniary interest, disclosed and left the chamber.

Councillor Matters declared a pecuniary interest in this item, disclosed and left the chamber.

Councillor E Warren left the meeting at 5:50 pm.

Councillor M Matters left the meeting at 5:50 pm.

25/027OC

That the Minutes of the Tourism and Economic Advisory Committee meeting held on 30 January 2025 be received and accepted.

(Councillors Brown and Larkins)

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

Against: Nil

Councillor E Warren returned to the meeting at 05:55 pm.

Councillor M Matters returned to the meeting at 05:55 pm.

13 REPORT OF THE CHIEF EXECUTIVE OFFICER

**13.1 Bi-monthly update: Strategic Finance & Governance Improvement Plan
– February 2025**

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/023OC

25/028OC

Resolved that Council:

1. Receive the Strategic Finance & Governance Improvement Plan – Implementation Status Update – February 2025.
2. Note that the Chief Executive Officer, through the Implementation Team, will:
 - a. provide a copy of the Implementation Status Update – February 2025 to the NSW Office of Local Government, and

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

- b. [place a copy of the Implementation Status Update - February on Council's website.](#)

(Councillors Matters and Larkins)

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

Against: Nil

13.2 Current legal matters - status update as at 31 December 2024

It was **moved** by Councillor Draisma and seconded by Councillor Larkins that Council receive this legal status update summary report and note that the following approximate amounts have been expended as at 31 December 2024 on the legal matters itemised:

- NSW Land & Environment Court = \$650,024.82
- Supreme Court matters = \$12,870.60 + \$74,000 (costs)
- Federal Court matters = \$48,302.76
- Local Court matters = \$58,351.48
- Blue Haven = \$380,239.00
- General legal/Probity advice = \$83,824.87
- Code of Conduct related matters = \$13,401.00

TOTAL = \$1,321,014.53 (including costs amount)

At the request of Councillor Lawton and by consent the **motion was varied**, that Council receive this legal status update summary report and note that the following approximate amounts have been expended from 1 October 2024 to 31 December 2024 on the legal matters itemised since the commencement of each individual proceeding:

- NSW Land & Environment Court = \$650,024.82
- Supreme Court matters = \$12,870.60 + \$74,000 (costs)
- Federal Court matters = \$48,302.76
- Local Court matters = \$58,351.48
- Blue Haven = \$380,239.00
- General legal/Probity advice = \$83,824.87
- Code of Conduct related matters = \$13,401.00

TOTAL = \$1,321,014.53 (including costs amount)

Councillor Draisma withdrew her support for the variation following advice from the Public Officer that the wording was incorrect.

MINUTES OF THE ORDINARY MEETING

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25/029OC

At the request of Councillor Brown and by consent the **motion was varied and resolved** that Council receive this legal status update summary report and note that the following approximate amounts have been expended since the commencement of each individual proceeding as at 31 December 2024 on the legal matters itemised:

- NSW Land & Environment Court = \$650,024.82
- Supreme Court matters = \$12,870.60 + \$74,000 (costs)
- Federal Court matters = \$48,302.76
- Local Court matters = \$58,351.48
- Blue Haven = \$380,239.00
- General legal/Probity advice = \$83,824.87
- Code of Conduct related matters = \$13,401.00

TOTAL = \$1,321,014.53 (including costs amount)

(Councillors Draisma and Larkins)

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

Against: Nil

13.3 Policy adoption: Councillor and staff interaction policy

It was **moved** by Councillor Draisma and seconded by Councillor Cains that Council adopts the Councillor and staff interaction policy.

Councillor Brown foreshadowed a motion should the amendment fail the matter be deferred to receive further information from the CEO.

An **amendment was moved** by Councillor Lawton and seconded by Councillor Tatrai that Council adopts the Councillor and Staff Interaction Policy with one change to clause 4.9 deleting the sentence "Councillors should assume a matter is confidential unless told otherwise".

On being put the **amendment was carried**.

The amendment became the motion.

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

Against: Councillor Larkins

25/030OC

That Council adopts the Councillor and staff interaction policy with one change to clause 4.9 deleting the sentence "Councillors should assume a matter is confidential unless told otherwise".

(Councillors Lawton and Tatrai)

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

Against: Nil

14 REPORT OF THE CHIEF OPERATING OFFICER

14.1 Quarterly Budget Review and Monthly Financial Statement December 2024

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/023OC.

25/031OC

Resolved that Council receive and adopt the Quarterly Budget Review Statement for the quarter ending 31 December 2024 including operating revenue, expenditure, and capital budget adjustments outlined in the report.

(Councillors Matters and Larkins)

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

Against: Nil

14.2 Statement of Investments - January 2025

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/023OC

25/032OC

Resolved that Council:

1. Receive the information relating to the Statement of Investments as at 31 January 2025.
2. Approve the transfer of \$1,808,000 from the Blue Haven Residential Aged Care (RAC) Prudential Liquidity Management external restricted reserve to Unrestricted Funds.

(Councillors Matters and Larkins)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

**15 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND
COMMUNITIES**

15.1 Endorse for public exhibition: Draft Local Housing Strategy (Draft v2)

Councillor Draisma declared a significant non-pecuniary interest, disclosed and left the chamber.

Councillor I Draisma left the meeting at 6:16 pm.

Councillor Cains **foreshadowed a motion** to move the original motion and accept an amendment from the Deputy Mayor to extend the public exhibition period past 28 days.

An **amendment was moved** by Councillor Lawton and seconded by Councillor Warren that Council defer endorsement of the Draft Local Housing Strategy (Attachment 1 of the report) and updated Kiama Local Strategic Planning Statement (Attachment 2 of the report) for public exhibition to allow for further consideration of the documents.

On being put the amended **motion** was **lost**.

For: Councillors Lawton and Warren

Against: Councillors Brown, Cains, Larkins, Matters, McDonald and Tatrai

The foreshadowed motion was put by Councillor Cains and seconded by Councillor Matters that Council:

1. Endorse the Draft Local Housing Strategy (attachment 1 of the report) and updated Kiama Local Strategic Planning Statement (attachment 2 of the report) to be placed on public exhibition for a period not less than 28 days.
2. Consult with the community and other key stakeholders on the priorities, outcomes, strategic sites and actions contained within the Draft Local Housing Strategy.
3. Report back to Council at the June 2025 Council meeting on the outcomes of the consultation process and seek adoption of the final Local Housing Strategy and updated Local Strategic Planning Statement.
4. Continue to assess scoping proposals and Planning 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.
5. Continue to monitor dwelling approvals and completion data against the housing targets.
6. 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.
7. Accelerate the preparation of the employment lands work to support the draft local housing strategy.

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18 FEBRUARY 2025

25/0330C

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

1. Endorse the Draft Local Housing Strategy (Attachment 1 of the report) and updated Kiama Local Strategic Planning Statement (Attachment 2 of the report) to be placed on public exhibition for a period not less than 60 days.
2. Consult with the community and other key stakeholders on the priorities, outcomes, strategic sites and actions contained within the Draft Local Housing Strategy.
3. Report back to Council at the June 2025 Council meeting on the outcomes of the consultation process and seek adoption of the final Local Housing Strategy and updated Local Strategic Planning Statement.
4. Continue to assess scoping proposals and Planning 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.
5. Continue to monitor dwelling approvals and completion data against the housing targets.
6. 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.
7. Accelerate the preparation of the employment lands work to support the draft local housing strategy.

(Councillors Cains and Matters)

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

Against: Nil

Councillor I Draisma returned to the meeting at 06:53 pm.

15.2 Endorse for public exhibition: Kiama Library Strategic Plan 2025-29

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/0230C.

25/0340C

Resolved that Council :

1. Publicly exhibit the draft Kiama Library Strategic Plan 2025-2029, in accordance with Council's Community Engagement Strategy, for a period not less than 28 days.
2. If relevant submissions are received or if any substantial changes are proposed for any other reasons, receive a further report for consideration,

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detailing the public exhibition outcomes and proposed changes with further recommendation regarding adoption.

3. On the day after completion of the public exhibition period. Adopt the Kiama Library Strategic Plan 2025-2029. If there are no relevant submissions received and there are no substantial changes proposed.

(Councillors Matters and Larkins)

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

Against: Nil

15.3 Quarterly Compliance Report: October to December 2024

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/023OC.

25/035OC

Resolved that Council:

1. Receive and note the compliance activities undertaken by the Environment & Compliance team between October-December 2024.
2. Note that a draft Enforcement/Compliance Policy will be reported to Council mid 2025 to commence community engagement.

(Councillors Matters and Larkins)

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

Against: Nil

15.4 Quarterly report: Development application lodgement/assessment and dwelling approvals/completions - October to December 2024

Councillor Draisma declared a pecuniary interest in this item, disclosed and left the chamber.

Councillor I Draisma left the meeting at 6:53 pm.

25/036OC

Resolved that Council:

1. Receive and note the Development Application lodgement and assessment timeframes and housing approvals and completions between October and December 2024.
2. Note that a similar report will be provided for the January to March 2025 period.
3. Continue to advocate changes to the Council League Table calculation method to ensure that additional information requests (ie stop the clock), amended plans (ie revised proposal) and Land and Environment Court deemed refusal

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timeframes are acknowledged and excluded from the Council assessment times.

(Councillors Brown and Larkins)

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

Against: Nil

Councillor I Draisma returned to the meeting at 06:54 pm.

**15.5 Post exhibition endorsement: Development Control Plan Chapter 12.11
South Kiama Urban Release Area**

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/023OC.

25/037OC

Resolved that Council:

1. Adopt the Development Control Plan Chapter 12.11 Site Specific Controls: South Kiama Urban Release Area (Attachment 2 of the report).
2. Advise the Department of Planning, Housing and Infrastructure within 28 days of Council's resolution in accordance with the requirements clause 20(1) of the EP&A Regulation, 2021.
3. Publish the DCP on the Council's website in accordance with the requirements clause 20(2) of the EP&A Regulation, 2021.
4. Notify those who lodged submissions that the DCP Chapter 12.11 has been adopted.

(Councillors Matters and Larkins)

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

Against: Nil

**16 REPORT OF THE DIRECTOR INFRASTRUCTURE AND
LIVEABILITY**

16.1 Community Land Plan of Management update

25/038OC

Resolved that Council:

1. Endorse the proposed updated Community Land Plan of Management for Neighbourhood Parks to be placed on Public Exhibition for a period of 42 days, to allow for any public submissions during this time.

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2. Approve that during the public exhibition period a public hearing will be held and undertaken by an independent consultant.
3. Request that following the public exhibition, public hearing and submission stage a further report will be presented to Council for consideration of any submissions received and feedback obtained from the public hearing for the adoption or otherwise of the draft Community Land Plan of Management.

(Councillors Larkins and Brown)

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

Against: Nil

16.2 Request for additional headstone on lawn area of Jamberoo Cemetery

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/023OC.

25/039OC

Resolved that Council does not approve the request for additional headstones on top of the lawn section at Jamberoo Cemetery as the request is not consistent with the Cemetery Policy.

(Councillors Matters and Larkins)

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

Against: Nil

16.3 Traffic Management: Kiama Local Traffic Committee meeting - 4 February 2025

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/023OC.

25/040OC

Resolved that Council:

1. receive the Minutes of the Kiama Local Traffic Committee meeting held on 4 February 2025
2. adopt the following committee recommendations, subject to the following:

25/003L TC

The new driveway/forecourt arrangement for Werri Beach Holiday Park, with the following conditions:

1. Provide pedestrian crossing signage from both directions of the footpath, using the following signage:

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

- (a) Pedestrian Crossing Ahead signage (W6-2) as vehicles will be - turning into' the crossing, perhaps some ahead signage on Bridges Road would be useful.
 - (b) Pedestrian Crossing signage (R3-1) at the crossing
 - (c) Consideration of No Stopping on approach and departure of crossing (R5-400).
2. Pedestrian crossing will need to be a minimum of 3 metres in width. The ideal width would be 3.6 metres.
 3. No stopping signs to be laced around the driveway boundary to ensure vehicles actually enter the park before stopping.

25/004LTC

The traffic changes associated with the Kiama Beach Tag event on 1 March 2025 from 7:00 a.m. to 9:00 p.m. be approved subject to organisers complying with the following conditions:

1. The event organiser complies with the Traffic Management Plans shown.
2. Notification of the closures be given to Police, local emergency services, businesses and affected residents.
3. An advertisement be placed in the local media including Council website advising of the closure a minimum of seven days prior to the event.
4. Hostile vehicle barrier to be placed at the O'Keefe Place/Bonaira Street intersection.

(Councillors Matters and Larkins)

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

Against: Nil

17 REPORTS FOR INFORMATION

17.2 Gerringong Surf Life Saving Club Licence Agreement

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

1. Congratulate Gerringong Surf Lifesaving Club (GSLSC) on their amazing work obtaining Federal, State, Local government and sponsorship funding to build a new community asset, being the new clubhouse and associated facilities, along with their continued commitment to the local community and visitors.
2. Work with GSLSC to occupy the new building so the club can patrol Warri Beach and provide training and education to its members including its nippers program.

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3. Work with GSLSC to find a pathway/solution which will allow the Kiosk to continue to operate, noting the kiosk provides a critical income stream to the club.
4. Investigate opportunities, including but not limited to potential rezonings, reclassifications and alternative lease arrangements, to enable the GSLSC clubhouse to be used for a broader range of commercial operations, like most other surf clubs in NSW.
5. Subject to compliance with section 2.74 of the NSW *State Environmental Planning Policy (Transport and Infrastructure) 2021*, facilitate the construction of a new concrete footpath from the existing footpath on the western side of Pacific Avenue to the public toilet facilities on the southern side of the new GSLSC clubhouse to enable access to these facilities, noting GSLSC is ready to build this path.

Councillor Draisma foreshadowed a motion should the amended motion fail supporting the removal of point 4 of Councillor Brown's motion and varying point 3.

Councillor Draisma raised a **point of order** that Councillor Warren's statements brought a member of the public into disrepute. The Chair ruled that Councillor Warren retract her statement, which she did. It is noted that no apology was requested contrary to (Clause 15.12 (c) of the Code of Meeting Practice.

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

1. Congratulate Gerringong Surf Lifesaving Club (GSLSC) on their amazing work obtaining Federal, State, Local government and sponsorship funding to build a new community asset, being the new clubhouse and associated facilities, along with their continued commitment to the local community and visitors.
2. Work with GSLSC to occupy the new building so the club can patrol Warri Beach and provide training and education to its members including its nippers program.
3. Work with GSLSC to find a pathway/solution which will allow the Kiosk to operate according to approved conditions of consent, and all other planning requirements.
4. Subject to compliance with section 2.74 of the NSW *State Environmental Planning Policy (Transport and Infrastructure) 2021*, facilitate the construction of a new concrete footpath from the existing footpath on the western side of Pacific Avenue to the public toilet facilities on the southern side of the new GSLSC clubhouse to enable access to these facilities, noting GSLSC is ready to build this path.

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

For: Nil.

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

At 7.35pm Cr Brown raised a **point of order** that the livestream of the meeting had stopped working. The Chair accepted the point of order and adjourned the meeting.

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Procedural motion: suspension of standing orders

25/041OC

That at 7.35pm the meeting be adjourned in order to ascertain the status of the meeting's live streaming problems.

(Councillors McDonald and Matters)

Procedural motion: resumption of standing orders

25/042OC

that at this time, 7:45pm, Council resume the ordinary business of the meeting with all Councillors and Staff present at the adjournment of the meeting being present.

(Councillors Brown and Draisma)

The meeting resumed debate on Item 17.2 Gerringong Surf Life Saving Club Licence Agreement.

Councillor Lawton raised a **point of order** that Councillor Brown had incorrectly referred to the **re**classification of land, when the item was dealing with the classification. The Chair accepted the point of order and Councillor Brown clarified that he was referring to the land classification.

25/043OC

An **amended motion** was put by Councillor Draisma and seconded by Councillor Larkins, and **resolved** that Council

1. Congratulate Gerringong Surf Lifesaving Club (GSLSC) on their work in obtaining Federal, State, Local government and sponsorship funding to build a new community asset, being the new clubhouse and associated facilities, along with their continued commitment to the local community and visitors.
2. Work with GSLSC to occupy the new building so the club can patrol Warri Beach and provide training and education to its members including its nippers program.
3. Receive a report on the history of the previous and current GSLSC kiosk, including the permissibility under the current lease, land classification and zoning, as well as, any considerations for future compliance of a kiosk at the clubhouse. Noting that the kiosk provides a critical income stream to the club.
4. Subject to compliance with section 2.74 of the NSW State Environmental Planning Policy (Transport and Infrastructure) 2021, facilitate the construction of a new concrete footpath from the existing footpath on the western side of Pacific Avenue to the public toilet facilities on the southern side of the new

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GSLSC clubhouse to enable access to these facilities, noting GSLSC is ready to build this path.

(Councillors Draisma and Larkins)

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

Against: Nil

25/044OC

Resolved that the following Reports for Information listed for the Council's consideration be received and noted;

- 17.1 Councillors McDonald and Matters' report on attendance at the Local Government NSW Annual Conference 2024
- 17.3 Outstanding Questions with Notice Register - February 2025
- 17.4 Resolution Register - October 2024 to December 2024 and update on previous periods
- 17.5 Response to resolution 24/365OC - Notice of Motion: Amendment to clause 4.2C of the Kiama Local Environment Plan.

(Councillors Brown and Draisma)

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

Against: Nil

18 LATE ITEMS

Nil.

19 QUESTIONS WITH NOTICE

19.1 Question with notice: Parking on Manning Street Kiama

What actions is council currently taking to address parking availability opposite Surf Beach on Manning Street for people not attending Wednesday Farmers Markets?

The question was answered in the report for this item.

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20 NOTICE OF MOTION

Procedural motion: extension of time

25/045OC

Resolved that Council in accordance with clause 18.2 of the Code of Meeting Practice extend the meeting time by 15 minutes.

(Councillors Larkins and Draisma)

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

Against: Councillors Brown, Tatrai and Warren

20.1 Notice of motion: Gerringong to Gerroa coastal path

It was moved by Councillor Matters and seconded by Councillor Larkins that Council:

1. Delegate to the CEO to prepare a report to a future council meeting outlining:
 - (a) the previous/historical plans for the location of the track
 - (b) a suggested approach and program to seek agreement with the affected landowners for the grant of right of access or other appropriate easement.
2. Include this body of work into the draft Delivery Program and Operational Plan 2025-26 for public consultation and future adoption and refer the item to the forward budget estimates register for consideration as part of the budget for the next financial year.
3. Consider alternatives to outright ownership, including creation of easements or right of way over the subject land.

(Councillors Matters and Larkins)

Councillor Cains raised a **point of order** that Councillor Lawton's amendment needed to be lawful and should refer to landowners not leaseholders or stakeholders. The Chair ruled that leaseholders was acceptable but Councillor Lawton agreed to refer to landowners.

Councillor Draisma raised a **point of order** that Councillor Lawton could not speak to the amendment at this point. The Chair accepted this point.

25/046OC

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

1. Delegate to the CEO, the preparation of a report to a future Council meeting, outlining:
 - a. The previous/historical plans for the location of the track
 - b. A suggested approach and program to seek agreement with the landowners regarding the options of either outright purchase via the

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Coastal Land Protection Scheme or negotiation of an easement for each portion of the track

- c. a list of costs for the establishment and long-term management of the project for each option as well as other perceived benefits for each option, particularly in terms of long term management.
2. Include this body of work into the draft Delivery Program and Operational Plan for 2025/26 for public consultation and future adoption.
3. Refer the item to the forward budget estimates register for consideration as part of the budget for the next financial year.
4. As part of the preparation of the report, liaise with Professor Bruce Thom to assist with the background information, particularly the development and planning of Stage 1 and the understanding of the Coastal Lands Protection Scheme.

(Councillors Lawton and Draisma)

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

Against: Councillor Tatrai

20.2 Notice of motion: Kiama Harbour Revitalisation Program and Showground Management Plan Working Group

Councillor Draisma raised a **point of order** that Councillor Cains required a seconder before he could speak to the motion. The Chair called for a seconder and Councillor Brown seconded the motion.

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

1. Provides an approximation of costs for the formation of a working group tasked with advancing the Kiama Harbour Revitalisation Plan and the Showgrounds Management Plan.
2. Outlines opportunities within the existing budget framework to allocate funding for the working group without requiring additional expenditure beyond current financial commitments.
3. Considers this body of work for inclusion in the draft Delivery Program and Operational Plan 2025-26, ensuring these projects are aligned with Council's strategic priorities and long-term planning objectives.

Procedural motion: extension of time

25/047OC

Resolved that Council:

1. In accordance with clause 18.2 of the Code of Meeting Practice extend the meeting time by 5 minutes

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2. adjourn all other agenda items for the ordinary meeting to be considered at the time of the Extraordinary Council meeting being held on 24 February 2025.

(Councillors Draisma and Larkins)

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

Against: Nil

25/0480C

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

1. Provides an approximation of costs for the formation of a working group tasked with advancing the Kiama Harbour Revitalisation Plan and the Showgrounds Management Plan.
2. Considers this body of work for inclusion in the draft Delivery Program and Operational Plan 2025-26, ensuring these projects are aligned with Council's strategic priorities and long-term planning objectives.

(Councillors Cains and Brown)

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

Against: Nil

The meeting was adjourned at 8.13pm.

The meeting reconvened at 7.13pm on Monday 24 February 2025

OPENING OF MEETING

The Mayor opened the meeting at 7.13pm.

WEBCASTING STATEMENT

The Mayor stated that the meeting is being recorded and made publicly available on the Council website, and that persons attending the meeting should refrain from making any defamatory statements.

ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the traditional owners.

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

STATEMENT OF ETHICAL OBLIGATIONS

The Mayor read the 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.

APOLOGIES

Apology

25/049OC

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

(Councillors Draisma and Cains)

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

Against: Nil

Councillor Warren read a statement regarding the retraction of her statements at the 18 February 2025 meeting made during item 17.2 *Gerringong Surf Life Saving Club Licence Agreement* about the president of the club, noting a public apology was to be published by The Bugle.

21 CONFIDENTIAL SUMMARY

Public Representations:

The Mayor called for representations regarding issues which had been proposed to be disclosed in Confidential Committee of the Whole.

No such representations were received.

21.1 Exclusion Of Press And Public:

25/050OC

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

22.1 BLUE HAVEN UPDATE - JANUARY 2025

Reason for Confidentiality: This matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is

MINUTES OF THE ORDINARY MEETING

18 FEBRUARY 2025

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 CONFIDENTIAL NOTE TO COUNCILLORS - UNSOLICITED PROPOSAL

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

22.3 TENDER: PRINTING SOLUTIONS

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

(Councillors Larkins and Brown)

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

Against: Nil

Procedural motion: Enter into confidential committee of the whole

25/0510C

Resolved that at this time, 7.18pm, Council form itself into a Confidential Committee of the Whole to deal with items 22.1 to 22.3.

(Councillors Larkins and Draisma)

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

Against: Nil

Procedural motion: in globo

25/0520C

Resolved that Council move in globo and adopt the recommendations contained within the report for items 22.1, 22.2 and 22.3.

(Councillors Draisma and Larkins)

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

Against: Nil

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18 FEBRUARY 2025

22 CONFIDENTIAL REPORTS

22.1 Blue Haven Update - January 2025

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/052OC.

25/053OC

Resolved that Council note the information provided in the Blue Haven update report for February 2025.

(Councillors Draisma and Larkins)

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

Against: Nil

22.2 Confidential note to Councillors - Unsolicited proposal

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/052OC.

25/054OC

Resolved that Council endorse the unsolicited proposal to proceed to the next stage of the process in line with Council's Unsolicited Proposal Policy. A further report will be presented to Council outlining a final binding offer with the proponent.

(Councillors Draisma and Larkins)

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

Against: Nil

22.3 Tender: Printing Solutions

The following recommendation was adopted as part of the in globo adoption of items – refer minute number 25/052OC.

25/055OC

Resolved that Council:

1. Accept the tender from Asset Professional Services for the provision of Managed Printer Services for Kiama Municipal Council.
2. Authorise the CEO to sign documentation relating to the tender.

(Councillors Draisma and Larkins)

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

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Against: Nil

Close of Confidential Committee of the Whole:

25/056OC

Resolved that at this time, 7.19pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Draisma and Cains)

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

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.

Procedural motion: confirm and adopt recommendations

25/057OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 25/052OC to 25/056OC be confirmed and adopted.

(Councillors Draisma and Lawton)

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

Against: Nil

23 CLOSURE

There being no further business the meeting closed at 7.21pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 18 March 2025.

.....
Mayor

6.2 Extraordinary Council on 24 February 2025

Attachments

- 1 24/02/2025 - Extraordinary Council - Minutes [↓](#)

Enclosures

Nil

Item 6.2

RECOMMENDED

That the Minutes of the Extraordinary meeting held on 24 February 2025 be received and accepted.



MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL

commencing at 4 pm on

MONDAY 24 FEBRUARY 2025

Council Chambers
11 Manning Street, KIAMA NSW 2533

Item 6.2

Attachment 1

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS
ON MONDAY 24 FEBRUARY 2025 AT 4 PM**

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

IN ATTENDANCE: Jane Stroud – Chief Executive Officer
Ed Paterson – Director Planning, Environment and Communities
Peter Luke – Acting Director Infrastructure and Liveability
Joe Gaudiosi – Chief Operating Officer
Olena Tulubinska – Chief Financial Officer
Kimberley Norton – Head of Implementation
Stephanie Salviejo – Public Officer

1 OPENING OF MEETING

The Chair opened the meeting at 4pm.

2 WEBCASTING STATEMENT

The Chair stated that the meeting is being recorded and made publicly available on the Council website, and that persons attending the meeting should refrain from making any defamatory statements.

3 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged the traditional owners.

4 STATEMENT OF ETHICAL OBLIGATIONS

The Chair read the 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.”

Councillor Tatrai entered the meeting at 4.02pm

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

5 APOLOGIES

25/058OC

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

(Councillors Larkins and Lawton)

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

Against: Nil

6 DISCLOSURE OF INTERES

Nil.

Procedural motion: matter of urgency

25/059OC

Resolved that Council in accordance with clause 3.42 of the Code of Meeting Practice, consider Councillor Draisma's motion on the Special Entertainment Precinct as a matter of urgency on the grounds that the SEP Kickstart Grant Program applications close on 12 March 2025, which is before the next Council meeting.

(Councillors Draisma and Larkins)

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

Against: Nil

Motion: Special Entertainment Precinct

25/060OC

Resolved that Council:

1. Establish a Kiama Town Centre Special Entertainment Precinct, as demonstrated by this report, to be inclusive of properties along:
 - (a) Minnamurra Street between Shoalhaven Street and Collins Street,
 - (b) Shoalhaven Street between Minnamurra Street and Akuna Street,
 - (c) Collins Street between Minnamurra Street and Akuna Street,
 - (d) Terralong Street between Thomson Street and Blowhole Point Road
 - (e) Manning Street between Terralong Street and Barney Street,

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

- (f) Bong Bong Street between Railway Parade and The Pavilion Kiama,
 - (g) Railway Parade between Bong Bong Street and Terralong Street, and
 - (h) Akuna Street between Shoalhaven Street and Collins Street.
2. Note that the Kiama Town Centre Special Entertainment Precinct would include Hindmarsh Park, the Kiama Harbour Precinct and the Kiama Showground Precinct.
3. As part of establishing the Kiama Town Centre Special Entertainment Precinct:
- (a) apply for the Special Entertainment Precinct Kickstart Grant Program, and
 - (b) undertake the necessary consultation with property owners, residential tenants, local businesses within the Precinct and the broader community.

Note that as part of undertaking the Gerringong Town Centre Study, further consideration will be given to appropriate planning mechanisms to support the entertainment industry in Gerringong.

(Councillors Draisma and Larkins)

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

Against: Nil

7 CONFIDENTIAL SUMMARY

Public Representations:

The Mayor called for representations regarding issues which had been proposed to be disclosed in Confidential Committee of the Whole.

No such representations were received.

7.1 Exclusion Of Press And Public:

25/0610C

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

8.1 WASTE SERVICES - BUSINESS CASE ARISING FROM THE SERVICE REVIEW

Reason for Confidentiality: This matter deals with personnel matters concerning particular individuals (other than councillors) as per Section 10A(2)(a) of the Local Government Act and details of systems and/or arrangements that have been

MINUTES OF THE EXTRAORDINARY MEETING**24 FEBRUARY 2025**

implemented to protect council, councillors, staff and Council property as per Section 10A(2)(f) of the Local Government Act.

8.2 KIAMA COAST HOLIDAY PARKS - BUSINESS CASE ARISING FROM THE SERVICE REVIEW

Reason for Confidentiality: This matter deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property as per Section 10A(2)(f) of the Local Government Act.

8.3 KIAMA LEISURE CENTRE - BUSINESS CASE ARISING FROM THE SERVICE REVIEW

Reason for Confidentiality: This matter deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property as per Section 10A(2)(f) of the Local Government Act. The information in this report could create unnecessary concern for staff and public.

8.4 TOURISM AND EVENTS - BUSINESS CASE ARISING FROM THE SERVICE REVIEW

Reason for Confidentiality: This matter deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property as per Section 10A(2)(f) of the Local Government Act.

8.5 THE PAVILION KIAMA - BUSINESS CASE ARISING FROM THE SERVICE REVIEW

Reason for Confidentiality: This matter deals with details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property as per Section 10A(2)(f) of the Local Government Act.

