



ORDINARY MEETING OF COUNCIL

To be held at 5 pm on

Tuesday 16 November 2021

Council Chambers

11 Manning Street, KIAMA NSW 2533

Order of Business

- 1 Apologies
- 2 Acknowledgement of Traditional owners
- 3 Confirmation of Minutes of Previous Meeting
- 4 Business Arising From The Minutes
- 5 Declarations of Interest
- 6 Tabling of petitions and other documents
- 7 Public Access Summary
- 8 Mayoral Minute
- 9 Minutes of Committees
- 10 Public Access Reports
- 11 Report of the Chief Executive Officer
- 12 Report of the Director Environmental Services
- 13 Report of the Director Corporate and Commercial Services
- 14 Report of the Director Engineering and Works
- 15 Report of the Director Blue Haven
- 16 Reports for Information
- 17 Addendum To Reports
- 18 Notice of Motion
- 19 Questions for future meetings
- 20 Confidential Summary
- 21 Confidential Reports
- 22 Closure

Members

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

10 November 2021

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 16 November 2021** commencing at **5 pm** for the consideration of the undermentioned business.

Yours faithfully

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

Jane Stroud

Chief Executive Officer

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**AGENDA FOR THE
ORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL
TUESDAY 16 NOVEMBER 2021**

1 APOLOGIES

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Ordinary Council on 19 October 2021

Attachments

- 1 Minutes - Ordinary Council - 19/10/2021 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Ordinary Council meeting held on 19 October 2021 be received and accepted.



MINUTES OF THE ORDINARY MEETING OF COUNCIL

commencing at 5 pm on

TUESDAY 19 OCTOBER 2021

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

MINUTES OF THE ORDINARY MEETING OF THE COUNCIL OF THE
MUNICIPALITY OF KIAMA HELD IN THE COUNCIL CHAMBERS,
KIAMA, ON TUESDAY 19 OCTOBER 2021 AT 5 PM

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

IN ATTENDANCE: Chief Executive Officer, Director Environmental Services,
Director Corporate and Commercial Services, Director
Engineering and Works and Director Blue Haven

1 APOLOGIES

Nil.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

Suspension of Standing Orders

21/2020C

Resolved that at this time, 5:00pm Standing Orders be suspended in order to introduce the members of the Finance Advisory Committee and bring forward item 11.3 Finance Advisory Committee.

(Councillors Westhoff and Reilly)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

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11.3 Finance Advisory Committee

21/203OC

Resolved that Council:

1. sincerely thank all individuals for applications for the Finance Advisory Committee, noting the high calibre of applicants and their willingness to lend expertise.
2. endorse the five community members, Anna-Leena Risku, Elizabeth Kelly, Graeme Gherashe, James Evan Thomson and Mark Greaves as the finance advisory committee.

(Councillors Brown and Steel)

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

Against: Nil

Resumption of Standing Orders

21/204OC

Resolved that at this time, 5:02pm, Standing Orders be resumed.

(Councillors Steel and Brown)

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

Against: Nil

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Ordinary Council on 21 September 2021

21/205OC

Resolved that the Minutes of the Ordinary Meeting held on 21 September 2021 be received and accepted.

(Councillors Watson and Way)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

4 BUSINESS ARISING FROM THE MINUTES

Nil

5 DECLARATIONS OF INTEREST**Disclosure of Interest - Councillor Reilly**

Councillor Reilly declared a non-significant non-pecuniary interest in item 12.2 *10.20018.273.3 – 81 Jerrara Road, Jerrara – use and fitout* as the proponent is a colleague of Councillor Reilly. Councillor Reilly proposed to leave the chambers and take no part in discussion or voting on this matter.

Disclosure of Interest - Councillor Westhoff

Councillor Westhoff declared a non-significant non-pecuniary interest in item 14.5 *Proposed Commemorative Garden on Gerringong Headland* as he is a member of the Gerringong Lions Club. Councillor Westhoff proposed to remain in Chambers but take no part in discussion or voting on this matter.

Disclosure of Interest - Councillor Watson

Councillor Watson declared a non-significant non-pecuniary interest in item 17.1 *Planning Proposal – South Kiama* as he is a neighbour to the subject site. Councillor Watson proposed to remain in Chambers and take part in discussion and voting on this matter.

6 TABLING OF PETITIONS AND OTHER DOCUMENTS

Nil

7 PUBLIC ACCESS SUMMARY

Name	Item No.	Subject
Kevin Beasley	12.2	10.2018.273.3 - 81 Jerrara Road, Jerrara – use and fitout
Steve Roso	12.2	10.2018.273.3 - 81 Jerrara Road, Jerrara – use and fitout
Terry Brown	12.3	Planning Proposal - Reclassify Lot 514 DP 1066359 - 10 Cole Street, Kiama - commencement

MINUTES OF THE ORDINARY MEETING

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Name	Item No.	Subject
Ian Yabsley	12.4	Planning Proposal - Housekeeping Amendments to address mapping anomalies and introduce Urban Release Area controls - finalisation
Rob Danby and Martin Stewart	12.5	10.2021.69.1 – 31-33 Taylor Street, Kiama - Demolition and new multi-dwelling housing - demolition of an existing dwelling and detached garage, erection of 3 attached dwellings, basement carpark with associated landscaping and the relocation of an existing drainage easement
Jenny Innes	12.5	10.2021.69.1 – 31-33 Taylor Street, Kiama - Demolition and new multi-dwelling housing - demolition of an existing dwelling and detached garage, erection of 3 attached dwellings, basement carpark with associated landscaping and the relocation of an existing drainage easement
Mark Greaves	17.1	Planning Proposal – South Kiama

8 MAYORAL MINUTE**8.1 Congratulations to Paralympian Amanda Reid****21/206OC**

Resolved that Council formally congratulates Amanda Reid on recently winning gold and breaking a world record at the recent Tokyo Paralympics.

(Councillor Honey)

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

Against: Nil

9 MINUTES OF COMMITTEES**9.1 Minutes: Kiama Local Traffic Committee meeting - 5 October 2021****21/207OC**

Resolved that the Minutes of the Kiama Local Traffic Committee Meeting held on 5 October 2021 be received and the following recommendation accepted:

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

1. That Council approve the temporary closure of Bourool Lane, Kiama from 25 October 2021 to 2 November 2021 (with no closure on the Sunday in-between) between the hours of 7am and 6pm, subject to the inclusion of the following conditions:
 - a. The Permit Holder shall have current at all times insurance in the sum of no less than \$20,000,000.00. The policy shall indemnify Kiama Council from all costs and/or claims resulting from any actions of the contractor.
 - b. Should the permit holder, supervisor, contractor or sub-contractor fail to comply with any conditions of the permit, the permit may be revoked by Council, pursuant to Section 140 of the Roads Act 1993.
 - c. Road closure shall only occur during approved work dates and times. The road is to be returned to a trafficable condition outside of these dates and times.
 - d. Immediately following the direction of any Council and/or emergency services officers, road plates shall be installed over all excavations, the road way cleared of all plant and materials and then opened to traffic. A sufficient amount of appropriately sized road plates shall be located in close vicinity of excavations at all times.
 - e. Subject to the discretion of the Roads Authority, days lost over the permit period due to inclement weather may be made up at the expiration of permit. Written consent of the Roads Authority shall be obtained prior to undertaking works.

(Councillors Way and Rice)

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

Against: Nil

9.2 Minutes: Australia Day Committee - 5 October 2021

21/208OC

Resolved that the Minutes of the Australia Day Committee Meeting held on 5 October 2021 be received and accepted.

(Councillors Westhoff and Sloan)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

COMMITTEE OF THE WHOLE

21/209OC

Resolved that at this time, 5.08pm, Council form itself into a Committee of the Whole to deal with matters listed in the reports as set out below:

- Report of the Chief Executive Officer
- Report of the Director Environmental Services
- Report of the Director Engineering and Works
- Report of the Director Blue Haven
- Reports for Information
- Addendum to Reports

(Councillors Brown and Way)

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

Against: Nil

10 PUBLIC ACCESS REPORTS

21/210OC

Committee recommendation that at this time, 5.08pm, Council bring forward and deal with the matters pertaining to the Public Access Meeting.

(Councillors Reilly and Watson)

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

Against: Nil

12.5 10.2021.69.1 – 31-33 Taylor Street, Kiama - Demolition and new multi-dwelling housing - demolition of an existing dwelling and detached garage, erection of 3 attached dwellings, basement carpark with associated landscaping and the relocation of an existing drainage easement

21/211OC

Committee recommendation that Council approve Development Application No 10.2021.69.1 over land identified as 31- 33 Taylor Street Kiama. This approval be granted under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to the conditions of consent which are provided as an attachment to this report.

(Councillors Brown and Watson)

MINUTES OF THE ORDINARY MEETING

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

Against: Nil

12.2 10.2018.273.3 – 81 Jerrara Road, Jerrara – Use and Fitout

Disclosure of Interest - Councillor Reilly

Councillor Reilly declared a non-significant non-pecuniary interest in this matter as the proponent is a colleague of Councillor Reilly. Councillor Reilly left the chambers and took no part in discussion or voting on this matter.

Councillor N Reilly left the meeting at 05:09 pm.

21/212OC

Committee recommendation that Council refuse Section 4.55 Modification of Consent Application No 10.2018.273.3 under Section 4.55 of the Environmental Planning and Assessment Act 1979 for the following reasons:

1. is considered inconsistent with an aim of clause 1.2 of Kiama LEP 2011 because the development anticipated by the proposed modification has not demonstrated or reached the maximum operating capacity to which the consent enables.
2. is considered contrary to the aims of Clause 1.2, because the maximum operating capacity of the facilities has not been reached and the protection of the rural character of the locality is not ensured by the proposal.
3. the proposed modifications to the management practices of the Animal Boarding and Training Establishment will be contrary to this objective because it has not been demonstrated that the operations of the facility as proposed will be with compatible with surround land uses.
4. is inconsistent with an objective of Chapter 8 of the Kiama Development Control Plan. The proposed modification has failed to demonstrate that this objective is met and does not ensure the protection of the rural residential amenity.
5. there is insufficient information to understand the likely impacts of the proposed development or whether the site is suitable for the proposed changes to the management practices of the Animal Boarding and Training Establishment.
6. changes to the management practices of the Animal Boarding and Training Establishment to allow canines to use the outdoor gravel run unsupervised, in the absence of the facilities having never reached the operational capacity (maximum number of canines), does not allow the proposed modifications to be reasonably assessed. This is required to ensure that the Animal Boarding and Training Establishment provides for sufficient compatibility with the

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character of the rural environment, and to ensure the facilities do not pose an unreasonable impact on the locality.

(Councillors Way and Brown)

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

Councillor N Reilly returned to the meeting at 05:14 pm.

12.3 Planning Proposal - Reclassify Lot 514 DP 1066359 - 10 Cole Street, Kiama - commencement

21/2130C

Committee recommendation that Council:

1. Not endorse the proponent lead Planning Proposal PP-2021-5683 to reclassify a portion of Lot 514 DP 1066359 – 10 Cole Street, Kiama proceeding to the NSW Department of Planning, Industry and Environment for a Gateway Determination for the following reasons:
 - a. The Proposal fails to satisfy the Strategic Merit and Site-Specific Merit Tests as it is not justified by the Illawarra-Shoalhaven Regional Plan 2041 or the Kiama Local Strategic Planning Statement 2020,
 - b. The Proposal fails to satisfy the Planning Secretary's requirements as it is inconsistent with the Kiama Community Strategic Plan 2017-27, and
 - c. The Proposal fails to satisfy the NSW Department of Planning, Industry and Environment's Reclassification of Land Checklist as it is not the result of a strategic study and/or report.
2. Inform the proponent of Council's resolution.
3. Commence enforcement action under the provisions of the *Environmental Planning and Assessment Act 1979* to have the unauthorised structures removed from Lot 105 DP 1206239.

(Councillors Watson and Westhoff)

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

MINUTES OF THE ORDINARY MEETING

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12.4 Planning Proposal - Housekeeping Amendments to address mapping anomalies and introduce Urban Release Area controls - finalisation

21/214OC

Committee recommendation that Council:

1. Endorse this Housekeeping Amendment Planning Proposal to address mapping anomalies and introduce Urban Release Area controls to *Kiama Local Environmental Plan (LEP) 2011* which specifically:
 - a. amends the relevant Land Zoning Maps, and Floor Space Ratio Maps for the following sites to annotate the land use zone using the infrastructure categories contained within the *State Environmental Planning Policy (Infrastructure) 2007* (Infrastructure SEPP) or the Standard Instrument dictionary and adopt associated development standards:
 - i. Part of Lot 48 DP 250008 - 46 Blackwood Street, Gerringong,
 - ii. Part of Lot 60 DP 703112 - Blackwood Street, Gerringong,
 - iii. Part of Lot 206 & part of Lot 207 DP 1164476 - Fern Street, Gerringong,
 - iv. Part of Lot 10 DP 1167819 - Fern Street, Gerringong,
 - v. Part of Lot 38 DP 873965 - Fern Street, Gerringong,
 - vi. Lot 100 DP 803472 - 7 Railway Parade, Kiama,
 - vii. Lot 51 DP 830172 - Saddleback Mountain Road, Kiama,
 - viii. Lot 51 DP 804377 - 210 Shoalhaven Street, Kiama,
 - ix. Lot 14 DP 869959 - 205 Terralong Street, Kiama,
 - x. Lots 1 & 3 DP 1236189 - 206 Terralong Street, Kiama,
 - xi. Lot 1 DP 106081 - 24 Terralong Street, Kiama,
 - xii. Lot 1 Section 5 DP 758563 - 30 Terralong Street, Kiama,
 - xiii. Lot 7033 DP 1061038 - 32 Terralong Street, Kiama,
 - xiv. Lot 1 DP 1056775 - Meehan Drive, Kiama Downs,
 - b. amends the relevant Land Zoning Maps, Lot Size Maps, Height of Buildings Maps and Floor Space Ratio Maps for the following Public Reserves to rezone land to RE1 Public Recreation and/or E2 Environmental Conservation and remove associated development standards:
 - i. Lots 86, 88 & 89 DP 838437 – Burnett Avenue, Gerringong,
 - ii. Lot 53 DP 884475 – Fern Street, Gerringong,
 - iii. Lot 91 DP 838437 – Fern Street, Gerringong,
 - iv. Lot 747 DP 1171578 – Millewa Avenue, Gerringong,
 - v. Lot 231 DP 1060665 – Neptune Street, Gerringong,
 - vi. Lot 21 DP 264151 – Tanner Place, Kiama,

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- vii. Lot 702 DP 1148475 – Union Way, Gerringong,
 - viii. Lot 206 DP 1180016 – Union Way, Gerringong,
 - ix. Lot 130 DP 1052645 – 18 Union Way, Gerringong,
 - x. Lot 206 DP 1156196 - Wells Street, Gerringong,
 - xi. Lot 2 DP 1065404 – Headland Drive, Gerroa,
 - xii. Lot 8 DP 839577 – 7 Bland Street, Kiama,
 - xiii. Lot 600 DP 1044512 – Bland Street, Kiama
 - xiv. Lot 8 DP 850163 – Elourea Place, Kiama,
 - xv. Lot 1429 DP 1061892 – Eugene Street, Kiama,
 - xvi. Lot 1319 DP 1060995 – Greyleigh Drive, Kiama,
 - xvii. Lot 300 DP 1059841 - Greyleigh Drive, Kiama,
 - xviii. Lot 199 DP 1042913 - Greyleigh Drive, Kiama,
 - xix. Lot 100 DP 1042908 - Greyleigh Drive, Kiama,
 - xx. Lot 2 DP 1179778 - Greyleigh Drive, Kiama,
 - xxi. Lot 1310 DP 1060995 –Old Saddleback Road, Kiama,
 - xxii. Lot 499 DP 1064140 – Old Saddleback Road, Kiama,
 - xxiii. Lot 2 DP 1056775 – Meehan Drive, Kiama Downs,
 - c. amends the relevant Land Zoning Map, Lot Size Map, Height of Buildings Map and Floor Space Ratio Map for the following State agency owned sites to rezone from R2 to SP2 to reflect the current and intended use of the sites:
 - i. Lot 909 DP 236615 – 133 North Kiama Drive, Kiama Downs;
 - ii. Lot 2 DP 793745 – Gwinganna Avenue, Kiama;
 - iii. Lot 139 DP 29245 – 15 North Street, Minnamurra,
 - iv. Lot 400 DP 801403 – Newing Circuit, Kiama Downs, and
 - v. Lot 436 DP 1088899 – 46 Union Way, Gerringong,
 - d. amends the Land Zoning Map, Lot Size Map, Height of Buildings Map and Floor Space Ratio Map for one (1) State agency owned site, Lot 1 DP 883525 – 20 Eddy Street, Kiama, to rezone from SP2 Infrastructure to B2 Local Centre and adopt a maximum permitted Height of Building of 11m and Maximum permitted Floor Space Ratio of 1.5:1;
 - e. amends Schedule 1 and Additional Permitted Use Map – Sheet APU_012 to include *community facilities* as a use permitted without development consent on Lot 1 DP 883525, 20 Eddy Street;
 - f. includes specific provisions for Urban Release Areas.
2. Use its plan making delegations to make the necessary amendments to the *Kiama Local Environmental Plan 2011*.

(Councillors Way and Sloan)

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

Against: Nil

17.1 Planning Proposal - South Kiama

Councillor Watson declared a non-significant non-pecuniary interest in this matter as he is a neighbour to the subject site. Councillor Watson remained in Chambers and took part in discussion and voting on this matter.

21/215OC

Committee recommendation that Council:

1. express on behalf of the community our disappointment about the decision of the State Government relating to Department of Planning Industry and Environment approval for a development proposal at South Kiama PP_2019_KIAMA004_00 and the intention to rezone rural land west of the Princes Highway between Saddleback Mountain Road and south of Weir Street for residential purposes and environmental conservation.
2. note and reiterate for the public record, the previously stated resolutions from the 28 June 2021 report where specific concerns were cited in relation to the proposed development known as South Kiama which remain, including -
 - impacts of traffic
 - access to the highway
 - impact on the local schools
 - impact on rural landscapes
 - the adequacy of current infrastructure for the development and future residents.
3. respectfully issue an invitation to the New South Wales Minister for Planning and Public Spaces to present to Council and share the reasoning for the decision and discuss enhanced outcomes for our community.
4. request a meeting with Senior Department Planning Industry and Environment in order to further discuss Council's concerns about the impacts of the development.
5. prepare an advocacy strategy for the needs of the community in respect to growth needs to inform State and Federal Governments.
6. following the finalisation of the Housekeeping Amendment to Kiama Local Environmental Plan note that the urban release areas clause will apply and that there will be a requirement for a site-specific Development Control Plan.
7. delegate to the Chief Executive Officer to work proactively with the proponent to seek early input and improved outcomes for the development of the site for the benefit of the community.

MINUTES OF THE ORDINARY MEETING

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8. delegate to the Chief Executive Officer operational responsibility to continue to work collaboratively and provide planning expertise to the Department of Planning Industry and Environment using Council's Major Projects team model, in order to assist with finalising the required mapping to support the development outlined at resolution 1. above

(Councillors Brown and Watson)

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

Against: Nil

11 REPORT OF THE CHIEF EXECUTIVE OFFICER

11.1 Request for in-kind donation and sponsorship: Australia Day 2022

21/216OC

Committee recommendation that Council

1. provide in-kind support for the provision of waste services, road occupation including advertising, native title (if applicable) in addition to sponsorship of \$1,000 to Gerringong Lions Club, Kiama Downs Surf Club, Kiama Rotary and Jamberoo Red Cross for the Australia Day 2022 breakfasts should they be able to proceed under public health orders.
2. further, that the community groups who received funding for the Australia Day 2022 breakfasts be advised Council would appreciate appropriate recognition of support of the event.

(Councillors Brown and Westhoff)

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

Against: Nil

11.2 Statement of Investments September 2021

21/217OC

Committee recommendation that Council:

1. receive and adopt the information relating to the Statement of Investments
2. note the movement and current balance of \$25,590,000 in the external reserve held for the sale of units at Blue Haven Bonaira under the restriction of the loan agreement.

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3. endorse the Carry Over Works Internally Restricted Reserve carrying balance of \$699,694 as per the table outlined in this report.
4. note the movement and current balance of \$4,400,000 in the external reserve held the minimum liquidity required as per the Aged Care Prudential Standards Policy for the Aged Care Home.

(Councillors Brown and Way)

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

Against: Nil

Item 11.3 *Finance Advisory Committee* was resolved earlier in the meeting.

11.4 New Policy Framework - suite of documents

21/218OC

Committee recommendation that Council adopt the proposed Policy Framework suite of documents as attached to this report and note the intended improvements for governance procedures.

(Councillors Rice and Reilly)

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

Against: Nil

12 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES

12.1 10.2021.67.1- Lot 17 DP 1210621 – 2 Caliope Street, Kiama – 2 Lot Torrens Title Subdivision, 21 Lot Community Title Subdivision and 19 Serviced Self-Care Dwellings

21/219OC

Committee recommendation that Council refuse Development Application No 10.2021.67.1 under Section 4.16 of the Environmental Planning and Assessment Act, 1979 for the following reasons:

1. Having regard to the matters for consideration in the Environmental Planning and Assessment Act the development is prohibited and must be refused because:
 - a) The proposed 2 Lot Torrens Title subdivision does not comply with cl 4.1(3) of Kiama Local Environmental Plan 2011, as the lots resulting from the subdivision are less than the 40ha minimum lot size; and

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- b) The proposed 2 Lot Torrens Title subdivision cannot be approved under cl 4.6(6) of Kiama Local Environmental Plan 2011 as the proposed subdivision will result in 2 lots that are less than the minimum area specified and the subdivision will result in two (2) lots that are less than 90% of the minimum area specified for such a lot by a development standard and is therefore prohibited development; and
- c) It is inconsistent with the Site Compatibility Certificate issued by the Southern Regional Planning Panel on 26 June 2020 under cl 25(4) of State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004, specifically requirement number 1 requiring the Asset Protection Zone (APZ) be amended to exclude the identified Zieria granulata plants.
- d) The proposed subdivision does not satisfy the objectives of the E2 Environmental Conservation Zone under Kiama Local Environmental Plan 2011, as it does not protect, manage and restore areas of high ecological value; and
- e) It does not satisfy the objectives of the RU2 Rural Landscape Zone under Kiama Local Environmental Plan 2011, as the proposal does not maintain the rural character of the land or protect agricultural land for long term agricultural production.
- f) It is inconsistent with the aims of Kiama Local Environmental Plan 2011
- g) Insufficient information has been submitted to satisfy the requirements of cl 6.12 of Kiama Local Environmental Plan 2011, specifically:
 - o Stormwater drainage or on-site conservation; and
 - o Suitable road access.
- h) It is inconsistent with the aims and controls contained within the Kiama Development Control Plan 2020 specifically:
 - Topic 1.5
 - Topic 3.6
 - Topic 5.2
- i) Insufficient information to allow NSW Rural Fire Service to issue Bush fire Safety Authorities (BSA) under s100B of the Rural Fires Act 1997 for the proposed Special Fire Protection Purpose (SFPP), specifically:
 - The proposed bushfire protection measures are not consistent with the Site Compatibility Certificate issued by the Southern Regional Planning Panel on 26 June 2020; and
 - Insufficient information has been provided to support vegetation classification and effective slope assessment.

(Councillors Watson and Steel)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

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The following items were resolved at section 10. Public Access Reports:

- 12.2 10.2018.273.3 - 81 Jerrara Road, Jerrara – use and fitout
- 12.3 Planning Proposal - Reclassify Lot 514 DP 1066359 - 10 Cole Street, Kiama - commencement
- 12.4 Planning Proposal - Housekeeping Amendments to address mapping anomalies and introduce Urban Release Area controls - finalisation
- 12.5 10.2021.69.1 – 31-33 Taylor Street, Kiama - Demolition and new multi-dwelling housing - demolition of an existing dwelling and detached garage, erection of 3 attached dwellings, basement carpark with associated landscaping and the relocation of an existing drainage easement

13 REPORT OF THE DIRECTOR CORPORATE AND COMMERCIAL SERVICES

Nil.

14 REPORT OF THE DIRECTOR ENGINEERING AND WORKS

14.1 Pesticides Notification Plan 2021

21/220OC

Committee recommendation that Council:

- 1. endorses placing the draft Pesticides Notification Plan 2021 on public exhibition for at least twenty eight (28) days for community feedback
- 2. receives a future final report on the consultation results from the Pesticides Notification Plan 2021.
- 3. amend the draft Pesticides Notification Plan 2021 prior to exhibition to require temporary warning signs remain in place for a minimum of two weeks where fruiting blackberries have been sprayed in public places.

(Councillors Sloan and Westhoff)

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

Against: Nil

14.2 Successful Funding Applications - Fixing Local Roads (2022 - 2023)

21/221OC

Committee recommendation that Council:

- 1. accept the grant funding of \$305,000 offered by the State Government under their Fixing Local Roads (Round 3) for delivery of asphalt resurfacing works at Barney Street, Kiama and Meehan Drive and Johnson Street, Kiama Downs.

MINUTES OF THE ORDINARY MEETING

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2. delegate to the Chief Executive Officer authority to sign the funding agreement enabling execution of the funding for asphalt resurfacing works at Barney Street, Kiama and Meehan Drive and Johnson Street, Kiama Downs.

(Councillors Sloan and Reilly)

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

Against: Nil

14.3 Local Government Road Safety Program (LGRSP) for 2021-2022 - Funding Acceptance

21/222OC

Committee recommendation that Council:

1. accepts the funding offer of \$68,202 (plus GST) under the Local Government Road Safety Program for 2021-2022 financial year.
2. gives the Chief Executive Officer delegated authority to sign the Funding Agreement under the Local Government Road Safety Program for 2021-2022.

(Councillors Reilly and Rice)

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

Against: Nil

14.4 Questions for future meeting: Kiama Harbour Projects

An amendment was **moved** by Councillor Way and seconded by Councillor Reilly that Council:

1. notes the State Government's timing of delivering the repair and upgrade to the Kiama Harbour Retaining Wall
2. notes the current status of Council's project to replace the Kiama Harbour Southern Jetty
3. obtains quotes from qualified consultants in ocean wharf/jetty construction to fix or replace the existing southern jetty that includes disabled access
4. applies for Government grants to cover the cost of construction based on the quotes where insurance coverage is inadequate
5. completes the project by December 2022.

A procedural motion was moved by Councillor Reilly that Councillor Way's amended motion be put.

The procedural motion was carried.

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

Against: Councillors Rice, Sloan, Way and Westhoff

On being put Councillor Way's motion was **lost**.

For: Councillors Reilly, Steel and Way

Against: Councillors Brown, Honey, Rice, Sloan, Watson and Westhoff

21/223OC

Committee recommendation that Council:

1. notes the State Government's timing of delivering the repair and upgrade to the Kiama Harbour retaining wall.
2. notes the status of Council's project to replace the Kiama Harbour southern jetty.

(Councillors Brown and Steel)

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

Against: Nil

14.5 Proposed Commemorative Garden on Gerringong Headland

Disclosure of Interest - Councillor Westhoff

Councillor Westhoff declared a non-significant non-pecuniary interest in this matter as he is a member of the Gerringong Lions Club. Councillor Westhoff remained in Chambers but took no part in discussion or voting in this matter.

21/224OC

Committee recommendation that Council:

1. provides in principle support and thank the Gerringong Lions Club for the proposal for a Commemorative Garden at Gerringong Headland to recognise 75 years of service provided to the community by the Lions Club.
2. notes that inclusion of a commemorative dog plaque is not permissible under Council Policy

(Councillors Brown and Steel)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

15 REPORT OF THE DIRECTOR BLUE HAVEN

15.1 Blue Haven Update

21/225OC

Committee recommendation that Council note the information contained in the Blue Haven update report.

(Councillors Watson and Steel)

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

Against: Nil

16 REPORTS FOR INFORMATION

21/226OC

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

16.1 Community donations update - 4th quarter 2020/21 and 1st quarter 2021/22 reporting

16.2 Alcohol and Other Drugs Policy and Procedure for Councillors - administrative review

16.3 Questions for Future Meeting Register as at 8 October 2021.

(Councillors Steel and Brown)

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

Against: Nil

16.4 Annual Tabling of Returns of Disclosure of Pecuniary Interests and Other Matters - 2020-2021

21/227OC

Committee recommendation that Council defer item 16.4 *Annual tabling of returns of disclosure of pecuniary interests and other matters* to allow the documentation to be tabled.

(Councillors Steel and Brown)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

RESUMPTION OF ORDINARY BUSINESS

21/228OC

Committee recommendation that at this time, 6.12pm, Council resume the ordinary business of the meeting with all Councillors and Staff present at the adjournment of the meeting being present.

(Councillors Reilly and Westhoff)

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

Against: Nil

ADOPTION OF COMMITTEE OF THE WHOLE REPORT

21/229OC

Resolved that Council formally confirm, adopt and endorse the Committee recommendations made by Council sitting as a Committee of the Whole as detailed in the Committee recommendations numbered 21/210OC to 21/228OC above.

(Councillors Steel and Brown)

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

Against: Nil

17 ADDENDUM TO REPORTS

Item 17.1 Planning Proposal – South Kiama was resolved at 10. Public Access Reports.

18 NOTICE OF MOTION

Nil

19 QUESTIONS FOR FUTURE MEETINGS

19.1 Monthly development application report

Councillor Reilly requested a monthly report on the number of development applications currently in hand and the number that exceed 40 days in processing to assist councillors to understand how Council is progressing toward the Planning Reform Program - Improving Customer Experience and Assessment Timeframes. The matter was referred to the Director Environmental Services for action.

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

19.2 Resident only parking system trial

Councillor Reilly requested a report on instigating a trial 'Resident only Parking' system on the small carpark at Gerroa Headland during the 2021 end of year holidays. The matter was referred to the Director Engineering and Works for action.

19.3 Kiama Seaside Markets - New Year's Eve market

Councillor Reilly requested staff assist the manager of the Kiama Seaside Markets with an application to have an additional special market on New Year's Eve 2021, to assist the Kiama and District Business Chamber and members who have lost so much revenue as a result of the impacts of Covid-19. The matter was referred to the Director Corporate and Commercial Services for action.

19.4 Female change room facilities

Councillor Westhoff requested a report on female change room facilities (including toilets and showers) at sportsgrounds across the Kiama Local Government Area. The matter was referred to the Director Engineering and Works for action.

19.5 Red bin service at Christmas

Councillor Brown requested a report on its policy for an extra red bin residential service over the Christmas period as moved by Councillor Brown and Councillor Watson at the beginning of this Council term. The matter was referred to the Director Environmental Services for action.

20 CONFIDENTIAL SUMMARY

21/2300C

Resolved that at this time, 6.16pm, Council form itself into a Confidential Committee of the Whole to deal with matters listed in the recommendations as set out below subject to the consideration of any representations relating to such action.

(Councillors Way and Watson)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

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.

20.1 Exclusion Of Press And Public:

21/231OC

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

21.1 TENDER FOR HINDMARSH PARK, KIAMA - LANDSCAPE DETAILED DESIGN

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.

21.2 REQUEST FOR REVIEW OF LEASE RENTAL - FARBREBURN P/L

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.

21.3 OLD COUNCIL CHAMBER BUILDING REMEDIATION TENDER REPORT

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.

21.4 UPGRADE OF REMAINING 951 NON-LED STREETLIGHTS TO LED LIGHTING - ENDEAVOUR ENERGY

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.

21.5 AKUNA STREET LANDHOLDINGS

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

(Councillors Sloan and Watson)

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

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

Against: Nil

21 CONFIDENTIAL REPORTS

21.1 Tender for Hindmarsh Park, Kiama - Landscape Detailed Design

21/232OC

Committee recommendation that Council:

1. In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, accept the tender of Civile Pty Ltd for Tender KIAMA-984270 – Hindmarsh Park, Kiama – Landscape Detailed Design, for the sum of \$ 225,495 (excluding GST).
2. delegate to the Chief Executive Officer the authority to finalise and execute the contract and any other documentation associated with tender KIAMA- 984270 – Hindmarsh Park, Kiama – Landscape Detailed Design.
3. grant authority for the use of the Common Seal of Council on the contract and any other documentation, associated with tender KIAMA- 984270 – Hindmarsh Park, Kiama – Landscape Detailed Design.
4. Note that a briefing will be undertaken with Council on the Hindmarsh Park project following the community consultation phase of the project

(Councillors Reilly and Brown)

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

Against: Nil

21.2 Request for review of lease rental - Farbreburn P/L

21/233OC

Committee recommendation that Council:

1. rescind the previous resolution of 15 June 2021 in relation to the lease to Farbreburn P/L for the use of the subject land as a landscape supply business and nursery.
2. enter into a new lease agreement with Farbreburn P/L (T/as Burnetts on Barney) for the use of Lot 9 DP 850163 and Lot 69 DP 1065423 in line with option number 3 noted in the body of the report.

(Councillors Sloan and Reilly)

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

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

Against: Nil

21.3 Old Council Chamber Building Remediation tender report

21/234OC

Committee recommendation that Council:

1. in accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, accept the tender of Murphys Group Services for Tender KIAMA-986806 – Old Council Chamber Building Remediation, for the sum of \$282,299 excluding GST, plus a contingency allocation of \$28,230 (10%) for costs associated with potential latent conditions.
2. delegate to the CEO the authority to finalise and execute the contract and any other documentation required to give effect to the resolution outlined at one (1) above.
3. grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to Tender KIAMA-986806 – Old Council Chamber Building Remediation.
4. note the reallocation of \$111,000 from the North Bombo Amenities Refurbishment project to this project, within the Council adopted budget for Buildings & Facilities renewal.

(Councillors Watson and Westhoff)

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

Against: Nil

21.4 Upgrade of remaining 951 non-LED street lights to LED lighting - Endeavour Energy

21/235OC

Committee recommendation that Council resolve to enter into an agreement with Endeavour Energy to upgrade the remaining LED street lights in the Kiama Local Government Area under the Light Years Ahead Program.

(Councillors Brown and Westhoff)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

21.5 Akuna Street landholdings

21/236OC

Committee recommendation that Council:

1. reaffirm its intentions from the 13 April 2021 Confidential Council meeting and previous resolutions, to proceed to open tender for the sale of Council's operational landholdings described as Lot 200 DP1017091, Lot 100 DP1211384, Lot 1 DP506764 and Lot 1 DP50193.
2. acknowledge and thank the abiding interest of Traders in Purple in all six land holdings at the Akuna Street site, as described in their correspondence sent 30 September 2021, and that the Chief Executive Officer be delegated authority to formally advise of Council's decision resolved at recommendation 1. above, noting that the company will have the opportunity to be involved in the public tender process.
3. decline to enter any further correspondence with any interested parties outside of the proposed tender process described at resolution 1. above.
4. delegate to the Chief Executive Officer authorisation to sign and execute any documentation required to commence as a matter of priority the open tender process for the sale of Council's operational landholdings described as Lot 200 DP1017091, Lot 100 DP1211384, Lot 1 DP506764 and Lot 1 DP50193.

(Councillors Brown and Way)

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

Against: Councillors Rice and Sloan

Close of Confidential Committee of the Whole:

21/237OC

Committee recommendation that at this time, 6.51pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Steel and Way)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

19 OCTOBER 2021

Adoption of Report

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

21/238OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 21/231OC to 21/237OC be confirmed and adopted.

(Councillors Westhoff and Sloan)

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

Against: Nil

22 CLOSURE

There being no further business the meeting closed at 6.53pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 16 November 2021.

.....
Mayor

3.2 Extraordinary Council on 3 November 2021

Attachments

- 1 Minutes - Ordinary Council - 03/11/2021 [↓](#)

Enclosures

Nil

Item 3.2

RECOMMENDED

That the Minutes of the Extraordinary Council meeting held on 3 November 2021 be received and accepted.



MINUTES OF THE EXTRAORDINARY MEETING OF COUNCIL

commencing at 9 am on

WEDNESDAY 3 NOVEMBER 2021

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS, KIAMA
ON WEDNESDAY 3 NOVEMBER 2021 AT 9AM**

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

IN ATTENDANCE: Chief Executive Officer, Director Environmental Services,
Director Corporate and Commercial Services and Director
Engineering and Works

1 APOLOGIES

Nil

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

DECLARATION OF INTEREST

Disclosure of Interest - Councillor Westhoff

Councillor Westhoff declared a less than significant non-pecuniary interest in item 3.1 *Blue Haven Section 355 Committee*. Councillor Westhoff proposed to disclose and vote on this matter.

TABLING OF PETITIONS AND OTHER DOCUMENT

Nil

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

COMMITTEE OF THE WHOLE

21/239OC

Resolved that at this time, 9.03 am, Council form itself into a Committee of the Whole to deal with matters listed in the reports as set out below:

- Report of the Chief Executive Officer
- Report of the Director Environmental Services
- Report of the Director Engineering and Works

(Councillors Watson and Way)

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

Against: Nil

3 REPORT OF THE CHIEF EXECUTIVE OFFICER

3.1 Blue Haven Section 355 Committee

Councillor Westhoff declared a less than significant non-pecuniary interest in this item. Councillor Westhoff disclosed and voted on this matter.

21/240OC

Committee recommendation that Council:

1. Thank all individuals who applied for the Blue Haven s355 Advisory Board, noting the high calibre of applicants and their willingness to lend expertise.
2. Endorse the five board members, John Cleary, Elizabeth Kelly, Joanne Sabena, Pearl Forrester and Richard Bialkowski as the Blue Haven s355 Advisory Board.
3. Endorse the appointment of Michael Forsyth as the community representative to the Blue Haven s355 Advisory Board.

(Councillors Brown and Way)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

3.2 Delegations to the Chief Executive Officer - 2021 Local Government election

21/241OC

Committee recommendation that Council for the period from 4 December 2021 and the date of the first ordinary meeting of Council in 2022 delegate the current Mayor, Councillor Honey with the authority to exercise civic and ceremonial functions.

(Councillors Brown and Watson)

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

Against: Nil

4 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES

4.1 Gerringong Library and Muesum - Project Update and Lease Arrangements

21/242OC

Committee recommendation that Council:

1. Note the long-standing relationship between Kiama Council and the Gerringong Historic Society and endorse the Memorandum of Understanding between both parties, to ensure ongoing collaborative and cooperative relationships in the dual use of the Gerringong Library and Museum Building
2. In accordance with the Public Land Management Guidelines delegate to the Chief Executive Officer the finalisation of the negotiations and signing of the lease agreement between Kiama Municipal Council and the Gerringong Historic Society for the use and occupation of the Gerringong Museum for Council's standard lease term of 5 years for a peppercorn rate of \$1.00 per year.
3. In accordance with the Public Land Management Guidelines delegate to the Chief Executive Officer the negotiations and signing of the lease agreement between Kiama Municipal Council and the Illawarra Health based for the purpose of operating the Baby Health Clinic from the Library Office Room. This lease agreement be for the maximum 5-year term and commensurate with market rates based on previous agreements with Illawarra Health.
4. Note the fees and charges that apply to all libraries within the Municipality and are currently included within Council's Fees and Charges Documentation. Confirm that these fees and charges will also apply for the new Gerringong library.

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

5. Receive a subsequent report for consideration, with the final lease agreement and any further changes to the fee structure in place for the Gerringong Library and Museum.

(Councillors Westhoff and Rice)

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

Against: Nil

5 REPORT OF THE DIRECTOR ENGINEERING AND WORKS

5.1 Blue Angle Creek Bank Stabilisation

21/243OC

Committee recommendation that Council approves the allocation of \$31,340 from the Holiday Parks Reserve to fund Council's share of the Blue Angle Creek bank stabilisation project, matching the 50% funding provided under the State Government's 2020 NSW Coast and Estuary Program.

(Councillors Rice and Sloan)

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

Against: Nil

RESUMPTION OF ORDINARY BUSINESS

21/244OC

Committee recommendation that at this time, 9.06 am, Council resume the ordinary business of the meeting with all Councillors and Staff present at the adjournment of the meeting being present.

(Councillors Reilly and Way)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

ADOPTION OF COMMITTEE OF THE WHOLE REPORT

21/245OC

Resolved that Council formally confirm, adopt and endorse the Committee recommendations made by Council sitting as a Committee of the Whole as detailed in the Committee recommendations numbered 21/240OC to 21/244OC above.

(Councillors Westhoff and Rice)

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

Against: Nil

Councillor W Steel entered the meeting at 9.06 am.

6 CONFIDENTIAL SUMMARY

21/246OC

Resolved that at this time, 9.07 am, Council form itself into a Confidential Committee of the Whole to deal with matters listed in the recommendations as set out below subject to the consideration of any representations relating to such action.

(Councillors Way and Sloan)

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

Against: Nil

Public Representations:

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

6.1 Exclusion of press and public:

21/247OC

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

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

7.1 PURCHASE OF SIDE LOADER COMPACTOR AND STREET SWEEPER

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.

7.2 PANEL OF PREFERRED SUPPLIERS FOR THE SUPPLY OF ROAD BASE AND AGGREGATES

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

(Councillors Way and Sloan)

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

Against: Nil

7 CONFIDENTIAL REPORTS

7.1 Purchase of Side Loader Compactor and Street Sweeper

21/248OC

Committee recommendation that Council:

1. approve the purchase of one (1) Dennis Eagle with Bucher compaction body from Penske Australia with a capital value of \$397,624.60 + GST.
2. approve the purchase of one (1) Bucher V65t Street Sweeper as offered by Bucher Municipal with a capital value of \$374,449.14 + GST.

(Councillors Watson and Sloan)

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

Against: Nil

Motion

21/249OC

Committee recommendation that future reports recommending the purchase of plant and equipment over the value of \$150,000 include information on benefits, potential risks and compliance with relevant Council policies.

(Councillors Reilly and Steel)

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

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

Against: Nil

7.2 Panel of Preferred Suppliers for the supply of road base and aggregates

21/250OC

Committee recommendation that Council:

1. in accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, accepts the tenders of:
 - a. Cleary Bros Bombo Pty Ltd, Buttai Gravel Pty Ltd T/as Daracon Quarries and Bulk Materials Australia Pty Ltd T/as SCE Recycling to form a Panel of Preferred Suppliers for the supply of road base for a period of three (3) years; and
 - b. Cleary Bros Bombo Pty Ltd, Buttai Gravel Pty Ltd T/as Daracon Quarries and Dunmore Resources and Recycling Pty Ltd to form a Panel of Preferred Suppliers for the supply of aggregate for a period of three (3) years.
2. delegate to the Chief Executive Officer the authority to finalise and execute the contracts and any other documentation required to give effect to the resolution noted at one (1) above.
3. grant authority for the use of the Common Seal of Council on the contracts and any other documentation, should it be required, to give effect to the resolution described at one (1) above.

(Councillors Rice and Reilly)

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

Against: Nil

Close of Confidential Committee of the Whole:

21/251OC

Committee recommendation that at this time, 9.22 am, the Confidential Committee of the Whole revert to Open Council.

(Councillors Way and Westhoff)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2021

Adoption of Report

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

21/252OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 21/247OC to 21/251OC be confirmed and adopted.

(Councillors Brown and Way)

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

Against: Nil

8 CLOSURE

There being no further business the meeting closed at 9.26 am.

These Minutes were confirmed at the Ordinary Meeting of Council held on 16 November 2021.

.....
Mayor

- 4 BUSINESS ARISING FROM THE MINUTES**
- 5 DECLARATIONS OF INTEREST**
- 6 TABLING OF PETITIONS AND OTHER DOCUMENTS**
- 7 PUBLIC ACCESS SUMMARY**

8 MAYORAL MINUTE

8.1 Col Rathbone, President Kiama and District Sports Association - Retirement

Attachments

Nil

Enclosures

Nil

RECOMMENDED

That Council formally thank President, Col Rathbone on his Tenure and dedicated service to Kiama and District Sports Association and the community over the past 43 years.

Report

Col Rathbone has been at the forefront of the sporting community in Kiama having served as President of the Kiama District Sports Association (KDSA) for over 43 years. Col is an active member of Kiama Red Cross, Friends of Blue Haven and Friends of Vision Australia. He has been very involved with these groups and although he quietly goes about his work, he is held in high regard.

If your children (or you) have enjoyed playing organised sports in Kiama at one the clubs, fields or courts, any time over the last 43 years, then you might have Col Rathbone to thank.

In the past 43 years Col has helped organise countless sporting fixtures, lobbied for create new facilities, sought grants and worked tirelessly to promote the benefits of sport as part of people's everyday lives.

The KDSA, under Col's term as President, has gone from strength to strength and he leaves an impressive legacy of commitment to his community.

On behalf of Council, and all those at Council who have worked with him over the years, I offer Col our sincere and abiding thanks for his dedication and service.

8.2 Mayor's Giving Tree**Attachments**

Nil

Enclosures

Nil

Item 8.2

RECOMMENDED

That Council endorse the Mayor's 2021 Giving Tree appeal.

Report

Each year Kiama Council has a "Giving Tree" for children at Christmas. Residents and organisations are invited to place gifts for children from 0-14 years under the tree which are distributed to local children for Christmas.

In past years, this expression of support from our Municipality, particularly for those in our community who may not be able to fully celebrate Christmas, has been both strong and enthusiastic.

I would like to express my appreciation for that support and hope that once again, the residents and community groups of the Municipality will support this project which benefits many children in our community.

Gifts may be left under the "Giving Tree" situated in the Kiama Library and the foyer of the Council Administration Building during opening hours from Thursday 11 November to Thursday 9 December 2021.

It would be appreciated if the gifts were not wrapped as they need to be sorted into age groups for distribution.

I am sure through the community's generosity many children in the Kiama area will enjoy and share the happiness of Christmas which they might not otherwise do.

8.3 Seasons Greetings

Attachments

Nil

Enclosures

Nil

Item 8.3

RECOMMENDED

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

Report

In what has been yet another extraordinary year I have pleasure, for the last time as Mayor and on behalf of the Councillors and staff, in wishing all residents of the Kiama Local Government Area (LGA) a happy Christmas and a peaceful and prosperous New Year.

To our staff I also extend the season's greetings and express our thanks for the work done for our community during the year. I ask the Chief Executive Officer and her Directors to pass on the Council's best wishes to all of Council's employees. We wish them and their families all the best for the Christmas and New Year period.

Best wishes to our community groups and volunteers who help to make the lives of all of us so much better both at Christmas time and throughout the year. I am sure that I speak for all Councillors in thanking all those who help make to make Kiama LGA such a great place to live. The support they have given to the community during such a disrupted year has been outstanding.

Thank you to everyone, individuals and community groups who donated to the Mayor's Giving Trees this year. You will make many children extremely happy this Christmas and Council is grateful for your generosity.

Wherever you are at Christmas, I wish you a merry one with friends and family. If you are travelling anywhere during the festive season, stay safe on the roads.

9 MINUTES OF COMMITTEES

9.1 Minutes: Audit, Risk and Improvement Committee - 26 October 2021

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 Minutes - Audit Risk and Improvement Committee - 26/10/2021 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Audit, Risk and Improvement Committee meeting held on 26 October 2021 be received and accepted.

Background

The Minutes of the Audit, Risk and Improvement Committee meeting held on 26 October 2021 are attached for Councillors' information.



**MINUTES OF THE
MEETING OF THE AUDIT, RISK AND
IMPROVEMENT COMMITTEE**

commencing at 4pm on

TUESDAY 26 OCTOBER 2021

By Zoom

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 26 OCTOBER 2021

**MINUTES OF THE
AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS, KIAMA,
ON TUESDAY 26 OCTOBER 2021 AT 4PM**

PRESENT: Dr P Ross (Chair),
Mr B Robertson, Mrs R Wheatley, Mr D Pendleton,
Councillor N Reilly, Councillor A Sloan, Mr M Dowd

IN ATTENDANCE: Mayor, Councillor M Honey, Chief Executive Officer, Director
Engineering and Works, Director Environmental Services, Acting
Director Corporate and Commercial Services, Acting Chief
Financial Officer, Internal Auditor, Risk Management
Coordinator, Manager Information Technology and Regional
Chief Information Security Officer

The Chair welcomed the new independent committee members – David Pendleton
and Rhonda Wheatley.

1 APOLOGIES

Nil

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 Audit, Risk and Improvement Committee on 27 July 2021

21/074ARIC

Resolved that the Minutes of the Audit, Risk and Improvement Committee meeting
held on 27 July 2021 be received and accepted.

(Councillor Sloan and Councillor Reilly)

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 26 OCTOBER 2021

4 DECLARATIONS OF INTEREST

Nil

5 RISK MANAGEMENT

5.1 Cyber Security Strategy

21/075ARIC

Resolved that the Audit, Risk and Improvement Committee endorse the Cyber Security Strategy.

(Councillor Reilly and Ms Wheatley)

- Regional Chief Information Security Officer presented on the recommended strategy for Kiama Council
- Currently there is no legislative requirement for cyber reporting
- **Action:** Manager Information Technology will circulate to members statistics on what threats are being detected and what is being blocked by current systems and processes
- Available budget will drive whether Council proceeds with the recommended strategy going forward

5.2 Risk Management Report

21/076ARIC

Resolved that the Audit, Risk and Improvement Committee note the information on risk management activity contained in the Risk Management Report.

(Ms Wheatley and Mr Robertson)

- **Action:** Risk Management Coordinator will circulate a copy of the draft Enterprise Risk Management Policy and framework to the new committee members
- Asset Management Plan are due for a detailed review – although stock is regularly inspected and maintained the Plan does not currently reflect this

6 CONTROL FRAMEWORK

6.1 Draft risk management and internal audit guidelines

21/077ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. notes the information in the draft risk management and internal audit guidelines report

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 26 OCTOBER 2021

2. adopts the annual work plan for 2021/22
3. receives a further report from the CEO on governance, legislative compliance and control framework reporting.

(Councillor Sloan and Ms Wheatley)

- It is intended that quarterly reporting to Council will be reviewed and improved to ensure reporting is robust and processes are in place for legislative compliance
- The new Blue Haven Advisory Board and the Finance Advisory Committee will value add to the councillor role and ensure high level advice is being provided
- Council is undertaking a peer review of financial sustainability and a retrospective investigation of the last 5 years investment history, policy and strategy
- Council proposes to hold a facilitated session on risk appetite in March next year with the Audit, Risk and Improvement Committee, Blue Haven Advisory Board and Finance Advisory Committee members
- The submission Council prepared on the 2019 proposed new risk management and internal audit framework provided feedback on the contentious issue of councillors not being members of Audit, Risk and Improvement Committee

6.2 Progress report on implementation of audit recommendations

21/078ARIC

Resolved that the Audit, Risk and Improvement Committee notes the information contained in the progress report on implementation of audit recommendations.

(Mr Robertson and Councillor Sloan)

- Internal Auditor is actively progressing outstanding items and embedding into work philosophy of all directors and managers to better understand the importance of being responsible for and managing audit recommendations such as those contained in the Management Letter

7 EXTERNAL ACCOUNTABILITY

7.1 Financial statements progress report

21/079ARIC

Resolved that the Audit, Risk and Improvement Committee note the information contained in the financial statements progress report.

(Ms Wheatley and Councillor Reilly)

- The CFO advised the committee that Council has been granted an extension until 30 November for lodgement of the 2021 Financial Statements. It was noted that only 25% of NSW councils will submit on time

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 26 OCTOBER 2021

7.2 Position paper on the treatment of Software-as-a-Service (SaaS) arrangements

21/080ARIC

Resolved that the Audit, Risk and Improvement Committee note and review the recommendation and conclusion within the position paper on the treatment of Software-as-a-Service arrangements.

(Ms Wheatley and Councillor Reilly)

7.3 Position Paper AASB 5 Non-current assets held for sale and discontinued operations

21/081ARIC

Resolved that the Audit, Risk and Improvement Committee note and review the recommendation and conclusion within the position paper on AASB5 Non-current assets held for sale and discontinued operations.

(Ms Wheatley and Councillor Reilly)

- Auditors challenged Council on the treatment of 2 parcels of land in the financial statements that were marked for sale but did not go through, ultimately requiring recognition of these assets as operational land within the asset register
- It was noted the classification of land as operational in this circumstance is an accounting standard category which is different from classification of land under the Local Government Act

8 LEGISLATIVE COMPLIANCE

Nil

9 INTERNAL AUDIT

9.1 Report on Internal Audit activities

21/082ARIC

Resolved that the Audit, Risk and Improvement Committee notes the information contained in the report on internal audit activities.

(Ms Wheatley and Mr Pendleton)

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 26 OCTOBER 2021

10 EXTERNAL AUDIT

Nil

**11 BUSINESS PROCESS IMPROVEMENT AND PERFORMANCE
MANAGEMENT**

Nil

12 INFORMATION REPORTS

Nil

13 GENERAL BUSINESS

- This was Mayor, Councillor Honey's final meeting and he thanked Dr Ross and Mr Robertson for their support, expertise and service and wished the new members well
- A meeting date will be scheduled once the Financial Statements are available for review

14 CLOSURE

There being no further business the meeting closed at 6.18pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on
16 November 2021

.....
Chair

9.2 Minutes: Blue Haven Board - 3 November 2021

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 Minutes: Blue Haven Board - 18/10/2021 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Blue Haven Board meeting held on 3 November 2021 be received and accepted.

Background

The Minutes of the Blue Haven Board meeting held on 3 November 2021 are attached for Councillors' information.



MINUTES OF THE BLUE HAVEN BOARD MEETING

commencing at 9.43 am on

WEDNESDAY 3 NOVEMBER 2021

Kiama Council Chambers
11 Manning Street
KIAMA NSW 2533

MINUTES OF THE BLUE HAVEN BOARD

3 NOVEMBER 2021

MINUTES OF THE BLUE HAVEN BOARD
HELD IN THE COUNCIL CHAMBERS, KIAMA
ON WEDNESDAY 3 NOVEMBER 2021 AT 9.43AM

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

IN ATTENDANCE: Chief Executive Officer and Chief Operating Officer

1 APOLOGIES

Nil

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Blue Haven Board on 16 August 2021

21/199BHB

Resolved that the Minutes of the Blue Haven Board Meeting held on 16 August 2021 be received and accepted.

(Councillors Brown and Rice)

4 BUSINESS ARISING FROM THE MINUTES

Nil

5 DECLARATIONS OF INTEREST

NIL

MINUTES OF THE BLUE HAVEN BOARD

3 NOVEMBER 2021

6 PUBLIC PRESENTATIONS

NIL

7 REPORT OF THE CHIEF EXECUTIVE OFFICER

7.1 Prudential Compliance Policy 2021

21/200BHB

Resolved that the Blue Haven Board adopt the changes in the Aged Care Prudential Standards Policy report.

(Councillors Reilly and Way)

8 REPORT OF THE DIRECTOR BLUE HAVEN

8.1 High Prevalence Risks in Aged Care

21/201BHB

Resolved that the Blue Haven Board note the information contained in the High Prevalence Risks in Aged Care report.

(Councillors Brown and Way)

- Material is reported on a quarterly basis to State and Federal governments on our accountability to the 8 standards and we are currently obtaining legal advice on whether this should be on the public record
- This information will go through the board with the right identifiers and then to council where some information will be vetted out

8.2 Quarter 1 - Residential Aged Care Facility performance

21/202BHB

Resolved that the Blue Haven Board review the information contained in the Residential Aged Care Facility performance report for quarter 1.

(Councillors Westhoff and Reilly)

- At the first Blue Haven Advisory Board meeting the terms of reference, code of meeting practice (which Maddox lawyers are drafting) for the board, what the cycle of meetings for the next 12 months (which will be tabled at the council meeting) will be worked through with a consultant facilitating this process

MINUTES OF THE BLUE HAVEN BOARD

3 NOVEMBER 2021

- Lawyers will also provide specific advice on which information the Blue Haven Board can make their own decisions on and which will require Council ratification, in particular if the decision by both Council and the Blue Haven Board do not align - what is the process

8.3 Business Improvement Fund and the roster improvement project

21/203BHB

Resolved that the Blue Haven Board:

1. note the information contained in the consultant's report titled Blue Haven Sustainable Resourcing Final Report V3.
2. refer the report findings noted in resolution 1. above to the incoming s355 Blue Haven Board for their consideration prior to any implementation.

(Councillors Reilly and Rice)

8.4 Blue Haven - Independent Living Units - Easing of COVID-19 restrictions

21/204BHB

Resolved that the Blue Haven Board note the actions described in the Blue Haven – Independent Living Units – Easing of COVID-19 restrictions report.

(Councillors Watson and Brown)

9 REPORTS FOR INFORMATION

21/205BHB

Resolved that the following Reports for Information listed for the Blue Haven Board's consideration be received and noted:

- 9.1 Resident / Next of Kin survey results
- 9.2 Manager Community Program

(Councillors Sloan and Steel)

10 GENERAL BUSINESS

NIL

MINUTES OF THE BLUE HAVEN BOARD

3 NOVEMBER 2021

11 CONFIDENTIAL SUMMARY

21/206BHB

RESOLVED THAT AT THIS TIME, 10.03AM, THE BOARD 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 BROWN AND STEEL)

12 CONFIDENTIAL REPORTS

12.1 Blue Haven Dashboard August 2021

21/207BHB

Resolved that the Blue Haven Board note the information in the Blue Haven Dashboard report for August 2021.

(Councillors Reilly and Sloan)

12.2 Report of the Chief Financial Officer - August 2021

21/208BHB

Resolved that the Blue Haven Board note the information contained in the report of the Chief Financial Officer for August 2021.

(Councillors Brown and Way)

- Concerns around the decommissioning costs of Blue Haven Havilah
- Concerns that the ILU sales are propping up the costs of the RACF

13 CLOSURE

There being no further business the meeting closed at 10.21 am.

These Minutes were confirmed at the Ordinary Meeting of Council held 16 November 2021.

.....
Mayor

9.3 Minutes: Destination Kiama Tourism Advisory Committee - 12 October 2021Responsible Director: Corporate and Commercial Services

Attachments

- 1 Destination Kiama Tourism Advisory Committee - minutes of meeting held 12/10/2021 [↓](#)
- 2 Destination Kiama Event Funding Proposals Summary October 2021 Tourism Advisory Committee Meeting [↓](#)
- 3 Cancellation of the Australian Open of Surfing - Kiama 2021 - Letter from Surfing NSW to request carry over of funds. [↓](#)
- 4 Destination Events - Funding Criteria 2021 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Destination Kiama Tourism Advisory Committee meeting held on 12 October 2021 be received and the following recommendations accepted:

1. That Destination Kiama provide support to the below provided the terms and conditions are agreed and adhered to:
 - a. Cloudbreak Wealth Sevens and Small Caps Conference for \$1,000;
 - b. Football Writers' Festival for \$500 plus up to \$2,200 in-kind to support venue hire of the Jamberoo School of Arts;
 - c. The Man Walk – Activity & Strategy Weekend for \$1,500 plus in-kind to support venue hire of The Pavilion Kiama;
 - d. Kiama Beach Tag for \$5,500 plus up to \$2,200 in-kind to support reserve hire and waste removal;
 - e. South Coast Literary Festival for \$5,500 plus in-kind to cover the venue hire of The Pavilion Kiama;
 - f. SurfLife Music Festival Gerringong for \$6,500 plus up to \$3,500 in-kind to support reserve and venue hire, and waste removal;
 - g. Kiarama Music Festival for \$3,000 plus up to \$3,500 in-kind to support reserve and The Pavilion hire, and waste removal.
2. That Destination Kiama write to Surfing NSW to acknowledge the cancellation of the Australian Open of Surfing due to COVID-19, and agree that they replace the event with another surfing event within the Kiama area of an equal value, retaining the current agreement.

Minutes of Committees

- 9.3 Minutes: Destination Kiama Tourism Advisory Committee - 12 October 2021
(cont)
-

Background

The Minutes of the Destination Kiama Tourism Advisory Committee Meeting held on 12 October 2021 are attached for Councillors' information, along with a copy of the Destination Events funding criteria, and the Destination Events funding proposals summary that was presented at the meeting.

Item 9.3

**Meeting Notes
Destination Kiama Tourism Advisory Committee
12 October 2021 at 5.30pm – The Pavilion Kiama**

PRESENT: Councillor Matt Brown (Chair), Councillor Warren Steel, Robert Sciacchitano, Marcus Testoni, Cameron McDonald, Council CEO Jane Stroud, Megan Hutchison, Sally Bursell and invited guest (5.30-6.00pm): Anthony Body, Regional Director, Illawarra-Shoalhaven, Department of Regional NSW.

1. Acknowledgment of Country

Councillor Brown provided the Acknowledgment of Country and welcomed Tourism Advisory Committee (TAC) invited guest, Anthony Body, the Regional Director, Illawarra-Shoalhaven, Department of Regional NSW.

2. Apologies

NIL

3. Department of Regional NSW

Anthony Body, Regional Director, Illawarra-Shoalhaven, Department of Regional NSW addressed the TAC committee and spoke to some of the key regional priorities and which of Kiama's strategic projects are key from a regional perspective.

- **Events**

Events have been identified as vital part of NSW's recovery and will continue to be supported from the Department in months and years to come.

The most recent Regional Events Acceleration Fund, has seen four applications from our area submitted and another three well on their way. It is not known at this point if any have been successful in securing funds. With a minimum of \$100,000, these grants offer a big opportunity to reach the State stage and attract an audience from outside our one-hour radius.

- **Marine Tourism and The Kiama Harbour**

The Regional Economic Development Strategy is soon to be revised and a big focus will be on Marine Tourism and drawing from the documented Marine Tourism Strategy. Our Kiama Harbour is a key focal point for our area and it is advised that we look at how to prioritise actions within the plan and identify how they will dovetail into various grant opportunities as they become available.

Anthony spoke to the activation of other headlands and natural assets in our area that have great opportunity for activation and are currently underutilised. Bombo Headland with the new stairs being installed leads the way for further development for people to be able to appreciate the natural beauty of the attraction. Similarly, with Black Head at Gerroa, Minnamurra Headland and hidden cove, The Boneyard.

- **Arts and Culture Based Tourism**

Two large arts complexes, Ngununggula Regional Gallery, located at Retford Park Southern Highlands (opened this week), established by renowned artist Ben Quilty; and due for opening next month, Bundanon at Riversdale on the Shoalhaven River, both offer enormous opportunity for the region. These National and International significant galleries will be attracting visitors to the area that have a passion for art, good food and quality experiences that they are willing to pay for.

- **Agri-Tourism**

Tourism on farms and tourism relating to local produce is another key opportunity for Regional NSW. An example of positive growth in the area is The Pines Dairy opening their Pantry in Kiama, along with other key farm products such as Pecora Dairy in Robertson. This area has a lot of opportunity for growth.

Anthony mentioned the new establishment being built between Nowra and Berry that is working off the concept of 'The Farm' in Byron Bay.

Megan mentioned that she had done a lot of work in this area over the last 5-10years with getting the Harvest Trail off the ground however found it difficult not having a facilitator to pull all the marketing and join all the dots together.

6.03pm Anthony was thanked for his attendance and left the meeting.

4. Minutes of 27 July 2021

The minutes of the previous meeting held on 27 July 2021 were received and accepted with no business arising.

Moved: Marcus Testoni

Seconded: Clr Warren Steel

5. Kiama Tourism and Events Strategy 2022-2026 Update

The draft Kiama Tourism and Events Strategy 2022-2026 circulated prior to meeting to Committee members for review.

This Strategy will be supported by the following documents that are currently being drafted and sit as appendices to the plan:

Appendix 1: Background Report, comprising of:

- The Plan's Purpose
- The Plan's Delivery Process
 1. Research
 2. Consultation
 3. Analysis
 4. Draft strategy

Appendix 2: Action Plan and Timeline

Recommended:

That the Tourism Advisory Committee endorse the DRAFT Kiama Tourism and Events Strategy 2022-2026 as circulated and once complete, table the three documents (Draft Kiama Tourism and Events Strategy 2022-2026, Background Report and Action Plan) at a future Council Meeting for endorsement to go on public exhibition.