8.6 PARKS AND GARDENS - BUSINESS CASE ARISING FROM THE SERVICE REVIEW

Reason for Confidentiality: This matter deals with personnel matters concerning particular individuals (other than councillors) as per Section 10A(2)(a) of the Local Government Act and details of systems and/or arrangements that have been implemented to protect council, councillors, staff and Council property as per Section 10A(2)(f) of the Local Government Act.

8.7 BLUE HAVEN BONAIRA SALE UPDATE

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

(Councillors Draisma and Tatrai)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

Procedural motion: Confidential Committee of the Whole

25/062OC

Resolved that at this time, 4.28pm, 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 Brown)

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

Against: Nil

8 CONFIDENTIAL REPORTS

8.1 Waste Services - Business case arising from the service review

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

1. Note the three options for the operations of Hire Services as outlined in the Waste Service Business Case.
2. Endorse the implementation of Option 2, as outlined in the Waste Services Business Case.
3. Delegate to the CEO to undertake all necessary engagement and consultation associated with this resolution.

25/063OC

The motion was varied by consent and **resolved** that Council:

1. Note the three options for the operations of Hire Services as outlined in the Waste Service Business Case.
2. Endorse the implementation of Option 2, as outlined in the Waste Services Business Case.
3. Delegate to the CEO to execute and undertake all necessary engagement and consultation associated with this resolution, and receive a quarterly report to a future ordinary meeting on progress.

(Councillors Brown and Cains)

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

Against: Councillor Draisma

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

8.2 Kiama Coast Holiday Parks - Business case arising from the service review

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

1. Note the three options for the operations of the Kiama Coast Holiday Parks as outlined in the Kiama Coast Holiday Parks Business Case.
2. Endorse the implementation of Option 2, as outlined in the Kiama Coast Holiday Parks Business Case.
3. Delegate to the CEO to undertake all necessary engagement and consultation associated with this resolution.

25/064OC

The motion was varied by consent and **resolved** that Council:

1. Note the three options for the operations of the Kiama Coast Holiday Parks as outlined in the Kiama Coast Holiday Parks Business Case.
2. Endorse the implementation of Option 2, as outlined in the Kiama Coast Holiday Parks Business Case.
3. Delegate to the CEO to execute and undertake all necessary engagement and consultation associated with this resolution, and receive a quarterly report to a future ordinary meeting on progress.

(Councillors Brown and Larkins)

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

Against: Nil

8.3 Kiama Leisure Centre - Business case arising from the service review

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

1. Note the three options for the operations of the Kiama Leisure Centre as outlined in the Kiama Leisure Centre Business Case.
2. Endorse the investigations of the commercial viability of both Options 2 and 3, as outlined in the Kiama Leisure Centre Business Case.
3. Delegate to the CEO to undertake all necessary engagement and consultation associated with this resolution.

25/065OC

The motion was varied by consent and **resolved** that Council:

1. Note the three options for the operations of the Kiama Leisure Centre as outlined in the Kiama Leisure Centre Business Case.
2. Endorse the investigations of the commercial viability of both Options 2 and 3, as outlined in the Kiama Leisure Centre Business Case.

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

3. Delegate to the CEO to execute and undertake all necessary engagement and consultation associated with this resolution, and receive a quarterly report to a future ordinary meeting on progress.

(Councillors Cains and Warren)

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

Against: Councillors Draisma and Larkins

Standing orders were suspended at 5:47pm for a recess.

Standing orders resumed at 5.55pm.

Councillor Draisma returned to the meeting at 5.56pm.

8.4 Tourism and Events - Business case arising from the service review

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

1. Note the options for the operations of the Tourism & Events as outlined in the Tourism & Events Business Case.
2. Endorse the implementation of Option 2, as outlined in Tourism & Events Business Case.
3. Delegate to the CEO to undertake all necessary engagement and consultation associated with this resolution.

25/066OC

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

1. Note the options for the operations of the Tourism & Events as outlined in the Tourism & Events Business Case.
2. Endorse the implementation of Option 2, as outlined in Tourism & Events Business Case and extend the trial period for a total period of 18 months.
3. Delegate to the CEO to execute and undertake all necessary engagement and consultation associated with this resolution, and receive a quarterly report to a future ordinary meeting on progress.

(Councillors Lawton and Tatrai)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

8.5 The Pavilion Kiama - Business case arising from the service review

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

1. Note the four options for the operations of The Pavilion Kiama as outlined in The Pavilion Kiama Business Case.
2. Endorse the implementation of Option 2, as outlined in The Pavilion Kiama Business Case.
3. Delegate to the CEO to undertake all necessary engagement and consultation associated with this resolution.

25/067OC

The motion was varied by consent and **resolved** that Council:

1. Note the four options for the operations of The Pavilion Kiama as outlined in The Pavilion Kiama Business Case.
2. Endorse the implementation of Option 2, as outlined in The Pavilion Kiama Business Case.
3. Delegate to the CEO to execute and undertake all necessary engagement and consultation associated with this resolution, and receive a quarterly report to a future ordinary meeting on progress.

(Councillors Lawton and Larkins)

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

Against: Nil

8.6 Parks and Gardens - Business case arising from the service review

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

1. Note the three options for the operations of the Parks and Gardens Maintenance Unit as outlined in the Parks and Gardens Service Review Business Case.
2. Endorse the implementation of Option 2, as outlined in the Parks and Gardens Service Review Business Case.
3. Delegate to the CEO to undertake all necessary engagement and consultation associated with this resolution.

25/068OC

The motion was varied by consent and **resolved** that Council:

1. Note the three options for the operations of the Parks and Gardens Maintenance Unit as outlined in the Parks and Gardens Service Review Business Case.

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

2. Endorse the implementation of Option 2, as outlined in the Parks and Gardens Service Review Business Case.
3. Delegate to the CEO to execute and undertake all necessary engagement and consultation associated with this resolution, and receive a quarterly report to a future ordinary meeting on progress.

(Councillors Warren and Tatrai)

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

Against: Councillors Draisma and Larkins

8.7 Blue Haven Bonaira Sale Update

It was **moved** by Councillor Lawton and seconded by Councillor Brown that Council receive and note the report on the update of the Blue Haven Bonaira sale.

25/069OC

The motion was varied by consent and **resolved** that Council.

1. Receive and note the report on the update of the Blue Haven Bonaira sale.
2. Receive the correspondence from Hall and Prior at 7:52pm on Friday 21 February 2025 seeking a third and final extension to settlement of the contract for a period of 15 business days.
3. Approve the 15 business day extension noting that clause 28.4 of the contract will not be waived and Council reserves its full rights to impose penalties for all costs incurred from 28 February 2025.
4. Require that Hall and Prior prepare in consultation with Council's communications staff, a communique to residents and staff concerning this matter.
5. Note the industrial relations dispute was successfully resolved through a by-consent application lodged by Kiama Municipal Council and five (5) unions on 24 February 2025.
6. Reiterate its full commitment to protecting the rights of staff through the transition process, noting that staff entitlements and working conditions that are no less favourable have been retained.

(Councillors Lawton and Brown)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

24 FEBRUARY 2025

Close of Confidential Committee of the Whole:

25/0700C

Resolved that at this time, 7.02pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Larkins and Draisma)

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

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.

Confidential Committee of the Whole recommendation

25/0710C

Resolved that that the Confidential Committee of the Whole recommendations numbered 25/0630C to 25/0700C be confirmed and adopted.

(Councillors Tatrai and Draisma)

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

Against: Nil

9 CLOSURE

There being no further business the meeting closed at 7.09pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 18 March 2025

.....
Mayor

6.3 Extraordinary Council on 6 March 2025

Attachments

- 1 6 March 2025 - Extraordinary Council - minutes [↓](#)

Enclosures

Nil

Item 6.3

RECOMMENDED

That the Minutes of the Extraordinary meeting held on 6 March 2025 be received and accepted.



MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL

commencing at 4:30pm on

THURSDAY 6 MARCH 2025

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE EXTRAORDINARY MEETING

6 MARCH 2025

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS
ON THURSDAY 6 MARCH 2025 AT 4:30 PM**

- PRESENT:** Mayor – Councillor C McDonald (Chair)
Deputy Mayor – Councillor M Matters
Councillors S Larkins, M Lawton, Y Tatrai and E Warren
- BY VIDEO LINK:** Councillors M Brown, I Draisma and M Cains
- IN ATTENDANCE:** Joe Gaudiosi – Acting Chief Executive Officer
Ed Paterson – Director Planning, Environment and Communities
/ Public Officer
Peter Luke – Acting Director Infrastructure and Liveability
Olena Tulubinska – Chief Financial Officer

1 OPENING OF MEETING

The Mayor opened the meeting at 4.35pm.

2 WEBCASTING STATEMENT

The Mayor stated that the meeting is being recorded and made publicly available on the Council website, and that 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 Mayor read the 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.”

MINUTES OF THE EXTRAORDINARY MEETING

6 MARCH 2025

5 APOLOGIES

Nil

Request by Councillor Brown to attend meeting via video conference

25/072OC

That Council, as required under section 5.2 of the Code of Meeting Practice, permit Councillor Brown to attend the Extraordinary Council meeting held on 6 March 2025 via audio-visual link.

(Councillors Tatrai and Lawton)

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

Against: Nil

Request by Councillor Cains to attend meeting via video conference

25/073OC

Resolved that Council, as required under section 5.2 of the Code of Meeting Practice, permit Councillor Cains to attend the Extraordinary Council meeting held on 6 March 2025 via audio-visual link

(Councillors Larkins and Tatrai)

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

Against: Nil

Request by Councillor Draisma to attend meeting via video conference

25/074OC

Resolved that Council, as required under section 5.2 of the Code of Meeting Practice, permit Councillor Draisma to attend the Extraordinary Council meeting held on 6 March 2025 via audio-visual link.

(Councillors Larkins and Lawton)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

6 MARCH 2025

6 DISCLOSURE OF INTEREST

Nil

7 CONFIDENTIAL SUMMARY

Public Representations:

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

7.1 Exclusion of press and public

25/075OC

That in accordance with Sections 10 and 10A of the Local Government Act, 1993 as amended, Council close the meeting of the Confidential Committee of the Whole to the press and public to deal with the following matter on the grounds as detailed.

8.1 BLUE HAVEN BONAIRA SALE SETTLEMENT EXTENSION REQUEST TO 31 MARCH 2025

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

(Councillors Lawton and Tatrai)

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

Against: Nil

Councillor Lawton raised a **point of order** that the report Blue Haven Bonaira sale settlement extension request to 31 March 2025 was Item 8.1 not 7.1 The Chair accepted the point of order.

Form Confidential Committee of the Whole

25/076OC

That at this time, 4.38pm, Council form itself into a Confidential Committee of the Whole to deal with matters listed in the recommendation as set out below subject to the consideration of any representations relating to such action.

(Councillors Tatrai and Larkins)

MINUTES OF THE EXTRAORDINARY MEETING**6 MARCH 2025**

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

Against: Nil

8 CONFIDENTIAL REPORTS**8.1 Blue Haven Bonaira sale settlement extension request to 31 March 2025**

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

1. Note the correspondence from Hall & Prior on Tuesday 25 February 2025 seeking a final extension to settlement of the contract to 31 March 2025 and subsequent correspondence and received Thursday 6 March 2025.
2. Exercise its rights within the Sale Contract and pursuant to resolution 25/069OC from the extraordinary meeting on 24 February 2025 to accept the compensating payment from Hall & Prior for the further delay, payable on or before 18 March 2025.
3. Accept Hall & Prior's irrevocable commitment to not seek any further delays or extensions to settlement beyond 31 March 2025.
4. Notwithstanding the irrevocable commitment above, reserve its rights within the Sale Contract to further cost recovery should further delay requests be received.
5. Acknowledges the delay for the transfer approval of the Home Care Program by the Department of Health & Aged Care.
6. Notes the recent confirmation by the NSW Industrial Relations Commission regarding the staff transfer arrangements to Hall & Prior.
7. Requires Hall & Prior in conjunction with Council to prepare immediate communications to Bonaira residents and staff concerning this matter.
8. Will work with Hall & Prior regarding an official opening event and public media on 1 April 2025.

(Councillors Lawton and Larkins)

25/077OC

That Council:

1. Note the correspondence from Hall & Prior on Tuesday 25 February 2025 seeking a final extension to settlement of the contract to 31 March 2025 and subsequent correspondence dated 5 March 2025 and received Thursday 6 March 2025.
2. Exercise its rights within the Sale Contract and pursuant to resolution 25/069OC from the extraordinary meeting on 24 February 2025 to accept the compensating payment from Hall & Prior for the further delay, payable on or before 18 March 2025.

MINUTES OF THE EXTRAORDINARY MEETING

6 MARCH 2025

3. Accept Hall & Prior's irrevocable commitment to not seek any further delays or extensions to settlement beyond 31 March 2025.
4. Notwithstanding the irrevocable commitment above, reserve its rights within the Sale Contract to further cost recovery should further delay requests be received.
5. Acknowledges the delay for the transfer approval of the Home Care Program by the Department of Health & Aged Care.
6. Notes the recent confirmation by the NSW Industrial Relations Commission regarding the staff transfer arrangements to Hall & Prior.
7. Requires Hall & Prior in conjunction with Council to prepare immediate communications to Bonaira residents and staff concerning this matter.
8. Will work with Hall & Prior regarding an official opening event and public media on 1 April 2025.

(Councillors Lawton and Tatrai)

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

Against: Nil

Close of Confidential Committee of the Whole:

25/078OC

That at this time, 4.49pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Larkins and Tatrai)

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

Against: Nil

Adoption of Report

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

Confirm and adopt recommendations

25/079OC

That that the Confidential Committee of the Whole recommendations numbered 25/076OC to 25/078OC be confirmed and adopted.

(Councillors Warren and Lawton)

MINUTES OF THE EXTRAORDINARY MEETING

6 MARCH 2025

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

Against: Nil

8 CLOSURE

There being no further business the meeting closed at 4.53pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on
18 March 2025.

.....
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

Nil

12 MINUTES OF COMMITTEES

Nil

13 REPORT OF THE CHIEF EXECUTIVE OFFICER

13.1 Councillor attendance at the 2025 Australian Regional Tourism Convention in Adelaide Hills

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

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

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

Item 13.1

Summary

This report advises of the Australian Regional Tourism Convention to be held in Adelaide Hills, SA from 14 to 17 October 2025 and seeks confirmation of Councillor attendance.

Financial implication

Early bird registration for the Australian Regional Tourism Convention costs \$1,300 and closes 4 July 2025. Flights, car hire, accommodation and registration costs will be covered by the Councillor conference budget.

Risk implication

Councillors need to keep abreast of current issues that may affect the local government area and attending conferences assists with this knowledge, professional development, networking and sharing the information from these conferences to Councillors.

Policy

Councillor attendance must be endorsed by the Council.

Payment of Expenses and Provision of Facilities Policy

Consultation (internal)

CEO

Communication/Community engagement

Attendees will submit a post-conference report to Council.

Attachments

Nil

Enclosures

Nil

Report of the Chief Executive Officer

13.1 Councillor attendance at the 2025 Australian Regional Tourism Convention in Adelaide Hills (cont)

RECOMMENDATION

That Council endorse one Councillors attendance at the 2025 Australian Regional Tourism Convention in Adelaide Hills, SA from 14 to 17 October 2025.

Background

The 2025 Australian Regional Tourism Convention is for anyone who wishes to contribute to the future of regional tourism in Australia and is tailored for all sectors of the tourism industry. It is a great networking opportunity and forum to exchange ideas about ways to grow a sustainable regional destination and to showcase best practice success.

The 2025 ART Convention theme is “From numbers to impact: measuring what matters in regional tourism”. The program is not due for release until May 2025.

Item 13.1

13.2 Endorse for public exhibition: draft Social Media Policy 2025

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: 5.2.2.1 Excellent customer service provided to meet the needs of stakeholders.

Item 13.2

Summary

Kiama Municipal Council updated its Social Media Policy in 2023 to align with the Office of Local Government Model Social Media Policy. This refreshed policy incorporates minor changes and updates to bring it in line with current practice but remains largely the same as the Social Media Policy endorsed by Council in April 2023.

Financial implication

Nil / BAU

Risk implication

Council engages with social media on a daily basis. The risk of not having an up to date policy in the fast-moving, highly scrutinized space of social media is significant.

There is also a reputation risk to Council of having outdated policies.

Policy

Social Media Policy 2023

Consultation (internal)

Executive Leadership Team, Managers, Communications & Engagement Team and relevant staff involved in communications, community engagement and customer service.

Communication/Community engagement

As the Policy remains largely the same as prior, the exhibition period will allow us to gather any additional feedback and meet legislative requirements.

Attachments

- 1 Draft Social Media Policy for public exhibition [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Endorse the draft Social Media Policy 2025 to be placed on public exhibition for a period of 28 days calling for submissions.

Report of the Chief Executive Officer

13.2 Endorse for public exhibition: draft Social Media Policy 2025 (cont)

2. Following conclusion of the exhibition period:

- (a) 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 recommendations regarding adoption of the Social Media Policy, or
- (b) adopt the Social Media Policy if there are no relevant submissions received and there are no substantial changes proposed for any other reasons.

Background

In 2023, Council updated its Social Media Policy (dating from 2014) to align with the Model Social Media Policy released by the Office of Local Government in 2022, with additions and amendments to make it relevant to Kiama Municipal Council.

The 2023 Social Media Policy covers staff use, authorised users, and also Councillor use of social media. The draft policy was placed on public exhibition, reviewed, further updated and was endorsed by Council in April 2023.

This policy came due for minor yearly review in November 2024 and the Communications Team has reviewed and made minor updates as follows:

- Reviewed policy and made minor updates to better align with current state of Council's social media presence and platforms, including Council's recently implemented community engagement platform (Your say, via Social PinPoint).
- Added Content Standards and Competition info to section 3.
- Added information in 'House Rules' re: social media ban for under 16s in section 4.
- Added Cybersecurity and Analytics in section 4.
- Deleted duplicated section 'Concerns and Complaints'.

These changes are shown via 'track changes' in the attached draft Social Media Policy 2025.

Aside from the above minor changes, the updated Social Media Policy remains as was endorsed by Council in April 2023.

Going forward, the advice from Council's Governance team is to review policies every three (3) years.



Policy Owner/Responsible Officer	Communications and Engagement Coordinator
Department	Communications
Date endorsed	26 June 2012
Next review date	21 November 2024
TRIM reference	24/35283

Commented [S51]: Standard review cycle is 3 years unless otherwise required by legislation

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Policy Statement/Objectives

We, the Councillors, employees and other officials of Kiama Municipal Council, are committed to upholding and promoting the following principles of social media engagement.

Principles

Openness	Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.
Relevance	We will ensure our social media platforms are kept up to date with informative content about our Council and community.
Accuracy	The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
Respect	Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this Policy and our Council's Code of Conduct when using our social media platforms and any other social media platform.

Scope

This Policy applies to Councillors, employees and other officials of Kiama Municipal Council.

References

This Policy should be read in conjunction with the following:

- Local Government Act 1993
- Work Health and Safety Act 2011
- Government Information (Public Access) Act 2009
- Privacy and Personal Information Protection Act 1998
- Health Records and Information Privacy Act 2002
- State Records Act 1998
- State Archives and Records Authority of NSW
- Model Code of Conduct for Local Councils in NSW
- Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
- Office of Local Government Model Social Media Policy 2022
- Council's Code of Conducts
- Council's Complaints Handling Policy

Consultations

- Executive Leadership Team
- Management Leadership Team
- [Governance-Business Integrity](#) Coordinator
- Cross-Council Communications Officers
- Communications Team
- Records Team

Definitions

Term	Definition
Authorised user	Employees (members of Council staff) who are authorised by the CEO or SMA to upload content and engage on the Council's social media platforms on the Council's behalf.
Council Official	Councillors, employees (members of staff) and delegates of the Council (including members of committees that are delegates of the Council);
Minor	For the purposes of clause 3.1.4.(b) of this Policy, is a person under the age of eighteen (18) years.

Personal information	Information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.
SMA	Is a Council's Social Media Administrator appointed under clause 1.3 of this Policy.
Social media	Means social media platforms and applications, such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, webpages (internet sites) and message boards, that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, X (formerly Twitter), Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr, TikTok , Threads and Wikipedia.
Platform	A channel, account or page on a social media platform is also referred to as a 'social media platform' or 'platform' in this Policy. In this case the platform is identified by the named individual or business who is posting. For example, Council may have several platforms, pages, channels or accounts on a single social media platform (eg: a Library page, a main Council page and a Leisure Centre page, all on Facebook).
Engagement platforms	Council owned websites and channels that present opportunities for external parties to engage with council, including, but not limited to Council's Community Engagement website, public website, forms, surveys or submissions accepted by Council.

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
June 2012	26 June 2012	New Policy
July 2014	19 August 2014	Council endorsed the revised and updated
August 2016	N/A	Reviewed August 2016 but not endorsed by Council – refer TRIM 16/67128
October 2022 to April 2023	18 April 2023	Update of Policy in line with Model Social Media Policy 2022 provided by the NSW Office of Local Government.
November 2023	21 November 2023	Administrative update only: updated the definition of 'social media' to align with legal definitions.

February 2025		Reviewed policy and made minor updates to better align with current state of Council's social media presence and platforms, including Council's recently implemented community engagement platform. Added Content Standards and Competition info to section 3. Added information in house rules re: social media ban for under 16s in section 4. Added Cybersecurity and Analytics in section 4. Deleted duplicated section 'Concerns and Complaints'.
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POLICY

1. Administrative framework for Council's social media platforms

1.1. Council's platforms

- 1.1.1. Council will maintain a presence on the following social media platforms: Facebook, Instagram and LinkedIn.
- 1.1.2. Council's social media platforms must specify or provide a clearly accessible link to the House Rules' for engaging on the platform.

Commented [LM2]: Do we want to review and remove IG, if we're potentially dropping it?

1.2. Establishment and deletion of Council social media platforms

- 1.2.1. A new Council social media platform or a social media platform proposed by a Council related entity (for example, a Council committee), can only be established or deleted with the written approval of the Chief Executive Officer (CEO) or their delegate.
- 1.2.2. Where a Council social media platform is established or deleted in accordance with clause 1.2.1, the CEO or their delegate may amend clause 1.1.1 of this Policy without the need for endorsement by the Council's governing body.

1.3. Appointment and role of the Social Media Administrator

- 1.3.1. The CEO will appoint a member of Council staff to be the Council's Social Media Administrator (SMA). The SMA should be a senior and suitably qualified member of staff.
- 1.3.2. The CEO may appoint more than one SMA.
- 1.3.3. The SMA's role is to:
 - a) approve and revoke a staff member's status as an authorised user;
 - b) develop and/or approve the training and/or induction to be provided to authorised users;
 - c) maintain a register of authorised users;
 - d) maintain effective oversight of authorised users;
 - e) moderate the Council's social media platforms in accordance with Part 4 of this Policy;
 - f) ensure the Council complies with its record keeping obligations under the State Records Act 1998 in relation to social media (see clauses under clause 6.1.1 of this Policy);
 - g) ensure the Council adheres to the rules of the social media platform(s); and
 - h) coordinate with the Council's Communications Team to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.

1.3.4. The SMA may delegate their functions under paragraphs (e) and (f) of clause 1.4.5 to authorised users.

1.3.5. The SMA is an authorised user for the purposes of this Policy.

1.4. Authorised users

1.4.1. Authorised users are members of Council employees who are authorised by the SMA to upload content and engage on social media on the Council's behalf.

1.4.2. Authorised users should be members of Council employees that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.

1.4.3. The SMA will appoint authorised users when required.

~~1.4.3.~~

1.4.4. An authorised user must receive a copy of this Policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.

1.4.5. The role of an authorised user is to:

- a) ensure, to the best of their ability, that the content they upload onto social media platforms is accurate;
- b) correct inaccuracies in Council generated content;
- c) ensure, to the best of their ability that images used depict a true representation of the issue or subject matter (eg: not over-edited);
- d) if/when resources allow, to answer questions on Council's behalf on social media platforms, as appropriate (note, we do not encourage Council engagement or discussion on community groups, but will attempt to answer direct questions not covered in the original post or associated links and correct inaccuracies if we see them);
- e) keep the Council's social media platforms up to date; and
- f) where authorised to do so by the SMA:
 - i. moderate the Council's social media platforms in accordance with Part 4 of this Policy; and
 - ii. ensure the Council complies with its record keeping obligations under the *State Records Act 1998* in relation to social media (see clauses 6.1.1 to 6.1.4 of this Policy).

1.4.6. When engaging on social media on Council's behalf if not posting from a Council platform (such as, but not limited to, on a community social media page), an authorised user must identify themselves as an employee but they are not obliged to disclose their name or position within the Council.

1.4.7. Authorised users must not use Council's social media platforms for personal reasons.

1.5. Administrative tone

1.5.1. Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.

1.5.2. Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

1.6. Register of authorised users

1.6.1. The SMA will maintain a register of authorised users. This register is to be reviewed every six (6) months to ensure it is fit-for-purpose.

~~4.6.4.1.6.2.~~ The SMA will audit authorised users every 6 months as per the register and revoke users' access to Council's social media platforms as appropriate, as per the conditions set out below in 1.7.

1.7. Ceasing to be an authorised user

1.7.1. The SMA may revoke a staff member's status as an authorised user, if:

- a) the staff member makes such a request;
- b) the staff member has not uploaded content onto any of the Council's social media platforms in the last six (6) months;
- c) the staff member has failed to comply with this Policy;
- d) the SMA is of the reasonable opinion that the employee is no longer suitable to be an authorised user; and/or
- e) the employee resigns from their position at Council.

2. Administrative framework for Councillors' social media platforms

2.1. Councillor platforms

2.1.1. For the purposes of this Policy, Councillor social media platforms are not Council social media platforms. Part 1 of this Policy does not apply to Councillors' social media platforms.

2.1.2. Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 2 and 4 of this Policy), and ensuring they comply with the record keeping obligations under the *State Records Act 1998* (see clauses 6.1.1 to 6.1.4 of this Policy) and Council's Records Management Policy in relation to social media.

2.1.3. Clause 2.1.2 also applies to Councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.

2.1.4. Councillors must comply with the rules of the platform when engaging on social media.

2.2. Induction and training

2.2.1. Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the Councillor's induction program or as part of their ongoing professional development program.

2.3. Identifying as a Councillor

2.3.1. Councillors must identify themselves on their social media platforms in the following format: Kiama Councillor "First Name and Last Name".

2.3.2. A Councillor's social media platform must include a profile photo which is a clearly identifiable image of the Councillor.

2.3.3. If a Councillor becomes or ceases to be the Mayor, Deputy Mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the Councillor's social media platforms and updated within one month of a change in circumstances.

2.4. Other general requirements for Councillors' social media platforms

- 2.4.1. Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.
- 2.4.2. A Councillor's social media platform must include a disclaimer to the following effect:
"The views expressed, and comments made on this social media platform are my own and not that of the Council".
- 2.4.3. Despite clause 2.4.2, Mayoral or Councillor media releases and other content that has been authorised according to the Council's media and communications protocols, policy may be uploaded onto a Councillor's social media platform.
- 2.4.4. Councillors may upload publicly available Council information onto their social media platforms.
- 2.4.5. Councillors may use more personal, informal language when engaging on their social media platforms.
- 2.4.6. Councillors must not discuss confidential or commercial-in-confidence Council matters on social media and are bound by the Code of Conduct for Councillors at all times.
- 2.5. **Councillor queries relating to social media platforms**
 - 2.5.1. Questions from Councillors relating to their obligations under this Policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the CEO in the first instance, in accordance with Council's Code of Conduct for Councillors policy.
- 2.6. **Other social media platforms administered by Councillors**
 - 2.6.1. A Councillor must advise the CEO of any social media platforms they administer on which content relating to the Council or Council Officials is, or is expected to be, uploaded. The Councillor must do so within:
 - a) Six (6) months of becoming a Councillor; or
 - b) One (1) month of becoming the administrator.

3. Standards of conduct on social media

3.1. Standards

- 3.1.1. This Policy only applies to Council Officials' use of social media in an official capacity or in connection with their role as a Council Official. The Policy does not apply to personal use of social media that is not connected with a person's role as a Council Official.
- 3.1.2. Council Officials must comply with the Council's *Code of Conduct – Council Staff, Contractors and Volunteers* when using social media in an official capacity or in connection with their role as a Council Official.
- 3.1.3. Council Officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:
- a) is defamatory, offensive, humiliating, threatening or intimidating to other Council Officials or members of the public;
 - b) contains profane language or is sexual in nature;
 - c) constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory;
 - d) is contrary to their duties under the *Work Health and Safety Act* and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety;
 - e) contains content about the Council, Council Officials or members of the public that is misleading or deceptive;
 - f) divulges confidential Council information ;
 - g) breaches the privacy of other Council Officials or members of the public;
 - h) contains allegations of suspected breaches of Council's *Code of Conduct – Council Staff, Contractors and Volunteers* or information about the consideration of a matter under the Procedures for the Administration of the *Model Code of Conduct for Local Councils in NSW*;
 - i) could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment;
 - j) commits the Council to any action;
 - k) violates an order made by a court;
 - l) breaches copyright;
 - m) advertises, endorses or solicits commercial products or business;
 - n) constitutes spam; and/or
 - o) is in breach of the rules of the social media platform.
- 3.1.4. Council Officials must:
- a) attribute work to the original author, creator or source when uploading or linking to content produced by a third party; and
 - b) obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified. (Note: for larger-scale events where filming and photography is likely to occur, Council displays a sign at the venue notifying the public that official images will be used on Council's website and social media channels. The sign has a link to Council's Privacy Policy and event attendees are also generally advised to alert a Council staff member if they do not give permission for images of themselves or their children to be used)
- 3.1.5. Council Officials must exercise caution when sharing, liking or retweeting content as this can be regarded as an endorsement and/or publication of the content.