Moved: Cameron McDonald

Seconded: Marcus Testoni

6. Kiama Tourism Opportunity Plan (TOP) – implementation update

- Kiama & Gerringong Highway Bypass Signs

All four signs now installed, north and south bound on the highway at the entry/exit points to Kiama and Gerringong.

- Beach and Foreshore Activation (Lead – Manager Tourism & Events)

Following a change in the Kiama Surf Lifesaving Club executive team, key Council staff representatives met with the new executive team to explain Destination Kiama's interest in the beach and foreshore activation project in order to create opportunities to generate expenditure by visitors in this location.

The club stated that COVID has put added strain on the club's finances and with the cessation of the Curves gym lease their income was minimal. They would like to explore diversification however understands there are limitations to what they are able to do.

A cosmetic refurbishment of the upstairs area, to make it more appealing for functions has been complete, with the bathrooms the next priority.

The LEP as it stands currently for RE1 land's functions are very restricted, meaning that other than a kiosk, there aren't many options for diversification.

In order to allow more functions on the land a **Planning Proposal** (with robust justification) will need to go to Council to include new permissible uses such as a permanent function venue, restaurant or equipment hire venue. This proposal could be submitted for each of the three surf clubs in the LGA but will take time.

In the meantime, it was suggested that a DA be submitted for Kiama Surf Club to operate a temporary use for the use as a function centre which would allow them to continue to lease the upstairs premise for up to 52 days per year.

The forthcoming Open Space and Recreation Strategy will provide a holistic approach to how we wish to utilise these parcels of land surrounding the clubs. By tying the Tourism Opportunity Plan into this, we hope that the new strategy will support a planning proposal that to diversify uses.

- Headland, Harbour and Foreshore Activation (Lead – Economic Development Manager)

As previously advised, the NSW Government has released its response to submissions regarding its plans for Kiama Harbour, set out in its Kiama Harbour Revitalisation Strategic Framework. From this the Draft Kiama Harbour Revitalisation Action Plan was released with consultation sessions facilitated on 3 September, 2021. Submissions have now closed for comment on this Action Plan.

- Activating Walking and Trail Experiences (Lead – Director of Engineering) – Great Southern Walk / Escarpment walking track

Escarpment Walking Track – ISJO project lead in this area, new Executive Officer appointed this month, whereby it is expected this will be picked up again.

- Cycle Tourism

Following the release of the document *A Regional Strategy for Cycle Tourism* which was initiated by the previous ISJO Executive and funded by Wollongong UCI Legacy Funding, a meeting was facilitated by Destination Sydney Surround South. Roger Stephan the new ISJO executive, described his disappointment in the strategy its limited ability to prioritise any meaningful tasks in order to link each of the LGAs.

Mark Sleight, Destination Wollongong's Manager spoke to the UCI World Champs event being staged in Wollongong and advised that programs will start to be put together early next year, at which point the surrounding regions can buy in, leverage and support.

- **Kiama Council and Tourism Priority Integration**

The Kiama Municipal Council – Events Action Plan 2019-2021

Within in the current plan we recognise Goal 1: To improve the service and support Council provides for event organisers and have been working on the following:

- Creating a dedicated events enquiry hub on the Kiama Municipal Council website as a first point of call for those people wishing to host any manner of event (and a stepping stone to reach kiama.com.au)
- A flowchart (both an external facing and internal), providing a quick reference to respond to frequently asked questions
- A Preliminary Enquiry Form which triggers departmental actions with relation to a public run event
- Links to event resources including Destination Kiama Event Funding opportunities

Open Space and Recreation Strategy

Within this financial year, work will be done to create an overarching strategy to address how each of the Municipalities recreational areas are to be used. The Acting Manager, Tourism and Events will seek inclusion in these development plans to ensure the priorities listed in the Tourism and Events Strategic Plan and Tourism Opportunities Plan are explored and advocated.

7. Destination Events

REVEL in May update

At the last meeting Council endorsed the TAC recommendation to cancel the 2021 New Year's Eve Fireworks event and instead plan for a series of smaller events over the month of May, 2022.

Tourism and Event staff have held a preliminary meeting with key and interested event industry experts along with Council staff from cultural and community development.

The next step is to receive each of the event proposals and accompanying financial plan / budget from these representatives and assess their suitability, before offering the expression of interest to the wider event and arts/cultural community with an invitation to submit an application to fit within the developed calendar.

Destination events seeking sponsorship

A summary of the seven events seeking funding support for round three were provided to the Committee. Along with this is an Application Assessment which scored each of the events based on the criteria laid out in the Destination Events Application Guidelines. A copy of the scorecard and summary is attached to these minutes.

Event Seeking Support	Event Date	Assessment Outcome	TAC Recommendation
Cloudbreak Wealth Sevens and Small Caps Conference	25-26 February, 2022	48/70 Up to \$5,000	\$1,000 for marketing the conference out of area and developing the conference program.
Football Writers' Festival	25-27 March, 2022	50/70 Up to \$5,000	In-kind to cover the hire of the Jamberoo School of Arts (\$2,200) + \$500 marketing out of area
The Man Walk – Activity & Strategy Weekend	29 April – 1 May 2022	44/70 Up to \$5,000	In-kind to cover the hire of The Pavilion, Kiama. + \$1,500 for marketing the conference out of area and developing the conference program.
Kiama Beach Tag	2 April, 2022	65/70 Up to \$20,000	\$5,500 Financial for marketing the event out of area and developing the event program. + \$2,200 inkind support (reserve hire and waste)
South Coast Literary Festival	13-15 May, 2022	69/70 Up to \$20,000	\$5,500 Financial for marketing the event out of area and developing the festival program. + in-kind to cover hire of The Pavilion
SurfLife Music Festival Gerringong	10-12 June, 2022	70/70 Up to \$20,000	\$6,500 Financial for marketing the event out of area and developing the event program. + \$3,500 in kind (reserve/hall hire and waste)
Kiarama Music Festival	29 October, 2022	50/70 Up to \$5,000	\$3,000 Financial for marketing the event out of area and developing the workshop program.

			+ \$3,500 in kind (reserve, Pavilion hire and waste)
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Major & Destination Events funding level qualification*	
Level of funding	Score
Up to \$20,000 monetary or in-kind support	61 - 70
Up to \$10,000 monetary or in-kind support	51 - 65
Up to \$5,000 monetary or in-kind support	41 - 50
No funding	40 or less

Source: *Destination-Events-Funding-Guidelines-January-2021 – Page 6*

All successful applicants are required to sign terms and conditions pertaining to their responsibilities (including safety), relevant approvals being sought, key milestones to reach, and detailed post event reporting completed.

Failure to execute the event within the documented agreement terms will result in a full refund of all moneys provided by Destination Kiama / Kiama Municipal Council for the event.

A new COVID-19 clause is also now also included within the contract, with a force majeure clause. Considered on a case by case basis, in such circumstances that an occurrence outside the reasonable control of the affected party takes place.

Recommendation:

That Destination Kiama provide support to the above mentioned applicants for the event applications received for the agreed amounts, provided the terms and conditions are agreed and adhered to.

Moved: Rob Sciacchitano

Seconded: Cameron McDonald

COVID Related Funding Appeals

Surfing NSW

A letter has been received from Surfing NSW following a discussion with their CEO, explaining the decision to cancel the Australian Open of Surfing (AOS) in Kiama. Originally scheduled for November 2021, the National Event has been forced to cancel given the travel restrictions in place for competitors to attend.

The letter to Destination Kiama has observed that the AOS is a major element within the current year's agreement and requested that despite this, rather than return an approximate 50% (\$4,000) of funding, they would like the opportunity to discuss ways in which Surfing NSW can replace the value of the AOS and therefore retain the approved investment.

Recommendation:

Destination Kiama write to Surfing NSW to acknowledge the cancellation of the Australian Open of Surfing due to COVID-19, and agree that they replace the event with another surfing event within the Kiama area of an equal value, retaining the current agreement.

Moved: Clr Warren Steel
Seconded: Marcus Testoni

8. Community and Industry Engagement

Tourism After Hours

The next Tourism After Hours event will be scheduled in late November or early December 2021 at a local venue to be advised, this will be a Christmas event and be subject to venue availability and appropriate COVID related adherence. Due to COVID-19 a Spring Tourism After Hours will not be held.

Industry Development

The following industry development workshops were previously planned (and cancelled due to COVID-19) and will rescheduled at a date to follow.

- Grant Writing, part II
- Search Engine Optimisation (SEO) Bootcamp

9. Indigenous Tourism Growth

The Acting Tourism and Events Manager will be attending a NATOC Communication, Consultation and Collaboration Workshop this week.

Now that COVID restrictions have eased, Destination Kiama's 'Meet the locals' video can now be produced featuring indigenous elder, Aunty Joyce. This video will have snippets focused on:

- Traditional foods, medicines from the area and where to find them
- Story's about Saltwater people and their spirit food
- Identify places of cultural significance
- Itinerary for self-help using the healing pool – mental health

10. Electronic Vehicle Charging Station

The Department of Regional NSW have been asked if there is any news following a request for Kiama Council to recommend a location of an Electronic Charging Station in Kiama with Blowhole Point Carpark the preferred location. There is no news on this, however a subscription has been made to receive updates.

11. Visitor Servicing update

Visitor Information Centre COVID resumption plan and COVID-Safe plan has been completed. As it stands at the moment, we are looking to open at the 80% vaccination target and will be monitoring and re-evaluating until such time. Considerations include:

- All staff to be fully vaccinated – we have collected this data and are confident we can fulfil a roster.
- Opening prior to 1 December means anyone entering the Visitor Information Centre needs to be fully vaccinated and this will need to be monitored by staff.
- A general concern regarding health and safety has been conveyed. To address this, staff attended a Conflict Resolution Workshop last week, to be equipped with mechanisms if customers choose to question compliance with vaccination status.
- Customer flow and safety is utmost concern during the next week as we look to both physical barriers and protocol to mitigate risk and still provide the best service to customer needs.

12. Thank you to Tourism Advisory Committee Members

Given this is the last meeting scheduled before the Kiama Municipal Council Elections, a formal thank you was provided to each of the Tourism Advisory Committee Members and a small gift was presented to each of them.

- Councillor Matt Brown (Chair)
- Councillor Warren Steel
- Robert Sciacchitano
- Marcus Testoni
- Cameron McDonald

Meeting Closed at 7:27pm

Summary of Destination Events Funding Proposals – TAC 12 October, 2021

EVENT	EVENT DATE	EVENT ORGANISERS	REQUESTED AMOUNT	ASSESSMENT OUTCOME	PREVIOUS COUNCIL SUPPORT	DETAILS
NSW State Wave Titles – National Wave Series	20-21 November, 2021	Declan McCarthy Kiteboarding Australia	\$3,700 financial (media, water safety and trophies) \$300 in kind licence fee for Seven Mile Beach reserve	57/70 Up to \$10,000	\$3,500 in 2020	Locality: Gerroo – Seven Mile Beach Year of event: second event held at Gerroo Attendance: 250 (125 outside Kiama LGA) Event Duration: 2 days Ticketed: Entries for kitesurfers Other: *Not for profit peak sporting association for kiteboarding. *Best kitesurfers in NSW attending the championships to battle it out for the title in junior, mens, womens and masters categories. 4 person heats – elimination ladder. *Will partner with Seven Mile Holiday Park and Discovery Parks, host dinners and functions at local venues. *promotes and activates the community to the kitesurfing world. Event will naturally promote the local area through advertising and marketing and will attract best riders in the state to Gerroo. *Event will capture media and will create lasting legacy for promotion – resulting in economic impact. Potential to host event in following years.
Cloudbreak Wealth Sevens and Small Caps Conference	25-26 February, 2022 (26 Feb Sevens Event)	Anthony Hourigan Cloudbreak Wealth Pty Ltd	\$4,000 financial (\$3,500 to cover catering and venue hire + \$500 marketing) Total \$4,000 financial	48/70 Up to \$5,000	Nil	Locality: Kiama – Sebel + Rugby Sevens event Year of event: first event Attendance: 50 (40 outside Kiama LGA) Event Duration: 2 days Ticketed: Yes – companies will pay to attend conference. Other: *Business investors and small cap companies from around Australia to Kiama to connect them for future business dealings. *Showcasing local area. Repeat visitation. Aiming to hold conference annually.
		Bonita Mersiades		50/70		Locality: Jamberoo Pub, Jamberoo School of Arts

1

<p>Football Writers' Festival incorporating the Michael Cockerill Oration and Portraits in Football exhibition</p>	<p>25-27 March, 2022</p>	<p>Fair Play Publishing Pty Ltd.</p>	<p>\$5,500 financial hire + \$2,000 portable toilets) \$2,203 Jamberoo School of Arts hall hire in kind Total \$7,703 (\$5,500 financial + \$2,203 in-kind)</p>	<p>Up to \$5,000</p>	<p>In-kind funding previously provided , to cover waste and reserve hire.</p>	<p>Year of event: 50th Year Attendance: 120 (70 from out of area) Event Duration: 2 days Ticketed: Ticketed (\$15 for two days) Other: Three elements to event 1. Michael Cockerill Oration (late Fairfax football journalist) to be given by Dr Andy Harper (football commentator and analyst with Channel 10). Late Michael Cockerill's wife Jo is a Jamberoo local. 2. Portraits in Football exhibition – photographic exhibition that was sold to overseas interests and had been re-acquired into Australia. This will be first time photographs have been exhibited in Australia. 3. Football Writers Festival (Sat and Sun) *Partnership with Johnny Warren Football Foundation and Jamberoo Pub. *Sponsorship already secured – Destination NSW (\$6,000), Johnny Warren Football Foundation (\$2,500), Fair Play Publishing (\$3,500).</p>
<p>The Man Walk</p>	<p>April 29 – May 1, 2022</p>	<p>Mark Burns</p>	<p>\$10,500 financial to cover catering for Saturday function, transportation and activities + in kind (Pavilion hire)</p>	<p>Nil</p>	<p>Nil</p>	<p>Locality: Kiama – Pavilion, Coastal Walk Year of event: First event Attendance: 50 - 100 Event Duration: 3 days Ticketed: Ticketed Other: *gathering of Manbassadors of Man Walkers from 35 Man Walks around NSW *collaboration of men from around state to sample activities and experiences of Kiama – have semi formal discussions around strategy and planning for The Man Walk. *connecting men and strengthening communities *using local speakers – psychology, leadership, exercise. Local businesses – cafes, restaurants, transport, Illawarra fly, etc. *NFP. Potential for media exposure. Happy to have presentation from DK incorporated with weekend event. *FYI - same dates as Rose Championships at Pavilion</p>

Kiama Beach Tag	2 April, 2022	Steve Emmett and Keiron Duncan Shoalhaven Oztag Association Supported by Australian OzTag association	\$10,000 financial \$5,000 waste/recycling + \$3,000 other in kind (reserve hire) Total \$18,000 (\$10,000 financial + \$8,000 in-kind)	65/70 Up to \$20,000	Nil	<p>*DK team worked with Mark in collaboration for The Big Get Together Youth event – very capable in managing successful event.</p> <p>Locality: Kiama – Surf Beach (outside of patrolled area) Year of event: First event Attendance: Estimated 600 participants, 1,000 spectators, 20 volunteers (1,000 from outside Kiama LGA) Event Duration: 1 day Ticketed: Team nominations + free event hub activities. Other: *Australian OzTag will support Steve and Keiron with event operations – having run many large successful events. * Intention to make it an annual event that attracts people from all over the state and attracting overnight visitation. Aim to be on par with Rugby 7's as biggest major sporting tournament. *Round-robin style games before progressing to sudden death stage with finals late afternoon/early evening. *Surf Beach will be main hub with food trucks, stalls, and massage area for players, jumping castle, face painting, and live music from mid-afternoon in Coronation Park. Inclusive and fun atmosphere. *Encouraging teams to stay overnight and showcasing Kiama to attract teams. Early start and late finish will encourage pre and post visitation. Hosting post event presentation ceremony. *Employing locals for refereeing, set up, scoring, admin. Intend to partner with Kiama Surf Club to run bbq + Kiama Knights Jr for bottle/can return for fundraising. *Inviting Indigenous teams via Australian Oztag. *Clutch TV to be approached for streaming. Atmosphere Productions to film/Video. *Already attracted \$10,000 in sponsorship (intend to reach \$15,000 by December).</p>
South Coast Literary Festival		Hannah Lynch	\$10,000 financial	69/70	Nil	<p>Locality: Kiama – The Pavilion + Multiple Local Venues Year of event: first year</p>

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	13 – 15 May, 2022	Bouquiniste	<p>\$5,500 in-kind (\$4,280 Pavilion fees in kind + \$1,000 waste fees in kind + \$220 town signage)</p> <p>Total \$15,500 (\$10,000 financial + \$5,500 in-kind)</p>	Up to \$20,000		<p>Attendance: 700+ (300+ outside Kiama LGA)</p> <p>Event Duration: 3 days</p> <p>Ticketed: Some ticketed, some free events.</p> <p>Other:</p> <ul style="list-style-type: none"> *Bouquiniste hosts author/live music events – last event sold out with 300 attendees midweek. 450 current book club members. *Event involves authors, musicians, poets, book bloggers, booksellers, podcast presenters. Weekend will be commemoration of words: written, spoken, sang and felt and celebrate Kiama and all it has to offer. *Events suited to everyone in the family, inclusive of age, creative outlet, reading habits and genres. *Bringing national and international best-selling authors, musicians, poets, industry leaders and influencers to Kiama. *Fills major literary event gap and will complement other events. No other major literary festivals within 1.5 hours of Kiama Municipality. *Sponsorship already secured – in kind venue hire at Leagues Club, Little Betty's, Crooked River Winery and in discussion with other businesses. Packaging of accommodation/restaurants/ attractions in progress. *Event will encourage repeat visitation and will allow attendees to see a wide variety of venues, services and experience that the town has to offer.
SurLife Music Festival Gerringong	10-12 June, 2022	Adam Loxley	<p>\$10,000 financial (\$5,000 marketing, \$2,500 financial live music fern street + \$2,500 live music/surf expo – Werri)</p> <p>\$5,400 in-kind (\$3,900 reserve/hall hire in-kind)</p>	70/70 Up to \$20,000	\$8,750	<p>Locality: Gerringong – Town Hall, Old School Park – Werri Reserve</p> <p>Year of event: 5th year in current format (held in 2015/16 at Gerringong Bowling Club)</p> <p>Attendance: 2,500</p> <p>Event Duration: 3 days</p> <p>Ticketed: Some ticketed, some free events</p> <p>Other:</p> <ul style="list-style-type: none"> *Tourism destination/lifestyle event and major promo vehicle for Gerringong. *Opportunities for local artists/bands to gain exposure *Business model generates 70% income from ticket sales, 30% from sponsors. Employs local bands (ensuring 50% of line up)/staff/uses local produce where possible *Accommodation/packaging with local businesses *Fern Street music directly aimed at boosting trade on main street.

							<p>*Surf Expo raises funds for Rotary, Warri Board Riders</p> <p>*Unique experiences: Classic Surf Kombi Muster, Surfboard Swap Meet, Surf Art Market</p> <p>*Promo focused on natural beauty, attractions, accommodation, and village vibe of Gerringong, beaches, surf + cool retro town hall.</p> <p>*Other drawcards: Headline bands, Surf Expo, Live Street Music,</p>
Kiarama Music Festival	29 October, 2022 workshop 2 weeks prior <i>*NB new financial year budget</i>	Dominic Furber	<p>\$1,500 waste)</p> <p>Total \$15,400 (\$10,000 + \$5,400 in kind)</p>	50/70 <i>Up to \$5,000</i>	<p>\$2,000 in 2019 to Audiopaxx for event that did not proceed due to change of artist touring plans</p>	<p>Locality: Kiama – Black Beach/School Flat + 3 day workshop at Pavilion (2 weeks prior to event date)</p> <p>Year of event: first event</p> <p>Attendance: 4,000 – 8,000</p> <p>Event Duration: 1 day</p> <p>Ticketed: Yes</p> <p>Other:</p> <ul style="list-style-type: none"> *Music and contemporary art festival that highlights Kiama’s culture. *Intention to make recurring annual event. Festival will build on from a proposed workshop to mentor and support emerging talent (10 to 20 people). *Newly formed partnership of local Traditional Owner Aunty Gwenda Jarret and Secret Sounds Group (Splendour in the Grass and Falls Festival). *Headline acts by leading Australian artists (Indigenous and non-Indigenous). Showcasing local talent and encouraging visitation, employment and cultural and financial benefit to local economy. *Aim to increase cultural awareness and opportunities for Aboriginal performing and visual artists. *Intend on partnering with local businesses for accommodation, food and beverage, community and youth organisations. *Will leverage marketing reach of Secret Sounds group and anticipate media attention. 	

Major & Destination Events funding level qualification*	
Level of funding	Score
Up to \$20,000 monetary or in-kind support	61 - 70
Up to \$10,000 monetary or in-kind support	51 - 65
Up to \$5,000 monetary or in-kind support	41 - 50
No funding	40 or less



7th October, 2021
Kiama Municipal Council
11 Manning St
Kiama, 2533, NSW, Australia

Dear Sally Bursell,

RE: Australian Open of Surfing – Kiama Open 2021

Please take this letter as a formal decision on the status of the Australian Open of Surfing - Kiama Open for 2021 which is apart of the Destination Kiama partnership agreement with Surfing NSW.

The Australian Open of Surfing Tour relies on a minimum of four events to run in different locations across NSW for Australia's top male and female surfers to compete in. The tour was scheduled to be held from October – November in 2021. Each event needs a minimum planning lead time of 6-8 weeks in order to achieve sufficient participant numbers and gain the marketing exposure these events deserve.

Surfing NSW discussed many options for how the tour can run in 2021 including holding events on later dates in the year. There were challenges faced with finding dates for later in the year due to availability in some regions as well as uncertainties on how the pandemic may still impact the tour at later dates. With consideration to the lead time required, travel of competitors intrastate and interstate to and from the event as well as uncertainty of restrictions, our team has made the difficult decision to cancel the 2021 Australian Open of Surfing tour.

Surfing NSW is committed to planning towards 2022 and beyond in delivering the tour as annual fixture on the events calendar. As we have not announced the 2021 tour, we will follow our due diligence in communicating this decision with all council partners, event sponsors and necessary stakeholders.

It was a very tough decision to make and we aim to bring back the Australian Open of Surfing Tour in 2022 bigger and better in a less restricted playing field.

We would like to request that we retain the agreement that was confirmed with Destination Kiama for FY22 with the opportunity to renew for FY23. Given the Australian Open of Surfing was a major element of the agreement, we would like to suggest that we continue to discuss ways in which Surfing NSW can replace the value of the Australian Open for FY22 to retain the approved investment.

Further to this, Surfing NSW are committed to holding the Woolworths Surfer Grom Comp (13-14 November, 2021) and the Australian Boardriders Battle (11th December) in 2021. For these two events as per the agreement we would like to continue to plan with Destination Kiama and the Holiday Parks team for sponsorship of x3 bed-nights accommodation for the event officials travelling to Kiama from out of the region. The required accommodation for the event officials as per in the past is four cabins (pending availability with the Holiday parks).

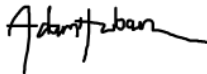
address / 'The Pavilion',
Marine Pde, Maroubra
Beach NSW 2035

mail / PO Box 4005,
Maroubra South
NSW 2035

phone / (02) 9349 7055
fax / (02) 9349 7344
web / www.surfingnsw.com.au

We would very much like to work with Destination Kiama for securing an annual Australian Open of Surfing and will work with the team on appropriate dates for 2022 as well as consider any further opportunities for the region.

Kind Regards,



Adam Huban
Surfing NSW
General Manager – Events & Partnerships

5 Funding eligibility

For an application to be eligible, it must meet the following requirements:

- Destination Events Funding Applications must be submitted on time including all supporting documents
- All appropriate areas of the application must be completed, paying special attention to the economic impact (part 2) and destination profiling (part 4) sections
- Event must be based in the Kiama Local Government Area
- Reflect the character and culture of our area
- Attract overnight visitation from outside our area
- Engagement with the local tourism industry
- Have sound financial management
- Be held at a desirable time of year (outside peak visitation periods)
- Be undertaken within 12 months of receiving approval of funding
- The event must not have received funding support/grant from another department of Council for the same event (ie. Kiama Cultural Grants)
- Not be a regularly re-occurring event (definitions in Appendix C)
- A post event report must have been submitted and accepted by Destination Kiama and Kiama Municipal Council for funding received for any previously successful funding applications
- You do not have any outstanding fees or equipment owed to Destination Kiama or Kiama Municipal Council
- We encourage events to be a Destination Kiama partner.

Eligibility will be determined on a case by case basis.

If you have any concerns about your event's eligibility, it is a good idea to contact our Events Coordinator to ensure your event is a good fit for our Destination. We recommend you do this well in advance of the application deadline. We take enquiries all year round, not just when the funding period is open.

Please email events@kiama.nsw.gov.au or call 02 4232 0444.

6 Funding criteria

The following criteria will be used to assess the application by the Destination Kiama TAC. This criteria includes the funding objectives for Destination Kiama and Council, and is a score based system.

Decision making criteria	Destination Event	Score
Capacity and Capability All event organisers will be required to: <ul style="list-style-type: none"> Demonstrate a capacity and capability to manage a successful event Provide event management plan (including marketing plan) and budget relevant to the scale of the event 	Meets 100% of criteria	/10
Brand profiling for the Kiama area <ul style="list-style-type: none"> Regional and State wide media exposure Distinct engagement or enhancement opportunities 1,000+ followers on social media Enhance the character and culture of the region May leave amenity improvement of the region Destination Kiama profiling 	Meets 55 – 75% of criteria	/10
Community impact/ benefit <ul style="list-style-type: none"> Fits in with the destinations Hero Experiences Improves community spirit Stimulates opportunities for participation and positive community connections Acknowledges and promotes cultural diversity Demonstrates an understanding of the needs of the community Provides evidence of community support and/or involvement Ability to minimise and manage event waste and any environmental impact 	Meets 55 – 75% of criteria	/10
Economic impact <ul style="list-style-type: none"> Between \$50,000 - \$1M economic impact from year 3 of the event or as a one-off event Full capacity of beds/ OVE across the LGA 	Meets 55 – 75% of criteria	/10
Size and scale <ul style="list-style-type: none"> Paying attendees of over 300pax OR more than 1000 FREE attendees Target of 35% out of region visitation 	Meets 55 – 75% of criteria	/10
Sustainable <ul style="list-style-type: none"> Ability to attract corporate sponsorship Ability to attract State Government Support Working budget that shows profit/loss Shows a sustainable business model 	Meets 55 – 75% of criteria	/10

Decision making criteria	Destination Event		Score
Capacity and Capability All event organisers will be required to: <ul style="list-style-type: none"> • Have social / cultural, economic and/or local area promotional benefits • Fill a strategic gap in the calendar of events • Event is held in the Kiama LGA • Council has resources to support the event • No grants or funding have been received from other Council departments • An Australia Tourism Data Warehouse (ATDW) listing has been created for the event • Have sound financial management • Received destination funding in previous years 	Yes	No	/10
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
TOTAL			/ 70

Major & Destination Events funding level qualification*	
Level of funding	Score
Up to \$20,000 monetary or in-kind support	61 - 70
Up to \$10,000 monetary or in-kind support	51 - 65
Up to \$5,000 monetary or in-kind support	41 - 50
No funding	40 or less

Note: Applicants whose event falls into the Major Event and Destination event categories, can apply for destination event funding,

Details on the event categories* including the suggested funding thresholds, can be found in Appendix B.

**Note: Not all events will fit neatly under one category, in this instance the categories are to be used as a guide and decisions on which category and event sits under is at the discretion of the funding group*

9.4 Minutes: Finance Advisory Committee - 4 November 2021Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 Minutes - Finance Advisory Committee - 04/11/2021 [↓](#)
- 2 Draft terms of reference - Finance Advisory Committee [↓](#)

Enclosures

Nil

RECOMMENDED

That Council:

1. receive the Minutes of the Finance Advisory Committee meeting held on 4 November 2021 and accept the following recommendation:

That Council does not undertake the peer review as resolved at the 17 August 2021 Council meeting (21/223OC) and instead, focuses its efforts on the preparation of a Long Term Financial Plan to be undertaken in-house using LG Solutions Long Term Financial Plan module.

2. endorses the Finance Advisory Committee Terms of Reference.

Report

A copy of the Minutes of the Finance Advisory Committee meeting held on 4 November 2021 is attached for Councillors' information.

A copy of the Finance Advisory Committee Terms of Reference is attached for Council endorsement. It is noted that inclusion of the word "advocate" within the purpose of the Committee was not a unanimous Committee decision.



KIAMA
MUNICIPAL
COUNCIL

Finance Advisory Committee (FAC) Minutes

Date:	4 November 2021	Time:	5pm	Venue:	Committee Room 1
Chairperson:	Councillor Mark Honey, Mayor			Minutes:	Cathie Bax
Meeting Objective:	To provide strategic advice on financial sustainability, strategies and practices to the Council.				
Present:	Community representatives: Jim Thomson, Graeme Gharashe, Mark Greaves, Elizabeth Kelly, Anna-Leena Risku Jane Stroud (Chief Executive Officer) Mike Dowd (Director Engineering & Works) Elizabeth Alley (Acting Chief Financial Officer)				
Apologies:					

1.1 Welcome to members

- Members were welcomed to the first meeting of the Finance Advisory Committee (FAC)
- Members expressed their expectations of the FAC

1.2 Acknowledgement of traditional owners

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

2. Declarations of Interest

- Elizabeth Kelly declared an interest in relation to item 5 relating to the financial sustainability review as she undertakes work for KPMG and will not take part in discussion on this matter.

3.1 Chief Executive Officer overview

- Confidential overview of the organisation and finances provided to the Committee
- Industrial relations instruments needing review, major technology upgrades, financial statements and budget build process. Also noted was the organisational structure and employee costs for Blue Haven and Council.
- Asset management status and gaps in strategic planning were noted
- Integrated Planning and Reporting framework – key documents to be prepared and the need to meet performance indicators
- Three key committees: Audit, Risk and Improvement Committee (ARIC), Blue Haven Board, and FAC. Noting essential need to add value and support Council's work
- Impact of COVID-19 on operations, and projected revenue like many local governments, but exacerbated due to heavy reliance on tourism, holiday park income etc.
- Overview of land holdings of Council

3.2 Chief Financial Officer overview

- Resolved to have financial statements completed on time but the number of issues as provided in the CFO report to ARIC on 26 October has resulted in an extension to 30 November
- Rationale for extension provided

- Management engagement and visibility of budgets need considerable improvement
- Different budget software used for Blue haven and Council
- Some challenges with auditors (Deloitte) and their workload impacting on Council. Likewise, increased compliance requirements and need for position papers on multiple items is creating workload impacts
- Staff shortages and turn over in critical roles is having a significant impact
- Long term financial plan needs to address the two loan repayments owed for Blue haven
- Inducting new Councillors and ensuring focus on required deliverables and criteria for funding of essential items is a core priority
- Financial statements and budget timeline / build process will be provided to FAC for consideration

4. Terms of Reference

- Expectation is for the FAC, Blue Haven Advisory Board and the ARIC to provide documented good strategic advice to Council
- The FAC is a resource for Council and staff
- Beneficial for Council to meet with these groups on a quarterly basis
- Important for the Council to understand that the FAC, Blue Haven Advisory Board and ARIC are not a threat but will support Council. This will come from having a robust agenda and good questions eg Council request information on a particular matter, FAC reviews, writes a position paper and makes recommendations
- **Action:** Jim Thomson to review draft Terms of Reference and provide a version for FAC review with the aim of submitting the Terms to the next Council meeting

5. Peer review proposals

- These proposals have resulted from a Council resolution to review and analyse the investment decisions made in the past that put us in the position we are in today
- Committee members questioned the need for this and whether there would be any value add
- Priority is Long Term Financial Plan which may need to be outsourced as we do not have the staff. Long Term Financial Plan review is also being required by TCorp
- There is a platform available that could be used in-house (with agency staff if required) which would provide a better outcome and advantages of ownership of the information

Recommendation

The Finance Advisory Committee recommends:

1. Council does not undertake the peer review as resolved at the 17 August 2021 Council meeting (21/223OC) and instead, focuses its efforts on the preparation of a Long Term Financial Plan
2. That the Long Term Financial Plan is undertaken in-house using LG Solutions Long Term Financial Plan module.

6. General business

- Most of the information presented to the FAC is privileged and confidentiality is extremely important
- To avoid any confusion future confidential agenda items will be watermarked as confidential

7. Next meeting

- Agreed that meetings are scheduled for the 1st Thursday of every second month from 3pm to 5pm

Closed at 7.14 pm



Terms of Reference

hCommittee:	Finance Advisory Committee
Status:	Council committee <input checked="" type="checkbox"/> Statutory committee <input type="checkbox"/> Sunset committee <input type="checkbox"/> (specify the end date)
Purpose:	Role of the Committee is to: <ul style="list-style-type: none"> act in an advisory capacity to council on financial matters encourage sound financial practice and reporting for Kiama Municipal Council advocate to and for Council on financial matters provide expert advice to Council and community on the long term financial sustainability of Council review the efficacy of Council's Long Term Financial Plan and strategies to sustainably deliver Council's financial objectives. develop and review action plans aimed at delivering financial performance review service levels ensuring sustainable resourcing review and monitor Council's financial performance review and investigate opportunities proposed by Council officers or other committee members.
Objectives:	Objectives of the Committee are to: <ul style="list-style-type: none"> provide expert advice which informs the future financial sustainability of Council support and provide advice to Council's Chief Executive Officer and Chief Financial Officer be involved in financial planning and policy within the local government area act as a conduit between the community and Council on financial concerns make recommendations to Council on specific financial concerns and matters.
Committee Meetings:	Meetings are held every second month on the first Thursday of the month.
Venue:	Meetings will be held at the Kiama Council Chambers or other suitable venues as required.
Membership:	<ul style="list-style-type: none"> Mayor Chief Executive Officer Chief Financial Officer Director of Engineering and Works 5 Community Members appointed by Council

21/111901

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Committee:	Finance Advisory Committee
Term of membership	<p>Non-Councillor membership of the Finance Advisory Committee will be for the length of a Council term.</p> <p>NB: a specified term does not preclude an incumbent from reapplying to serve on consecutive terms.</p>
Meeting quorum:	<p>A Quorum will be deemed to have been met under the following criteria:</p> <ol style="list-style-type: none"> 1. minimum of 50% plus 1 2. or per statutory requirements (if required).
Meeting administration:	<ul style="list-style-type: none"> • Meetings are to be chaired by a Councillor or as elected by the committee and endorsed by Council. • Minutes will be taken by a representative of Council. • Minutes are required to be submitted for the next Ordinary Meeting of Council immediately following the committee meeting. • Minutes and agendas will be circulated no less than seven days prior to a scheduled meeting.
Selection of members	<p>When positions become vacant the selection of new committee members will be undertaken:</p> <ol style="list-style-type: none"> 1. through a public invitation for EOI by applicants 2. by consideration of applications by Council 3. by Council approval of successful applicants <p>The following factors will be taken into consideration when determining members:</p> <ol style="list-style-type: none"> 1. the persons relevant experience and expertise 2. whether the person is a resident of the Kiama Local Government Area 3. there is a gender balance 4. there is representation from across the full Kiama geographical area 5. cultural and age diversity is represented 6. committee members are able to demonstrate that they are connected and representative" of the community.
Responsibility	<p>Committee members will:</p> <ol style="list-style-type: none"> 1. act in an advisory role to Council staff, the Council and Councillors on financial matters arising in performance of the role of the Committee. 2. provide strategic guidance on developing and implementing Council's financial management policies and strategies 3. provide information and analysis to Council on the sustainably funding performance of Council's functions. 4. at all times comply with Council's Code of Conduct 5. at all times contribute in a positive and respectful manner 6. avoid disruption, contrary conduct or being wasteful of time and

21/111901

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hCommittee:	Finance Advisory Committee
	resources.
Code of Conduct	At all times Councillors, employees and Council officials must comply with Council's Code of Conduct.
Termination of membership	<p>Non-Councillor member positions will be declared vacant/terminated when a member:</p> <ol style="list-style-type: none"> 1. completes their designated term and retires from the committee 2. completes their term and is not re appointed 3. resigns their membership, in writing, to the Chairperson 4. fails to attend more than 75% of scheduled meetings unless granted special leave of absence by the Chairperson 5. acts in a way that is contrary to their responsibility as outlined (above). <p>NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p>
Process for termination of membership	<p>Where a (non-Councillor or staff) committee member's behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the General Manager or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council. In addition counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling.</p> <p>If the committee member's behaviour does not improve after the formal warning and counselling, the committee member's appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.</p>

9.5 Minutes: Jamberoo Youth Hall s355 Committee - 11 October 2021

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 Minutes: Jamberoo Youth Hall (Section 355) Committee - 11/10/2021 [↓](#)

Enclosures

Nil

RECOMMENDED

That Council receive and accept the minutes of the Jamberoo Youth Hall s355 Committee meeting held on 11 October 2021.

Background

A copy of the minutes of the Jamberoo Youth Hall s355 Committee general meeting held on 11 October 2021 are attached for Councillors' information.

**Jamberoo Youth Hall s355 Committee Meeting
11 October 2021, 12.30 p.m. Jamberoo Youth Hall**

Minutes

Present: Megan Collins, Tim McLeod, Vivienne Marris, Neil Reilly, Stuart Richards, Cathy Delhaas, Ros Neilson

Apologies: Nicole Rogers

Meeting opened 12.35.

Acknowledgement of Country presented by Neil Reilly.

1. [Minutes of JYH s355 AGM 6 September 2021](#) – carried over to 2022 AGM
2. [Minutes of JYH s355 General Meeting 6 September 2021](#) – Accepted (SR, CD)
3. Any business arising from the minutes not mentioned elsewhere in the agenda
 - Megan to check on times when Nicole Rogers may be available to attend meetings.
 - Follow-up of letter to KMC about drain on west side of JYH
4. [Correspondence In and Out](#)
 - 6 Sept from Greg Walsh, noting resignation and appreciating progress in the management of JYH – tabled 6 September.
 - 7 Sept from Tim McLeod re signage.
 - 8 Sept from Felix Colarusso re Sustainability Expo 17 December 2021.
 - 10 October: Follow-up correspondence re Sustainability Expo with Mitch Golding, KMC Environmental Health Officer.
 - 8 Sept from Origin Energy re Direct Debit. JYH was charged twice for the last bill, and Megan has arranged for the amount to be held in credit towards the next bill.
 - 11 Sept to KMC re fire safety inspection.
 - 13 September: Reply from Tim McLeod re fire safety: Equipment has been ordered; waiting for appointment of new assets officer. **Tim to follow up.**
 - 11 Sept to KMC re insurance. **Tim to follow up.**
 - 22 Sept from KMC re keys. Waiting for new assets officer; **Tim to follow up.**
 - 24 Sept from KMC accepting JYH s355 Committee Positions for next four-year term.
5. Any business arising from the correspondence not mentioned elsewhere in the agenda
 - Direction sign to JYH has been placed at the carpark entrance on Allowrie Street.
6. [Council Vaccination Declaration document](#)

Tim McLeod explained that JYH Committee act as Council staff in sighting proof of vaccination. Declaration forms can be sent to KMC in bulk batches.

7. **Finance Update (Megan)**

- Financial Report for the quarter ended 30th September 2021
- Profit and Loss Statement
- Balance Sheet
- Cashflow Report

Megan to send PDFs of all reports to Tim McLeod for Council records.

Discussion of refunds when JYH has been closed due to Covid. **Cathy to clarify CWA policy.**

Donations appear from JYH Assoc Inc – covering expenses to get the hall initially fit for purpose (e.g., cupboards, paint).

The home-schooling group will be asked to return their key as they don't intend to use the hall for the remainder of the year. We will request they pay the balance of their hire fee before the rental bond would be returned.

8. **Bookings Update (Megan)**

- Little Groovers back at 50% capacity
- Playgroup to start back 26th Oct
- Have not heard from Scouts yet
- CWA back this Thursday
- Home-schooling not likely to use the hall this Term.
- [Sustainability Expo](#) 17 December

9. **Maintenance report: Summary of Work (Stuart)**

- 4 new No Smoking signs have been installed at the front of the building. All pleased with outcome. Agreed: extra sign for inside. **Stuart to follow up.**
- Storage Room doors have been painted.
- Skirting boards have been sanded and painted and are approximately 50% complete.
- Overflow from the western side drain near the door has washed soil away from the west side gate locking position and may create a trip hazard. This is an important follow-up letter – important to attend to the whole drainage job, not just the current trip hazard. **Stuart and Ros to draft letter**, with photos of the problem.
- The Emergency Exit lights are not all operational. **Tim to follow up** when new Assets Officer is working.
- Email sent to Endeavour Energy regarding the lock on the Metre Box. Endeavour Energy indicated the lock would be placed by the owner of the building. Email to Kiama Council (Darren Brady) replied I should contact Endeavour energy. Discussion: The last actual meter reading was 27th April, and estimates have been used since then. It does seem to be a Council lock. **Tim to follow up** with maintenance team.

10. **General Business**

- Report on CEO picnic in the part (Ros Neilson). Pleasing community interest shown by CEO, Jane Stroud. She agreed that the western drainage needed to be done and the outside appearance of the JYH needed to be improved.
- Discussion at CEO meeting of extension of use of JYH – possible moves from groups of youth wanting to set up their own meeting venue. **Further follow-up?**
- Signage for exterior of JYH. Stuart showed how sign might look if colours were flipped – Tim given a printed copy of suggestions. **Tim to follow up.** Do we add 'Established [DATE]' on the main signs?
- Discussion: we need an exterior sign with contact phone number for bookings, and information about the history and usage of the hall – A3 size? **Committee to draft a suggested sign** with this information for next meeting.
- To Do list – **Stuart to update** in DropBox for discussion at next meeting.

Meeting closed at 2.00 p.m.

Next Meeting: Monday 8th November (may be changed if Nicole Rogers can suggest a time when she might be available).

11 October: SUMMARY OF ACTIONS

Tim McLeod:

- Follow up fire safety equipment, Emergency Exit lights and keys when new Assets Manager is appointed
- Follow up email re insurance of contents of JYH
- Discuss signage colours with KMC team and reply so we can put in the order to Simpsons Signs
- Find out who has the key to the Endeavour Energy meter box

Megan Collins:

- Send finance PDFs to Tim
- Discuss meeting attendance with Nicole Rogers

Stuart Richards:

- Draft letter **with Ros** to KMC re drainage and trip hazard
- Install extra No Smoking sign inside
- Update To Do list in Dropbox

Cathy Delhaas:

- Clarify with CWA about refunds

Committee:

- Draft signage for outside of JYH
- Discuss possible extension of hall use to youth groups

9.6 Minutes: Kiama Local Traffic Committee - 2 November 2021Responsible Director: Engineering and Works

Attachments

- 1 Minutes of Kiama Local Traffic Committee Meeting - 2 November 2021 [↓](#)
- 2 Kiama Show 2022 - traffic control plan [↓](#)
- 3 Gerringong Xmas Parade - traffic control plans [↓](#)
- 4 Proposed Road Closure - Australia Day Kiama Downs [↓](#)
- 5 Gerringong Library Parking Signage [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Kiama Local Traffic Committee Meeting held on 2 November 2021 be received and the following recommendations accepted:

1. That Council approves the traffic changes associated with the Kiama Show event on Friday 21 January and Saturday 22 January 2022 from 5 am to 10 pm each day, subject to organisers complying with the following conditions:
 - a. The event organiser comply with the Traffic Management Plan shown in attachment 2 to this report.
 - b. Notification of the closures be given to Police, local emergency services, businesses and affected residents.
 - c. An advertisement be placed in the local media advising of the closure a minimum of seven days prior to the event.
 - d. A 'Form 1' is submitted to Police for the road closure.
2. That Council approves the traffic changes associated with the Gerringong Christmas Street Parade on 18 December 2021 from 8:30 am to 11 am, subject to organisers complying with the following conditions:
 - a. The event organiser comply with the Traffic Management Plan shown in Attachment 3 of this report.
 - b. Notification of the closures be given to Police, local emergency services, businesses and affected residents.
 - c. An advertisement be placed in the local media advising of the closure a minimum of seven days prior to the event.
 - d. A 'Form 1' is submitted to Police for the road closure.
3. That Council approves the traffic changes associated with the Australia Day event in Kiama Downs on 26 January 2021 from 6:30 am to 1 pm, subject to organisers complying with the following conditions:

Minutes of Committees

9.6 Minutes: Kiama Local Traffic Committee - 2 November 2021 (cont)

- a. The event organiser comply with the Traffic Management Plans shown in Attachment 4 of this report.
 - b. Notification of the closures be given to Police, local emergency services, businesses and affected residents.
 - c. An advertisement be placed in the local media advising of the closure a minimum of seven days prior to the event.
 - d. A 'Form 1' is submitted to Police for the road closure.
4. That Council approves the installation of signage and linemarking as proposed (Attachment 5 of this report) to create formalised timed restricted parking spaces at the Gerringong Library and Museum.

Item 9.6



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

commencing at 9.00am on

TUESDAY 2 NOVEMBER 2021

Via Zoom

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 2 NOVEMBER 2021

**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE
HELD VIA ZOOM**

ON TUESDAY 2 NOVEMBER 2021 AT 9.03AM

PRESENT: Councillor M Honey (Mayor) (Chairman), J Miles (Transport for NSW Representative), Donna Binns (Observer – TfNSW), Diane Martin (NSW Police Representative), Darrell Clingan (Local Member's Representative), Mark Way (Councillor), Darren Brady (Manager Design and Development), Janelle Burns (Kiama Council Road Safety Officer), Chris Balzarano (Council Ranger) and Alyson Hodgekiss (Minutes)

1 APOLOGIES

Mike Dowd (Director Engineering and Works)

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

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

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Kiama Local Traffic Committee Meeting on 5 October 2021

[21/041LTC](#)

Resolved that the Minutes of the Kiama Local Traffic Committee Meeting held on 5 October be received and accepted.

(Member Justin Miles and Member Darrell Clingan)

4 BUSINESS ARISING FROM THE MINUTES

Nil

5 REPORT OF RMS DELEGATED FORMAL ITEMS

5.1 Kiama Show 2022 - Road closure

[21/042LTC](#)

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 2 NOVEMBER 2021

Resolved that the Committee recommends that the traffic changes associated with the event on Friday 21 January and Saturday 22 January 2022 from 5 a.m. to 10 p.m. each day be approved, subject to organisers complying with the following conditions:

1. The event organiser comply with the Traffic Management Plan shown in Attachment 1.
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 advising of the closure a minimum of seven days prior to the event.
4. A 'Form 1' is submitted to Police for the road closure.

(Member Darrell Clingan and Member Justin Miles)

5.2 Gerringong Christmas Street Parade – Road Closure

21/043LTC

Resolved that the Committee recommends that the traffic changes associated with the Gerringong Christmas Street Parade on 18 December 2021 from 8:30 a.m. to 11a.m. be approved subject to organisers complying with the following conditions:

1. The event organiser comply with the Traffic Management Plan shown in Attachment 1.
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 advising of the closure a minimum of seven days prior to the event.
4. A 'Form 1' is submitted to Police for the road closure.

(Mayor Mark Honey and Member Darrell Clingan)

5.3 Proposed road closure - Australia Day Event in Kiama Downs

21/044LTC

Resolved that the Committee recommends that the traffic changes associated with the event on 26 January 2021 from 6:30 a.m. to 1 p.m. be approved subject to organisers complying with the following conditions:

1. The event organiser comply with the Traffic Management Plans shown in Attachment 1.

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 2 NOVEMBER 2021

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 advising of the closure a minimum of seven days prior to the event.
4. A 'Form 1' is submitted to Police for the road closure.

(Member Darrell Clingan and Mayor Mark Honey)

5.4 Gerringong Library and Museum - Timed carparking spaces

21/045LTC

Resolved that the Committee approves the installation of signage and linemarking as proposed to create formalised timed restricted parking spaces at the Gerringong Library and Museum.

(Mayor Mark Honey and Member Justin Miles)

6 GENERAL BUSINESS

6.1 Motorised scooters in the Minnamurra and Kiama Downs area

MW asked DM (Police Representative) if they could have some police presence in the Kiama Downs and Minnamurra area, as there is a group of youths riding around on motorised scooters, with no helmets. DM advised that these motorised scooters are actually illegal, and police have been providing this information to schools and the community to make people more aware of this.

6.2 Resident only parking requested at Black Head Point, Gerroa

CB noted with the committee that there has been a request to have a 'resident only parking' trial considered at Gerroa Headland (Black Head Point). DB advised that originally "No Parking" restrictions were put in place to stop illegal campers and anti-social behaviour, however the residents are wanting these restrictions removed, as they are operating B & B's, and are wanting overnight overflow parking for their guests. DB advised a report will be going up to the next Council meeting.

7 CLOSURE

There being no further business the meeting closed at 9.23am

These Minutes were confirmed at the Ordinary Meeting of Council held on 7
December 2021

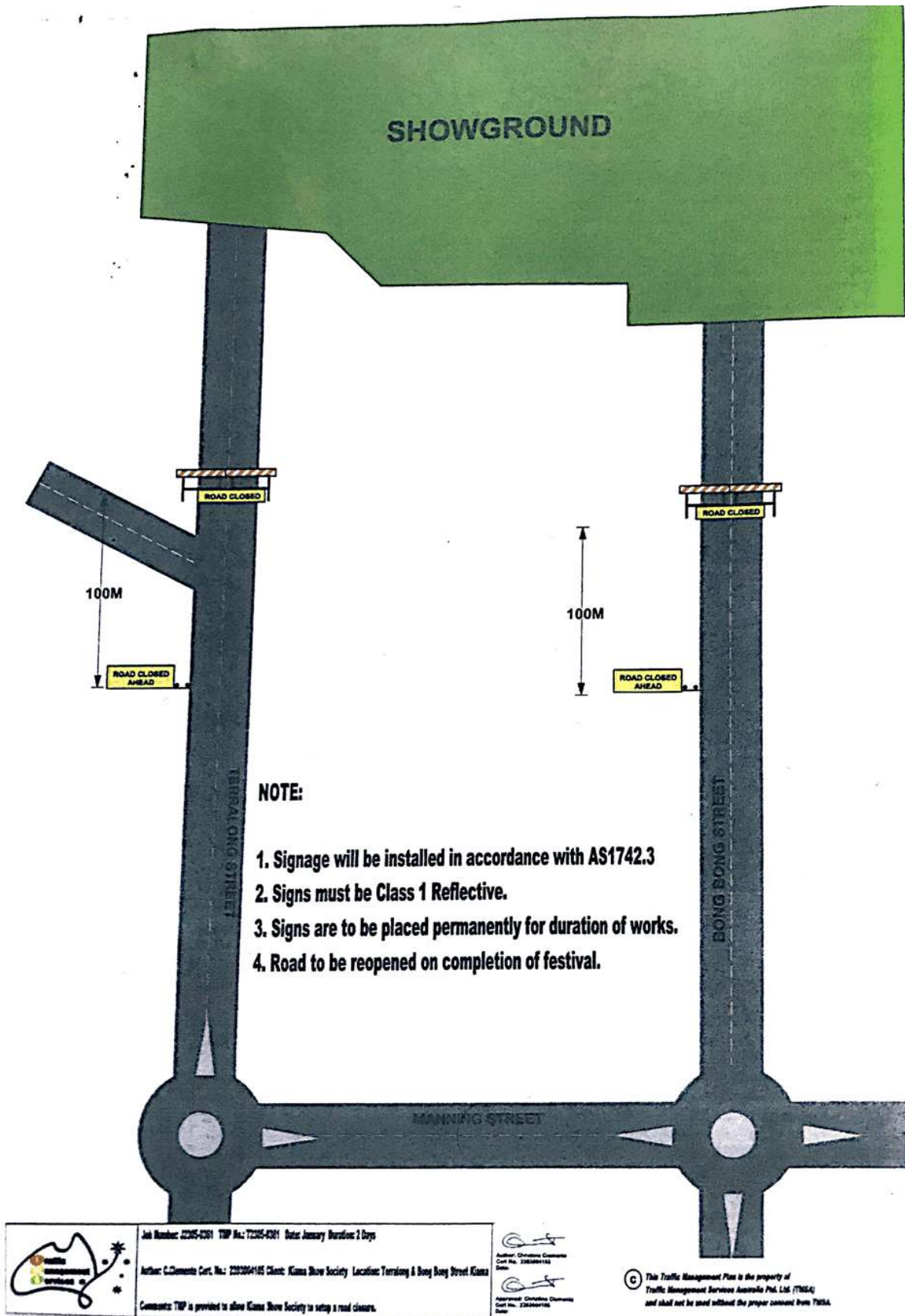
MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 2 NOVEMBER 2021

.....
.....
Mayor

Director Engineering & Works

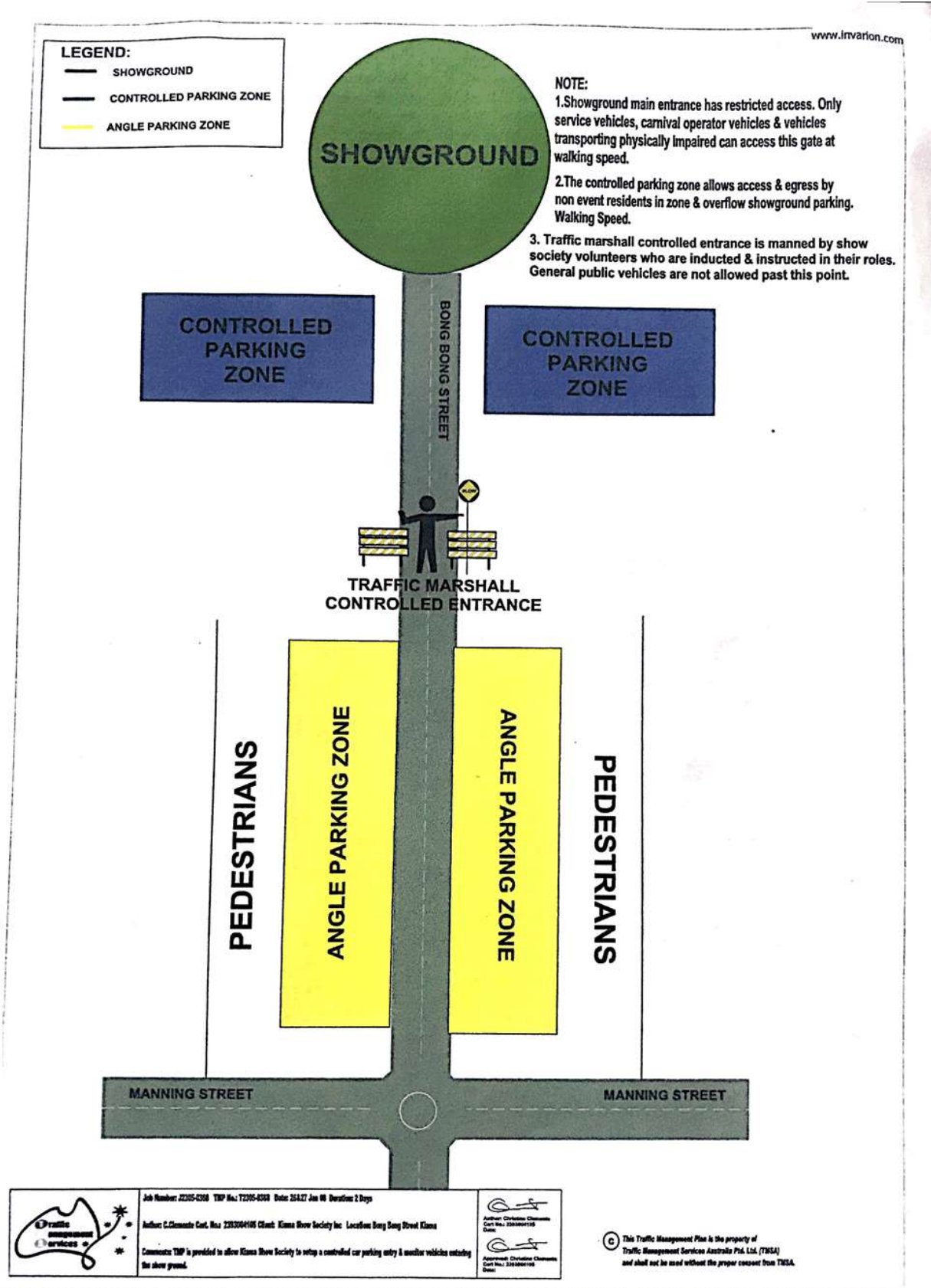
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Attachment 1



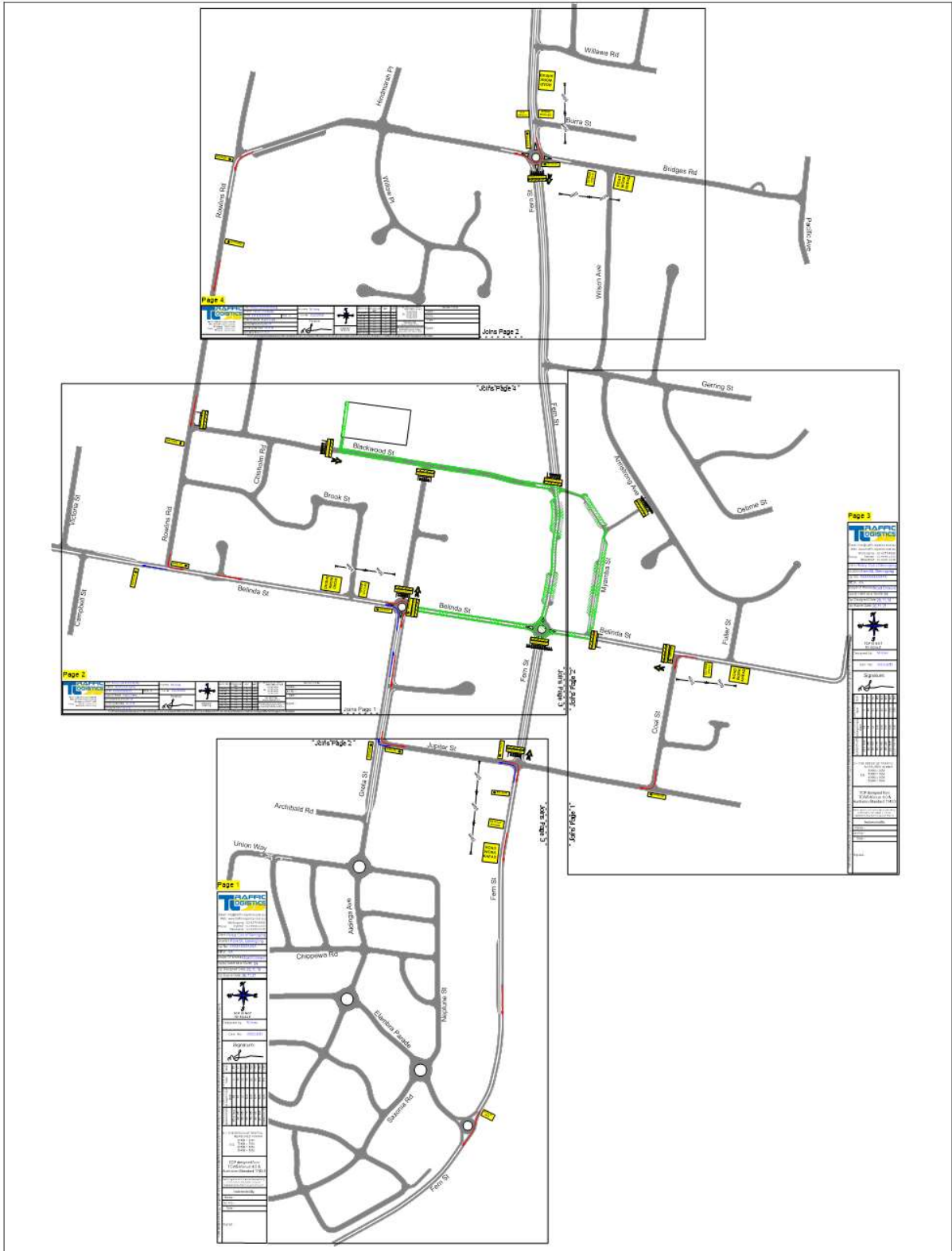
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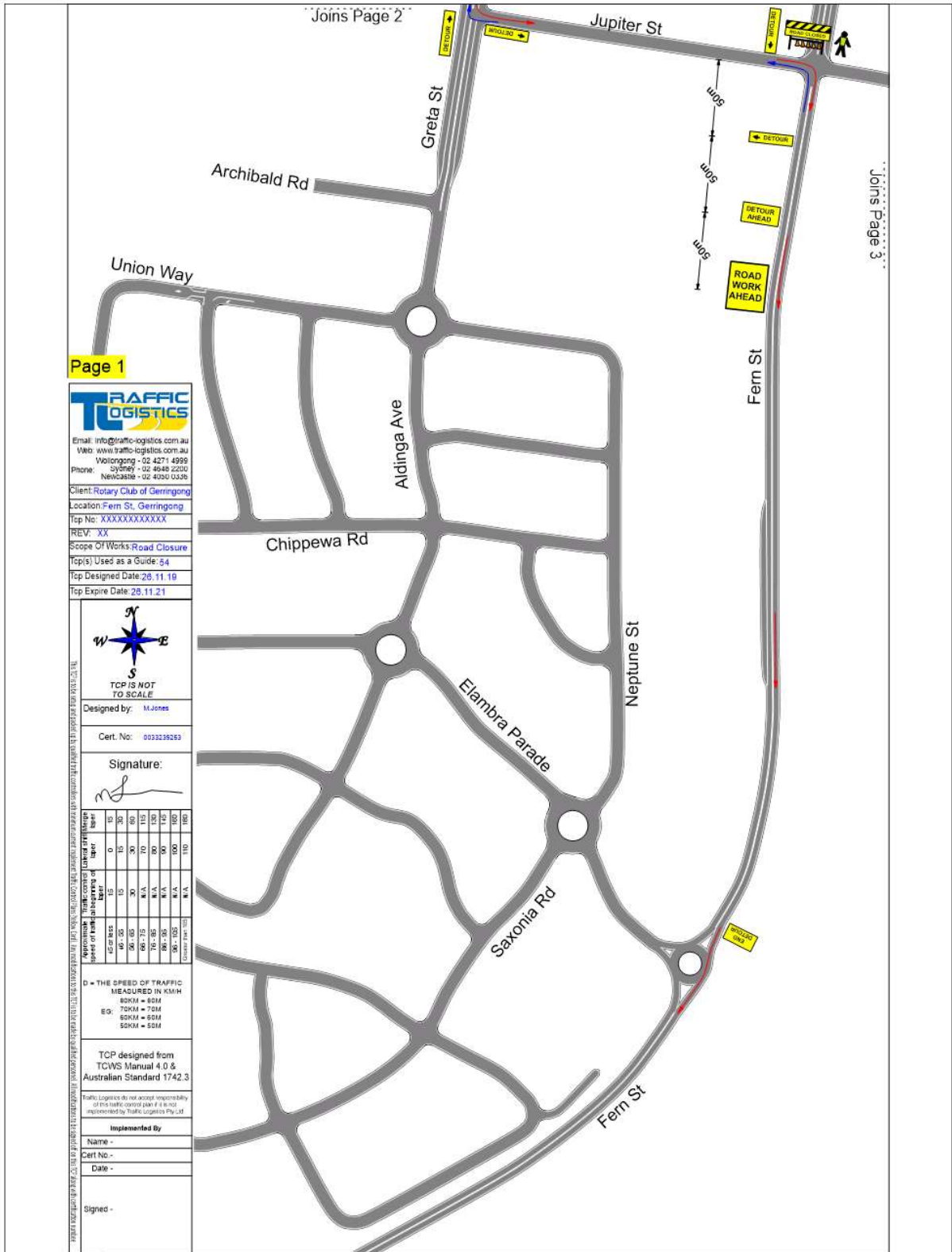
Attachment 2