- 3.1.6. Council Officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this ~~Part~~ Policy.
- 3.1.7. Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (See section 232(1)(f) of the *Local Government Act 1993*).

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3.2. Content standards

- 3.2.1 ~~Content posted by Council Officials on social media must not be offensive or defamatory as set out in clause 3.1.3 above~~
- 3.2.2 ~~Social media content should meet Web Content Accessibility Guidelines 2.1 (WCAG2.1) accessibility standards and include alt-text for images and captions on videos.~~
- 3.2.3 ~~SMA's will promote diversity and provide inclusive content, including images, where possible, and as it reflects our community.~~
- 3.2.4 ~~Council's SMA and/or Communications Team are responsible for selecting social media content that provides a balanced range of information, good news and official content that informs and promotes the breadth of Council's work.~~
- 3.2.5 ~~Council social media channels are reserved for Council and Council-affiliated messaging that is on-brand and relevant. We will include important announcements and information from State and Federal Government departments as appropriate and if there is capacity.~~
- 3.2.6 ~~Non-Council community groups, charities, sporting groups, local businesses and others should use their own channels to promote their content and events. Council does not have the resources or the remit to create or share this type of content.~~

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3.3. Competitions

- 3.4. ~~Competitions via social media are generally discouraged due to the administrative burden they entail. Council departments who do run a competition via social media, must seek Director or CEO approval prior to commencement.~~
- 3.5. ~~Competitions must be run in accordance with our Competitions policy (under development), important to note are the following:~~
 - ~~All competitions, lotteries, sweepstakes etc. must be run in accordance with NSW legislation. [Trade promotions | NSW Government](#)~~
 - ~~All competitions must have their Terms & Conditions (T&Cs) reviewed by Council's Governance Team and your competition info must clearly state and link to these T&Cs.~~
 - ~~Competitions with a prize value above \$10,000 require a permit.~~
 - ~~Competition winners should be drawn via a random generator and winners contacted and announced as per the approved T&Cs.~~

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4. Moderation of social media platforms

Note: Councillors and Council Officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- is uploaded by a third party; and/or
- appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.

4.1. Responsibility

- 4.1.1. Council Officials who are responsible for the moderation of the Council's or Councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this ~~Policy. Part~~.
- 4.1.2. For the purposes of this ~~section. Part~~, 'social media platform' and 'platform' means both the Council's and Councillors' social media platforms.

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4.2. House Rules

4.2.1. Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.

4.2.2. At a minimum, the House Rules should specify:

- a) the principles of social media engagement referred to in clause 1.1 of this Policy;
- b) the type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform;
- c) the process by which a person can be blocked or banned from the platform and rights of review;
- d) a statement relating to privacy and personal information (see clause 6.1.4 of this Policy);
- e) when the platform will be monitored (for example weekdays 9am – 5pm, during the Council's business hours);
- f) that the social media platform is not to be used for making complaints about the Council or Council Officials; and
- g) information about, or a link to, Council's Complaints Handling Policy.

g)h) [Reminder that Australian children under the age of 16 are banned from accessing social media platforms including this one, as per the Federal Government's Online Safety Amendment \(Social Media Minimum Age\) Bill 2024.](#)

4.2.3. For the purposes of clause 4.2.2(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings, or other information that:

- a) is defamatory, offensive, humiliating, threatening, or intimidating to Council Officials or members of the public;
- b) contains profane language or is sexual in nature;
- c) constitutes harassment and/or bullying within the meaning of the *Model Code of Conduct for Local Councils in NSW*, or is unlawfully discriminatory;
- d) contains content about the Council, Council Officials or members of the public that is misleading or deceptive;
- e) breaches the privacy of Council Officials or members of the public;
- f) contains allegations of suspected breaches of the Council's *Code of Conduct* or information about the consideration of a matter under the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*;
- g) violates an order made by a court;
- h) breaches copyright;
- i) advertises, endorses or solicits commercial products or business. (Note: in some cases where a business, event or vendor has officially partnered with Council, an exception may be granted);
- j) constitutes spam; and/or
- k) would be in breach of the rules of the social media platform.

4.3. Removal or 'hiding' of content

4.3.1. Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 4.2.3, the moderator may remove or 'hide' that content.

4.3.2. Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).

- 4.3.3. If the moderator removes or 'hides' the content under clause 4.3.1, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 4.3.4. A person may request a review of a decision by a moderator to remove or 'hide' content under clause 4.3.1. The request must be made in writing to the CEO and state the grounds on which the request is being made.
- 4.3.5. Where a review request is made under clause 4.3.1, the review is to be undertaken by the CEO, SMA or a member of staff nominated by the CEO who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.
- 4.4. Removing defamatory content from Community Groups
- 4.4.1. If a Council employee is directly named and/or spoken about in any way outlined in clause 4.2.3, Council will contact the group administrators and request the post be removed. This will be undertaken by Council's Human Resources, Risk Management, Governance and Communications Teams.
- 4.5. Blocking or banning
- 4.5.1. If a person uploads content that is removed or 'hidden' under clause 4.3.1 of this Policy on three (3) or more occasions, that person may be blocked or banned from the social media platform.
- 4.5.2. A person may only be blocked or banned from a Council social media platform with the approval of the CEO or SMA. This clause does not apply to blocking or banning a person from a Councillor's social media platform.
- 4.5.3. Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 4.5.4. The duration of the block or ban is to be determined by the CEO or SMA, or in the case of a Councillor's social media platform, the Councillor.
- 4.5.5. Where a determination is made to block or ban a person from a social media platform (or all social media platforms), the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 4.5.6. Despite clauses 4.5.1 to 4.5.5, where a person uploads content of a kind referred to under clause 4.2.3, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform/all platforms may be imposed on the person immediately for a period no longer than two (2) weeks).
- 4.5.7. A person who is blocked or banned from the platform/all platforms under clause 4.5.6 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 4.5.1 to 4.5.5.
- 4.5.8. A person may request a review of a decision to block or ban them from a social media platform. The request must be made in writing to the CEO and state the grounds on which the request is being made.
- 4.5.9. Where a review request is made under clause 4.5.8, the review is to be undertaken by the CEO or a member of staff nominated by the CEO who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the CEO, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.

4.5.10. Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 4.5.1 to 4.5.8 do not apply.

4.6. Cybersecurity

4.6.1 All users of Council social media accounts and platforms should use two-factor authentication and update their passwords every 6-12 months, this includes for their private accounts (which are used to access Council's platforms)

4.6.2 As per clause 1.6, Council's SMA will keep a register of authorised users and grant/revoke user access accordingly at least every 6 months.

4.7. Analytics

4.6.3 Council's Communications Team and SMAs will use analytics tools to measure our social media performance and effectiveness and provide quarterly digital reports to the Executive Team. These reports will also be used to improve reach, engagement and identify opportunities to consolidate where appropriate.

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5.5 Use of social media during emergencies

5.1. Management

- 5.1.1. During emergencies, such as natural disasters or public health incidents, the Communications Team will be responsible for the management of content on the Council's social media platforms.
- 5.1.2. During emergencies, content will be determined/directed by Council's Crisis Management Team, and will follow our Crisis Communications Plan (currently under development).
- 5.1.3. To ensure consistent messaging both during and after an emergency, authorised users and Council Officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 5.1.4. Training on social media use during emergencies should be included in training and/or induction provided to authorised users and Councillors.

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6.6 Records management and privacy requirements

6.1. Records management

- 6.1.1. Social media content created, sent and received by Council Officials (including Councillors) acting in their official capacity is a Council record and may constitute open access information or be subject to an information access application made under the *Government Information (Public Access) Act 2009*. These records must be managed in accordance with the requirements of the *State Records Act 1998* and the Council's approved records management policies and practices.
- 6.1.2. You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this Policy, and consult with the Council's Records Coordinator and comply with the requirements of the *State Records Act 1998*.
- 6.1.3. When/if a Councillor's term of office concludes, the Councillor must contact the Council's records manager and CEO or SMA to manage/transfer records of social media content

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created during their term of office and comply with the requirements of the *State Records Act 1998*.

- 6.1.4. In fulfilling their obligations under clauses 6.1.1 to 6.1.3, Council Officials should refer to any guidance issued by the *State Archives and Records Authority of NSW* relating to retention requirements for Councils' and Councillors' social media content¹.

6.2. Privacy considerations and requirements

- 6.2.1. Social media communications are in the public domain. Council Officials should exercise caution about what personal information, if any, they upload onto social media.

- 6.2.2. The *Privacy and Personal Information Protection Act 1998* applies to the use of social media platforms by the Council and Councillors. To mitigate potential privacy risks, Council Officials will:

- a) advise people not to provide personal information on social media platforms;
- b) inform people if any personal information they may provide on social media platforms is to be used for official purposes;
- c) moderate comments to ensure they do not contain any personal information; and
- d) advise people to contact the Council or Councillors through alternative channels if they have personal information they do not want to disclose in a public forum.

- 6.2.3. Council Officials must ensure they comply with the *Health Records and Information Privacy Act 2002* when engaging on and/or moderating social media platforms. In fulfilling their obligations, Council Officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

7.7 Private use of social media

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients.

The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted.²

7.1. What constitutes 'private' use

- 7.1.1. For the purposes of this Policy, a Council Official's social media engagement will be considered 'private use' when the content they upload:

- a) is not associated with, or does not refer to, the Council, any other Council Officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities; and
- b) is not related to or does not contain information acquired by virtue of their employment or role as a Council Official.

- 7.1.2. If a Council official chooses to identify themselves as a Council Official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this Policy.

- 7.1.3. While Council cannot dictate what employees say or do in their private time, please be aware that, as a Council employee, you are bound by *Council's Code of Conduct* –

¹ See State Archives and Records Authority of NSW Government Recordkeeping / Advice and Resources / Local

² Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9

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Council Staff, Contractors and Volunteers Identified breaches of the Code of Conduct will be internally addressed, as required by the Code.

- 7.1.4. It is also worth considering clause 4.2.3 on the types of behaviour that are generally banned on most social media groups.

Note: excessive use of social media can exacerbate mental health issues. Please be considerate of others and look after your own wellbeing when using social media.

7.2. Use of social media during work hours

- 7.2.1. Council employees may only access and engage on social media in their private capacity while at work during breaks.
- 7.2.2. Council employees who access and engage on social media in their private capacity during work hours must ensure it does not interfere with the performance of their official duties.
- 7.2.3. Employees may in some instances need to use social media for work purposes. For example: where the use of social media directly benefits or informs employees in the course of their work (eg: checking on relevant news or community issues, or following updates from companies such as Microsoft that use social media to keep customers informed of outages or other technical issues.) In this area, Managers should clearly outline to their team or each employee what is a reasonable use of social media. This does not constitute 'private use of social media'.
- 7.2.4. Employees may also be directed to use sites such as YouTube to watch training or informative videos and tutorials. This does not constitute 'private use of social media'.

8.8 Concerns or complaints

8.1. Process

- 8.1.1. Concerns or complaints about the administration of a Council's social media platforms should be made to the Council's CEO or SMA in the first instance.
- 8.1.2. Complaints about the conduct of Council Officials (including Councillors) on social media platforms may be directed to the CEO.
- 8.1.3. Complaints about a CEO's conduct on social media platforms may be directed to the Mayor.

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9. Concerns or complaints

9.1. Process

- 9.1.1. Concerns or complaints about the administration of a Council's social media platforms should be made to the Council's CEO or SMA in the first instance.
- 9.1.2. Complaints about the conduct of Council Officials (including Councillors) on social media platforms may be directed to the CEO.
- 9.1.3. Complaints about a CEO's conduct on social media platforms may be directed to the Mayor.

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Related Forms/Documents

- Community Engagement Strategy
- [Social Media Policy-20162023](#)

- [Media Policy 2024](#)

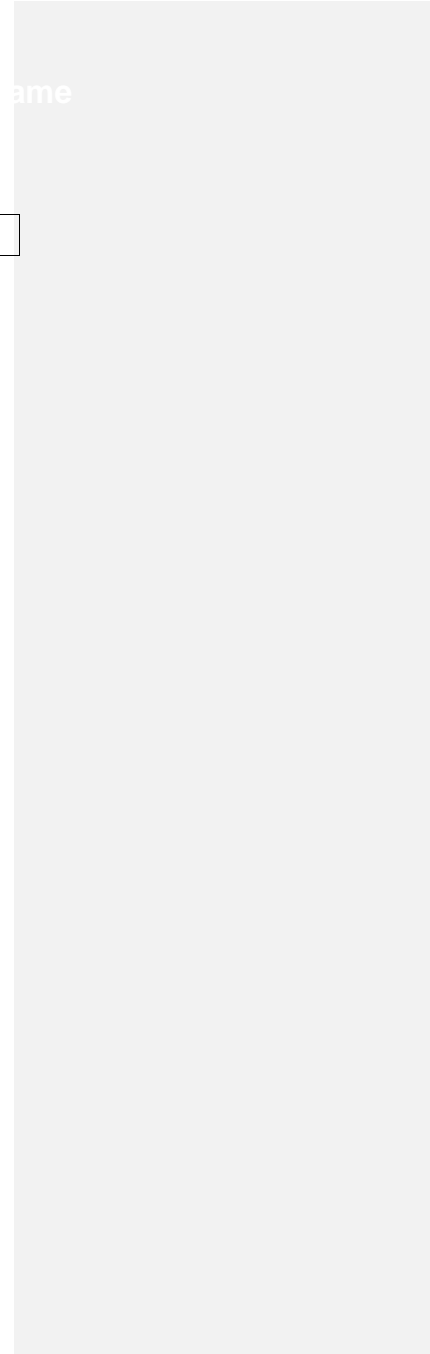
Attachments

Nil	
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Authorisation

Name: [Chief Executive Officer](#) – Council Resolution No: 23/103OC

Date: 18 April 2024



14 REPORT OF THE CHIEF OPERATING OFFICER

14.1 Monthly Financial Report - January 2025

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

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

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

Item 14.1

Summary

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

Financial implication

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

Policy

Local Government Act 1993

Local Government (General) Regulation 2021

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

Consultation (internal)

Chief Executive Officer

Chief Operating Officer

Chief Financial and Technology Officer

Directors & Department Managers

Management Accountants

Communication/Community engagement

N/A

Attachments

1 Financial Statements - January 2025 [↓](#)

Enclosures

Nil

Report of the Chief Operating Officer

14.1 Monthly Financial Report - January 2025 (cont)

RECOMMENDATION

That Council:

1. Receives and adopts the Monthly Financial Report for January 2025.
2. Approves an increase of \$40,000 to the fleet capital budget, funded by the Domestic Waste Reserve.

Executive Summary

As at 31 January 2025, Councils' operating results from recurring operations are in line with the adopted budget. The positive result, both actual and budget, is due to the booking of annual rates revenue in the year to date position.

The positive contribution of the timing issue above is short term and will diminish or amortise by June with Council remaining on track with its annual projected operating loss of \$11M. The annual loss of \$11M does include a corresponding depreciation amount of \$11M but again highlights the structural aspect of Council's operations in that it does not generate any cash from its operations to put toward asset renewal. Capital grants this year of \$10M will be relied upon to bring the overall operating loss to \$1M which is not sustainable long term. This needs to be the centrepiece of upcoming budgets and decision making in order to meet PIO requirements.

Alongside the operating result, cash is expected to decrease by \$5M by June. Currently \$7.1M, however will improve once budgeted asset divestments are completed.

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

Budget Changes (Other than at QBR)

The new role of Strategic Waste Coordinator includes a vehicle as part of the remuneration via the employee leaseback arrangement. The cost of the vehicle was not included in the recent QBR report and an additional \$40K is requested for the fleet capital budget funded from the domestic waste reserve.

Operating Results

Consolidated operating results year-to-date (YTD) to 31 January 2025 show Council is mainly on track with only a small unfavourable 1% variance of \$65K.

The operating result from recurring operations reflects a \$5.5M surplus, compared to a \$5.6M forecast, highlighting Council is on track with the current adopted budget.

Income from recurring operations

Income from recurring operations is favourable by \$724K, mainly due to user charges and fees (\$314K favourable). Seasonal income at Holiday Parks and the Leisure Centre exceeded expectations however, Pavilion income fell short.

Expenses from recurring operations

Expenses from recurring operations reflect a slight 2% unfavourable variance of \$822K, which is largely offset by the \$724K favourable variance in income.

Report of the Chief Operating Officer

14.1 Monthly Financial Report - January 2025 (cont)

The main variance relates to employee costs specifically within the general fund. Due to Christmas and New Year leave, and the use of casuals, temporarily exceeding budgets. This should correct in the coming months. Refer to page 3 for more detail.

The variances will continue to be closely monitored and may be considered for adjustment in QBR3.

Income from non-recurring operations

Capital grants and net gain/loss on sale of property are in line with budget (overall \$33K favourable).

Table 1. This table provides further explanation of the identified material budget variances and classifies the variance as either permanent or timing in nature.

Financial Reporting Level Category	Material variance	Permanent / Timing	Comments
User charges and fees	\$314K (F)	Permanent Permanent	- Seasonal income exceeding expectations: Holiday Parks (\$282K favourable) Leisure Centres (\$152K favourable) - Pavilion (\$162K unfavourable) due to fewer events being undertaken than previously forecasted. - A total immaterial favourable variance of \$42K across other areas.
Interest & Investment Revenue	\$133K (F)	Permanent	- Higher interest revenue resulting from interest rates remaining stable, not dropping as expected
Other Revenue	\$117K (F)	Permanent Permanent	- Immaterial at consolidated level, however material variances per entity are: - <u>General Fund</u> (\$273K favourable) – Insurance claims received and state cover safety incentive contributions, visitor information centre peak season sales revenue. - <u>Blue Haven</u> (\$157K unfavourable) – Primarily lower DMF income relating to resident tenancy lengths.
Employee Benefits	\$917K (U)	Timing Permanent	- Immaterial variance in Blue Haven (\$9K favourable), and Holiday Parks (\$54K favourable). - <u>General Fund</u> : - Employee leave (\$431K unfavourable) Christmas/New Year period leave in excess of budget due to budget phasing. This is however in line with the prior year trend and will correct over the year, however, smaller spikes may occur over Easter and other peak leave periods. - Casual wages (\$115K unfavourable) Christmas period, covering for people on leave, mainly within library, parks & gardens.

Item 14.1

Report of the Chief Operating Officer

14.1 Monthly Financial Report - January 2025 (cont)

Item 14.1

Financial Reporting Level Category	Material variance	Permanent / Timing	Comments
		Permanent Permanent Permanent	- Undercapitalisation of wages of infrastructure team costs to capital projects (\$121K unfavourable). - Overtime (\$215K unfavourable). - Allowances and lump sum backpay (\$97K unfavourable).
Materials and services	\$41K (U)	Permanent /Timing Timing	Immaterial variance at consolidated level, however material variances in General Fund and Blue Haven - General Fund (\$358K Favourable) - IT (timing of license payments), Records (unspent digitisation budget), Governance (legal budget underspent - timing), Street Lighting (budget underspent), Pavilion underspend (in line with lower revenue), Community Development (unspent aboriginal heritage project grant) offset by overspends in fleet (fuel, maintenance etc). - Blue Haven (\$236K Unfavourable) - Mainly overspent on maintenance, contractors, and catering due to the Christmas/New Year public Holiday period - Holiday Parks (\$81K Unfavourable) - Immaterial
Total Variances explained (A)	\$394K (U)	Total of variances listed above	

Table 2. This table categorises the year-to-date budget variances and classifies the cash impact under restricted, unrestricted or non-cash.

Total Variances explained (A)	\$394K (U)	Total of material variances listed above
Other Variances (B)	\$329K (F)	Total of other remaining immaterial variances
Total variance per Consolidated Income Statement (A+B)	\$65K (U)	
Unrestricted Fund Variance	\$47K (F)	Net impact on unrestricted cash position, including: +\$369K – user fees and charges +\$133K – interest & investment revenue -\$612K – employee benefits +\$157K – other immaterial variances
Restricted Fund Variance	\$42K (F)	Net impact on unrestricted cash position, including: -\$305K – employee benefits (Crown & Domestic Waste) +\$394K – Proceeds on sale of plant & equipment -\$47K – other immaterial variances

Report of the Chief Operating Officer

14.1 Monthly Financial Report - January 2025 (cont)

Non-Cash Variance	\$154K (U)	Net impact - No impact on cash position -\$237K Cost of assets sold +\$83K Depreciation
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Cashflow

Year-to-date (YTD) to 31 January 2025, Council’s cash has decreased by \$7.1M (QBR2 showed a decrease of \$5.7M to 31 December 2024). Note the Investment Report for YTD February shows an increase of \$3.6M for the month of February which will reduce the decrease above though still exceeding the annual budget decrease.

The main reason YTD cash outflows are higher than the annual budget (\$5M) is due to the timing of the Blue Haven Bonaira sale, as such, Council’s cash position will improve once the sale is completed. As a result, it is anticipated that Council will need to draw from internal reserves temporarily, until cash proceeds from planned divestments are realised.

Reserves have decreased YTD by \$4.8M (QBR2 showed a decrease of \$2.4M to 31 December 2024).

YTD to 31 January 2025, unrestricted funds have decreased by \$2.3M (QBR2 showed a decrease of \$3.2M to 31 December 2024). This highlights an improvement in unrestricted cash in the month of January 2025. This is due to budgeted spending from reserves, in addition to the partial release of Blue Haven reserves.

Item 14.1

KIAMA MUNICIPAL COUNCIL
Consolidated Income Statement

For the Period Ending 31 January 2025



	Year to Date			Full Year		
	Actual	Adopted Budget	Variance	Last Year Actual	Adopted Budget	
	24-25	24-25	24-25	23-24	24-25	24-25
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from recurring operations						
Rates, Levies & Annual Charges	28,723	28,797	(74)	27,061	27,549	28,797
User charges and fees	15,451	15,137	314	14,778	23,761	22,429
Interest & Investment Revenue	1,491	1,358	133	1,237	2,357	2,239
Other Revenue	3,764	3,647	117	3,860	7,003	4,887
Grants, subsidies, contributions and donations - Operating	11,319	11,172	147	10,159	20,550	14,156
Other Income	5	-	5	-	(9,108)	-
Net Gain / Loss on Sale - Plant & Equipment	100	18	83	135	278	(370)
Total Income	60,853	60,129	724	57,231	72,390	72,139
Expenses from recurring operations						
Employee Benefits	24,574	23,657	(917)	22,488	40,371	35,534
Borrowing Costs	436	425	(11)	296	875	579
Materials & Contracts	22,728	22,769	41	21,037	40,882	34,392
Depreciation & Amortization	6,672	6,754	82	7,281	10,764	11,467
Impairment	-	-	-	-	421	-
Other Expenses	900	883	(18)	462	1,039	1,489
Total Expenses	55,311	54,488	(822)	51,563	94,351	83,461
Operating result from recurring operations	5,543	5,641	(98)	5,668	(21,961)	(11,322)
Capital Grants & Contributions	6,531	6,530	1	7,159	12,872	10,219
Net Gain / Loss on Sale - Property	32	-	32	3,027	3,000	-
Operating result including capital grants & contributions	12,074	12,171	(97)	12,827	(9,090)	(1,102)
Operating result including capital grants & contributions & one-off sales	12,106	12,171	(65)	15,555	(6,089)	(1,102)

KIAMA MUNICIPAL COUNCIL
Blue Haven Income Statement

For the Period Ending 31 January 2025



	Year to Date			Full Year		
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000	%	Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
Income from recurring operations						
User charges and fees	3,700	3,763	(64)	-2%	5,477	4,230
Interest & Investment Revenue	5	1	4	684%	8	1
Other Revenue	2,693	2,850	(157)	-6%	4,929	3,785
Grants, subsidies, contributions and donations - Operating	9,509	9,566	(58)	-1%	15,746	9,566
Other Income	5	-	5	0%	(9,108)	-
Net Gain / Loss on Sale - Plant & Equipment	-	-	-	0%	-	-
Internal Revenue	680	687	(7)	-1%	1,215	687
Total Income	16,590	16,867	(277)	-2%	16,088	18,270
Expenses from recurring operations						
Employee Benefits	7,414	7,423	9	0%	7,834	8,377
Borrowing Costs	364	360	(4)	-1%	222	441
Materials & Contracts	5,997	5,762	(236)	-4%	5,909	6,025
Depreciation & Amortization	25	33	7	22%	1,302	56
Impairment	-	-	-	0%	-	-
Other Expenses	384	334	(49)	-15%	40	334
Internal Expenditure	2,797	2,707	(90)	-3%	2,397	2,943
Total Expenses	16,981	16,619	(362)	-2%	17,703	18,176
Operating result from recurring operations	(391)	248	(639)	-2.58%	(1,615)	94
Capital Grants & Contributions	-	-	-	0%	-	-
Net Gain / Loss on Sale - Property	-	-	-	0%	-	-
Operating result including capital grants & contributions	(391)	248	(639)	-2.58%	(1,615)	94
Operating result including capital grants & contributions & one-off sales	(391)	248	(639)	-2.58%	(1,615)	94

KIAMA MUNICIPAL COUNCIL
Holiday Parks Income Statement
For the Period Ending 31 January 2025



	Year to Date			Full Year		
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000	Last Year Actual 23-24 \$'000	Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
Income from recurring operations	7,432	7,150	282	7,096	10,878	11,052
User charges and fees	2	1	1	8	9	2
Other Revenue	-	-	-	83	83	-
Grants, subsidies, contributions and donations - Operating	-	-	-	-	-	-
Net Gain / Loss on Sale - Plant & Equipment	24	-	24	35	39	-
Internal Revenue	-	-	-	-	-	-
Total Income	7,457	7,151	306	7,222	11,010	11,054
Expenses from recurring operations						
Employee Benefits	200	255	54	185	353	444
Borrowing Costs	32	26	(6)	32	73	61
Materials & Contracts	3,710	3,629	(81)	3,219	5,799	6,228
Depreciation & Amortization	338	342	4	364	618	580
Other Expenses	123	124	1	114	353	430
Internal Expenditure	553	511	(42)	196	822	831
Total Expenses	4,956	4,887	(70)	4,109	8,019	8,574
Operating result from recurring operations	2,501	2,265	237	3,112	2,990	2,480
Capital Grants & Contributions	-	-	-	-	-	-
Net Gain / Loss on Sale - Property	-	-	-	-	-	-
Operating result including capital grants & contributions	2,501	2,265	237	3,112	2,990	2,480
Operating result including capital grants & contributions & one-off sales	2,501	2,265	237	3,112	2,990	2,480

KIAMA MUNICIPAL COUNCIL
The Pavilion Income Statement

For the Period Ending 31 January 2025



	Year to Date			Last Year Actual 23-24 \$'000	Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000			
Income from recurring operations						
User charges and fees	394	555	(162)	514	729	802
Net Gain / Loss on Sale - Plant & Equipment	-	-	-	-	-	-
Internal Revenue	13	-	13	37	59	-
Total Income	407	555	(148)	551	788	802
Expenses from recurring operations						
Employee Benefits	131	174	43	140	239	303
Materials & Contracts	193	260	67	266	420	493
Depreciation & Amortization	86	87	1	89	151	147
Internal Expenditure	19	14	(5)	13	26	24
Total Expenses	428	534	106	507	836	967
Operating result from recurring operations	(21)	21	(42)	43	(48)	(166)
Capital Grants & Contributions	24	24	-	-	-	24
Net Gain / Loss on Sale - Property	-	-	-	-	-	-
Operating result including capital grants & contributions	3	45	(42)	43	(48)	(141)
Operating result including capital grants & contributions & one-off sales	3	45	(42)	43	(48)	(141)

KIAMA MUNICIPAL COUNCIL
Commercial Waste Income Statement

For the Period Ending 31 January 2025



	Actual		Year to Date		Variance	Last Year Actual		Full Year	
	24-25	24-25	24-25	24-25		23-24	24-25	23-24	24-25
	\$'000	\$'000	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000
Income from recurring operations									
Rates, Levies & Annual Charges	197	199	(2)		-1%	116	198	199	
User charges and fees	88	82	5		6%	85	144	140	
Other Revenue	84	80	4		5%	50	87	80	
Net Gain / Loss on Sale - Plant & Equipment	-	-	-		0%	-	-	-	
Internal Revenue	254	155	100		65%	9	298	249	
Total Income	623	516	107		21%	260	728	668	
Expenses from recurring operations									
Employee Benefits	148	190	42		22%	154	245	333	
Materials & Contracts	141	192	51		27%	106	216	336	
Internal Expenditure	222	222	0		0%	108	183	381	
Total Expenses	511	604	93		15%	369	644	1,050	
Operating result from recurring operations	112	(88)	200		227%	(109)	84	(382)	
Capital Grants & Contributions	-	-	-		0%	-	-	-	
Net Gain / Loss on Sale - Property	-	-	-		0%	-	-	-	
Operating result including capital grants & contributions	112	(88)	200		227%	(109)	84	(382)	
Operating result including capital grants & contributions & one-off sales	112	(88)	200		227%	(109)	84	(382)	

KIAMA MUNICIPAL COUNCIL
Hire Services Income Statement

For the Period Ending 31 January 2025



	Year to Date			%	Full Year	
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000		Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
Income from recurring operations						
User charges and fees	784	875	(91)	-10%	1,499	1,500
Other Revenue	3	3	0	2%	30	5
Net Gain / Loss on Sale - Plant & Equipment	-	-	-	0%	-	-
Internal Revenue	282	282	-	0%	484	484
Total Income	1,069	1,160	(91)	-8%	2,013	1,989
Expenses from recurring operations						
Employee Benefits	516	478	(38)	-8%	813	831
Materials & Contracts	-	1	1	100%	18	1
Internal Expenditure	1,164	1,165	0	0%	1,157	1,997
Total Expenses	1,680	1,643	(37)	-2%	1,988	2,828
Operating result from recurring operations	(611)	(483)	(128)	-27%	25	(839)
Capital Grants & Contributions	-	-	-	0%	-	-
Net Gain / Loss on Sale - Property	-	-	-	0%	-	-
Operating result including capital grants & contributions	(611)	(483)	(128)	-27%	25	(839)
Operating result including capital grants & contributions & one-off sales	(611)	(483)	(128)	-27%	25	(839)

KIAMA MUNICIPAL COUNCIL
Leisure Centre Income Statement

For the Period Ending 31 January 2025



	Year to Date			%	Full Year	
	Actual 24-25 \$'000	Adopted Budget 24-25 \$'000	Variance 24-25 \$'000		Last Year Actual 23-24 \$'000	Adopted Budget 24-25 \$'000
Income from recurring operations						
User charges and fees	1,554	1,402	152	11%	2,540	2,482
Other Revenue	-	-	-	0%	61	-
Net Gain / Loss on Sale - Plant & Equipment	-	-	-	0%	-	-
Internal Revenue	-	-	-	0%	-	-
Total Income	1,554	1,402	152	11%	2,601	2,482
Expenses from recurring operations						
Employee Benefits	1,217	1,154	(63)	-5%	1,977	1,843
Borrowing Costs	5	5	(0)	-2%	10	9
Materials & Contracts	425	451	26	6%	678	759
Other Expenses	-	-	-	0%	(1)	-
Internal Expenditure	399	398	(1)	0%	36	682
Total Expenses	2,045	2,007	(38)	-2%	2,699	3,293
Operating result from recurring operations	(491)	(605)	114	19%	(98)	(812)
Capital Grants & Contributions	8	-	8	0%	(60)	-
Net Gain / Loss on Sale - Property	-	-	-	0%	-	-
Operating result including capital grants & contributions	(483)	(605)	122	20%	(158)	(812)
Operating result including capital grants & contributions & one-off sales	(483)	(605)	122	20%	(158)	(812)

KIAMA MUNICIPAL COUNCIL

Income Statement by Program & Service

For the Period Ending 31 January 2025



	PROGRAM & SERVICE			REVENUE			EXPENDITURE			OPERATING RESULT		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$	Actual	Budget	Variance \$	Actual	Budget	Variance \$
	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25	24-25
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Business Operations												
Endall Beach Holiday Park	1,480	1,365	115	881	935	54	599	430	169			
Kiama Harbour Cabins	848	835	13	706	939	233	142	(104)	246			
Leven Mile Beach Holiday Park	2,154	1,986	168	1,192	1,060	(131)	962	926	37			
Lowground Camping Grounds	(0)	-	(0)	3	-	(3)	(3)	-	(3)			
Murf Beach Holiday Park	1,397	1,380	17	1,112	1,056	(56)	285	324	(39)			
Verri Beach Holiday Park	1,579	1,585	(7)	1,044	897	(147)	535	689	(154)			
Leisure Centre	1,554	1,402	152	2,044	2,007	(37)	(490)	(605)	115			
The Pavilion Administration	431	579	(148)	427	534	107	4	45	(41)			
Blue Haven ACF	10,055	9,925	130	10,854	10,539	(316)	(800)	(614)	(186)			
Blue Haven - Bonaira ILLU	1,579	1,703	(124)	697	729	33	882	973	(91)			
Blue Haven - Barroul House Café	69	40	29	266	286	19	(198)	(246)	48			
Blue Haven - Terralong ILLU	1,851	1,965	(113)	1,055	741	(313)	797	1,223	(427)			
Blue Haven - Bonaira Admin	357	408	(51)	833	1,003	169	(476)	(595)	119			
Blue Haven - Community Services	2,679	2,827	(148)	3,276	3,321	46	(597)	(495)	(102)			
Fire Services	1,069	1,160	(91)	1,690	1,643	(47)	(621)	(483)	(138)			
Commercial Waste Services	623	516	107	508	604	96	115	(88)	203			
Business Operations	27,726	27,676	50	26,589	26,295	(294)	1,137	1,381	(244)			
Core Council Administration	30,448	29,985	463	14,484	14,295	(189)	15,965	15,690	275			
Regulatory	1,304	1,354	(50)	2,926	2,915	(11)	(1,622)	(1,561)	(61)			
Public Services & Amenities	14,906	14,481	425	17,412	16,806	(606)	(2,506)	(2,325)	(181)			
Other Community Services	540	490	51	1,407	1,503	96	(867)	(1,014)	147			
Total Council	74,924	73,986	938	62,818	61,814	(1,003)	12,106	12,171	(65)			

EV:
avourable
Infavourable

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

KIAMA MUNICIPAL COUNCIL

Programs & Services



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

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

KIAMA MUNICIPAL COUNCIL**Consolidated****Statement of Financial Position****For the Period Ended 31 January 2025**

		YTD Actual 31 January 2025 2024-25 \$'000	Last year YTD Actual 31 January 2024 2023-24 \$'000
	Notes		
ASSETS			
Current assets			
Cash and cash equivalents	C1-1	25,707	6,112
Investments	C1-2	9,000	42,000
Receivables	C1-4	13,195	3,144
Inventories	C1-5	345	336
Contract assets and contract cost assets	C1-6	1,488	831
Current assets classified as 'held for sale'	C1-7	95,138	-
Other		977	1,748
Total current assets		145,849	54,170
Non current assets			
Investments	C1-2	9,373	837
Receivables	C1-4	209	202
Infrastructure, property, plant and equipment	C1-8	554,866	586,328
Investment property	C1-9	85,960	124,950
Right of use assets	C2-1	396	122
Total non current assets		650,805	712,439
Total assets		796,654	766,609
LIABILITIES			
Current liabilities			
Payables	C3-1	142,768	136,846
Contract liabilities	C3-2	4,105	6,948
Lease liabilities	C2-1	114	36
Borrowings	C3-3	507	336
Employee benefit provisions	C3-4	6,326	6,384
Total current liabilities		153,820	150,550
Non current liabilities			
Payables	C3-1	3,441	18
Lease liabilities	C2-1	290	6
Borrowings	C3-3	19,675	20,494
Employee benefit provisions	C3-4	624	601
Total non current liabilities		24,029	21,119
Total Liabilities		177,849	171,669
Net Assets		618,804	594,940
EQUITY			
Retained earnings		164,115	176,921
Revaluation reserves		442,782	415,779
Current Year Net Earnings		11,907	2,240
Total equity		618,804	594,941

KIAMA MUNICIPAL COUNCIL

Consolidated Cashflow Movements

For the Period Ending 31 January 2025



	Year to Date	Full Year
	Actual Movement 24-25 \$'000	Full year Budget Movement 24-25 \$'000
Operating result including capital grants & contributions & one-off sales	12,106	(1,102)
Cash Adjustments		
Depreciation	6,672	11,467
Cost of Assets Sold - Plant & Equipment	335	1,544
Cost of Assets Sold - Property	491	21,639
Capital Works Program	(9,991)	(22,853)
Purchase of Investment Property	(500)	(500)
Loan Repayments	(169)	(15,675)
Deferred Management fees	(2,573)	(3,085)
Aged Care Bonds Movements	5,325	3,500
Net Movement in Debtors/Creditors	(18,828)	-
Net Inc/(Dec) in Funds before Transfers	(7,132)	(5,066)
Net Reserve Movements		
Externally Restricted	(1,440)	(8,139)
Unexpended Grants	(190)	(2,068)
Crown Land	(1,129)	(2,556)
Blue Haven Home Care Client Credit Balance	(44)	(104)
Blue Haven Residential Aged Care (RAC) Prudential Liquidity	(1,808)	(4,900)
Blue Haven Terralong ILU Maintenance Levy	-	(17)
Blue Haven Bonaira ILU Maintenance Levy	-	(395)
Domestic waste management	1,707	1,453
Unspent Loan Funding	(100)	-
Stormwater Levy	144	134
Security bonds, Deposits & Retentions	(257)	-
Developer contributions (Unexpended)	237	315
Internally Restricted	(3,412)	(722)
Blue Haven ILU Prudential Cover	(2,533)	(528)
Terralong ILU Capital Works	1,005	1,855
Plant Replacement	(1,274)	(42)
Land Development	(192)	(691)
Council Elections	(50)	-
Waste Business Unit	(1,423)	-
Risk Improvement Incentive	49	-
Temporary Funding Disaster Recovery Funding Agreement Works	1,007	(1,316)
Total Net Reserve Movements	(4,852)	(8,861)
Net Inc/(Dec) in Unrestricted Funds	(2,280)	3,796
Net Inc/(Dec) in Unrestricted Funds excluding one-off sales	(1,820)	(8,271)

Item 14.1

Attachment 1

14.2 Statement of Investments - February 2025

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.

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Summary

This report provides an overview of Council's cash and investment portfolio and investment performance as at 28 February 2025 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 Operating Officer

Chief Financial and Technology Officer

Financial Manager

Senior Financial Accountant

Communication/Community engagement

N/A

Attachments

- 1 Kiama Monthly Report - February 2025 [↓](#)

Enclosures

Nil

RECOMMENDATION

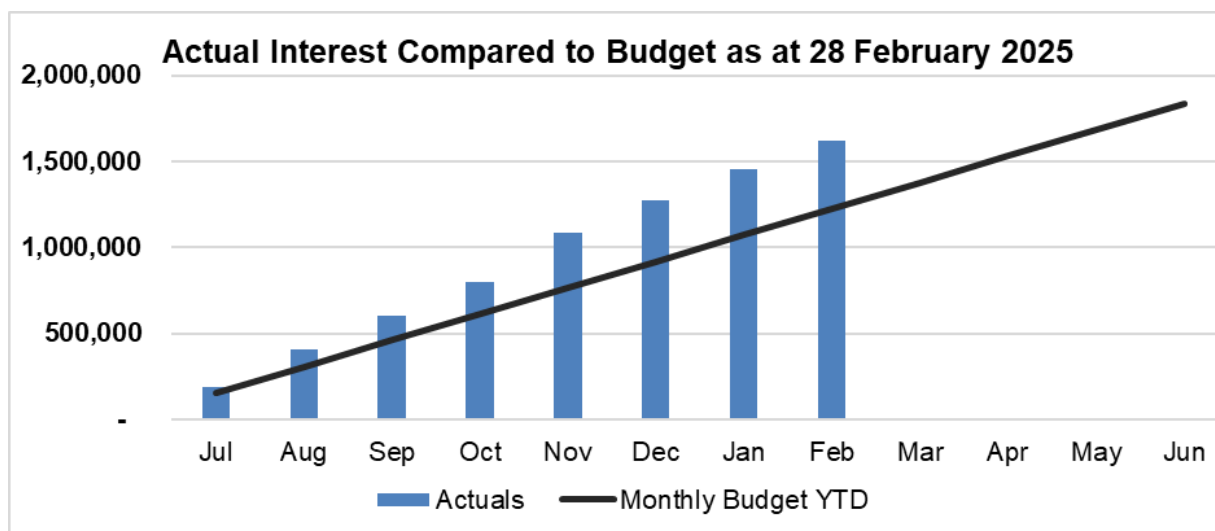
That Council receive the information relating to the Statement of Investments as at February 2025.

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.

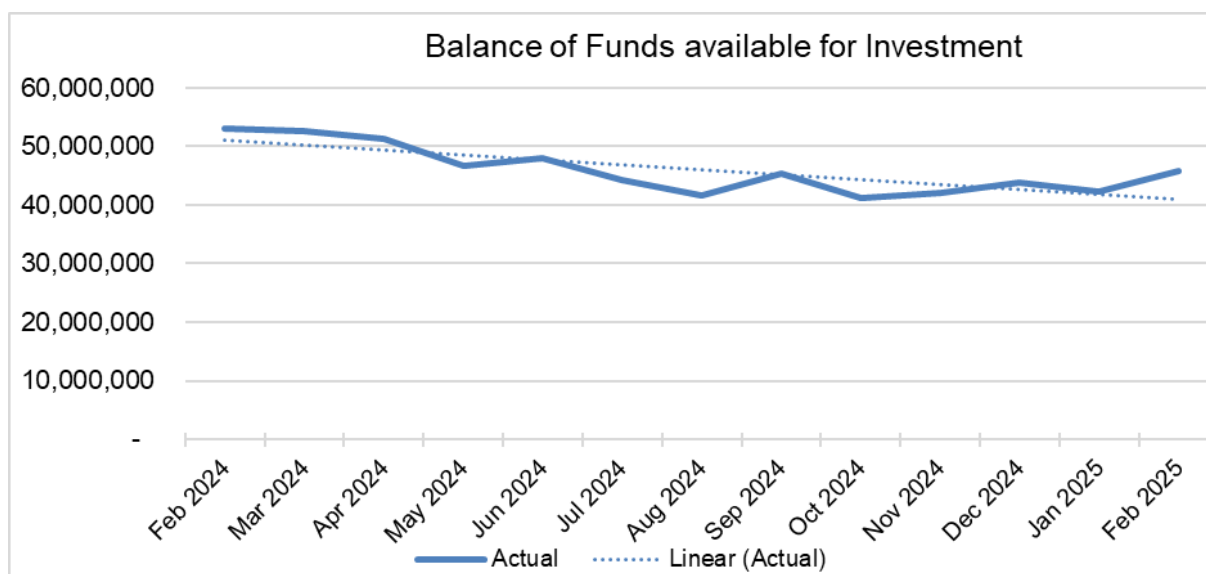
Return on investments

For the month of February, excluding cash, the total portfolio provided a return of +0.40% (actual) or +5.33% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.34% (actual) or +4.51% p.a. (annualised).



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Movement in investments



Item 14.2

Trades matured in February:

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate %	Value
NAB	AA-	TD	At Maturity	07/08/2024	12/02/2025	5.10	1,000,000
NAB	AA-	TD	At Maturity	26/02/2024	26/02/2025	5.08	2,000,000
Total							3,000,000

New trades entered in February:

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate %	Value
NAB	AA-	TD	At Maturity	12/02/2025	11/02/2026	4.78	2,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	26/02/2025	29/10/2025	4.74	2,000,000
Total							4,000,000

Portfolio summary:

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate %	Value
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	Annual	18/09/2024	16/04/2025	5.00	1,000,000
NAB	AA-	TD	At Maturity	03/07/2024	28/05/2025	5.43	2,000,000
NAB	AA-	TD	At Maturity	26/09/2024	11/06/2025	5.01	1,000,000
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
Suncorp Bank	AA-	TD	At Maturity	23/10/2024	06/08/2025	5.06	1,000,000
Suncorp Bank	AA-	TD	At Maturity	04/12/2024	04/09/2025	5.15	1,000,000

Report of the Chief Operating Officer

14.2 Statement of Investments - February 2025 (cont)

Issuer	Rating	Type	Interest	Purchase	Maturity	Rate %	Value
ING Bank (Australia) Ltd	A	TD	At Maturity	22/11/2023	23/09/2025	5.35	1,000,000
NAB	AA-	TD	At Maturity	16/10/2024	15/10/2025	4.95	2,000,000
ING Bank (Australia) Ltd	A	TD	At Maturity	26/02/2025	29/10/2025	4.74	2,000,000
Suncorp Bank	AA-	TD	At Maturity	21/11/2023	21/11/2025	5.36	1,000,000
Australian Unity Bank	BBB+	TD	At Maturity	28/11/2024	27/11/2025	5.11	2,000,000
ING Bank (Australia) Ltd	A	TD	Annual	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
P&N Bank	BBB+	TD	At Maturity	13/12/2024	07/01/2026	5.02	1,000,000
ING Bank (Australia) Ltd	A	TD	Annual	10/01/2024	14/01/2026	4.96	1,000,000
NAB	AA-	TD	At Maturity	18/12/2024	04/02/2026	4.95	1,000,000
NAB	AA-	TD	At Maturity	12/02/2025	11/02/2026	4.78	2,000,000
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	28/02/2025	28/02/2025	4.11	14,489,697
Total							47,489,697

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Restricted Funds Movements

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

Cash and Investments Held	31/01/2025	Movement	28/02/2025
Cash at Bank - Transactional Account	11,790,995	2,698,701	14,489,697
Other Cash and Investments	32,000,000	1,000,000	33,000,000
Total Portfolio Balance (agrees to Arlo Advisory report)	43,790,995	3,698,701	47,489,697
Cash on Hand	6,000	-	6,000
Bank Reconciliation items	(1,504,641)	(115,585)	(1,620,226)
Book Value of Cash and Investments	42,292,355	3,583,116	45,875,471
Unspent Loan Funding	400,000	-	400,000
Unexpended Grants	4,097,390	(233,544)	3,863,846
Developer Contributions (Unexpended)	13,854,078	(82,628)	13,771,451
Stormwater Levy	373,149	25,308	398,457
Security bonds, Deposits & Retentions	1,928,203	924	1,929,127
Crown Reserve	3,707,321	(295,656)	3,411,664
Blue Haven Home Care Client Credit Balance	73,459	(8,543)	64,917
Domestic Waste Management	8,371,596	66,917	8,438,513
Blue Haven Terralong ILU Maintenance Levy	1,798,000	-	1,798,000
Blue Haven Bonaira ILU Maintenance Levy	395,000	-	395,000
Blue Haven Residential Aged Care (RAC) Prudential Liquidity Management	3,092,000	-	3,092,000

Report of the Chief Operating Officer

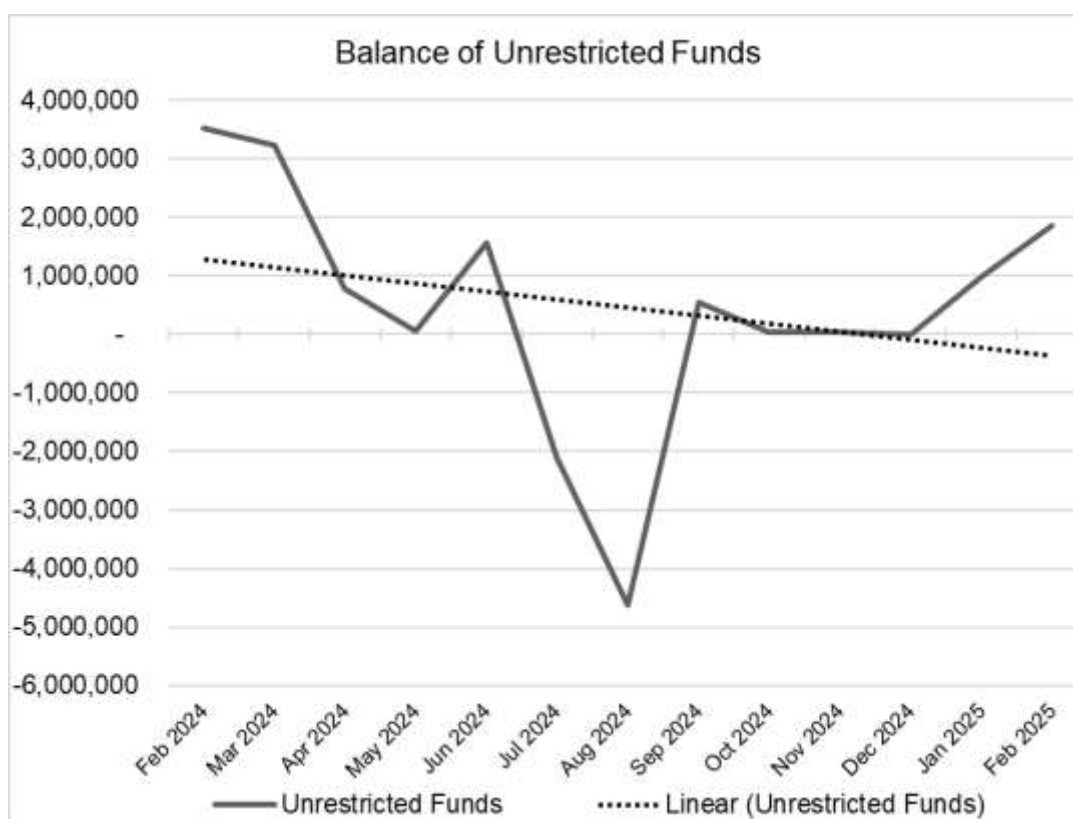
14.2 Statement of Investments - February 2025 (cont)

Roads Reserve	0	35,200	35,200
External Restrictions	38,090,196	(492,021)	37,598,174
Employee Leave Liabilities	3,443,958	-	3,443,958
Land Development	554,356	(53,017)	501,339
Temporary Funding of Disaster Recovery Funding Agreement Works	(3,918,206)	2,363,375	(1,554,831)
Blue Haven ILU Prudential Cover	1,567,000	-	1,567,000
Plant Replacement	426,070	581,265	1,007,335
Risk Improvement Incentive	147,970	(30,385)	117,585
Waste Business Unit	0	-	0
Terralong ILU Capital Works	1,005,104	328,230	1,333,333
Internal Restrictions	3,226,251	3,189,468	6,415,719
Unrestricted Cash	975,909		1,861,578

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- Material increase noted in the Temporary Funding of Disaster Recovery Funding Reserve due to receiving funds from Transport for NSW.
- Material increase noted in Plant Replacement due to fleet auction revenue received and no fleet purchases.

Unrestricted funds



Council’s overall cash balance increased during February from \$42.2M to \$45.8M. February was rates instalment month hence, cash balance increased.

Report of the Chief Operating Officer

14.2 Statement of Investments - February 2025 (cont)

Council has adopted a deficit budget for the 2024/25 financial year, with an expected reduction in unrestricted cash of \$7.3 million (excluding proceeds from asset sales and Blue Haven debt repayment). This equates to \$600K per month. As a result, it is anticipated that Council will need to draw from internal reserves either permanently or temporarily, until cash proceeds from operating surplus or planned divestments are realised.

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

Reference	Date Effective	Reserve	Amount	Reason
24/316OC	30/11/2024	Waste Business Unit Reserve	-1,420,704	Insufficient unrestricted cash balance – to be repaid when funds available
25/010OC	31/12/2024	Blue Haven Prudential Cover (ILU)	-2,050,000	Permanent transfer in line with adopted LTFP
25/032OC	30/01/2025	Blue Haven Residential Aged Care (RAC) Prudential Liquidity Management	-1,808,000	Permanent transfer in line with adopted LTFP
Total repayable transfers			-1,420,704	

Consolidated cash position and cash flow forecast

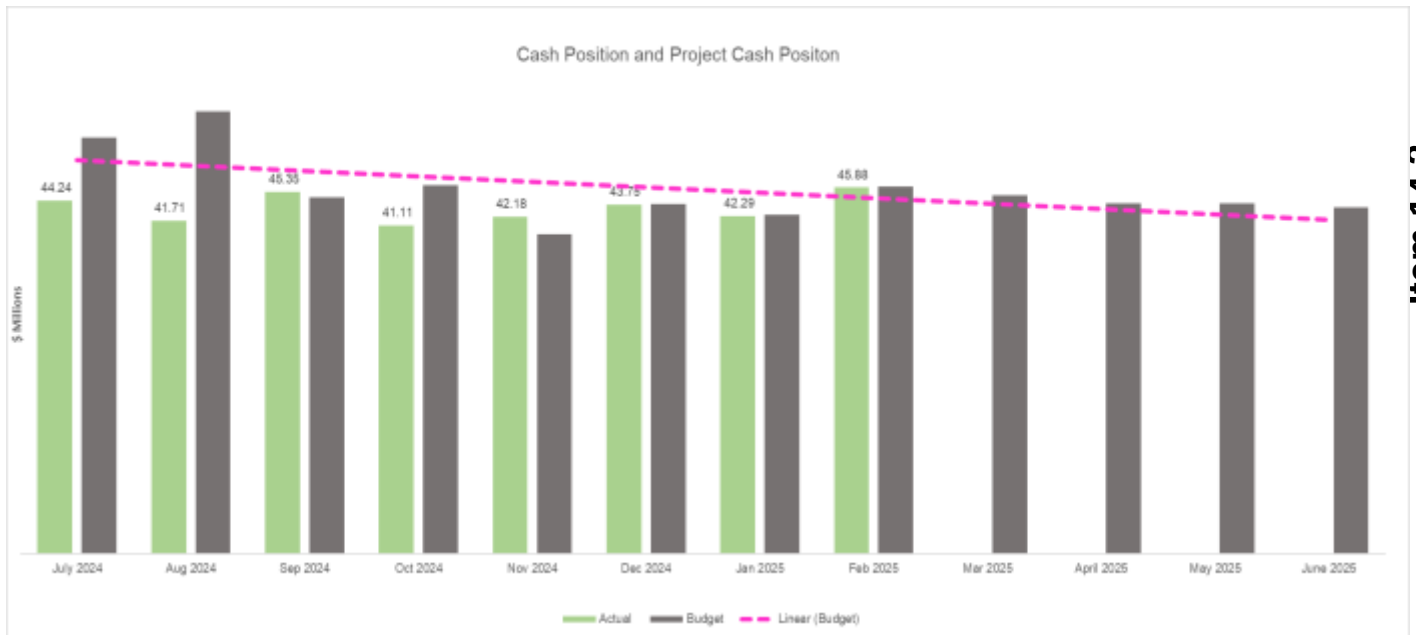
The below graph depicts the revised cash forecast for the 2024-25 financial year, whilst comparing the current cash reserve balance to the predicted cash reserve balance.

February’s cash position is in line with the projected cash balance.

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Report of the Chief Operating Officer

14.2 Statement of Investments - February 2025 (cont)



Item 14.2

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

07/03/2025



Monthly Investment Review



KIAMA MUNICIPAL COUNCIL
your council, your community

February 2025

Item 14.2

Attachment 1

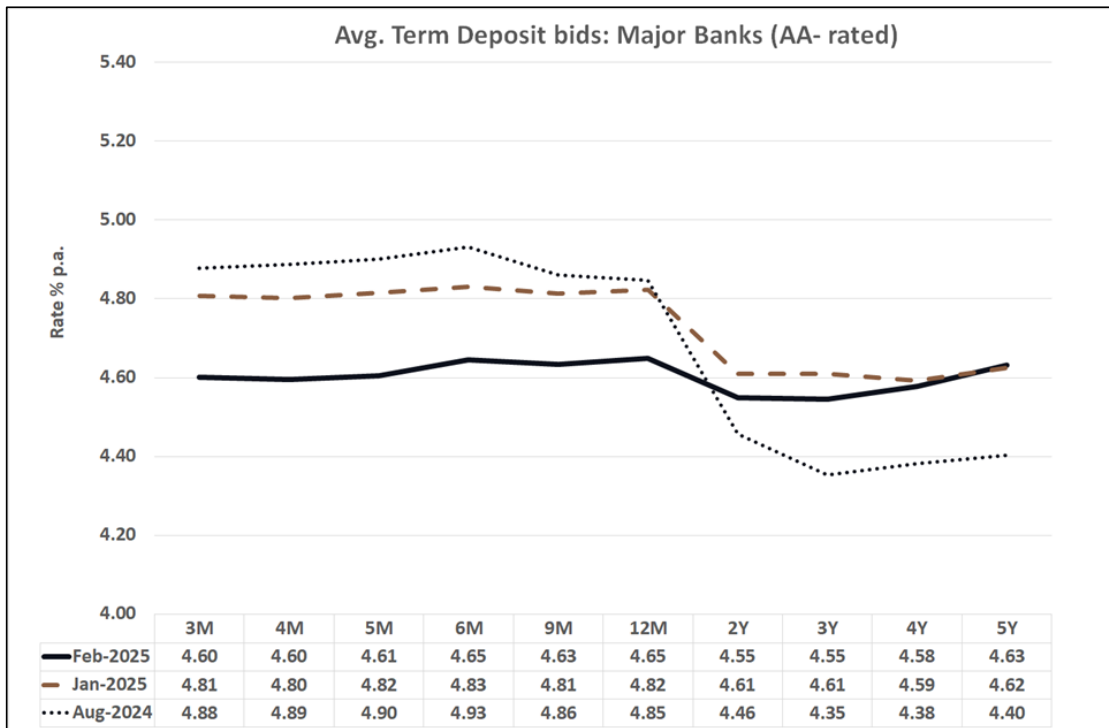
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Phone: +61 2 9053 2987
Email: michael.chandra@arloadvisory.com.au / melissa.villamin@arloadvisory.com.au
Level 3, Suite 304, 80 Elizabeth Street, Sydney NSW 2000



Market Update Summary

Risk markets experienced a downturn over February on the back of tariff uncertainty (led by the US) and ongoing geopolitics in the middle east.

In the deposit market, over February, at the very short-end of the curve (less than 12 months), the average deposit rates offered by the major banks fell by around 15–20bp compared to where they were the previous month (January), in response to the RBA’s first rate cut this easing cycle. At the medium to longer-end of the curve (2–3 years), the average rates fell by around 5bp compared to where they were in January (and largely unchanged for 4–5 years).



Source: Imperium Markets

With additional rate cuts and a global economic downturn priced in over 2025, investors should consider diversifying and taking an ‘insurance policy’ against a potentially lower rate environment by investing across 1-5 year fixed deposits and locking in rates above 4½% p.a. (small allocation only).