Item 9.6

Attachment 2





Page 1

TRAFFIC LOGISTICS
 Email: info@traffic-logistics.com.au
 Web: www.traffic-logistics.com.au
 Wollongong - 02 4271 4999
 Sydney - 02 4648 2202
 Newcastle - 02 4030 0336

Client: Rotary Club of Gerringong
 Location: Fern St, Gerringong
 Top No: XXXXXXXXXXXXX
 REV: XX
 Scope of Works: Road Closure
 Top(s) Used as a Guide: 34
 Top Designed Date: 28, 11, 19
 Top Expire Date: 28, 11, 21

DESIGNED BY: M. Jones
 Cert. No.: 0033239263

SIGNATURE:

Approximate Traffic Control Layout	Layer	Speed of Traffic (km/h)
15	0	15
30	15	30
60	30	60
90	60	90
115	N/A	115
135	N/A	135
150	N/A	150
165	N/A	165
180	N/A	180

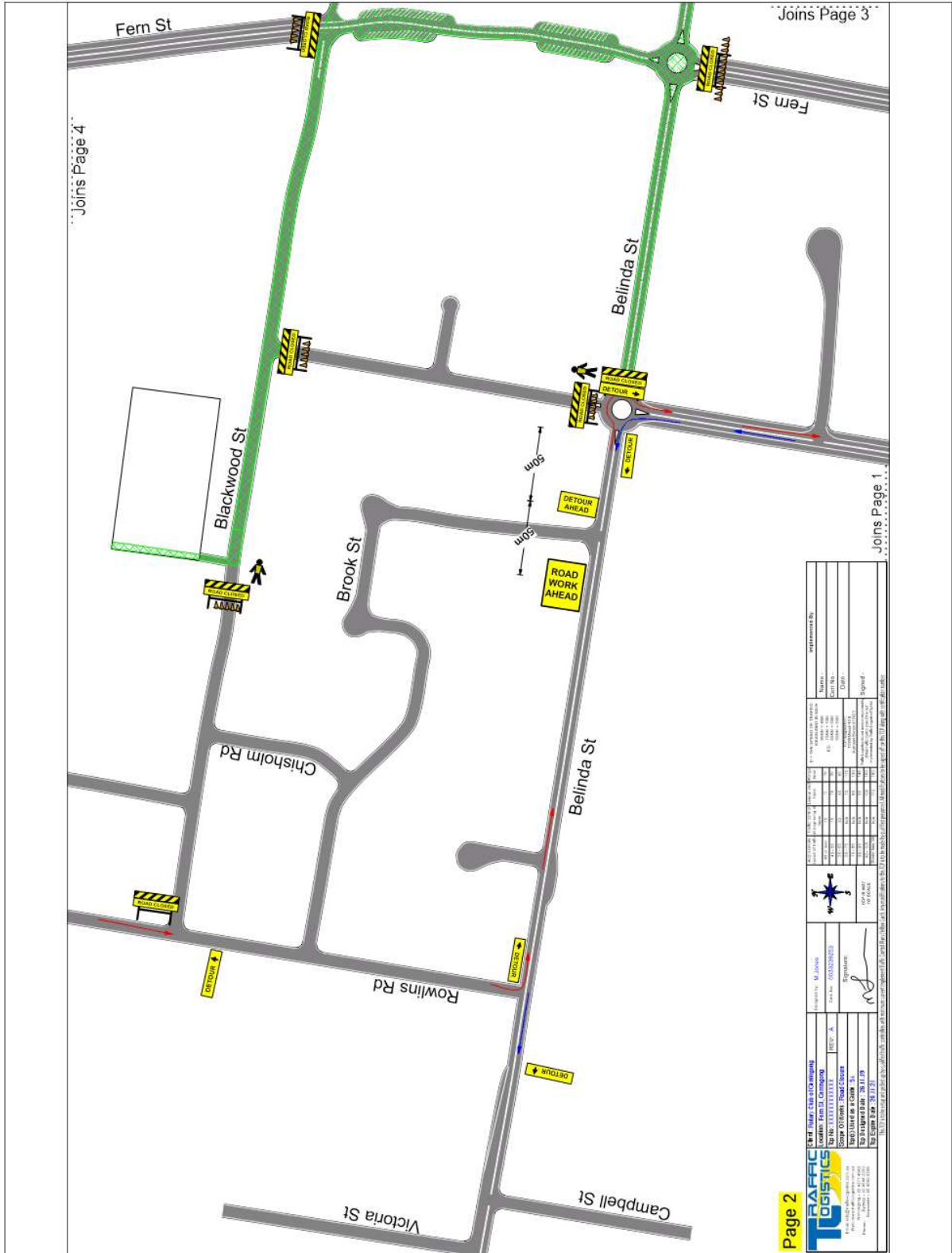
D = THE SPEED OF TRAFFIC MEASURED IN KM/H
 E.G. 70KM = 70M
 80KM = 80M
 90KM = 90M

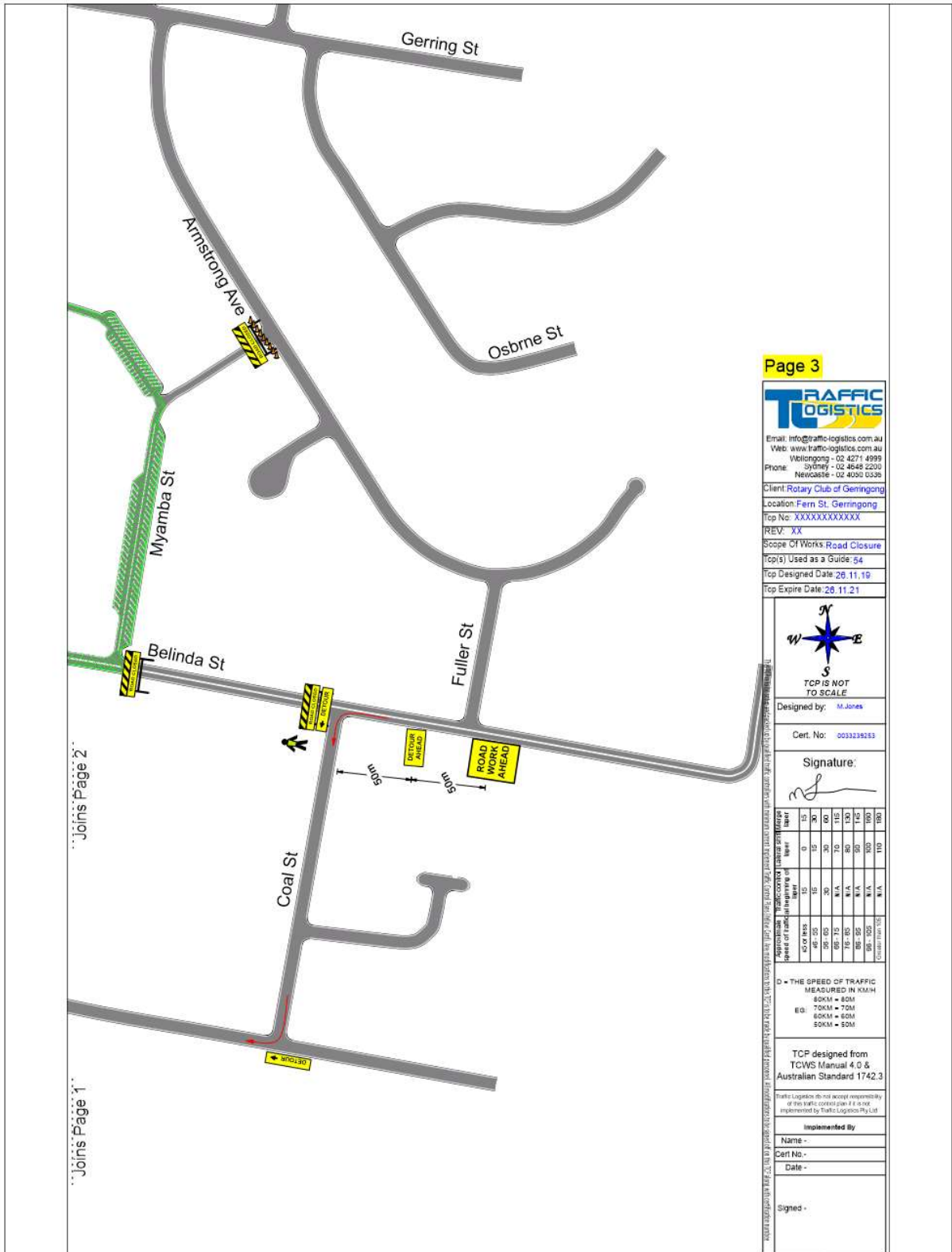
TCP designed from TCWS Manual 4.0 & Australian Standard 1742.3

Traffic Logistics do not accept responsibility of this traffic control plan if it is not implemented by Traffic Logistics Pty Ltd

Implemented By
 Name -
 Cert No -
 Date -

Signed -



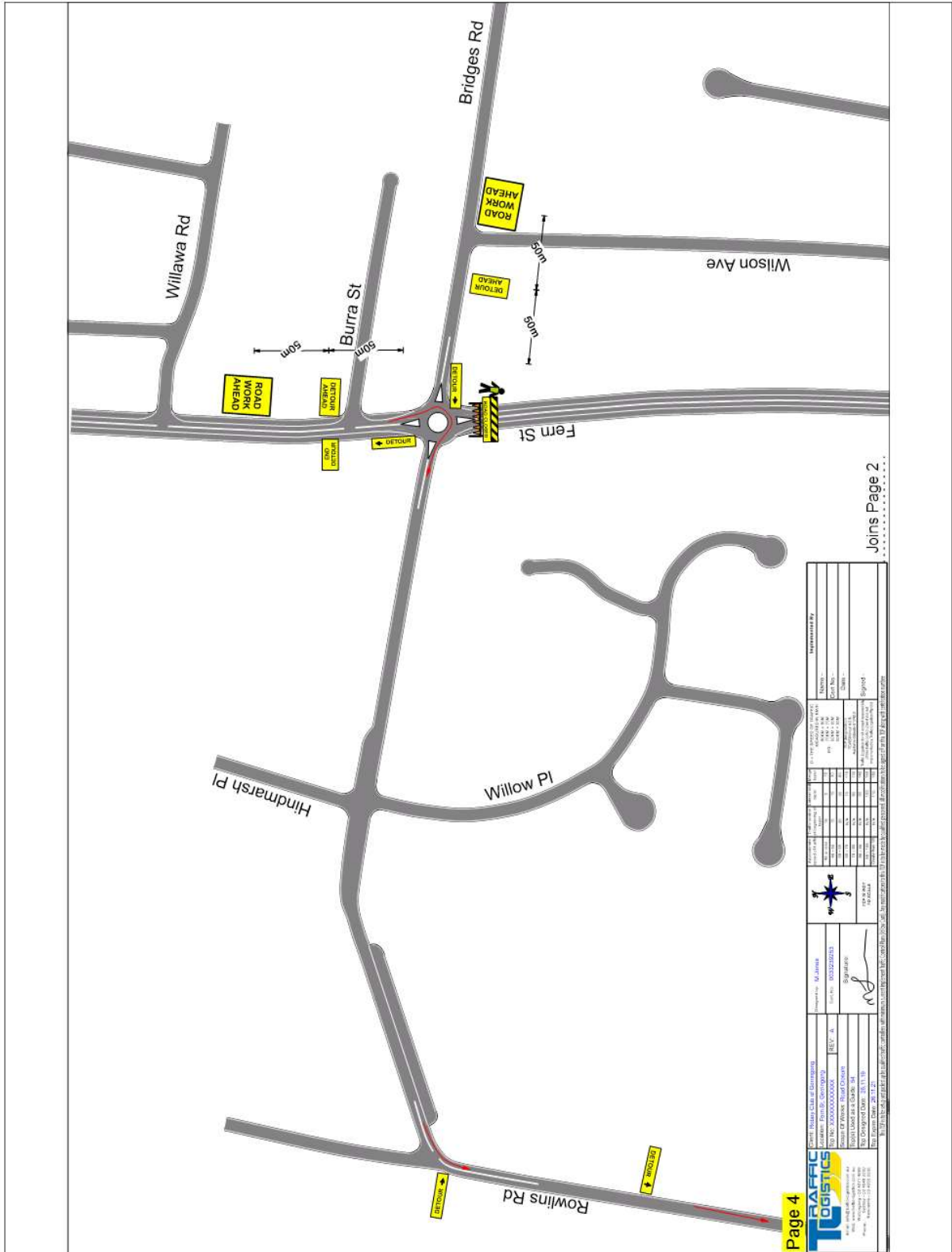


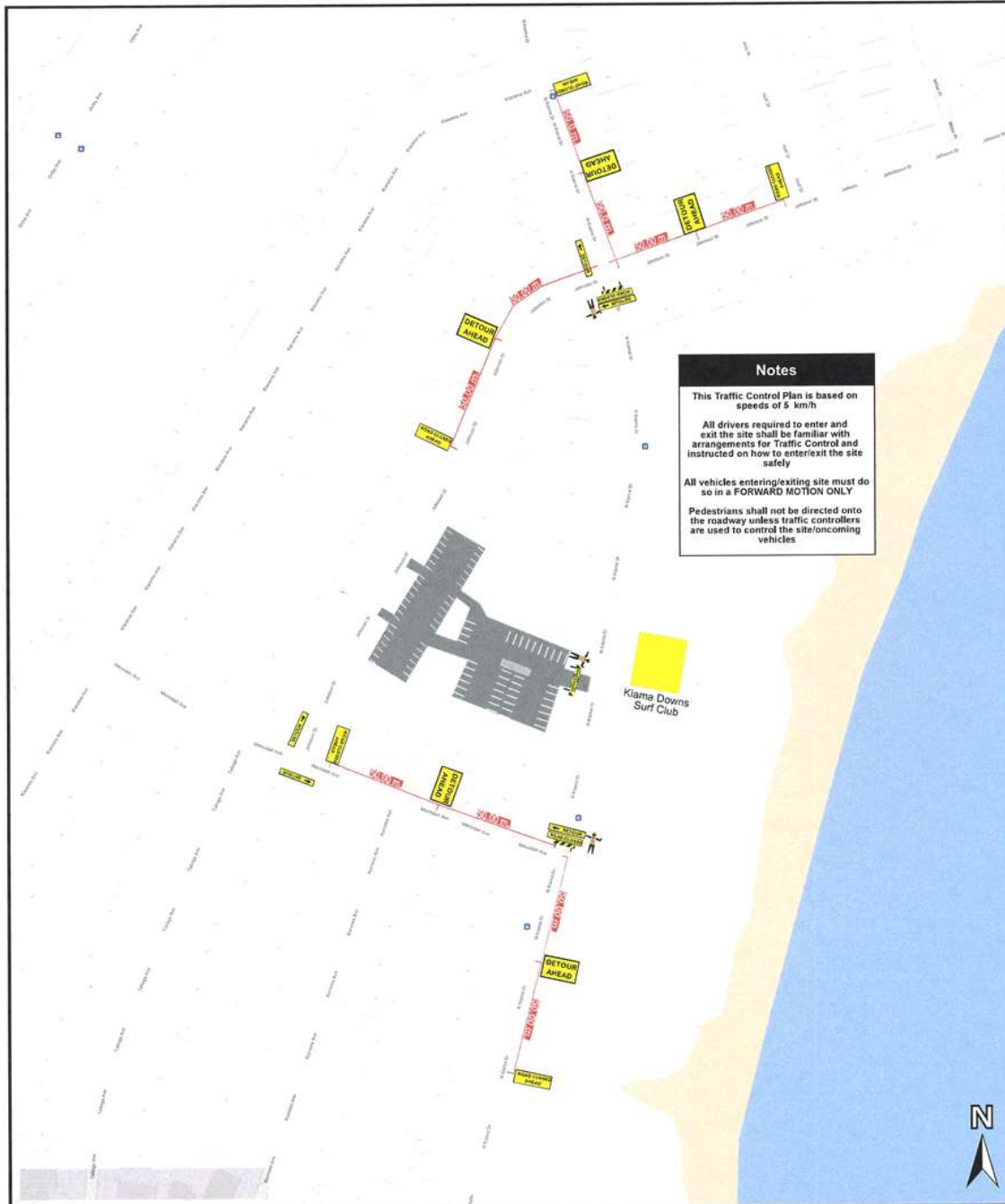
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TRAFFIC LOGISTICS
 Email: info@traffic-logistics.com.au
 Web: www.traffic-logistics.com.au
 Warrington - 02 4271 4999
 Phone: Sydney - 02 4648 2200
 Newcastle - 02 4090 0339
 Client: Rotary Club of Gerringong
 Location: Fern St, Gerringong
 Top No: XXXXXXXXXXXX
 REV: XX
 Scope Of Works: Road Closure
 TCP(s) Used as a Guide: 54
 Top Designed Date: 26.11.19
 Top Expire Date: 26.11.21

Designed by: M. Jones
 Cert. No: 0033239253
 Signature: [Signature]

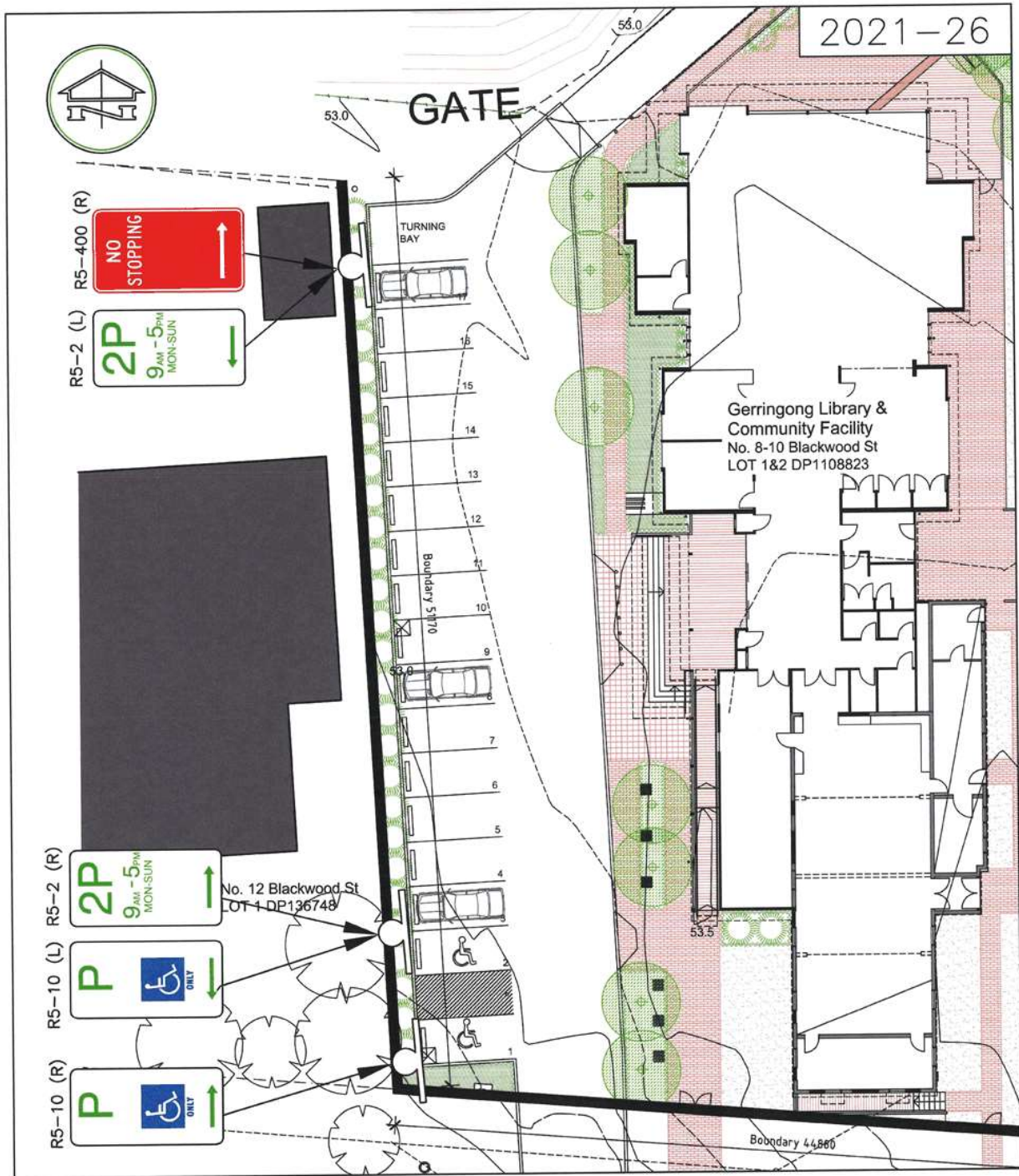
Joins Page 2

Joins Page 1





Plan #: 1		Location: 150 North Kiama Drive Kiama Downs, NSW, 2533		Title: Kiama Downs Surf Club	
Notes: Note, all modifications made to this plan must be done by a TCMAP Team Leader that holds the relevant qualifications to amend Traffic Control Plans. If modifications are necessary to be made, make sure to amend the plan, sign and date. Note, this is a site specific plan that should be set up accordingly and if for any reason an amendment is required to improve site safety, do not hesitate to modify the plan.			On-Site Contact: Josh Douglas		
Site Induction:		Date Drawn: 28/08/2021			
License #: TCT1001762		Drawn By: M. Willard			
Posted Speed: 50km	Reduced Speed: N/A	Revision: A	Signature: <i>M. Willard</i>	Date and Time of Project: Start: 26/01/2022 - End: 26/01/2022 06:30 - 12:00	



REGISTER OF INSTALLATION OF REGULATORY SIGNS

REGISTER NUMBER 2021-26	
SCALES PLAN N.T.S SECTIONS	
DESIGNED	ZH
DRAWN	ZH
DATE	AUG-21
CHECKED	DB

GERRINGONG LIBRARY & MUSEUM
2 HOUR PARKING SIGNAGE
PLAN VIEW



SHEET 1 OF 1

FILE: J/Engineering Services/Traffic/337s

Committee Of The Whole***RECOMMENDATION***

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

- Report of the Chief Executive Officer
- Report of the Director Environmental Services
- Report of the Director Corporate and Commercial Services
- Report of the Director Engineering and Works
- Reports for Information

10 PUBLIC ACCESS REPORTS

11 REPORT OF THE CHIEF EXECUTIVE OFFICER

11.1 2020-2021 Annual Report and 2016-2021 State of our Municipality Report (formerly End of Term Report)

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

CSP Strategy: 4.3 Council and the community working together

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

Item 11.1

Summary

This report presents the 2020-2021 Annual Report and the State of our Municipality Report 2016-21 (formerly known as the End of Term Report), which have been prepared in accordance with section 428 of the *Local Government Act 1993*.

Financial implication

As per adopted budget

Risk implication

The information in this report illustrates that Council is meeting the requirements of the Community Strategic Plan and that we are complying with the Local Government Act.

Policy

Local Government Act 1993

Consultation (internal)

All departments were consulted in the development of this report.

Communication/Community engagement

The Annual Report informs the community on Council's achievements in implementing its Delivery Program. The State of our Municipality report objectively tracks Council's progress against the Community Strategic Plan. Both reports will be available on Council's website.

Attachments

- 1 State of our Municipality - redacted for Council endorsement [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council

1. Receives and endorses the redacted 2020-2021 Annual Report and the redacted State of Our Municipality Report 2016-21.

Report of the Director Corporate and Commercial Services

11.1 2020-2021 Annual Report and 2016-2021 State of our Municipality Report
(formerly End of Term Report) (cont)

-
2. [Receives a full State of our Municipality Report at the second meeting of the newly elected Council in February 2022 meeting for noting.](#)

Background

Section 428 of the *Local Government Act 1993* requires all councils to prepare a report on its achievements in implementing its Delivery Program, which must be posted on the Council website and provided to the Minister by the end of November each year.

The audit of Council's financial statements for 2020-2021 is still being completed and an extension has been granted by the Office of Local Government to finalise the audit by 30 November 2021. Therefore, this audited financial information will be provided to Council by separate report at a later date.

Annual Report

The Annual Report is an important means of communication between Council and the Community, providing information on progress made towards achieving the objectives and strategies contained in the Community Strategic Plan and four-year Delivery Program.

The report also includes other information which is prescribed by legislation, including:

- amount of rates and charges written-off during the year
- details of any overseas visits by Councillors, Council staff or other persons representing Council
- Mayoral and Councillor expenses and cost of provision of facilities in relation to their civic duties
- details of all Government contracts over \$150,000
- summary of amounts incurred in relation to legal proceedings
- summary of work carried out on private land
- total amount granted to financially assist others (community groups, grants, etc.)
- information relating to external bodies, corporations, partnerships and joint ventures entered into
- information relating to Council's Equal Employment Opportunities management plan and other human resources activities
- information relating to the progress on delivery of strategies contained in Council's Disability Inclusion Action Plan
- senior staff remuneration
- information relating to rates and charges, access and equity, the National Competition Policy and Competitive Neutrality
- condition of public works and infrastructure
- management of the Companion Animals Act
- Government Information (Public Access) Act
- Public Interest Disclosure Act

Report of the Director Corporate and Commercial Services

11.1 2020-2021 Annual Report and 2016-2021 State of our Municipality Report
(formerly End of Term Report) (cont)

State of our Municipality Report

The State of our Municipality Report 2017-21 (formerly known as the End of Term Report) has been prepared according to the Integrated Planning and Reporting (IP&R) Guidelines for Local Government in NSW under the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.

The report covers the term of the previous Council and objectively tracks Council's progress against the Community Strategic Plan (CSP). The report provides information that sets the scene for the new Council and may include achievements to date and highlight future work to be undertaken.

The report should assist the new Council to undertake a review of the CSP, which is an essential component of the IP&R cycle.

Presentation of reports

The IP&R Guidelines 2021 state that: "In the year of the ordinary election, the State of our Municipality Report is to be appended to the Annual Report in that year."

Further, the Guidelines state "The State of our Municipality Report should be presented to the second meeting of a newly elected Council for noting." Accordingly, a recommendation to that effect has been included in this report and the final version will be represented to the February 2022 meeting.

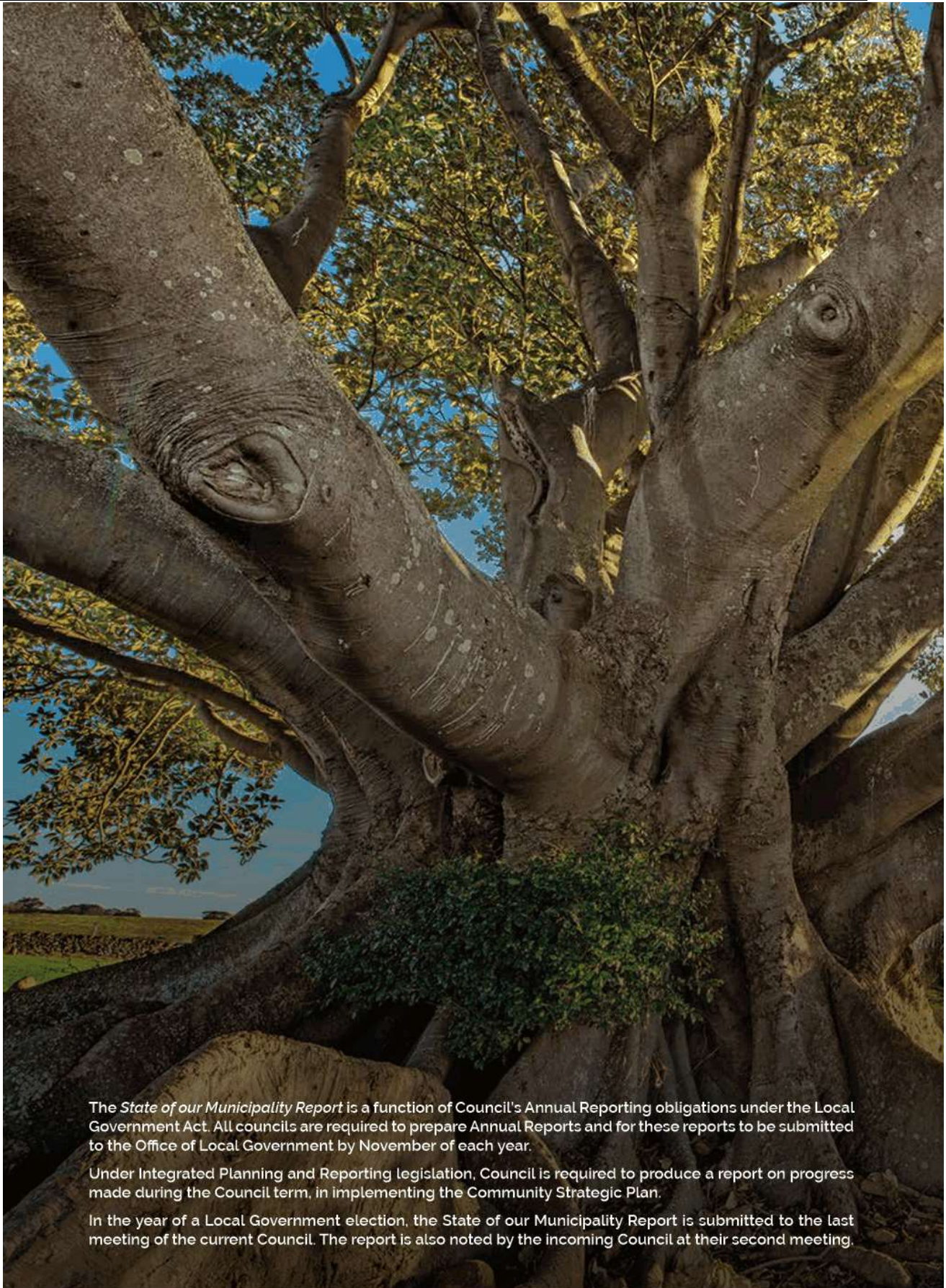
Due to Council being in Caretaker mode, images and promotional information about the Mayor and Councillors have been redacted in these versions of both reports, and these versions will go on to Council's website in the first instance. After the election, these will be updated and the full reports will be re-posted to Council's website.

Councillors are to note that the Annual Report is not attached to this report but will be enclosed as a supplementary report.



Item 11.1

Attachment 1



The *State of our Municipality Report* is a function of Council's Annual Reporting obligations under the Local Government Act. All councils are required to prepare Annual Reports and for these reports to be submitted to the Office of Local Government by November of each year.

Under Integrated Planning and Reporting legislation, Council is required to produce a report on progress made during the Council term, in implementing the Community Strategic Plan.

In the year of a Local Government election, the *State of our Municipality Report* is submitted to the last meeting of the current Council. The report is also noted by the incoming Council at their second meeting.



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Item 11.1

Attachment 1

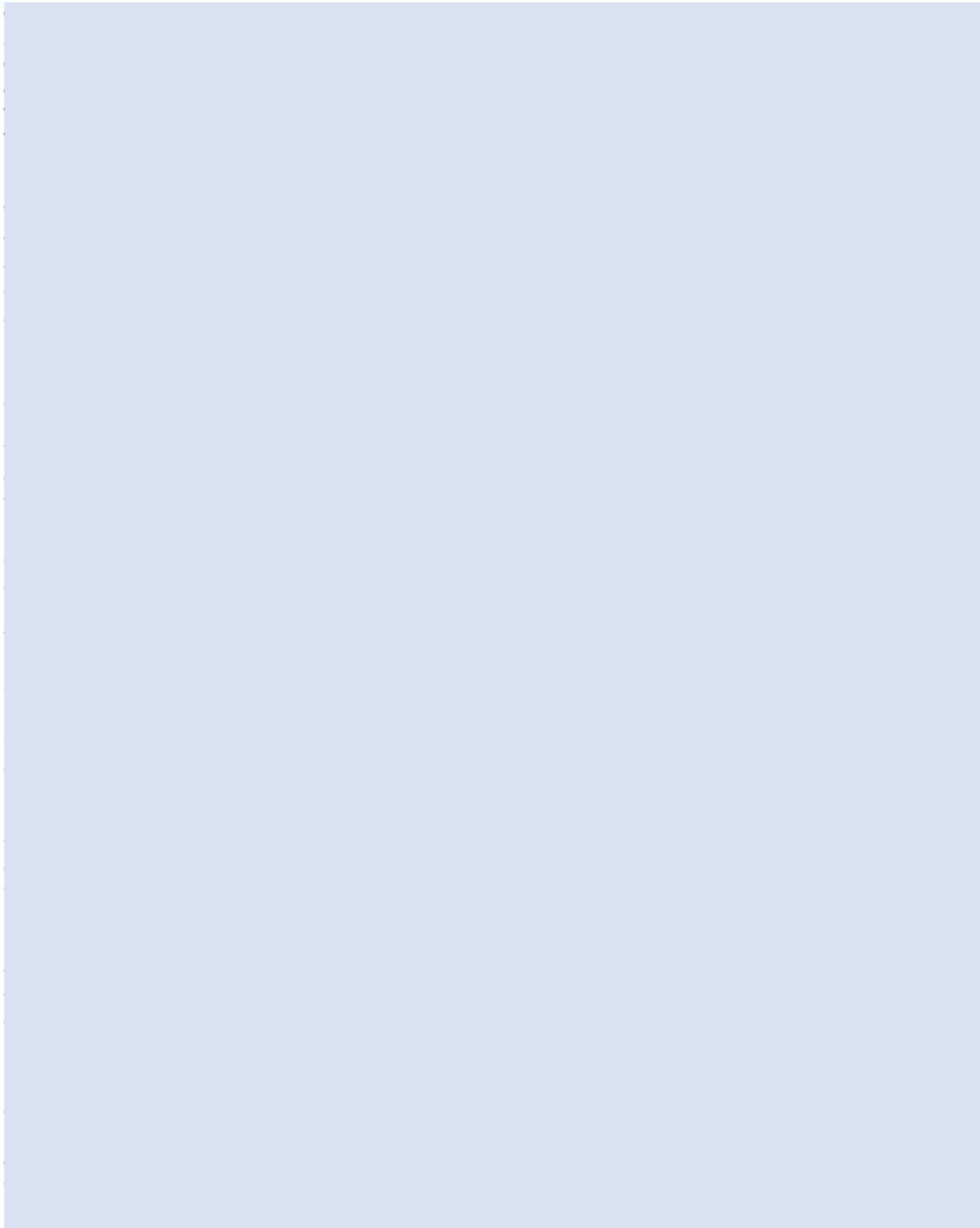
ACKNOWLEDGEMENT OF COUNTRY

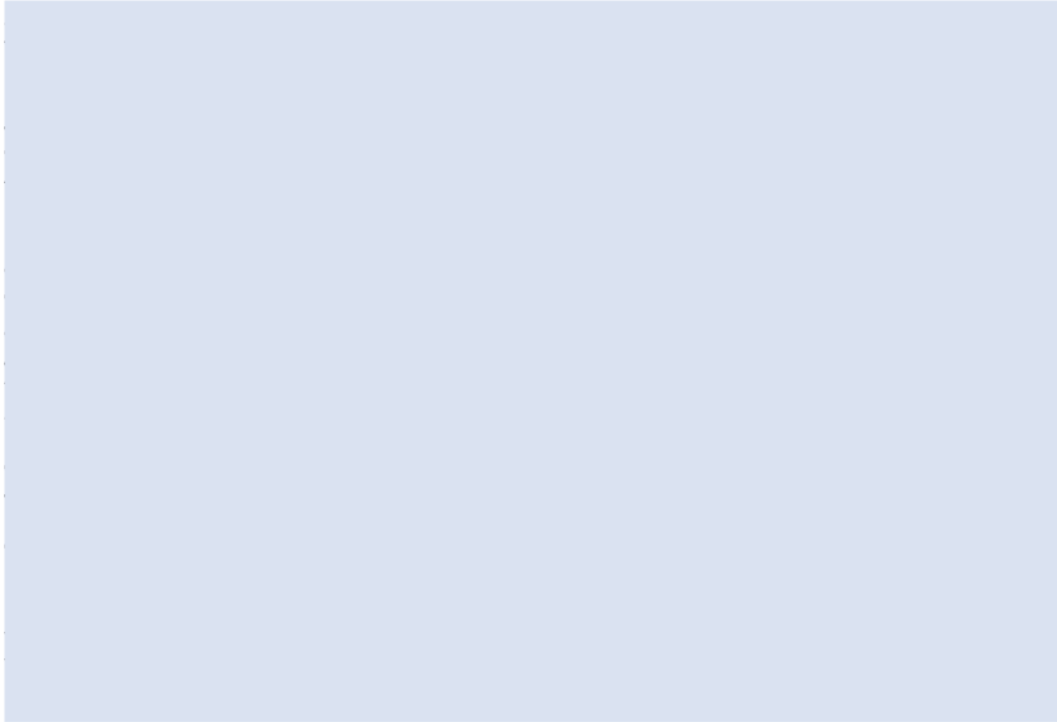
We acknowledge the Traditional Custodians of the lands, the Dharawal people. We pay our respects to all Elders past, present and emerging and acknowledge their deep and ongoing connection and cultural responsibilities to this land. We are committed to honouring Australia Aboriginal and Torres Strait Island peoples' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to our community.



This mural was created at SENTRAL Youth Services with Aboriginal and Torres Strait Islander community parents and children during a workshop that was coordinated by our Aboriginal Liaison Officer.
are beginning to migrate.

MESSAGE FROM THE MAYOR





COMMUNITY VISION

Working together for a healthy, sustainable, and caring community.

COUNCIL MISSION

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

COUNCIL VALUES



RESPECT

We treat others as we expect to be treated - in a fair and professional manner.



INNOVATION

We champion change in order to provide superior services to our community.



INTEGRITY

We are open, honest and ethical in our behaviours - at all times.



TEAMWORK

We are one team - working together with trust and commitment to achieve shared goals.

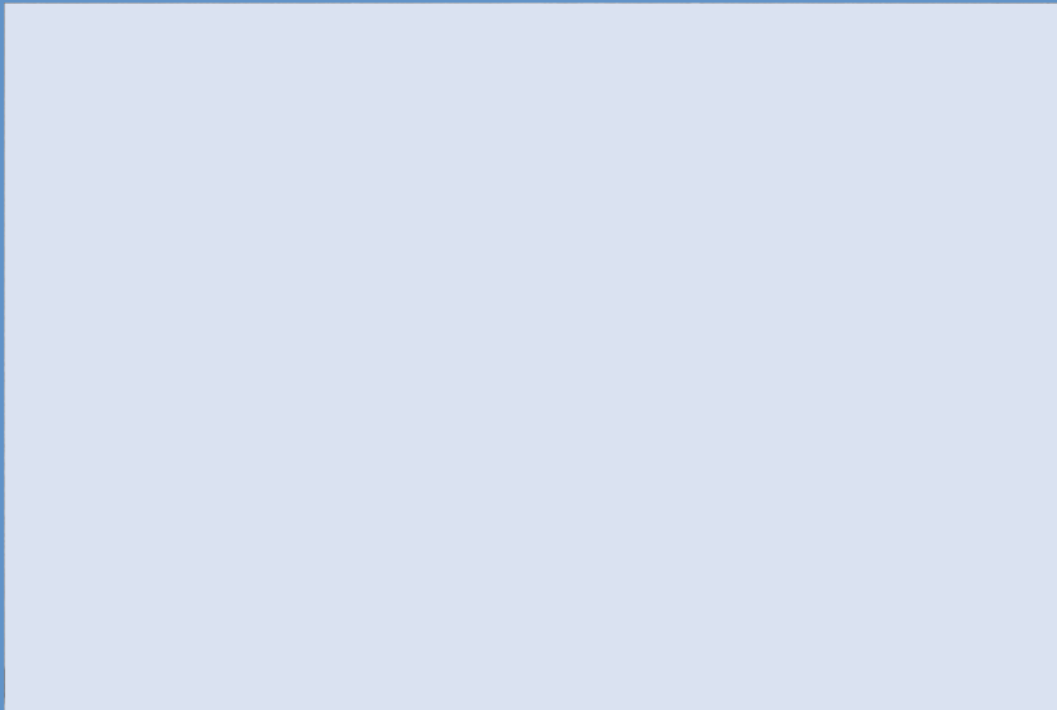


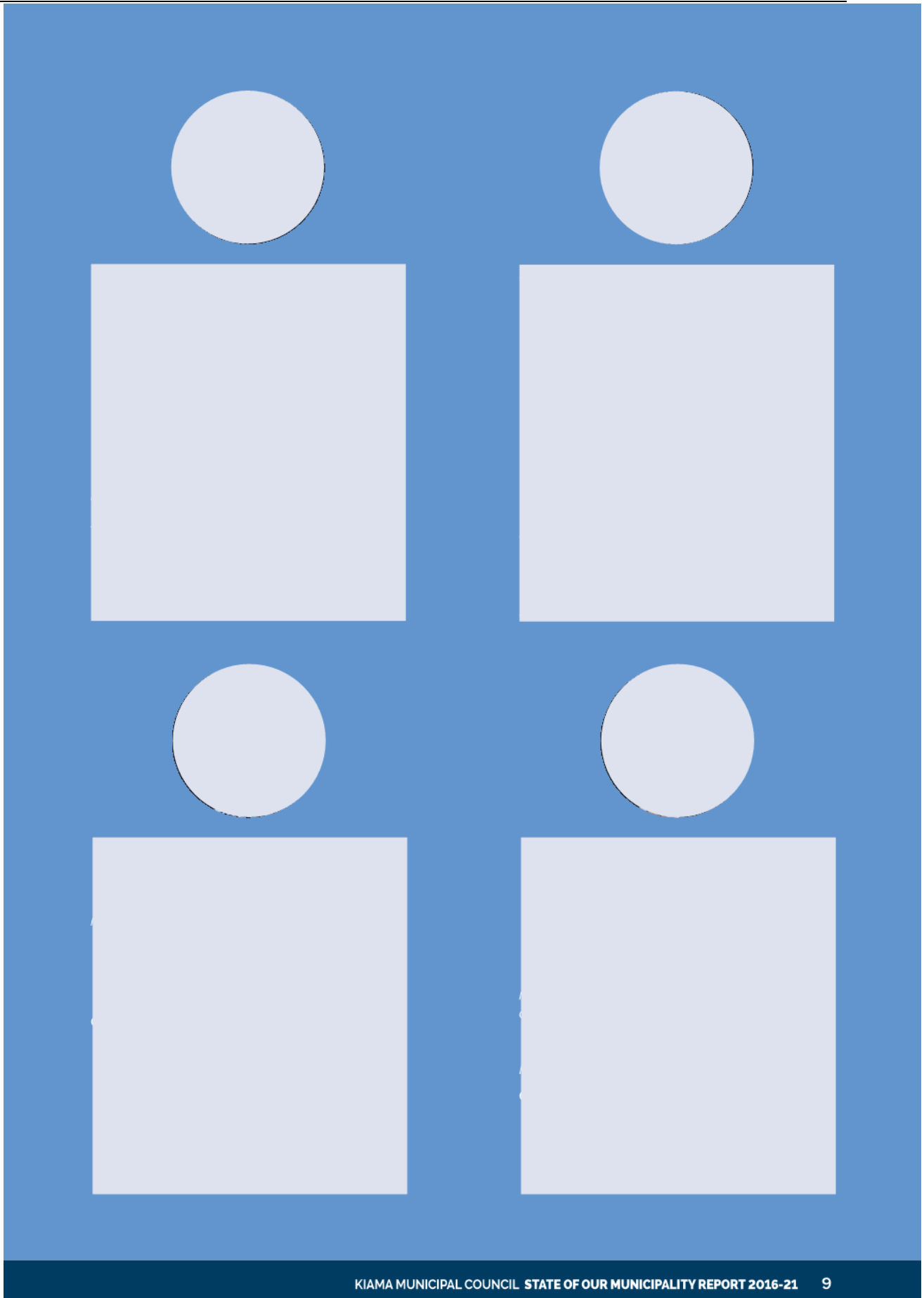
EXCELLENCE

We aspire to be the best - in everything we do.



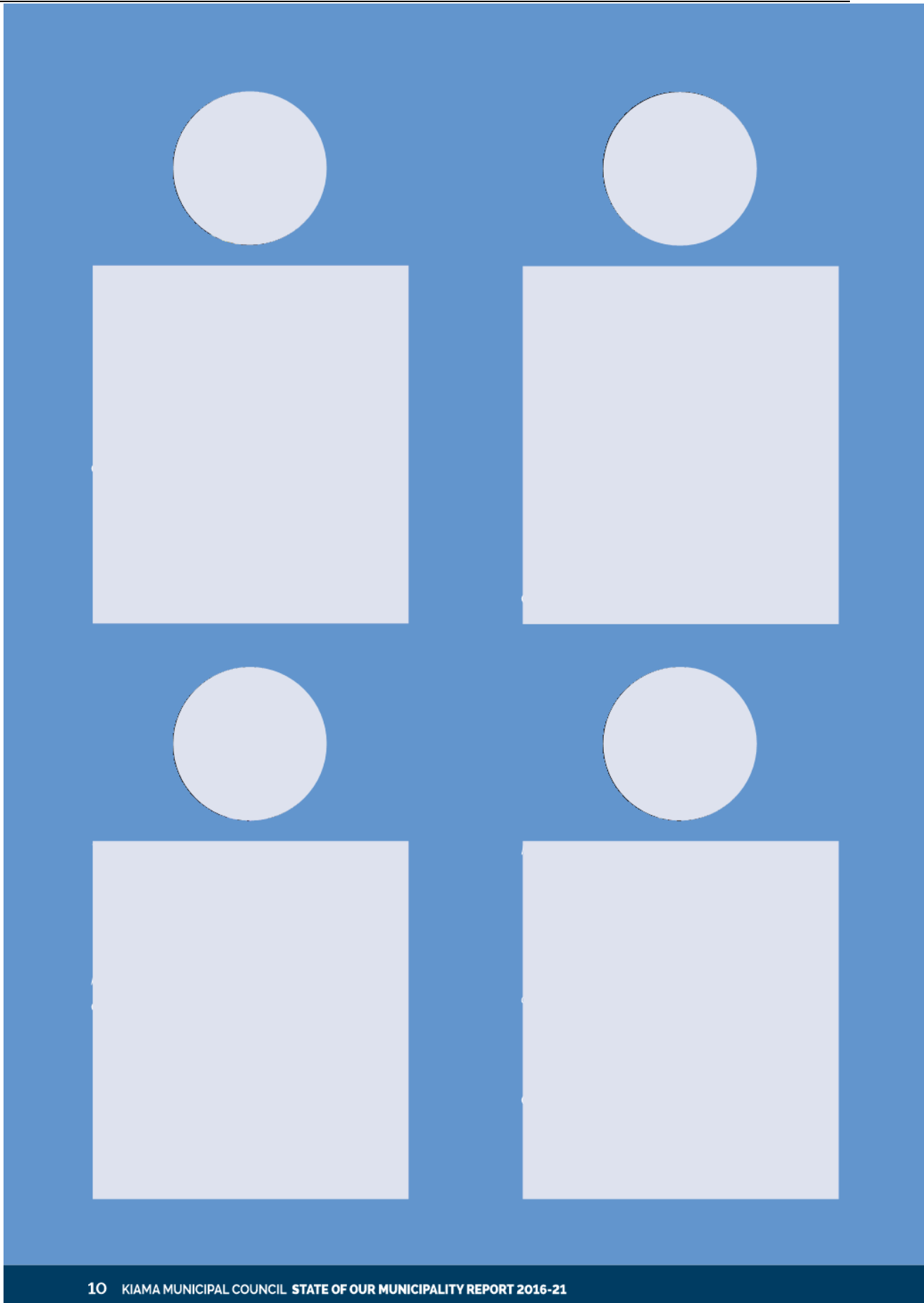
OUR COUNCILLORS





Item 11.1

Attachment 1



Item 11.1

Attachment 1

OUR MUNICIPALITY

Longitude 150° east, Latitude -34° 40 south

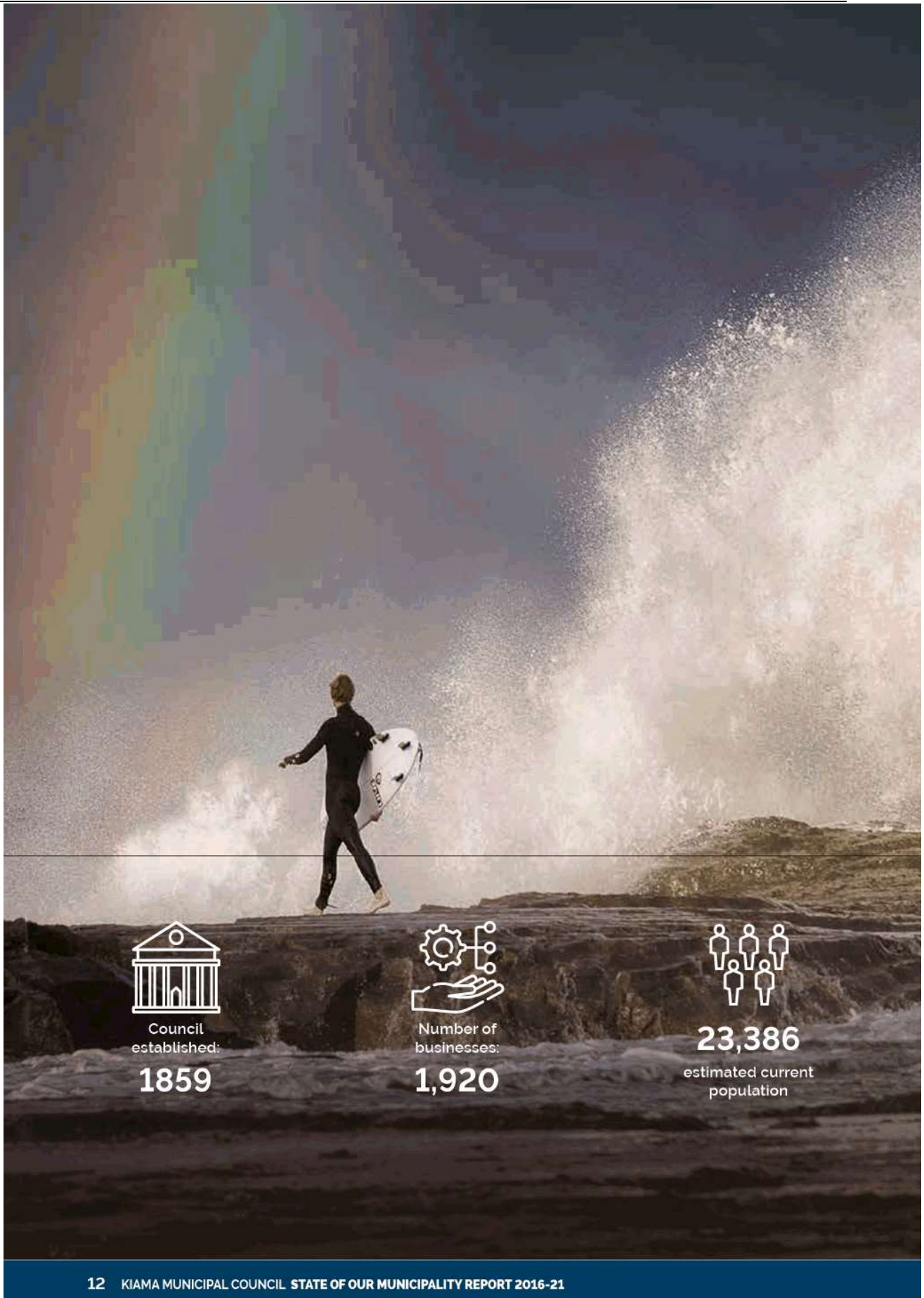
The Municipality of Kiama is located on the south coast of New South Wales between Shellharbour, Shoalhaven and Wingecarribee Local Government Areas. Kiama is close to the major city centres of Wollongong and Nowra and is just 90 minutes to Sydney.

Our area takes in beaches, rainforests, mountains, escarpment, and rural landscapes. Our main towns are Kiama, Gerringong, Gerroa, Jamberoo, Kiama Downs and Minnamurra and each has a distinct character.

The Municipality is a popular tourist destination and provides many artistic, sporting, social and business opportunities for you to become involved in the community.

The word 'Kiama' is believed to be derived from the Aboriginal word 'Kiarama-a'. Some sources say it means 'where the sea makes a noise' and that this refers to Kiama Blowhole.





Council
established:
1859



Number of
businesses:
1,920



23,386
estimated current
population



Annual population growth rate: **1.3%** (compared to 1% for the Illawarra)

Area: **259km²**
Boundaries: City of Shellharbour, City of Shoalhaven & Shire of Wingecarribee

6 Major towns and villages: Minnamurra, Kiama Downs, Kiama, Jamberoo, Gerringong & Gerroa

KIAMA MUNICIPAL COUNCIL STATE OF OUR MUNICIPALITY REPORT 2016-21 13

THE INTEGRATED PLANNING AND REPORTING FRAMEWORK

Councils throughout NSW are required to prepare Integrated Plans which include the 10-year Community Strategic Plan (CSP); the four-year Delivery Program (DP) and the annual Operational Plan (OP).

In 2017, Council adopted its Strategic Plan, which forms the first layer of the Integrated Planning and Reporting framework. It identifies our community's vision and objectives for a 10-year period and identifies strategies to work towards achieving these long term objectives. The CSP addresses social, environmental, economic and civic leadership issues in an integrated manner.

Accompanying the CSP is a 10-year resourcing strategy designed to inform the development of the CSP to ensure that we have adequate resources (financial, human and infrastructure) to realise the long term objectives.

The Resourcing Strategy contains three key components: The _____, the _____ and the _____ Management Plan (a four-year plan).

Also in 2017, the newly elected Council established our _____ which focusses on the specific actions they chose to work towards achieving the objectives of the longer term CSP. Supporting the DP each year, Council established the annual OP to detail the activities and services that will be carried out during the following year.

During this term, Council chose to combine the DP and the OP into one document to guide us towards meeting our community's needs and demands for services, facilities and infrastructure.

Combining these two plans allowed us to show a clear link between how the long-term objectives and strategies of our CSP are translated into activities and specific actions.

The OP also contains Council's detailed annual budget and Revenue Policy, including proposed rates, fees and charges. The diagram left shows how the various levels of the planning framework connect.

All our plans have been developed with consideration to the four key areas of Community, Environment, Economy and Civic Leadership and are based on the social justice principles of:

Equity: There should be fairness in decision-making, prioritising and allocation of resources, particularly for those in need. Everyone should have fair opportunity to participate in the future of the community. The planning process should take particular care to involve and protect the interest of people in vulnerable circumstances.

Access: All people should have fair access to services, resources and opportunities to improve their quality of life.

Participation: Everyone should have the maximum opportunity to genuinely participate in decisions that affect their lives.

Rights: Equal rights should be established and promoted, with opportunities provided for people from diverse linguistic, cultural and religious backgrounds to participate in community life.

Planning framework



This State of our Municipality report outlines our performance in meeting the CSP strategies for the 2016-21 period. It reports on our achievements and challenges across the four CSP objectives of:

-  **A healthy, safe and inclusive community**
-  **Well planned and managed spaces, places and environment**
-  **A diverse, thriving economy**
-  **Responsible civic leadership that is transparent, innovative and accessible**

The State of our Municipality can be considered as a report card of the Council and looks at some of our major achievements and significant challenges over this time.



WHAT THE COMMUNITY SAYS

Community satisfaction is a key indicator of any local government agency's performance.

Kiama Council had periodically engaged local government specialists IRIS Research to conduct Community Satisfaction Surveys to gauge our performance in the eyes of our customers, the residents of the Municipality.

Results from four (4) surveys conducted between 2016 and 2020 have been used to guide Council in shaping and refining priorities within the CSP, DP and Resourcing Strategy.

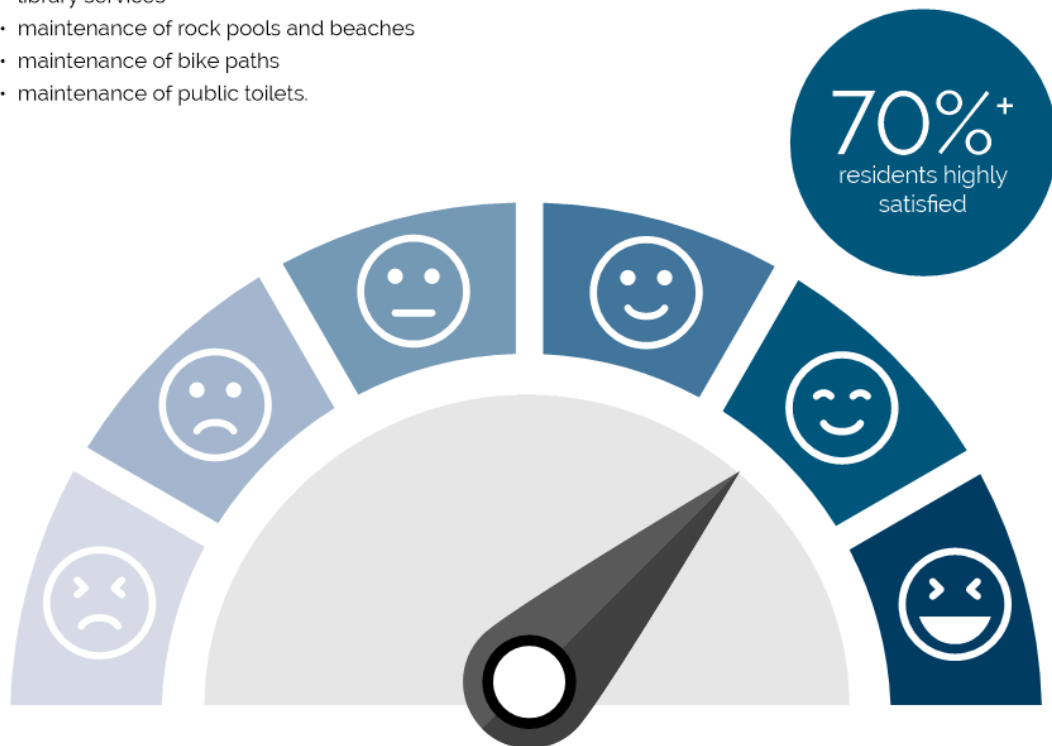
Throughout the Council term, survey results consistently showed that residents have a high level of satisfaction with our overall performance (>70 per cent) and only a small proportion of residents were dissatisfied with Council's performance. Our overall rating has consistently been one of the highest scores across all councils surveyed in NSW. In fact, the 2020 results showed Kiama was the best performing council from comparable councils for the following core services:

- maintenance of local roads
- maintenance of stormwater drainage
- clean-up of street litter and dumped rubbish
- services for older people
- library services
- maintenance of rock pools and beaches
- maintenance of bike paths
- maintenance of public toilets.

While satisfaction levels with Council services and facilities remained relatively high during the term, the results highlighted the following priority areas for continued focus and improvement:

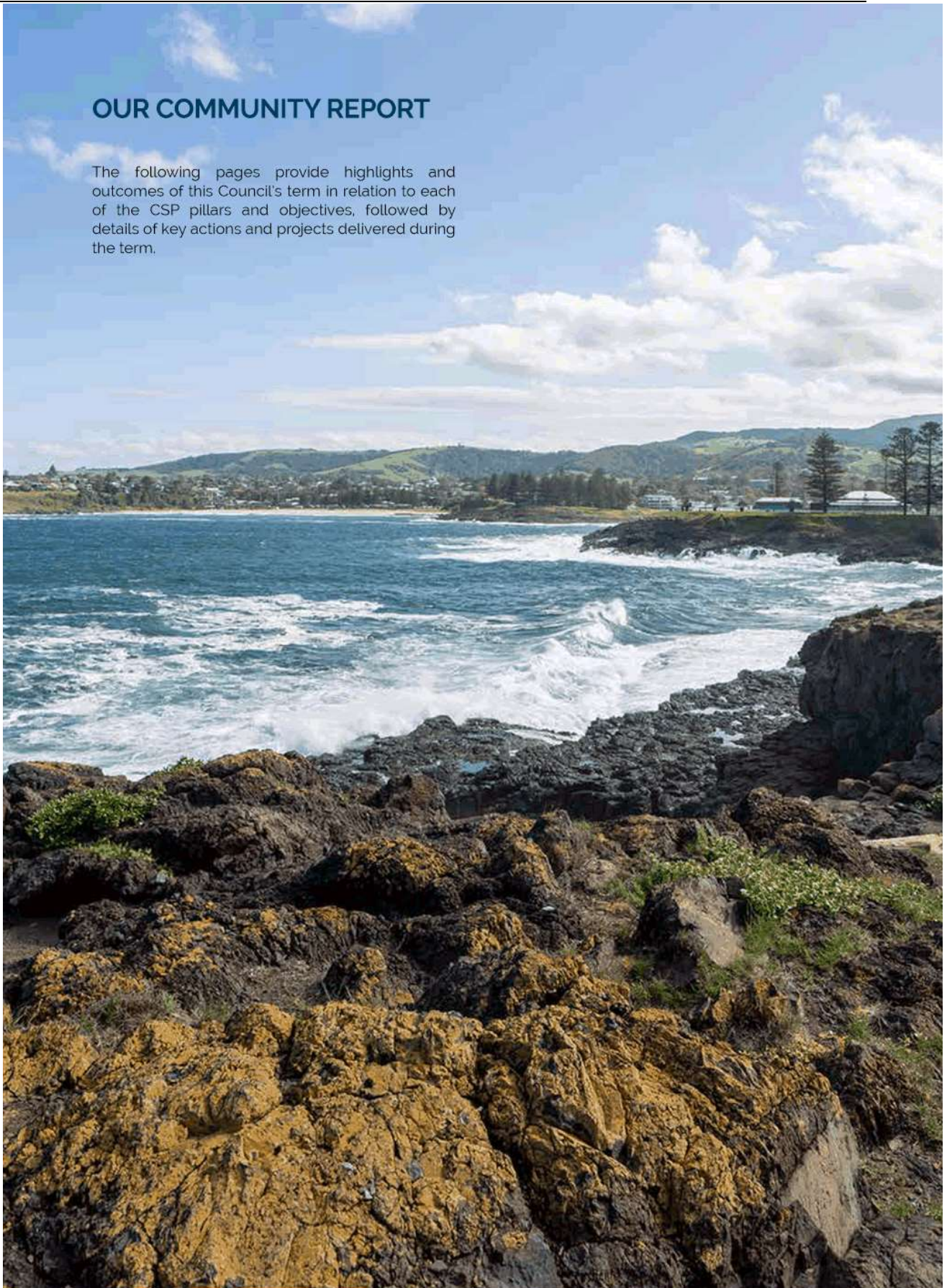
- services and facilities for youth and children
- engagement with the community, particularly regarding Council decisions
- additional car parking in town centres
- concerns about over-development
- additional shopping and supermarket facilities in Kiama
- maintenance of stormwater drainage
- clean-up of street litter and dumped rubbish
- maintenance of public toilets.

These and future survey results allow us to track works and services against community satisfaction levels over time. Development of future Integrated Plans will work to address the priority areas for improvement. Importantly, these surveys will be used to help establish service levels to enable us to focus where attention is most sought and to allocate resources to ensure we are meeting the needs and expectations of the community.