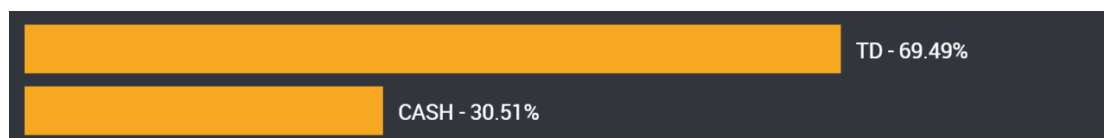
Kiama Municipal Council’s Portfolio & Compliance

Asset Allocation

The majority of the portfolio is directed to term deposits (~69%), with the remainder in cash (~31%).

Senior FRNs are starting to become slightly expensive on a historical basis, although new issuances should continue to be considered on a case by case scenario. In the interim, staggering a mix of fixed deposits between 12 months to 5 years remains a more optimal strategy to maximise returns over a longer-term cycle.

With additional rate cuts and a global economic downturn being priced in 2025, 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 1-5 year fixed deposits, locking in and targeting yields above 4½% p.a. Should inflation be within the RBA’s target band of 2-3% over the longer-term, returns around 4½% p.a. or higher should outperform benchmark.



Term to Maturity

The portfolio is highly liquid with the majority maturing within 1 year (~94%). 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	\$44,489,697	93.68%	0%	100%	\$3,000,000
✓	1 - 3 years	\$3,000,000	6.32%	0%	40%	\$15,995,879
✓	3 - 5 years	\$0	0.00%	0%	30%	\$14,246,909
✓	5 - 10 years	\$0	0.00%	0%	30%	\$14,246,909
		\$47,489,697	100.00%			



Counterparty

As at the end of the February, all individual counterparties were within policy limits. We stress that exposures are dependent on capital inflows/outflows which can be volatile and unexpected at times. Breaches are typically temporary and usually rectified within months.

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	ANZ	AA-	\$4,000,000	8.42%	40%	\$14,995,879
✓	Westpac	AA-	\$14,489,697	30.51%	40%	\$4,506,182
✓	NAB	AA-	\$13,000,000	27.37%	40%	\$5,995,879
✓	ING	A	\$10,000,000	21.06%	30%	\$4,246,909
✓	Australian Unity	BBB+	\$2,000,000	4.21%	15%	\$5,123,455
✓	Bank of Us	BBB+	\$1,000,000	2.11%	15%	\$6,123,455
✓	BankVic	BBB+	\$2,000,000	4.21%	15%	\$5,123,455
✓	P&N Bank	BBB+	\$1,000,000	2.11%	15%	\$6,123,455
			\$47,489,697	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 28/02/2025 (~\$47.49m), we can roughly estimate that ~87% 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
WBC	AA-	Yes
NAB	AA-	Yes
ING	A	Yes
Aus. Unity	BBB+	No
Bank of Us	BBB+	No
BankVIC	BBB+	No
P&N Bank	BBB+	No

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

Summary	Amount	Invested %
Yes	\$41,489,697	87%
No	\$6,000,000	13%
Total	\$47,489,697	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%	\$47,489,697
✓	AA Category	\$31,489,697	66.3%	100%	\$16,000,000
✓	A Category	\$10,000,000	21.1%	70%	\$23,242,788
✓	BBB Category	\$6,000,000	12.6%	30%	\$8,246,909
✓	Unrated Category	\$0	0.0%	0%	\$0
		\$47,489,697	100.0%		



Performance

Council's performance (excluding cash holdings) for the month ending February 2025 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year
Official Cash Rate	0.31%	1.04%	2.12%	2.86%	4.33%
AusBond Bank Bill Index	0.34%	1.10%	2.21%	2.98%	4.48%
Council's Portfolio[^]	0.40%	1.26%	2.56%	3.45%	5.22%
Outperformance	0.06%	0.16%	0.35%	0.47%	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	4.10%	4.27%	4.31%	4.32%	4.33%
AusBond Bank Bill Index	4.51%	4.54%	4.51%	4.51%	4.48%
Council's Portfolio[^]	5.33%	5.21%	5.22%	5.23%	5.22%
Outperformance	0.82%	0.67%	0.71%	0.72%	0.75%

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

For the month of February, excluding cash, the total portfolio provided a return of +0.40% (actual) or +5.33% p.a. (annualised), outperforming the benchmark AusBond Bank Bill Index return of +0.34% (actual) or +4.51% p.a. (annualised). Most time periods (except FYTD) are now comfortably above benchmark returns up to 1 year as the previously held low yielding deposits coming out of the pandemic period (yielding between 0.50%-3.00%) have all matured and been reinvested at higher prevailing rates.



Recommendations for Council

Term Deposits

Going forward, the longer-term strategy would ideally be placing across 12–24 months terms as it is likely to earn up to ¼–½% p.a. higher compared to shorter tenors in a normal market environment. There is growing belief that additional interest rate cuts and a global economic downturn is imminent and so locking in rates above 4½% p.a. across 1–5 year tenors may provide some income protection against a lower rate environment.

As at the end of February 2025, Council's deposit portfolio was yielding around 5.11% p.a. (down 4bp from the previous month), with a weighted average duration of 211 days (~7 months). **We commend Council for extending its weighted average duration over the past 12 months, reflective of investments in some 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) Senior **FRNs** (with maturities between 3–5 years) continue to be relatively appealing (particularly for those investors with portfolios skewed towards fixed assets) though becoming expensive on a historical basis, and should be considered on a case by case scenario. **Fixed Bonds** may also provide some attractive opportunities from new (primary) issuances.

Please refer to the sections below for further details on each market.



Term Deposit Market Review

Current Term Deposits Rates

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

ADI	LT Credit Rating	Term	Rate % p.a.
ING Bank	A	5 years	4.82%
Hume Bank	BBB+	5 years	4.68%
Westpac	AA-	5 years	4.59%
ING Bank	A	4 years	4.70%
BoQ	A-	4 years	4.55%
Westpac	AA-	4 years	4.53%
Hume Bank	BBB+	4 years	4.52%
ING Bank	A	3 years	4.61%
Westpac	AA-	3 years	4.50%
BoQ	A-	3 years	4.50%
Hume Bank	BBB+	3 years	4.50%
ING Bank	A	2 years	4.60%
NAB	AA-	2 years	4.55%
Westpac	AA-	2 years	4.51%
BoQ	A-	2 years	4.50%

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.
ICBC Sydney	A	12 months	4.74%
Westpac	AA-	12 months	4.70%
ING Bank	A	12 months	4.67%
NAB	AA-	12 months	4.65%
ICBC Sydney	A	9 months	4.72%
BankVIC	BBB+	9 months	4.70%
NAB	AA-	9 months	4.65%
ING Bank	A	9 months	4.63%
Bank of Sydney	Unrated	6 months	4.78%
BankVIC	BBB+	6 months	4.75%
NAB	AA-	6 months	4.70%
Westpac	AA-	6 months	4.66%
Bank of Sydney	Unrated	3 months	4.79%
NAB	AA-	3 months	4.70%

For those investors that do not require high levels of liquidity and can stagger their investments longer term, they will be rewarded over a longer-term cycle if they roll for an average min. term of 12 months, with a spread of investments out to 5 years (this is where we see current value). In a normal market environment (upward sloping yield curve), investors could earn over a cycle, on average, up to ¼-½% p.a. higher compared to those investors that entirely invest in short-dated deposits.

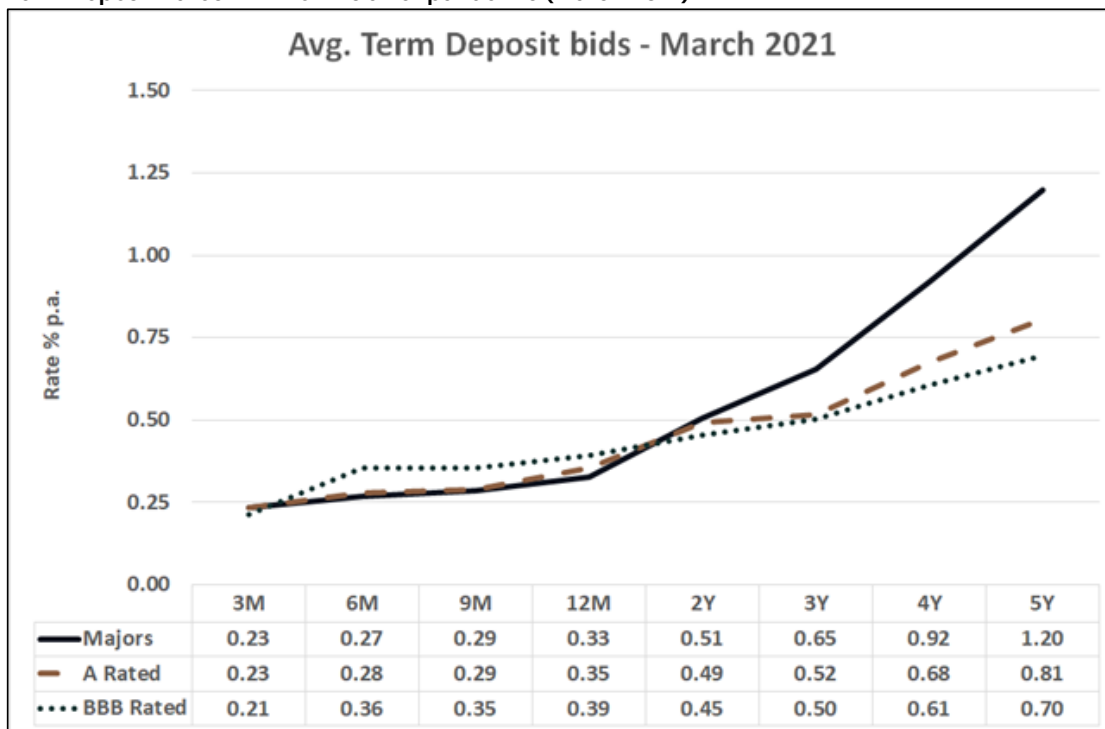
With additional rate cuts and a global economic downturn priced in over 2025, investors should consider allocating some longer-term surplus funds and undertake an insurance policy by investing across 1-5 year fixed deposits and locking in rates above 4½% p.a. This will provide some income protection if the RBA decides to continue cutting rates over 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)



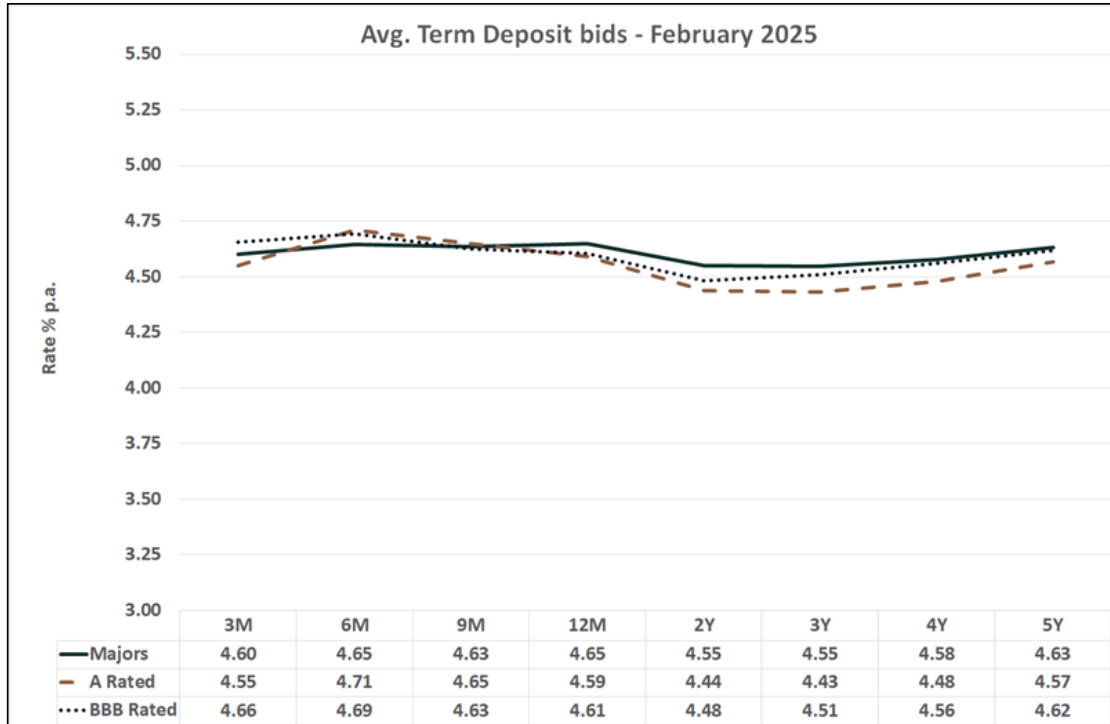
Source: Imperium Markets

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, investors 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, although the major banks always seem to react more quickly than the rest of the market during periods of volatility:

Term Deposit Rates – Currently (February 2025)



Source: Imperium Markets

Financial Stability of the Banking (ADI) Sector

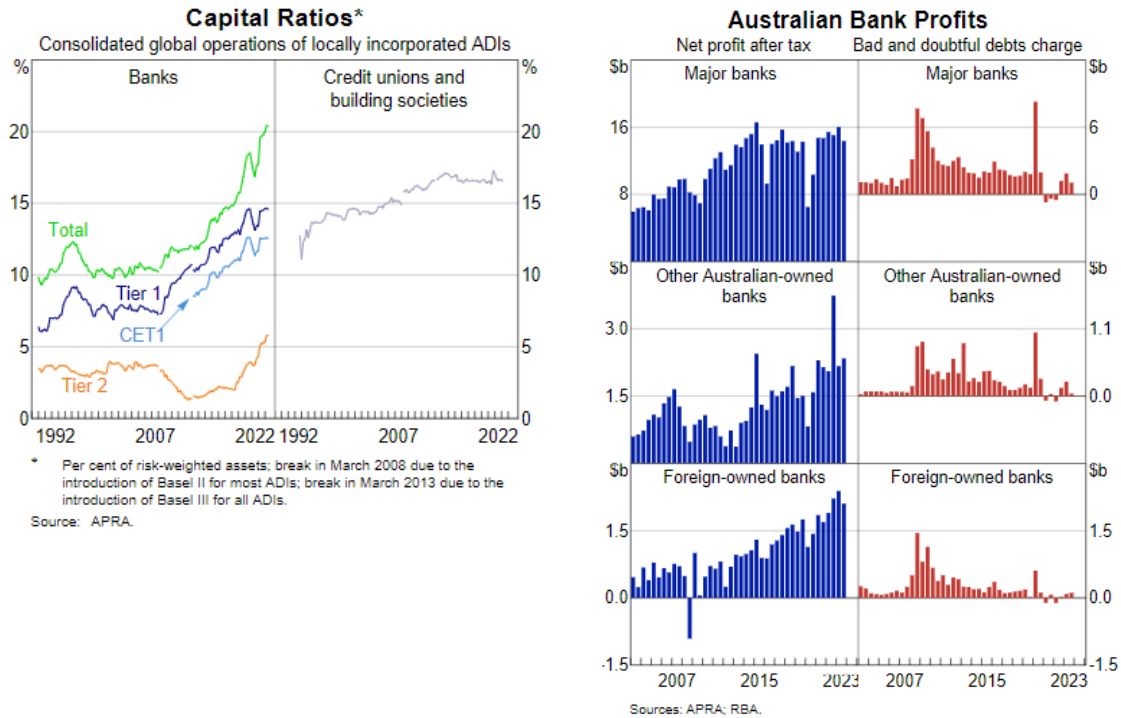
The RBA’s latest Financial Stability report of 2024 reaffirms the strong balance sheet across the ADI sector. They noted that the risk of widespread financial stress remains limited due to the generally strong financial positions of most (individual) borrowers. Very few mortgage borrowers are in negative equity, limiting the impact on lenders (ADIs) in the event of default and supporting their ability to continue providing credit to the economy. Most businesses that have entered insolvency are small and have little debt, limiting the broader impact on the labour market and thus household incomes, and on the capital position of lenders (ADIs).

Australian banks (collectively the APRA regulated ADIs) have maintained prudent lending standards and are well positioned to continue supplying credit to the economy. A deterioration in economic conditions or temporary disruption to funding markets is unlikely to halt lending activity. Banks have anticipated an



increase in loan arrears and have capital and liquidity buffers well above regulatory requirements (see *Capita Ratios chart below*). APRA’s mandate is to “protect depositors” and provide “financial stability”.

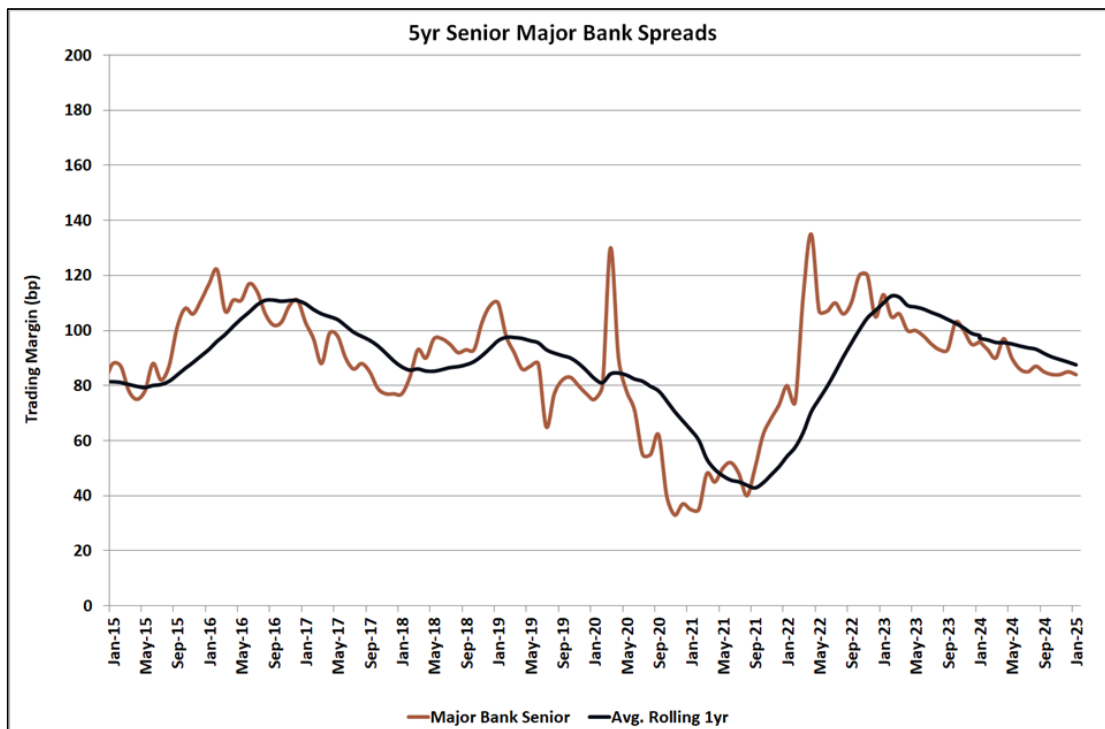
Over the past two decades, both domestic and international banks continue to operate and demonstrate high levels of profitability (see *Australian Bank Profits chart below*), which also includes two stress-test environments being the GFC (September 2008) and the COVID pandemic (March 2020):





Senior FRNs Market Review

Over February, amongst the senior major bank FRNs, physical credit securities tightened by up to 5bp at the longer-end of the curve. During the month, ANZ (AA-) issued a dual 3 and 5 year senior security +68bp and +81bp respectively. Long-term major bank senior securities are approaching the 'expensive' territory especially if the 5yr margin tightens towards +80bp.



Source: IBS Capital

Outside of ANZ (AA-), there was a few more notable primary deals:

- Rabobank (A+) 2½ and 5 year senior FRN at +65bp and +85bp respectively
- Mizuho (A) 3¼ year senior FRN at +72bp
- United Overseas Bank (AA-) 3 year senior FRN at +65bp
- MUFG (A) 3 year senior FRN at +67bp

Amongst the "A" and "BBB" rated sectors, the securities tightened by around 3–5bp at the longer-end of the curve. Overall, credit securities remain fair value on a historical basis without being overly exciting. FRNs will continue to play a role in investors' portfolios mainly based on 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)	28/02/2025	31/01/2025
"AA" rated – 5yrs	+81bp	+84bp
"AA" rated – 3yrs	+65bp	+70bp
"A" rated – 5yrs	+90bp	+95bp
"A" rated – 3yrs	+72bp	+78bp
"BBB" rated – 3yrs	+115bp	+117bp

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-2027 for the "AA" rated ADIs (domestic major banks);
- On or before mid-2026 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 remaining elevated by historical standards, this has seen a lift in longer-term bond yields over the past 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 some 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	1.00	1.10%	4.41%
AU3CB0280030	BoQ	A-	Senior	06/05/2026	1.19	1.40%	4.64%
AU3CB0299337	Bendigo	A-	Senior	15/05/2026	1.21	4.70%	4.52%
AU3CB0296168	BoQ	A-	Senior	27/01/2027	1.92	4.70%	4.68%



Economic Commentary

International Market

Risk markets experienced a downturn over February on the back of tariff uncertainty (led by the US) and ongoing geopolitics in the middle east.

Across equity markets, the US S&P 500 Index fell -1.42%, whilst the NASDAQ lost -3.97%. Europe’s main indices bucked the trend, with gains in Germany’s DAX (+3.77%), France’s CAC (+2.03%) and UK’s FTSE (+1.57%).

US President Trump postponed the tariff increases on Canada and Mexico to early April, whilst the 10% additional tariffs on China have gone ahead. Canada, Mexico and China have all said they would retaliate, while Trump’s Executive Order also includes a clause that would allow the US to increase the scope of duties in the event of retaliation.

In the US, headline payrolls came in at 143k, below the 175k consensus. The unemployment rate fell 0.1% to 4.0% (consensus 4.1%). Headline US CPI grew at +0.5% m/m in January and the core ex-food and energy measure at +0.3% m/m. Rate cut expectations have been pared, with just 25bp of cuts now priced this year.

Canadian employment data was stronger than expected, with employment rising 76k vs 25k expected and the unemployment rate falling 0.1% to 6.6% (6.8% expected). Headline CPI was as expected at +1.9% y/y but core measures was around 0.2% higher than expected.

The Bank of England (BoE) cuts Bank Rate by 25bp to 4.50% as expected. The vote was 7:2 with 2 dissenters preferring a 50bp cut. The unemployment rate in the UK was steady at 4.4% compared to an expected pickup to 4.5%. UK January CPI rose to +3.0% from +2.5%, above the +2.8% expected.

The RBNZ cut rates by 50bp to 3.75%. Governor Orr said he anticipated the cash rate will be around 3.00% by year-end but that the Bank needs to be a bit more cautious depending on inflation prints (positioning 25bp cuts the remainder of this year).

Chinese CPI was +0.5% vs +0.4% expected. The core measure rose to +0.6% from +0.4%, its fourth straight rise.

The MSCI World ex-Aus Index fell -0.75% for the month of February:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	-1.42%	-1.29%	+16.84%	+10.83%	+15.05%	+10.96%
MSCI World ex-AUS	-0.75%	+2.67%	+14.29%	+8.67%	+12.36%	+8.11%
S&P ASX 200 Accum. Index	-3.79%	-2.56%	+9.94%	+9.24%	+8.87%	+7.51%

Source: S&P, MSCI



Domestic Market

The RBA cut rates by 25bp to 4.10% as widely expected. The post-Meeting Statement stated that “some of the upside risks to inflation appear to have eased and there are signs that disinflation might be occurring a little more quickly than earlier expected”. However, risks were seen as two sided and the post-meeting commentary was seen as hawkish – if policy is “eased too much too soon, disinflation could stall, and inflation would settle above the midpoint”.

The RBA’s trimmed mean inflation is now forecast to return to the 2-3% target band six months earlier, however it flatlines at 2.7% from mid-2025. The RBA also lowered its projection of the unemployment rate by 0.3%, seeing unemployment peaking at 4.2% in June-2025 from a prior peak of 4.5% by December 2025.

The January Monthly CPI Indicator printed close to consensus at +2.5% y/y vs. +2.6% expected. The monthly core measures of inflation came in largely as expected at +2.8%-2.9% y/y.

The wage price index (WPI) rose +0.7% q/q in Q4 and +3.2% y/y. The consensus and RBA forecasts were for +0.8%/+3.2%. Wages growth has moderated substantially from its peak of +4.2% y/y over 2023 as the labour market has rebalanced.

The seasonally adjusted unemployment rate rose by 0.1% to 4.1% in January. Employment rose +44k, following a bump of +56k a month prior.

Retail sales in December was strong, falling just -0.1% m/m in December (consensus -0.7% m/m).

The Australian dollar fell around -0.18%, finishing the month at US62.14 cents (from US62.25 cents the previous month).

Credit Market

The global credit indices remained relatively flat during the month. They remain near the levels seen in early 2022 (prior to the rate hike cycle from most central banks):

Index	February 2025	January 2025
CDX North American 5yr CDS	50bp	48bp
iTraxx Europe 5yr CDS	53bp	53bp
iTraxx Australia 5yr CDS	65bp	66bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	February 2025	January 2025
Bloomberg AusBond Bank Bill Index (0+YR)	+0.34%	+0.38%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.93%	+0.19%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.47%	+0.47%
Bloomberg AusBond Credit Index (0+YR)	+0.79%	+0.44%
Bloomberg AusBond Treasury Index (0+YR)	+0.90%	+0.14%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+0.72%	-0.23%

Source: Bloomberg

Other Key Rates

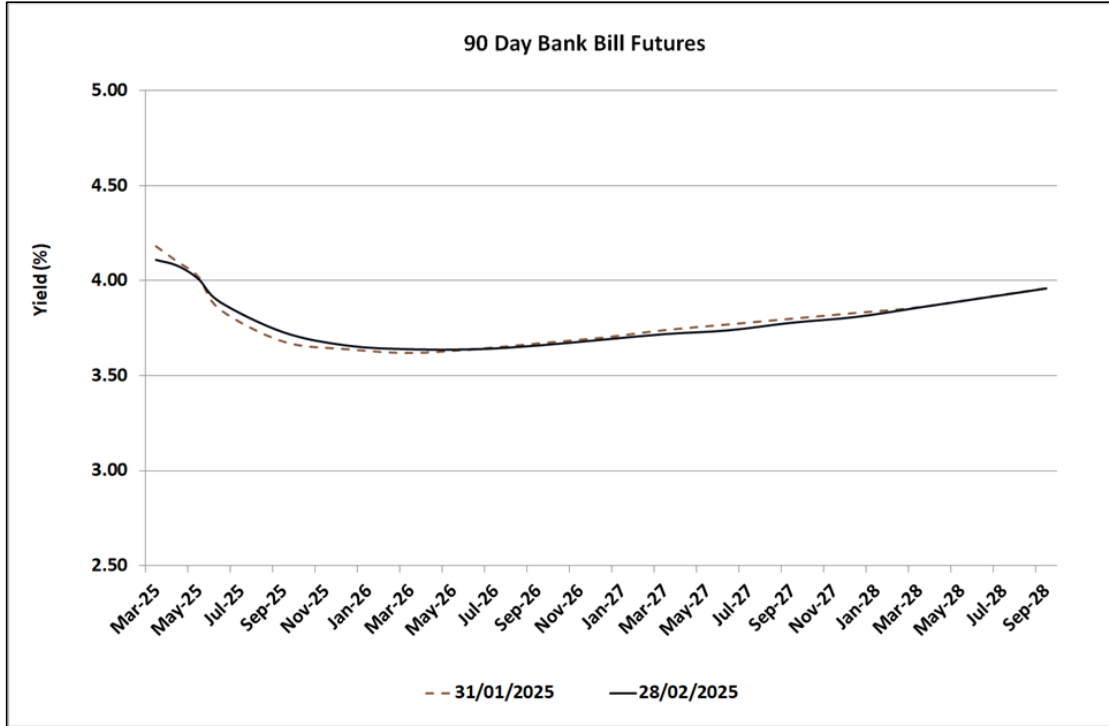
Index	February 2025	January 2025
RBA Official Cash Rate	4.10%	4.35%
90 Day (3 month) BBSW Rate	4.12%	4.25%
3yr Australian Government Bonds	3.75%	3.80%
10yr Australian Government Bonds	4.30%	4.43%
US Fed Funds Rate	4.25%-4.50%	4.25%-4.50%
2yr US Treasury Bonds	3.99%	4.22%
10yr US Treasury Bonds	4.24%	4.58%

Source: RBA, ASX, US Department of Treasury



90 Day Bill Futures

Bill futures remained relatively flat this month after the RBA delivered its first rate cut and downplayed expectations of the markets timing of additional rate cuts:



Source: ASX

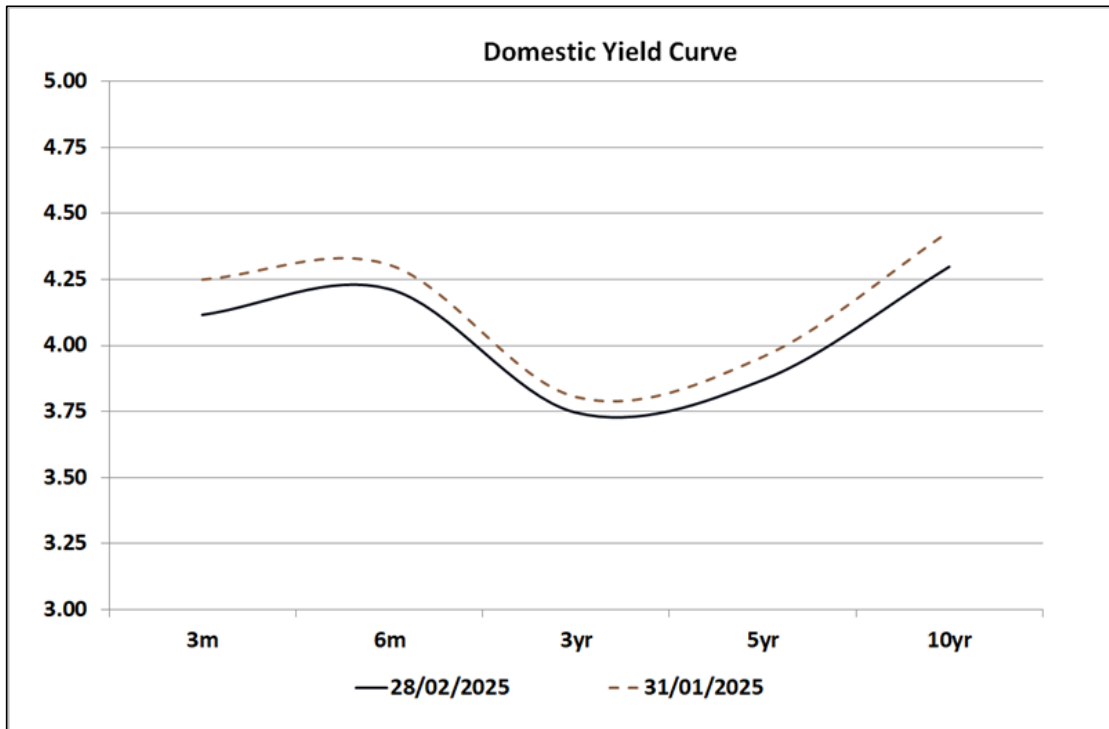


Fixed Interest Outlook

US Fed Chair Powell's recently confirmed the Fed is going to be much more cautious in 2025 and they "do not need to be in a hurry to adjust our policy stance", reflective of sticky inflation combined with President-elect Trump's proposed economic policies (which is expected to exacerbate price pressures). The futures market is now only pricing in two rate cuts in the US over 2025.