OUR COMMUNITY REPORT

The following pages provide highlights and outcomes of this Council's term in relation to each of the CSP pillars and objectives, followed by details of key actions and projects delivered during the term.





A healthy, safe and inclusive community

Objectives

- 1.1 Developing and implementing services and programs that promote social cohesion, healthy and active lifestyles for residents of all ages, abilities and interests
- 1.2 Planning for and assisting specific needs groups
- 1.3 We live in a safe community

Term Highlights

Council successfully delivered on our **Health and Sustainability Grants Program**. Of the 19 applications received 14 projects have been funded since 2016, and four of the eight applications for the Community Garden Grants Program were funded.

We have had continuing success of the **Get Active Outdoors Program** which supports older residents to learn how to best use outdoor gym equipment for exercise routines, and to connect with others to support each other to maintain routines.

Your Community Cares About You postcard project at the beginning of the COVID-19 lockdown in 2020 was delivered successfully with every household in our Local Government Area (LGA) receiving a postcard encouraging them to connect with their neighbours, offer support and/or request support, or to call Council to organise any support needed.

Council provided **leadership and coordination** in the response to the suicide cluster the LGA experienced in 18 months covering 2020-21.

Our **lifeguard service** has grown over the last two years to adequately respond to increased use of our beaches, driven largely by the continuing growth in holiday and general visitation to the LGA.

We continue to provide one of the most proactive and professional lifeguard services in the region. Our lifeguards continue to provide important school surf awareness programs before each patrol season gets underway, although the widespread restrictions resulting from COVID-19 suspended this important community program in 2020.

The **Kiama Leisure Centre Swim School** has experienced major increases in enrolments. We have seen **improvements to the Leisure Centre** including an upgrade of the auditorium, new spin room, extension to the gymnasium area, upgrades to the family change room, spa replacement and solar photovoltaic system installed.

Jamberoo Pool has also seen upgrades including a new access chair.

Our \$106 million **Blue Haven Bonaira Aged Care and Retirement Living facility** is the embodiment of Council's commitment to providing high quality facilities and care so that our residents can remain in their community as they age. Completed in 2019, it was the single largest construction project by a local council in Australia in recent years.



State Member for Kiama, Gareth Ward, enjoys the seating while inspecting Blue Haven Bonaira

Blue Haven Bonaira boasts 59 independent living units in four buildings, and a state-of-the art 134-bed residential-care home with two dedicated dementia wings. There is also a community hall, meeting rooms, wellness centre, chapel, hairdresser, beauty spa as well as extensive gardens.

Bonaira complements our existing independent living complexes on Terralong and Thomson Streets, with residents from the original aged care hostel now at home at Bonaira.

Bonaira is also the headquarters for Blue Haven

Illawarra Community Services, which support more than 60 aged people and people living with a disability who still live in their own homes.

The Australian and NSW governments have contributed funding to the project.

The **Dementia-friendly Kiama Project** has met with much success since it began in 2014, increasing community awareness and understanding of dementia.

A key factor in this success has been placing people living with dementia in the driver's seat. This includes community information and awareness sessions developed and delivered by people with dementia.

The project is now internationally recognised with the Dementia Alliance International citing it as the gold standard for empowering people with dementia to lead community work of this nature.

Participants have extended the reach of the program, using online meetings imposed by COVID-19 to network with overseas organisations such as Alzheimer's Singapore.

They are also working with the Multicultural Communities Council of Illawarra to connect with people living with dementia from diverse linguistic, religious or cultural backgrounds.



The work of the Dementia Friendly Kiama project continues to benefit people within and beyond our Municipality, and is now a regular stop for riders in the Bondi to Berry – Ride to Remember, which raises funds for dementia research.



Dementia Alliance visit stakeholder workshop.

Council's **SENTRAL Youth Services** continues to provide innovative and award-winning support programs to our young people, giving them the knowledge and skills to make positive life and health choices.

These include a Heart Foundation Local Government Award for the Intergen Munchout program which provided younger and older people the knowledge and skills to manage their fitness and nutrition while connecting the generations.

SENTRAL also received a CaddyShack Outstanding Achievement – Encouragement Award for the young women's program and work done with female students from Kiama High School.

The team was quick to respond to COVID-19 restrictions in 2020, shifting many of its services and programs online, including SENTRAL Fitness, to allow the team to remain connected to their clients.

SENTRAL was recognised in 2021 with a We Do Magic Award for coordinating suicide and grief support activities in response to the crisis that emerged among local young people in 2020. It was also nominated for NSW Youth Service of the Year 2021.



The award-winning work of SENTRY attracted the attention of Governor-General Sir Peter Cosgrove, shown at SENTRY during his Kiama visit.



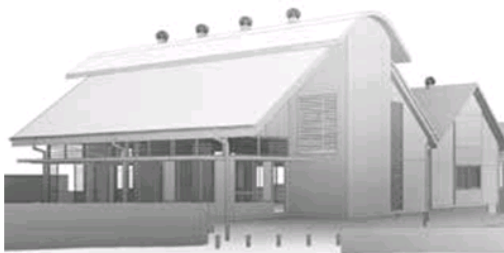
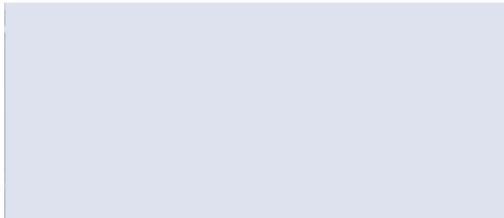
Council used the traditional New Year's Eve fireworks in 2019 to help raise funds for the Rural Fire Service.

The \$4.5 million **Gerringong Library and Museum (GLaM)**, was completed in late 2021 and provides a new library service to the southern part of our municipality. It also showcases the area's cultural heritage and serves as a social and recreation hub for the local community.

The project has involved restoring the historic Gerringong School of Arts building, built in 1883, while adding a new wing housing a state-of-the-art library.

As well as the library wing and museum, the building features a shared foyer and display area, meeting rooms and amenities. This includes a design with flexible spaces and moveable walls to allow different configurations as needed.

The Australian Federal and NSW governments contributed funding to the project.



The summer bushfire crisis of 2019-20 presented Council and our community one of our biggest challenges since the tornado of 2013.

As a member of the Illawarra Local Emergency Management Committee, Council was fully aware of the threat catastrophic fire conditions posed to the safety of our community and staff, as well as to critical Council services, by the forested hills of the Illawarra Escarpment to our west.

Our Critical Response Team established a detailed plan that set safety thresholds for our staff working in the field or remote locations, as well as the needs of our community and visitors.

This included providing regular updates to staff and the community throughout the crisis.

Council also supported Shoalhaven City Council, which suffered significant destruction, with key staff, equipment and services such as waste services and parks and gardens crews to help with clearing up waste and debris.

Kiama Council's COVID-19 response to the state-wide lockdowns in 2020 and 2021 is outlined on page 35.



Well planned and managed spaces, places and environment

Objectives

- 2.1 Maintain the separation and distinct nature of local towns, villages and agricultural land
- 2.2 Our community and natural environments are adaptive, resilient and sustainable and informed of predicted climate change impacts
- 2.3 The principles of ecologically sustainable development and compliance underpin town planning and local development
- 2.4 Effectively manage our waste and resources
- 2.5 Effectively manage our transport, drainage and other infrastructure and assets

Term Highlights

Kiama was one of the first NSW councils to complete its **Local Strategic Planning Statement (LSPS)**, our peak planning document setting out our community's vision for land use in our area over the next 20 years.

The finalisation of the LSPS in 2020, ended an 18-month community-led development program, involving the general community as well as our Councillors and planning staff, economic and tourism operators and local primary and high school students.

Workshops were held across the municipality to help residents participate. Council also used its Community Satisfaction Survey as well as a further survey of people living in our region but outside the Kiama LGA.

The community provided important feedback on the draft version of the LSPS, which was restructured to add priorities and our community's vision with the resulting priorities and actions.

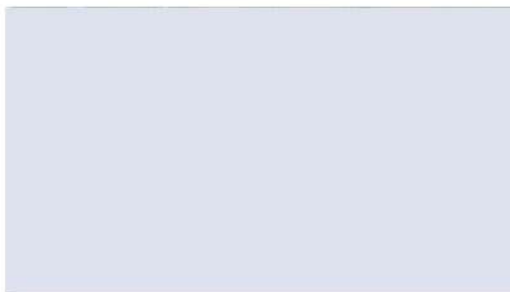
The **Kiama Town Centre Study** was conducted to ensure the beauty and heritage of the town are highlighted and considered in future development.

Council provided workshops for our community, local businesses and our planning committee to consider challenges and opportunities in developing the town centre.

We also used the Social Pinpoint online platform to gather comments, as well as a drop-in session at the Kiama Farmers Market.

The study found the community wanted future planning decisions to respect Kiama's heritage and amenity and the development of a traffic and car parking plan to manage tourist congestion on weekends and holidays.

A character statement for the town centre was developed as part of the study, as well as 47 actions.



Local school students were recognised for their work with Council to provide our community's vision of what we want our Municipality to look like in 20 years.



The Kiama Town Centre Study considered the future for Terralong Street, including diverting traffic flow to allow the stretch south east of the railway bridge to become a pedestrian zone.

Kiama Council has taken a **leadership role in responding to climate change**, focussing on renewable energy solutions and waste reduction to reduce our greenhouse gas emissions.

A founding member of the **Climate Council's Cities Power Partnership Program (CPP)**, we have established a Revolving Energy Fund delivering photovoltaic systems for Kiama Library, Blue Haven Bonaira and Kiama Leisure Centre, as well as a progressive upgrade of street lighting to energy-efficient LEDs.

Our waste management team has become a model for other councils, reducing landfill while providing financial benefits to our community. They have developed a Short Term Rental Accommodation weekly waste service, established the Kiama Boomerang Bags (plastic bag reduction) initiative and a Clothes Swapping Party - 74 per cent of all items dropped off were claimed with the remaining 26 per cent donated to Lifeline South Coast.

Through their initiatives our community has achieved a 40 per cent reduction in waste to landfill, with 75 per cent recycled or reused, also saving ratepayers \$400,000 annually in disposal costs.

Our award-winning **OK Organics Kiama** service has diverted 4,598 tonnes of organic material from landfill, a carbon emissions reduction of 1,150 tonnes.

Our award-winning Household Bulky Waste Drop-off service has provided residents with a free, safe and effective way to dispose of items such as mattresses and furniture. It averages a minimum 60 per cent resource recovery rate at half the cost to ratepayers of kerbside collections.

Similarly, since being established in 2016, our Community Recycling Centre at Minnamurra receives more than 266.36 tonnes of batteries, light globes, electrical goods, packaging, gas bottles and paint each year.

In August 2021, Council launched its **Net Zero Emissions Plan** for its operations, matched by a similar community plan.

Our facilities' photovoltaic systems and our LED street lighting are big contributors to our net zero strategy. In October 2021, Council resolved to upgrade all 951 remaining non-LED lights in the



Our Drop-off events have diverted an extraordinary volume and array of household items from landfill.

municipality. We are well on our way to the target of being carbon neutral by 2031. See page 24 for more of Kiama's Net Zero plans.

We are also developing a **Coastal Management Plan** to assist with future management of our coastline and meeting climate change challenges.

Kiama Council is a member of the **Illawarra District Weeds Authority**. The Authority manages council's obligations for weeds control and reporting to comply with the NSW Biosecurity Act 2015. A recent innovation is the trial of drone technology to accurately target weeds like Bitou bush in inaccessible places such as cliff faces.

Council also supports local **Landcare** groups and undertakes tree planting for National Tree Day, where possible coordinating with active local Landcare groups. Over the past 5 years, we have planted trees across the LGA at national tree day events, notably in the Spring Creek Wetlands near Bombo Cemetery, Bombo Headland / Boneyard Landcare sites, Hyams Creek in Jamberoo, Hillside Landcare site at the Leisure Centre playing fields, Seven Mile Beach Reserve Landcare sites, Gainsborough wetlands and Jerrara Dam.



Corporate Emissions Reduction Plan (2021-2031)

Kiama Council has set itself the target of being carbon neutral by 2031. At the August 2021 Council meeting, we adopted a Corporate Emissions Reduction Plan (2021-2031), which includes our operations and facilities reaching 'Net Zero' within ten years.

The Corporate Emissions Reduction Plan (Corp ERP) includes reasons for emissions reductions, an effective carbon accounting approach and the pathways to achieving these reductions.

The Corp ERP also includes the aim of having more than half Council's electricity coming from renewable sources by 2025.

In pursuit of environmental sustainability, Kiama Council has achieved a number of energy efficiency 'wins' in recent years, including:

- Photovoltaic systems at our Leisure Centre, Library and Blue Haven Bonaira
- Street lighting upgrades to LED in partnership with Endeavour Energy
- LED lighting upgrades at Council's Administration Centre
- Water management and data logging programs
- Waste education programs
- Power optimisation and power factor correction of our buildings
- Energy audit of Kiama Leisure Centre.

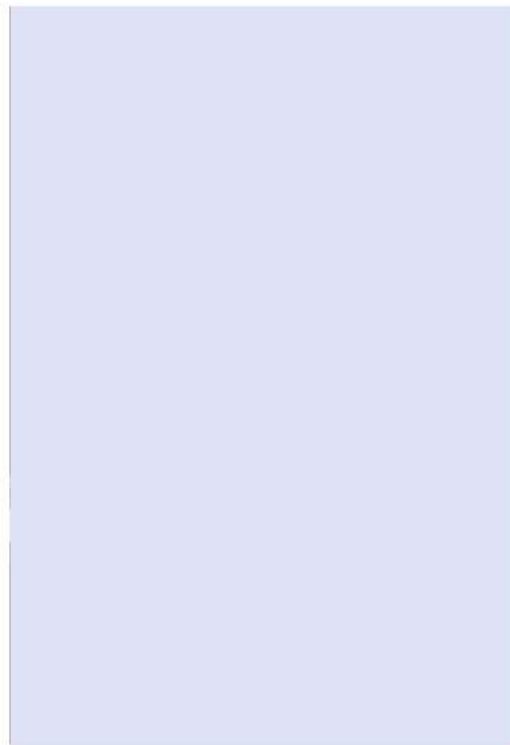
As part of our Corp ERP, Kiama was also one of the first LGAs in Australia to sign up to the Better Futures Declaration. By doing this, Kiama is leading by example and showing its support for Australia's international commitment to transition to net zero emissions before 2050.



Better Futures Australia is a network of partners who are amplifying climate work and bringing together public and private sector leaders to scale success stories and demonstrate Australia's readiness for an ambitious national response to climate change. The declaration pushes for a national response to reach net zero emissions by 2050 or sooner.



Kiama Leisure Centre - 99.6kW Photovoltaic system.

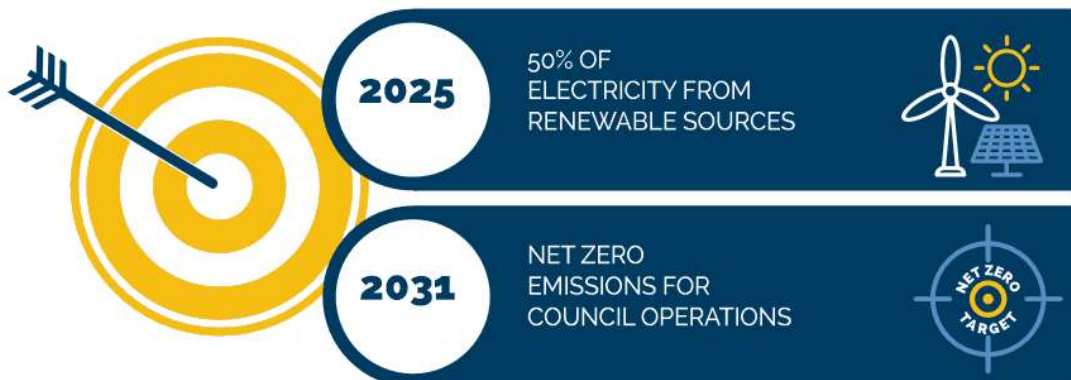


Kiama Council's Mayor, Clr. Mark Honey, speaks at the Cities Power Partnership Summit 2018, hosted by Kiama Council.



Kiama Leisure Centre - 99.6kW Photovoltaic system.

Council's emissions reduction target.



The \$1.44 million Jamberoo Sports Precinct upgrade has provided this popular recreation hub with its biggest renewal since the 1970s.

This major project has provided our community with a modern sporting centre catering to a range of sports.

The upgrades to the Jamberoo Sporting Complex include:

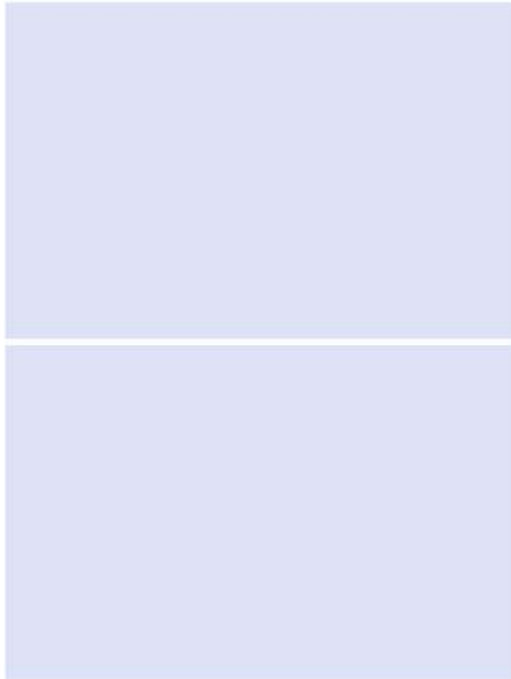
Kevin Walsh Oval refurbishment of the old amenities block and change rooms to provide new accessible change rooms, accessible public toilets (including an adult change table) and new canteen. The ground has also received new spectator stands, safety fencing and improved drainage.

Keith Irvine Oval has been provided a dedicated amenities block as well as sports field lighting for night training and matches, and an upgraded access road.

Council also used the opportunity to improve drainage at the adjacent Jamberoo Croquet Club.

The Jamberoo Youth Hall has been renovated and drainage improvements made, to better support community events and activities.

Our thanks to the NSW Government, which joined Council in funding the work.



Council's commitment to our community in seeking a **Special Rate Variation (SRV)** was that the funds were required to ensure the maintenance of infrastructure.

Since the SRV was introduced, we have completed a number of significant capital works programs as a result.

This includes our 'great toilet clean-up', refurbishing, upgrading or completely rebuilding more than a dozen amenities throughout our municipality.

This included, where possible, adding accessible facilities.

Funds from the SRV also helped Council upgrade popular community halls such as the **Jamberoo Youth Hall** and **Gerroa Neighbourhood Centre**.



Our construction team with Director Engineering and Works Mike Dowd and Councillor Mark Westhoff outside the new amenities at Emery Reserve.



The new amenities at South Werri Beach still feature its iconic mural



Cutting the ribbon for the new canteen at Jamberoo Youth Hall

It also provided upgrades of several playgrounds across the Municipality, such as Bonaira Street and Gainsborough Chase Reserve, as well as Croft Place and Jubilee Park in Gerringong, James Muir Miller Reserve at Werri Beach, Reid Park in Jamberoo and Hillview Circuit in Kiama.



In June 2020, following a major storm event that caused localised flooding across the municipality, a retaining wall on Jamberoo Mountain Road collapsed, making the road impassable. Working closely with the State Government and expert consultants and contractors, Council was able to rebuild the wall and have the road open to traffic within 6 months in time for the Christmas school holidays.



Jamberoo Mountain Road landslip

Council has a strong focus on providing **facilities for cyclists**, both young and mature. A couple of great projects completed during the term are the section of the Jamberoo shared path along Swamp Road to Browns Lane and the brand new Minnamurra Bike Skills Track at the old quarry. These projects, supported by generous State Government grants, provide fantastic facilities for exercise and recreation and for our youth, families and visitors.



In addition to the many SRV projects, Council invested significantly each year using rates revenue and State and Federal Government funding in the renewal, replacement and **upgrade of our roads, car parks, footpaths and cycling facilities**. Over this term of Council, we renewed or upgraded -

- 186 local roads across the Municipality
- 30 footpaths and cycleways
- 10 car parks

UPGRADES TO:



186
local roads



30
footpaths & cycleways



10
carparks



A diverse, thriving economy

Objectives

- 3.1 Promote and encourage business development and economic prosperity in the local area
- 3.2 Council's procurement strategies recognise and support the local economy
- 3.3 Promote and support tourism in the local area

Term Highlights

The **Economic Development Committee** continued its operations identifying a number of priorities such as:

- Kiama Harbour Revitalisation
- Jerrara Dam Options
- Tourism accommodation
- Kiama Town Centre Study - economic demand assessment
- Appropriate supply of employment lands

Due to the impact of COVID-19, workshops pivoted to digital platforms including for the **Kiama Small Business Forum** and **Next Gen Business Programs**. The business e-newsletter was sent out regularly and included the promotion of Government grant opportunities. The Economic Development Manager assisted with the facilitation of these opportunities with interested businesses.

Council through the Economic Development Manager is an active participant in regional Economic development initiatives such as **Illawarra Shoalhaven Regional Plans, Destination Management Plans, Regional Employment taskforce, Youth Employment Taskforce, Illawarra Business Awards and the Economic Gardening Program**.

Council's Economic Development Manager also has a close liaison with the **NSW Office of Small Business** and the **Easy to do Business Program**, as well as being involved with the facilitation of the establishment of the Gerringong Business Network.

The **Pavilion** successfully held a number of conferences and events including **NSW Tourism Conference, Leisure Conference and Coastal Conferences, Native Plants Conference, Institute of Interesting Ideas series**. This is a major financial driver for the LGA.

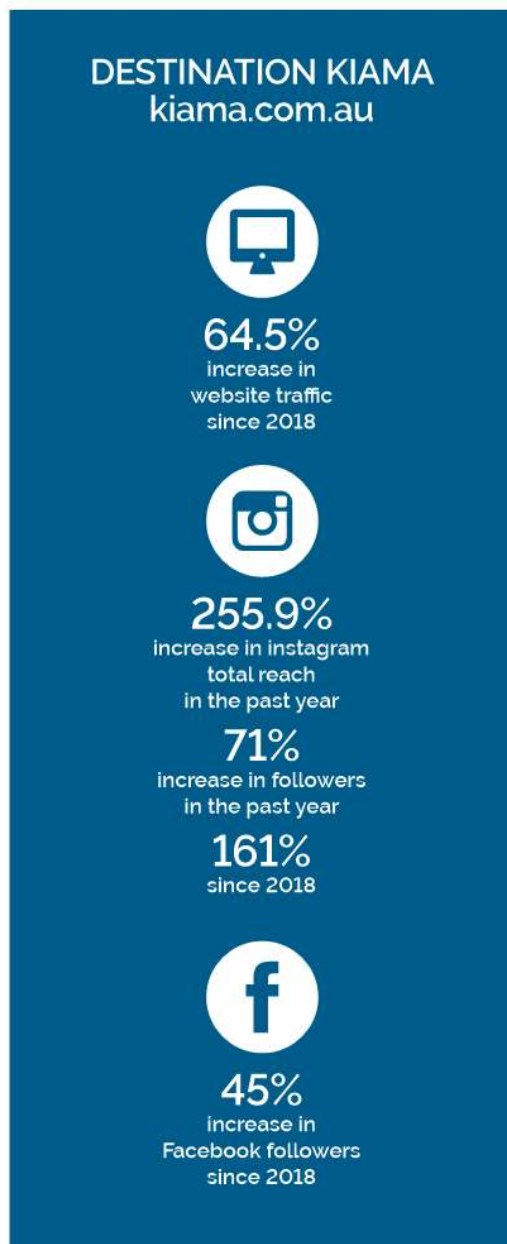
Council is a major player in the **tourism market** operating our Kiama Coast Holiday Parks, the Kiama Visitor Information Centre and establishing Destination Kiama to support other local operators.

The **Kiama Coast Holiday Parks** experienced a massive increase in business post COVID-19 in 2020 and finalised major upgrades (to the tune of a \$5.6 million dollar investment) to the Surf Beach Holiday Park. The Holiday Parks also successfully developed a rebranding campaign as well as a new marketing plan. These will help ensure their long-term commercial sustainability and guide future operations and improvements.



In a normal year tourism contributes more than \$187 million to the local visitor economy annually. This generates an estimated 1,500 direct and indirect jobs. We welcome an estimated 983,000 visitors annually and more than 60,000 of these visitors utilise the **Kiama Visitor Information Centre**. Destination Kiama has successful partnerships with Tourism Australia and Destination NSW delivering important promotional campaigns for our region.

Destination Kiama saw an increase in visitors and increased traffic to our digital channels:



Destination Kiama completed the development, implementation and execution of a:

- Tourism and Events Strategic Plan
- Tourism Opportunities Plan
- Industry partnership program with more than 215 active members
- Event Action Plan
- Tourism Marketing Plan

The Destination Kiama team developed an industry resource hub providing grant funding, templates and guidelines. It continues to run a strong and well engaged industry partnership program offering a number of industry development workshops and networking opportunities.

Council's Tourism Advisory Committee was established to advise Council on the development of policy and strategy relating to tourism in the Kiama Local Government Area (LGA).

Destination Kiama has succeeded in attracting major events to our area to drive the tourism economy.

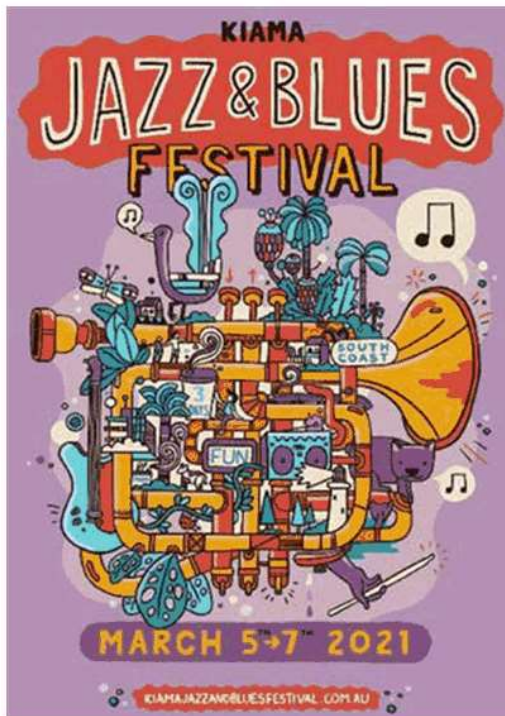
These include the **World Bodyboarding Championships, World Junior Surf League, L'Etape Ride by Tour de France, and SkateFest**





The Destination Kiama team coordinates our popular New Year's Eve celebrations and supports other significant local events such as the **Kiama Jazz and Blues Festival**, **KISS Arts Festival** and **Folk by the Sea**.

Kiama Council also partners with other organisations to deliver amazing events including the Readers Festival, NSW surfing and boogie board competitions, car shows, sporting events and fun runs.



Other highlights

- Jamberoo Pool was upgraded with a new pool deck, ramps and accessible amenities.
- New playgrounds were installed at Bonaira Oval and Gainsborough Reserve, and the Jamberoo cycleway way has been extended to Browns Lane.
- An adult lift and change facility was installed at Kiama Harbour, allowing those with disability to better enjoy the rock pools, and other attractions in the area.
- Partnered with the Minnamurra Lions Club to construct a whale watching platform at Minnamurra Headland and picnic tables/shelters at Jones Beach. Council staff worked with Kiama Rotary to construct a new lookout platform at Saddleback Mountain and are currently working with the Kiama Lions to establish a respite house for carers and their families.



Supporting local business

The Kiama business community have demonstrated their resilience with results post COVID being exceptionally pleasing.

For the year ending April 2021, spending in the Kiama LGA over a two-year period increased by a total 27.5 per cent. This change can be attributed to the inability of residents and visitors to travel interstate and internationally resulting in a much higher spend by both residents (13 per cent) and visitors (41 per cent).

During the pandemic Council has been proactive in offering online education in financial resilience including educating on how to access the myriad government grants on offer and how to prepare financially for temporary business closures.

We also offered weekly webinars on digital literacy with particular focus on online sales platforms and how to maximise your business presence using social media platforms. These webinars were well attended with more than 600 businesses logging onto these sessions.

Electronic newsletters and distribution of the monthly BUZZ tourism e-newsletter, was again

a vital source of information for businesses and provided much information to business on how to pivot and how to maximise business opportunities post COVID.

Council continued the successful Kiama Small Business Forum program of events as it has done since 2005. The topics covered vary with a continued focus on social media and assisting businesses to utilise online platforms.

We have been proactive in October's Small Business month offering business roundtable events that were well attended. We also held a number of "Welcome to Kiama" events for new businesses to help them find local service providers and to introduce them to the local business community.

Council has also partnered with Shellharbour City Council and continues to offer the Economic Gardening Program seeing some excellent results for local businesses.

Council uses local suppliers where possible for minor and civil works, tree management trade services and other contracting.





Responsible civic leadership that is transparent, innovative and accessible

Objectives

- 4.1 Council is financially sustainable
- 4.2 Council embraces good governance and better practice strategies
- 4.3 Council and the community working together

Term Highlights

Council has demonstrated Civic Leadership during the past five years in numerous ways. We have implemented plans and procedures that set a benchmark for using technology, streamlining services and mobilising our workforce.

During this period, Kiama adopted and embedded its organisation values of respect, integrity, innovation, teamwork and excellence.

We established committees, policies, plans and programs including:

- The Audit, Risk and Improvement Committee (ARIC), to provide Council with independent oversight and monitoring of Council's audit processes, including the internal control activities.
- The ICT (Information Communication and Technology) Strategic Plan was reviewed to ensure that technology is used effectively to deliver Council services
- The Injury Management Protocol and Return to Work Program, which has seen us continually achieve below base tariff premium resulting in significant savings for the organisation
- Alcohol and Other Drugs Policy for Councillors and Protocol and Procedure for employees developed and implemented
- Community Participation Plan

Technology and processes

- Introduction of Promapp to the organisation provided staff with a software tool to map processes, encourage company-wide collaboration, increase accountability, and improve processes
- LEAN process improvement methodology undertaken by teams on areas such as tree management, event management, Blue Haven admissions process, resulting in major efficiency advances
- Implemented e-recruitment system Scout to assist with candidate management and the talent acquisition processes

- Council has several major projects underway including: implementation of TechOne, network upgrades for Council sites, the infrastructure and provision of IT services for Blue Haven Bonaira and the Enterprise Software Project
- Introduced successful HR programs: Reward and Recognition and Lunch and Learn, and developed and implemented our first Employee Engagement Survey

Community engagement

- Engagement with the community has continued through weekly e-Kimunico and inclusion of Kimunico with rates notices
- Established various websites, social media channels and e-newsletters across our various channels
- Celebrated our community's achievements through presentation of annual Australia Day and community achievement awards together with additions to our Sports and Arts Honour Rolls
- Regular coverage in The Bugle newspaper and app (advertising and editorial). The Bugle is Kiama's local fortnightly paper, with a circulation of 10,500. The Bugle app has 10,600 digital readers.

Wider networks

- CCTV camera networks in Kiama and Gerringong have continued to be used by NSW Police in their investigations into crimes
- Key meetings with Sydney Trains, Boral and relevant State Departments regarding the rehabilitation and future of Bombo Quarry
- Supported internal R U OK? functions, Casual for a Cause, mindful meditation sessions and "Question. Persuade. Refer. Suicide Prevention Training" for all staff
- Provided a COVID-19 Financial Relief Package to ratepayers and the community in 2020
- Showed leadership during COVID-19 lockdowns by modelling behaviour and sharing State and Federal Government and Health Department messaging to our community and beyond.



Mayor Mark Honey encouraging people to 'buy local'.

Long Term Financial Plan and Financial Sustainability Plan

Council has instigated a Long Term Financial Plan over the past five years, in a response to the amalgamation threat of 2015-16, when the NSW Government deemed Kiama Council financially unfit and proposed a merger with Shoalhaven City Council.

The development of the 10-year Long Term Financial Plan (LTFP) was led by Councillors and senior managers, with the involvement and support of staff and our community.

Following the establishment of the LTFP, the NSW Government provided a 'Fit for the Future' assessment in 2017.

This process was designed to measure Council's ability to deliver quality services and infrastructure to its community.

This not only secured Kiama Council's long term future for our community but helped attract financing for critical projects such as Blue Haven Bonaira.

Council continues to focus on remaining 'Fit for the Future Ratios' and our LTFP, especially our Performance Ratios.

The Operating Performance ratio compares our day to day operating revenues against the day to day expenses. The benchmark for this ratio is greater or equal to 0 per cent.

This has improved significantly since 2014, when it was -6.0 per cent, with Council recording an Operating Performance ratio of +4.43 per cent in 2016-17, when it was assessed as Fit for the Future.

Understandably, COVID-19 has had an impact on this progress, with our estimate for 2020-21 being -9.4 per cent.

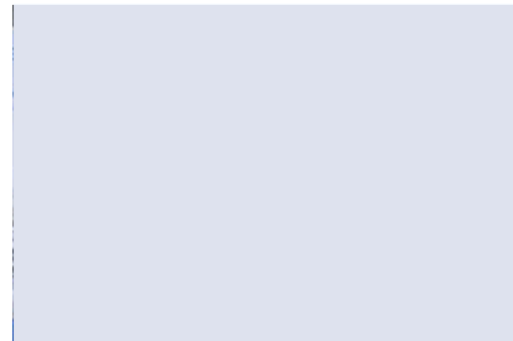
Nonetheless, Council remains committed to our LTFP, with the improvement in our position since the impact of COVID set to continue.

To ensure this, we have also adopted key strategies

focussed on our income generating assets, fees and charges, depreciation expenditure and borrowing costs.

The benchmark for this ratio is a minimum of 60 per cent. The increase in income from the new Blue Haven Bonaira Council continues to be well above benchmark and we will continue to explore revenue producing initiatives outside of the main income source of rates and annual charges. This will ensure this ratio remains well above the benchmark of 60 per cent.

A restricted assets policy has been adopted during the 2020-21 year to look at what reserves Council put in place with an eye on future sustainability and an ability for Council to provide intergenerational working capital to continue its high quality service delivery to our community.



Gareth Ward MP with Mayor Mark Honey officially opening Blue Haven Bonaira

Financial Sustainability Plan

In August 2021, Council has announced a Financial Sustainability Plan (FSP) to refine and deliver its Long Term Financial Plan.

Kiama Council, along with many other councils across the country in the past 18 months, has had a challenging time financially. The economic impacts of environmental disasters and COVID-19 have affected Council's budget, with a reported operational loss of \$7.956 million in 2020 and an estimated loss of \$6.621 million in 2021.

The operational loss for the 2022 budget is \$2.748 million, with early foundations being laid to continue the trend of bringing Council's budget back into surplus.

The FSP includes projects and strategies to be progressively implemented and actioned from 2021-22 over a three-year financial period.

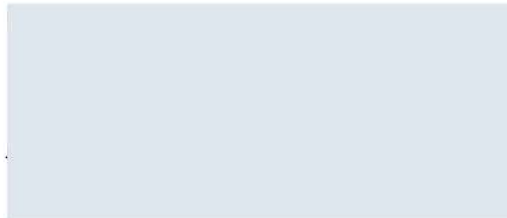
Key strategic projects that will drive financial sustainability for Council over the coming years and form the backbone of Council's Long Term Financial Plan include the following:

- greater community engagement

- review of current land holdings
- review of current procurement practices and policy
- asset management plan to develop levels of service targets for the community
- review of Council's fees and charges
- sustainable resourcing allowing Council to obtain its strategic directions
- focus on future grant opportunities
- a review of Council's future borrowing costs.

Stroud.

said CEO Jane



Our **Rural Management Challenge** teams have proven a source of pride, and a skills and experience development opportunity for our future leaders.

We have entered teams in the Rural Management Challenge over the past five years. This is an excellent opportunity to challenge our thinking, develop networks, and expand our staff's knowledge of local government, management skills and team work.

In 2019, Kiama won the regional round, awarded the best score of any of the 28 teams competing in six regions across NSW and finishing a narrow second in the State Finals to Tamworth.

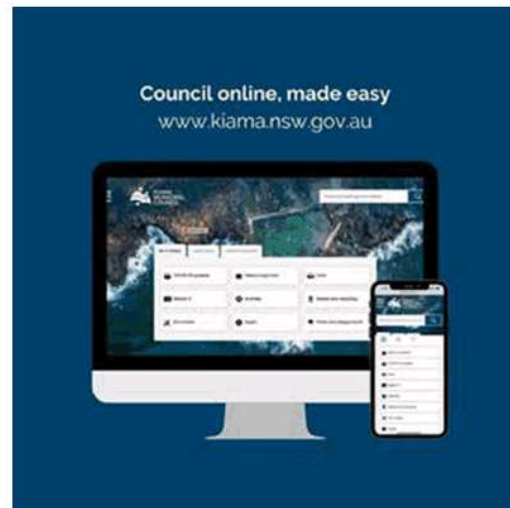


In 2021 we went one better, winning the Rural and Regional Management Challenge, seeing off teams across NSW, including our neighbours Shellharbour and Wollongong, to take out top spot in our state.

Apart from bragging rights, this program helps our future leaders develop a greater understanding of

their council, their community and local government that they can apply when they return to work.

The development and launch of our new **Council website** www.kiama.nsw.gov.au in June 2020 was another major achievement in improving the ability of our community to find information about our services and facilities.



The new site, which uses the Open Cities platform increasingly favoured by Australian councils, is the result of two years' work.

This project began with extensive user research as to the shortcomings of our existing website and opportunities for our new system.

This involved significant collaboration with Council staff across all departments, as well as community members that reflected the demographic profile of our municipality.

This information was used to assist the tendering process by which Open Cities was selected.

Our inter-departmental team worked for two years to bring the site online, on time and on budget.

The release of the website was actually brought forward to assist with our COVID-19 strategy of helping our customers use more of our services from the safety of their home.

Our other digital publications include:

- Kimunico – our weekly e-newsletter roundup of Council news and press releases
- KCAN – monthly arts and culture e-newsletter
- Bookishh and Stacks – Kiama Library e-newsletters
- The Buzz – Destination Kiama’s industry e-newsletter
- Food Safety
- Kiama Leisure Centre e-newsletter
- Blue Haven website and e-newsletter
- SENTRAL website
- The Pavilion blog
- 17 social media feeds covering all our key brands

COVID-19 Response

Council is proud of the leadership it was able to provide addressing the early challenges of COVID-19 during the initial lockdown in 2020 and in the second state-wide lockdown in 2021. During both COVID lockdowns, we continued delivering services to our community and within our own operations.

Kiama joined other member councils of the Illawarra Shoalhaven Joint Organisation (ISJO) in discussing a coordinated response for our region.

This guided our daily and weekly COVID-19 Response Team sessions, where strategic decisions turned into tactical actions, to enable the safe operation of critical Council services and updating our community as to what was happening from day-to-day.

Our outdoor staff worked tirelessly to ensure essential services such as waste collection and toilet cleaning continued even during lockdown, showing real commitment.

Our parks and maintenance continued upgrading public amenities.

Our rangers continued to respond to call outs.



Behind the scenes there was a remarkable effort to rehouse 90 per cent of our office-based staff safely. In 2020 we split into self-managing units in remote sites, to ensure we could still operate if an infection occurred in one location. In 2021, we acted early to send all staff to work from home who could reasonably do so.

Staff at our closed facilities rapidly shifted their services online where possible, to continue to support our community.

While we closed the doors to our administration centre, our Customer Service team remained as busy as ever taking more than 100 calls a day.



Our Library ramped up its impressive eLibrary and click & collect services, SENTRAL Youth Services provided phone and online counselling, while providing YouTube classes for SENTRAL Fitness.

Similarly, our Leisure Centre instructors uploaded a comprehensive range of gym classes to stay connected with their loyal clients while in lockdown.

Our hard-hit business community was provided critical support with very popular and free business webinars to assist a shift to online commerce.

Destination Kiama established a quickly growing Facebook community (Kiama@Home), to let locals know which of their local outlets were open, closed, changed or now providing home delivery or an online shop.

Our Environmental Health Officers managed the complicated but important work of helping our 200 plus food premises get to grips with COVID-19 orders and requirements.

A special point of pride for Kiama Council, as one of the few local councils with an extensive aged care operation, was the way Blue Haven responded to the COVID pandemic.

Blue Haven quickly developed a COVID-Safe Action Plan with new protocols and procedures so that home care staff could safely continue to service their clients. This included changes to provide each client a dedicated support worker to reduce risk of infections.

While our residential aged care home was closed, we set up virtual visits for families with tablets allowing everyone to enjoy seeing and talking to each other.



We endeavoured to mark important day occasions such as Easter, Anzac Day and Mother's Day to ensure our residents could still enjoy life in the 'new normal'.

When vaccinations became mandatory for Aged Care staff, we ensured all our staff were vaccinated by providing on-site clinics. Our Blue Haven residents were also vaccinated quickly and efficiently, achieving full vaccination status for all residents who wanted it by August 2021.

Council has been able to retain all its permanent and part-time staff throughout COVID-19. As our area's largest employer this is a considerable economic plus for our staff and community.

Lastly, despite all the challenges, we were also able to provide a financial assistance package to help ratepayers, residents and businesses affected by COVID in 2020.

This commitment included accepting delayed payments from our residents for rates, while at the same time accelerating the payment of our invoices from local business.



Kiama Leisure Centre staff busy with maintenance during the 2020 COVID lockdown updating the mural near the kids pool.



In May 2021, Blue Haven welcomed Bushman, a therapy horse, for the first time.

MESSAGE FROM THE CHIEF EXECUTIVE OFFICER: LOOKING FORWARD



The State of our Municipality Report is always a good opportunity to pause and reflect on the milestones and achievements of the outgoing Council. I acknowledge the efforts and work done by the previous Council, particularly in times of uncertainty and global changes caused by extreme weather events of bushfires and floods, changing climates and pandemics.

Our people are our greatest asset. And during tough times, our staff's resilience and hard work of has been nothing short of inspiring.

In reflecting on the five years previous it must be acknowledged that significant change at the leadership level of the organisation has also occurred, with the retirement and departure of two general managers and my own arrival as well as significant turnover of Senior Staff.

I acknowledge the hard work done by many senior staff and officers who may have acted up in higher roles or taken on additional responsibilities. Their care, attention and willingness to step up is appreciated.

Our Council is part of the very fabric of the community and you can read in this document the range of services, commitment to delivery and the many projects and works that our staff have delivered to the residents.

To all the community groups and committees who have worked with us over the past term I also offer you my sincere thanks. Your generosity in thoughts,

time and energy is greatly valued and has helped improve and add value to much of our work.

The end of one term also heralds the new beginning of a new term. Front of mind for our future outlook on the journey of sustainability are the following key issues that we must work together to solve:

Financial sustainability

I am committed to improving our financial outlook and moving forward with a robust financial strategy and reporting. This is crucial to our success and long-term goals. Like every household our budget is finite, and we must live within our means, tailoring services, and focusing on essentials, and seeking savings where possible.

Expenditure will need to be clear, accountable and well reported. The difficult decisions associated with addressing rising operating costs, which are not matched by income, will need to be made.

Continued delivery of capital works and services will require Council to create and get value from its partnerships and communication with the community.

Acceptable and agreed levels of service will need to be determined for our assets and services, with the community's involvement in setting these levels critical to the effective use of scarce resources.

Organising our workforce

Our structure and culture in the workplace need support, clarity and improvement. As the largest employer in the region we need to ensure that our greatest asset - our people, are supported, clear on their roles and responsibilities, and focused on delivering essential customer services.

A new salary model and improved performance review systems are in the process of being established. Working with our consultative committee, unions and workforce we need to realign ourselves and help reposition the organisation's workforce.

Working in partnership

Our relationship within the region and with the community needs continual effort and clear vision. Our input into regional planning, boards, and the joint organisation of Council needs to add value to

the positioning of Kiama. Our engagement with our residents, groups and people through community engagement, committees and open and transparent government is crucial. The development of the new Community Strategic Plan will provide an important vision for us to use to align our work to.

Our new Blue Haven Board, Finance Advisory Committee and remodelled ARIC (Audit Risk and Improvement Committee) will also add value and provide expert advice to the new Council.

Asset management and services

Improving our asset planning will continue to be a key focus. Council is now the custodian of built assets worth more than \$650 million. Our continued investment in renewal and maintenance of our assets will ensure our they continue to be managed sustainably for current and future generations.

Economic prosperity

The future outlook for our region is closely tied to the availability of a skilled and adaptable workforce and an improved diversified economic base.

Encouraging investment and attraction around supporting our different industries will be important to ensure a resilient economy with a range of local employment options. The creation of innovative and bespoke new business investments and job opportunities will help add depth to our economy. While Council has limited control, it can influence catalytic infrastructure and assist in supporting local businesses.

Building on our past success and with much work to do looking ahead, it is an exciting time for Kiama LGA.



**Jane Stroud
Chief Executive Officer**

Date approved/adopted	
Resolution No	
Date effective	
Date last reviewed	
Next review date	
Department	
Author	
TRIM reference	
Supporting documents	

How to contact Council

Post

Chief Executive Officer
Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Telephone

+61 (02) 4232 0444
Facsimile
+61 (02) 4232 0555

Online

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



Office hours

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



KIAMA MUNICIPAL COUNCIL
your council. your community

RESPECT · INNOVATION · INTEGRITY · TEAMWORK · EXCELLENCE

11.2 Delivery Program and Operational Plan Quarterly Report - 1st quarter - July to September 2021

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

CSP Strategy: 4.3 Council and the community working together

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

Item 11.2

Summary

This report provides an update on progress of the 2017-21 Delivery Program and 2021-2022 Operational Plan for the July to September 2021 quarter.

Finance implications

As per the 2021-2022 approved budget

Risk implications

N/A

Policy

Local Government Act 1993

Consultation (Internal)

All Council departments contributed to the development of this report.

Communication/Community Engagement

The Delivery Program 2017-21 and Operational Plan 2021-2022 were developed following engagement with the community and were adopted after being placed on public exhibition for 28 days.

Attachments

- 1 Operational Plan 2021-2022 - 1st quarter reporting [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council receives the Delivery Program 2017-21 and Operational Plan 2021-2022 progress report for the first quarter period July to September 2021.

Background

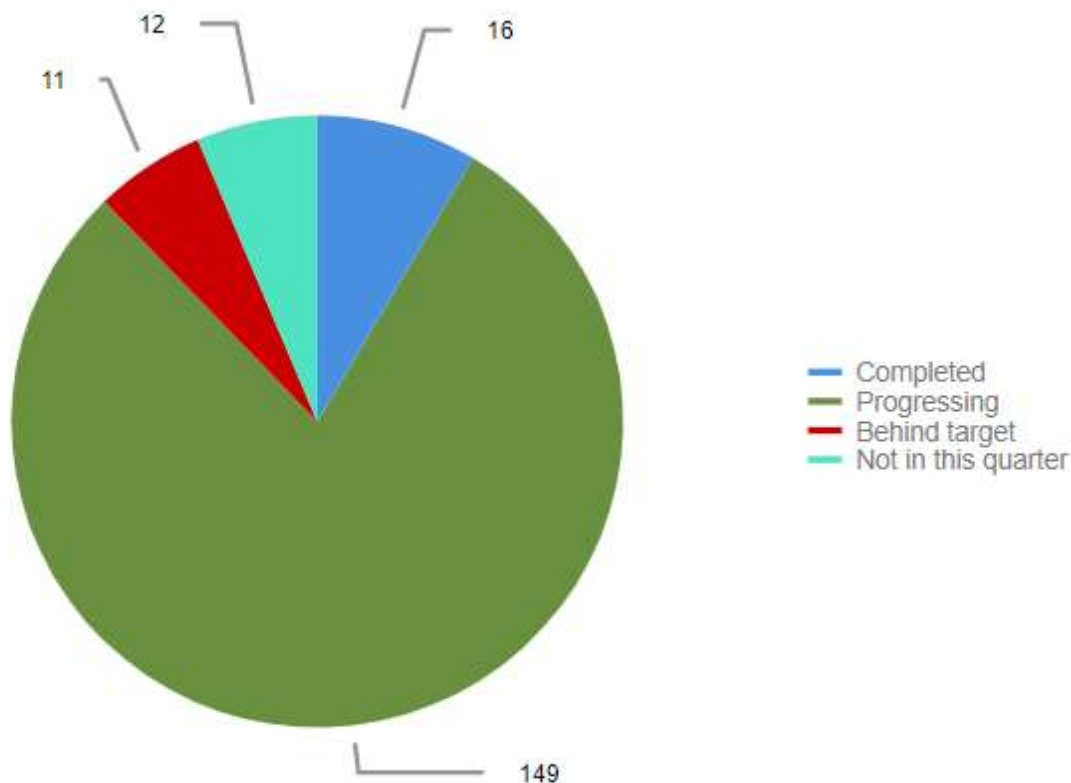
In accordance with the *Local Government Act 1993*, this Delivery Program and Operational Plan Progress Report provides Councillors and the Community with a tool

Report of the Chief Executive Officer

11.2 Delivery Program and Operational Plan Quarterly Report - 1st quarter - July to September 2021 (cont)

for measuring progress towards the adopted strategies of Council’s four-year Delivery Program and ten-year Community Strategic Plan.

This report provides the status of the Delivery Program/Operational Plan actions for the second half of the 2021-2022 financial year. The Operational Plan contains 188 actions and activities, and as at end of September 2021 the status of these are:



Item 11.2

The COVID-19 pandemic continues to provide an exceptional set of circumstances, with unprecedented impacts. The public health restrictions associated with the management of the pandemic has affected our capacity to deliver some services to our community, which is evidenced in most of the “behind target” activities. This result is consistent with all Local Governments, as Public Health Orders impacted on operations and delivery.

Attached for Councillors’ information is the 1st quarter report on the Delivery Program 2017-21 and Operational Plan 2021-2022.

There were 11 Operational Plan activities reported as being behind target for the period 1 July to 30 September 2021. Activities affected were:

1. Planned program maintenance to the Leisure Centre and Jamberoo Pool
2. Effective operations of the Leisure Centre and Jamberoo Pool
3. Undertaking a customer satisfaction survey of the Leisure Centre and Jamberoo Pool facilities

Report of the Chief Executive Officer

11.2 Delivery Program and Operational Plan Quarterly Report - 1st quarter - July to September 2021 (cont)

-
4. Information, referral, advocacy and support for young people through the SENTRAL youth facility and online mediums
 5. Administering food safety legislation
 6. Maintaining and inspection and compliance register and program as required by the Swimming Pools Act
 7. Implementing Public Health Act legislation such as public and private swimming pools, water supplies and skin penetration
 8. Managing vegetation at Seven Mile Beach Reserve
 9. Operating the Kiama Coast Holiday Parks as a financially sustainable, quality accommodation provider
 10. Reviewing of Council's fees and charges
 11. Developing, reviewing and implementing the organisational development program of works.

There were a number of highlights during the first quarter of the 2021-2022 financial year, including:

- Dementia Friendly Kiama Project continues to connect through an on-line environment allowing delivery of the project to continue seamlessly, enabling people from outside the area to participate
- 22 library programs were provided in the quarter, 18 held in the library and 4 online author talks including Tom Keneally, Matt Murphy and Larissa Behrendt
- The Library successfully introduced a click and collect service on 20 September and 412 collections were made
- New footpath projects were completed at Saddleback Road, Western Place, Char Avenue, crooked River Road and Burke Parade
- Council received \$3.3M in active transport grant funding for the delivery of Jamberoo cycleway, Omega flat cycleway and a cycleway linkage to the Minnamurra bike skills track together with various bicycle related improvements in the Kiama town centre
- Occupancy at Blue Haven residential aged facility was above the industry standard at 92.8%
- Youth Engagement meeting was attended by 16 Kiama High School students, the full Council and the Executive Leadership Team and discussed a number of items pertaining to social and infrastructure planning matters
- Council adopted a Corporate Emissions Reduction Plan 2021-2031 with the aim of achieving net zero emissions by 2031
- Tender has been issued for a suitably qualified environmental / ecological consultant to undertake aspects of the Municipal wide vegetation study
- New waste fleet design project close to completion with all trucks receiving a "face lift" with newly designed vibrant signage

Report of the Chief Executive Officer

11.2 Delivery Program and Operational Plan Quarterly Report - 1st quarter - July to September 2021 (cont)

- New public carparks completed at Jones Beach, Kendalls Beach and Bonaira Oval
- Conference and wedding enquiries for The Pavilion have escalated and bookings have filled almost all weekends to the end of the year and through 2022

Item 11.2



Operational Plan 2021-2022


1st quarter reporting

1: Community

1.0: A Healthy, Safe and Inclusive Community

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

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


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.1.1	Monitor and improve accessibility within the Municipality	Access Committee regularly advises Council on accessibility issues, infrastructure and developments	5 meetings held pa	none in this period.	25%	COVID-19 restrictions severely impacted capacity to meet most measures. What could be delivered online was, otherwise was delayed until restrictions were lifted.	Manager Community & Cultural Development	Progressing 
		Publish articles promoting accessibility in Council newsletters	2 articles pa	4 in this period through Kimunico				
		Number of presentations promoting accessibility at Council run events	2 presentations pa	none in this period				
1.1.1.3	Maintain currency of information about the accessibility of	National Public Toilet Register is kept up-to-date	100% updated	100% completed	25%	No changes within the reporting period. Council toilet locations are available	Manager Design & Development	Progressing


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Council's public toilets, on the National Public Toilets Register					on the national register at www.toiletmap.gov.au		
1.1.1.4	Promote and encourage use of the accessibility budget to support access resources and assistance to support opportunity for all residents to genuinely participate in Council functions, consultations, events and activities	Percentage of budget utilised to assist accessibility of Council's community consultations and events	80% of budget allocated	None in this period.	25%	While no events were held during the period where the budget could be utilised, planning is underway for a signature event to be a showcase for disability inclusion.	Manager Community & Cultural Development	Progressing 
1.1.1.5	Support the Dementia Friendly Kiama Project subject to available funding	Activities of the Dementia Friendly Kiama Project Action Plan are implemented, subject to funding	100% completed	Progressing	25%	The Dementia-friendly Kiama Project was largely being delivered in an online environment prior to Kiama going into lockdown, therefore the delivery of the project continued seamlessly. 14 Social On-line Catch-up meetings were held in the period which aim to keep people living with dementia connected while COVID-19 restrictions are in place. This method of meeting has proved very	Manager Community & Cultural Development	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
						popular making it accessible beyond the Klama LGA, which helps connect and support people living with dementia with each other over a much larger geographical area with people as far as Singapore regularly participating. Participation in a National Forum featuring the project also took place in this period along with one Alliance meeting and several smaller planning meetings around activities in the Action Plan.		