Domestically, RBA Governor Bullock reinforced the hawkish framing after their first cut. She explicitly pushed back on the additional 50bp of rate cuts underpinning their forecasts given they only forecast trimmed mean CPI flatlining at 2.70% from mid-2025. The Governor said, "the board needs more evidence that inflation is continuing to decline before making decisions about the future path of interest rates". She noted the RBA wants to see easing wage costs, disinflation in market services and housing inflation continuing to ease.

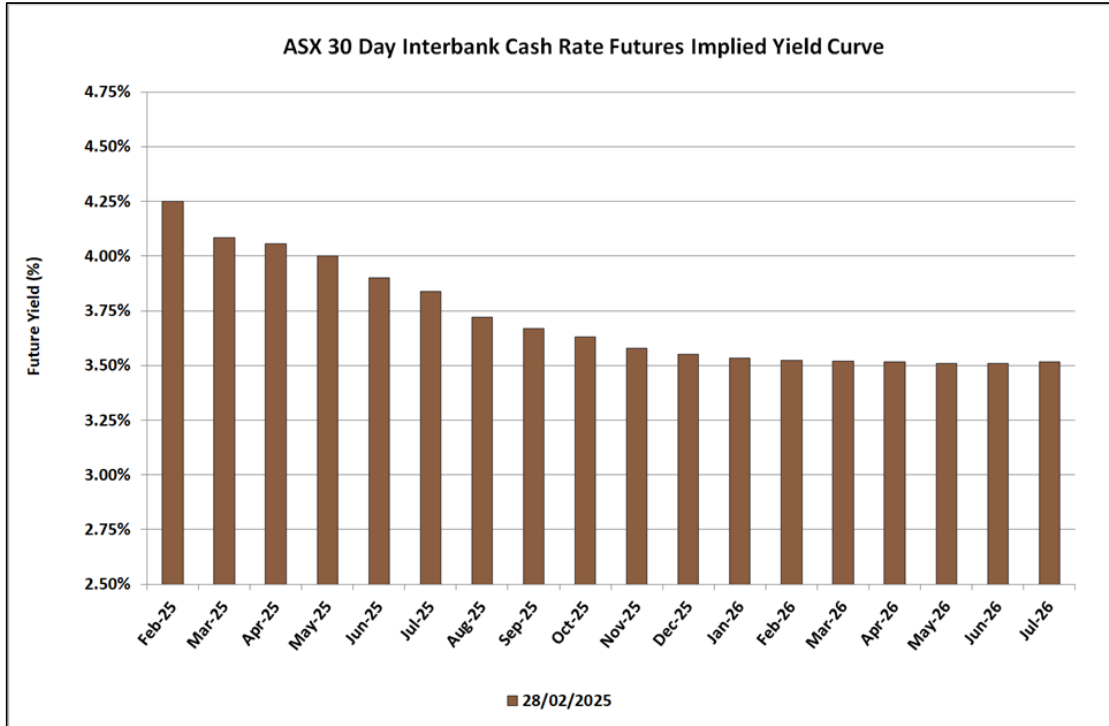
Yields remained fell up to 13bp across the short and long-end of the curve, adjusting to the RBA's first rate cut.



Source: ASX, RBA



Financial markets continue to price in up to two additional rate cuts in 2025, despite Governor Bullock’s jawboning against such expectations:



Source: ASX

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15 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES

Nil

16 REPORT OF THE DIRECTOR INFRASTRUCTURE AND LIVEABILITY

16.1 Traffic Management: Kiama Local Traffic Committee meeting - 4 March 2025

CSP Objective: Outcome 4.3: Our built environment is safe and inclusive; our infrastructure is well planned and well managed.

CSP Strategy: 4.3.2 Actively plan how we travel and create safe travel routes whether we are walking, cycling, driving or accessing public transport.

Delivery Program: 4.3.2.2 Implement road safety and traffic management programs and responsibilities

Summary

Council submitted 1 proposal to the Kiama Local Traffic Committee (LTC) meeting held on 4 March 2025 to consider reports for traffic regulation in the Kiama Local Government Area. The proposals considered at that meeting require Council endorsement.

Financial implication

The traffic management proposals will be implemented within existing budget allocations.

Risk implication

Not implementing the recommendations which are in accordance with standards and guidelines may not result in the intended improved road safety of all users.

Policy

Guide to the Delegation to Councils for the Regulation of Traffic (TfNSW).

Consultation (internal)

Kiama Local Traffic Committee

Communication/Community engagement

Organisers are required to advertise and notify of closures as per endorsed Traffic Management Plans.

Attachments

- 1 Minutes - Kiama Local Traffic Committee - 4 March 2025 [↓](#)

Enclosures

Nil

Report of the Director Infrastructure and Liveability

16.1 Traffic Management: Kiama Local Traffic Committee meeting - 4 March 2025
(cont)

RECOMMENDATION

That Council:

1. Receive the Minutes of the Kiama Local Traffic Committee meeting held on 4 March 2025.
2. Adopt the following committee recommendation in relation to road closure for the Kiama Triathlon 2025 being run by Elite Energy on 10 May 2025, subject to the following:

25/001LTC

Resolved that the Committee supports the traffic changes and road closures of the following roads:

- Federal Street – from Charles Avenue to Riverside Drive
- Riverside Drive – from Swamp Road/M1 off ramp to Oxley Avenue
- Swamp Road – from M1 off ramp to Jamberoo Road

The traffic changes and road closures with the event on 10 May 2025 from 6:30 am to 10am be approved subject to organisers complying with the following conditions:

1. The event organiser complies with the Traffic Management Plans shown in the attachments.
2. The organisers shall be responsible for the supply, erection and removal of all traffic control devices, equipment and personnel associated with the implementation of the approved Traffic Management Plan.
3. Lodgment with the Council of an application for a Section 138 Roads Act permit and payment of associated fee.
4. Notification of proposed traffic changes be given to police, local emergency services, businesses and residents affected by the closure.
5. An advertisement be placed in the local media advising of the closure and traffic changes.
6. Local residents and businesses located within the area of the road closure be notified of the proposed event 4 and 2 weeks prior to the event with a letter box drop.
7. Access through road closures for emergency services to be available at all times.
8. The organiser must obtain approval from Shellharbour City Council for the road closures within the Shellharbour LGA.
9. The organiser must obtain Police approval for the bicycle race on public roads.
10. The organiser must obtain a Road Occupancy Licence (ROL) from TfNSW for the signage on State Roads and closure of the M1 ramps, and then an

Report of the Director Infrastructure and Liveability

16.1 Traffic Management: Kiama Local Traffic Committee meeting - 4 March 2025 (cont)

update must be provided to the April 2025 Traffic Committee meeting, as to whether the ROL has been obtained.

11. Proof of public liability insurance complying with the Australian Prudential Regulatory Authority (APRA) being provided to Council prior to the event.
12. Confirmation that contact has been made by the event organiser with Premier Illawarra and Kiama Coachlines as soon as possible and in a timely manner, so that the bus companies can update Trip Planner two weeks before the event.
13. The organiser updates the date on page 107 of the attachment.

Item 16.1

Background

The Local Traffic Committee (LTC) is a Technical Committee of Transport for New South Wales (TfNSW). The LTC operates under the authority conferred to Council by TfNSW under the Transport Administration Act 1988. Council has been delegated certain powers by TfNSW with regard to traffic matters upon its local roads. A condition of this delegation is that Council must consider the advice of the LTC.

There are four permanent members of the LTC, each of whom has a single vote only. The members are representatives of the NSW Police Force, TfNSW, the Local State Member of Parliament (for the location of the issue to be voted upon) and a representative of Council.

Only matters requiring a resolution of Council are included in this report, other endorsed upgrades have been approved under delegated authority.

Report

The Kiama Local Traffic Committee meeting was held on 4 March 2025 via email to consider reports for traffic management in the Kiama Local Government Area.

The Kiama Local Traffic Committee considered one item that requires adoption by Council, as above.

Conclusion:

Council's options are to:

1. Accept report items as recommended.
2. Decline to accept the recommendations.
3. Request the Kiama Local Traffic Committee to reconsider the report.



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

commencing at 9:00 AM on

TUESDAY 4 MARCH 2025

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

4 MARCH 2025

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

HELD IN THE COUNCIL CHAMBERS, KIAMA

ON TUESDAY 4 MARCH 2025 AT 9:00 AM

PRESENT: Lindsay Dunstan (Resilience Engineer) (Chairman), Stuart Larkins (Councillor Representative), Aaron Wunderlich (NSW Police Representative), Darrell Clingan (Local Member's Representative), Darren Hewitt (Council Compliance Coordinator), Kim Duffy (Kiama Coaches and Premier Illawarra) and Alyson Hodgekiss (Minutes)

1 APOLOGIES

Rachel Zhang (Manager Engineering and Technical Services), Peter Luke (Acting Director Infrastructure and Liveability), Emma Pietruska (Transport for NSW Representative), Julie Milevski (Manager Environment and Compliance),

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Kiama Local Traffic Committee meeting on 4 February 2025

[25/005LTC](#)

Resolved that the Minutes of the Kiama Local Traffic Committee meeting held on 4 February 2025 be received and accepted.

(Member Darrell Clingan and Member Stuart Larkins)

4 BUSINESS ARISING FROM THE MINUTES

Nil

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

4 MARCH 2025

5 REPORT OF RMS DELEGATED FORMAL ITEMS

**6.1 Road Closure for Kiama Triathlon 2025 - Elite Energy - Saturday 10th
May 2025**

25/006LTC

Resolved that the Committee supports the traffic changes and road closures of the following roads:

- Federal Street – from Charles Avenue to Riverside Drive
- Riverside Drive – from Swamp Road/M1 off Ramp to Oxley Avenue
- Swamp Road – from M1 off Ramp to Jamberoo Road

The traffic changes and road closures with the event on 10th May 2025 from 6:30 a.m. to 10 a.m. be approved subject to organisers complying with the following conditions:

1. The event organiser complies with the Traffic Management Plans shown in Attachments.
2. The organisers shall be responsible for the supply, erection and removal of all traffic control devices, equipment and personnel associated with the implementation of the approved Traffic Management Plan.
3. Lodgment with the Council of an application for a Section 138 Roads Act permit and payment of associated fee.
4. Notification of proposed traffic changes be given to police, local emergency services, businesses and residents affected by the closure.
5. An advertisement be placed in the local media advising of the closure and traffic changes.
6. Local residents and businesses located within the area of the road closure be notified of the proposed event 4 and 2 weeks prior to the event with a letter box drop.
7. Access through road closures for emergency services to be available at all times.
8. The organiser must obtain approval from Shellharbour City Council for the road closures within the Shellharbour LGA.
9. The organiser must obtain Police approval for the bicycle race on public roads.
10. The organiser must obtain an ROL (Road Occupancy License) from TfNSW for the signage on State Roads and closure of the M1 Ramps, and then an update must be provided to the April 25 Traffic Committee meeting, as to whether the ROL has been obtained.
11. Proof of public liability insurance complying with the Australian Prudential Regulatory Authority (APRA) being provided to Council prior to the event.
12. Confirmation that contact has been made by the event organiser with Premier Illawarra and Kiama Coachlines as soon as possible and in a timely manner,

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

4 MARCH 2025

so that the bus companies can update Trip Planner two weeks before the event.

13. EP noted via email that the attachment on page 107 has the wrong date. The event organiser will need to update this.

(Member Stuart Larkins and Member Aaron Wunderlich)

6 GENERAL BUSINESS

6.1 Request for Johnson Street to become one way

SL raised concerns regarding traffic safety on behalf of a resident that lives on Johnson Street, Kiama Downs and the request to have the street turned into a one way street. LD advised that there are a number of businesses on the western side of Johnson Street, and the resident was already advised that this would not be possible back in May 2024, as it would cause inconvenience to residents and businesses in the area. Also, if Johnson Street was to be made one way, it would cause traffic to use the carpark on Johnson Street as a short cut.

LD advised that for parking restrictions along this street to be reported on at Traffic Committee, a formal request must be submitted and there would need to be a lot of support for this request in the local community.

6.2 Request for disabled parking space in front of the Medical Centre on Manning Street

SL advised that he tabled a petition regarding installation of a disabled parking space in front of 10/65 Manning Street, Kiama at MedClinic Kiama. Councillor Tatrai has also raised concerns around the parking in Manning Street, including a request for an additional disabled carpark space.

It was noted that Council has responded to MedClinic in September 2024, and also to Gareth Ward's office, advising that the medical facility is part of a mixed-use development which provides accessible parking spaces within the property, in accordance with development standards. The medical clinic was suggested to investigate the current situation within the development and access arrangements in accordance with their lease.

Council has investigated the viability of an additional disabled car space in front of MedClinic, Kiama. Council staff have reviewed the current parking availability, the number of accessible spaces provided and the relevant Australian standards for the recommended number of disabled car spaces for the areas land use. Currently on Manning Street there are three (3) disabled public street car parks within 100 metres of the medical clinic. Australian Standard 2890.5:2020 Part 5: On Street Parking sets out the recommended number of accessible spaces by land use. The number of spaces provided on Manning Street meets this recommended number.

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE

4 MARCH 2025

6.3 Traffic lights on Meehan Drive, Kiama Downs

KD advised that buses that are turning right out of the intersection at Kiama Downs on to Riverside Drive, must wait behind the “Keep Clear” section, that sits between the turn off to Duguid Way and Riverside Drive, to allow traffic to turn into Duguid Way. The trigger for the traffic lights however, sits in front of the “Keep Clear” section, however buses are unable to stop on the triggered section, due to the length of the vehicle, if they do it means they will cover the “Keep Clear” section. This is resulting in very lengthy wait times at the intersection, as the traffic lights are not being triggered when the bus is first in line at the lights, as it is sitting behind the “Keep Clear” section. Buses have been waiting up to 7 minutes at this intersection for a green light and it is causing problems for the buses and their patrons.

KD requested that Council contact TfNSW to organise a timer to be put on these lights

7 CLOSURE

There being no further business the meeting closed at 9.45am

These Minutes were confirmed at the Ordinary Meeting of Council held on 18 March 2025

.....
Director Engineering & Works

16.2 Suspension of the Jamberoo Cycleway Project

CSP Objective: Outcome 4.3: Our built environment is safe and inclusive; our infrastructure is well planned and well managed.

CSP Strategy: 4.3.1 Create a regional network of interconnected roads, shared pathways and cycleways to maximise access to key destinations and facilities.

Delivery Program: 4.3.1.1 Manage recreation and open space infrastructure to cater for current and future generations.

Item 16.2

Summary

Council was successful in securing \$2.5M towards construction of the 7-kilometre Jamberoo Valley Cycleway, linking Jamberoo with the rest of the Kiama cycleway network in 2021. Construction work was planned to commence in FY2023-24.

Due to significant staff turnover and shortage of project management resources, Council completed 100% of the design documentation in December 2024.

Council need to make a decision on how to proceed with this project further as the project funding is critical.

Financial implication

The updated cost estimate for the project is now \$5.4 million, an increase of \$2.9 million from the initial estimate.

Currently, the funding gap remains unaddressed, with limited options available for Council to explore (see further in the report).

Risk implication

Project Timing and Delivery Risks

Financial Risks and Funding Shortfall

Reputational Risks

Procurement and Construction Risks

Consultation (internal)

Executive Leadership team

Manager Engineering and Technical Services

Attachments

Nil

Enclosures

Nil

Report of the Director Infrastructure and Liveability

16.2 Suspension of the Jamberoo Cycleway Project (cont)

RECOMMENDATION

That Council:

1. Withdraw from the Jamberoo Cycleway project, funded by the Active Transport Fund, and formally notify Transport for NSW of this decision thanking the Department for its funding but noting that Council is unable to deliver the project due to increased costs that outpace existing finances.
2. Submit a final claim to Transport for NSW to recover all project expenses incurred to date (\$170K).
3. Explore all future grant opportunities to fund the overall cycleway construction as they become available.

Item 16.2

Background

In September 2021, the then NSW State Minister for Regional Transport and Roads Paul Toole announced a \$3.3 million investment under the Active Transport Fund built on the NSW Government's Future Transport 2056 vision to double the number of commuting walkers and cyclists across the region.

Funding was approved towards the following projects:

Project description	2021-22 funding offered
Jamberoo Valley Cycleway extension	2,500,000
Omega Flat - Fern Street Gerringong pathway	400,000
Town Centre bicycle facilities improvements	300,000
Network Connectivity improvements to the Bike Skills Track (Councillors Way and Brown)	128,000
Total	3,328,000

Of the funding \$2.5M was allocated towards construction of the 7-kilometre Jamberoo Valley Cycleway, linking Jamberoo with the rest of the Kiama cycleway network. Construction work was planned to commence in FY2023-24.

In June 2023, Council went out for tender for the Omega Shared Path construction. The tender results showed a median construction price of \$2.8 million, significantly exceeding the available budget of \$400K. Additionally, the project site's coastal wetland location and acid sulphate soils presented significant environmental and construction risks. Any accepted tender would have likely required contract variations and additional funding beyond the current budget.

As the tender submission prices exceeded the available budget, in September 2023 Council declined all tenders for Omega Shared Path project in accordance with Clause

Report of the Director Infrastructure and Liveability

16.2 Suspension of the Jamberoo Cycleway Project (cont)

178(1)(b) of the Local Government Regulations 2005 and Transport for NSW (TfNSW) was notified about the grant withdrawal.

The footpaths linking Minnamurra Bike Skills Track to local roads were successfully completed in 2023.

The \$300K allocated to the bike access funding for Kiama town centre was redirected to the Hindmarsh Park project, which has now been completed.

Jamberoo Valley Cycleway project update

Due to significant staff turnover and shortage of project management resources, Council completed 100% of the design documentation in December 2024.

The updated cost estimate for the project is now \$5.4 million, an increase of \$2.9 million from the initial estimate. This cost escalation is attributed to inflation, previously omitted scopes, and design refinements.

Currently, the funding gap remains unaddressed, with limited options available for Council to explore (see further in the report).

Key risks

1. Project timing and delivery risks

- TfNSW originally required project completion by September 2024. The revised estimated completion date is now December 2026 or later, depending on land acquisition and bridge construction lead times.
- Land acquisition is a major uncertainty. It involves 4 owners and no owner consents to sell have been obtained, and negotiations could be lengthy, significantly delaying the project. If land acquisition fails, the project may become unfeasible.
- Any requests an extension may not be approved by TfNSW further complicating the project's viability.

2. Financial risks and funding shortfall

- The project currently faces a \$2.9 million funding gap.
- Seeking alternative funding sources is essential before requesting an extension. Securing a \$2.9 million grant in a short timeframe is highly unlikely, further delaying the project.
- One option is to fund the shortfall using developer contributions (current balance: \$13 million). While feasible, allocating such a large portion of developer funds to a single cycleway project may not align with broader infrastructure priorities.
- Council does not have sufficient unrestricted operating budget to allocate to capital projects.
- Financial sustainability of Council is critical and is the subject of the State imposed performance improvement order. Whilst the project is a great concept, spending outside of available means is unwise.

Report of the Director Infrastructure and Liveability

16.2 Suspension of the Jamberoo Cycleway Project (cont)

-
- Committing to completion of capital project with a known shortfall of this size is high risk and does not meet the procurement policy for Council and is most certainly not best practice.

3. Reputational risks

- If Council withdraws from the project, it could impact its reputation within the community, as the cycleway is an anticipated infrastructure project.
- Committing to the project despite the uncertainties poses a significant risk of non-delivery, leading to reputational damage with TfNSW. This could impact future funding opportunities from TfNSW for other critical infrastructure projects.
- Council must comply with funding timeframes and there is a risk that the State Government will withdraw the funding and Council's inability to deliver will negatively impact future funding opportunities, as past performance is often a criterion considered.

4. Procurement and construction risks

- Securing qualified contractors and suppliers remains a challenge, especially given the rising construction costs and market uncertainties.
- There is a high risk that cost estimates will continue to escalate, making the project even less viable within the current budget constraints.
- Procuring services that Council does not have an agreed budget for is not best practice and is a high risk.

Options available to CouncilOption 1 – Request additional funding and extension of time from TfNSW:

- By May 2025, submit a detailed cost comparison (\$2.5M vs. \$5.4M), a formal request for additional funding, and an extension of time request.
- TfNSW has verbally confirmed project completion before March 2026 is acceptable, but anything beyond that is uncertain to be approved.
- The likelihood of securing additional funding is low, as increased costs negatively impact the project's cost-benefit analysis under the current Active TfNSW guidelines.

Option 2 – Request extension of time from TfNSW and fund the shortfall from developer contributions:

- Submit an extension of time request only and explore alternative funding sources before May 2025.
- Fund the \$2.9M shortfall from the Developer Contributions fund which will impact funding available for other infrastructure projects.

Report of the Director Infrastructure and Liveability

16.2 Suspension of the Jamberoo Cycleway Project (cont)

Option 3 – Suspend the project at withdraw from the grant - recommended option:

Given these risks, along with Council's current staffing capacity, financial limitations, and uncertainties around land acquisition and construction costs, it is recommended that Council:

1. Withdraw from the Jamberoo Cycleway project, funded by the Active Transport Fund, and formally notify TfNSW of this decision.
2. Recover all project expenses incurred to date (~\$170K) to prevent out-of-pocket costs.
3. Explore future grant opportunities to fund the cycleway under more favourable financial conditions. As the design is already complete, the project remains shelf-ready and can be resubmitted for funding when a more sustainable financial and delivery strategy is in place.

17 REPORTS FOR INFORMATION

17.1 Minutes: Kiama Liquor Accord Meeting and Annual General Meeting - November 2024

Responsible Director: Infrastructure and Liveability

Report

The Minutes of the Kiama Liquor Accord Meeting held on 20 November 2024 are attached for Councillors' information.

Communication/Community Engagement

N/A

Risk implication

This report is for information only and does not result in any risk exposure for Council.

Attachments

- 1 Liquor Accord AGM Minutes - 20 November 2024 [↓](#)



**KIAMA LIQUOR ACCORD
Minutes of meeting**

Date & time	Wednesday 20 November 2024, 10.00am	
Location	Kiama Golf Club, 79-81 Oxley Ave, KIAMA DOWNS, NSW 2533	
Present (indicate name & venue/organisation)	David Rootham Janelle Burns Jesse O Brien Tony Holmes Mark Smith Daris Gear Melissa Matters Heidi Hutchison Mathew Cronin Simon Felice Darren Ormsby Steve Savic Tae Nuntasa Blake Feli Joseph Lyons Peter Grogan Brad Hodgkiss Heidi Hutchison Owen Cooper Emma Lavilles	Kiama Golf Club Kiama Municipal Council Kiama Leagues Club Kiama Leagues Club Kiama Leagues Club Kiama Inn Hotel The Hill Bar and Kitchen Gerringong Bowling Club Cronins Liquor Changing Tides Festival KG Café Grand Hotel Kiama Bottlemart KD Cellars BWS Kiama Gamble Aware Gerroa Fishos Gerroa Fishos Gerringong Bowlo Crooked River Estate Drug Alcohol Service ISLHD

Apologies	<p>Rosalie Cronin Cronins Liquor Gerringong John Cronin Cronins Liquor Gerringong Matthew Williams Managing Partner & Legal Director Craig Hardy The Sebel Michael Faulkner Lake Illawarra Police Nathan Lawrence Gerringong Bowlo Brent McInnes The Lodge Sally Bursell Tourism and Events Manager – Kiama Municipal Council Andrew Broadwood Kiama Bowling Club Christina Paterno Little Bettys Glen Gould Barmax Joseph Felice - Lost Saturdays Kiama Jamie Warren Jamberoo Pub Andrew Broadwood Kiama Bowling & Recreation Club Joseph Lyons Gamble Aware</p>
Agenda	
<p>2. Minutes of last meeting Wednesday Wednesday 21 August 2024,</p> <ul style="list-style-type: none"> • Adopted without change • Carried Unanimous Consent 	
<p>3. Business arising: Nil</p>	
<ul style="list-style-type: none"> • Correspondence • Police apology and reminders below: • Reminder compliance issues with Crime Scene Preservation Guidelines • Bottle shop thefts are an ongoing problem 	

Item 17.1

Attachment 1

3. Treasures Report

Kiama Liquor Accord – Treasurer’s Report Wednesday 20 November 2024

The Treasurer’s Report comprises of the Kiama Liquor Accord cash position as of 21 August 2024, income and expenditure since the last meeting and a current Kiama Liquor Accord membership list.

Kiama Liquor Accord Cash Position at 20 November 2024

Westpac Account

Community Solutions One \$ 23,010.00

Income and Expenditure

The Kiama Liquor Accord has received \$180.00 and has spent \$66.00 on printing since its last meeting on 21 August 2024.

Carried: Unanimous Consent

4. OLGR

- Nil

5. Police Report

- Police Contact: Michael Faulkner
Sergeant – Licensing Supervisor
Lake Illawarra Police District
6 Pioneer Drive, Oak Flats, NSW, 2529
E: faul1mic@police.nsw.gov.au M: [0428 738 712](tel:0428738712) P: [02 42325391](tel:0242325391) E: [89391](tel:89391)

6. Events – Compliance

Ongoing Concerns were raised in relation to Police protocol's for attendees at local Music Events.

The Licencing Sergeant was not in attendance at this meeting to address any concerns directly therefore, the Accord Executive have agreed that this matter will be carried over to the February 2025 meeting for Kiama Liquor Accord members to consult directly with the Licencing Sergeant for further clarification of best practice at local Events if they have concerns.

7. Multi Barring – Process

Following a presentation at the May meeting on 'Barred from one, Barred from all' policy by John Green- Director of Liquor and Policing at AHA

Information was made available for members to decide on

- Process involved
- Template barring documents and Relevant legislation

This will be discussed in more detail at the February 2025 meeting

- Carried Unanimous Consent

8. General business

- Future meetings dates for 2025 listed below:
 - Wednesday 19 February 2025
 - Wednesday 21 May 2025
 - Wednesday 20 August 2025 AGM
 - Wednesday 19 November 2025
-
- Gender-based violence – Posters Printed and distributed to members

Following the July Council Meeting 2024, the following resolution was made:

24/2340C

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.

Council would like confirm its 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. Please note that Council has a poster available on our website regarding domestic, family and sexual violence and abuse awareness. Council encourages members of the Kiama Liquor Accord to download, print and display the poster at their respective venues.

It can be found on the following link:

Domestic, family and sexual violence and abuse Kiama Council (nsw.gov.au)

At the August meeting of Kiama Liquor Accord -The Accord agreed to support this document and has printed a series of posters that have been distributed to members for display in venues.

- Carried Unanimous Consent

9. Next meeting

Wednesday 19 February 2025, 10.00am, Venue TBC

10. Meeting closed.

At 11 am

11. Action summary

Barred from one, Barred from all' policy development carried over to February 2025

Item 17.1

Attachment 1

17.2 Outstanding Questions with Notice Register - March 2025Responsible Director: Office of the Chief Executive Officer

Report

Attached for Councillors' information is a list of the outstanding questions with notice as at March 2025.

Communication/Community Engagement

This report provides the community with the status and timeframes for a response to any outstanding questions with notice from Councillors from previous meetings.

Risk implication

This register provides tracking of responses to questions with notice submitted by Councillors to ensure that all questions are responded to, therefore removing the risk of a question being missed.

Attachments

- 1 Outstanding questions with notice - March 2025 [↓](#)



Outstanding Questions with Notice Register

24/084681

No	Details	Response actions
Questions with notice from the 18 June 2024 meeting		
19.1	<p>Cr Renkema-Lang - Forecast and actual cash receipts from sale of assets - 2023-2027</p> <p>Could Council please have a report detailing actual or forecast cash flows from investing activities covering financial years 2023-2027 that identifies:</p> <ul style="list-style-type: none"> (a) public land sales (b) redemption of term deposits (c) a year-by-year breakdown (d) totals for the 5-year period. <p>This report is requested to provide transparency and improve understanding of the extent to which Council has and will continue to be reliant on the sale of assets as progress is made along the improvement journey. This is consistent with Part A of the Performance Improvement Order – Council's Financial Management, action (6) '...to break the practice of adopting a deficit budget without relying on property sales'.</p>	Response report to be provided to the April 2025 meeting.

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18 LATE ITEMS

19 QUESTIONS WITH NOTICE

19.1 Question with notice: Councillor Larkin - FOGO / Green waste services for businesses in the local government area

Councillor Stuart Larkins has submitted the following question with notice for consideration:

Question

Could council please advise of the impact of the NSW Government's "The Food and Garden Organics (FOGO) Mandates" on Council's waste services? Noting that Kiama Council already provides FOGO services to residential premises, are you able to confirm that Kiama Council by mid-2026 will need to start providing FOGO services to businesses within the local government area, including hospitality businesses?

Background

The NSW Government has mandated the separate collection of food and garden organics (FOGO) from all NSW households by 2030. While Kiama Council already provides this service to residential properties, the mandates also require the roll out of services to 'select' businesses beginning on 1 July 2026. In particular, 'select businesses' may include supermarkets and hospitality businesses. As such, this question is being asked to confirm that is the case, and whether Kiama Council is able to adjust by 2026 for such changes. The question of extending FOGO/Green waste services to businesses has been explored previously during the last term of council, and there is also a need to develop a new Kiama Waste Strategy. As such, if as part of answering the question, an update be provided on the development of a new waste strategy be provided that would be appreciated.

Chief Executive Officer response

An answer to this question will be provided at the April ordinary meeting. Council's Waste Management Officer is currently organising the Household Bulky Waste drop-off event and will be able to provide a response post-event.

19.2 Question with notice: Councillor Tatrai - Dogs off-leash in public areas

Councillor Yasmin Tatrai has submitted the following question with notice for consideration:

Question

1. What steps does KMC take to enforce laws regarding dogs off-leash in public areas?
2. What specific powers do Council Rangers possess in relation to enforcing these laws?
3. What fines are applicable for dogs off-leash outside of off leash areas?
4. What fines are applicable to dog owners who do not pick up after their dog?
5. Are Kiama Council Rangers permitted to issue on the spot fines for these violations?

Councillor information providedBackground

I have been approached by several members of the community expressing their concerns about safety while they are out walking their leashed dogs. One lady said her puppy which was on a leash was attacked by a dog that was not on a leash which has made her puppy scared of other dogs.

People say they feel very uneasy when they encounter dogs off-leash, especially when they have their own dog leashed. Additionally, there have been numerous complaints regarding the amount of dog waste along North Kiama Drive (Jones Beach) and Johnson Street in Kiama Downs.

These issues highlight the pressing need for us to take a serious look at our current enforcement measures and community safety regarding dog management. Addressing these concerns is essential for ensuring a safe and pleasant environment for all residents in our community.

Chief Executive Officer response

The NSW *Companion Animals Act 1998* is the overarching State legislative framework within which Council regulates companion animals, including dogs in public areas, within the Kiama Municipality. The following answers have been provided in direct response to questions asked by Councillor Tatrai.

- 1) *What steps does KMC take to enforce laws regarding dogs off-leash in public areas?*

Council has several designated off leash areas where dogs are allowed to be off leash but must be supervised by their owners or other responsible persons, designated under the *Companion Animals Act 1998*. These areas are:

- Bombo Beach - Located just off the Princes Highway at Bombo, between Cathedral Rocks and Pheasant Point.
- Kaleula Reserve - between Easts Beach and the Little Blowhole.

Questions with notice

19.2 Question with notice: Councillor Tatrai - Dogs off-leash in public areas (cont)

- Marsden headland - between Easts Beach and the Little Blowhole.
- Bombo Headland and dog agility park – Cliff Drive, Kiama Downs.
- Jones Beach (southern end) – North Kiama Drive, Kiama Downs.
- Minnamurra Headland – Eureka Aveue, Minnamurra.
- Werri Beach - Located approximately between Miller and Moore Street off Pacific Avenue only. The entrance to the beach is indicated by the blue coloured timber fencing at the pathway.
- Gerringong Headland – Tasman Drive, Gerringong.
- Black Head Reserve – Stafford Street, Gerroa.

Council's Compliance Officers conduct regular patrols of off leash areas and of dog prohibited areas to ensure compliance with the *Companion Animals Act 1998*. As part of these patrols, Council's Compliance Officers approach members of the public and request that dogs are placed on leads where required and they conduct regular microchip scans.

Part of the draft Dog Friendly Spaces Strategy will be to conduct an assessment of our signage to ensure consistency and clarity. Council's Compliance Team recently received an All-Terrain Vehicle (ATV) to assist in the enforcement on beaches such as Jones Beach and Bombo Beach.

2) *What specific powers do Council Rangers possess in relation to enforcing these laws?*

Council's Compliance Officers have powers and are delegated to act on these powers under the *Companion Animals Act 1998* and *Companion Animals Regulation 2018*. Owners of dogs have certain responsibilities while in a public place under the Act. While in a public place an owner must have their dog under effective control except if they are in a declared public place off leash area.

The Act has wide ranging powers, including powers to issue notices, orders and fines and powers to investigate dog attacks, issue dangerous or menacing dog declarations, powers to obtain personal details. Council's Compliance Officers utilise these powers on a case-by-case basis.

3) *What fines are applicable for dogs off-leash outside of off leash areas?*

The following fines are prescribed by Schedule 1 of the *Companion Animals Regulation 2018*:

- Owner of dog not under control in public place - \$330.
- In charge of dog not under control in public place - \$330.
- Owner of dog in prohibited public place - \$330.
- In charge of dog in prohibited public place - \$330.

Questions with notice

19.2 Question with notice: Councillor Tatrai - Dogs off-leash in public areas (cont)

4) *What fines are applicable to dog owners who do not pick up after their dog?*

While Council's Compliance Officers do their best to patrol areas and instruct members of the public to be responsible dog owners they cannot always capture these non-compliances. Our Compliance Team has a large remit of responsibility including parking, development compliance, issuing of environmental permits, investigation of illegal dumping and swimming pool barrier compliance.

The fine, as prescribed by Schedule 1 of the *Companion Animals Regulation 2018*, for not immediately removing dog faeces from public place is \$275.

5) *Are Kiama Council Rangers permitted to issue on the spot fines for these violations?*

The *Companion Animals Act 1998* and *Companion Animals Regulation 2018* enable Council's Compliance Officers to issue on the spot fines in regards to the control of dogs in public places and prohibited places.

It is worth noting that there are several other fines relating to compulsory identification and registration and fines that apply to dangerous and menacing dogs prescribed by the *Companion Animals Regulation 2018*.

19.3 Question with notice: Councillor Warren - Jamberoo Pool fees

Clr Erica Warren has submitted the following question with notice for consideration:

Question

That Council provide a detailed report of the operations of Jamberoo Pool including (but not limited to the following):

1. Staff levels
2. Expenses and operational costs relating to maintaining the pool
3. Revenue from pool fees and a breakdown of pool purchases from attendees (adult/child/adult pass/child pass)
4. Any capital works conducted over the last 5 years and funding sources
5. Projected future costs and financial sustainability.
6. Impact of the pool on the local economy and community wellbeing; and
7. Comparison with similar regional pool facilities regarding costs and operations.

Requesting that this report be made publicly available via the Council website and presented at the March Council meeting to ensure transparency and informed decision making regarding the future of the pool and the success of implementing pool fees.

Councillor information providedBackground

Jamberoo Pool is the only water activity available in Jamberoo and is a pool that was built by the Jamberoo Community and is a much-loved community asset. Facilities include: a 4-lane, 18-metre lap pool; shaded toddlers' wading pool; and an accessibility lift chair. Jamberoo pool is an outdoor facility staffed by professionally trained lifeguards.

In the past it has been a free entry facility. Recently pool fees have been introduced.

- Entry fees 2024-25 (cashless payments only):
 - \$4 adults \$2 children/student/concession
- \$10 family Multi-visit passes are available:
 - \$40 Adult (10 visits)
 - \$80 Adult (20 visits)
 - \$20 Child/Student/Concession (10 visits)
 - \$40 Child/Student/Concession (20 visits).

The pool is open from November 2024 - March 2025.

It is important to understand the success and possible issues of introducing pool fees.

Chief Executive Officer response

As the Jamberoo Pool will remain open until 31 March 2025, a full break down of the operating costs and revenue from the 2024/25 summer period will be provided to Council's Ordinary April or May 2025 meeting.

Questions with notice

19.3 Question with notice: Councillor Warren - Jamberoo Pool fees (cont)

It should be noted that comparison with similar regional pool facilities was undertaken as part of the Kiama Leisure Centre service review and as such this analysis and data is already available to Council.

Items requested at recommendations 5 and 6 would require funding and detailed work and are not included in the current year operational and delivery plan and therefore will not be able to actioned in any future report.

Item 19.3

Questions with notice

19.4 Question with notice: Councillor Warren - Jamberoo Cycleway completion

Councillor Erica Warren has submitted the following question with notice for Council's consideration:

Question

Could Kiama Municipal Council please provide us with the background information on why the Jamberoo Cycleway has not been completed, what the future plans are to complete it, including a timeline?

Additionally, it was due for completion in 2023-24 and I would like to know if the grant funds are being held somewhere and lastly, if there is anything holding us back on completion?

Councillor information provided

Background

I believe Council received \$3.3 million in grant funding under the Active Transport Fund built on the NSW Government's Future Transport 2056 vision to double the number of commuting walkers and cyclists across the region.

In 2005 Kiama Council adopted a Cycleway Plan for our Municipality which aimed to establish a network of routes to support safe, convenient and pleasant cycling for residents and visitors, both within the urban and rural areas of the study area and which make use of the proposed NSW Coastline Cycleway.

Part of this plan was to connect Jamberoo to the coast via Gainsborough Stage 1 & 2 but the community is still waiting on the completion from Browns Lane through to the townships of Jamberoo.

Chief Executive Officer response

Council staff have prepared a report to this ordinary meeting on this issue with a recommendation.

Item 19.4

19.5 Question with notice: Councillor Warren - Jamberoo Parklands Plan of Management

Councillor Erica Warren has submitted the following question with notice for consideration:

Question

Could you please provide an update on the following?

1. When is the Jamberoo Plan of Management (PoM) scheduled for updating?
2. What is the process of updating the PoM?
3. What is the timeline for updating and implementing the PoM?

Councillor information providedBackground

The Jamberoo Parklands Plan of Management was last implemented in October 2006. This is a dated document that is no longer relevant to the current community and the document needs to be updated via an open, transparent and collaborative approach with the Jamberoo Community.

While our children's playground has been updated beautifully, it only caters to a small percentage of our children. Our sporting fields are the most used in the Municipality year-round with football, cricket, winter and summer touch football, rugby league, including markets, Jamberoo Car Show and a space used for family picnics and the disabled community.

We have a great dog park in the works and some other spaces that are unused and under utilised. With the growing population, and upcoming developments, it is time our Plan of Management is updated to suit the future needs of our growing community and implemented shortly after.

Chief Executive Officer response

Council staff have been working on a priority list for reviewing all Plans of Management (PoM) and this will be reported to the April Council meeting for a recommendation to endorse the priority list. As with all work items there are not sufficient resources (human or financial) to be able to progress all PoM's at the same time.

The process to update a PoM is to consult with the community, user groups, stakeholders, aboriginal groups and other interested parties. Consultation is undertaken in a variety of ways and can include drop-in sessions, online public meeting survey and pop-up community engagement sessions.

Following consultation, the PoM is updated and presented to Council for approval for the draft PoM to be placed on public exhibition for not less than 42 days to seek submissions. If there are significant changes to the draft PoM a public hearing must be undertaken during the submission period.

Questions with notice

19.5 Question with notice: Councillor Warren - Jamberoo Parklands Plan of Management (cont)

Following receipt of the submissions Council staff review the submissions and a report is presented to Council outlining the submissions and a revised PoM based on the submissions if applicable. Council then adopts the PoM and this is made available to the public. All PoM on Council owned Community Land required to be endorsed by Council only. Only PoM on Council Managed Crown Land require to be endorsed by Crown Lands.

The timeline for updating a PoM is approximately 18 months. Implementation of the PoM depends on funds and grant opportunities available subject to the adopted action plan, capital works program and other associated plans in relation to the PoM.

Item 19.5

20 NOTICE OF MOTION

20.1 Notice of Motion: Councillor Warren - Jamberoo Village heritage display

Councillor Erica Warren has submitted the following Notice of Motion for consideration:

MOTION

That Council:

1. Acknowledge and thank the community for forming its own independent working group to support the Jamberoo Heritage Display Village Plan, which includes Mr Stuart Richards, Councillor/s, Heritage group and representatives from the Jamberoo Valley Ratepayers and Residents Association.
2. Acknowledge the community's expression of interest in volunteering and working on Council lands to help reduce any future costs, and seek a report to a future Council meeting that outlines what if any barriers, opportunities or risks exist regarding Council's insurance framework, that would either support or not allow this to occur.
3. Pending an understanding from the working group of any future proposed costs for works, that these requests be submitted by the working group for consideration during public consultation on the annual delivery plan and operational plan as part of the preparation of the 2025-26 annual budget.

Signed Councillor Erica Warren

Attachments

- 1 Jamberoo Heritage Village Display project plan [↓](#)
- 2 Letter of support for heritage display - Elders Jamberoo [↓](#)
- 3 Letter of support for heritage display - Jamberoo Red Cross [↓](#)
- 4 Letter of support for heritage display - Kiama Historical Society [↓](#)
- 5 Letter of support for heritage display - Gareth Ward MP [↓](#)

Councillor information provided

What is the purpose of the motion?

The community have been working on their concept for a project that celebrates the heritage of Jamberoo. This NoM brings this to Council's attention and notes their idea of volunteering and explains how they could lodge any proposed future costs for consideration as part of the budget process that is soon coming up.

Notice of Motion

20.1 Notice of Motion: Councillor Warren - Jamberoo Village heritage display
(cont)

The Project Scope includes the provision of the displays of interpretive signage depicting the various and interesting aspects of the early days of Jamberoo. Interpretive signage is designed to give the viewer an image with targeted descriptive narrative regarding the subject, the idea being that a person will understand what is being described without having to read a large volume of text.

The intended interpretive footpath displays would be located at various locations along Allowrie Street (3) and Reid Park (2) and would be installed so as not to impact pedestrian traffic on the footpath.

The acknowledgement of first nations people will also be a component of the Heritage Displays and would be presented with the support of the Local Illawarra Aboriginal Land Council and a local Indigenous artist.

Further to the development of the signage, provision for the mounting of each sign / image will be required. The proposed street displays will require fabrication of aluminum structures and powder coated to reduce the maintenance requirement. The standalone structures will be concreted in ground to ensure stability of the structure.

The final cost will be confirmed once the final project design is agreed upon and final quotations obtained. The estimate is based on discussions with Interpretive Designs Pty. Ltd. Kiama Council will be asked to assist with the installation of the display board.

Landowners consent may be required, and maintenance considerations will need to be explored. Insurance risks and issues also may need to be considered. Any in kind support needed from Council staff, needs to be considered as part of the future budget process and the delivery plan and operational plan. It is noted that this project does not currently have resources dedicated to it and could not occur until more information is received and would need full council consideration as part of the 2025/26 budget and delivery / operational plan.

Background to the motion

Rural villages are an integral aspect of Australian society, providing essential hubs for surrounding agricultural activities as well as life-style opportunities for residents who choose to live outside large urban environments. Many of the best-loved rural villages in Australia have crafted public displays in their main streets and parks, celebrating their distinctive village heritage. These displays serve to inform local generations of residents about their own cultural and social history, as well as providing a focus of interest for travellers and tourists.

Jamberoo, one of the most important rural villages in the Kiama LGA, has only two interpretative historical displays. One of these displays is quite dilapidated and difficult to make out, and the other presents information specific to the local IGA. There is potential for much more to be done to celebrate Jamberoo's rich and important history and to enhance the quality of the village.

At the time there were local Indigenous groups who were nomadic in the Jamberoo and Kiama areas and who hunted and fished in and around the Minnamurra River and further north to Lake Illawarra (Eloura).

Following the take up of land grants in the early 1800's, the abundance of red cedar was one of the main attractions to the first white settlers of the area. By the mid 1860's,

Notice of Motion

20.1 Notice of Motion: Councillor Warren - Jamberoo Village heritage display
(cont)

cedar supply diminished and was replaced by hardwood logging, dairying and accompanying piggeries which became the main industry.

Among crops trialed in the area were sugar cane, sorghum, wine grapes, hops, wheat and vegetables. There was an ice factory, a sandstone quarry (used for the kerb side in Allowrie Street and local buildings), brick kilns (Curramore) and two coal mines (Stockyard Mountain and north of Upper Minnamurra Falls). Opposite Barren Grounds, a box factory supplied munitions' boxes during WWI. The population in 1900 was 2,000, in 1971 equaled 326 and now approximately 1,600 people populate Jamberoo village enjoying the relaxed country lifestyle.

Jamberoo is a popular destination and a stop for travelers to and from Kiama and the South Coast of NSW. Currently in Jamberoo, there is a serious lack of local heritage on display in the village and this Heritage Project Plan seeks to lay out the method by which displays of the history and heritage of Jamberoo, through a series of images and interpretive signs spread throughout the village, will provide great insight into the past for all who visit Jamberoo and for which local residents can be proud of.

Source of funding

The community at this stage think that the project cost estimate of \$17,500 is achievable and they are hoping to lodge a grant funding application with an Expression of Interest submitted to Federal MP for Gilmore Fiona Phillips.

Any in kind support needed from Council staff, needs to be considered as part of the future budget process and the delivery plan and operational plan. It is noted that this project does not currently have resources dedicated to it and could not occur until more information is received and would need full council consideration as part of the 2025/26 budget and delivery / operational plan.

At this stage this concept does not require Council funding and the community working group can be encouraged to submit their needs to the upcoming budget when it is on consultation.

Chief Executive Officer response

It is encouraging to hear the passion of the Jamberoo community, particularly Mr Stuart Richards, regarding the heritage values of the Jamberoo Village and broader Jamberoo Valley. Council thanks Mr Richards for his past and ongoing assistance in Council's Jamberoo Heritage Review project.

It is great to see the community establishing its own independent working group. It is worth noting that this project is not in the current Delivery Program and Operational Plan or 2024-25 budget.

Any in kind support needed from Council staff, needs to be considered as part of the future budget process and the delivery plan and operational plan. It is noted that this project does not currently have resources dedicated to it and could not occur until more information is received and would need full council consideration as part of the 2025/26 budget and delivery / operational plan.

The ongoing maintenance of these heritage displays also needs to be considered as part of any forward budget estimate. Council staff will explore what insurance barriers,

Notice of Motion

20.1 Notice of Motion: Councillor Warren - Jamberoo Village heritage display
(cont)

opportunities or risks exist in a future report. Consideration for any land owners consent will also be worked through.

It would be worth ensuring that any working group engage with the Kiama Local Traffic Committee to ensure the safety of any pedestrian or members of the public enjoying these displays within the public realm. Dependent on size and design, approvals under the NSW *Environmental Planning & Assessment Act 1979* may also be required.

Council commends the community for celebrating its heritage and working on such initiatives.

Item 20.1

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PROJECT PLAN



Prepared By: Stuart Richards
March 2025

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

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Item 20.1

Attachment 1

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

Project Preamble

Rural villages are an integral aspect of Australian society, providing essential hubs for surrounding agricultural activities as well as life-style opportunities for residents who choose to live outside large urban environments. Many of the best-loved rural villages in Australia have crafted public displays in their main streets and parks, celebrating their distinctive village heritage. These displays serve to inform local generations of residents about their own cultural and social history, as well as providing a focus of interest for travellers and tourists.

Jamberoo, one of the most important rural villages in the Kiama LGA, has only two interpretative historical displays. One of these displays is quite dilapidated and difficult to make out, and the other presents information specific to the local IGA. There is potential for much more to be done to celebrate Jamberoo's rich and important history and to enhance the quality of the village.

At the time there were local Indigenous groups who were nomadic in the Jamberoo and Kiama areas and who hunted and fished in and around the Minnamurra River and further north to Lake Illawarra (Eloura)

Following the take up of land grants in the early 1800's, the abundance of red cedar was one of the main attractions to the first white settlers of the area. By the mid 1860's, cedar supply diminished and was replaced by hardwood logging, dairying and accompanying piggeries which became the main industry.

Among crops trialed in the area were sugar cane, sorghum, wine grapes, hops, wheat and vegetables. There was an ice factory, a sandstone quarry (used for the kerb side in Allowrie Street and local buildings), brick kilns (Curramore) & two coal mines (Stockyard Mountain and north of Upper Minnamurra Falls). Opposite Barren Grounds, a box factory supplied munitions' boxes during WWI. The population in 1900 was 2,000, in 1971 equaled 326 and now approximately 1600 people populate Jamberoo village enjoying the relaxed country lifestyle.

Jamberoo is a popular destination and a stop for travelers to and from Kiama and the South Coast of N.S.W. Currently in Jamberoo, there is a serious lack of local heritage on display in the village and this Heritage Project Plan seeks to lay out the method by which displays of the history and heritage of Jamberoo, through a series of images and interpretive signs spread throughout the village, will provide great insight into the past for all who visit Jamberoo and for which local residents can be proud of.

Project Scope

The Project Scope includes the provision of the displays of interpretive signage depicting the various and interesting aspects of the early days of Jamberoo. Interpretive signage is designed to give the viewer an image with targeted descriptive narrative regarding the subject, the idea being that a person will understand what is being described without having to read a large volume of text.

The intended interpretive footpath displays would be located at various locations along Allowrie Street (3) and Reid Park (2) and would be installed so as not to impact pedestrian traffic on the footpath.

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

The acknowledgement of first nations people will also be a component of the Heritage Displays and would be presented with the support of the Local Illawarra Aboriginal Land Council and a local Indigenous artist.

Further to the development of the signage, provision for the mounting of each sign / image will be required. The proposed street displays will require fabrication of aluminum structures and powder coated to reduce the maintenance requirement. The standalone structures will be concreted in ground to ensure stability of the structure. A similar design for the display structures can be seen on Attachment A.

Project Funding

It is proposed to seek grant funding to meet project costs as various grants become available. There are numerous ways to apply for funding and current potential options are as follows:

- Funding opportunities through Federal MP Fiona Phillips
- Request to Kiama Municipal Council for a minor in-kind donation regarding the installation of the displays.
- Grant Connect Funding Opportunities

Funding will need to be sourced and secured before any of the Interpretive Displays can be designed. The display designers will provide two or three draft designs for each display, and one will be selected from these draft displays for each location.

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

Item 20.1

Attachment 1

JAMBEROO'S CURRENT HERITAGE DISPLAY



Above is the only street display in the village with reference to Jamberoo's Heritage. The sign is deteriorating and does not present well. There is currently historic signage attached to the Fredericks General Store (IGA) in Allowrie Street and is a timeline of the history of the store itself since the 1920's.

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

Scope of Works

1. Design, manufacture & delivery of Interpretive Display stands
2. Installation of Interpretive Display stands

It is proposed that the manufacture of the display stands will be made from aluminium section and be powder coated with an agreed colour. Powder coating of the structures will eliminate the need for ongoing maintenance.

Cost Estimate

The project cost estimate would be approximately \$17,500.

The final cost will be confirmed once the final project design is agreed upon and final quotations obtained. The estimate is based on discussions with Interpretive Designs Pty. Ltd. Kiama Council will be asked to assist with the installation of the display board.

Funding management will need to be undertaken by a registered entity. It is in the best interests of the project to ensure open and transparent funds management, including financial reporting. The Jamberoo Valley Ratepayers and Residents Association Inc. has agreed to the funds management for this project and will be managed by the JVRRA Committee Treasurer. There will be no cost to the JVRRA as it will be reliant on incoming and outgoing funds management only.

Infrastructure Installation

Assistance with the installation of the footpath stands will be sought from Kiama Council. As these displays are proposed to be located on Council owned property, Kiama Council will need to approve the installation. Each display will require two holes to be dug and the displays installed and backfilled with quick set concrete. A simple installation.

Project Support

To ensure the displays meet Council requirements, approvals and assistance will be required for various components of the Project from the following organisations:

- Kiama Council – Approval of the Heritage Display project

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

- Illawarra Aboriginal Land Council - Acknowledgement of the presence of local tribes
- Kiama Historical Society. – Research & assistance with existing documented historical Information on Jamberoo.

This proposed project has received strong support from the local community who have provided letters of support for funding applications.

Project Schedule

Once the final design is completed and approved by Kiama Council, applications for funding will be progressed. After funding is gained it is proposed that the procurement, fabrication and installation would take approximately eight months to complete, and this is based on the availability of project stakeholders to finalise their portion of the work required to ensure the displays are ready for installation to complete the project. The Project will be reported monthly to the Jamberoo Valley Ratepayers and Residents Association. The project would be required to be completed within the terms of the grant funding agreement.

Project Risk

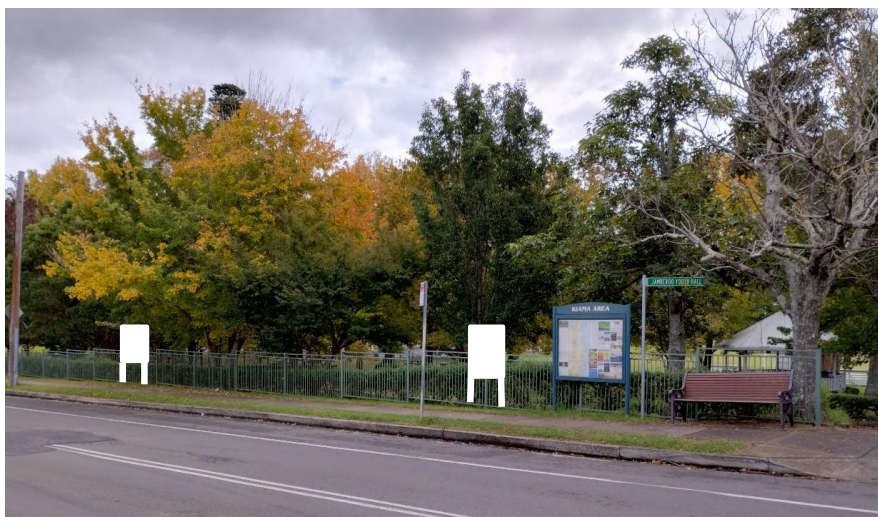
As in any project there may be project risks. In the case of this project there are limited risks and assessment of the overall project requirements will identify any risks in this project. Risks such as budget overrun are always identified in most projects. However, it would be limited in this project as the proposed works are minor and fixed price costing for supply of the displays.

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

DISPLAY LOCATIONS

Allowrie Street

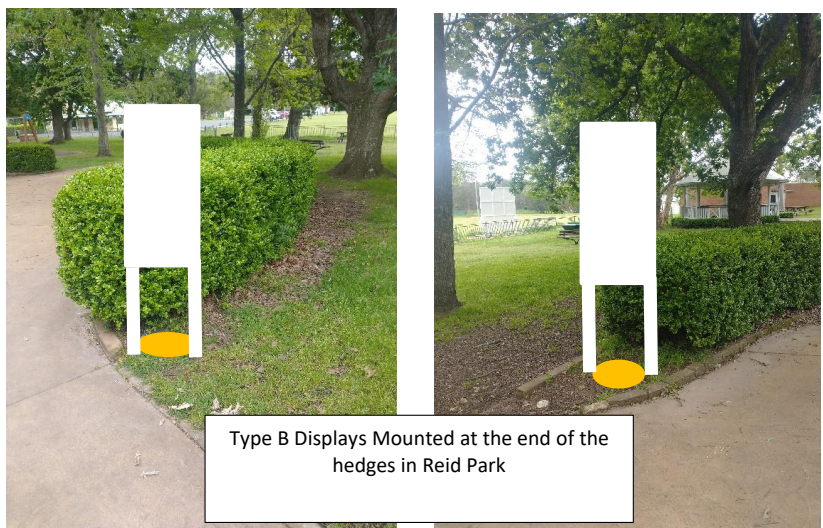
The proposed displays in Allowrie Street would consist of 3 Type A Panels located between the IGA store and the corner of Churchill St. and Allowrie Street. (see below). The benefits of having the panel centrally located make it visible to all in the central village area and discourage any type of vandalism. The footpath is wide enough to provide viewing space without disrupting pedestrian traffic. The footpath is 2.4m wide at that location. The depth of the display panel would be no greater than 100mm and be placed in close proximity to the fence of the RSL Hall.



JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

Reid Park

Two additional display boards are proposed for the display of Jamberoo’s Heritage. Two are proposed to be in Reid Park at the end of the hedge in the central circular pathway junction and at the end of the hedge when entering Reid Park via the entrance next to the RSL Hall. The benefit of this location is the display would not impede foot traffic in any way. Negatives being that it is a little out of the way, however Jamberoo does not appear to be a victim of graffiti type vandalism.



Display Design

It is proposed to use the services of Interpretive Design Company for the development of the signage who has extensive experience in providing Interpretive and Way sign signage, for NSW Government agencies such as National Parks and Wildlife Services, Office of Environment & Heritage and Public Works. Their heritage expertise includes researching stories, writing content and planning.