1.1.2: Work collaboratively with the Aboriginal community

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.2.1	Plan and undertake annual NAIDOC Week activities	Annual NAIDOC Week activities are completed by 31/07/2021	100% completed	completed.	25%	Council's Aboriginal Liaison Officer resigned leading up to NAIDOC week, however the Art Exhibition was still held .	Manager Community & Cultural Development	Progressing 
1.1.2.2	Participate in planning and staging of annual Local Government Regional NAIDOC Awards	Annual Local Government Regional NAIDOC Awards are completed by 31/07/2021	100% completed	not completed	25%	NAIDOC Awards were planned and ready to be delivered with all nominations assessed and the Awards Dinner organised, however, COVID-19 restrictions resulted in the event being	Manager Community & Cultural Development	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Annual Sorry Day events completed by 31/05/2022	100% completed	not in this period.		rescheduled to later in the year. Sorry Day scheduled for May 2022.		
1.1.2.3	Undertake other activities to engage with the local Aboriginal community as opportunities arise	All opportunities for engagement investigated	100% completed	progressing.	25%	Relevant information around training, consultation opportunities and services to the community is shared via email. Supported and facilitated local resident involvement in NSW Trains consultation around proposed heritage signage for Kiama train station.	Manager Community & Cultural Development	Progressing 
1.1.3: Provide and promote cultural and artistic activities and programs								
Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.3.1	Undertake activities that support the 'Integrate' strategy identified in Council's BIS1 cultural planning document	Cultural Board meetings are held with artist community representatives as members Deliver the annual Music in the Park program	6 meetings per pa 100% completed	1 meeting held this quarter 0% completed	25%	The Cultural Board held a meeting in July prior to the proposed Council elections and care taker period and discussed; selection criteria for the Old Fire Station exhibitions, the proposed south coast Regional Arts Development Organisation, public art and Council's art collection policy. The Board did not meet again during lockdown once the elections were delayed until December 2021. Music in the Park has	Community & Cultural Development Officer	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.3.2	Undertake activities that support the 'Invest' strategy identified in Council's BISI cultural planning document	<p>Maximise use of the Old Fire Station Community Arts Centre by ensuring exhibition space is well utilised</p> <p>Opportunities for increasing public art installations within the Kiama Local Government Area are investigated</p> <p>Average number of visitors to the Old Fire Station Community Arts Centre</p> <p>Number of artists who are registered on the 'Weave' directory</p>	<p>Booked 52 weeks pa</p> <p>100% completed</p> <p>Average of 850 visitors per week</p> <p>20% increase pa</p>	<p>14 exhibitions booked</p> <p>1 mural considered</p> <p>188 per week</p> <p>6% increase in last quarter</p>	25%	<p>been unable to go ahead for its July, August or September sessions due to COVID-19 Public Health Orders and lockdown.</p> <p>Fourteen exhibitions were scheduled for the Old Fire Station this quarter, however due to COVID Public Health Orders and lockdown only two exhibitions were able to be held. At its July meeting the Cultural Board considered the inclusion of a mural at the Kiama Surf Club as part of the YouthFest event, which was consequently delayed due to COVID-19. The Weave Artist Directory continues to grow with 106 artists now listed, seeing a 6% rise in the past quarter.</p>	Community & Cultural Development Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.3.3	Undertake activities that support the 'Sustain' strategy identified in Council's BISI cultural planning document	increases annually						
		Kiama Cultural Grants are administered via one funding round per year	100% completed	No action this quarter				
		Maintain and increase use of the Kiama Cultural Arts Network blog site	25% increase in blog site views pa	34.4% open rate	25%	The Kiama Cultural Arts Network (KCAN) newsletter has replaced the KCAN blog site, the newsletter maintains a 34.4% open rate being just under the industry average of 38%. The KCAN Facebook page has seen a slight drop of 13% during COVID-19 lockdown. ArtsBiz workshops are planned for next quarter and will be reported at that time.	Community & Cultural Development Officer	Progressing 
	Maintain the average number of reactions to the Kiama Cultural Arts Network Facebook page	Average of 25 reactions per week	13% drop in Facebook reach					
	Annual program of Arts Biz education workshops are held	>2 workshops held pa	No action this quarter					
	Annual Arts Honour Roll program is completed	100% completed	No action this quarter					


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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.4.1	Provide Library and Family History Centre programs	Provide a range of library community programs that support recreation and lifelong learning	70 programs pa	22 in the library and 8 online	20%	22 programs were provided this quarter. 18 of these programs were held in the library and 4 online author talks took place as part of the NSW and included authors Tom Keneally, Matt Murphy and Larissa Behrendt. This type of event has been a great example of libraries adapting to COVID-19 circumstances and has been well received within our community. The biannual Kiama Readers Festival that was scheduled for July this year was postponed due to COVID-19 Public Health restrictions. We are hoping to reschedule this event in the first half of 2022.	Manager Library Services	Progressing 
1.1.4.2	Provide Library and Family History Centre customer services	Number of Library enquiries completed Number of Family History Centre enquiries completed	15,000 enquiries pa 100 enquiries pa	2,322 enquiries were handled during the 6 weeks the library was open during this reporting period. not this quarter	25%	2,322 enquiries were recorded during the 6 weeks the library was open during this reporting period.	Manager Library Services	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.4.3	Provide Library loan services	Number of loans processed at Kiama Library Number of loans processed at Gerrington Library	120,000 loans pa 4,000 loans pa	30,828 428	20%	Loan statistics are stable and take into account a period of automatic renewals for physical loans while our libraries were closed on 16 August. The use of e-resources has increased during this period with e-audio title becoming increasingly popular. A Click and Collect service was introduced on 20 September once Public Health orders had been revised to allow libraries to offer this service again. 412 collections were made from Kiama Library before the library reopened on 11 October.	Manager Library Services	Progressing 
1.1.4.4	Develop and implement literacy programs	Number of literacy events held Undertake satisfaction survey of literacy program attendees as required Number of attendees at literacy events	60 events pa 100% completed 300 attendees pa	22 programs provided not this quarter 238	25%	Library programs were suspended from 16 August. 22 were held during this quarter 18 in our libraries and 4 online author events. Prior to this numbers attending our onsite library programs are capped at 20 in accordance with current physical distancing requirements. Most sessions of preschool story time at Kiama Library are booked out days before the events take place. Toddler Tales and Baby Story Time numbers are	Manager Library Services	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.4.5	Deliver Library Information Technology Program	Hours of internet access provided at Kiama and Gerrington libraries Number of users of public computers at Kiama and Gerrington libraries	2,000 hours pa 2,000 users pa	1890 680 people used the public computer at Kiama Library during this quarter.	25%	<p>slowly increasing after a long period of where we were unable to hold these programs. After the lockdown restrictions Preschool Storytime moved online with 8 sessions held and 1,702 views. In order to balance staff resources the online sessions were a mix of previously shown programs and newly recorded programs.</p> <p>The usage of the public computers and library WiFi has been impacted by the closing of our libraries on 16 August 2021. A total number of internet hours 1890 and people using this service either on the public computers or WiFi was 847. 680 people used the public computers at Kiama Library during this quarter. Public computer usage remains limited with maximum of an hour usage per person in order to balance demand and venue capacity limits.</p>	Manager Library Services	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.1	Implement a range of health and wellbeing programs for young people	Number of young people participating in health and wellbeing programs incorporating content around active lifestyle, nutrition, mental health and drug and alcohol use	>60 participants pa	11	25%	Individual support was the only health and wellbeing program delivered during this period, it continued during the lockdown period but was delivered by phone. 11 young people received individual support across more than 20 sessions. Numbers were lower than usual due to the fact that there were no programs running during this time that would usually prompt referrals to individual support.	SENTRAL Youth Services Coordinator	Progressing 
		Number of health and wellbeing programs delivered to young people incorporating content around active lifestyle, nutrition, mental health and drug and alcohol use	>4 programs held pa	1				
		Program participants report in their evaluations that they feel more confident about their	>80% of participants pa	No data available				



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.2	Engage with and educate members of the community on healthy, affordable and sustainable food and gardening practices	wellbeing having participated in the program Implement activities to engage with and educate members of the community on healthy, affordable and sustainable food and gardening practices	>2 activities pa	1 activity completed	25%	Attended Connecting Over Fair Food working group meeting on 15/08/2021 and 2/09/2021 to plan the event and finalise Fair Food social media campaign. Attended FFI coordination meeting 15/07/21 and finalised FFI Operational Plan. Student placement began on 29/7 to develop a Healthy Catering staff protocol and has been scoping project and developing staff survey. Review of the Community Gardens policy has been completed with input from relevant internal staff. To submit to Managers and the Executive Leadership Team next quarter for review and support recommendation to Council for endorsement.	Health Promotion Officer 01	Progressing 
1.1.5.3	Engage with and educate members of the community on leading an active, healthy and sustainable lifestyle	Implement activities to engage with and educate members of the community on leading an active, healthy	>2 activities pa		25%	Get Active Outdoors initial planning and promotion began but due to COVID-19 Public Health Orders the program has been postponed until early 2022. Planning has commenced for a Healthy eating and ageing	Health Promotion Officer	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		and sustainable lifestyle	>2 activities pa	1 activity		workshop for Seniors Festival 2021, booked speaker and venue for 31 March 2022. Promotion of September Healthy Moves program commenced but due to COVID-19 has also been put on hold until restrictions allow.		
1.1.5.4	Deliver community health grants programs	Administer the Health and Sustainability Grants Programs Administer the Community Garden Grants Program	1 round of funding held pa 1 round of funding held pa		25%	Finalised online application form and guidelines for the Health and Sustainability Grants and Community Garden Grants, working on information session for the community. To start promoting this quarter. Both grants will open in January 2022. Currently reviewing Council's Community Garden's Policy which may impact on the Community Garden Grants.	Health Promotion Officer	Progressing 
1.1.5.5	Undertake planned program of maintenance to ensure the Leisure Centre and Jamberoo Pool facilities are	Leisure Centre and Jamberoo Pool programmed maintenance to achieve minimum	100% completed on time and within budget		25%	Planned maintenance was completed up to 15 August 2021, where staff were re-deployed to other Council operations. NA - Jamberoo pool is currently closed	Leisure Centre Manager	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	maintained to required standards	standards is completed on time and within budget						
1.1.5.6	Undertake capital improvements and renewal to ensure the Leisure Centre and Jamberoo Pool facilities are maintained to required standards	Capital works and renewal program completed on time and within budget	100% completed on time and within budget		50%	The following capital improvements have been completed/ or are in progress : * Air handling upgrade-company has been assigned , and works / ordering of capital items has commenced * fire safety works - all works have been completed except air dampers * backwash tanks - installation almost complete	Leisure Centre Manager	Progressing 
1.1.5.7	Ensure effective operations of Leisure Centre and Jamberoo Pool to meet community needs	Maintain pool bookings for schools, swim clubs and aquatic customers each year at Leisure Centre	10 bookings pa	behind target	25%	The Leisure centre ran all programs and activities, with reduced attendance due to COVID-19 restrictions from 25 June 2021. The Centre then closed on 14 August 2021 after a direction from NSW government due to COVID-19.	Leisure Centre Manager	Behind target 
		Maintain Leisure Centre pool patronage	>200,000 patrons pa	Behind target				
		Ensure membership is	900 members	Behind target				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		maintained at target level						
		Ensure swim school operates to capacity agreed	85% capacity pa	Behind target				
1.1.5.8	Maintain or increase user satisfaction of Leisure Centre and Jamberoo Pool facilities and its activities and programs	Maintain customer satisfaction levels in annual customer satisfaction survey reported as good, very good or excellent	95% of patrons pa	behind target	25%	Survey has been completed and will be sent out in 2nd Quarter due to Centre Closure – COVID-19	Leisure Centre Manager	Behind target 
1.1.5.9	Identify opportunities and implement changes to improve disability access and inclusion in facilities and services at the Kiama Leisure Centre	Number of changes designed or completed	2 changes pa	Not in this quarter	0%	Not in this quarter	Leisure Centre Manager	Not in this quarter 
1.1.5.10	Support implementation of smoke free legislation and sunsmart	Number of times Council's sunsmart marquees are utilised by	6 times pa	nothing this quarter due to COVID	20%	Smoke free signage has been updated across the Local Government Area at	Health Promotion Officer	Progressing


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	activities within the Municipality and promote compliance at Council events and facilities	community groups				playgrounds, reserves and public pools.		
		Develop and include smoke free implementation strategies for events in the Events Manual	100% completed	100%				
		Provide strategies that minimise smoking to relevant event staff to implement at major Council events and target New Year's Eve and two other events	>3 events targeted pa	nothing in this quarter due to COVID-19 restrictions				
1.1.5.11	Undertake program of new public water stations in public places, based on priorities identified by the Walking Tracks and Cycleways Committee - as funding	All opportunities for grant funding of public water stations pursued and an implementation program developed	100% completed	100% completed	100%	The public water stations in the public spaces program was implemented as per the prioritised listing recommended by the Walking Tracks and Cycleways committee. This has been completed as per the program in the previous Operational Plan.	Manager Design & Development	Completed 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	opportunities allow	where funding permits						
1.1.6. Manage footpath and cycleway infrastructure and assets								
1.1.6.1	Manage footpath and cycleway asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard	100% completed within budget and to agreed standard		25%	Q1 program is on target and budget.	Works Coordinator	Progressing 
		Percentage of renewal budget expended	100% expended					
1.1.6.2	Manage new footpath and cycleway asset creation	Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed standard	100% completed within budget and to agreed standard		40%	Overall program is ahead of target and within budget. New footpath projects have been completed at Saddleback Road, Western Place, Charles Avenue, Crooked River Road and Burke Parade.	Works Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.6.3	Implement maintenance program for footpath and cycleway infrastructure and assets.	Percentage of new asset budget expended	100% expended					
		Percentage of Council approved maintenance program completed on time, within approved scope, within budget and to agreed standard	100% completed within budget and to agreed standard		25%	All customer requests for footpath/cycleway repairs have been addressed within the required timeframe	Works Coordinator	Progressing 
1.1.6.4	Consult with people with a range of disability types to establish priorities within Council's pathway management plan	Unscheduled maintenance completed within 5 days	90% completed within 5 days					
		Quarterly review of pathways planning invites input from Council's Access Committee	100% completed		25%	All pathways in current program are progressing on target.	Manager Operations & Maintenance	Progressing 
1.1.6.5	Identify and prepare cycleway funding applications	Lodgement of applications for external grant funding for	100% of applications completed	0%	25%	Council received \$3.3M in active transport grant funding for the delivery of Jamberoo Cycleway, Omega flat	Manager Design & Development	Progressing

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		cycleways identified in annual budget schedules				cycleway, cycleway linkage to Minnamurra bike skills track and various bicycle related improvement in the Kiama town center. Currently preparing project management plans and designs for these projects.		
1.1.6.6	Process access driveway permits	Driveway access inspections carried out within 48 hours	80% completed within 48 hours	100% completed	25%	All driveway inspections completed within 48 hours	Manager Design & Development	Progressing 

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.7.1	Manage recreation and open space renewals	Percentage of renewal budget expended Percentage of Council approved renewal program completed on time, within approved scope, within budget and to	100% expended 100% completed within budget and to agreed standard		25%	Recreation and open space renewal program is progressing on time and on budget. Projects completed in Q1 include Bombo playing field fence renewal and street/reserve furniture renewal.	Manager Operations & Maintenance	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.7.2	Manage new recreation and open space asset creation	agreed standard						
		Percentage of Council approved new asset program completed on time, within approved scope, within budget and to agreed standard	100% completed within budget and to agreed standard		25%	Recreation and open space Q1 capital new program progressing on time and on budget. Projects include new street and reserve furniture.	Manager Operations & Maintenance	Progressing 
1.1.7.3	Implement maintenance program for recreation and open space infrastructure	Percentage of new asset budget expended	100% expended					
		All required maintenance completed within 5 days	90% completed within 5 days		25%	Maintenance of all Recreation and Open Infrastructure has been completed as per program. All customer requests have been actioned and rectified as resourcing permits	Manager Operations & Maintenance	Progressing 
1.1.7.4	Improve accessibility of recreational facilities including wheelchair access to seating, shaded areas, outdoor exercise	Where facilities are to be upgraded or new facilities provided, the plan for these facilities are tabled at Access Committee for	100% completed	0%	0%	No new facilities are proposed or have been delivered in this quarter	Manager Design & Development	Not in this quarter 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	and play equipment	comment with the feedback incorporated into the 4 year work program						
1.1.7.5	Continue to provide free public Wi-Fi in the Kiama CBD	Wi-Fi is available to the public	95% availability	100%	25%	Free public Wi-Fi continues to be available in the Kiama CBD. As this is the first quarter, the overall percentage complete is 25%.	Manager Information Technology	Progressing 



1.2: Planning for and assisting specific needs groups




1.2.1: Operate Blue Haven Care


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.1	Provide grant-funded group and individual transport to targeted service users	Meet contractual requirements in reporting on community transport funding	100% completed	25%	15%	Outputs have been down due to COVID-19 restrictions but as restrictions lift trips will increase as clients recommence using the service	Manager Community Programs	Progressing 
1.2.1.2	Provide residential care at Blue Haven	Compliance with aged care accreditation standards Manage service delivery within budget	100% compliant <100% of budget		25%	Delivery of residential care continues to grow at Blue Haven Bonaira. Clinical indicators are reported to the Blue Haven Board on a quarterly basis. Occupancy during the quarter was above the industry average at 92.8%. Care hours per bed	Director of Nursing/Facility Manager	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.3	Provide Blue Haven Aged Care Community Programs across the Shoalhaven, Kiama, Shellharbour and Wollongong Local Government Areas	Compliance with the Aged Care Quality Standards	100% completed	25%	25%	In preparation for Quality Review staff are currently working through the self assessment against the Aged Care Quality Standards	Manager Community Programs	Progressing 
1.2.1.4	Create a positive volunteer culture within Blue Haven Care	Volunteer satisfaction levels	>90% satisfaction rating	> 90%	100%	Managing service delivery within budget, processes promapped and rainbow tick are not relevant to this activity and entered in error. The Volunteer Survey was completed in July 2021 with 33 responses received from the 80 volunteer surveys distributed. Responses	Manager Community Programs	Completed 
		Manage service delivery within budget	<100% of budget expended					
		Number of Blue Haven processes pa	12					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.5	Expand the Commonwealth Home Care Packages program to eligible people across the Shoalhaven, Kiama, Shellharbour and Wollongong Local Government Areas	mapped in ProMapp Rainbow Tick achieved	100% completed	116	25%	indicated that over 90% of volunteers enjoy volunteering with Blue Haven and would like to be still volunteering in 2 years. Also that they receive the education, training and support they need to perform their duties. Due to COVID restrictions and many volunteers not actively working in the last 12 months only 55% stated they had received one on one supervision in the last 12 months. This will be rectified once restrictions ease and service delivery increases. Staff are currently organising a celebration for National Volunteer Day in December 2021	Manager Community Programs	Progressing 
		Increase total number of packages by 10% from original allocation (increase to 132 packages)	>10% increase			HCP program currently delivers 116 home care packages with the break up as follows: Level 1: 15 Level 2: 51 Level 3: 27 Level 4: 23		


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.6	Deliver the Commonwealth Home Support Program to eligible people across the Shoalhaven, Kiama, Shellharbour and Wollongong Local Government Areas	Meet contractual requirements in reporting on all programs including home maintenance, personal care, social support, domestic assistance and respite	100% completed	25%	25%	Have not been able to report actual direct service hours within the CHSP due to ongoing errors/issues with our new software system eCase. Have had 2 recent resignations and a number of Support Workers on extended leave therefore BHC are in the processes of recruiting to meet demand of service delivery	Manager Community Programs	Progressing 
		Brokerage unit is fully operational to manage all support worker requests, rosters, recruitment, etc	100% completed	34 support workers				
1.2.1.7	Measure satisfaction with Blue Haven Care community services	Conduct satisfaction surveys, focus groups and complaints resolution feedback	>90% satisfaction		25%	There has not been a client survey or serious complaint in this period The activity WiFi available to residents (facility) and Assessment undertaken is not relevant to this activity and entered in error	Manager Community Programs	Progressing 
		Wi-Fi is available to residents and their visitors	95% availability					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Assessment undertaken and approved	100% completed					
1.2.1.8	Meet all prudential reporting requirements required by funding bodies	All acquittals and financial reporting completed on time	100% completed		20%	No planning has been done in this space to date, due to turnover in staff and vacancies. As for the reporting and acquittals, these are done as a matter of priority when finance is notified, to meet deadlines.	Chief Financial Officer - Blue Haven	Progressing 
1.2.1.9	Provide Blue Haven's Disability Services across the Shoalhaven, Kiama, Shellharbour and Wollongong Local Government Areas	Compliance with the National Disability Insurance Scheme Practice Standards	100% completed		100%	Blue Haven is no longer providing disability services within the Community Programs	Manager Community Programs	Completed 
1.2.1.10	Monitor financial performance of Home Care Packages	Total income received is equal to, or greater than total operating expenditure	Operating ratio 1:1		20%	Monthly reports are now being prepared and forwarded to relevant Managers. These reports are monitored by finance to pick up significant budget - actual variances. This is due to staff turnover and vacancies.	Chief Financial Officer - Blue Haven	Progressing 
1.2.1.11	Monitor financial performance of the Blue Haven	Total income received is equal to or greater than	Operating ratio 1:1		20%	Monthly reports are now being prepared and monitored by the Management Accountant.	Chief Financial Officer - Blue Haven	Progressing



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Residential Aged Care Facility	total operating expenditure				These reports are monitored by finance to pick up significant budget - actual variances. No other progress due to staff shortages and vacancies.		


1.2.2: Operate Blue Haven Independent Living Units

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.2.1	Maintain occupancy levels to ensure that units are reoccupied within the mandatory 6 month refund requirement under the Retirement Villages Act 1999 and Retirement Villages Regulation 2017	Percentage of units reoccupied within 6 months of vacation	100% of units pa	90%	95%	Older (ie smaller) units taking longer to reoccupy due to majority of potential residents coming from Klama Local Government Area where relatively higher house prices are found . Marketing strategy adapted to increase spread of potential residents to capture areas where lower home prices apply.	Manager Project Development & ILU Operations	Progressing 
1.2.2.2	Ensure compliance with the Retirement Villages Act 1999 and Retirement Villages Regulation 2017	Audited Financial Statements are prepared and made available in accordance with the Retirement	100% completed	Unaudited statements to be presented in November	25%	Introduction of capital maintenance plan for the retirement village industry deferred by Fair Trading as a result of industry feedback.	Manager Project Development & ILU Operations	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.2.3	Implement adopted marketing plan for 58 Independent Living Units at Blue Haven Bonaira	Villages Act and Regulation						
		Disclosure, marketing and contract documentation are maintained in accordance with the Retirement Villages Act and Regulation	100% completed	Maintained at compliance levels				
		Refunds to outgoing Residents or their estate is undertaken within the 6 month period required under the Retirement Villages Act and Regulation	100% compliant	All refunds done within 6 months.				
		Unit settlement rates achieved in accordance with cash flow projections	>90% achieved		95%	One (previously allocated but not proceeded with) unit out of 58 remains un-allocated.	Manager Project Development & ILU Operations	Progressing 
		Achievement of a similar value proposition to Blue Haven Terralong	>90% achieved	Fully achieved.				

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.3.1	Develop and implement a program of events for young people	Percentage of program participants report in their evaluations that they feel more confident about their health and wellbeing having participated in the program	>80% of participants	No data received.	25%	The Service was closed for face-to-face services between 14 August and 21 October. Individual support continued during the lockdown period but was delivered by phone. During the period between 1 July and 14 August, the following programs were delivered: - Drop In every Thursday and Friday evening with fire pit and pizzas and open mic events held during these hours. - Pimp My Ride: two art workshops, delivered under the Create to Connect project. - Youth Engagement Meeting.	SENTRAL Youth Services Coordinator	Progressing 
1.2.3.2	Provide a range of educational and recreational community development programs in conjunction with local schools	Number of programs completed in conjunction with local schools	4 programs completed pa	1	25%	A Youth Engagement Meeting was held during this period including 16 students from Kiama high School along with a full Council and Executive team. The meeting heard a number of items from students pertaining to social and infrastructure planning matters.	SENTRAL Youth Services Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.3.3	Provide information, referral, advocacy and support for young people through the SENTRAL youth facility and online mediums	Number of youth-specific information items posted through online mediums per year Number of visits by young people to SENTRAL Drop-in per year	>20 information posts pa 500 individual visits pa	48 104	15%	In period between 1 July and 20 August there were 104 visitors to Drop In. The Service was closed for face-to-face services between 20 August 20 and 21 October. Our social media presence continues to grow with 1000 followers on Facebook and 311 on Instagram. Our Facebook reach during this quarter was 8,615 (up 5.4%) and on Instagram, 4,645 (up 1.8K%).	SENTRAL Youth Services Coordinator	Behind target 


1.3: We live in a safe community

1.3.1: Provide lifeguard and beach safety services and programs




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.1.1	Undertake scheduled patrol programs for Council beaches	Ratio of rescues conducted to preventative actions undertaken	Ratio 1:20	patrol services commenced 20 September and insufficient beach users to demonstrate a meaningful ratio of rescues to preventative actions	25%	The beach patrol season commenced on 20 September. Surf Beach is patrolled Monday to Friday and during September was a 7 hour daily patrol based on EST. The beach patrol program for 21/22 was developed in Q1.	Leisure Centre Manager	Progressing 
1.3.1.2	Conduct surf awareness education	Annual program completed	100% completed	Not undertaken due to School	0%	The surf awareness education program has not been possible in Q1 due to	Leisure Centre Manager	Not in this quarter

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	programs in local primary schools			closures with COVID-19		COVID-19. Schools are being contacted for the possibility of running the program in the reduced school term 4, otherwise it will be offered to schools for Term 1 2022		
1.3.1.3	Undertake program of scheduled maintenance of equipment	Maintenance schedule completed on time and within budget	100% completed	All lifeguard equipment maintenance completed for start of patrol season 20th September	25%	In the non-patrol season, all plant and equipment was serviced, repaired and where required replaced. A major signage review was undertaken to check the integrity of fixed beach signage, with some additional signage identified and erected to enhance beach safety messages. In addition, new multi-lingual signage was developed and procured for the 2021/22 season concentrating on Bombo Beach and the adjoining access points including Bombo rail station. The lifeguard services accommodation at Surf Beach was completed in the quarter.	Leisure Centre Manager	Progressing 

1.3.2: Implement public health and community compliance regulations and programs

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.1	Administer Food Safety Legislation	Food recall system implemented with 48 hours of notification Temporary food stall applications determined within 21 working days Inspections conducted in accordance with NSW Food Regulation Partnership (includes inspections and markets/events)	100% implemented within 48 hours 100% determined within 21 days 80% completed	10 Food Recalls issued 7 Temporary Food Stalls and 2 Mobile Food Vans determined 10 Food Shop inspections and 4 re inspections - behind quarterly target due to COVID-19 restrictions	25%	1) Food Recall System implemented within 48 hours of notification a. Target - 100% implemented within 48 hours 100% target achieved 2) Temporary food stall application determined within 21 working days a. Target - 100% determined within 21 days 100% target achieved 3) Inspections conducted in accordance with NSW Food Regulation Partnership (includes inspections and markets/events) a. Target - 80% completed 80% target achieved 4) Compliance with legislation and food safety standards a. Target - 90% 3 to 5 star rating 90% Target achieved (Notes: 70% target achieved on first round of inspections, once re-inspections were conducted a 90% target was achieved.) - (First round inspection results - 7 x were rated 5 star; 1 x were rated 4 star; 1 x were rated 3 star; 1 x were rated failure) (Reinspection results - 2 x	Environmental Health Officer	Behind target 
		Compliance with legislation and food safety standards	90% 3 to 5 star rating	70% target achieved on first round of inspections, once re-inspections were conducted a 90% target was achieved				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.2	Provide Food Safety Education	Provide 'I'm Alert' online food education training Number of food safety newsletters developed and distributed	40 participants pa 2 editions pa	32 participants with 29 visitors and 3 registrations to the site Recalls - 2 in July, 3 in August, 5 in September = 10 Total issued and distributed to 364 food premises and operators.	25%	rated 5 star, 1 x rated 4 star, 1 x rated 3 star and 0 failure) 1) Provide "I'm Alert" online food education training a. Target 40 participants pa 32 participants registered (Notes: I'm Alert on-line food safety education 32 participants - 29 visitors and 3 registrations to the site) 2) Number of Food Safety Newsletters developed and distributed a. Target 2 editions pa 4 (Notes: 10 Food Safety Recalls issued to our food safety mail out subscribers. Recalls - 2 in July, 3 in August, 5 in September = 10 Total)	Environmental Health Officer 01	Progressing 
1.3.2.3	Ensure occupation certificates are issued/received for completed premises	Investigate and respond to valid complaints regarding occupation of recently completed premises that have not been issued with an occupation certificate and take appropriate	100% completed		25%	Nil complaints were received during the quarter concerning the occupation of recently completed premises that have not been issued with an Occupation Certificate.	Manager Building & Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.4	Create a register and implement a program as required by the Environmental Planning and Assessment Regulation	action as required Ensure Annual Fire Safety Statements are received annually for all relevant premises	>90% completed		20%	57 Annual Fire Safety Statements for relevant premises were received during the quarter. 20% of the total number of annual Fire Safety Statements required to be submitted annually for relevant premises have now been received by Council.	Manager Building & Development	Progressing 
1.3.2.5	Manage approvals and consents associated with road reserves under the Roads Act	Ensure approvals and consents are maintained and renewals managed	100% completed	100% activated	25%	The following public road reserve management activities are occurring: Leases of air space = 5 Section 139 Consent Footpath Awnings = 86 Section 125 Consents Footpath Dining = 38 Public road closure processes for disposal = 4 (with 3 additional opportunities being investigated and seeking of Council resolution to proceed)	Manager Commercial Services	Progressing 
1.3.2.6	Maintain an inspection and compliance register and program as required by the	Ensure all pools at tourist and visitor accommodation premises with more than 2 dwellings that	100% inspected		10%	Pools continue to be certified and inspected through direct requests to Council as part of contracts for sale or occupation certificates. Further work is required to continue proactive pool	Manager Environment and Health	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.7	Swimming Pools Act On-site sewerage management legislative compliance	are required to be inspected are inspected in accordance with requirements of the Swimming Pools Act 1992 and Swimming Pool Regulations 2018 to ensure compliance Ensure all pools requiring an inspection are inspected in accordance with requirements of the Swimming Pools Act 1992 and Swimming Pool Regulations 2018 to ensure compliance	>80% inspected	5% of systems inspected in 1st quarter	15%	inspections for existing pools in the Local Government Area. An action plan has been developed including a review of Council's swimming pool program, community education and additional resource allocation to support improved performance in this important area to mitigate risks to Council. 2 pools were inspected in accordance with requirements of the Swimming Pools Act 1992 and Swimming Pool Regulations 2018 to ensure compliance. As previously advised Council has insufficient resources to undertake the high number of mandatory inspections required but is exploring options to resume this program in earnest to ensure the mandatory inspections required are undertaken for the safety of the community. 1st Quarter 2021-2022 52 inspections completed High Risk On Site Sewerage Management systems inspected: 18 Low Risk On Site Sewerage	Manager Environment & Health	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.8	Implement Public Health Act legislation (public and private swimming pools and water supplies, skin penetration, legionella)	High risk system inspections conducted in accordance with risk rating schedule	95% inspected pa	12% of high risk systems inspected in 1st quarter	15%	Management systems inspected: 34 Compliant: 49 92.4% compliant Failed: 3	Environmental Health Officer	Behind target 
		Percentage of compliant operating systems	80% compliant	94.2% of systems inspected compliant				
		Inspections of premises in accordance with legislative requirements	100% completed	Nil conducted this quarter to new COVID-19 legislation requiring closure of these premises. Swimming pool sampling of Council operated pool was conducted monthly only when the COVID-19 restrictions allowed for it this only occurred once during this quarter on 27 July 2021.		1) Annual report submitted to NSW Health by due date. a. Target is 100% completed = 0% complete as not in this quarter 2) Inspections of all registered premises conducted in accordance with schedule. a. Target is 100% completed, behind target (Notes: Nil conducted this quarter to new COVID-19 legislation requiring closure of these premises.) 3) Registers of premises and compliance are reviewed and updated as required by legislation. Target is 100% completed =- 100% completed 4) Action to rectify breaches of legislation commenced		
		Action to rectify breaches of	100% action commenced	Nil breaches identified or				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.9	Inspect and issue approval for	legislation commenced within 5 days of notification	within 5 days	notified to Council.		within 5 days of notification. Target 100% action commenced within 5 days - 100% (Notes: No breaches reported in this quarter)		
		Registers of premises and compliance are reviewed and updated as required by legislation	100% completed	Ongoing updating of the public water supply register. Ongoing updating of the skin penetration register. Ongoing updating of the Public Swimming pool (water quality) registers. Ongoing updating of warm water systems and cooling tower, Legionella risk register.				
		Annual report outlining orders issued under the Public Health Act submitted to NSW Health	100% completed	Annual report to NSW Health not in this quarter.				
		Annual inspection of all	100% completed		0%	No annual inspections were undertaken and no	Manager Building & Development	Progressing

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Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	caravan parks to operate as required by the Local Government Act	caravan parks approvals to operate issued				approvals to operate were issued for any caravan parks during the quarter.		
1.3.2.10	Management of dog off leash areas	Percentage of users comply with requirements	90% compliance	About 96% based upon visual compliance inspections	25%	Schedule inspection off leash areas and other designated on leash areas. During COVID-19 Lockdown off leash areas and on leash area heavily used 8 Penalty Infringement Notices for breaches issued \$2160 value Visual assessment more than 96% of dog owners were compliant in using the dog off leash and on leash areas	Senior Ranger	Progressing 
1.3.2.11	Management of companion animals legislation	Animals impounded are returned to owner or rehomed	90% returned or rehomed	Nil	25%	1st Quarter Operational Plan 2021 2022 - 1st July 2021 - 30th Sept 2021 Ranger Service Companion Animals - 93 Companion animal complaints received (100%) investigated within the 2 day timeframe - 28 Dog attacks investigated within 24 hours of complaint 28 - reported to Department Local Government 2 infringements issued \$660	Senior Ranger	Progressing 
		Dog attacks investigated within 24 hours of notification	100% investigated within 24 hours	100% investigated within 4 hours				
		Complaints about animals investigated within 2 days of notification	95% investigated within 2 days	100% investigated within 2 day working day timeframe				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Annual reports and registration financial statements submitted to Department of Local Government by due date	100% completed by due date	Action 100% completed		- 8 other infringements breach Companion Animals \$2160 value - 0 dogs collected and returned directly to owners, 1 Dog/s impounded, 0 Dogs released to owner after impoundment, 0 dogs rehomed, 0 dogs euthanized - 0 Cats impounded, 0 Cats released to owner, 0 Cats rehomed, 0 cats euthanized		
1.3.2.12	Facilitate Companion Animals Education	Number of companion animal education events conducted	1 event conducted per quarter	No events conducted in this quarter	0%	No companion animal education events conducted due to COVID-19 Orders and restrictions regarding social distancing requirements	Senior Ranger	Not in this quarter 
1.3.2.13	Implementation of Roads Transport Act, Impounding Act, Crown Lands Act and Road Rules	Parking patrols conducted in accordance with monthly schedule	100% completed	100% undertaken in accordance with schedule	25%	Implementation of Road Rule, Parking and Traffic Management - 52 parking / traffic complaints received - Implementation of Road Rule, Parking and Traffic Management - 52 parking / traffic complaints received - 38 Parking Patrols Pro Active - 142 Parking Patrols General - 7521 Parking Spaces patrolled - 6 abandoned vehicles	Senior Ranger	Progressing 
		High risk public and environmental health complaints investigated within 4 hours of notification	100% investigated within 4 hours	100% investigated within 4 hours				
		Enforcement action undertaken for	100% completed	100% of breaches actioned within 2				

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Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.14	Manage land use agreements associated with public places under the Local Government Act and Crown Land Management Act	All community group and sporting club based leases and licences completed as required	100% completed	all leases and licences scheduled for review or renewal according to Property Register	25%	A total of 130 land use agreements are in place on Council operational, community and Council managed crown land. 2 Expression of Interest processes were undertaken in the quarter.	Manager Commercial Services	Progressing 
		non-compliance (Cautions, Penalty Infraction Notices issued) of established breach of legislation issued within 2 days of notification	within 2 days	days 113 penalty notices issued		reported and actioned 1 impounded - 113 (number) of infringements issued - \$15354 face value of infringements issued - 6 abandoned vehicles reported and actioned 1 impounded - 113 (number) of infringements issued - \$15354 face value of infringements issued 25 Pollution Complaints investigated within scheduled time frames Noise: 5 Smoke/odour: 11 Water Pollution: 4 Sewer surcharges: 2 Stormwater: 3 57 Permits to create smoke (pile burning applications) received and 100% processed within 7 days (100%)		
		High risk vehicle complaints investigated within 4 hours of notification	100% investigated within 4 hours	100% of high risk incidents investigated within 4 hours				
		Determine applications under Protection of Environment Operations (Clean Air) Regulations within 14 days	100% determined within 14 days	100% of application determined within timeframes				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		All commercial based leases and licences completed as required	100% completed	all land use agreements scheduled for renewal according to property Register		5 new leases/licences are being progressed 17 leases/licences are under renewal consideration/negotiation 5 rent reviews are in the process of being conducted, subject to COVID-19 rent relief conditions		


2: Environment

2.0: Well Planned and Managed Spaces, Places and Environment

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

2.1.1: Develop and implement appropriate land use plans

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.1.1	Assess Planning Proposals against relevant State Government legislation and Council policy	Requests for Planning Proposals are reported/determined within 90 days of lodgement	100% reported within 90 days		25%	Refer to Code 2.3.1.12	Manager Strategic Planning	Progressing 
		All Planning Proposals are completed within timeframe set out in Gateway Determination	100% completed					
2.1.1.2	Ensure the Kiama Development Control Plan is an accessible and enforceable planning document by reviewing, amending and updating the structure and accuracy of the Plan with amended/new controls for	Complete review, amend and update the structure and accuracy of the Kiama Development Control Plan with amended/ new controls for heritage items/ areas and the Kiama Town Centre and adopt by 31/03/2022	100% completed		75%	The Kiama Town Centre DCP and Heritage Review Group will meet in October 2021 to review the deliverables from GML Heritage for the Kiama Town Centre Heritage Review and Studio GL for the Kiama Town Centre DCP Review. This Review Group will provide input to the draft DCP Chapters and Planning Proposal prior to reporting to the February 2022 meeting to commence the formal exhibition	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	heritage items/areas and the Kiama Town Centre					process, in accordance with the Kiama CPP 2019.		
2.1.1.3	Ensure controls of the Kiama Local Environmental Plan are current and contemporary by investigating and identifying future opportunities to amend Local Environmental Plan controls to facilitate varied housing options within the boundaries of the existing towns and villages	Undertake yearly housekeeping of the Local Environmental Plan to address housing options Investigate and identify future opportunities to amend the Kiama Local Environmental Plan	100% completed 100% completed	100% Ongoing	50%	At the ordinary October Meeting Council endorsed the finalisation of the Housekeeping planning proposal to ensure mapping label and zoning of public infrastructure is accurate.	Manager Strategic Planning	Progressing 
2.1.1.4	Review planning outcomes and controls for Gerringong Town Centre by investigating, undertaking and preparing a Gerringong Town Centre Study	Engage a consultant by 31/03/2022 Complete investigation for the Gerringong Town Centre Study	100% completed 100% completed		25%	The EOJ process to engage a consultant for the Gerringong Town Centre study will commence November 2021. The Strategic Planning Works Program 2021/2022 and the associated Engagement Strategy outlines that engagement with the community will commence in November	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.1.5	Monitor housing and land supply to ensure demand is being met by reporting to Council on the number of dwellings approved and completed and provide data on Council's website and annually to the Urban Development Programs	Provide quarterly reports to Council and report to the Urban Development Programs	100% completed		25%	2021 in a number of fashions. Dwelling approval and completion data has been collated and reported to the ordinary November 2021 Council meeting.	Manager Strategic Planning	Progressing 
2.1.1.6	Manage public places under the Crown Lands Management Act	Prepare and deliver Plans of Management for Council managed Crown Land	100% completed	Draft plan of management prepared and waiting Minister approval to exhibit	25%	Council resolved to place a draft Plan of Management on public exhibition subject to the Minister's endorsement. The Minister no longer requires a 30 June 2021 completion date for POM's - the draft POM will be placed on public exhibition following endorsement.	Manager Commercial Services	Progressing 
2.1.1.7	Identify opportunities for revenue generation from surplus or non-	All land reclassification, road closures, property disposal	100% completed	all projects tracking to schedule	25%	Development approval was received for the creation of a single residential lot in Irvine Street Kiama. Currently progressing Subdivision	Manager Commercial Services	Progressing

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	community land and property	completed as required				Certificate to enable the lot to be offered for sale. Glenbrook Drive subdivision to create 5 residential lots has proceeded to Subdivision Certificate stage following servicing works for utilities. Following issue of certificate, to resume removal of restrictions on title and enable sale of residential lots.		

2.1.2: Recognise and protect our heritage

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.2.1	Assess development applications in accordance with relevant heritage requirements	Assessments carried out in accordance with adopted Protocols with referral to Council's Heritage Advisor	90% completed		25%	14 Development Applications were referred for heritage advice in accordance with adopted protocols during the quarter.	Manager Building & Development	Progressing 
2.1.2.2	Identify and protect areas of distinct and desirable character within the municipality	Character statements adopted, pending 2021-22 budget approval	100% completed		25%	Character studies will be undertaken as part of the Strategic Planning Works Program 2021/2022. These Studies will follow the NSW Department of Planning,	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	by undertaking local character analysis and preparation of appropriate Local Environmental Plan and Development Control Plan controls.	Engage a consultant by 31/12/2021	100% completed			Industry and Environment's and the NSW Government Architect's 'Local Character and Place Guideline'.		

2.1.3: Recognise and protect our agricultural lands

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.3.1	Protect and maintain productive agricultural lands through ensuring Council's statutory and policy documents contain necessary framework	Work with Illawarra Shoalhaven Joint Organisation and neighbouring Councils to lobby State Government to encourage collaboration between regulators and farm businesses	100% completed		25%	Council has raised its disappointment that the new Regional Plan no longer includes the action to prepare the Regional Important Agricultural Lands map. Ongoing discussions and lobbying has occurred with the NSW Department of Primary Industry and the NSW Department of Planning, Industry and Environment.	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Plan and Development Control Plan controls to ensure appropriate mix of uses permitted in rural zones (balancing environmental outcomes) and publish amendments						
		Council to lobby NSW Department Primary Industries - Lands to finalise important agricultural lands mapping project	100% completed					

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

2.2.1: Implement adopted Coastal Management Programs and legislative requirements

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.1.1	Implement actions identified within adopted Coastal Zone	Implement Baileys Island Weed Control and	100% completed	Approximately 5% of the Second Year Program of	25%	Baileys Island bush regeneration contractors have completed approximately 5% of the	Environmental/Sustainability Officer	Progressing

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Management Plans (Minnamurra River and Crooked River) in accordance with funding and resource availability	Rehabilitation Project Implement Minnamurra Wetlands Weed Control grant by 30/05/2021	100% completed	works completed Project has finished and grant has been acquitted.		scheduled works for the second year of the project. COVID-19 restrictions have limited the ability to travel and program works. It is expected that when COVID restrictions are relaxed, the second year program of works will be continue to be implemented in coordination with Sydney Water Corporation. The Minnamurra Wetlands weed control program has been finalised and acquitted. Council has been successful in securing grant funding to undertake an assessment of the bank and rock walls in the Minnamurra River between James Oates Reserve and James Holt Reserve. This project is due to start in the next quarter with the successful appointment of a expert consultant.		
2.2.1.2	Implement programs required as a result of the NSW Coastal	Develop Kiama Local Government Area Coastal Management Program in line	100% completed		30%	The Stage 2 Hazards, risks and opportunities assessment is in the process of been finalised. It is expected that the final report will be	Environmental/Sustainability Officer	Progressing 




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Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Reforms process	with agreed work program by 31/12/2021				presented to Council for information in the next quarter. Preliminary consultation for Stage 3 with agencies has begun, and planning for community and stakeholder consultation for Stage 3 of the project will begin next quarter. Stage 3 will look to identify and assess management options for the identified hazards coming from the Stage 2 technical report.		

2.2.2: Protect and maintain environmentally significant natural areas

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.1	Support and implement local Illawarra Landcare projects	Requests for technical/material support completed within allocated budget	10 completed pa	100%	25%	Assisting Landcare groups following requests for support.	Landscape Officer	Progressing 
		Requests for technical/material support completed within allocated budget	10 completed pa	100%				
2.2.2.2	Pursue grant funding for natural area restoration at priority sites	Appropriate grant applications are reviewed and/or submitted for	100% completed	No grants were submitted for natural areas restoration	0%	No grants for natural area restoration were submitted for consideration this quarter.	Environmental/Sustainability Officer	Not in this quarter

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	on Council land	funding consideration Appropriate grant applications are reviewed and/or submitted for funding consideration	100% completed	works this quarter. No grants were submitted for natural areas restoration works this quarter.				
2.2.2.3	Manage vegetation at Seven Mile Beach Reserve	All bush regeneration works are completed as scheduled All bush regeneration works are completed as scheduled	100% completed 100% completed	0% 0%	0%	Negotiating with Crown Lands for variation in funding to enable equitable distribution with other natural areas. Bush regeneration contractor not yet appointed.	Landscape Officer	Behind target 
2.2.2.4	Investigate and implement pledges from the Cities Power Partnership Program as funding, resources and opportunities permit	Cities Power Partnership Program pledges are implemented as funding, resources and opportunities permit	2 pledges pa	Council has adopted a Corporate Emission Reduction Plan for the organisation. Council officers are progressing work towards a renewable Power Purchase Agreement and also have engaged with Endeavour	25%	Council has adopted a Corporate Emissions Reduction Plan 2021-2031, with the aims of achieving net zero emissions for the organisation by 2031, with interim targets of 50% of electricity use by Council from a renewable energy source by 2025. Council have also endorsed work to progress on consultation for a Community Emissions Reduction Plan. Council officers have been working towards a	Environmental/Sustainability Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.5	Bushfire prone land is accurately mapped and considered in planning processes	Cities Power Partnership Program pledges are implemented as funding, resources and opportunities permit	2 pledges pa	Energy on a LED streetlighting project. Council has adopted a Corporate Emission Reduction Plan for the organisation. Council officers are progressing work towards a renewable Power Purchase Agreement and also have engaged with Endeavour Energy on a LED streetlighting project.		renewable Power Purchase Agreement to source Council's electricity from renewable energy sources. This work will continue to progress through 2021-22. Council officers are working with Endeavour Energy to progress the potential for further LED upgrades of public street lighting.		
		Complete a review of bushfire prone land mapping and adopt, pending 2021-22 budget approval Complete a review of bushfire prone land mapping and adopt, pending	100% completed 100% completed	25% 25%	25%	The Tender process has closed to engage a suitably qualified Environmental/Ecological consultant/s to act as principal contractors to undertake all aspects of the Municipal wide vegetation study, including the:	Manager Strategic Planning	Progressing

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Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		2021-22 budget approval				- identification of the different vegetation types throughout the Municipality, including the identification of: o NSW Plant Community Types, in accordance with BioNet vegetation Classification, o Bush Fire Prone Vegetation categories, in accordance with the NSW Rural Fire Service's 'Guideline for Bush Fire Prone Land Mapping' and any associated Standards, o Areas of High & Moderate biodiversity significance, in accordance with the Standard Instrument Local Environmental Plan and associated guidelines/standards. - identification of endangered ecological communities and any areas of 'Outstanding Biodiversity Value and their distribution within the Municipality, so that Council can meet its obligations under the Biodiversity Conservation Act 2016.		



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.6	Ensure biodiversity, corridor and bushfire mapping is accurate	Undertake a Municipal wide vegetation study, pending 2021-22 budget approval	100% completed		25%	The Tender process has closed to engage a suitably qualified Environmental/Ecological consultant/s to act as principal contractors to undertake all aspects of the Municipal wide vegetation study, including the: <ul style="list-style-type: none"> - identification of the different vegetation types throughout the Municipality, including the identification of: o NSW Plant Community Types, in accordance with BioNet vegetation Classification, o Bush Fire Prone Vegetation categories, in accordance with the NSW Rural Fire Service's 'Guideline for Bush Fire Prone Land Mapping' and any associated Standards, o Areas of High and Moderate biodiversity significance, in accordance with the Standard Instrumental Local Environmental Plan and associated guidelines/standards. - identification of endangered ecological 	Manager Strategic Planning	Progressing
		Undertake a Municipal wide vegetation study, pending 2021-22 budget approval	100% completed					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.7	Work towards a reduction in greenhouse gas emissions by liaising with Illawarra Shoalhaven Joint Organisation to advocate to both Federal and State Governments for overarching regional approaches to this issue	All advocacy opportunities taken All advocacy opportunities taken	100% completed 100% completed		25%	communities and any areas of 'Outstanding Biodiversity Value and their distribution within the Municipality, so that Council can meet its obligations under the Biodiversity Conservation Act 2016. These matters have been raised with the State Government as part of ongoing discussions associated with the new Regional Plan, which contains actions associated with reducing the Region's greenhouse gas emissions.	Manager Strategic Planning	Progressing 


2.3: The principles of ecologically sustainable development and compliance underpin town planning and local development



2.3.1: Conduct development and building assessment/approval functions in accordance with statutory requirements, policies and procedures

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.1	Process development applications in accordance with delegations and determination in accordance with the requirements of the Environmental Planning and Assessment Act, which includes ecologically sustainable development	Report all development applications to Council for determination in accordance with delegations	100% completed		25%	3 Development Applications were determined by the elected Councillors during the last quarter in accordance with delegations. This represents 100% compliance with this performance measure.	Manager Building & Development	Progressing 
2.3.1.2	Development applications are processed and determined in accordance with adopted timeframes	Process local development applications within legislative requirements and timeframes following provision of all relevant information Process integrated development applications	50% processed within 40 days 50% processed		25%	8% of 117 local development applications were determined within 40 days and 0% of 1 integrated development application was determined within 60 days this quarter.	Manager Building & Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		within legislative requirements and timeframes following provision of all relevant information and response(s) from state agencies	within 60 days					
2.3.1.3	Undertake building inspections as principal certifying authority	Requested inspections undertaken on the scheduled day with 48 hours' notice	90% completed within 48 hours		25%	98 building inspections were undertaken as requested on the scheduled day during the quarter by Council's Building Certification team. This represents 100% compliance with this performance measure.	Manager Building & Development	Progressing 
2.3.1.4	Process complying development certificates within legislative timeframes	Complying development certificates processed within 10 days after provision of all relevant information	100% completed within 10 days		25%	One Complying Development Certificate was determined by Council's Building Certification team within 10 days after the provision of all relevant information during the quarter.	Manager Building & Development	Progressing 
2.3.1.5	Process construction certificates within	Occupation certificates processed within 10 days after provision	100% completed within 10 days		25%	No Occupation Certificates and 4 Construction Certificates were issued by Council's Building Certification team within 10	Manager Building & Development	Progressing

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	legislative timeframes	of all relevant information				days of receiving all relevant information during the quarter.		
		Construction certificates processed within 10 days after provision of all relevant information	100% processed within 10 days					
2.3.1.6	Process Section 10.7 Certificates and maintain required database to meet statutory requirements	Planning certificates issued within 3 days after provision of all relevant information	90% issued within 3 days		25%	Refer to 2.3.1.11	Manager Strategic Planning	Progressing 
2.3.1.7	Apply and oversee application of Council's Infrastructure Contribution Plans	Council's updated indirect contributions plan exhibited and adopted	100% completed	25%	25%	Council's Strategic Planning team, in collaboration with Council's Engineering and Works Department and Finance team, are currently deriving a works schedule and calculating draft contributions rates. As part of this work, Council needs to forecast the likely increases in demand on its infrastructure. Two major pieces of work will contribute to this analysis; the Kiama Traffic and Parking Study and the Kiama Local Housing Strategy.	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.8	Implement tree management legislation and policies and investigate breaches of legislation and customer action requests	Tree management applications processed or determined within 21 days	90% determined within 21 days	100% completed	25%	100% of tree management applications processed in less than 21 days. Non high risk customer requests are behind 21 day target (44.7%), predominantly due to COVID-19 access restrictions. 100% of high-risk reports investigated within 4 hours.	Manager Design & Development	Progressing 
		High risk customer action requests related to trees on Council land investigated within 4 hours of notification	100% investigated within 4 hours	100% completed				
		Reported breaches of tree management legislation are investigated within 21 days of notification	90% investigated within 21 days	82% completed				
		Non-high risk customer action requests related to trees on Council land investigated within 21 days of notification	95% investigated within 21 days	44.7% completed				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.9	Process engineering development assessment	Engineering development referrals are completed within 14 days	80% completed within 14 days	100%	25%	91 engineering referrals were received and all of them were processed with 14 days	Subdivision & Development Engineer	Progressing 
2.3.1.10	Process road occupation permits	Road occupation permits processed within 5 business days	90% processed within 5 business days	92%	25%	25 road occupation permit applications were received and 23 were processed within 5 business days	Subdivision & Development Engineer	Progressing 
2.3.1.11	Process planning certificates and maintain required database to meet statutory requirements	Planning certificates issued within 3 days after provision of all relevant information Prepare, finalise and adopt a new local infrastructure contributions framework Undertake recreational and cultural facilities needs analysis by 31/12/2021	90% issued within 3 days 100% completed 100% completed		25%	A total of 225 Planning Certificates were issued between July and September 2021, 98.2% of which were issued within 3 business days.	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.12	Assess planning proposals against relevant State Government legislation and Council policy	Ensure requests for planning proposals are reported/determined within 90 days of lodgement	100% reported within 90 days	100%	25%	No Planning Proposals requested between July and September 2021. No Planning Proposals completed between July and September 2021.	Manager Strategic Planning	Progressing 
		Ensure all planning proposals are completed within timeframe set out in the gateway determination	100% completed	100%				

2.4: Effectively manage our waste and resources

2.4.1: Manage waste services

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.1.1	Operate our Community Recycling Centre	Amount of waste diverted from landfill	250 tonnes diverted pa	78.84 Tonnes first quarter	25%	Business as usual while maintaining COVID-19 requirements	Manager Waste Services	Progressing 
		Continue to provide services at the Community	100% of services maintained	100% of all services maintained				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.1.2	Provide scheduled domestic and commercial collections for waste, recycling and organics	Recycling Centre Services comply with collection and recycling contract and service schedule	100% completed on schedule	100% of all services completed	25%	Even during the COVID-19 restrictions and some minor staffing shortage all Council services were completed as required	Manager Waste Services	Progressing 
2.4.2: Undertake waste management programs								
Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.1	Implement programs identified in the Regional Waste Plan	Programs completed in accordance with adopted annual work plan	100% completed	25%	0%	Secure-a-bin lock project involved the trialling of this bin lock over an 8-month period in an effort to minimise litter from tipped bins during high winds. Bin lock is now available for purchase at the Waste Depot. Implemented Better Waste Recycling Projects as reported. Collaborated with Blue Haven Terralong with the installation of a smokers shed and ash bins for staff use. Commenced work on the Household Bulky Waste Drop Off website to provide a more efficient booking process; completion end January 2022. Established	Waste Management Officer	Completed 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.2	Implement programs identified in the Regional Illegal Dumping and Litter Strategies	Regional Illegal Dumping strategy programs completed in accordance with adopted annual work plan Regional Litter Strategy programs completed in accordance with adopted	100% completed 100% completed	100% completed	0%	'Worn Up' program in collaboration with R3. The program is the collection of old school uniforms in specially marked boxes, managed by R3 volunteers, that will be set up at Gerringong Public School and Kiama High School. Old uniforms are then recycled and processed to make acoustic tiles, furniture and small products. Established E-Waste agreement with Scipher Technologies. User Pays On-Call Service trial completed and service is to continue for urban households. Regional Illegal Dumping Strategy - Regional Litter Strategy - Cost of Litter Study with Directors to review. NSW Environment Protection Authority launched \$2M grant funding with Illawarra Shoalhaven Joint Organisation to apply for Stream 2: Own It & Act to develop business case/action plan for each Council as per recommendations identified in Cost of Litter Study. It will be a NSW Environment	Waste Management Officer	Completed





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.3	Develop and implement approved programs funded through the NSW Environment Protection Authority Better Recycling Fund	annual work plan Programs implemented as per Better Waste Recycling Fund project table	60% completed	75%	0%	Protection Authority pilot project. 2020-21 Projects: New Waste Fleet Design Project - All designs created and printed. Placement on trucks underway expected to be completed end October. Launch to coincide with National Recycling Week 8-14 Nov. Household Bulky Waste Shed - facility will be 4 x 40 foot shipping containers erected on site with a Colorbond roof. Awaiting final sign off from E.L.T. Expected completion by January 2022. Waste Services on Wheels - 2 x all terrain vehicles purchased and sign-written with litter messaging. Project complete. 2021-22 Projects: Waste Strategy (\$20,000), Single Use Plastic Reduction Project (\$16,315), Economy Investigation Stage 1 Project (\$22,400) and MDF and Particleboard Project (\$7,000) - regional projects managed by ISJO.	Waste Management Officer	Completed
2.4.2.4	Undertake scheduled waste management programs and	Number of waste management workshops	4 workshops held pa	0	0%	Due to COVID-19 restrictions, no waste management workshops	Waste Management Officer	Completed



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	workshops	Total tonnages diverted from landfill from programs undertaken	150 tonnes diverted pa	0		were undertaken in this quarter.		
2.4.2.5	Process recyclables and organics	Total tonnages of organics processed (including kerbside and drop off facility)	>5,000 tonnes pa	1642.16 Tonnes in first quarter	25%	Extra 151 tonnes of storm damage green waste included in total	Manager Waste Services	Progressing 
		Total tonnages of recyclables processed (including kerbside and drop off)	3,000 tonnes pa	654.21 Tonnes in first quarter				
		Resource recovery target achieved as set by NSW Environment Protection Authority	75% achieved pa	On target				





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


2.5.1: Manage road infrastructure through the Road Asset Management Plan

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.1.1	Implement road asset renewal program	Percentage of Council approved program completed on time, within approved scope and budget and to agreed standard	100% completed within budget and to agreed standard		80%	Road Assets renewal is ahead of schedule at end of Q1. Projects completed include Irvine Street, Claremont Place, Renfrew Road and Fern Street.	Works Coordinator	Progressing 
		Percentage of renewal budget expended	100% expended					
2.5.1.2	Implement new road asset creation	Percentage of Council approved program completed on time, within approved scope and budget and to agreed standard	100% completed within budget and to agreed standard		25%	No new road assets in this quarter	Works Coordinator	Progressing 
		Percentage of new asset budget expended	100% expended					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.1.3	Implement maintenance program for roads, footpaths and cycleways	All required maintenance completed within 5 days	90% completed within 5 days		25%	Scheduled Maintenance of all roads, footpaths and cycleways have been completed. All customer requests have been actioned and rectified	Maintenance Coordinator	Progressing 
2.5.1.4	Complete audit of all accessible parking places and identify improvements, where facilities are to be upgraded or new facilities provided	Completion of audit	100% completed	100% completed	25%	Audit completed. Plans for upgrades to facilities have been tabled to Access Committee for discussion as required.	Manager Design & Development	Progressing 
		Plans tabled at Access Committee for comment as required	100% completed	100% completed				
2.5.1.5	Complete audit of all signs at bus stops to assess accessibility for people with a disability	Audit completed with any identified improvements included in 4 year work program	100% completed		25%	Not in this quarter	Maintenance Coordinator	Progressing 
2.5.2: Manage drainage infrastructure through Drainage Asset Management Plans								
Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.2.1	Implement drainage asset renewals	Percentage of Council approved renewal program completed on	100% completed within budget and to	5%	25%	Stormwater levy funding is being used to design and construction of drainage improvement works in Gerringong and Gerroa. Further works are expected	Manager Design & Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		time, within approved scope and budget and to agreed standard	agreed standard			upon completion of the Gerringong and Jamberoo flood study.		
		Percentage renewal budget expended	100% expended	5%				
2.5.2.2	Implement new drainage asset creation	Percentage of Council approved new asset program completed on time, within approved scope and budget and to agreed standard	100% completed within budget and to agreed standard	0%	25%	A flood risk management plan for the Gerringong and Jamberoo catchment that experienced recent flood events is expected to be completed in November. A flood risk management study has also commenced on the Werri Beach Holiday park. Both studies may identify new or upgraded infrastructure assets. Design works commenced on drainage improvement at Gerringong and Gerroa as outlined in Operational Plan.	Manager Design & Development	Progressing 
2.5.2.3	Respond to stormwater related customer service requests for the operation of the stormwater network	Inspect and assess defect complaints and make safe within 5 business hours	100% completed within 5 business hours		25%	Customer requests are responded to within 5 days.	Works Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.2.4	Respond to customer service requests for damaged pit lids or frame structures	Damage repaired within 30 days of customer service request	100% completed within 30 days		25%	Thirty day target being met	Works Coordinator	Progressing 
2.5.2.5	Respond to customer service requests for blocked drains	Remove blockage within 30 days of customer service request	100% completed within 30 days		25%	Thirty day target being met	Works Coordinator	Progressing 
2.5.2.6	Inspect stormwater pits and surrounds	Visual condition assessment completed for all stormwater pits on a 2 year schedule	50% completed		25%	Inspections were carried out in and around flood affected areas in Gerringong and Jamberoo to ensure stormwater infrastructure integrity.	Works Coordinator	Progressing 
2.5.2.7	Implement maintenance program for gross pollutant traps	Program completed on time and within budget	100% completed	0%	0%	This project was previously overseen by the Asset Officer. With his resignation, the work has not progressed and is awaiting recruitment of new replacement.	Manager Design & Development	Not in this quarter 
		Annual schedule developed by 31/08/2021	100% completed	0%				
2.5.2.8	Implement maintenance program for pit	Program completed on time and within budget	100% completed		25%	All maintenance completed within the customer request system	Works Coordinator	Progressing

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	litter capturing devices	Annual schedule developed by 31/08/2020	100% completed					



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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.3.1	Implement community buildings asset renewals	Percentage of Council approved renewal program completed on time, within approved scope and budget and to agreed standard	100% completed within budget and to agreed standard		25%	Building renewals have been carried out in accordance with the agreed work program	Maintenance Coordinator	Progressing 
2.5.3.2	Implement new community buildings asset creation	Percentage of Council approved new asset program completed on time, within approved scope and budget and to	100% completed within budget and to agreed standard	100% completed	25%	Keith Irvine amenities building construction has been practically completed in preparation for opening	Manager Design & Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		agreed standard						
		Percentage of new asset budget expended	100% expended	100% completed				
2.5.3.3	Implement maintenance program for community buildings	All required maintenance completed within 5 days	90% completed within 5 working days		25%	All building maintenance activities have been completed in accordance with the work plan.	Maintenance Coordinator	Progressing 
2.5.3.4	Develop a 4 year work program that identifies and measures the number of public toilets and signage on other public buildings	Access Committee comments incorporated into 4 year work program	100% completed	100% completed	25%	All current amenities noted within asset register as public amenity and public buildings have signage as per current standards.	Manager Design & Development	Progressing 

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.5.4.1	Implement other assets and infrastructure asset renewals	Percentage of Council approval renewal program completed on time, within approved	100% completed within budget and to agreed standard	100%	25%	Renewal of Toolijooa Road practically completed. Pavement edge drop offs and paddock access have been resolved with the completion of the road verge filling and grading. Claremont Crescent and Irvine Street pavement	Manager Design & Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		scope and budget and to agreed standard				resealing completed. Preparation of other works listed in Operational Plan are continuing.		
		Percentage of renewal budget expended	100% expended	10%				
2.5.4.2	Implement new other assets and infrastructure asset creation	Percentage of Council approved new asset program completed on time, within approved scope and budget and to agreed standard	100% completed within budget and to agreed standard	100%	25%	New public carparks completed at Jones Beach, Kendall's Beach, Bonaira Oval and Shoalhaven Street. Road widening completed at Glenbrook Drive as part of proposed Council subdivision. New carpark and amenities nearing completion at Keith Irvine Oval. New footpaths constructed at James Oates reserve, Burke Parade and Kiama High School as per operational plan.	Manager Design & Development	Progressing 
2.5.4.3	Implement maintenance program for other assets and infrastructure	All required maintenance completed within 5 days	90% completed within 5 working days		25%	All customer requests received in this period have been actioned, are under investigation or completed.	Manager Operations & Maintenance	Progressing 

3: Economy

3.0: A Diverse, Thriving Economy

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

3.1.1: Implement the Kiama Economic Development Strategy

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.1.1	Prioritise key projects in partnership with the Economic Development Committee	Regular meetings held with the Economic Development Committee	6 meetings held pa	1 meeting held	20%	One meeting held in this period. Main areas of discussion Industrial and Commercial Land demand study, amendments to the Kiama Town Centre DCP and the Town Centre Action plan update.	Economic Development Manager	Progressing 
3.1.1.2	Participate in ongoing process reviews to minimise 'red tape'	Number of processes reviewed	>3 processes reviewed pa	1 process reviewed	10%	Attended information sessions regarding amendments to planning regulations to reduce planning red tape for businesses. Distributed information on COVID-19 funding and initiatives to assist businesses.	Economic Development Manager	Progressing 

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.2.1	Provide advice on Agribusiness Policy	New business enquiries resulting from guidelines	10 new business enquiries pa		0%	Awaiting outcomes of the department of Planning reforms	Economic Development Manager	Not in this quarter

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		completed and implemented						
3.1.2.2	Participate in review of Local Environmental Plan to facilitate rural diversification	Number of new ventures entered into	10 new ventures pa		0%	None held in this quarter due to the fact that Council's submission on planning reforms to boost Rural tourism and agribusiness were submitted in April and outcomes pending.	Economic Development Manager	Not in this quarter 

3.1.3: Encourage business innovation, creativity and diversification opportunities

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.3.1	Conduct forums and programs that support economic development via the Kiama Small Business Forum	Number of forums and programs held supporting the Kiama Small Business Forum	6 forums/ programs supported pa		10%	None delivered in this quarter due to COVID-19. A number of online training sessions were promoted with the network	Economic Development Manager	Progressing 
3.1.3.2	Work with local business networks to provide training and resource support to develop and promote Kiama	Number of speaker presentations provided to local business networks	2 presentations held pa		10%	Investigating initiatives that can be implemented with the holiday parks. No information sessions have been held due to COVID-19	Economic Development Manager	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	as an outstanding accessible business community							
3.1.3.3	Develop and promote Kiama's economic and employment opportunities	Activities undertaken to promote opportunities	6 activities pa		20%	Commenced the review of the Economic Development strategy. Information distributed via newsletters and webinars	Economic Development Manager	Progressing 
3.1.3.4	Look for opportunities to encourage business to use environmentally friendly practices	Information on environmentally friendly practices is distributed via Economic Development newsletter	>2 articles pa		0%	No activities in this quarter due to COVID-19 not networking events were held	Economic Development Manager	Not in this quarter 
3.1.3.5	Ensure suitable land is available for small scale service industrial uses and identify modest area/s of land that is suitable in the short to medium term	Complete analysis of modest area/s of land suitable for small scale service industrial uses in the short to medium term	100% completed		25%	The need to develop a diverse and resilient economy was identified by the community. As part of preparing and adopting the Local Strategic Planning Statement 2020 one of the key priorities and areas of importance identified by the community was to foster economy diversity. In conjunction with Council's Economic Development Team we will deliver the	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
						Kiama Employment Lands Strategy by 30 June 2022. This Strategy will form part of review of the existing Economic Development Strategy. This Strategy will include an analysis of recent market trends and drivers, identification of current supply and capacity, and projections of future floorspace/land requirements to accommodate additional growth required to meet employment/population targets.		

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

3.2.1: Procurement protocols encourage local and regional business engagement



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.2.1.1	Monitor and update procurement policy	All major procurement considered for regional procurement via Illawarra Shoalhaven Joint Organisation	100% completed		25%	Procurement processes and policy are under review to inform business requirements for process improvements through implementation of new TechOne product. Illawarra Shoalhaven Joint Organisation Panel contracts are utilised where available	Manager Operations & Maintenance	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Continual review to identify opportunities for procurement from social enterprise	100% completed			and where quotes received from panel suppliers are considered value for money.		

3.3: Promote and support tourism in the local area

3.3.1: Management of Kiama Coast Holiday Parks as viable business entities

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.1.1	Operate Kiama Coast Holiday Parks as a financially sustainable, quality accommodation provider	Net financial returns of Kiama Coast Holiday Parks achieve budget	100% budget achieved	Income and occupancy for the quarter has been severely impacted by COVID-19.	5%	Income for the first quarter has been severely impacted by the COVID-19 lockdowns, particularly as majority of guests are from Greater Sydney. Income for bookings/occupation for the first quarter = \$692,761. Majority of this income is from the quarterly fees for Holiday Vans at Warri Beach and Seven Mile Beach Holiday Parks. This income is down by \$1,140,157 on the first quarter of 2020/2021. Average cabin occupancy across the Parks for the first quarter = 9.3% Average site occupancy	Holiday Parks Coordinator	Behind target 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.1.2	Undertake activities to actively promote Kiama Coast Holiday Parks as a destination of choice	Implement and annually review the marketing plan for Holiday Parks	100% completed	The draft marketing plan has been submitted to the Holiday Parks team for review.	25%	across the Parks for the first quarter = 8.5% During this quarter continued focus has been on the Holiday Parks social media presence, including paid advertising for winter specials. Editorial features have been included in Australian Traveller magazine and The Wanderer. Marketing collateral has been designed and ordered. The draft Marketing Plan has been submitted for review, and memberships have been renewed with Destination Kiama and the Kiama Chamber of Commerce.	Holiday Parks Coordinator	Progressing 
3.3.1.3	Meet all legislative and accreditation requirements for Holiday Parks	Park Manager compliance with contract requirements	100% compliant	No contract compliance issues raised this quarter	25%	Regular discussions have been held with Park Managers. Tenders closed for the management of Seven Mile Beach and Werri Beach Holiday Parks. New management team at Seven Mile to commence 1 October 2021 and at Werri Beach from 1 November 2021. Holiday Parks team working collaboratively with other departments on compliance for Section 68 Licences.	Holiday Parks Coordinator	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.1.4	Identify opportunities and changes to improve disability access and inclusion in facilities and services	Consideration to improve disability access and inclusion incorporated into all planning processes for Holiday Park renewals and capital works	100% completed	No opportunities presented to improve disability access in this quarter.	0%	No opportunities presented to improve disability access in this quarter. Some minor alterations to the accessible cabin at Surf Beach Holiday Park will be undertaken later this financial year.	Holiday Parks Coordinator	Not in this quarter 
3.3.1.5	Implement strategies identified in the Kiama Coast Holiday Parks Masterplan	Complete planned maintenance program for Holiday Parks on time and within budget Complete capital works and renewals program for Holiday Parks on time and within budget	100% completed on time and within budget 100% completed on time and within budget	General maintenance undertaken across the Parks on an ad hoc basis Capital works already completed have been on time and within budget	25%	Initial flood assessments have been undertaken for Warri Beach Holiday Park. Further studies and hazard mapping to be completed. Capital projects for 2021/22 progressing well across the Parks: * completion of Cabin 21 upgrades at Kiama Harbour Cabins * upgrades of residence completed at Surf Beach Holiday Park * deck restoration works undertaken at Surf Beach and Seven Mile Beach Holiday Parks * installation of fire hydrants commenced at Kendall's Beach Holiday Park * tenders closed for upgrade of camp kitchen, construction	Holiday Parks Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.1.6	Implement upgraded network at each Holiday Park	Complete network upgrade of Wi-Fi at each Holiday Park on time and within budget	100% completed on time and within budget	20%	20%	of retaining wall and landscaping works at Kendall's Beach Holiday Park * internal painting and floor upgrades to residence at Seven Mile Beach Holiday Park * C Block amenities upgrade completed at Seven Mile Beach Holiday Park This continues to progress with work at 2 out of our 5 parks almost at completion.	Manager Information Technology	Progressing 


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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.1	Implement the Strategic Tourism and Events Plan	Provide industry development opportunities annually Overnight visitor expenditure (averaged) is maintained or increased	>3 opportunities pa \$200M overnight visitor spend pa	only one was fulfilled. 100% Complete	90%	Making videos on your smartphone was a an industry development workshop hosted by Destination Kiama. COVID-19 prevented the two other planned industry development from going ahead (Grant Writing and SEO Optimisation). During COVID-19 lock down our partners were invited to	Visitor Services Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.2	Deliver and promote a year round events strategy	Annual Destination Events Calendar is maintained Annual Destination Events Funding	100% completed 100% completed	100% Complete 100% Complete	100%	participate in four webinars/workshops, Facebook and Instagram for Tourism (5 sessions by DNSW), Customer Service for Tourism and Hospitality (three sessions by DNSW), Grant Writing Tips (DSSS). The June 2021 year to date results were strong, despite lockdown and restricted travel period. This success points to the tourism industry's ability to recover quickly. An estimated 430,000 domestic overnight visitors spent at least one night in the Kiama Local Government Area during this period. This excellent performance in part reflects the large numbers of self-drive holiday/leisure trips made by Sydney-siders to destinations within Regional NSW in the June quarter. Council investment in events continued throughout the 2020-21 financial year with 25 events successful in a mix of financial and in-kind sponsorship. This is in addition to the concierge style support our event coordinator provides to assist event organisers	Visitor Services Coordinator	Completed 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Program is maintained and managed				through requirements related to development applications, license application and bookings. Sadly, circumstances around COVID-19 meant that in the 2020-21 year, 18 local events were cancelled and 15 postponed, many of which were supported by Destination Kiama.		
3.3.2.3	Identify and prioritise tourism development opportunities	Tourism Opportunities Plan priorities are communicated and actioned by Council staff (internally) and external stakeholders	100% completed	100%	100%	Tourism development opportunities have been identified and staff included in discussions with regard to The Kiama Harbour Redevelopment framework and action plan, the extension of the Kiama Coast Walk to Gerroa, extension of the cycle path to Jamberoo as well as the Escarpment Walk and Beach and Foreshore Activation. Internally, the tourism team has been invited and involved in other discussions in which it interests.	Visitor Services Coordinator	Completed 
3.3.2.4	Grow community and tourism industry engagement	Conduct Tourism After Hours events	4 events held pa	100% Complete	100%	The Destination Kiama partnership program remained strong with 217 financial members. We were proud to run four Tourism After Hours Events at partnering businesses,	Visitor Services Coordinator	Completed 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.5	Market and promote visitation to Kiama	Australian Tourism Data Warehouse listings for Kiama are increased	10% increase pa	100% Complete	100%	with an average of 70 Destination Kiama partners attending to receive updates and engage with Destination Kiama staff as well as network with other local industry professionals. The popular 65 page annual Kiama Visitor Guide was produced with a record number of advertisement support from Destination Kiama partners. Six successful partnerships and marketing campaigns were developed with key publishers in order to reach identified target markets digitally and in print publications.	Visitor Services Coordinator	Completed ●
		An annual destination marketing campaign is conducted	100% completed	100% Complete				
3.3.2.6	Work with local tourism businesses to address existing access barriers for potential customers and users with a disability	Accessibility issues are included in presentations for tourism operators	100% completed	100% Complete	100%	Working closely with Kiama Council's Community and Cultural Development staff, we are focusing on making events more accessible for everyone.	Visitor Services Coordinator	Completed ●

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.7	Operate the Visitors Information Centre to provide high level visitor services 7 days per week	Maintain a Level 1 Accreditation for the Visitor Information Centre	100% completed	100% Complete	90%	The Visitor Information Centre continues to offer personalised service to customers, promoting things to see and do in the area. Level 1 certification to Sept 2022 achieved.	Visitor Services Coordinator	Progressing 
		Upgrade of IT facilities for public Wi-Fi at the Visitor Information Centre	100% completed on time and within budget	100% Complete	Ability to connect the Visitor Information Centre network to Council is a big budget activity that was not costed this financial year.			
		Upgrade network at the Visitor Information Centre	100% completed on time and within budget	0%				
3.3.2.8	Look for opportunities to promote healthy and sustainable environments through tourism channels	Information on sustainable tips for visiting Kiama are included in tourism publications	>1 publications pa	100% Complete	100%	The Kiama Visitor Guide, Dining Guide and Walks Guide all offer sustainable tips to readers.	Visitor Services Coordinator	Completed 
		Roles, responsibilities and resourcing defined and communicated by 31/08/2021	100% completed					
		Council's website	100% completed					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		integrates Australia Tourism data Warehouse (ATDW) Application Programming Interface by 31/08/2021						
		Budgets developed and allocated by 31/08/2021	100% completed					
3.3.2.9	Pursue new Destination and Major Events for the Kiama Local Government Area	Destination Events and Marketing for Events Toolkits developed and distributed to event organisers	100% completed	100% Complete	100%	Kiama's first Winter Festival, IGNITE 2021 was planned to be our newest and biggest annual event. Extremely poor weather meant that despite all the organisation, the festival was not staged. A grant application has been submitted with the aim to run this event over a week in 2022. Similarly, L'Etape regional cycling event was cancelled in March due to poor weather conditions.	Visitor Services Coordinator	Completed 
		Number of new events secured	>2 events pa	0				
3.3.2.10	Prepare a prospectus for Jerrara Dam outlining the principal investment	Prospectus finalised, pending 2021-22 budget approval	100% completed		0%	The project has a limited budget for 21/22. Project brief to be drafted for implementation in 22/23	Economic Development Manager	Not in this quarter 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.11	opportunities as a means of testing the market Prospectus/guide to accommodation development opportunities developed as a means of promoting region-wide opportunities	Prospectus finalised and submissions opened	100% completed		0%	There were no activities in this quarter	Economic Development Manager	Not in this quarter 
3.3.2.12	Work with the State Government and Council's Property Team on the implementation of the Marine Based Tourism Strategy, in particular to exploring opportunities for activation of the Kiama Harbour, whilst ensuring protection of marine biodiversity	Master Plan for Kiama Harbour and Blowhole Point developed in conjunction with Plans of Management	100% completed		10%	Participated in Zoom consultations with the Community and provided a submission to the Draft Kiama Harbour action plan in consultation with Council and the community.	Economic Development Manager	Progressing 
3.3.2.13	Advocate for the redevelopment of Surf Life Saving	All opportunities for advocacy of	100% completed	50%	50%	Key Council staff representatives have met with the new executive team	Visitor Services Coordinator	Progressing

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Clubs as identified in the Tourism Opportunities Plan, including a South Coast high performance surf centre	redevelopment of Surf Life Saving Clubs undertaken				at Kiama SLSC, discussion topics included: * Income diversification VS the current limitations in place. * Refurbishment completed for functions, therefore is currently the clubs income focus. * RE1 land's functions are very restricted, meaning that other than a kiosk, there aren't many options for diversification. * To broaden the function a Planning Proposal (tying into existing strategic plans) would need to be submitted. * This can be submitted for each of the three surf clubs in the Local Government Area but will take time. * In the meantime, a development application will be submitted for Kiama Surf Life Saving Club to operate a temporary use for the use as a function centre. * Council's forthcoming Open Space and Recreation Strategy will provide a holistic view for the parcels of land surrounding the clubs. By tying the goals identified in the Tourism Opportunity Plan into this it will support a planning		

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.14	Increase the amount of locally made goods available for sale at the Visitor Information Centre	Locally made goods for sale at Visitor Information Centre increased	10% increase pa	10%	100%	proposal to diversify uses in time to come. Despite a period of closure the Kiama Visitor Information Centre continues to be a point of call for visitors and locals looking for locally produced gifts and souvenirs. The locally made product is continued to be sought.	Visitor Services Coordinator	Completed 

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.3.1	Pursue opportunities to increase the number of weddings and conferences hosted at The Pavilion	Increase number of weddings Increase number of conferences	10% increase pa 20% increase pa	3 weddings confirmed 1 large conference confirmed	25%	During the first quarter conference/wedding enquiries have escalated slightly and have continued to resume this has taken much of 2021 and 2022 weekend dates along with rescheduling community and conferences for Q2. Weddings were not completed due to COVID-19 restrictions but still confirming three (3) new weddings in this quarter despite lockdown restrictions. Conference activity is picking up again in quarter 1 and the enquiry rate is increasing day by day	Event & Conference Marketing Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.3.2	Implement the provisions of the Disability Inclusion Plan for The Pavilion Kiama	Ensure disability inclusion is considered for all Pavilion events	100% considered		25%	Q1, 2021- 2022 25% - Working with aged friendly Illawarra by accepting age friendly seating to be available at all Pavilion events. Consideration will be given to accessibility when re designing new marketing material.	Event & Conference Marketing Coordinator	Progressing 
3.3.3.3	Undertake sales and marketing activities for The Pavilion	Annual sales and marketing plan implemented	100% completed		25%	Marketing plan and budget is ongoing and progressing focusing on social media for conferences, and converting new events, new signage being implemented in and around the municipality and the Pavilion. A consolidated	Event & Conference Marketing Coordinator	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
						<p>approach to following up on all enquiries within 24 hours to convert business during COVID-19 has been excellent with conversion rates and with the enquiry rate being at a lower level with restrictions easing slowly moving into. Working within the government current guidelines and capacity numbers but increasingly smaller and larger meetings are increasing up to 25% more. A new look book has also been created. The Pavilion will be hosting and running a new Christmas Market on Thursday 2 December 2021.</p>		

4: Civic Leadership


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

4.1: Council is financially sustainable

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.1.1	Maintain financial sustainability	Council meets the Office of Local Government performance ratios	All benchmarks are met		10%	Currently preparing the financial statements for the audit team. Correcting errors in last year's financials. Cleansed balance sheet accounts as part of the financial statement preparation. Working on fixing processes to eliminate this happening again.	Chief Financial Officer	Progressing 

4.1.2: Identify opportunities to diversify and maximise funding sources

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.2.1	Maximise return from commercial operations	Returns from commercial operations exceeds budget	95% of budget achieved		5%	No progress on this to date. Staff resourcing, workload and COVID-19 being the reason.	Chief Financial Officer	Progressing 
4.1.2.2	Comply with all financial legislative requirements	All requirements met with designated dates	100% completed		80%	Complying with all legislative requirements.	Chief Financial Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.2.3	Maximise interest return from investments	Interest rates exceed benchmarks while meeting investment guidelines	>90 day Bank Bill Swap Rate		80%	Monitoring cash balance to maximise the amount of funds for investment. Unfortunately in the current economic environment the interest rate on these investments is very low.	Chief Financial Officer	Progressing 
4.1.2.4	Review Council's fees and charges annually	Fees and charges other than those subject to legislation or community obligations at least meet Council's expense	100% reviewed		0%	This will be done as part of the budget process.	Chief Financial Officer	Behind target 


4.2: Council embraces good governance and better practice strategies



4.2.1: Manage effective risk framework across council

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.1	Review, coordinate and implement the risk management program of works	Manage claims in accordance with legislation and Council protocols Planned program of works delivered within agreed timeframe	100% compliant 100% completed	100 compliance on track	25%	Renewal program for insurance portfolio with renewal 31/10 completed. Claims managed in accordance with legislation. Spike in liability claims and property damage with August storm season. COVID-19 management in line with business continuity	Risk Management Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.2	Review, coordinate and implement the work health and safety program of works	Deliver planned program of works by 31/12/2021	100% completed	Up to date for this quarter	100%	planning has been an additional priority. The outcome of Council's StateCover audit was good. The audit confirmed improvements are needed in WHS planning, sun protection and management of psychosocial risks. These deficiencies are already part of the WHS officers work plan. Actions relating to reported hazards and incidents are satisfactory. The only outstanding hazard from the previous quarter - the life guard work area, is now complete. Consultation with managers for safety based key performance indicators are nearing completion and recommendations have been sent to the executive leadership team for comment. WHS training register updated and ready for use with Tech 1 software. Drug and alcohol responsible persons and awareness training package completed and ready for distribution to Councillors and staff.	Risk Management Officer - Work Health & Safety	Completed
		Monitor compliance with Council's contractor management framework	100% completed	Up to date for this quarter				
		Manage incident investigations and work health and safety issues on Council's hazard register by ensuring all reported hazards are registered and actioned	100% completed	Up to date for this quarter				
		Monitor Council's due diligence in work health and safety and ensure all significant incidents are investigated	100% completed	Up to date for this quarter				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.3	Review, coordinate and implement the injury management program of works	Planned program of works delivered within agreed timeframe Claims managed in accordance with legislative requirements	100% completed 100% compliant	on track compliant	25%	The contractor WHS management system is operating smoothly with no outstanding issues. Interaction with SafeWork remain positive with open two way communication relating to relevant WHS issues continuing. All claims managed within legislation requirements. We are formalising post incident debrief process and have recommended this as a key performance indicators for managers. Monthly reports provided to Executive Leadership Team to reflect all incidents, Lost Time Injury Frequency Rate and premium modelling and tracking is occurring. Workers Compensation Premium for 20/21 was finalised, and subject to discount from base tariff premium due to performance better than scheme. Psychosocial risk assessment template has been created and will be rolled out to Managers for use where incidents/hazards of this context arise.	Risk Management Coordinator	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.4	Review, coordinate and implement the Enterprise Risk Management Framework	Implement Council's Enterprise Risk Management Program	100% completed	50	50%	<p>Review Enterprise Risk Management Policy and Strategy: Review complete, Executive Leadership Team review complete, escalated Policy to Council. Review Corporate Risk Register: On track. Other Risk Assessments - Executive Leadership Team are working toward a business unit annual review cycle, this risk assessment will be included once implemented Risk Treatment Plans: on track Risk Status Reports: complying Risk assessments for major projects / tenders / initiatives: Project Delivery Framework in draft which will include risk assessment requirement. Annual Report: complete. Operational and Delivery Plans: Behind. To liaise with new Governance coordinator. Training for Risk Managers: Completed for 2021 Staff Accountability: Risk specific measures have been requested to be</p>	Risk Management Coordinator	Progressing 


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.5	Implement continuous improvement for risk management	Continuous Risk Improvement Program audit report recommendations implemented by 31/03/2022	90% implemented	16%	15%	included in managers and above in new performance appraisal document.	Risk Management Coordinator	Progressing 
		Continuous Risk Improvement Program Audit actions implemented	100% completed	16%		Continuous Risk Improvement Program Audit Items have been tabled for Executive Leadership Team and Audit, Risk and Improvement Committee. 3 of the 19 recommendations are complete at this time that include IT disaster recovery plan, Audit Office Fraud Control checklist and cyclic risk management training. About half of the outstanding recommendations have had some activity this quarter.		
4.2.1.6	Oversee the ongoing operation and functioning of the Audit, Risk and Improvement Committee	Audit, Risk and Improvement Committee meets at least quarterly and reviews implementation of risk management strategies and actions	4 meetings held pa	1	25%	The Audit, Risk and Improvement Committee met once during the quarter on 27th July 2021 and reviewed Council's risk management strategies, internal audit activities and the draft Financial Sustainability Plan.	Internal Auditor	Progressing 
4.2.1.7	Annual review of the Information Communication	Internal Service Level Agreements developed and	100% completed	80%	50%	The annual review of the Information Communication Technology Strategic Plan	Manager Information Technology	Progressing

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	Technology Strategic Plan	implemented by 31/12/2021				has commenced, with the backup plan completed.		
		Review and update of Plan is completed by 31/12/2021	100% completed	20%				
		Develop backup plan and publish in TRIM and Promapp by 31/12/2021	100% completed	100%				



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



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.1	Develop, review and implement the human resource management program of works	Review and implement Council's Employee Improvement and Performance Review process by 08/07/2021 Deliver a weekly payroll service, with 95% accuracy or above	100% completed >95% accuracy	Performance review process rescheduled to be completed by 3 December 2021	0%	Supported restructures and role redesigns and consultation with staff. Managed implications of COVID-19 public health orders on Council and staff. Support for workplace change through Consultative Committee and unions. Reported to Executive Leadership Team and external organisations as requested. Continued work on grievances and disputes	Human Resources Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Annual planned program of work delivered within agreed timeframe	100% completed			through award mechanisms. Continued focus on Child Safe Standards training for identified roles. TechOne payroll configuration and design continued. Continued payroll processing, reporting and implementing superannuation portal change. Implemented new payroll processes to improve efficiencies and reviewed existing processes. Continued to support induction and HR processes for our internal customers. Reviewed the Recruitment, Higher Grade Pay, Union Picnic Day and Remote Work Protocols.		
4.2.2.2	Develop, review and implement the organisational development program of works	Coordinate employee engagement opportunities Develop and implement the Corporate Learning and Development Plan	100% completed 100% completed	50% completed 20% completed	0%	Organisational Development Plans have been affected by significant changes in Council's Executive and Human Resources Section resulting in staff resources being diverted to immediate priorities	Organisation Development Coordinator	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.3	Revise Council's recruitment practices to ensure that access and equity principles are actively and consistently implemented	Planned program of work delivered within agreed timeframe	100% completed	20% completed	0%	Conducted recruitment and selection training for staff. Ongoing recruitment for roles across Council. Supported the business adapt to online recruitment methods due to COVID-19 restrictions. Incorporated COVID-19 public health order requirements into recruitment for impacted roles. Changed probity check providers to support faster recruitment processes.	Human Resources Coordinator	Progressing 
		Implement Council's Reward and Recognition process	100% completed	No action this quarter. R&R initiatives being revisited as part of broader piece of work on employment value proposition including salary structure and performance review processes				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.4	Facilitate effective engagement with staff to promote Council's values, brand and reputation consistently	Staff newsletter produced and distributed a minimum of 6 times per annum Provide information and communication systems which meet business needs	>6 newsletters pa 100% completed	1 so far	25%	Currently morphing printed staff newsletter into an email format using Mailchimp. The availability of email for all council staff means we can now use Mailchimp rather than the time-consuming PDF/print version required to reach staff without emails. A major step forward.	Communications Officer 02	Progressing 
4.2.3: Council, the Illawarra Shoalhaven Joint Organisation and our neighbour councils working together								
4.2.3.1	Initiate and support collaboration through Illawarra Shoalhaven Joint Organisation to advance Council and regional strategic objectives	New joint activities and procedures established for mutual benefit of Illawarra Shoalhaven Joint Organisation stakeholders	>4 new joint activities or procedures pa		25%	Regular attendance and participation at Illawarra Shoalhaven Joint Organisation meetings and board meetings. Recent achievements include: Environment Protection Authority Waste Delivery Plan; Illawarra District Weeds Association Pesticides Notification Plan 2021-26; Department of Planning Industry and Environment's Illawarra-Shoalhaven Regional Transport Plan which aligns with the Illawarra Shoalhaven	Chief Executive Officer	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.4: Develop strategic partnerships with regional and other organisations to advance local community priorities								
4.2.4.1	Initiate and support partnerships at regional level to advance Council's strategic objectives	All approved partnerships are implemented	100% completed		15%	E-meetings held with the Coordinator General, Planning Delivery and Local Government, Illawarra-Shoalhaven City Deals partnership and the Chancellor of the University of Wollongong. Also presented at the Regional Development Australia - Illawarra Board meeting. Meetings held with local community groups and organisations as permitted under COVID-19 restrictions	Chief Executive Officer	Progressing 
4.2.4.2	Advocate at appropriate forums for the provision of improved and accessible public transport within and between towns	Advocacy undertaken with key stakeholders	100% completed		20%	Working with Transport for NSW on speed monitoring on local roads and other safety initiatives. Investigating funding models to improve cycle access around the Kiama bends. Welcomed the release of the Illawarra-Shoalhaven Regional Transport Plan which provides a blueprint for	Chief Executive Officer	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
						transport needs over the next 20 years.		
4.2.5. Manage a clear framework of strategic corporate planning, policies and protocols								
4.2.5.1	Provide timely, comprehensive advice on proposed corporate policy and legislative change	Develop Corporate Delegations Register and maintain as required All required policy changes completed and reported	100% completed		10%	Development of a policy framework and procedures (including templates) will drive an improvement in drafting policy, setting a review timetable and maintaining a register. This policy is to be endorsed by Council at the October Council meeting.	Chief Executive Officer	Progressing 
4.2.5.2	Maintain legislated corporate reporting requirements including Public Interest Disclosures, Government Information (Public Access)	Research and develop a Corporate Legislative Compliance Register All legislative reporting is submitted by due dates	100% completed		25%	11 formal GIPA requests completed; 6 subpoenas and 5 CCTV footage requests processed; all relevant registers are maintained and updated; councillor and designated persons returns collected for tabling at the October Council meeting; new Policy Framework and supporting templates drafted	Chief Executive Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.5.3	Deliver and enhance Integrated Planning and Reporting Framework to improve long-term corporate planning and sustainability	All required Integrated Planning and Reporting quarterly, six-monthly and yearly reporting is completed to meet legislative requirements	100% compliant		20%	<p>for Council approval together with the amended Privacy Management Plan at the October Council meeting; reached agreement at NCAT hearing, and championed Right to Know Week (27 September to 3 October)</p> <p>The end of term report and annual report are almost complete. Testing has begun on the TechnologyOne Integrated Planning and Reporting module however this requires linking actions to cost centres, which are still being refined. Planning for the Community Strategic Plan has commenced and will most likely be outsourced with the Illawarra Shoalhaven Joint Organisation offering to assist with development of the Plan</p>	Chief Executive Officer	Progressing 

4.3: Council and the community working together

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.1	Council's website is available and meets legal requirements, industry and accessibility standards and facilitates effective engagement for community and staff	Increase in community engagement activity Quarterly reviews of content completed	20% increase per quarter 100% completed	12.3% 80%	25%	Work continues on improving Council's website to ensure up-to-date content, improved useability and increased engagement. Unique page views decreased by 14.5% this quarter (compared to previous year). However, time spent on page increased 19.5% suggesting users are visiting the site, finding what they need and reading it. This figure was prominent particularly in the Plan & Build section. The actual increase of 12.3% uses an averaged monthly increase. Engagement data and increase or decrease will also depend on the number of projects Council puts out for community engagement and their level of importance within the community.	Communications Officer	Progressing 
4.3.1.2	Distribute Council information in a timely manner through a range of media	Progress integration of all Council's email newsletters Kimunico email newsletter	50 newsletter editions per quarter 50 newsletter	Only one remaining On track	80%	Progressing well. All but one email newsletter have been brought over to single council Mailchimp account. Kimunico continues to be distributed weekly. Social media	Communications Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		distributed weekly	editions per week			channel posts follow style guide and other standards. Posts averaging two - three a day. Web news articles around one a day. Social media channels and newsletter currently being reviewed to ensure we're meeting current best practice and fully engaging our residents and ratepayers.		
		Ensure social media sites are used in line with Social Media Protocol and Style Guide	100% completed	On track				
		Promote Council activities via social media channels and Council's website	100% completed	On track.				
		Review social media channels to ensure best practice and audience engagement	100% completed	On track.				
4.3.1.3	Facilitate effective engagement with the community	Review of Community Engagement Strategy	100% completed	Progressing	0%	Review will be progressed further post the update of the communications strategy.	Communications Officer	Progressing 
4.3.1.4	Develop and implement an overarching communications strategy that informs all of Council and its sub brands	Develop overarching communications strategy by 31/12/2021 Implement overarching	100% completed 100% completed	50 Progressing	50%	Draft communication strategy provided by consultant. New communications coordinator is reviewing and developing further.	Communications Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
	communication activities	communications strategy						

11.3 For endorsement: Enterprise Risk Management Policy

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

CSP Strategy: 4.2 Council embraces good governance and better practice strategies

Delivery Program: 4.2.1 Manage effective risk framework across council

Item 11.3

Summary

Council's Enterprise Risk Management Policy review is due.

Financial implication

n/a

Risk implication

The update of this Policy is in accordance with Council Risk Management Framework, requiring Enterprise Risk Management Policy review each 4 years.

Policy

Enterprise Risk Management Policy

Consultation (internal)

Executive Leadership Team

Communication/Community engagement

Audit, Risk and Improvement Committee

InConsult – Risk Consultants

Attachments

1 Enterprise Risk Management Policy August 2021 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council endorse the updated Enterprise Risk Management Policy.

Background

The initial Enterprise Risk Management Policy was adopted in March 2014 and is due for review at a maximum of four year intervals.

Last review by Council was April 2018 and ELT and the Audit Risk Improvement Committee reviewed this policy August 2021.



Enterprise Risk Management Policy



RESPECT



INNOVATION



INTEGRITY



TEAMWORK



EXCELLENCE

Date approved/adopted	1 March 2014
Resolution No	CR050; OC-18/121
Date effective	18 March 2014
Date last reviewed	1 August 2021
Next review date	1 August 2025
Department	Office of CEO
Author	Risk Management Coordinator
TRIM reference	SC837

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- 9.0 Signature**

Policy Name

1.0 Purpose

Council understands that large, unmitigated risks can adversely impact upon its stakeholders and its ability to achieve strategic and operational objectives. Accordingly, Council is committed to a systematic, proactive, and enterprise-wide approach to managing risk.

2.0 Objectives

The objectives of this policy are:

- to provide a framework for the management of risk to support the achievement of corporate objectives, protect staff and business assets and ensure regulatory compliance and financial sustainability
- to provide a reference for Council and senior management to make informed business decisions based on risk assessment methodology.

3.0 Scope

This Policy applies to all Councillors, employees, contractors and volunteers of Council activities and processes

4.0 Definitions

For this document the following definitions apply:

Audit Risk and Improvement Committee	An advisory committee to Council made up of independent external members and councillors
Council	Elected Councillors
Employees	Staff, contractors, and volunteers of council
ELT	Executive Management including Chief Executive Officer, Chief Financial Officer and Directors
Risk	Effect of uncertainty on objectives, where an effect is a deviation from the expected. It can be positive, negative or both, and can address, create, or result in opportunities and threats
Risk Management	Coordinated activities to direct and control an organisation with regard to risk

5.0 Policy

Council is committed to the formal, systematic, structured, and proactive management of risks across the organisation. This includes financial, reputational, regulatory, safety, environmental, service disruption and strategic risks.

6.0 Risk Management Framework

6.1 Risk Management Framework

Council is committed to maintaining an effective, efficient, and tailored risk management framework that consists of:

- this Policy
- an Enterprise Risk Management Framework
- supporting policies and processes that compliment risk management such as external audit, fraud prevention, business continuity management, and WH&S management systems.

The framework will enable:

- a formal, structured approach to risk management that is appropriate to Council's activities and operating environment; and
- a risk management approach consistent with the principles of AS/NZS ISO 31000:2018 Risk Management -Guidelines

6.2 Risk Appetite

As a local government authority, Council has an obligation to its stakeholders to ensure that it does not accept high levels of risk that might impact on community wellbeing and amenity or the ongoing viability of Council. Accordingly, Council generally has a low appetite for unmitigated risks across all its operations.

Whilst Council will take all reasonable steps to control such risks, it is recognised that Council has limited resources and may not always be able to mitigate risk to the lowest possible level. Council acknowledges that it will have to take some calculated risks to achieve its strategic objectives.

Council has little or no appetite for known and avoidable operational risks that might have a significant or greater impact on the safety and wellbeing of staff and the community, security of Council's finances and public assets, Council's reputation and/or service delivery.

6.3 Implementing Risk Management

Council will implement risk management by making the strategy operational through all the measures listed:

- aligns risk management processes to existing planning and operational processes.
- allocates sufficient funding and resources to risk management activities.
- provides staff with appropriate training in risk management principles.
- assigns clear responsibilities to staff at all levels for managing risk.
- embeds key controls to manage risks into business processes.

- establishes appropriate mechanisms for measuring and reporting risk management performance.
- communicates risk management policies, plans and issues to staff and other stakeholders.
- takes human and cultural factors into account; and
- is dynamic, iterative and facilitates continual improvement

6.4 Accountabilities and Responsibilities for Managing Risk

The Council is ultimately responsible for adopting and committing to this Enterprise Risk Management Policy, identifying, and monitoring emerging risks and fully considering risk management issues contained in Council reports.

The Audit, Risk & Improvement Committee is responsible for reviewing whether the Chief Executive Officer has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud.

ELT are responsible for establishing and reviewing the framework for identifying, monitoring, and managing significant business risks, periodically reviewing the Enterprise Risk Management Policy and Framework, and ensuring risk management practices operate within the framework provided by AS/NZS ISO 31000: 2018, relevant legislation and Council Policy or Protocol

The Chief Executive Officer, with the assistance of ELT, is responsible for leading the development of an enterprise risk management culture across the organisation and ensuring that the Enterprise Risk Management Policy and Framework are being effectively implemented.

Directors are responsible for ensuring that the Enterprise Risk Management Policy and Framework are being effectively implemented within their areas of responsibility, and ensure due consideration is given to other impacted areas across Council or the community.

Managers are the risk owners and are required to create an environment where the management of risk is accepted as the personal responsibility of all staff, volunteers, and contractors. Managers are accountable for the implementation and maintenance of sound risk management processes and structures within their area of responsibility in conformity with Council's Enterprise Risk Management framework.

The Risk Management Coordinator is responsible for coordinating the processes for the management of risk throughout the organisation within available resources. This may include the provision of advice and service assistance to all areas on risk management matters. As members of Civic Risk Mutual, risk management assistance is generally sought from the Mutual and their service providers.

All staff and contractors are responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable within their area of activity and responsibility

7.0 Review History

This Policy was originally adopted on 14 March 2014.


Further reviews and amendments are dated: 17 April 2018

This Policy will be reviewed every 4 years however Council reserves the right to review or vary this document and associated processes at any time if required.

8.0 Document control

Date reviewed	Date adopted	Amendment
May 2021	March 2014	Update to CEO Update definitions Adjust Department Refine purpose and Objectives Update Review history process.

9.0 Signature

Name: Renee Winston – Risk Management Coordinator	Date: 1 August 2021
Signature: 	

How to contact Council

Post

Chief Executive Officer
Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Telephone

+61 (02) 4232 0444

Facsimile

+61 (02) 4232 0555

Online

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

Office hours

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



KIAMA MUNICIPAL COUNCIL
your council, your community

11.4 Request for donation: Rotary Club of Kiama Platinum Celebration Lunch

CSP Objective: 1.0 A healthy, safe and inclusive community

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

Delivery Program: 1.1.3 Provide and promote cultural and artistic activities and programs

Item 11.4

Summary

This report recommends that Council provide in-kind donation to the Rotary Club of Kiama for their Platinum Celebration lunch to be held 7 May 2021 at The Pavilion, Kiama.

Financial implication

The Rotary Club of Kiama are seeking a 'one off' donation of \$1,000.

Policy

Not applicable

Communication/Community engagement

Kiama Council will be acknowledged throughout the planned activities and at the Platinum lunch.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council provide a 'one off' donation of \$1,000 to the Rotary Club of Kiama to assist with the costs of their Platinum Anniversary celebrations in May 2022.

BACKGROUND

The Rotary Club of Kiama are a not-for-profit group and will be celebrating a Platinum Anniversary on 2 May 2022.

There will be a series of planned activities in the community, of which the details are currently being planned. One of the major features of the celebrations will be a Platinum Celebration lunch at the Pavilion on 2 May 2022. The past two years have been very difficult for Kiama Rotary, not only financially but also the ability to provide service to our community and this financial assistance will be greatly appreciated.

11.5 Request for donation: Gerringong Christmas Parade 2021

CSP Objective: 1.0 A healthy, safe and inclusive community

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

Delivery Program: 1.1.3 Provide and promote cultural and artistic activities and programs

Item 11.5

Summary

This report seeks Council's consideration of a request for support from the Gerringong Bowling Club for the annual Gerringong Christmas Parade on 18 December 2021.

Financial implication

The organisers of the Gerringong Christmas Parade are seeking a waiver of Section 138 fees of \$190 plus a donation of \$1,000 to assist in the cost of traffic management. Fees are to be funded from Council's Community Contributions and Donations (Events/Festivals) fund.

Risk implication

This request for donation is above CEO delegation and ensures compliance with Council policy.

Policy

Not applicable.

Communication/Community engagement

Kiama Council will be acknowledged as a supporter of the event and will assist in promotion of the event via social media.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council in relation to the Gerringong Christmas Parade 2021:

1. waive the \$190 application fee for Section 138; and
2. make a financial contribution of \$1,000 to assist in the cost of traffic management

Report of the Chief Executive Officer

11.5 Request for donation: Gerringong Christmas Parade 2021 (cont)

Background

The Gerringong Christmas Parade Committee are intending to hold the 2021 parade on Saturday 18 December 2021 and are seeking Council's support.

The Gerringong Christmas Parade Committee was formed in 2019 when Rotary, who had successfully run the Gerringong Christmas Parade for 17 years, handed over to a group of locals who decided to take on the task and continue Gerringong's long standing tradition under the auspices of the Gerringong Bowling Club.

The parade features around 50 floats incorporating sporting clubs, community groups, service clubs, car clubs and local businesses and is run alongside Rotary's Gerringong Christmas markets, attracting crowds of between 3000-5000 for the parade and markets. The Gerringong Christmas Parade has been a historic annual event providing economic, social and community benefits.

The committee are now seeking funding to cover the costs of traffic management to run this event. Our local businesses have been suffering due to the Covid lockdown and downturn in tourism since June, and many are not in a position to make a financial contribution to participate in the parade yet will greatly benefit from this event.

Item 11.5

11.6 Statement of Investments October 2021

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

CSP Strategy: 4.1 Council is financially sustainable

Delivery Program: 4.1.2 Identify opportunities to diversify and maximise funding sources

Summary

This report recommends receipt and adoption of the Statement of Investments for October 2021

Financial implication

NA

Policy

Clause 625 of the *Local Government Act 1993*

Clause 212 of the *Local Government (General) Regulation 2005*

Kiama Municipal Council – Investment Policy

Kiama Municipal Council – Restricted Assets Policy

Consultation (internal)

Chief Executive Officer

Chief Financial Officer

Financial Accountant

Communication/Community engagement

NA

Attachments

1 Statement of Investments-October 21_V2.xls↓

Enclosures

Nil

RECOMMENDATION

That Council:

1. receive and adopt the information relating to the Statement of Investments.

BACKGROUND

Council is required to invest its surplus funds in accordance with the Ministerial Investment Order and Division of Local Government guidelines. The Order reflects a conservative approach and restricts the investment types available to Council. In

Report of the Chief Executive Officer

11.6 Statement of Investments October 2021 (cont)

compliance with the Order and Division of Local Government guidelines, Council adopted an Investment Policy in August 2021. The 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 Division during the period to ensure compliance with the Investment Policy.

Council's direct investments are often rolled over on maturity with the same financial institution, if competitive, and based on whether funds are required for operations.

Council's average weighted return for October 2021 was 0.38% above the Bank Bill Swap Rate benchmark return of 0.04%. This result was primarily due to the higher fixed interest rates on term deposits purchased prior to the COVID-19 impact on the financial market.

Council holds one floating rate note through Newcastle Permanent, this is paying 65 points over The Bank Bill Swap Rate (BBSW) with a maturity of February 2023.

Council's overall cash balance continues to trend in the right direction. Over the past 12 months, Council's investments portfolio has increased by 39.42% or \$21.8 million from the total investments held in October 2020. This is principally due to unit sales at Blue Haven Bonaira and Terralong and new residents into the Aged Care Home. This increase in cash from Blue Haven Bonaira will now dry up as the units in the Retirement Village and nursing home are now at capacity.

During October there was a 5.86%, \$3.2 million increase in cash from September 2021.

The decrease in unrestricted from \$2.3 million in September to \$1.7 million in October is driven by year-end 2021 adjustments.

Investments placed for the month of October include the following:

- Term deposit \$1,000,000 – Commonwealth Bank at 0.44%, placed 21/10/21 and maturing 21/10/2022 – rollover of previous 12 month term.
- Term deposit \$1,000,000 – NAB at 0.35%, placed 4/10/21 and maturing 1/10/22 – rollover of previous 12 month term deposit.

Restricted asset movements

During August there have been movements to four reserves, they include the following:

Externally Restricted Fund Movements:

- Developer Contributions – Increased of \$412,744 with a carrying amount of \$4,767,744.
- Unexpended Grants – Increased by \$1,404,878 with a carrying amount of \$1,966,878.
- Domestic Waste – Increased by \$879,105 with a carrying amount of \$4,231,930.

Internally Restricted Fund Movements:

- Carry Over Works – Decreased of \$82,668 with a requested carrying amount of \$617,026.

Report of the Chief Executive Officer

11.6 Statement of Investments October 2021 (cont)

- Energy Efficiency – Decreased by \$71,228 with a requested carrying amount of \$141,772.
- Holiday Parks – Increased by \$1,404,950 with a carrying amount of \$2,364,000 due to the high demand between the COVID-19 lockdowns.
- Plant Replacement – Decreased by \$899,452 with a requested carrying amount of \$614,457.
- Blue Haven Home Care Packages – Increased by \$2,218 with a carrying amount of \$690,218.
- Waste Sustainability – Increased by \$64,957 with a requested carrying amount of \$479,957.
- Waste Business Unit – Increased by \$648,000 with a carrying amount of \$1,910,000.

Unrestricted Fund Movements – Decrease of \$522,108 with a carrying amount of \$1,749,231.

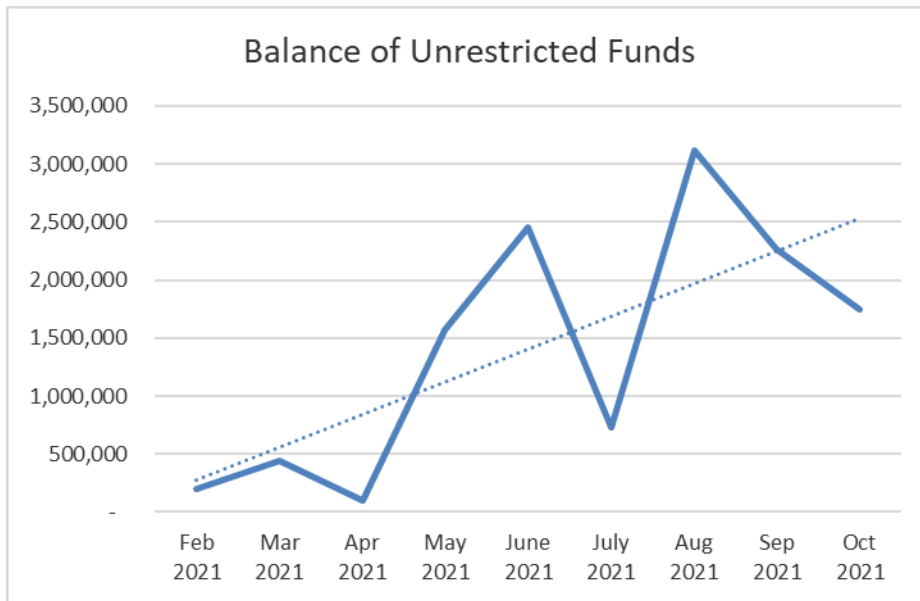
The following table details the current carrying amount and purpose of the proposed Carry Over Works internal restriction for September 2021.

Program / Project	Approved 21/22 Carryover	Amount Spent YTD	Carrying Balance of Reserve
Gerringong Library and Museum Upgrade	\$ 950,000	\$ 784,151	\$ 165,849
Keith Irvine Amenities	\$ 180,000	\$ 166,138	\$ 13,862
Bonaira Reserve car park upgrade	\$ 105,000	\$ 61,540	\$ 43,460
Bonaira Oval sealed parking area and drainage	\$ 5,000	\$ -	\$ 5,000
Kiama Downs SLSC - carpark upgrade	\$ 140,000	\$ 97,056	\$ 42,944
Kiama Harbour Cabins - Cabin 21 renewal	\$ 60,000		\$ 60,000
Surf beach HP Residence Renewal and refit	\$ 50,000	\$ 19,296	\$ 30,704
Kendalls HP Fire Hydrant (compliance)	\$ 50,000		\$ 50,000
Seven Mile HP - Reception upgrade	\$ 140,000	\$ 6,211	\$ 133,789
Leisure Centre - Air handling replacement & upgrade	\$ 80,000		\$ 80,000
Leisure Centre - Fire protection system compliance rectification works	\$ 80,000	\$ 107,102	-\$ 27,102
Leisure Centre Backwash Tank and Sewer Connection	\$ 20,000		\$ 20,000
King Street, Kiama Street Lighting Stage 2	\$ 4,000	\$ 5,480	-\$ 1,480
Total	\$ 1,864,000	\$ 1,246,974	\$ 617,026

The graph below shows the trend of a continual increase in Council's overall cash position.

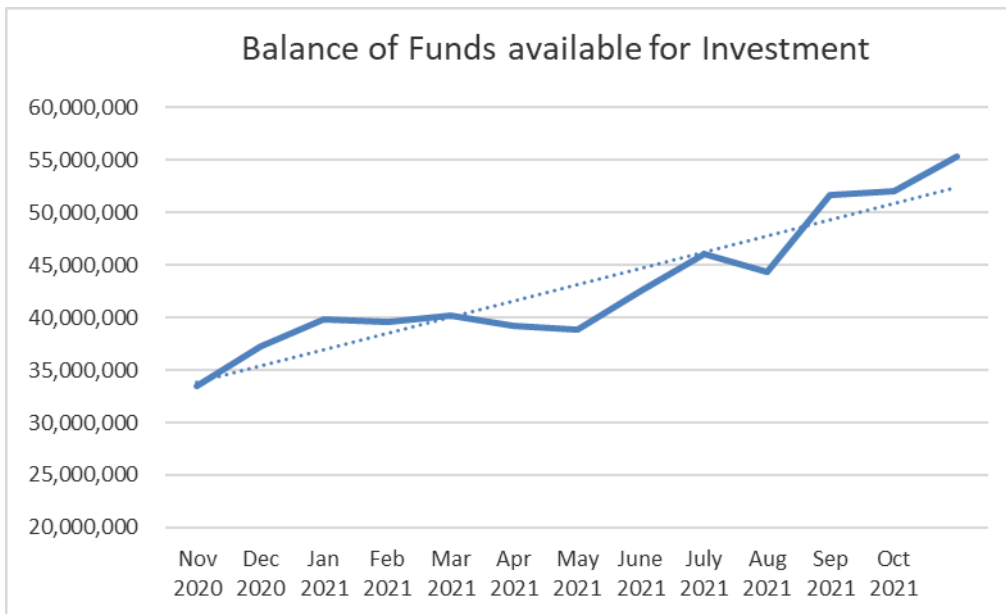
Report of the Chief Executive Officer

11.6 Statement of Investments October 2021 (cont)



Item 11.6

The below graph shows the trend of Council’s unrestricted funds over the past five months.



The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of Council’s portfolio. Independent advice is sought on new investment opportunities.

Report of the Chief Executive Officer

11.6 Statement of Investments October 2021 (cont)

Certification – Responsible Accounting Officer

I hereby certify that the investments listed in this report have been made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2005* and Council's Investment Policy.

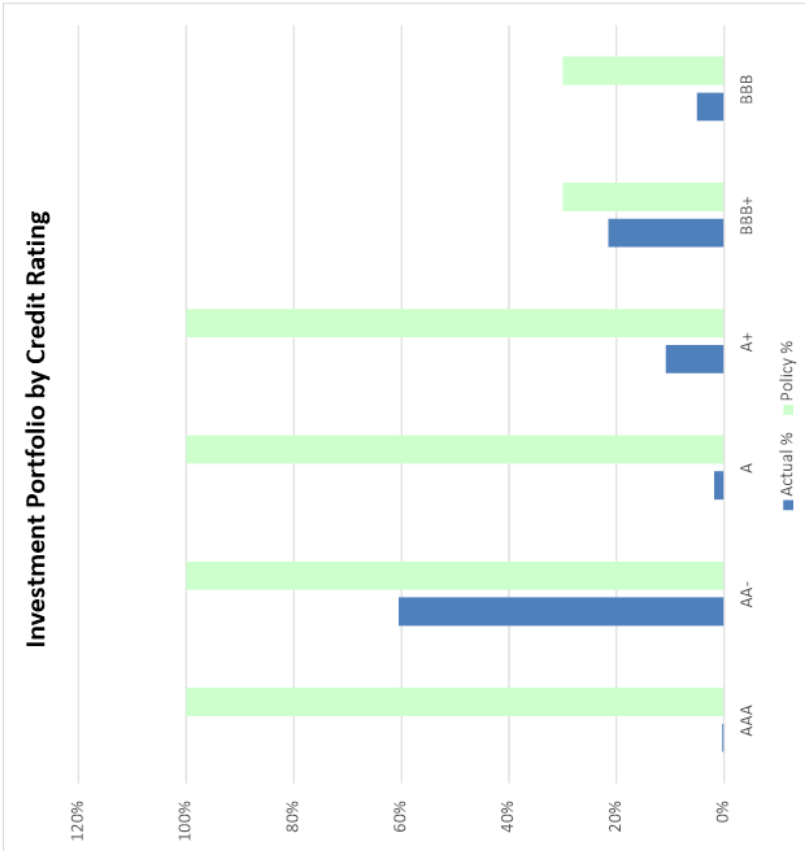
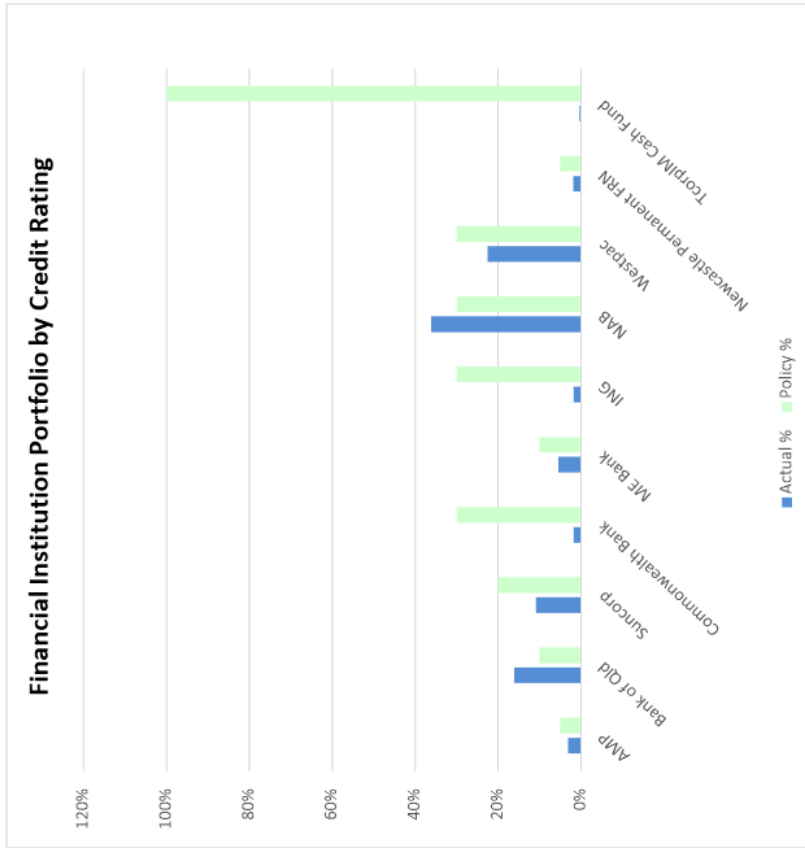
Liz Alley
Acting Chief Financial Officer

Item 11.6

(b) Council Investments as at 31 October, 2021

DIRECT INVESTMENTS: INSTITUTION	S & P RATING	MARKET VALUE \$	INVESTMENT TYPE	DATE LODGED	MATURITY DATE	TERM (DAYS)	RATE %
AMP	BBB	1,000,000	Term Deposit	08/03/21	08/03/22	365	0.75
AMP	BBB	750,000	Term Deposit	27/09/21	27/09/22	365	0.80
Bank of Qld	BBB+	1,900,000	Term Deposit	02/06/21	02/06/22	365	0.40
Bank of Qld	BBB+	1,000,000	Term Deposit	02/03/21	02/12/21	275	0.39
Suncorp	BBB+	2,000,000	Term Deposit	21/07/21	21/07/22	365	0.44
Commonwealth Bank	A+	1,000,000	Term Deposit	25/05/21	25/05/22	365	0.64
ME Bank	AA-	1,000,000	Term Deposit	21/10/21	21/10/22	365	0.44
ING	BBB+	3,000,000	Term Deposit	02/06/21	02/06/22	365	0.50
NAB	A	1,000,000	Term Deposit	09/06/21	09/06/23	730	0.50
NAB	AA-	1,000,000	Term Deposit	23/03/21	23/03/22	365	0.35
NAB	AA-	1,000,000	Term Deposit	16/03/21	16/03/22	365	0.37
NAB	AA-	1,000,000	Term Deposit	07/04/21	07/04/22	365	0.35
NAB	AA-	1,000,000	Term Deposit	14/04/21	14/04/22	365	0.37
NAB	AA-	1,000,000	Term Deposit	04/11/20	04/11/21	365	0.55
NAB	AA-	1,000,000	Term Deposit	11/08/21	11/08/23	730	0.60
NAB	AA-	1,000,000	Term Deposit	18/11/20	18/11/21	365	0.55
NAB	AA-	1,000,000	Term Deposit	04/10/21	04/10/22	365	0.35
NAB	AA-	1,000,000	Term Deposit	16/12/20	16/12/21	365	0.53
Westpac	AA-	1,503,877	Term Deposit	18/02/21	17/02/22	364	0.30
Newcastle Permanent FRN	BBB	1,011,900	Floating Rate Note	28/09/18	06/02/23	1592	0.69
Suncorp	A+	5,000,000	Term Deposit	23/08/21	23/08/22	365	0.30
Westpac	AA-	5,000,000	Term Deposit	23/08/21	02/08/23	709	0.44
Bank of Qld	BBB+	4,000,000	Term Deposit	09/09/21	09/09/22	365	0.42
NAB	AA-	4,000,000	Term Deposit	09/09/21	08/03/23	545	0.50
NAB	AA-	7,000,000	Term Deposit	09/06/21	09/06/23	730	0.55
Total Term Deposits & FRNs		49,165,777					0.49
ICorpiM Cash Fund	AAA	183,960	Cash Fund		AT CALL		0.00
Westpac	AA-	5,944,475	Bank Account	-	AT CALL		0.00
Total 'At Call' Funds		6,128,436					0.00
TOTAL CASH & INVESTMENTS		55,294,213					
					Average Rate- Oct 2021		0.42
					Average Rate- Oct 2020		0.49

TOTAL INVESTMENTS September 2021	52,052,817	Change in total investment over prev 1 month	5.86%
TOTAL INVESTMENTS Oct 2020	33,497,333	Change in total investment over prev 12 months	39.42%



Portfolio Limit	Policy Maximum	Current Holding %	Current Investment \$
Long Term Credit Ratings (S&P or Moodys or Fitch)			
A, A+, AA-, AA, AA+, AAA	100%	73%	\$40,632,313
A-	40%	0%	\$0
BBB to BBB+	30%	27%	\$14,661,900
BBB- and below	5%	0%	\$55,294,213

(c) Application of Invested Funds

Restricted Funds: Externally Restricted	Category	Sub-Category	Description	Value (\$)
	Developer Contributions	Major	Developer Contributions	4,767,744
	Operational	Timing Adjustments	Unexpended Grants	1,966,878
	Operational	Statutory/ External Restriction	Domestic Waste	4,231,930
	Operational	Statutory/ External Restriction	Loan Restrictions - Icorp	25,590,000
	Operational	Statutory/ External Restriction	Blue Haven Terralong ILU	1,385,000
	Operational	Statutory/ External Restriction	Blue Haven Bonaira ILU	114,000
	Operational	Statutory/ External Restriction	Blue Haven Aged Care Home	4,400,000
	Operational	Statutory/ External Restriction	Community Bus	315,000
Internally Restricted				
	Asset Management	Specific	Carry Over Works	617,026
	Strategic	Community	Council Elections	250,000
	Operational	Accumulated Liabilities	Employee Leave Liabilities	1,500,000
	Strategic	Community	Energy Efficiency	141,772
	Asset Management	Specific	Crown Holiday parks	2,364,000
	Asset Management	Specific	Land development	1,602,000
	Asset Management	Light Fleet and Plant Acquisition	Plant replacement	614,457
	Operational	Accumulated Liabilities	Blue Haven Home Care Packages	690,218
	Strategic	Community	Risk Improvement Incentive	105,000
	Strategic	Community	Unspent Loan Funding	500,000
	Strategic	Community	Waste and Sustainability	479,957
	Strategic	Community	Waste Business Unit	1,910,000
Unrestricted Funds:				\$1,749,231
TOTAL INVESTMENTS				55,294,213

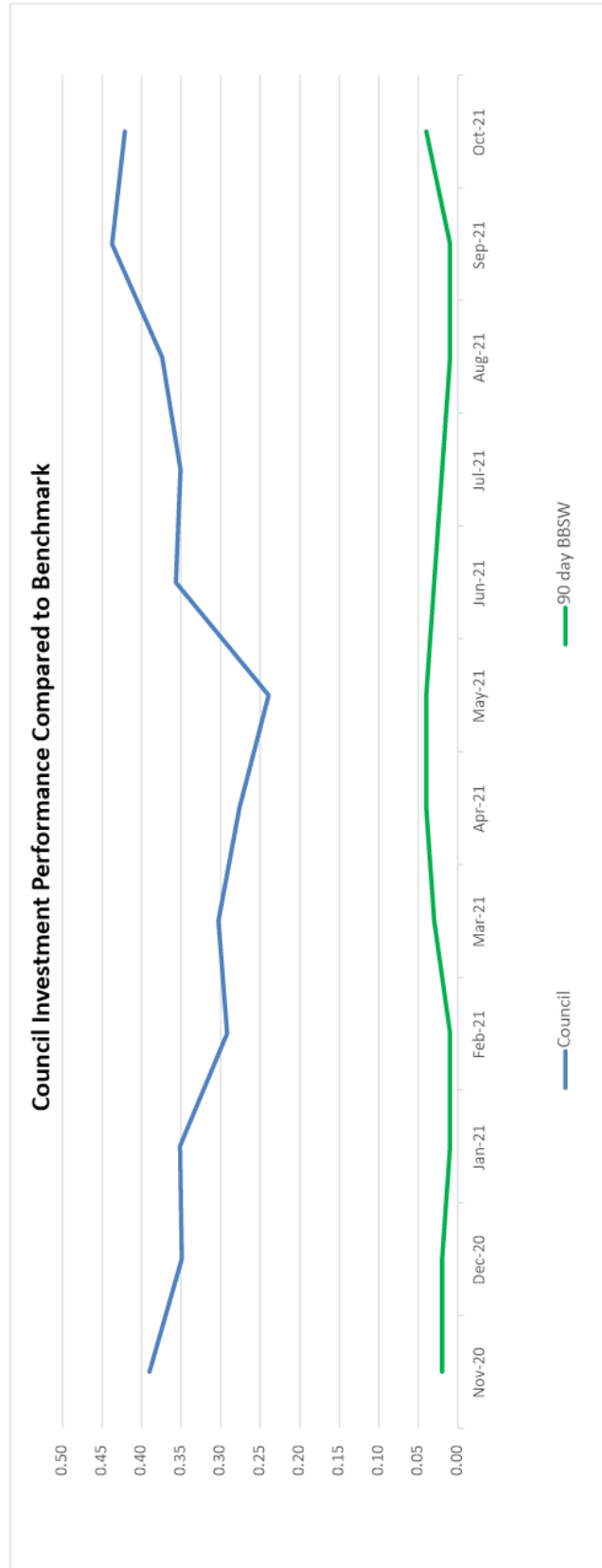
Note:
The above Application of Invested Funds will change subject to the preparation of the financial statements. The values can change due to monthly movements.

The Unrestricted Funds balance forms available cash to fund Council's ongoing budget operations. A negative balance indicates that there is insufficient cash to cover the Restrictions. This can be a timing difference of when funds are received and spent.

(d) Investment Portfolio Performance

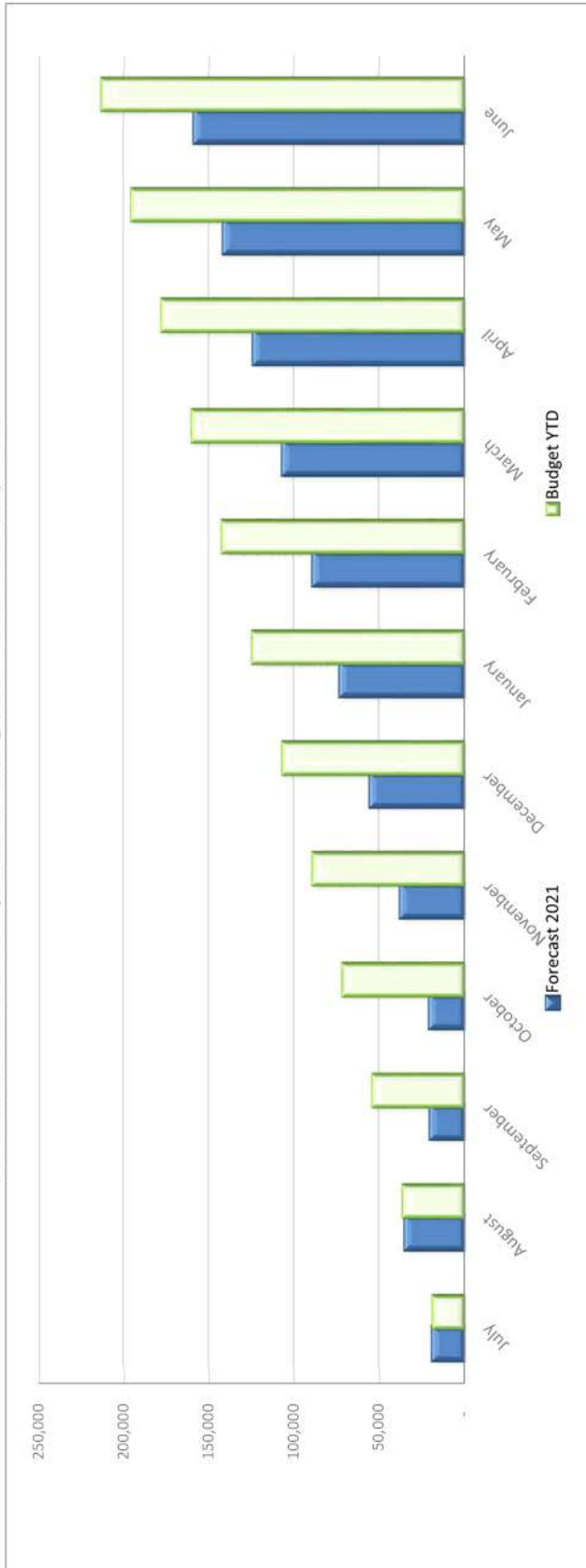
Investment Performance vs Benchmark		Benchmark: BBSW 90 day Bank Bill Index (source RBA)
Investment Portfolio Return (%pa)		
1 month average	0.42	0.04
3 month average	0.41	0.02
6 month average	0.36	0.03
12 month average	0.35	0.02

Council Investment Performance Compared to Benchmark



Council has been able to consistently perform above the Reserve Bank 90 day Bank Bill Index.

Accrued Interest Compared to Budget as at 31 October, 2021



12 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES

12.1 10.2020.269.1 - 256 Curramore Road, Curramore - Eco-Tourism Facility

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.3 The principles of sustainable development and compliance underpin town planning and local development

Delivery Program: 2.3.1 Conduct development and building assessment/approval functions in accordance with statutory requirements, policies and procedures

Item 12.1

Summary

This report reviews Development Application No 10.2020.269.1 which involves the construction of an eco-tourism facility comprising three (3) eco-tourism accommodation structures with associated infrastructure including onsite effluent disposal system.

The report recommends that Council approve Development Application No 10.2020.269.1 as the proposal is:

- Permissible in the RU2 Rural Landscape and complies with the zone objectives and is consistent with the relevant provisions of Kiama LEP 2011, including:
 - clause 5.13 Eco-tourist facilities to provide for sensitively designed and managed eco-tourist facilities that have minimal impact on the environment both on and off-site and
- generally consistent with Kiama DCP 2012, with the exception of the controls requiring the minimum lot area for the erection of the eco-tourism structures.

Requests to vary these DCP controls have been received.

Following public exhibition of the application, Council received ten (10) submissions. Accordingly, this matter is reported to Council for determination due to 'significant public interest and community input'.

The development application is also reported to Council for determination because it proposes to vary provisions of Kiama DCP 2020 more than a minor variation.

Financial implication

Fees, in accordance with the *Environmental Planning and Assessment Regulations 2000* and Council's adopted Fees and Charges have been paid.

Included in the draft conditions attached to this report is a condition requiring the payment of infrastructure contributions, in accordance with the Kiama Section S7.11 Plans

Policy

The statutory instruments relevant to the development include the following:

- *State Environmental Planning Policy No 55 - Remediation of Land*

Report of the Director Environmental Services

12.1 10.2020.269.1 - 256 Curramore Road, Curramore - Eco-Tourism Facility
(cont)

- *State Environmental Planning Policy (Primary Production and Rural Development) 2019*
- *Kiama Local Environmental Plan 2011*
- *Kiama Development Control Plan 2020*
- *Kiama Community Participation Plan 2019*

Communication/Community engagement

Consultation has occurred in accordance with Section 8 of the Kiama Community Participation Plan 2019; namely by:

- Directly notifying adjoining property owners and the Precinct Committee/Community Association of the exhibition period;
- Making all information publicly available on Council's DA Tracker; and
- Providing notification of the exhibition period on Council's website and social media platforms.

During the exhibition period, Council received the following submissions:

Submissions	Number	Key Issues
Submissions - For	0	N/A
Submissions - Against	10	Suitable road access, lack of landscaping, impact on the amenity of the locality, decrease in farmland, additional traffic, suitable bushfire evacuation measures, operational waste issues, and end users bringing pets and firearms to the site
Submissions - Neutral	0	N/A
Precinct/Community Group Submissions	0	N/A

Attachments

- 1 10.2020.269.1 - Plans [↓](#)
- 2 10.2020.269.1 - Section 415 Assessment Report [↓](#)
- 3 10.2020.269.1 - Draft Conditions of Development Consent [↓](#)

Enclosures

Nil

Report of the Director Environmental Services

12.1 10.2020.269.1 - 256 Curramore Road, Curramore - Eco-Tourism Facility (cont)

RECOMMENDATION

That Council:

1. Approve Development Application No 10.2020.269.1 for an eco-tourism facility at 256 Curramore Road subject to conditions outlined in attachment two (2) of this report.
2. Advise persons who made a submission to Development Application No. 10.2020.2169.1 of Council’s decision to approve the application.

Options

1. Adopt the recommendation thereby granting approval to the application, subject to conditions.
2. Refuse the application and list reasons for refusal.

Background

The Site

The property is described as Lot 941 DP 592698 which is located at 256 Curramore Road, Curramore.

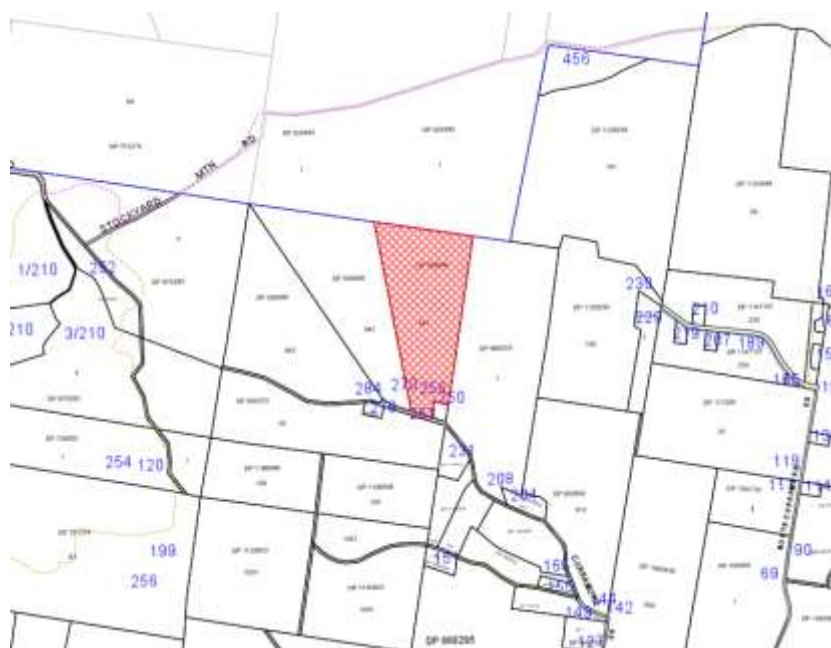


Figure 1 - Locality Plan – Subject Site Shown Hatched in Red

The Development

The proposal involves the construction of an eco-tourism facility comprising three (3) eco-tourism accommodation structures with associated infrastructure including onsite effluent disposal system.