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

DISPLAYS AND MONUMENT DETAILS

Location #	Description	Mounting Location	Interpretive Display Type	Size	Contents
1	Allowrie Street Display Boards	Allowrie Street between the IGA Store and the roundabout	3 x Type A	3 x 45cm x 1000cm	3 of images and narrative of Early days of Jamberoo including buildings, businesses, industry, Sites etc.
2	Reid Park	Reid Park Adjacent to the hedge in the centre and along the path at the end of the hedge.	2 x Type A	2 x 45cm x 1000cm	Images & Narrative Streetscapes and Indigenous Heritage

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

HISTORIC REFERENCES FOR THE JAMBEROO HERITAGE DISPLAY IN THE VILLAGE

- A Prelude to the History of Jamberoo – 100 Year Celebration of the Jamberoo public School
- Illawarra and South Coast Aborigines 1770 -1850 Compiled by Michael Organ
- The Aborigines of Jamberoo – 1869 (Described by Kiama Engineer, Coal Geologist, Millwright and Surveyor – John Taylor)
- Snippets of History – Dorothy O’Keefe
- Gone But Not Forgotten – Dorothy O’Keefe
- Jamberoo a Happy Valley 1878 – 1978 (A Souvenir of Jamberoo and the Centenary of Jamberoo Public School)
- Kiama Library
- Noel Butlin Archives – Australian National University
- National Library of Australia – Bayley Collection
- State Library of NSW
- Mitchell Library NSW
- NSW State Archives
- National Australia Archives - NAA
- Garden of New South Wales – Arthur Cousins
- The Waratahs – South Coast Recruiting March 1915 by Alan Clarke
- A History of the Jamberoo Red Cross Branch – Dorothy O’Keefe
- Blue Haven – History of Kiama Municipality NSW
- Reflections of Kiama – Michelle Davidson
- Royal Australian Historical Society – Illawarra: A Century of History – 1788 – 1888
- History of the Illawarra and it’s Pioneers – Frank McCaffery

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

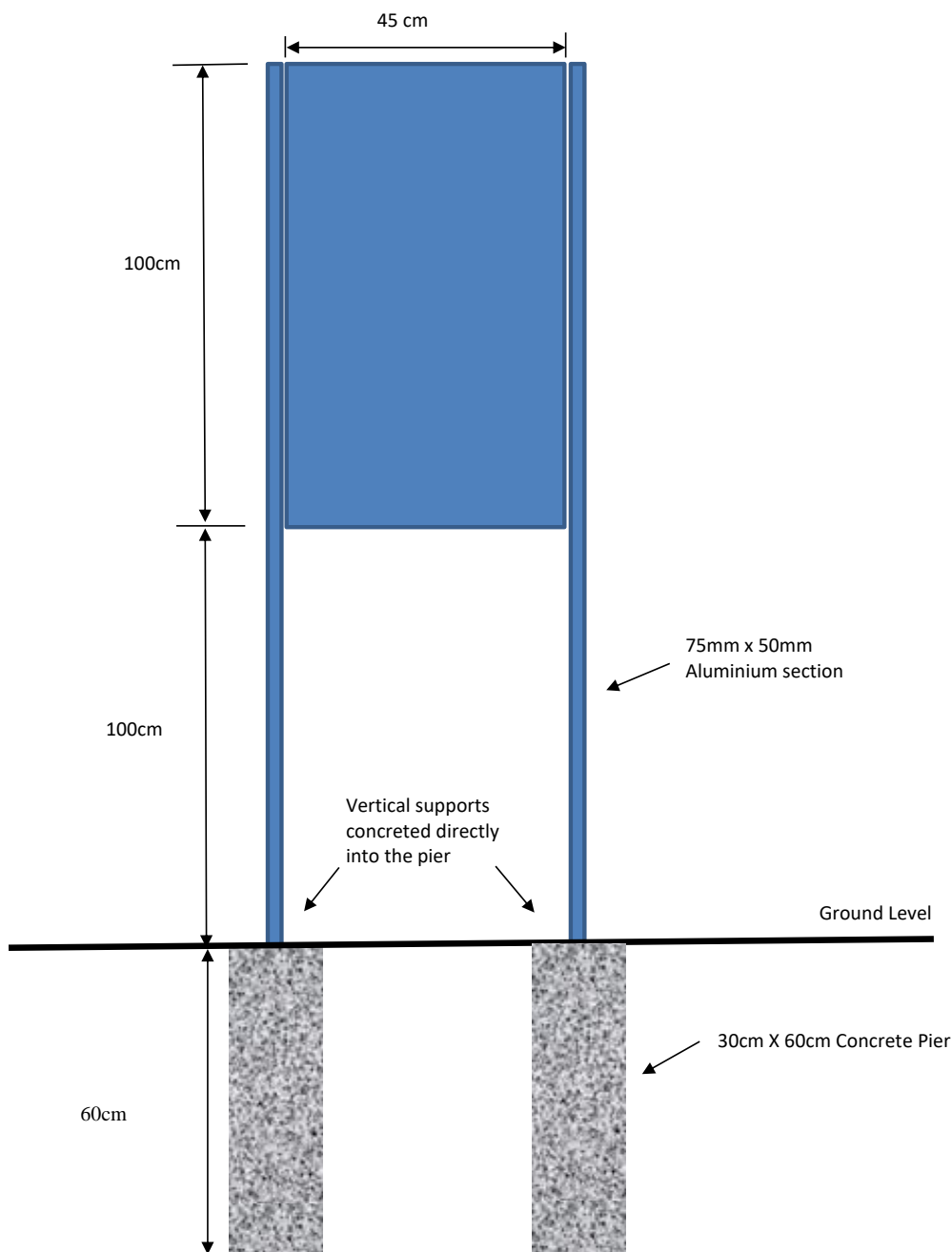
Interpretive Display Structure



Sample -Typical style Interpretive display monument.
The display and frame are to be supplied by Interpretive Design Company Pty. Ltd.

JAMBEROO HERITAGE DISPLAY IN THE VILLAGE PLAN

TYPICAL INTERPRETIVE DISPLAY STRUCTURE





Real Estate

21st October 2022

Elders Real Estate Jamberoo
20 Allowrie Street, Jamberoo NSW 2533
p | 02 4236 0891 | 0402 101 343
e | info@eldersjamberoo.com.au
eldersjamberoo.com.au

Stuart Richards
Jamberoo Heritage Project Co Ordinator

Dear Stuart

Thank you for including Elders Real Estate Jamberoo in your project, for support.

We are very excited about the prospect of seeing our history in the village being visualised in display stands in prominent places for our residents and visitors.

Interpretive signage, wonderful photos of times past and the local Aboriginal story will only enhance some of the already acknowledged but not identified buildings such as the Old Council Chambers, Police Station and stables and some very prominent Churches, which are still in operation and their accompanying cemeteries.

I believe our village will benefit enormously from the identification of these areas of interest and our visitors will find very interesting that life here in Jamberoo has benefited from a strong heritage history.

The Grant Funding available will certainly make this project come to life which will in turn offer the village a special place on the map for residents, visitors and tourists alike.

I fully support your excellent initiative and look forward to you being granted funding to bring it all to fruition.

Kindest regards

Vivienne Marris
Principal/Owner
Elders Real Estate Jamberoo
0402 101 343



Stuart Richards [REDACTED]

Jamberoo Heritage Project

1 message

Dianne Lee [REDACTED]

Sat, Oct 29, 2022 at 4:34 PM

To: [REDACTED]

Cc: Barb Adams [REDACTED]

Jamberoo Heritage Project Sub-Committee
Jamberoo Valley Ratepayer & Residents Assn. Inc.
P O Box 146
Jamberoo 2533

Dear Committee Members,

Jamberoo Red Cross Branch would like to add their support to this most worthy Heritage Display Project.

The rich heritage of our unique village and its surrounds is one we are very proud of and the installation of such Heritage Information Boards would only serve to share our proud history with those visiting the town and to remind those of us who are fortunate enough to call Jamberoo home, what a unique place we are privileged to call home.

Sincerely yours,
Barbara Adams,
President,
Jamberoo Red Cross Branch

Item 20.1

Attachment 3

Kiama & District Historical Society Incorporated
PO Box 79 Kiama NSW 2533



Phone: 02 42 321001

2nd November 2022

NSW Government Office of Responsible Gambling, Hospitality & Racing.
Community Development Fund Round. (8th November 2022)

**Jamberoo Heritage Project –
Jamberoo Valley Ratepayers & Residents Ass. Inc. Sub-committee.**

To Whom it May Concern.

The Kiama & District Historical Society are very proud and pleased to offer our support for this Jamberoo Community Project.

We have been aware and informed of this project since the beginning by Stuart Richards.

We have met a number of times to discuss the project and offer any supporting information.

We recently also worked with the Residents and Ratepayers Group on the Jamberoo Heritage Review. Which is currently going through the Consultant phase for Kiama Municipal Council. Together we produced all the information to be reviewed and unlisted new items to be considered.

This Jamberoo Heritage Project has been extensively and thoroughly planned in its execution of the structures involved, the costing, as well as the information to be presented. This project is an absolute credit to Stuart Richards and the Ratepayers and Residents sub-committee, who have worked so hard to get to this point.

This will be an excellent project to promote the History and Heritage of the Jamberoo Township, for both the local community and tourists alike.

The Residents and Ratepayers Group, with Stuart Richards, at the helm should be very proud of all the work that has been put into this project to reach this stage and hopefully to receive funding to complete this project.

We wish them well.

Yours truly,

Sue Eggins
President



28 October 2022

Ref: GW59465

Mr Gareth Ward BA, BCom, LLB, LLM, GradDipLegPrac, PHF MP
Independent Member for Kiama
102 Terralong Street
KIAMA NSW 2533

**LETTER OF SUPPORT – STUART RICHARDS –
JAMBEROO HERITAGE – DISLAY IN JAMBEROO VILLAGE**

To whom it may concern,

I write this letter in support of Mr Stuart Richards and his application for Heritage NSW funding.

It is clear there is an important heritage story to be told in Jamberoo and I am pleased to support Mr Richards as he seeks to bring to light the rich heritage of Jamberoo in collaboration with a broad range of stakeholders including the Illawarra Aboriginal Land Council, Kiama Municipal Council, and other community groups.

Noting the application's guidelines, this project will actively engage a broad range of people and is inclusive of people of all ages, people from culturally and linguistically diverse backgrounds, and people who come from different geographical locations. The project will augment an already popular village through the communication, teaching and preservation of Jamberoo heritage.

Mr Richards has provided me his project plan and I commend the in-depth planning and consultation he has undertaken before applying for funding.

The project will go a long way to engaging and stimulating the local economy, hit like so many of late with flooding and isolation. It is pleasing to see passionate and community-minded individuals like Mr Richards take such initiative.





I strongly commend this request for funding to you and hope that you can find a way to support this worthy cause to promote, teach and preserve Jamberoo heritage.

Once again, thank you for taking the time to consider Mr Richards' application. If I can be of further assistance I would be delighted to help in any way I can.

Kind regards,

A handwritten signature in blue ink that reads 'Gareth Ward'.

GARETH WARD MP
Independent Member for Kiama

(02) 4232 1082 (02) 4232 3577 Kiama Electorate Office: 102 Terralong Street, Kiama NSW 2533 [garethjward](#)

Email: kiama@parliament.nsw.gov.au Website: www.garethwardmp.com.au [facebook.com/garethjward](https://www.facebook.com/garethjward)

A QR code located in the bottom right corner of the footer area.

20.2 Notice of Motion: Councillor Tatrai - Request for disabled parking outside MedClinic Kiama

Councillor Yasmin Tatrai has submitted the following Notice of Motion for consideration:

MOTION

That Council:

1. Designate an accessible car parking space outside of MedClinic, located at 10/65 Manning Street Kiama
2. Refer proposed costs to the forward estimate budget register for consideration as part of the preparation of the 2025-26 annual budget and operations.

Signed Councillor Yasmin Tatrai

Councillor information providedPurpose of the motion

To ensure that individuals with disabilities in our community have convenient and accessible parking when visiting MedClinic, facilitating easier access to necessary medical services.

Background

On 18 February 2025, I raised a question on notice regarding parking issues based on a petition submitted by Dr Linda Moore of MedClinic. The clinic provides essential healthcare services, and it is crucial that patients with disabilities have direct access to parking.

During the Council meeting, community member Heather Argerakis highlighted the compelling challenges faced by individuals with disabilities who need to visit the clinic, particularly due to the lack of designated parking. While the traffic committee found that the changes would be "too costly," I believe that prioritising the needs of our community members with disabilities is essential.

Therefore, I propose that we take immediate action to designate a disabled parking space outside of MedClinic to support those who rely on its services.

Source of funding:

Given this project is expected to incur minimal costs, utilising the operational budget would be an efficient way to address this important community need without impacting larger financial commitments.

Notice of Motion

20.2 Notice of Motion: Councillor Tatrai - Request for disabled parking outside MedClinic Kiama (cont)

Chief Executive Officer response

This issue was discussed in General Business at the Kiama Local Traffic Committee meeting on 4 March 2025. It was an informal item as there was not enough information presented to allow a vote. The discussion centered around the ability to meet standards in this location and existing accessible parking in the area.

There are currently three (3) accessible public street parking spaces within 100 metres of this facility in compliance with Australian Standard 2890.5.2020 Part 5.

MedClinic is located within a mixed-use development which provides accessible parking spaces within the property, in accordance with development standards. The medical facility has previously been suggested to investigate the current situation within the development and access arrangements in accordance with their lease.

There will be considerable costs associated with this project including survey, design, compliance and construction costs including new signage, line marking, concrete gutter and pram ramps.

At this location there is angle street parking with 5.4% side slope making the installation of accessible parking difficult to meet compliance with Australian Standards. To meet standards an accessible parking space must have cross fall of less than 2.5%. If compliance is unable to be met it is unlikely that the Traffic Committee will support such a project.

The matter will still need to go before the traffic committee for consideration and financial considerations will need to be looked at as part of the budget.

Item 20.2

20.3 Notice of Motion: Councillor Lawton - State of the assets (management of and reporting)

Councillor Melinda Lawton has submitted the following Notice of Motion for consideration:

MOTION

That Council:

1. Prepare an asset management policy that sets the direction for managing assets, outlining goals, service levels, classes, principles and risk management approaches.
2. Given the critical nature of the asset management internal audit, seek a six-monthly update to the Audit, Risk and Improvement Committee on the delivery of actions and ensure that the Annual Report includes a section called "State of the Assets" which shares this information the broader community.
3. Provide a further report to a future meeting of Council that explains the project management framework and governance procedures for managing construction projects within the organisation and outlines how Council's role as the project lead and convenor of any steering committee associated with all significant construction projects for all Council assets will be protected.
4. Include as part of the forward budget estimates register an outline of the resources and costs associated with this for consideration as part of the preparation of the 2025-26 annual budget process

Signed Councillor Melinda Lawton

Councillor information providedWhat is the purpose of the motion?

The purpose of this Notice of Motion is to follow up on the learnings gleaned from the internal audit on asset management and community facility construction projects that the previous Council commissioned late in 2024. Following the significant learnings from the Gerringong Surf Life Saving Club, AFL Bonaira and Gerry Emery Oval facility upgrades projects the organisation has an opportunity to improve project management, asset management policy and strategy and to better inform the community of Council's expectation and service standards.

Background of the motion

Over the past few years several community facility projects have experienced cost over runs and required emergency Council funding. Likewise, Council is also aware of groups and lease holders who had grown frustrated with Council's slow approach to asset management and maintenance and lack of funds for renewal, so groups had taken matters into their own hands and either applied for grants or been gifted monies from other levels of government (elections). Groups would then return to Council to seek "landowners consent" and would forge ahead with rebuild of rooves, changes

Notice of Motion

20.3 Notice of Motion: Councillor Lawton - State of the assets (management of and reporting) (cont)

room facilities or whole community facilities. In every case this meant that the whilst the works were needed and funding welcomed, Council experienced the following challenges:

- the Council's capital budget did not plan or allocate funds,
- the asset was not planned or designed by Council,
- the projects were not managed by Council,
- Council staff had little to no involvement in delivery, design, or asset planning for the facility,
- Ongoing maintenance and asset whole of life cycle planning was omitted.

This situation caused several other clubs who are waiting for master plans and a more coordinated approach to asset renewal and planning to become agitated and to feel that the current system was not fair.

Councillors heard much of this issue during this election and the recent build of the Gerringong Surf Club brought this issue into sharp focus for the whole community. It also bears stating that this is not a new or isolated issue in local government, many sporting groups or surf clubs in the LGA (and other areas) have gone through this exact experience many times over.

Council recently unanimously resolved to congratulate the surf club and greatly values the excellent work the club does and resolved a number of items to ensure operations can resume.

That aside - this Notice of Motion takes a more holistic view and critically analyses without fear or favour, some of the broader underlying issues about asset management such as:

- how do issues like this arise,
- how can they be improved and
- how does Council change its policies, strategies, and service delivery
- what guidance and support do tenants and lease holders need from Council so that a level playing field is created for all
- what resources does Council need to address this issue
- what risks this presents to the business, and therefore the whole community exposed to from this issue and
- how can this situation be better managed.

I thank the previous Council for recognizing this issue during the build of the Gerringong Surf Club and for commissioning an internal audit of asset management in April 2024 and providing the results to the Audit, Risk and Improvement Committee (ARIC). It is the key findings of this audit that this Notice of Motions seeks to move forward as a strategic matter that requires consideration for budget allocation during the development of the annual budget and delivery plan and program.

Notice of Motion

20.3 Notice of Motion: Councillor Lawton - State of the assets (management of and reporting) (cont)

I believe this work is critical to progress and get right, as the organisation embarks on catalyst sites and business cases for the development of key strategic sites such as the consolidated depots sites.

NOTE: The internal audit on Asset Management went to the 23 October 2024 ARIC meeting and these minutes were received at the 20 November 2024 ordinary Council meeting.

Source of funding

It is evident that the organisation lacks dedicated and sufficient resources (both human and financial) for asset management. This issue needs to be considered as part of the annual preparation for 2025-26 as a lack of resources will continue to give rise to constant risk exposure in this area. It should be referred to the forward estimates register for staff to consider resources required, particularly as the organisational structure is reviewed and worked on.

Chief Executive Officer response

The CEO has supported the development and submission of this notice of motion. The notice of motion is both timely and necessary, particularly when reflecting on the recent experience of the Gerringong Surf Club rebuild, as there is an opportunity to bring forward several aspects of the internal audit recently completed into this subject and to improve the governance and policies of the organisation.

It is evident from the internal audit completed and from the Performance Improvement Order itself that the organization lacks sufficient project management resources and requires improved governance concerning asset management. The administration have been working hard on this issue (and many others) to ensure improvement and the following work has been undertaken since April 2024:

- creation of the project management unit office and dedication of resourcing to this team,
- asset revaluations and assessments for financial statements (three financial years worth)
- thorough review of several asset classes completed in partnership with Public Works,
- Advertising on three separate occasions for project management staff, on all occasions not suitable candidates were found or applied,
- Rethink of approach and several regional ISJO level conversations about shared resourcing and information exchange on project management,
- Retaining and upskilling internal staff member through temporary secondment to project management,
- Preparation of project management templates and policy, alongside internal training and full integration with tech1,
- The draft organization structure and workforce plan identifies significant resource requirement needs for project management,

Notice of Motion

20.3 Notice of Motion: Councillor Lawton - State of the assets (management of and reporting) (cont)

-
- Implementation of audit actions within available and existing resources wherever possible.

It is wholeheartedly agreed that a new policy is required. To this end staff meet recently with Public Works to commission the development of this policy document to help govern organizational and Elected representatives' efforts. Having a clear policy will make the approach consistent and easy to understand for the community and for any tenants of Council facilities to help manage expectations.

It is important to note that many Local Government experience this same kind of issue, particularly with sporting and community assets. Volunteer efforts and fund raising may have historically helped contribute to the costs of the development, and where council involvement, project management or oversight may have varied.

Policy and good governance will help set ground rules to address challenges that may be experienced when some of the following occurs:

- direct funding to the clubs / groups is provided to sporting or community organization versus being provided and managed by Council,
- whether private certification versus Council certification is to be used for build on council owned assets,
- Council's involvement and leadership of construction / capital steering committees for club / facility major projects
- Council signoff on club designs / concept designs for major projects and facility upgrades or rebuilds
- Shared use versus single use needs in multipurpose community or sporting facilities assets,
- Insufficient restricted reserves for replacement and renewal of assets, and lack of dedicated operational or maintenance related funds.

The previous Council resolved to explore through an internal audit the challenges and learnings arising from three significant community / sporting asset projects which were located on Council land. These learnings were documented in an audit that was reported through to ARIC and onwards to Council. To address the learnings and action items of the audit, resourcing is required and dedicated human and financial resources will need to be found to drive forward the policy, and procedural change that needs to occur. This NoM helps to pursue that work and will prioritize its completion and consideration as part of the next annual operational and delivery plan and budget cycle.

There is no question that the community benefits greatly from improved public assets, but the process for planning, designing and delivering them needs to be consistent, equitable and collegiate. Good policy, clear leases and a resourced organization will help ensure this occurs.

20.4 Notice of Motion: Councillor Larkins - Progress on Companion Animal Management Plan and cat management strategy

Councillor Stuart Larkins has submitted the following Notice of Motion for consideration:

MOTION

That Council:

1. Re-affirms its commitment to previous Council resolution 22/045OC - Companion Animal Management Plan and thanks Council staff for the work already undertaken to progress this resolution.
2. As part of progressing resolution 22/045OC, prioritise establishing a cat management strategy and consider its inclusion in the 2025-26 Delivery Program and Operational Plan.
3. Consider as part of any future strategy, the need to desex cats, including kittens, prior to rehoming of animals and also whether household limits are required on the number of cats allowable in residential homes, similar to Shellharbour City Council's "Keeping of Animals in Residential Areas Policy".

Signed Councillor Stuart Larkins

Councillor information providedWhat is the purpose of the motion?

It is in keeping with current Council policy but also ensuring that cat management becomes a priority for ongoing companion animal plans in our local government area.

Background to the motion

This motion is designed to re-affirm a resolution by the previous term of council about establishing good animal management practices, both within council and our wider community. It is also designed to ensure that cat management becomes a focus of council for the coming years.

As the councillor who moved the motion - 22/045OC - Companion Animal Management Plan in April 2022, I am very pleased to see the significant progress and work undertaken by council since that time. Council is almost about to finalise the Dog Friendly Spaces Strategy and has worked hard on establishing a fenced-off leash dog space for our community. I am also happy to see Council providing information and resources to our community on best animal management and providing data to councillors on animal ownership and incidents that occur in our area.

We know that there are roughly 9,000 registered dogs and more than 3,000 registered cats in our LGA. As part of progressing companion animal management strategies

Notice of Motion

20.4 Notice of Motion: Councillor Larkins - Progress on Companion Animal Management Plan and cat management strategy (cont)

and initiatives in our area, I would like to see council create a cat management strategy.

Recently, Council rangers rehomed a cat and kittens that were under Council's control. I was a little surprised to see, that council was not desexing the kittens prior to seeking homes for them. While I understand that Council did seek a condition that the kittens be desexed as part of providing them to the new owners, I understand that many other councils, including Shoalhaven City Council, desex kittens prior to homing them.

I am also seeking a future discussion and consideration about whether or not Kiama Municipal Council could seek to control or limit the number of cats per residential household. A number of local government areas in Australia and NSW have policies in place regarding the number of cats within each residential property. Our closest neighboring council, Shellharbour City Council, has an established policy on the number of allowable animals within residential properties including for cats. The main purpose, at least for considering it, is based on the needs to mitigate feral cats which are subject to NSW and Australian Government management plans. Kiama council playing its part is important.

Previous council resolution that was supported unanimously

22/0450C

Resolved that Council:

1. 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.
2. include in the Plan:
 - a. A Dog Friendly Spaces Strategy.
 - b. Identifying potential future dog friendly spaces, including potential options for fenced dog spaces in the Kiama Local Government Area.
 - c. An outline of how Council responds and actions incidents of companion animal aggression and attacks.
 - d. Identify potential Council initiatives to encourage the desexing, registration, microchipping and behavioural management of companion animals.
 - 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.
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.

Notice of Motion

20.4 Notice of Motion: Councillor Larkins - Progress on Companion Animal Management Plan and cat management strategy (cont)

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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)

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

Against: Nil

Source of funding

Consideration for inclusion in 2025-26 Delivery and Operational Plans.

Chief Executive Officer response

Update on Dog Friendly Spaces Strategy

Council received a great response to the Dog Friendly Spaces Strategy and the Environment and Compliance team are compiling and considering all the responses and expect to present the final Strategy to Council at its Ordinary May 2025 meeting.

During the consultation phase of the Dog Friendly Spaces Strategy a clear response from our community was that there was a need for a fenced dog off-leash area which is now being developed in the Jamberoo township. Council's Engineering team is conducting a scope of works for the site and the works are expected to commence in May 2025.

Limiting number of companion animals in residential areas

Unlike dogs, the *Companion Animals Act 1998 (the Act)* does not outline that it is an offence for cats to roam in public places and onto private property in NSW. There is no law prohibiting cats from roaming and therefore are not required to be accepted into council impound facilities unless lawfully seized under the Act.

A specific Cat Management Strategy is therefore not recommended as there are no laws supporting the compliance or regulation of any outcomes that may result from the strategy. Resourcing compliance activities for cats would need to be considered as Council has limited number of compliance staff and finances related to this business area.

Implementing a restriction on numbers for cats on a residential property will be difficult to regulate as there is no legislation supporting this policy. However, Council's Environment and Compliance Team deal with such complaint on a case-by-case basis taking into consideration risk to public health, environment and other animals. To date complaints relating to the number of cats a household can house have not been raised. It would also be a matter that would involve other agencies such as the RSPCA. Nuisance complaints relating to keeping animals have not escalated in recent times as they have in Shellharbour Council however as residential density increases this may change.

Not having a policy does not preclude the use of current legislation such as the Local Government Act, State Environmental Planning Policies, the Environmental Planning and Assessment Act, the Protection of the Environment Operations Act, and the

Notice of Motion

20.4 Notice of Motion: Councillor Larkins - Progress on Companion Animal Management Plan and cat management strategy (cont)

Companion Animals Act. This legislation provides the legal structure for any compliance action that can be undertaken.

Council's impound facility very rarely houses any cats and prior to our most recent case it had been over 5 years where a cat had been surrendered to our facilities.

Update on recent rehoming exercise

As outlined in the background of the notice of motion, a pregnant cat was recently surrendered to our facilities. The cat was cared for during her pregnancy by Council's Compliance Officers, with temporary enclosures installed.

Following the birth of the kittens, Council's Compliance Officers consulted with a veterinarian who advised that the kittens were too young to be desexed.

Given Council resources and budget are limited it was decided to offer the kittens for free on the condition that the kittens are desexed when they came of age.

The impounding facility has kept records of the new owners. The owners are not legally required to desex the kittens until they turn 4 months of age. Should the new owners choose to keep the cats in an entire state they would need to pay the lifetime registration fee plus an additional annual permit fee.

The mother cat that was pregnant at the time of being impounded and was desexed by Council seven weeks after giving birth to the kittens and has also along with one of her kittens found her forever home.

21 CONFIDENTIAL SUMMARY

CONFIDENTIAL COMMITTEE OF THE WHOLE

Submitted to the Ordinary Meeting of Council held on 18 March 2025

PROCEDURE

- Mayoral call for Public Representations.
- Consideration of Representations and issues to be removed from Closed Committee.
- Recommendation to exclude Press and Public if required.
- Recommendation to go into Closed Committee
- Closed Committee discussions if required.

21.1 Exclusion Of Press And Public:

RECOMMENDATION

That in accordance with Sections 10 and 10A of the Local Government Act, 1993 as amended, Council close the meeting of the Confidential Committee of the Whole to the Press and Public on the grounds detailed under the report headings as detailed below.

22.1 BLUE HAVEN UPDATE - FEBRUARY 2025

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 JAMBEROO MOUNTAIN ROAD LANDSLIDE RESTORATION NATURAL DISASTER RECOVERY EVENT AGRN 1127 - REPORT OF TENDERS - TK130824

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

22.3 ORGANISATIONAL STRUCTURE

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

22.4 PROPOSED SALE OF LOT 1 DP 1304287 - FORMER AKUNA LANEWAY KIAMA

Reason for Confidentiality: This matter deals with information that would, if disclosed, confer a commercial advantage on a person with whom the Council is

conducting (or proposes to conduct) business as per Section 10A(2)(c) of the Local Government Act.

22 CONFIDENTIAL REPORTS

22.1 Blue Haven Update - February 2025

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 Jamberoo Mountain Road Landslide Restoration Natural Disaster Recovery Event AGRN 1127 - Report of Tenders - TK130824

CSP Objective: Outcome 4.3: Our built environment is safe and inclusive; our infrastructure is well planned and well managed.

CSP Strategy: 4.3.1 Create a regional network of interconnected roads, shared pathways and cycleways to maximise access to key destinations and facilities.

Delivery Program: 4.3.1.2 Implement maintenance and capital renewal and improvement programs for Council's built assets and infrastructure.

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 competitor of the council.

22.3 Organisational Structure

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

CSP Strategy: 5.3.1 Council will build organisational capabilities and capacity to deliver excellent customer service.

Delivery Program: 5.3.1.1 Workforce Management Strategy provides comprehensive framework for effective workforce management; ensure Council attracts the right people, with the right skills, in the right jobs to achieve the objectives of the Community Strategic Plan.

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to personnel matters concerning particular individuals (other than councillors).

22.4 Proposed Sale of Lot 1 DP 1304287 - former Akuna Laneway 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.

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

23 CLOSURE