Each eco-tourist facility will be a lightweight constructed structure including a deck which will also be utilised as the entertaining space.

The structures have a *Gross Floor Area* of 28.3m² each, and all approximately have 32m² of outdoor decking area

Item 12.1

Report of the Director Environmental Services

12.1 10.2020.269.1 - 256 Curramore Road, Curramore - Eco-Tourism Facility
(cont)

Issues

In accordance with the Environmental Planning and Assessment Act 1979, Officers have prepared a detailed Section 4.15 Assessment Report for this proposed development. This assessment is provided as an attachment to this report.

A summary of the key consideration of this assessment are detailed below.

- 1) Compliance with cl. 5.13 of Kiama LEP 2011
- 2) Variations to DCP Controls - cut and fill
 - Cut and Fill

The development proposal includes bulk earthworks which will result in excavations into, and filling of, the site that will be deeper than those anticipated by the control provided in 3.3.1.

However, strict adherence to the cutting and filling requirements imposed under controls 3.3.1 is considered unreasonable and unnecessary in the circumstances of this development. The non-compliance with the cut and fill requirements result from the natural topography of the landscape and any development of this particular site would struggle to comply with the requirements of this control.

Under these circumstances, a variation to this control is considered reasonable.

- Minimum Lot Area to Erect Eco-Tourism Facilities

It has been demonstrated, through the Statement of Environmental Effects and Council's assessment of the application, that the development proposal will result in an outcome that is visually appropriate for the locality and support of the variation will not result in any detrimental environmental or amenity impacts.

As this variation request has demonstrated that the objectives of the planning controls can be achieved, Council can consider this variation as required by sub-section 4.15(3A)(b) of the EP&A Act.

These issues are detailed in the Section 4.15 Assessment Report as attached to this report. A satisfactory request to vary Kiama LEP 2011 has been submitted by the applicant.

Sustainability Assessment

- Environment

A complete assessment of potential environmental impacts is provided in the Section 4.15 Assessment Report as attached to this report.

- Social

A complete assessment of potential social impacts is provided in the Section 4.15 Assessment Report as attached to this report.

- Civic Leadership

The proposed development is considered to be consistent with the 'Kiama Community Strategic Plan' particularly the 'Well planned and managed spaces, places and

Report of the Director Environmental Services

12.1 10.2020.269.1 - 256 Curramore Road, Curramore - Eco-Tourism Facility
(cont)

environment' objective, which requires amongst other things that development occur in a way that is environmentally, socially and economically responsible.

- Economic – Broader Economic Implications

The proposed development is not expected to result in any significant broader economic implications.

- Economic - Delivery Program/Operational Plan Implications

There are no implications for Council's Delivery Program/adopted Operational Plan.

- Risk Analysis:

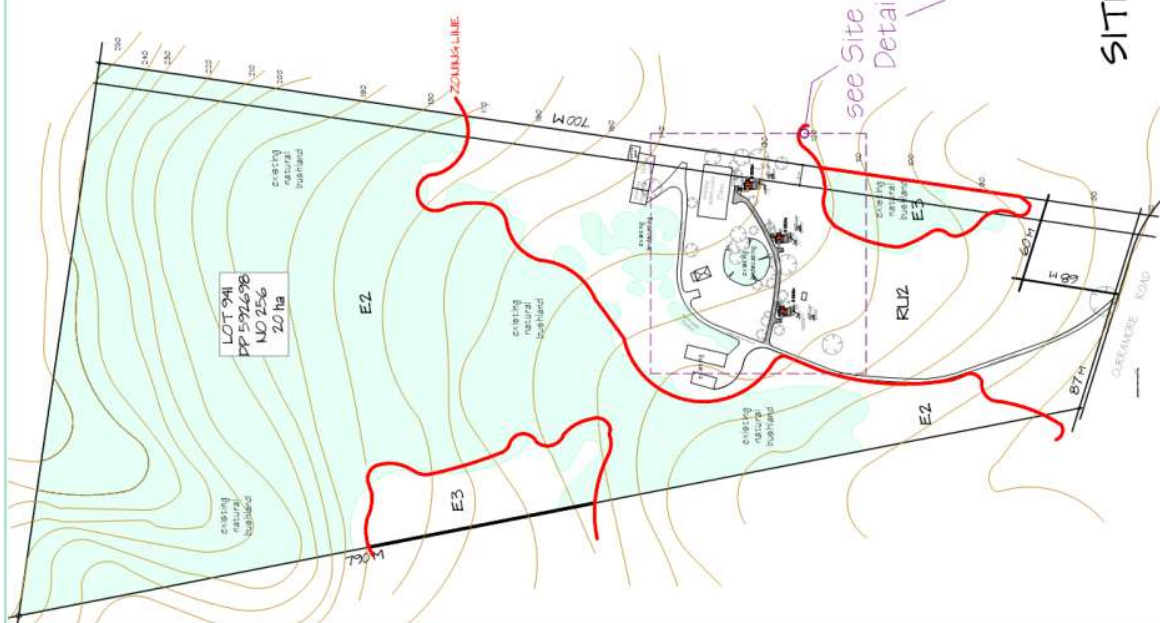
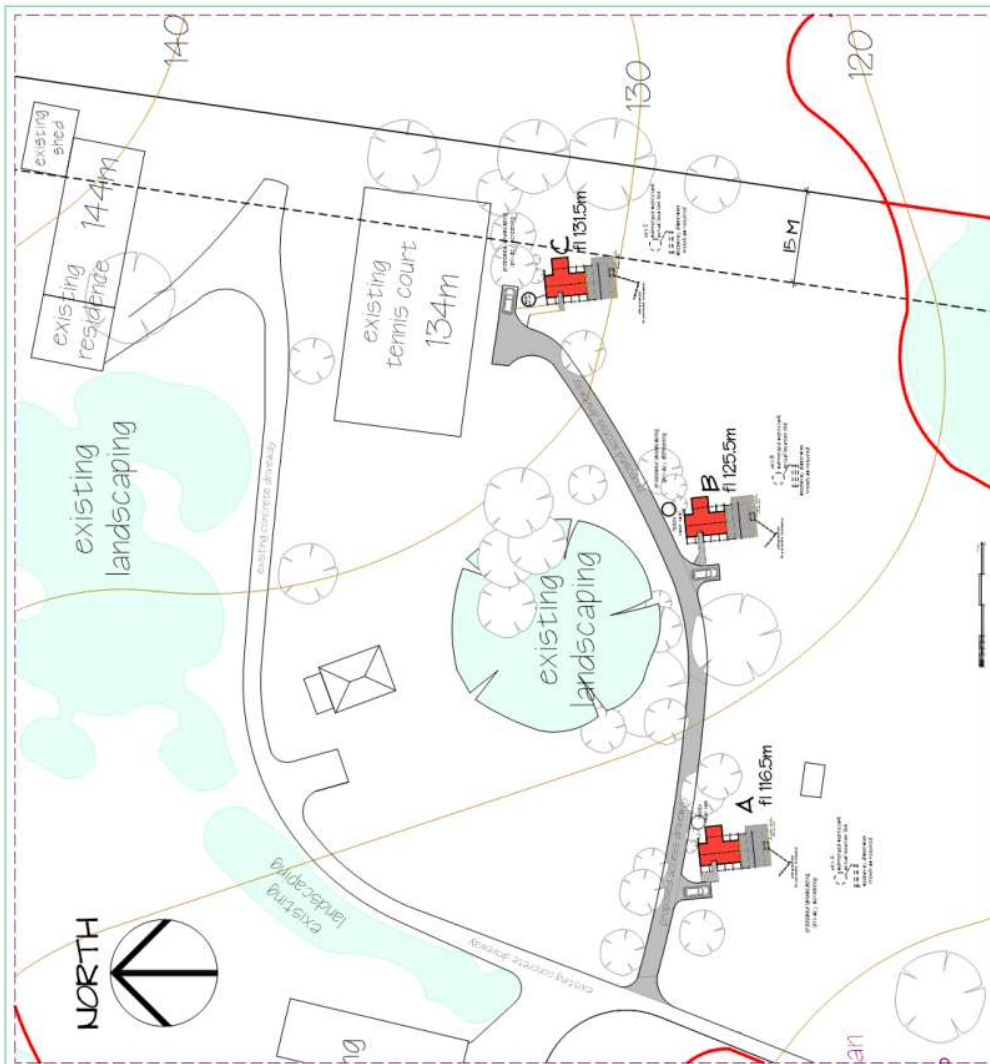
A risk analysis has been undertaken and it is considered that approval of the development application as recommended, does not pose a significant risk to Council.

Implementation Date/Priority

In the event that Council adopts the recommendation, a formal notice of determination will be issued for the development application. A formal notice of determination is valid for five years and the applicant can act on the development consent at any time within that period, subject to meeting any relevant conditions of the consent.

Conclusion

A comprehensive assessment of Development Application No 10.2020.269.1 has been undertaken in accordance with all statutory requirements and it is recommended that the application be approved subject to a number of standard conditions as attached to this report.

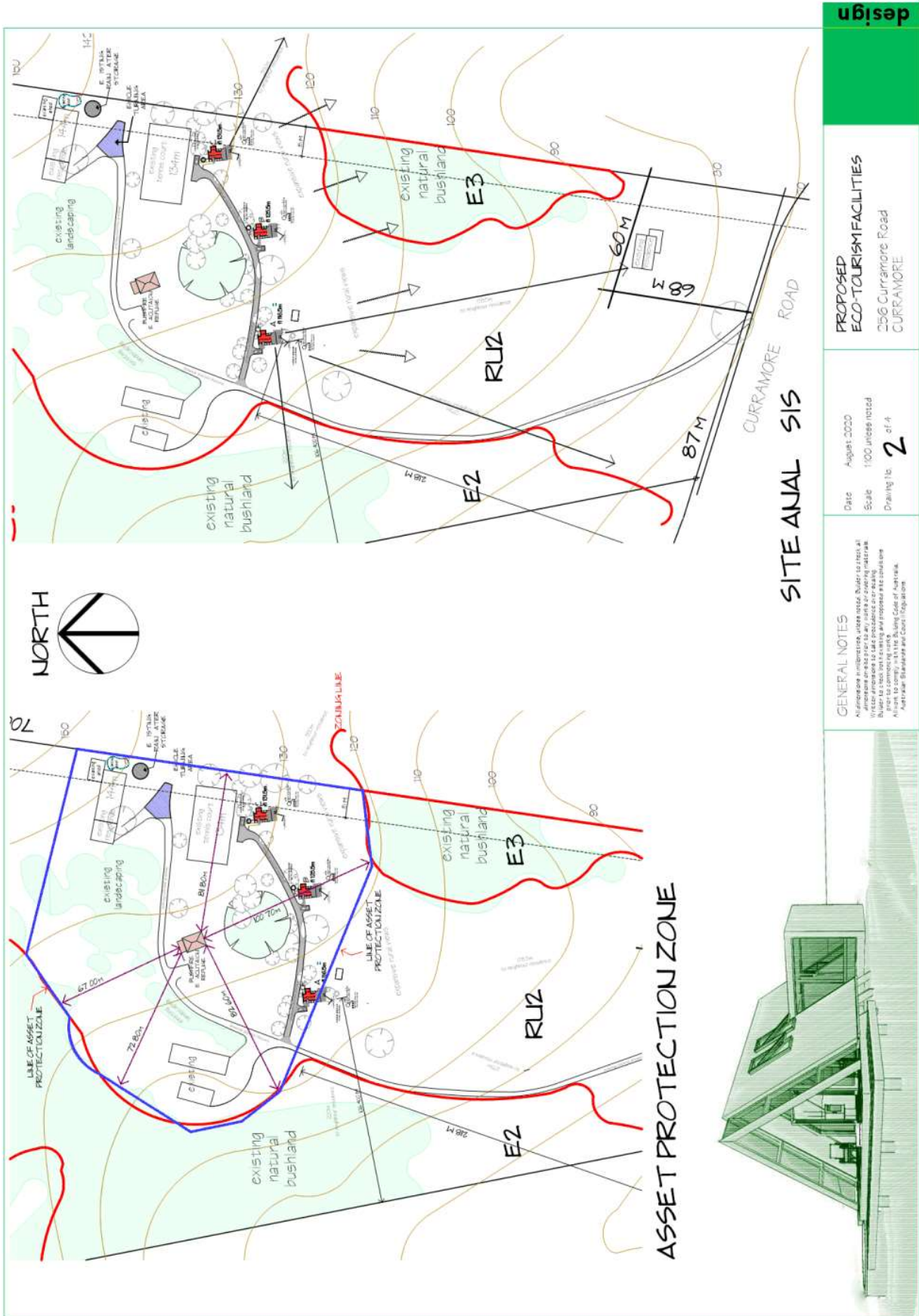


SITE PLAN

<p>GENERAL NOTES</p> <p>All structures to be constructed in accordance with the Building Code of Australia (BCA) and the relevant local government planning scheme. All structures to be constructed in accordance with the BCA and the relevant local government planning scheme. All structures to be constructed in accordance with the BCA and the relevant local government planning scheme.</p>	<p>Date: August 2020 Scale: 1:100 unless noted Drawing No: 1 of 4</p>	<p>PROPOSED ECO-TOURISM FACILITIES 256 Curramore Road CURRAMORE</p>	<p>design</p>
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115 Attunga Ave Klama Hts 0414 6253663

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SECTION 4.15 ASSESSMENT ECO-TOURISM

APPLICATION NUMBER:	10.2020.269.1
NSW ePLANNING PORTAL REFERENCE:	PAN-78519
APPLICANT:	Jamberoo Glamping
OWNER:	Mr C W & Mrs A I Brooke-Smith
PROPERTY DESCRIPTION:	Lot: 941 DP: 592698, 256 Curramore Road Curramore
SITE ZONING:	RU2 Rural Landscape/Part E2 Environmental Conservation/Part E3 Environmental Management
DEVELOPMENT DESCRIPTION:	Construction of An Eco Tourism Facility Comprising Three (3) Eco Tourism Accommodation Structures with Associated Infrastructure Including Onsite Effluent Disposal System
DATE:	13 October 2021

Development Site

The property is described as Lot: 941 DP: 592698 which is located at 256 Curramore Road Curramore 2533.

The overall site measures 20ha and is irregular in shape.

The site currently contains a combination of Class 1 and 10 structures and is bounded by rurally zoned land containing principally dwellings and pastures.

The site is zoned RU2 Rural Landscape/Part E2 Environmental Conservation/Part E3 Environmental Management under Kiama LEP 2011.

The site is largely vegetated and with undulating topography.

The site drains through a natural watercourse to the adjoining land.

Access to the property is gained through a Public Road.

The site is subject to the following constraints

- Bushfire affectation
- Areas mapped in Kiama LEP 2011 as terrestrial biodiversity/ riparian land and water courses

10.2020.269.1

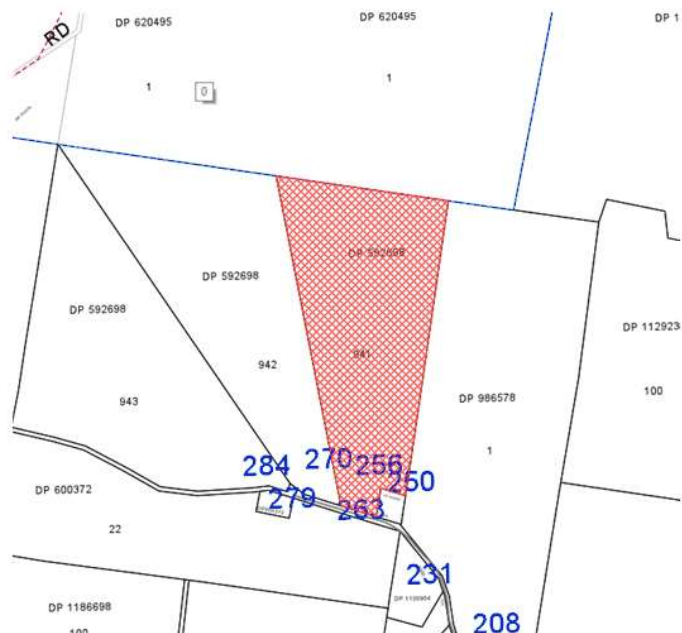


Figure 1 – Locality Plan



Figure 2 – Entrance into Property

Item 12.1

Attachment 2

10.2020.269.1



Figure 3 – View of Approximate Proposed Development Location

Description of the Proposed Development

The proposal involves the construction of an eco-tourism facility comprising 3 eco-tourism accommodation structures with associated infrastructure including onsite effluent disposal system.

Each eco-tourist facility will be a lightweight constructed structure including a deck which will also be utilised as the entertaining space.

The structures have a *Gross Floor Area* of 28.3m² each, and all approximately have 32m² of outdoor decking area

The eco tourist facilities are clustered together immediately south of the existing dwelling on the site with sufficient distance to maintain privacy to the existing dwelling and visitors of each accommodation facility. The structures are a minimum 15m setback from the eastern boundary. The parking location for each of the accommodation units will be on the northern and western sides of each unit. The unit opening will be south in direction, to capitalise on the views to the southern valley whilst ensuring the privacy of 250 Curramore Road is maintained.

The structures will be finished in a combination of materials and colours. These can be seen in the Figure below:

10.2020.269.1



Figure 4 – Material and Colour Schedule

The proposal is shown in Figures 5, 6, 7, and 8 below:

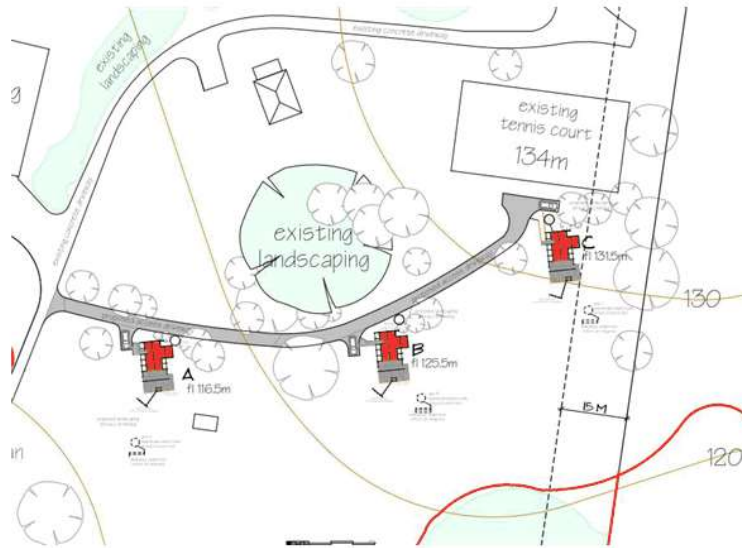


Figure 5 – Site Plan

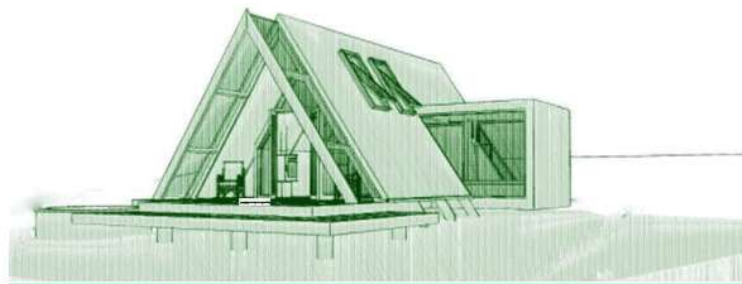


Figure 6 – Artists Impression of Eco-Tourism Facilities

10.2020.269.1

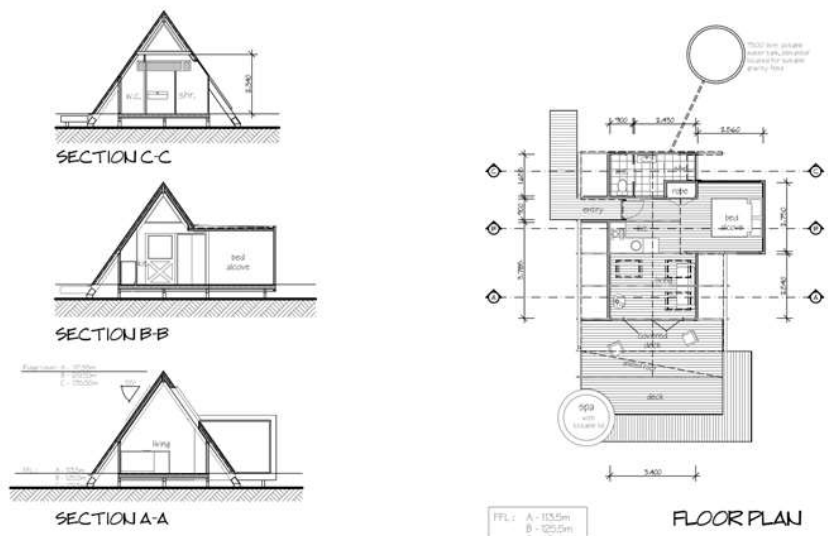


Figure 7 – Sections and Floor Plan



Figure 8 – Landscape Plan

Item 12.1

Attachment 2

10.2020.269.1

Section 4.15 Assessment

The proposed development has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979 (as amended) and the following matters are considered relevant.

Relevant Environmental Planning Instruments

- State Environmental Planning Policy No 55 - Remediation of Land

Clause 7 of the SEPP No 55 requires Council to consider whether the land is contaminated and if it is contaminated if remediation works are required. Council is unaware of any historic land use which would deem the site unsuitable for the proposed development, therefore the land is considered to be suitable for the proposed use.

- State Environmental Planning Policy (Primary Production and Rural Development) 2019

The SEPP (Primary Production and Rural Development) 2019 was gazetted on 28 February 2019 and simplifies the NSW planning system by consolidating, updating and repealing provisions in five former agriculture-themed SEPPs.

It supports the NSW's agricultural sector, which is a major contributor to the success of the NSW economy, providing exports and jobs.

The aims of the policy are as follows:

- a) to facilitate the orderly economic use and development of lands for primary production,*
- b) to reduce land use conflict and sterilisation of rural land by balancing primary production, residential development and the protection of native vegetation, biodiversity and water resources,*
- c) to identify State significant agricultural land for the purpose of ensuring the ongoing viability of agriculture on that land, having regard to social, economic and environmental considerations,*
- d) to simplify the regulatory process for smaller-scale low risk artificial waterbodies, and routine maintenance of artificial water supply or drainage, in irrigation areas and districts, and for routine and emergency work in irrigation areas and districts,*
- e) to encourage sustainable agriculture, including sustainable aquaculture,*
- f) to require consideration of the effects of all proposed development in the State on oyster aquaculture,*
- g) to identify aquaculture that is to be treated as designated development using a well-defined and concise development assessment regime based on environment risks associated with site and operational factors.*

10.2020.269.1

Comment

The proposed development will have no unreasonable or significant impact on the existing uses of the land in the vicinity of the development, nor is the development incompatible with the existing uses of the land in the vicinity of the development.

- The Site is not considered State significant agricultural land;
- The Proposal does not seek consent for Farm Dams and other small scale and low risk artificial water bodies;
- The Proposal does not seek consent for a Livestock Industry; and
- The Proposal does not seek consent for Sustainable aquaculture.

The proposal reasonably balances primary production with nearby residential development and ensures the protection of native vegetation and biodiversity since no clearing is proposed, and sufficiently protects water resources by the siting of the development away from mapped watercourses.

- Kiama LEP 2011

Clause 2.3 - Zone objectives and Land Use Table

The subject land is zoned RU2 Rural Landscape/part E2 Environmental Conservation/part E3 Environmental Management under Kiama LEP 2011.

The proposal is defined as *Eco-Tourism Facilities* under the provisions of the LEP 2011, which are permitted with consent in the RU2 Rural Landscape/part E3 Environmental Management zone.

The proposed development is entirely within the RU2 – Rural Landscape zone.

The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone.

The proposed *Eco-Tourism Facilities* are wholly located in the RU2 Rural Landscape zone and in this regard the respective objectives of this zone are as follows:

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To maintain the rural landscape character of the land.*
- *To provide for a range of compatible land uses, including extensive agriculture.*
- *To protect agricultural land for long term agricultural production.*
- *To provide opportunities for employment-generating development that adds value to local agricultural production through food and beverage processing and integrates with tourism*

It is considered that the proposed development is consistent with the objectives of the RU2 Rural landscape zone.

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The proposal largely maintains the natural resource base of the land as the majority of the land can be used for the grazing of livestock and other primary industries.

The design of the facilities has placed consideration on how the development would interrelate with scenic rural landscape.

This is exhibited in the form of the structures being single storey and modest in scale, that is supplemented by a recessive earthy tone colour schedule, and extensive landscaping which will blend the development into scenic rural landscape.

Further, the proposed eco-tourism facility and associated structures provides for a range of compatible land uses to coexist, as the nature of the facilities are relatively unobtrusive within the existing rural setting.

Under these circumstances, it is considered that the proposed development is largely consistent with the objectives of the RU2 Zone.

Specific clauses requiring consideration:

Clause 4.3 - Height of Buildings

Clause 4.3 requires that the height of the building does not exceed the maximum height shown on the Height of Buildings Map.

The height of buildings map does not identify a maximum building height and as such complies with this provision.

Clause 4.4 - Floor Space Ratio

Clause 4.4 requires that the floor space ratio does not exceed the maximum floor space ratio shown for land on the Floor Space Ratio (FSR) map.

The Floor Space Ratio map does not identify a maximum floor space ratio and as such complies with this provision.

Clause 5.13 - Ecotourism

Clause 5.13 lists requirements for:

- maintaining the environmental and cultural values of land on which development for the purposes of eco-tourist facilities is carried out; and
- providing for sensitively designed and managed eco-tourist facilities that have minimal impact on the environment both on and off-site.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that:

- (a) *there is a demonstrated connection between the development and the ecological, environmental and cultural values of the site or area.*

Applicant's Justification

Cedar View Estate provides direct connection for their visitors in an ecological, environmental and cultural through the environmentally sustainable design of the facility and education provided to visitors.

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Cedar View Estate will partner with local businesses that can provide services and products that have environmental and cultural value to guests visiting the region.

The photos on the following page are locations within the subject site and highlight the ecological, environmental and cultural significance of this property. With appropriate management of visitor tours and education, this beauty can be shared with all those that visit.



Assessing Officer's Comment

Connection between the development and the ecological, environmental and cultural values of the site and area is established by end users of the eco-tourism facility enjoying the opportunity for an educational experience in theory and practice. This is established through the facilities being provided with information about the local environment and how to live more sustainably within their own homes.

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In addition to this there are informal bush walks to areas of environmental and cultural significance on the site and this is further representative of a connection between the development and the values prescribed under cl 5.13 (3)(a). These areas of environmental, cultural, and ecological significance can be exhibited in the figure above.

It is considered that through the use of informal bushwalks to waterfalls, partnering with local businesses to provide fruit baskets on arrival, and providing educational pamphlets to end users that a connection to the environmental, ecological, and cultural values of the site is achieved.

This requirement has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that:

- (b) *The development will be located, constructed, managed and maintained so as to minimise any impact on, and to conserve, the natural environment.*

Applicant's Justification

The very nature of this project, and the success of the ongoing business, relies on the conservation and maintenance of the natural environment and existing vegetation. The business whilst in operation will adhere to this principle.

Assessing Officer's Comment

The supporting Visual Impact Assessment, Onsite Effluent Report, and Property Landscape Plan, detail that the development will have no adverse impacts on the natural environment, primarily due to the sensitive siting and modest design and scale of both the Eco-Tourist Facility which requires zero clearing.

This requirement has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that:

- (c) *the development will enhance an appreciation of the environmental and cultural values of the site or area.*

Applicant's Justification

Cedar View Estate will provide environmental education and resources to all guests. The material can be obtained through a shared electronic link to guests that can be viewed on electronic devices such as mobile phones and tablets. This will minimise the requirement of unnecessary printing and potential litter. The material found within the electronic link will be:

- 1. key walks and picnic areas within the site that showcase the expansive environmental vistas from different areas*
- 2. environmental and cultural education and history of the site*
- 3. sustainable/renewable building design toolkit and links to local businesses for purchase and advice*

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4. *Education material on the biodiversity found on the site – linked to signage within the site*
5. *Connection to the wider Kiama local area environmental attractions such as the Minnamurra rainforest walk.*
6. *Heritage stories that link to cedar trees used in the last century*
7. *Information on how the cedar trees are protected and what visitors can do to help*

The continuing flow on environmental benefits of the development include;

- *Sourcing regional produce as welcome gifts, an opportunity to promote local businesses.*
- *Outlining a number of local bushwalks and environmental tours*
- *Engaging with local farmers to offer farm stay walk throughs*

Through this diverse range of activities, enjoyment of the scenic landscape and educational information provided, guests will gain a valuable experience and leave the property with a greater appreciation to the local environmental and cultural significance Kiama LGA showcases.

Assessing Officer's Comment

It is noted that the requirements of cl. 5.13 (3)(c) are not dissimilar with the requirements of cl. 5.13 (3)(a) where a connection with the environment and cultural values of the site or area is required.

However, where the provisions of cl. 5.13 (3)(a) require a demonstrated connection, the provisions of cl. 5.13(3)(c) require that the environmental and cultural values of the site and area are enhance a deeper appreciation of them by the development.

In this regard, it is considered that the development would likely enhance an appreciation of the identified environmental and cultural values of site. This is demonstrated in the experience that end users would be subjected too. For example, bushwalks to waterfalls, and the signposting of fossils illuminate the history of the site to end users of the development and in turn enhancing and appreciation of these values.

The off-grid accommodation invites end users to enjoy an experience that is not in line with the conventional holiday accommodation. The development will enhance an appreciation of the environmental and cultural values of the site or area by creating accommodation where the guest is immersed in the flora and cultural history of the property.

This requirement has been satisfactory addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that—

- (d) *the development will promote positive environmental outcomes and any impact on watercourses, soil quality, heritage and native flora and fauna will be minimal, and*

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Applicant's Justification

All educational material and activities available to guests promote conservation and sustainability. This approach to all supplementary material provided to guests will ensure that positive environmental outcomes are achieved during and after each guest/s stay.

The development will monitor and report on the existing surrounding vegetation on a six-monthly basis to ensure any occurrence of disturbance is stopped and measures are taken to further prevent any future damage.

The standards of ISO 14000 relating to management control will be incorporated within the detailed design of the project prior to the issue of the construction certificate. We will be also relying on guidance from other state government publications and current best practice to achieve effective quality control.

In addition to the measures stated above Council may employ a condition do consent prior to the issue of construction certificate that a Vegetation Management Plan (VMP) be prepared. It is noted that a VMP has not been prepared for the submission of this development application due to no clearing proposed to accommodate the development. The VMP prior to the issue of the construction certificate can explore opportunities to enhance the existing natural environment.

Assessing Officer's Comment

No clearing of vegetation is required to facilitate the development and to have practical and functional Asset Protection Zones (APZ's).

The application is furnished with an Environmental Management Strategy, which lists a range of functions that ensures that the development will promote positive environmental outcomes.

The notion of requiring a vegetation management plan is considered not required as the development does not require the clearing of any vegetation.

This requirement has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that:

- (e) *the site will be maintained (or regenerated where necessary) to ensure the continued protection of natural resources and enhancement of the natural environment, and*

Assessing Officer's Comment

The application is furnished with a comprehensive Environmental Management Strategy, which when implemented, will ensure the continued protection of natural resources and enhancement of the natural environment at the subject site if development consent is granted.

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Moreover, as the development does not require the clearing of any vegetation to have functional APZ's the sites natural resources will not be detrimentally impacted by the development.

The very essence of the proposed development is to attract end users to the property to utilise facilities that are grounded in being environmentally friendly, to enrich an appreciation of the natural environment.

In response to an additional information required, this has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that:

- (f) *waste generation during construction and operation will be avoided and that any waste will be appropriately removed.*

Assessing Officer's Comment

The application is furnished with a waste minimisation management plan and conditions of development consent will be imposed requiring the developer to responsibly manage and remove waste associated with the development.

This requirement has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that—

- (g) *the development will be located to avoid visibility above ridgelines and against escarpments and from watercourses and that any visual intrusion will be minimised through the choice of design, colours, materials and landscaping with local native flora.*

Assessing Officer's Comment

The siting of the eco-tourism facilities is not situated above ridgelines and consideration has been placed on how the proposal would interface with dwellings on neighbouring allotments and the rural landscape.

The applicant has provided a colour and material schedule for the proposed development that utilises a neutral colour scheme to blend the development into the rural landscape. This colour scheme can be seen in Figure 7 above.

In addition to this, the application is furnished a visual impact assessment, which has been prepared by dsb Landscape Architects.

It is considered that the visual Impact of the proposed development is limited. Forest vegetation and ridgeline landform screen the proposed development sight.

The proposed development locations are however visible from the following properties:

- 284 Curramore Road across the Turpentine Creek Valley
- 263 Curramore Road adjacent to Curramore Road

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- 250 Curramore Road across the common boundary and adjacent to the steep grassland slope
- 208 Curramore Road across the common boundary

The visual impact assessment by dsb Landscape Architects recommends incorporating mitigation measures to minimise the visual impact from these locations. Conditions of development consent will be imposed requiring mitigation measures be implemented in accordance with the visual impact assessment.

New tree planting along the entrance driveway will establish an intermittent screen which replicates the landscape character of the Curramore valley and mitigates views of the development from Curramore Road and surrounding properties that have view lines to the development site.

Consideration has been given to the scenic quality impact of the structures from both the public and private spheres, (with landscaping implemented to mitigate the most visually prominent elements from Curramore Road), and for dwellings ranging at a distance approximately 200m to 360m away.

On balance with respect to the visual impact from rural residential dwellings, the proposed intervening screening along the access driveway, the use of recessive colours and in combination with the landscaping it is considered that the visual impact of this development is acceptable at this location.

This requirement has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that—

- (h) *any infrastructure services to the site will be provided without significant modification to the environment.*
- (i) *any power and water to the site will, where possible, be provided through the use of passive heating and cooling, renewable energy sources and water efficient design.*

Assessing Officer's Comment

In relation to the cl. 5.13 (3) (h), no significant modifications to the environment is required for the provision of infrastructure services.

In relation to cl. 5.13 (3) (i), the facilities are proposed to be serviced with renewable energy sources including water, power, heating and cooling will be provided through a range of renewable energy sources including solar, rainwater tanks and wood fire.

This requirement has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that—

- (j) *the development will not adversely affect the agricultural productivity of adjoining land.*

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Assessing Officer's Comment

The proposed development and activities will have no unreasonable impact on agricultural activity on adjoining land.

This requirement has been satisfactorily addressed.

The consent authority must not grant consent under this Plan to carry out development for the purposes of an eco-tourist facility unless the consent authority is satisfied that:

- (k) *the following matters are addressed or provided for in a management strategy for minimising any impact on the natural environment:*
- (i) Measures to reduce impacts and or threats of serious or irreversible environmental damage identified by the applicant include the following:
 - (ii) *the maintenance (or regeneration where necessary) of habitats,*
 - (iii) *efficient and minimal energy and water use and waste output,*
 - (iv) *mechanisms for monitoring and reviewing the effect of the development on the natural environment,*
 - (v) *maintaining improvements on an on-going basis in accordance with relevant ISO 14000 standards relating to management and quality control*

Assessing Officer's Comment

The applicant proposes the following measures to in accordance with the requirements of cl. 5.13 (3) (i)-(v):

- (1) *The potential and threat of environmental damage is negated through a series of on-site applications we wish to follow. Access to all accommodation facilities will be utilising existing driveways for vehicles and existing pathways for pedestrian visitors with the addition of a driveway access handle to each facility. There will be no clearing of any vegetation for the proposed ecotourist facility. The location of each structure has been selected within existing cleared grassland. Each structure will be self-serviced and off grid, which ensures that no lead-in services are required. All information provided to visitors will outline the requirement to remain within existing pathways to ensure no environmental damage will occur on site.*
- (2) *Habitat maintenance will be achieved by not removing any vegetation on site for the purposes of the development. Additional habitat boxes will be installed within adjacent vegetation to provide the local fauna with a place of refuge rather than calling the tent and the associated structures home.*
- (3) *Each tent will be off grid and fully self-serviced through a range of environmentally friendly power sources for energy. Water use output is minimised throughout the design and wastewater is processed on site. The strategies to be efficient and put minimal impact on the environment include:*
 - *Cross ventilation for cooling*
 - *Gas bottled cooking*

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- Enclosed wood fire for heating
 - Solar power and deep cycle batteries for all other power requirements
 - All tap water and water supply will be the highest star rating efficiency along with the toilet facility
 - Modern on-site effluent disposal system to be used
- (4) The development will monitor and report on the existing surrounding vegetation on a six monthly basis to ensure any occurrence of disturbance is stopped and measures are taken to further prevent any future damage.
- (5) The standards of ISO 14000 relating to management control will be incorporated within the detailed design of the project prior to the issue of the construction certificate. We will be also relying on guidance from other state

It is considered that the proposed measures in the applicant's environmental management strategy to reduce impacts and or threats of serious or irreversible environmental damage are suitable for the development.

Clause 6.2 - Earthworks

Clause 6.2 lists considerations for proposals which involve earthworks. The proposal complies with the objectives of the clause and as the proposed earthworks are ancillary to the proposed dwelling separate development consent is not required.

Clause 6.4 – Terrestrial Biodiversity

Clause 6.4 lists considerations for proposals which involve works within land identified as "Biodiversity Land". Parts of the site have been identified as "Biodiversity Land" (see Figure 9 below).

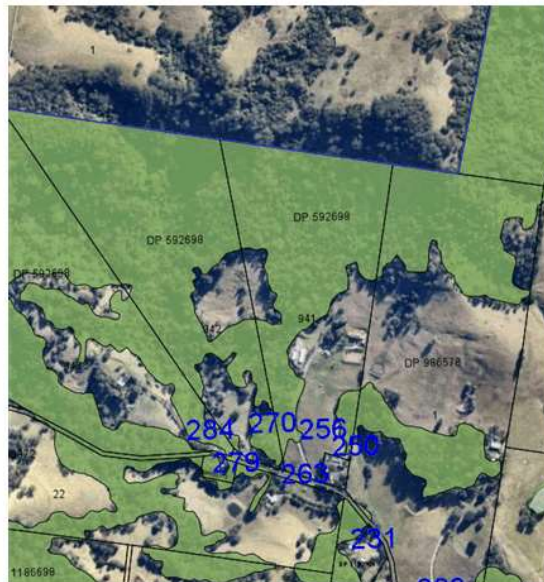


Figure 9 - Terrestrial Biodiversity Map under KLEP 2011

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The proposed development is unlikely to have any adverse impact on the condition, ecological value and significance of the fauna and flora on the land as the dwelling and eco-tourism facility itself will not be constructed within land identified as "Biodiversity Land".

It is considered that the proposed development will have a positive impact on the land identified as Biodiversity Land as the applicant has advised the following in their Environmental Management Strategy:

Habitat maintenance will be achieved by not removing any vegetation on site for the purposes of the development. Additional habitat boxes will be installed within adjacent vegetation to provide the local fauna with a place of refuge; and

The development will monitor and report on the existing surrounding vegetation on a six monthly basis to ensure any occurrence of disturbance is stopped and measures are taken to further prevent any future damage

In this regard, with the incorporation of appropriate conditions of development consent the development will not only mitigate impacts but improve the environment which clearly demonstrates a connection between the development and the values of the area.

Clause 6.5 – Riparian land and watercourse

Clause 6.5 lists considerations for proposals which involve works within proximity to watercourse. Category 3 watercourses are present on the site.

The proposed development does include works within 15m of the Category 3 watercourse on site.

Before determining a development application to carry out development on land to which this clause applies, the consent authority must consider whether the development is likely to have an impact on the following:

- (i) *the water quality and flows within the watercourse,*
- (ii) *aquatic and riparian species, habitats and ecosystems of the watercourse,*
- (iii) *the stability of the bed and banks of the watercourse,*
- (iv) *the free passage of fish and other aquatic organisms within or along the watercourse,*
- (v) *any future rehabilitation of the watercourse and its riparian areas, an*

It is considered that the water quality and flows of the watercourse, will not be detrimentally impacted because of the proposed development.

Further, it is unlikely that the aquatic and riparian species, habitats and ecosystems of the watercourse will be unreasonably disturbed.

Given the already highly modified nature and present land use of the site, and the implementation of appropriate conditions of development consent, indirect impacts from the proposal are likely to be relatively minor.

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It is therefore unlikely that the development will have any adverse impact on water quality or aquatic riparian habitats.

The proposed development is consistent with the relevant provisions of Kiama LEP 2011 and is permissible within in the RU2 Rural Landscape.

Any Draft Environmental Planning Instruments

- Draft SEPP – Land Remediation

The draft Land Remediation State Environmental Planning Policy (SEPP), with accompanying maps, was on public exhibition from 25 January to 13 April 2018.

The gazettal of the draft SEPP bringing it into law, is not considered to be imminent or certain because the public consultation periods closed on 13 April 2018.

It is proposed the new land remediation SEPP will:

- Provide a state-wide planning framework for the remediation of land;
- Maintain the objectives and reinforce those aspects of the existing framework that have worked well;
- Require planning authorities to consider the potential for land to be contaminated when determining development applications and rezoning land;
- Clearly list the remediation works that require development consent;
- Introduce certification and operational requirements for remediation works that can be undertaken without development consent.

Additionally, an underpinning objective of the Draft SEPP is to transfer the requirements to consider contamination when rezoning land to a direction under Section 9.1 of the Environmental Planning and Assessment Act 1979.

As the proposal is in relation to the construction of eco-tourism facility, and it is not mapped as being contaminated, it's considered that the proposed development is consistent with this draft planning instrument.

Kiama Development Control Plan 2020

The proposed development is not inconsistent with the objectives Kiama DCP 2020. The minor non-compliances are addressed below:

Chapter 3 – Topic 3.3 – Earthworks and Retaining Walls

- Control 3.3.1 - *Cutting and filling on site is limited to 900mm.*

Assessing Officer's Comment

The development proposal includes bulk earthworks which will result in excavations into, and filling of, the site that will be deeper than those anticipated by 3.3.1.

However, strict adherence to the cutting and filling requirements imposed under controls 3.3.1 is considered unreasonable and unnecessary in the circumstances of this particular development.

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The non-compliance with the cut and fill requirements stem from the natural topography of the landscape and any development of this particular site would struggle to comply with the requirements of control 3.3.1.

Under these circumstances, a variation to this control would be able to be considered reasonable.

Chapter 10 - Visitor and Tourist Accommodation – Topic 10.4 – Eco-Tourism Facilities

- Control 10.4.1a

A minimum lot area of ten (10) hectares is required for Eco-Tourist Facilities.

The minimum lot area must be calculated from land where Eco-Tourist Facilities are permissible. All other areas of the lot/s must be excluded from the density calculation.

- Control 10.4.1b

The maximum number of guest bedrooms permitted shall be ten (10) hectares for the first two (2) bedrooms and an additional five (5) hectares for each bedroom thereafter.

Assessing Officer's Comment

The subject site has a combination of zonings and are as follows:

- E2 – Environmental Conservation
- E3 – Environmental Management
- RU2 – Rural Landscape

Eco-Tourism facilities are permitted within the RU2 – Rural Landscape and E3 – Environmental Management zone. In this regard, for the purposes of calculating the permissible lot area at the subject site the E3 and RU2 land can be included together.

Under these circumstances the permissible lot area at the subject site for the purposes of eco-tourism facilities is approximately 7 hectares.

This is representative of a departure from the development control 10.4.1a of 30%.

This is further representative of a departure from development control 10.4.1b of 53.3%.

Notwithstanding this, the overall site area of the property is 20 hectares.

The applicant has provided a variation for the identified non-compliances. The applicant's justification for the unique circumstances as to why the variation is requested is as follows:

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We are seeking the variation to ensure that the development is viable from a financial perspective, to ensure that the true intentions of the eco-tourist facilities connection to the land is achieved by the maximum number of guests without impacting on adjoining property. There will be a significant amount of marketing of the product and initial set up of services regardless of number of facilities. As outlined in the statement of environmental effects, the proposal is in strict compliance with Council's DCP for all other controls and Council's LEP.

The locations of each eco tourist facility have been carefully chosen to ensure that there is minimal to no impact to adjoining residents. An additional facility will not further increase the impact to adjoining residents

The applicant's justification as to how the objectives of the controls are met with the proposed variations and that the development will not have any additional adverse impacts as a result of the variation are as follows:

O:10.4.1 Provide general standards for Eco-Tourist Facilities within the Kiama Municipality;

The proposed development achieves strict compliance with all development controls except 10.4.1a and 10.4.1b.

O:10.4.2 Protect the amenity of the locality in which the development is situated;

The submitted visual impact assessment and landscape character report prepared by dsb Landscape Architects demonstrates that the amenity of the locality is protected through appropriate siting of each facility and appropriate screening from elevated topography, existing vegetation and proposed landscaping.

All landscaping proposed replicates the landscape character across Curramore.

O:10.4.3 Ensure Eco-Tourist Facilities do not adversely impact upon the privacy of neighbouring residents;

The submitted visual impact assessment and landscape character report prepared by dsb Landscape Architects demonstrates that the proposed development is only visible from low frequented areas of four (4) neighbouring properties.

O:10.4.4 Achieve well-designed accommodation facilities which attract and meet the needs of visitors to the Municipality;

The design of each facility is a focal point to encourage sustainable, off grid living accommodation that are aesthetically pleasing.

O:10.4.5 Preserve and complement any natural and/or cultural heritage characteristics of the area; and

The forefront of the proposal is the ability to share the natural and cultural heritage of the site whilst connecting the site to other areas within the LGA of environmental significance.

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O:10.4.6 Ensure development in the rural and environmental areas:

- *maintains the agricultural potential of land;*
 - *no detrimental impact to the agricultural potential of the land proposed*
- *prevent the fragmentation of agricultural land;*
 - *no fragmentation of agricultural land proposed*
- *ensure that any development is located and designed to minimise bushfire risk;*
 - *location and design supported by the previously submitted bushfire report*
- *ensure that satisfactory and environmentally acceptable vehicular access is provided without scarring of the landscape*
 - *the existing driveway is proposed to be utilised to minimise impact to the landscape. A minor extension is proposed to access each facility.*
- *protect existing vegetation;*
 - *no vegetation proposed to be removed.*
- *require the assessment of any threatened species which may be affected; and*
 - *no affectation of threatened species likely.*
- *prevent pollution of rivers and streams and sub-surface waters*
 - *The siting of each accommodation facility is located a significant distance from any waterway. The overland flow of each facility does not directly discharge to a neighbouring stream without significant grassland buffer.*

The proposal is in strict compliance with the standards for eco tourist facilities and a high level of planning and visual impact assessment has informed the design and location of the eco-tourist facility. The location and number of facilities chosen aim protect the surrounding amenity and not adversely impact on neighboring residents. This is supported through the comprehensive analysis prepared by dsb Landscape Architects within the submitted visual impact assessment and landscape character report. It is therefore unnecessary to seek compliance with 10.4.1 when all other controls of Council's DCP and Council's LEP (including permissibility) have been strictly adhered to.

The additional 12 (13) hectare within the subject lot of E2 land provides an additional sufficient buffer between neighbouring property and the development whilst it also manages the scale of the proposed development to prevent it from becoming an intrusive scale. The location of each facility, access points to the facility, parking of each facility have been selected a distance away from neighboring residents or screened by the existing native vegetation.

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By providing a viable number of tourists to the site, the development can ensure that there is no expense spared to the facility to encourage and promote off-grid dwelling living design whilst attracting visitors to the range of destinations within the Kiama Local Government Area.

The additional numbers will assist local businesses with opportunities for partnerships with the local attractions to ensure that visitors will spend local and keep the Kiama economy strong.

The proposal takes in and preserves the natural amenity of the site and the visual amenity of the local rural views. The site showcases the beautiful views of the rural setting and maintains strict compliance with all the objectives outlined for development within rural and environmental areas.

Strict adherence to minimum lot size requirement imposed by planning control 10.4.1a and 10.4.1b under Chapter 10 – Topic 10.4 is considered to be unreasonable and unnecessary in the circumstances of this particular development.

It has been demonstrated, both in this submission and the Statement of Environmental Effects, that the development proposal will result in an outcome that is visually appropriate for the locality and support of the variation will not result in any detrimental environmental or amenity impacts.

As this variation request has demonstrated that the objectives of the planning controls can be achieved, Council can be flexible in the application of the planning controls, as required by sub-section 4.15(3A)(b) of the EP&A Act.

The proposed development generally complies with the relevant controls of the DCP 2020, and where strict compliance is not achieved the objectives of the controls are maintained.

Any Planning Agreement

Nil.

Any Matters Prescribed by the Regulations

- NSW Coastal Policy 1997: A Sustainable Future for the New South Wales Coast

The proposal does not compromise the strategic actions or principles (Appendix C - Table 3) adopted within the *NSW Coastal Policy 1997*.

- Australian Standard AS 2601 - 1991: The Demolition of Structures

The proposal is not inconsistent with Australian Standard AS 2601 - 1991: *The Demolition of Structures*

Any Coastal Zone Management Plan

Nil.

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The Likely Impacts of the Proposed Development

- Biodiversity

The application proposes clearing of native vegetation, and therefore the Environmental Planning and Assessment Act 1979 Part 1 Section 1.7 does not apply to the development.

- Streetscape

The design of the proposed development is considered to be reasonable when considered in relation to the context of the site. The bulk, scale and design of the proposal is consistent with relevant planning instruments and is not inconsistent with the streetscape.

- Noise and Amenity

Construction works will generate some noise, though conditions of consent can be imposed to ensure that works are undertaken only within specified hours to limit impacts upon neighbours. No ongoing significant noise impacts are expected as a result of the development.

Operational noise impacts from end users is not considered to result in a significant disturbance to the rural amenity of the locality.

Each structure will be conditioned to only have a maximum of two (2) occupants, and amplified music will not be allowed during the night. In this regard, the impact on the amenity of the rural landscape will not be detrimentally impacted by the development.

- Privacy and Overlooking

No significant concerns are raised in relation to privacy loss and overlooking resulting from the proposed development.

The proposed development seeks development consent to erect 3 self-contained structures as an eco-tourism facility that will provide tourists and guests the opportunity to experience a low impact form of accommodation in the rural environment.

The siting of the proposal is more than 200m from a dwelling on an adjoining allotment, and the notion of overlooking and privacy impacts are considered reasonable due to this distance.

The siting of structures has been deliberately screened by landscaping, to restrict direct lines of sight into the adjoining properties.

It is considered that the overall low impact nature of the proposal coupled the introduction of screening vegetation, that the privacy impacts are considered reasonable.

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- Views and Visual Impact

The project landscape plan provides for more extensive tree planting as backdrop for development which will reinforce the perimeter landscape that the development will be sited against.

New tree planting along the entrance driveway will establish an intermittent screen which replicates the landscape character of the Curramore valley and mitigates views of the development from Curramore Road and surrounding properties that have view lines to the development site.

Consideration has been given to the scenic quality impact of the structures from both the public and private spheres, (with landscaping implemented to mitigate the most visually prominent elements from Curramore Road), and for dwellings ranging at a distance of about 200m to 360m away.

On balance with respect to the visual impact from rural residential dwellings, the proposed intervening screening along the access driveway, the use of recessive colours and in combination with the landscaping it is considered that the visual impact of this development is acceptable at this location.

- Vehicular Access, Parking and Manoeuvring

Sufficient car parking is proposed.

Manoeuvring is compliant with AS/NZS 2890.1 – 2004 and the driveway will comply with required gradients.

- Stormwater Management

All accommodation unit water is proposed to be collected and reused on-site. Stormwater for the eco-tourism facility are essentially permeable structures which allow water to permeate through any decking to the natural ground which replicates the existing sheet flow across the site. No concentration of stormwater disposal is proposed.

- Environmental Impacts

Vegetation Removal – No vegetation is to be removed.

Fauna Impacts – It is unlikely that the proposal will affect any fauna or its habitat.

Impact on Soil Resources – Construction activities have the potential to impact on soil resources by way of erosion and sedimentation. Conditions of consent should be imposed, if consent is granted, in relation to soil and water management controls to be implemented during construction. Satisfactory implementation of these controls will prevent significant impacts on soil resources.

- Social and Economic Impacts

The proposed development will likely have minimal adverse social or economic impacts. The amenity impacts of the proposed development have been considered in detail and no concerns raised in submissions warrant refusal of the application.

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The Suitability of the Site for the Development

The proposal fits within the locality and the site attributes are considered to be conducive to development.

Submissions

Public Submissions

Notification letters were sent to neighbouring property owners who were provided with 14 days in which to comment on the proposal. At the conclusion of the notification period, ten (10) submissions were received which raised the following (summarised) matters of concern:

	Objection	Assessment Officer's Comment
Item 1	Five (5) of the ten (10) submission raised concerns over a Suitable Road Access	Council's engineering officer has assessed the road access and has not raised any concerns.
Item 2	Seven (7) of the ten (10) submission raised concerns over a Lack of Landscaping and Visual Impact	This matter has been addressed above under the heading Views and Visual Impact
Item 3	Eight (8) of the ten (10) submission raised concerns over air pollution and the impact on the amenity of the locality	This matter has been addressed above under the heading Noise and Amenity
Item 4	Four (4) of the ten (10) submission raised concerns over the decrease in farmland	The area proposed to be used for eco-tourism is already fenced off and used primarily as ancillary area for the dwelling house. In this regard, there loss in land capable for agricultural purposes is negligible.
Item 5	Eight (8) of the ten (10) submission raised concerns over additional traffic	Council's engineering officer has assessed the additional traffic movements and has not raised any concerns.
Item 6	Three (3) of the ten (10) submission raised concerns over compliance with the Kiama LEP 2011	The application complies with the respective provisions of the Kiama LEP 2011

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	Objection	Assessment Officer's Comment
Item 7	Four (4) of the ten (10) submission raised concerns over compliance with KDCP 2020	The application is non-complaint with components of the KDCP 2020. However where strict compliance is not achieved the objectives of the control are achieved.
Item 8	Four (4) of the ten (10) submission raised concerns over suitable bushfire evacuation measures	The Rural Fire Service has issued their General Terms of Approval for the development. No concerns have been raised by the RFS for this matter.
Item 9	Four (4) of the ten (10) submission raised concerns over operational waste issues (Effluent run off and littering)	Councils Environmental Health Officer has not raised any concerns regarding the effluent run off. The application is furnished with an onsite effluent report.
Item 10	Two (2) of the ten (10) submission raised concerns over end users bringing pets and firearms to the facilities.	End users will be permitted to bring their pets or firearms to the facilities. This will form part of the conditions of development consent.

External Referrals

The application was referred to the following State Government Departments.

- NSW Rural Fire Service (RFS)

The RFS issued their Bushfire Safety Authorities. No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

Internal Referrals

The application was referred to the following Council Officers for their consideration.

- Building Assessment Officer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- Subdivision & Development Engineer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- Landscape Design Officer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

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- Environmental Health Officer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- Waste Officer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

The Public Interest

The proposal is considered to be consistent with all relevant Environmental Planning Instruments and Development Control Plan, is not likely to cause significant adverse impacts to the natural or built environment, is not likely to cause significant adverse social and economic impacts, is suitable for the site and therefore is considered to be consistent with the public interest.

Final Comments and Conclusions

The proposed development has been assessed having regard to all relevant matters for consideration prescribed by Section 4.15 of the Environmental Planning and Assessment Act, 1979. The proposal is consistent with Kiama LEP 2011 and relevant Kiama DCP 2012 Chapters.

The proposed development is consistent with the objectives of the RU2 Rural Landscape zone.

Consideration has been given to the social, economic and environmental impacts of the proposed development and no significant concerns are raised.

Concerns raised in submissions have been considered and do not warrant refusal of the application.

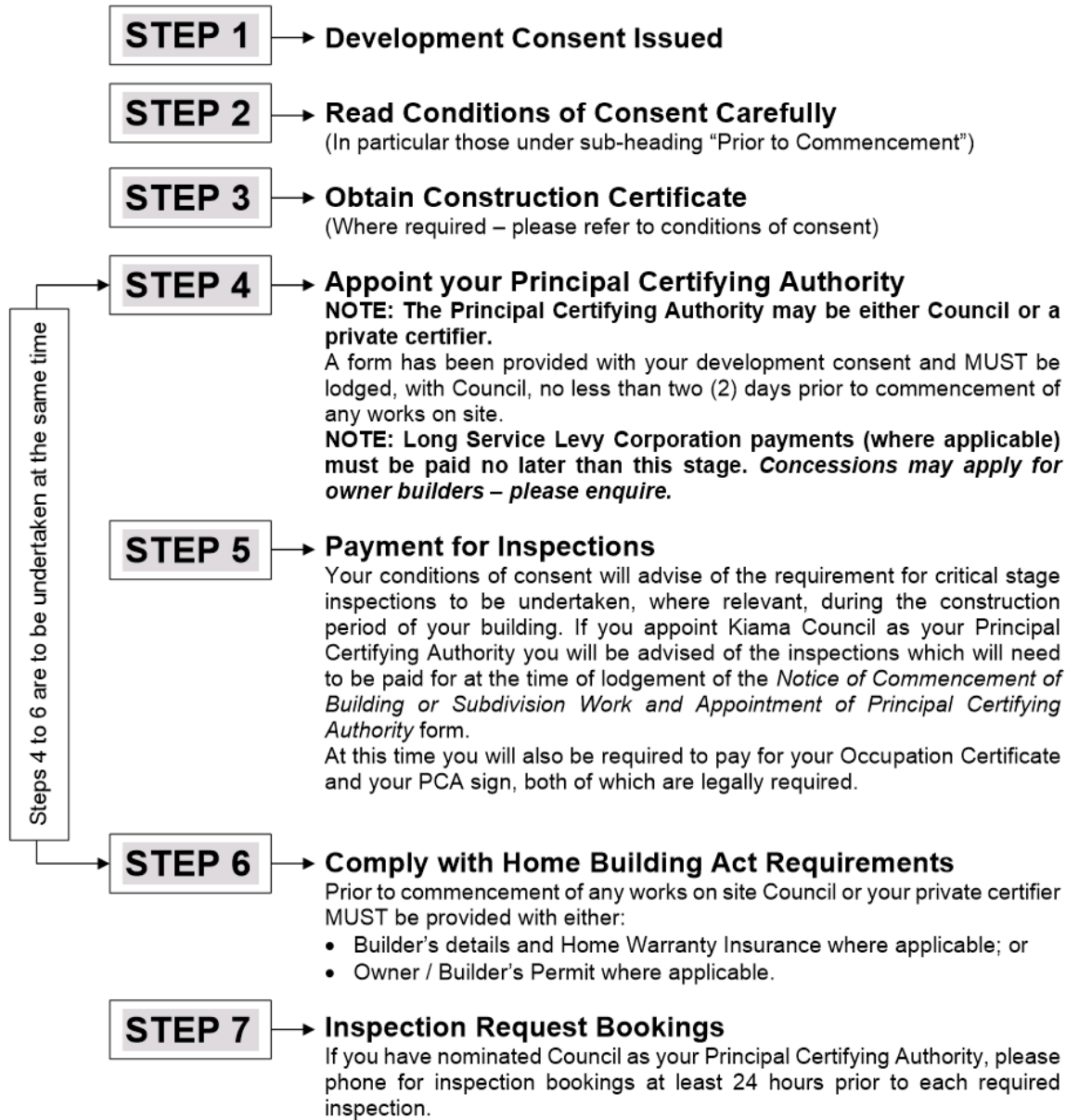
The proposed development is considered to be reasonable and conditional approval is recommended.



CUSTOMER ADVICE PLEASE READ CAREFULLY

The following chart is provided as a 'step by step guide' to the development process that is required to be followed by law. **This is a guide only. All required information is detailed within the consent.**

Should you have any enquiries please contact Council's Customer Service Section on 4232 0444.





Phone enquiries:

Mr L Jones
4232 0444

Reference:

Council: 10.2020.269.1
NSW ePlanning Portal: PAN-78519

NOTICE OF DETERMINATION OF DEVELOPMENT APPLICATION
Issued under the *Environmental Planning and Assessment Act 1979* Section 4.16

Jamberoo Glamping
256 Curramore Road
JAMBEROO NSW 2533

Development Description: Construction of an eco tourism facility comprising three (3) eco tourism accommodation structures with associated infrastructure including onsite effluent disposal system

Development Consent Number: 10.2020.269.1

Premises: LOT: 941 DP: 592698
256 Curramore Road CURRAMORE

Determination: Consent granted subject to conditions described below

Date of Determination: xx/xx/xxxx

Date Consent Operates From: xx/xx/xxxx

Date Consent Lapses On: xx/xx/xxxx

Other Approvals:

NONE APPLICABLE

General terms of other approvals integrated as part of the consent:

New South Wales – Rural Fire Service s. 100b

All correspondence Chief Executive Officer PO Box 75 Kiama NSW 2533

Contacts P (02) 4232 0444

E council@kiama.nsw.gov.au

W www.kiama.nsw.gov.au

11 Manning Street Kiama NSW 2533

ABN 22 379 679 108

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NSW Rural Fire Service – General Terms of Approval – 100b

Asset Protection Zones

The intent of measures is to provide suitable building design, construction and sufficient space to ensure that radiant heat levels do not exceed critical limits for firefighters and other emergency services personnel undertaking operations, including supporting or evacuating occupants. To achieve this, the following conditions shall apply:

1. At the commencement of building works, and in perpetuity to ensure ongoing protection from the impact of bush fires, the site around the existing building to be used as a refuge building, must be maintained as an inner protection area (IPA) as shown on the Asset Protection Zone Plan (prepared by Attunga Design, drawing no. 2, dated August 2020), as follows:
 - northwest for a distance of 67 metres;
 - west for a distance of 72 metres;
 - southwest for a distance of 82 metres;
 - southeast for a distance of 100 metres; and,
 - east up to the site boundaries.
 - When establishing and maintaining an IPA the following requirements apply in accordance with the requirements of Appendix 4 of *Planning for Bush Fire Protection 2019*:
 - tree canopy cover should be less than 15% at maturity; trees at maturity should not touch or overhang the building;
 - lower limbs should be removed up to a height of 2 metres above the ground;
 - tree canopies should be separated by 2 to 5 metres;
 - preference should be given to smooth barked and evergreen trees;
 - large discontinuities or gaps in vegetation should be provided to slow down or break the progress of fire towards buildings;
 - shrubs should not be located under trees;
 - shrubs should not form more than 10% ground cover; and
 - clumps of shrubs should be separated from exposed windows and doors by a distance of at least twice the height of the vegetation.
 - grass should be kept mown (as a guide grass should be kept to no more than 100mm in height); and
 - leaves and vegetation debris should be removed.

Construction Standards

The intent of measures is to provide suitable building design, construction and sufficient space to ensure that radiant heat levels do not exceed critical limits for firefighters and other emergency services personnel undertaking operations, including supporting or evacuating occupants.

To achieve this, the following conditions shall apply:

2. The existing building to be used as refuge building must be upgraded to comply with Sections 3 and 5 (BAL 12.5) Australian Standard AS3959-2018 *Construction of buildings in bush fire-prone areas* or NASH Standard (1.7.14 updated) *National Standard Steel*

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Framed Construction in Bushfire Areas – 2014 as appropriate and Section 7.5 of *Planning for Bush Fire Protection 2019*.

3. New construction of the proposed cabins 1, 2 and 3 must comply with Sections 3 and 5 (BAL 12.5) Australian Standard AS3959-2018 *Construction of buildings in bush fire-prone areas* or NASH Standard (1.7.14 updated) *National Standard Steel Framed Construction in Bushfire Areas – 2014* as appropriate and Section 7.5 of *Planning for Bush Fire Protection 2019*.

Access - Internal Roads

The intent of measures is to minimise the risk of bush fire attack and provide protection for emergency services personnel, residents and others assisting firefighting activities.

To achieve this, the following conditions shall apply:

4. The proposed property access road must comply with the general requirements of Table 5.3b of *Planning for Bush Fire Protection 2019* and the following:
 - property access roads are two-wheel drive, all-weather roads;
 - minimum 4 metre carriageway width;
 - in forest, woodland and heath situations, rural property access roads have passing bays every 200m that are 20 metre long by 2 metre wide, making a minimum trafficable width of 6 metre at the passing bay;
 - a minimum vertical clearance of 4 metre to any overhanging obstructions, including tree branches;
 - provide a suitable turning area in accordance with Appendix 3;
 - curves have a minimum inner radius of 6m and are minimal in number to allow for rapid access and egress;
 - the minimum distance between inner and outer curves is 6 metre; the crossfall is not more than 10 degrees;
 - maximum grades for sealed roads do not exceed 15 degrees and not more than 10 degrees for unsealed roads.
 - Note: Some short constrictions in the access may be accepted where they are not less than 3.5 metre wide, extend for no more than 30 metre and where the obstruction cannot be reasonably avoided or removed.

Water and Utility Services

The intent of measures is to provide adequate services of water for the protection of buildings during and after the passage of a bush fire, and to locate gas and electricity so as not to contribute to the risk of fire to a building.

To achieve this, the following conditions shall apply:

5. The provision of water, electricity and gas must comply with the following in accordance with Table 6.8c of *Planning for Bush Fire Protection 2019*:
 - A 10,000 litre static water supply must be provided on site for each occupied building;
 - a connection for firefighting purposes is located within the IPA or non-hazard side and away from the structure;
 - 65mm Storz outlet with a ball valve is fitted to the outlet;
 - ball valve and pipes are adequate for water flow and are metal;

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- underground tanks have an access hole of 200mm to allow tankers to refill direct from the tank;
- a hardened ground surface for truck access is supplied within 4 metres;
- above-ground tanks are manufactured from concrete or metal;
- raised tanks have their stands constructed from non combustible material or - bush fire-resisting timber (see Appendix F of AS 3959);
- underground tanks are clearly marked;
- tanks on the hazard side of a building are provided with adequate shielding for the protection of firefighters;
- all exposed water pipes external to the building are metal, including any fittings;
- where pumps are provided, they are a minimum 5hp or 3kW petrol or diesel-powered pump, and are shielded against bush fire attack; any hose and reel for firefighting connected to the pump shall be 19mm internal diameter; and
- fire hose reels are constructed in accordance with AS/NZS 1221:1997, and installed in accordance with the relevant clauses of AS 2441:2005;
- where practicable, electrical transmission lines are underground;
- where overhead, electrical transmission lines are proposed as follows:
 - a. lines are installed with short pole spacing (30 metres), unless crossing gullies, gorges or riparian areas; and
 - b. no part of a tree is closer to a power line than the distance set out in accordance with the specifications in *ISSC3 Guideline for Managing Vegetation Near Power Lines*.
- reticulated or bottled gas is installed and maintained in accordance with AS/NZS 1596:2014 and the requirements of relevant authorities, and metal piping is used; and
- all fixed gas cylinders are kept clear of all flammable materials to a distance of 10 metres and shielded on the hazard side.

Landscaping

The intent of measures is for landscaping.

To achieve this, the following conditions shall apply:

6. Landscaping within the required asset protection zone must comply with Appendix 4 of *Planning for Bush Fire Protection 2019*. In this regard, the following principles are to be incorporated:
 - A minimum 1 metre wide area, suitable for pedestrian traffic, must be provided around the immediate curtilage of the building;
 - Planting is limited in the immediate vicinity of the building;
 - Planting does not provide a continuous canopy to the building (i.e. trees or shrubs are isolated or located in small clusters);
 - Landscape species are chosen to ensure tree canopy cover is less than 15% (IPA), and less than 30% (OPA) at maturity and trees do not touch or overhang buildings;
 - Avoid species with rough fibrous bark, or which retain/shed bark in long strips or retain dead material in their canopies;
 - Use smooth bark species of trees species which generally do not carry a fire up the bark into the crown;

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- Avoid planting of deciduous species that may increase fuel at surface/ ground level (i.e. leaf litter); id climbing species to walls and pergolas; Locate combustible structures such as garden sheds, pergolas and materials such as timber garden furniture away from the building; and Low flammability vegetation species are used.

Emergency and Evacuation Planning

The intent of measures is to provide suitable emergency and evacuation arrangements for occupants of special fire protection purpose developments.

To achieve this, the following conditions shall apply:

7. A Bush Fire Emergency Management and Evacuation Plan must be prepared and be consistent with the NSW

RFS document: *A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan*. The plan must include, but be limited to, the following:

- that the proposed cabins are not to be occupied on days with an 'extreme' or 'catastrophic' fire danger rating;
- a mechanism for the relocation of occupants on days with an 'extreme' or 'catastrophic' fire danger rating or days declared as a total fire ban;
- contact details for the local Rural Fire Service office;
- procedures for co-ordinated evacuation of the site in consultation with local emergency services.

A copy of the Bush Fire Emergency Management and Evacuation Plan should be provided to the Local Emergency Management Committee for its information prior to occupation of the development.

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Conditions of Development Consent:

(including Section 7.11 conditions)

General

- (1) The development shall be implemented in accordance with the details set out on the plan/drawing and supporting documents endorsed by Council as 10.2020.269.1 dated - except as amended by the following conditions: (g005.doc)
- (2) The development shall be completed in accordance with the approved colour schedule. (g014.doc)
- (3) No development/work is to take place until a Construction Certificate has been issued for the development and the necessary conditions of development consent satisfied to enable issue of a Construction Certificate. (g030.doc)
- (4) The development shall not be occupied until such time as all conditions of this Development Consent are met or unless other satisfactory arrangements are made with the Principal Certifying Authority. (g040.doc)
- (5) The property owners shall be made aware that all Aboriginal relics in NSW are protected under Section 90 of the National Parks and Wildlife Act 1974, which makes it an offence to knowingly damage, disturb, deface or destroy an Aboriginal relic or site, without first obtaining the written consent of the Director-General of the National Parks and Wildlife Service. If such a site is discovered, the Southern Zone Archaeologist of the National Parks and Wildlife Service shall be contacted immediately. (g050.doc)
- (6) The developer shall provide and maintain temporary fencing around the development site to prevent unauthorised entry into the site by persons or livestock and shall remove the temporary fencing upon completion of all work. (g140.doc)
- (7) The developer shall not carry out any work other than emergency procedures to control dust or sediment-laden runoff outside the normal working hours, namely, 7.00am to 5.00pm, Monday to Friday and 8.00am to 1.00pm Saturday, without the prior written approval of the Principal Certifying Authority. Any request to vary these hours shall be submitted to the Principal Certifying Authority in writing detailing:-
 - a The variation in hours required.
 - b The reason for that variation.
 - c The type of work and machinery to be used. (g185.doc)
- (8) The development is to be carried out in accordance with the approved Environmental Management Strategy.

Bonds and Contributions

- (1) A contribution under Section 7.12 of the Environmental Planning and Assessment Act 1979 (as amended) and Kiama Council's Section 94A (Indirect Contributions) Plan shall be paid to Council **prior to the issuing of a Construction Certificate**. The total contribution required for the development is **\$750.00**.

The amount of the contribution shown on the development consent will be indexed to the time of payment in the following manner:

Contribution (at time of payment) = $\frac{C}{CPI}$

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CPIc

Where:

- C = The original contribution amount as shown in the development consent.
- CPIP = The *Consumer Price Index: All Groups Index for Sydney* as published by the Australian Bureau of Statistics and which applied at the time of payment.
- CPIc = The *Consumer Price Index: All Groups Index for Sydney* as published by the Australian Bureau of Statistics and which applied at the time of issue of the development consent

Prior to Commencement of Works

(1) Building work must not commence until the Principal Certifying Authority for the development to which the work relates has been informed of:

- i The licensee's name and contractor licence number;
- ii That the licensee has complied with Part 6 of the Home Building Act 1989.

In the case of work to be done by any other person, the Principal Certifying Authority:

- a Has been informed in writing of the person's name and owner builder permit number;
- or
- b Has been given a declaration, signed by the owner/s of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of the Home Building Act 1989. (pt005.doc)

(2) Under the provisions of the Act, work may not commence on the development until the following is carried out:

- a Detailed plans and specifications of the building must be endorsed with a Construction Certificate by Council or an Accredited Certifier; and
- b You **must** appoint a Principal Certifying Authority (can be either Council or an Accredited Certifier); and
- c You **must** notify the Council of the appointment; and
- d You **must** give at least two (2) days notice to Council of your intention to commence work.

You will find attached an application form for a Construction Certificate. Should you require Council to issue this Certificate you should complete this application and forward it, together with plans and specifications, to Council for approval.

You will find attached a form for the "Notice of Commencement of Building Work and Appointment of Principal Certifying Authority", which you are required to submit to Council at the appropriate time and at least two (2) days prior to the commencement of work.

Should you appoint Council as the Principal Certifying Authority, relevant inspection fees will be required to be paid at the time of lodgement of this form. (pt020.doc)

(3) A separate activity application shall be submitted to Council for the on-site sewage management. Application is to be made in accordance with recommendations made within 'Report for On-Ste Effluent Management' by Terra Insight Pty Ltd dated 16 August 2021.

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The application is to be approved with s.68 installation certificates issued by Kiama Municipal Council prior to release of the Construction Certificate. (pt040.doc)

- (4) A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
- a Showing the name, address and telephone number of the Principal Certifying Authority for the work;
 - b Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours; and
 - c Stating that unauthorised entry to the work site is prohibited.

Note: Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed. The sign will be provided by the nominated Principal Certifying Authority for the relevant fee. (pt060.doc)

- (5) No building work is to commence until details prepared by a practising structural engineer have been submitted to and accepted by the Principal Certifying Authority for any reinforced concrete slabs, footings or structural steel. (pt062.doc)
- (6) Details of compliance with conditions of consent under the heading Bush Fire Hazard Management and AS3959 – Building in Bush Fire Prone Areas shall be provided to the Accredited Certifier prior to the issue of the Construction Certificate. (pt065.doc)
- (7) The applicant shall submit engineer's details of the foundation based on geotechnical advice prepared by a suitably qualified geotechnical engineer. Such detail/advice is to be provided prior to the issue of a Construction Certificate.
- (8) Details of compliance with condition of consent (1) under the heading **Spa Pool** shall be demonstrated on the plans to the satisfaction of the Accredited Certifier **prior to the release of the Construction Certificate.**
- (9) A separate application shall be submitted to and approved by Council for the Solid Fuel Wood Heaters prior to issue of the Construction Certificate.

Noise

- (1) The use of the premises, building services, equipment, machinery and ancillary fittings shall comply with the requirements of the Environmental Pollution Authority's Industrial Noise Policy 2017 and shall not give rise to the transmission of offensive noise as defined in the *Protection of the Environment Operation Act 1997 (NSW)*.
- (2) Musical instruments and electrically amplified sound equipment must not be used between the evening hours of 10pm to 8am on any day.
- (3) The noise emissions from all noisy domestic equipment must be designed and operated so as not to:
- a. Emit noise that is audible within a habitable room in any other residential property (regardless of whether any door or window to that room is open):
 - i. Before 8:00am and after 8:00pm on any Saturday, Sunday or public holiday; or
 - ii. Before 7:00am and after 8:00pm on any other day; or
 - b. Emit a sound pressure level when measured at the boundary of any other residential property, at a time other than those specified in (i) and (ii) above,

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which exceeds the background (LA90 15 minutes) by more than 5db(A). The source noise level must be measured as a LAeq 15 minutes.

Car Parking and Vehicular Access

- (1) Car parking and manoeuvring shall comply with the requirements of the Standards Australia publication AS/NZS 2890.1 Parking Facilities Part 1: Off Street Car Parking. (c035.doc)

Stormwater Management

- (1) The stormwater drainage system shall be completed in accordance with the details approved by the accredited Certifying Authority.
- (2) Prior to issue of any Construction Certificate, the accredited Certifying Authority shall ensure that the design of the development causes no adverse effects to adjoining properties as a result of stormwater run-off and allowance is made for surface run-off from adjoining properties in the design.
- (3) Overflow waters from the rainwater tank and all other roof waters not directed to the rainwater tank must be discharged clear of the building and other structures. The point of discharge must:
 - a. disperse water so as not to cause erosion
 - b. not direct waters onto adjoining properties
 - c. not drain to an area where it may damage footings or other buildings
 - d. not drain toward the effluent management area
 - e. not cause a nuisance.

Details are to be submitted to the Certifying Authority prior to release of the Construction Certificate.

Building Use

- (1) The use of the structures has been approved as *Eco Tourism Facility* as defined under Kiama Local Environmental Plan 2011 which states:

Eco Tourism Facility means a building or place that—

- (a) provides temporary or short-term accommodation to visitors on a commercial basis, and
- (b) is located in or adjacent to an area with special ecological or cultural features, and
- (c) is sensitively designed and located so as to minimise bulk, scale and overall physical footprint and any ecological or visual impact.

It may include facilities that are used to provide information or education to visitors and to exhibit or display items.

Approval is not given or implied to any other use under this consent.

Inspections

- (1) The building work shall be inspected at critical and other stages as required by the Principal Certifying Authority for the development.

NOTE: Should you choose Council to be your Principal Certifying Authority for this development you will be advised of the required building inspections and applicable fees at the time of that appointment. (bu015.doc)

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Building Construction

- (1) All building work must be carried out in accordance with the requirements of the Building Code of Australia. (bu010.doc)
- (2) The roadway, footpath or Council reserve shall not be used to store building material without the prior approval of Council. (bu086.doc)
- (3) All excavations and backfilling must be executed safely in accordance with appropriate professional standards. (bu090.doc)
- (4) All excavations must be properly guarded and protected to prevent them from being dangerous to life or property. (bu095.doc)
- (5) Construction and demolition work, delivery of materials and plant, etc shall only take place between the following hours;
 - Monday to Friday - 7.00 am to 5.00 pm
 - Saturdays - 8.00 am to 1.00 pm
 - No construction work is to take place on Sundays or Public Holidays. (bu151.doc)
- (6) The Waste Management Plan shall be strictly adhered to at all stages during the demolition, construction and/or subdivision work. All waste nominated for disposal must be disposed of at a licensed landfill facility. All waste nominated for recycling must be reused or recycled. (bu153.doc)

Erosion and Sedimentation Controls / Soil and Water Management

- (1) All practical measures must be taken to ensure erosion and subsequent sediment movement off-site does not occur. In particular:
 - a A silt fence or equivalent must be provided downhill from the cut and fill area (or any other disturbed area). Such fence must be regularly inspected and cleaned out and/or repaired as is necessary, and all collected silt must be disposed of in accordance with Council's Sedimentation Control Policy.
 - b Unnecessary disturbance of the site (eg; excessive vehicular access) must not occur.
 - c All cuts and fills must be stabilised or revegetated as soon as possible after the completion of site earthworks.
 - d All the above requirements must be in place for the duration of the construction works. (esc005.doc)
- (2) The developer shall submit to the Principal Certifying Authority for approval prior to the issue of the Construction Certificate, a detailed Soil and Water Management Plan (SWMP) designed in accordance with the requirements of *Managing Urban Stormwater: Soils and Construction Volume 1* (Landcom 2004) and *Managing Urban Stormwater: Soils and Construction Volume 2* (Department of Environment and Climate Change 2007).

All works on the site must be in accordance with the approved SWMP for the full duration of construction works and must provide an overall site detail. For staged development a SWMP shall be provided for each stage of the development. (esc010.doc)

Earthwork and Excavation

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- (1) All earthwork is to be carried out in accordance with AS3798- 2007 Guidelines on Earthworks for Commercial and Residential Developments.
- (2) All fill material excavation or ground activities must be managed under the Civil Contractors Unexpected Finds Guidelines Protocol for managing contamination.
- (3) The placement of fill material must not:
 - a) Cause danger to life or property or damage to any adjoining building or structure on the lot or to any adjoining lot, and
 - b) Not redirect the flow of any surface or groundwater or cause sediment to be transported onto an adjoining property.

Imported Fills

- (1) Only clean fill (i.e. natural materials such as earth, rock and stone) is to be used in the development. Under no circumstances are any other material including (but not limited to) building, demolition, concrete, road materials and/or putrescible wastes, permitted to be used as filling on site.
- (2) Clean fill imported onto the site shall be validated to ensure it is suitable for the proposed land use. The fill is to be sampled in accordance with AS 4482.2 and the NSW EPA (1995) Sampling Design Guidelines by an appropriately qualified and experienced environmental consultant. The fill must be validated by a NATA registered laboratory for contaminants and classified in accordance with the NSW EPA (2014) Waste Classification Guidelines. Any imported fill found to not be suitable for use shall be removed/ remediated in accordance with NSW EPA requirements.
- (3) To ensure that fill material is suitable for the proposed [use], only material classified as Virgin Excavated Natural Material (VENM) or Excavated Natural Material (ENM) as defined in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997 is permitted to be imported onsite.
- (4) Any waste-derived material the subject of a resource recovery exemption received at the development site must be accompanied by documentation as to the material's compliance with the exemption conditions and must be provided to the Principal Certifying Authority or Kiama Municipal Council upon request.

Exportation of Waste & Fill

- (1) All waste material generated by works is to be stockpiled separately.
- (2) Prior to the exportation of waste (including fill or soil) from the site, the waste materials must be tested and classified in accordance with the provisions of the Protection of the Environment Operations Act 1997 and the NSW EPA Waste Classification Guidelines, Part 1: Classification of Waste (November 2014). Testing is required prior to off-site disposal. In accordance with DECC Waste Classification Guidelines (2014) materials identified for off-site disposal must be removed by a suitably qualified contractor to an appropriately licensed waste facility.
- (3) Fill re-use requires classification as Excavated Natural Material (ENM) or Virgin Excavated Natural Material (VENM) in accordance with the NSW EPA Waste Classification Guidelines Part 1: Classifying Waste for the purpose of beneficial re-use and compliance with ENM resource recovery framework (The Excavated Natural Material order 2014). Prior approvals/consents from the receiving site and relevant authorities is required and

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must comply with any requirements under the Protection of the Environment Operations (Waste) Regulation.

- (4) Any fill material intended for resource recovery that is found to include Asbestos Containing Material is classified as 'Special Waste' (asbestos waste), and must be managed in accordance with the NSW EPA Draft Protocol for Managing Asbestos During Resource Recovery of Construction and Demolition Waste and in accordance with Safework NSW requirements.

Note: Attention is drawn to Part 4 of the NSW DECC Waste Classification Guidelines (2014) which makes particular reference to the management and disposal of Acid & Potential Acid Sulfate Soils. The classification of the material is essential to determine where the waste may be legally taken. The Protection of the Environment Operations Act 1997 provides for the commission of an offence for both the waste owner and the transporters if the waste is taken to a place that cannot lawfully be used as a waste facility for the particular class of waste. For the transport and disposal of industrial, hazardous or Group A liquid waste advice should be sought from the EPA. Evidence that the requirements specified above have been satisfied must be provided to the Principal Certifying Authority prior to the issue of an Occupation Certificate.

Energy Efficiency

- (1) For the purpose of water conservation all water closets installed within the building/addition are to have a maximum 6/3 litre dual flush cistern. This condition does not apply to existing cisterns unless that cistern and its pan are being replaced by the works under this approval.
- (2) For the purpose of water conservation all shower heads fitted with reduced water flow devices are to be at least AAA Rated. Certification is to be provided to the Principal Certifying Authority prior to occupation of the building

Bushfire Hazard Management

- (1) The development shall be completed in accordance with the Recommendations outlined in Bushfire Hazard Assessment Report by Bushfire Planning & Building Solutions, Dated 13 December 2020, Report No. 0088.
- (2) The internal road network shall comply with the requirements NSW Rural Fire Service publication "*Planning for Bushfire Protection – A guide for council's, planners, fire authorities and developers – November 2019* "
 - Plans, cross-sections, long-sections and construction specifications detailing the requirements below shall be shown on Construction Certificate drawings for approval of the accredited Certifying Authority
 - Roads are to be sealed.
 - The maximum grade shall not exceed 26.5% and the average grade shall not exceed 17.5%.
 - A minimum trafficable pavement width of 4.0 metres
 - A minimum vertical clearance of 4.0 metres to any overhanging obstructions including tree branches and buildings.
 - All curves have a minimum inner radius of 6 metres and are limited in number for rapid access and egress.

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- Passing bays shall be a maximum distance of 200 metres apart and a minimum of 20 metres long by 2.0 metres wide.
- Roads are to be at or above the 1 in 20 year recurrent flood level.

Spa Pool

- (1) The spa pool shall be fenced in accordance with Part 3.9.3 Swimming Pools of the Building Code of Australia and the NSW Swimming Pools Act 1992.
- (2) The fences, gates and latches for the spa pool shall be provided and constructed in accordance with the provisions of Australian Standards AS 1926 - Fences and Gates for Private Swimming Pools.
- (3) All excavations shall be enclosed with a temporary fence during construction of the spa pool.
- (4) An instructional poster for resuscitation which bears the words "*Young Children Should Be Supervised When Using This Swimming Pool*", together with details of resuscitation techniques for adults, children and infants shall be located in a prominent position within the pool enclosure.
- (5) A spa pool provided for the use of guests at a tourist and visitors accommodation must comply with the Public Health Act 2010 and Public Health Regulation 2012.
- (6) Spa pools are to be operated in accordance with the prescribed operating requirements set out in Schedule 1 of the Public Health Regulation 2012:
 - a. The temperature of the water must not exceed 38 degrees Celsius.
 - b. Spa must be fitted with an automated or a continuous metered disinfectant dosing system.
 - c. Spa must be disinfected with chlorine or bromine.
 - d. Water quality parameters must be tested daily as per frequency determined by Schedule 1 of the Public Health Regulations 2012.
 - e. A record must be made, and kept for at least 6 months, of the results of any testing required.

Landscaping Works

- (1) A detailed landscape plan shall be approved by the Principal Certifying Authority prior to issue of the Construction Certificate. The plan shall be prepared in accordance with the Kiama Development Control Plan 2020 and shall be consistent with the Visual Impact Assessment prepared by dsb Landscape Architects, dated 13th August 2021.
- (2) All mitigation measures proposed under the Visual Impact Assessment prepared by dsb Landscape Architects, dated 13th August 2021 are to be implemented.
- (2) The landscaping shall be maintained actively and regularly for a period of 52 weeks commencing from the date of issue of the Occupation Certificate.
- (3) At the end of the 52 week landscape maintenance period and after any defects that occurred during that period have been corrected, a final Compliance Certificate shall be provided from a suitably qualified landscape professional stating that all landscape works have been completed and maintained in accordance with the approved landscape plans and the conditions of this development consent.
- (3) Prior to issue of the Occupation Certificate the developer shall provide a Compliance Certificate from a suitably qualified landscape professional or Council's Landscape Officer

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stating that all landscape works have been completed in accordance with the approved landscape plans and the conditions of the development consent.

Site Facilities

- (1) An appropriate temporary toilet facility shall be provided on site, located inside the property boundaries, prior to commencement of works. The temporary toilet shall be maintained in a clean/sanitary condition at all times. (sf010.doc)
- (2) During construction the applicant shall provide, inside the property boundaries a suitable waste container for the disposal of all papers, plastics and other light weight materials. (sf015.doc)
- (3) A sign must be erected in a prominent position on the premises on which the erection or demolition of a building is being carried out:
 - a Stating that unauthorised entry to the premises is prohibited; and
 - b Showing the name of the builder or other person in control of the worksite and a telephone number at which the builder or other person may be contacted outside working hours.

Any such sign is to be removed when the erection or demolition of the building has been completed. (sf020.doc)

Lighting

- (1) Any lighting on the site shall be designed so as not to cause a nuisance to other residences in the area or to motorists on nearby roads and to ensure no adverse impact on the amenity of the surrounding area by light overspill. All lighting shall comply with relevant standards in this regard.

Prior to Occupation

- (1) The completed Waste Management Compliance Sheet (Appendix 1C) shall be submitted to and approved by Council prior to issue of the Final Occupation Certificate.

Supporting documentation (dockets/receipts) verifying recycling and disposal shall be attached to the Compliance Sheet. (po002.doc)

- (2) The whole or part of the building must not be occupied unless an Occupation Certificate has been issued in relation to the building or part in accordance with Section 6.9 of the Environmental Planning and Assessment Act 1979.

NOTE: A Fire Safety Certificate must be provided in accordance with the Environmental Planning and Assessment Regulations 2000 prior to the issue of an Occupation Certificate excepting Class 1(a), 10(a) & 10(b) structures. (po005.doc)

- (3) The developer shall complete all access and drainage works prior to the issue of any occupation certificate. (po010.doc)
- (4) The premises must comply with the Public Health Act 2010, Public Health Regulation 2012 and Australian Drinking Water Guidelines 2011 and NSW Health Private Water Supply Guidelines 2016.

Prior to any occupation, the proprietor must provide NSW Health and Council with a Quality Assurance Program (QAP) for the safe supply of drinking water in compliance with the Public Health Act 2010 & Public Health Regulation 2012. The Quality Assurance Program must address the elements of the Framework for Management of Drinking Water Quality (as set out in the Australian Drinking Water Guidelines published by the National

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Health and Medical Research Council) that are relevant to the operations of the supplier of drinking water concerned. Refer to the NSW Health Private Water Supply Guidelines 2016 which helps private water suppliers to develop a QAP.

Site Operations

- (1) The use of the premises, building services, equipment, machinery and ancillary fittings shall not give rise to an "offensive noise" as defined under the provisions of the POEO Act 1979.
- (2) For all bedrooms in the associated with the Eco-Tourism Facility, a maximum guest capacity of two (2) persons per bedroom is permitted.
- (3) Full domestic laundries facilities must not be provided for guests of the Eco-Tourism Facility.
- (4) Signage and/ or an information package is to be located within the Eco-Tourism Facility, informing guests of their responsibilities and must cover the following information:
 - a. That guests need to be aware of noise impacts on residential neighbours. Guests and visitors must not create noise which is offensive to neighbours at any time during their occupancy, but between the hours midnight and 8am on any Friday, Saturday or day immediately before a public holiday and 1-pm and 8am on any other day; and
 - b. That offences noise may result in the local Police and / or Council being contacted.
 - c. That a 24 hour contact / manger number may be called if adjoining areas/ properties have impacts on amenity.
 - d. The location of the property boundaries so guests do no unintentionally trespass of adjoining properties.
 - e. A copy of the Council's Short-Term Rental Accommodation Policy is to be included as part of any information package.
 - f. One (1) Business Identification sign, which is legible from the street, should be installed, in accordance with Division 2 of Part of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 in the front of the property indicating the following:
 - i. That the property is used for Eco-Tourist facility.
 - ii. In the event of any issues with noise, amenity etc please call the 24 hour contact on – (insert 24 hour contact details).

Note: This number should connect to a person who is able to respond on-site if necessary within 30 minutes of a call being logged

- (5) The maximum length of consecutive stay for guests is 42 days and not totalling more than 200 days in any one (1) calendar year by an individual or family.
- (6) Permanent residential occupancy of the Eco-Tourism Facility is not permitted.
- (7) A register shall be kept by the owner or proprietors to record the occupancies of the Eco-Tourism Facility and shall be available at any time for inspection by an authorised officer of Council.
- (8) A register which documents the individual financial transactions made by guests staying in the *Eco-Tourism Facility* is to be maintained at all times and provided to Council on

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- request, demonstrating that the *Eco-Tourism Facility* are being occupied for not more than 42 consecutive days and totalling not more than 200 days in any one (1) calendar year by an individual or family.
- (9) Customers and end users of the eco-tourism facilities are not permitted to bring their pets on their stay at the site.
- (10) The use of firearms by customers and end users of the eco-tourism facilities is not permitted.
- (11) The development shall not interfere with the amenity of the neighbourhood by reason of noise, vibration, fumes, debris, dust, odours, wastewater, waste products or otherwise.
-

Reasons for the imposition of conditions

- (1) Ensure the building/structure is completed in accordance with the requirements of the Building Code of Australia, applicable Australian Standards and the Environmental Planning and Assessment Act 1979 (as amended). (r001.doc)
- (2) Ensure that an appropriate landscape design is prepared to compliment the design of the proposed development and the character of the area. (r025.doc)
- (3) To meet increased demand towards the provision, extension or augmentation of public amenities or services in accordance with Section 7.12 of the Environmental Planning and Assessment Act 1979 (as amended). (r032.doc)
- (4) Minimise any likely adverse environmental impact of the proposed developments. (r040.doc)
- (5) Minimise any likely adverse impact on the landscape and visual quality of the area as a result of the development. (r045.doc)
- (6) Ensure that the proposed development complies with the provisions of any relevant Environmental Planning Instruments and Council's Codes and Policies. (r095.doc)
- (8) Ensure the protection of the amenity and character of land adjoining and in the locality of the proposed development. (r100.doc)
- (9) Ensure the stormwater run off from the site is disposed of in an orderly and satisfactory manner. (r105.doc)
- (10) Ensure that public authorities have been consulted and their requirements met or arrangements made for the provision of services to the satisfaction of those authorities. (r120.doc)

Jane Stroud
Chief Executive Officer
Per

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Notes

- (1) To ascertain the date upon which this consent becomes effective refer to Sections 4.20 and 8.13 of the Environmental Planning and Assessment Act 1979 (as amended). (nb010.doc)
- (2) In accordance with Section 4.53(2) of the Environmental Planning and Assessment Act 1979 (as amended) this consent will lapse on - unless otherwise provided for elsewhere in Sections 4.53, 4.54 or 8.22 of the Act. (nb015.doc)
- (3) Sections 8.7 and 8.10 of the Environmental Planning and Assessment Act 1979 (as amended) confers on an applicant who is dissatisfied with the determination of a consent authority a right of appeal to the Land and Environment Court exercisable within six (6) months after receipt of this notice. (nb020.doc)
- (4) The applicant shall note that the development consent in no way authorises commencement of construction work. The latter can only be obtained through submission and approval of a satisfactory Construction Certificate Application. (nb025.doc)
- (5) This consent does not guarantee compliance with the Disability (Access to Premises – Buildings) Standards 2010. You are advised to consult with your Certifier with respect to the Construction Certificate application and compliance with the Disability (Access to Premises – Buildings) Standards 2010. (nb035.doc)
- (6) In this consent the developer includes the applicant for development consent and any person(s) who carries out the development pursuant to that consent. (nb050.doc)
- (7) Sydney Water Approval Required.

For applications for approval of Council approved building plans to check if the proposed construction work affects Sydney Water services please refer to the website www.sydneywater.com.au for:

- Sydney Water Tap in TM
 - Guidelines for Building Over/Adjacent to Sydney Water Assets – see Building Developing → Building and Renovating. (nb075.doc)
- (8) The on-going management of the property shall have regard to the “*Kiama-Shellharbour Bush Fire Risk Management Plan*”. (nb080.doc)



POST DEVELOPMENT APPROVAL

Dear Applicant,

Kiama Council is committed to providing a local, responsive, efficient and professional building surveying service to the residents of Kiama. Below is a list of the services currently provided in addition to our Development Application assessment.

The services we provide include the following:

- Construction Certificate application assessment
- Principal Certifying Authority (PCA) inspection service
- Complying Development Certificate application
- Building Code of Australia (BCA) inspection and reporting

All services are available during normal business hours, which are 8.30 a.m. to 4.30 p.m. Monday to Friday.

Kiama Council prides itself on our convenient and knowledgeable service and our responsiveness to the needs of our clients.

Our experienced, qualified and accredited staff are able to deal with most types of development including residential alterations and additions by owner builders to complex residential, health care, commercial and industrial development.

Competitive prices are available for any of our services - these services can also be tailored to meet your individual needs.

For your assistance all attached application forms that may have been mentioned in your conditions of consent can be accessed via [Council's Website](#).

If you have already received your Construction Certificate with your Development Consent there is no need for you to apply again.

Should you require any further assistance please do not hesitate to contact either our Customer Service Division or myself on 42320444 during normal office hours.

Regards,

Greg Herbert
Building Assessment Coordinator

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.3 The principles of sustainable development and compliance underpin town planning and local development

Delivery Program: 2.3.1 Conduct development and building assessment/approval functions in accordance with statutory requirements, policies and procedures

Item 12.2

Summary

This report provides an assessment of Development Application No 10.2021.204.1 for the demolition of existing decking and stairs and the erection of decking, stairs and landscaping on Lot 2, DP 1026897 - 2 Pheasant Point Drive, Kiama.

This report is submitted to Council because only the elected Council:

- can determine applications involving more than 3 objections;
- determine applications involving more than a minor variation to the DCP.

Following public exhibition of the Development Application, Council received 10 submissions plus a petition. Accordingly, this matter is reported to Council for determination due to 'significant public interest and community input'.

Financial implication

Fees, in accordance with the *Environmental Planning and Assessment Regulations 2000* and Council's adopted Fees and Charges have been paid.

If Council grants consent to the proposed development, a condition of consent will be required for the payment of infrastructure contributions, in accordance with the Kiama Section 94A Plans. These funds will be allocated towards the maintenance of public infrastructure.

Risk implication

Determining a Development Application contrary to the relevant provisions of the *Environmental Planning and Assessment Act 1979* will likely result in both a reputational and legal/financial risk.

Policy

The statutory instruments and non-statutory instruments relevant to the development include the following:

- *State Environmental Planning Policy No 55 - Remediation of Land*
- *State Environmental Planning Policy (Coastal Management) 2018*
- *Kiama Local Environmental Plan 2011*
- *Kiama Development Control Plan 2020*
- *Kiama Community Participation Plan 2019*

Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

Consultation (internal)

Officer	Comments
Heritage Subdivision & development engineer	Proposal will not detract from heritage significance of Ocean Bath Proposal is satisfactory with no engineering conditions required

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Communication/Community engagement

Consultation has occurred in accordance with Section 8 of the Kiama Community Participation Plan 2019; namely by:

- Directly notifying adjoining property owners and the Precinct Committee/Community Association of the exhibition period,
- Making all information publicly available on Council's DA Tracker for a period of 14 days between 6 September 2021 and 20 September 2021
- Providing notification of the exhibition period on Council's website and social media platforms.

During the exhibition period, Council received the following submissions:

Submissions	Number	Key Issues
Submissions - For	0	
Submissions - Against	10	<ol style="list-style-type: none"> 1. visual impact to foreshore and public domain 2. proposal sets undesirable precedent 3. risk to public safety of structure above foreshore 4. amenity impacts to neighbour – privacy, noise, overshadowing, unauthorised access, landscape impact 5. geotechnical impacts – proposed cut into escarpment
Submissions - Neutral	0	
Precinct/Community Group Submissions	1	<ol style="list-style-type: none"> 1. visual impact to foreshore

Attachments

Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

1 10.2021.204.1 - Plans [↓](#)

2 10.2021.204.1 - Section 4.15 Assessment Report [↓](#)

Enclosures

Nil

Item 12.2

RECOMMENDATION

That Council refuse Development Application No 10.2021.204.1, for Lot 2 DP 1026897 - 2 Pheasant Point Drive, Kiama, for the following reasons:

1. The proposal is unsatisfactory with regards to clause 13(1)(a)(iii) of the *State Environmental Planning Policy (Coastal Management) 2018* in that it will cause unacceptable impacts on the visual amenity and scenic qualities of the coast, including coastal headlands,
2. The proposal is unsatisfactory with regards to clause 13(1)(b) of the *State Environmental Planning Policy (Coastal Management) 2018* in that it will cause unacceptably adverse visual and physical impacts to the undeveloped headland upon which it is proposed,
3. The proposal is inconsistent with aim (e) of the *Kiama Local Environmental Plan 2011* as it fails “to protect and enhance the coastal and rural character of Kiama’s rural towns, neighbourhoods and villages, and the characteristic scenic landscapes that contribute to its liveability and identity”.
4. The proposal is inconsistent with the objectives of the R2 Low Density Residential zone, contained in the *Kiama Local Environmental Plan 2011*, as it does not provide for the housing needs or the ‘day to day needs of residents’ whereby direct foreshore access is not defined as a ‘need’.
5. The proposal is considered unsatisfactory with regards to the provisions for visual impacts pursuant to Chapter 3 of the *Kiama Development Control Plan 2020*:
 - a. objective O:3.2.7 *To protect conserve and maintain the landform of the municipality*; and
 - b. control 3.2.14 *Building design should have regard to the topography of the site and avoid unnecessary bulk or alteration of natural ground levels*

Background

APPLICATION DETAILS	
Application Type:	Development Application
Application Number:	DA 10.2021.204.1

Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

NSW ePlanning Portal Reference:	PAN-133201
Development Type Codes:	BCA Class 10
Proposed Development:	Demolition of existing decking and stairs and the erection of decking, stairs and landscaping.
Applicant:	SET Consultants
Property title:	Lot 2 / DP 1026897
Property address:	2 Pheasant Point Drive, Kiama

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The Site

The site is known as Lot 2, DP 1026897 - 2 Pheasant Point Drive, Kiama. Existing development comprises a detached 2 storey dwelling with external staircase extending down to the foreshore on the eastern boundary of the site.

Neighbouring to the north at 4 Pheasant Point Drive is a detached single storey dwelling, and neighbouring to the north at 2A Pheasant Point Drive is a detached single storey dwelling.

The subject site and neighbouring properties have vehicle access from Pheasant Point Drive along their western boundary and frontage along their lower eastern boundary to the Pheasant Point rock shelf.

The landform along the eastern boundary of the site and neighbouring properties forms part of the natural coastal escarpment of Pheasant Point as shown at Figure 1 below, falling approximately 20m as a cliff face down to the sea level rock shelf. The escarpment is a prominent coastal element particularly as viewed from the eastern side of Kiama Harbour (3 x red sightlines), and from the Continental Pool (yellow sightline).

Report of the Director Environmental Services

- 12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)



Figure 1: location plan and sightlines to proposed development

Views of the escarpment including the subject site are most prominent looking from the north-eastern corner of Kiama Harbour. Figure 2 below shows the view from the northern seawall to the boat moorings, known as Robertson Basin.

From this location the site and existing stair access are clearly visible, noting the escarpment otherwise appears to be preserved in its natural unaltered state. Based upon this, any works to the existing access would need to retain or reduce its visual appearance to the surrounds.

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Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)



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The Development

Development Application No 10.2021.204 proposes the following development at 2 Pheasant Point Drive, Kiama:

Demolition of existing decking and stairs and the erection of decking, stairs and landscaping.

The proposed development is positioned within the eastern lower half of the site which slopes from the swimming pool in the rear garden at RL 24.81 down to a landing at RL 5.37 adjacent to Pheasant Point rock shelf.

The proposed development comprises:

- demolition of the existing staircase extending from the lower eastern boundary to the existing pool deck at the rear of the dwelling
- removal of two trees adjacent to proposed deck 5
- construction of a multi-tiered staircase with 5 decks at alternating levels, each connecting with a stack of stairs
- from top to bottom, decks 1 and 2 – landing decks, deck 3 – dining, deck 4 – landing deck, deck 5 – sitting / retreat
- retaining walls of varying heights to support deck 1 and 2, plus the midway stair landing, with associated excavation
- security fence and gate at lower level and 1.8m boundary fencing
- construction materials comprising timber decking and handrails, with stainless steel rope

Refer to architectural montages at Figure 3 and Figure 4 below.

Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

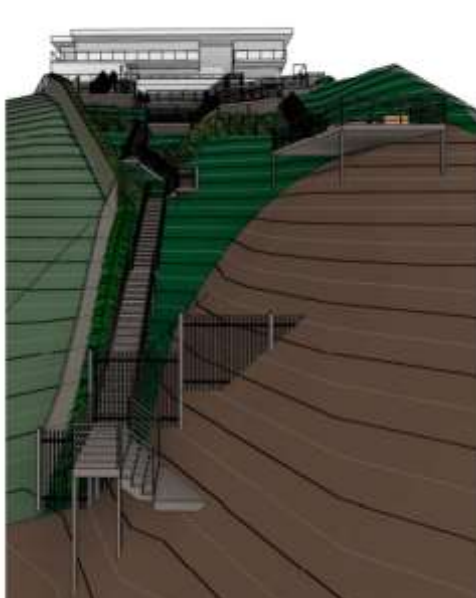


Figure 3 – view from east

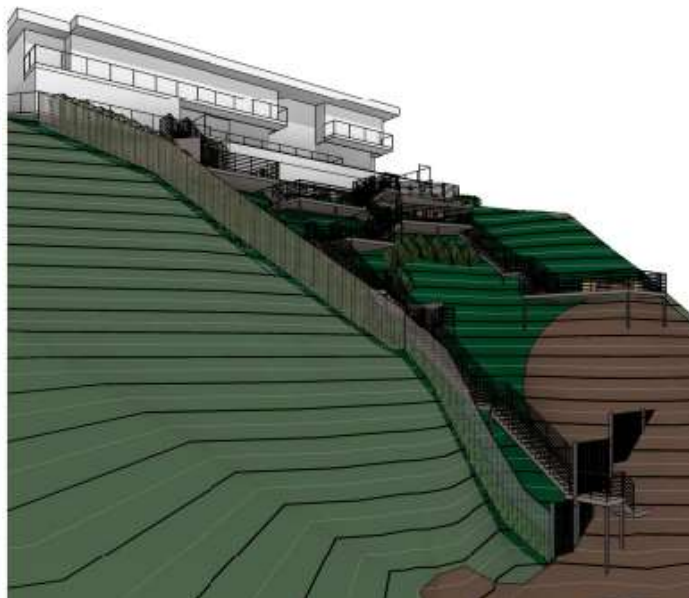


Figure 4 – view from south-east

Issues

The main assessment issues for the proposed development are:

- Visual impact caused by the proposed stairs and decking to the natural scenic qualities of Pheasant Point escarpment, with the structure being significantly more prominent than the existing staircase which recedes into the slope of the escarpment;
- Physical impact caused by cut/excavation and clearing associated with the proposal on the natural formation of the Pheasant Point escarpment;
- Inconsistency with SEPP (Coastal Management) 2018 with regards to impacts on the coastal environment area, and the coastal use area;
- Inconsistency with Kiama LEP 2011 – Clause 1.2 Aims of Plan, subclause (e): *(e) to protect and enhance the coastal and rural character of Kiama's rural towns, neighbourhoods and villages, and the characteristic scenic landscapes that contribute to its liveability and identity.*
- Inconsistency with provisions for land instability pursuant to Kiama DCP 2012 – Chapter 2, control 2.5.24:
 - *2.5.24 Dwellings and ancillary development must not be carried out on slopes with gradients exceeding 20% unless this is in accordance with an approved existing building envelope that has been registered on the land title as a Section 88E restriction under the Conveyancing Act 1919.*
- Inconsistency with the provisions for visual impacts pursuant to Kiama DCP 2012 – Chapters 2 & 3:

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12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

-
- objective O:3.2.7 *To protect conserve and maintain the landform of the municipality; and*
 - control 3.2.14 *Building design should have regard to the topography of the site and avoid unnecessary bulk or alteration of natural ground levels*

These issues are detailed in the Section 4.15 Assessment Report which is attached to this report.

Sustainability Assessment

- Environment

A complete assessment of potential environmental impacts is provided in the Section 4.15 Assessment Report which is attached to this report.

- Social

A complete assessment of potential social impacts is provided in the Section 4.15 Assessment Report which is attached to this report.

- Civic Leadership

The proposed development is considered to be inconsistent with the 'Kiama Community Strategic Plan' particularly the 'Well planned and managed spaces, places and environment' objective, which requires amongst other things that development occur in a way that is environmentally, socially and economically responsible.

- Economic – Broader Economic Implications

The proposed development is not expected to result in any significant broader economic implications.

- Economic - Delivery Program/Operational Plan Implications

There are no implications for Council's Delivery Program/adopted Operational Plan.

Risk Analysis

A risk analysis has been undertaken and it is considered that refusal of the development application as recommended does not pose a significant risk to Council, noting that the grounds for refusal are underpinned by the relevant provisions Environmental Planning Instruments that apply to the site.

Consultation

The development was notified in accordance with the requirements of Council's Community Participation Plan 2019 for a period of 14 days.

At the conclusion of the notification period, a total of 8 submissions were received including 1 petition, all objecting to the proposal.

Engagement Summary

Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

Submissions	Number	Key Issues
Submissions - For	0	
Submissions - Against	10	<ol style="list-style-type: none"> 1. visual impact to natural escarpment, caused by proposed structure, cut/excavation and clearing 2. heritage impact on Continental Pool 3. privacy – overlooking from deck to southern neighbouring dwelling, and security 4. approval would negative precedent 5. geotechnical assessment does not consider all 5 proposed decks (only 3 decks) 6. inconsistency with SEPP (Coastal Management) 2018, Kiama LEP 2011 and Kiama DCP 2012
Submissions - Neutral	0	
Precinct/Community Group Submissions		<ol style="list-style-type: none"> 1. visual impact on coastal escarpment 2. heritage impact to Continental Pool 3. contrary to Public Interest 4. approval would set a negative precedent

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Community Comments/Concerns

Topic	Key comments	Staff Response
Visual impact	Proposal will adversely impact on natural form of escarpment	Agreed. Structure will adversely alter visual character of the natural escarpment.
Heritage impact	Proposal will adversely impact on natural setting of Continental Pool	Proposal will be noticeable to curtilage of the pool. A lesser structure similar to existing stairs would favourably reduce visual impact.

Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

Topic	Key comments	Staff Response
Public interest	Proposal alters character of escarpment and is not within the public interest.	Agreed. Similar pedestrian structures on coastline are for public access and designed to minimise visual impact on the natural landform.

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Implementation Date/Priority

In the event that Council adopts the recommendation, a formal notice of determination will be issued for the development application.

Conclusion

A comprehensive assessment of the Development Application has been undertaken in accordance with all statutory requirements and it is recommended that the application be refused, based on the following grounds.

1. The proposal is considered unsatisfactory with regards to SEPP (Coastal Management) 2018 - cl.13(1)(b) coastal environmental values and natural coastal processes in that it will cause unacceptably adverse visual and physical impacts to the undeveloped headland upon which it is proposed.
2. The proposal is considered unsatisfactory with regards to SEPP (Coastal Management) 2018 - cl.14(1)(a)(iii) development within the coastal use area in that it will cause unacceptable impacts on the visual amenity and scenic qualities of the coast, including coastal headlands.
3. The proposal is considered unsatisfactory with regards to Kiama LEP 2011 – Clause 1.2 Aims of Plan, in particular being inconsistent with subclause (e) *to protect and enhance the coastal and rural character of Kiama's rural towns, neighbourhoods and villages, and the characteristic scenic landscapes that contribute to its liveability and identity.*
4. The proposal is considered inconsistent with regards to Kiama LEP 2011 – objectives of the R2 Low Density Residential zone, in that it does not reflect 'housing needs' or the 'day to day needs of residents' whereby direct foreshore access is not a need.
5. The proposal is considered inconsistent with provisions for land instability under Kiama DCP 2012 – Chapter 2, control 2.5.24.
2.5.24 - Dwellings and ancillary development must not be carried out on slopes with gradients exceeding 20% unless this is in accordance with an approved existing building envelope that has been registered on the land title as a Section 88E restriction under the Conveyancing Act 1919.
6. The proposal is considered unsatisfactory with regards to the provisions for visual impacts under Kiama DCP 2012 – Chapter 3:
 1. objective O:3.2.7 *To protect conserve and maintain the landform of the municipality;* and

Report of the Director Environmental Services

12.2 10.2021.204.1 - 2 Pheasant Point Drive, Kiama - Demolition of existing decking and stairs and the erection of decking, stairs and landscaping and removal of 2 trees (cont)

2. control 3.2.14 *Building design should have regard to the topography of the site and avoid unnecessary bulk or alteration of natural ground levels*

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DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING

LOT 2 DP10226897, 2 PHEASANT POINT DRIVE, KIAMA

DRAWING NOTES

This plan is to be read in conjunction with all other consultants and statutory plans. That is, surveys, deposited plans, engineering plans, landscaping plans and relevant council approvals.

It is the builder's responsibility to cross check both existing site conditions and proposed site conditions, the location of both existing and proposed buildings prior to work commencing.

All dimensions are in millimeters, all dimensions shall be site checked prior to commencement of construction. Any obvious work required but not specified on the plan or on the specification is understood to be included.

All construction shall be in conformity with the building code of Australia.

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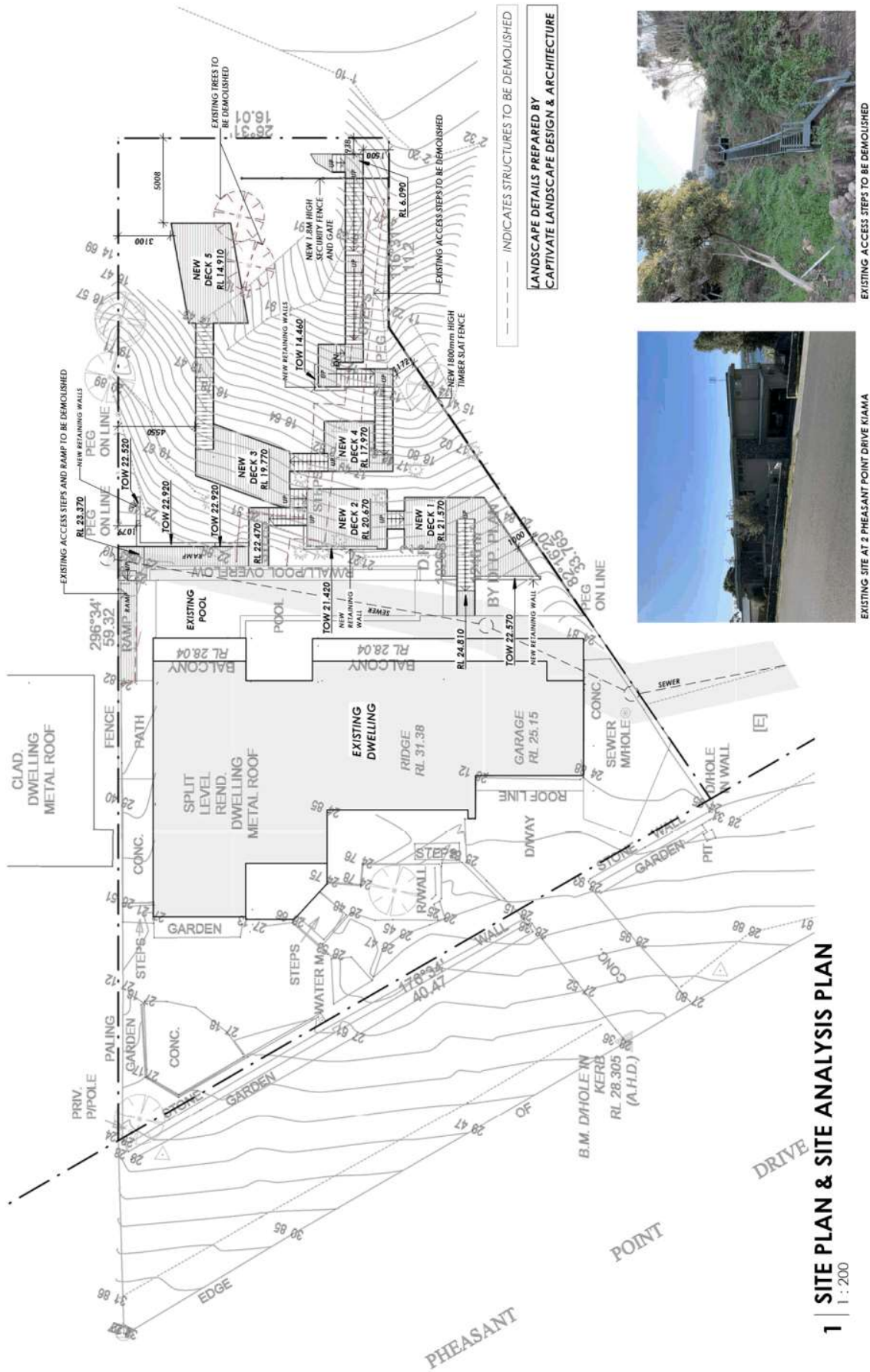
SHEETS

- A01 COVER SHEET
- A02 SITE PLAN & SITE ANALYSIS PLAN
- A03 FLOOR PLAN
- A04 EAST ELEVATION
- A05 NORTH ELEVATION
- A06 SOUTH ELEVATION
- A07 SECTIONS
- A08 EXISTING SURVEY
- A09 3D VIEWS
- A10 SEDIMENT CONTROL PLAN

LOCATION PLAN



<p>tasman design Suite 3/10 Seaview Drive, PO Box 497219, Wollongong NSW 2522 Suite 3/10 Seaview Drive, PO Box 497219, Wollongong NSW 2522 Phone: 02 4227 1199 Fax: 02 4227 1198 Email: info@tasmandesign.com.au Website: www.tasmandesign.com.au</p>	<p>date: 21/07/2021</p>	<p>sheet no: A01</p>
	<p>project: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING</p>	<p>no of sheets: 10</p>
<p>address: LOT 2 DP10226897, 2 PHEASANT POINT DRIVE, KIAMA</p>	<p>scale: 1:10</p>	<p>title: DEVELOPMENT APPLICATION</p>
<p>client: SUTHERLAND</p>	<p>sheet # A.1</p>	<p>no of sheets: 10</p>
<p>drawn: DB</p>	<p>date: 21/07/2021</p>	<p>sheet no: A01</p>
<p>checked: DB</p>	<p>date: 21/07/2021</p>	<p>sheet no: A01</p>
<p>approved: DB</p>	<p>date: 21/07/2021</p>	<p>sheet no: A01</p>



EXISTING ACCESS STEPS TO BE DEMOLISHED
EXISTING SITE AT 2 PHEASANT POINT DRIVE KIAMA

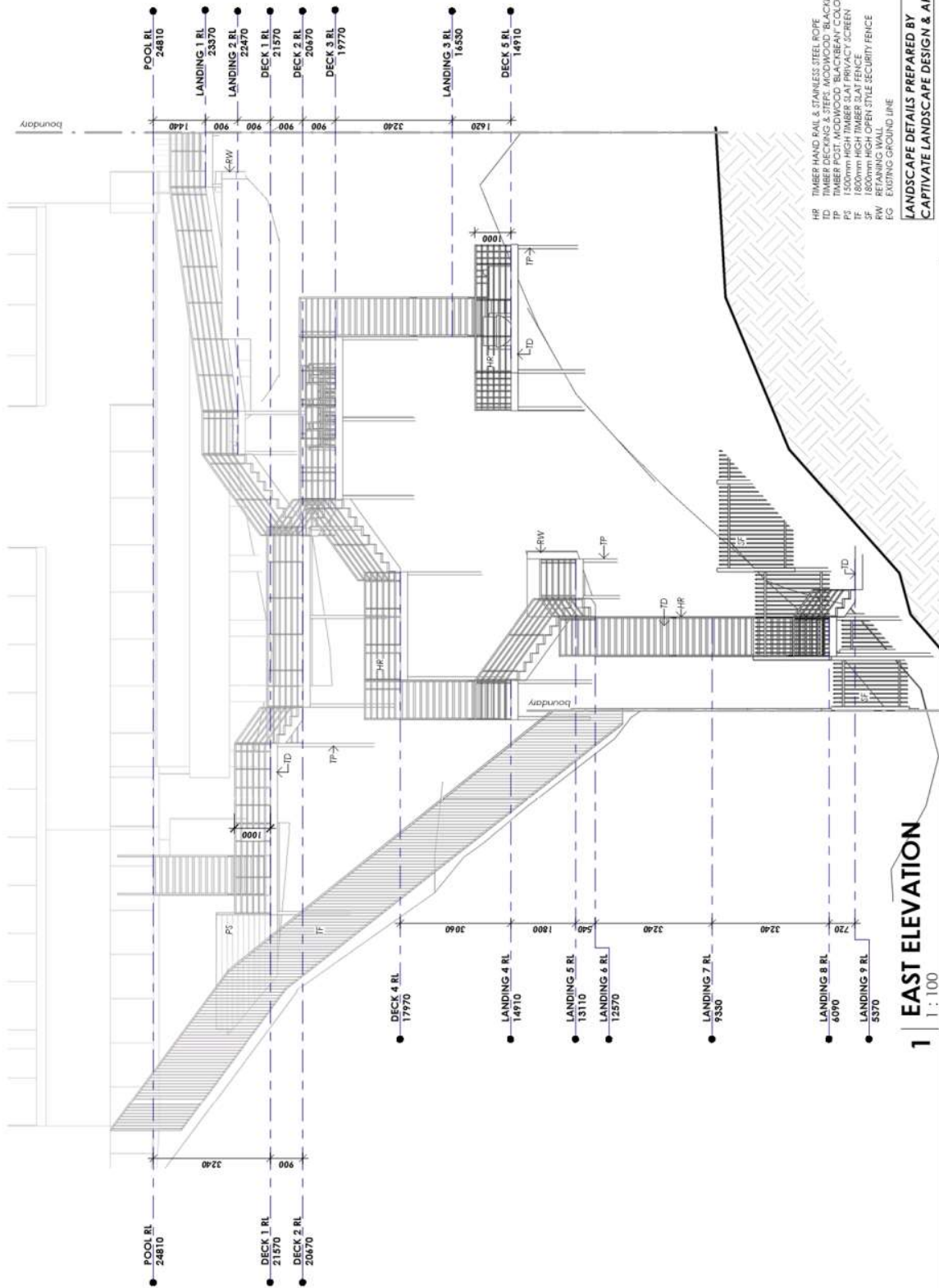
1 | SITE PLAN & SITE ANALYSIS PLAN

1 : 200

--- INDICATES STRUCTURES TO BE DEMOLISHED
--- LANDSCAPE DETAILS PREPARED BY CAPTIVATE LANDSCAPE DESIGN & ARCHITECTURE

tasmadesign 10/21/2021 10:04 AM 2021-05-13 AIA 53/01-01-75 A		date: 21/07/2021 drawn: DB scale: A3 1:200 sheet no: A02 no of sheets: 10	
PROJECT: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING		DEVELOPMENT APPLICATION	
ADDRESS: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA		JOB NO: 20210052	
CLIENT: SUTHERLAND		DATE: 21/07/2021	
PROJECT FILE: SITE PLAN & SITE ANALYSIS PLAN		DRAWN: DB	

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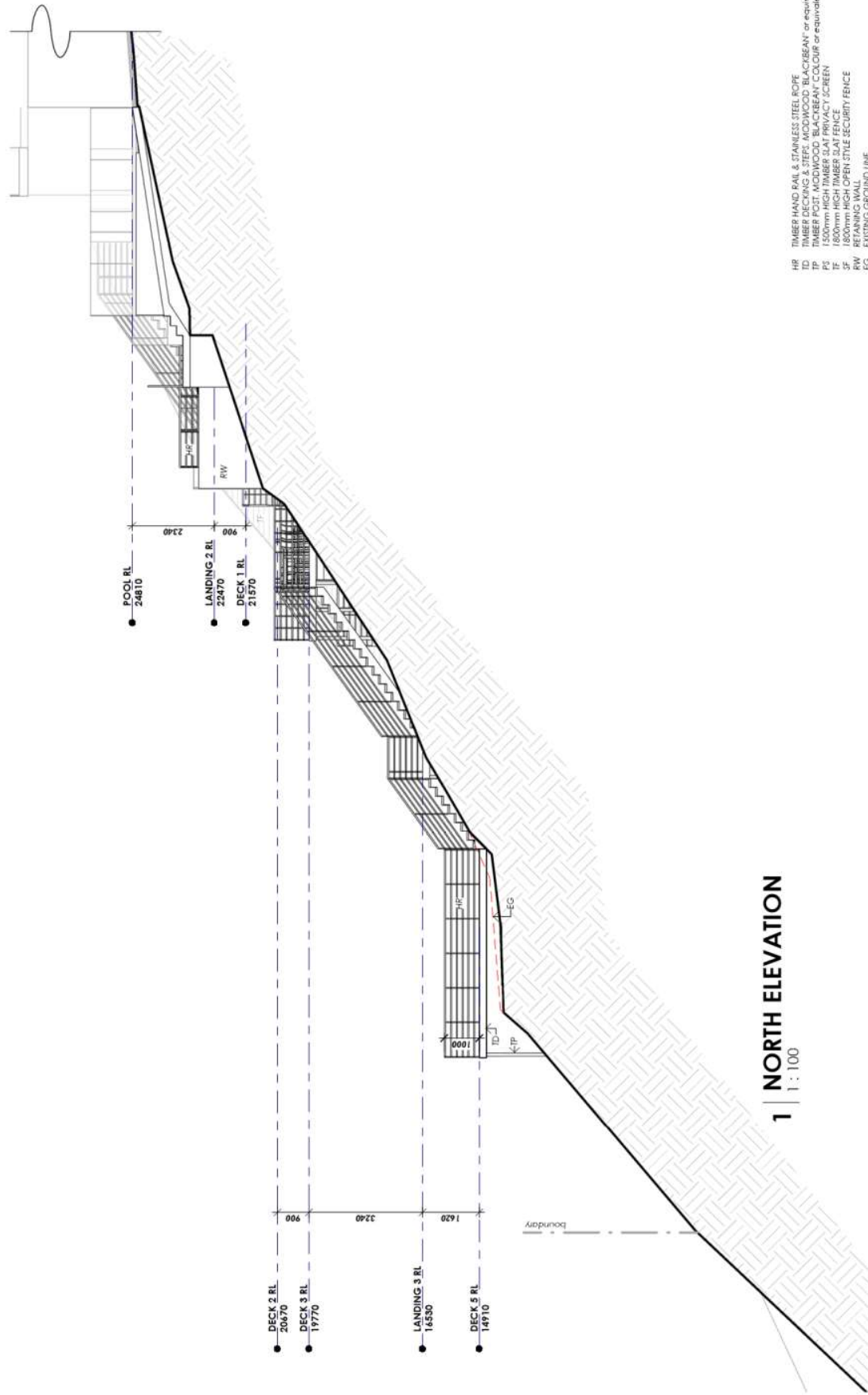


HR TIMBER HAND RAIL & STAINLESS STEEL ROPE
 TP TIMBER POST
 PS 1500mm HIGH TIMBER SLAT PRIVACY SCREEN
 IF 1800mm HIGH TIMBER SLAT FENCE
 SF 1800mm HIGH OPEN STYLE SECURITY FENCE
 FG EXISTING GROUND LINE

LANDSCAPE DETAILS PREPARED BY
 CAPTIVATE LANDSCAPE DESIGN & ARCHITECTURE

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<p>PROJECT: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING ADDRESS: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA CLIENT: SUTHERLAND DRAWING TITLE: EAST ELEVATION</p>		<p>JOB NO: 20210052 DATE: 21/07/2021 SCALE: A3 NO. OF SHEETS: 10</p>	
<p>DEVELOPMENT APPLICATION</p>		<p>NO. 10/1000 (08) 210 0400 (08) 210 0400 (08) 210 0400 10/1000 (08) 210 0400 (08) 210 0400 (08) 210 0400</p>	

1 EAST ELEVATION
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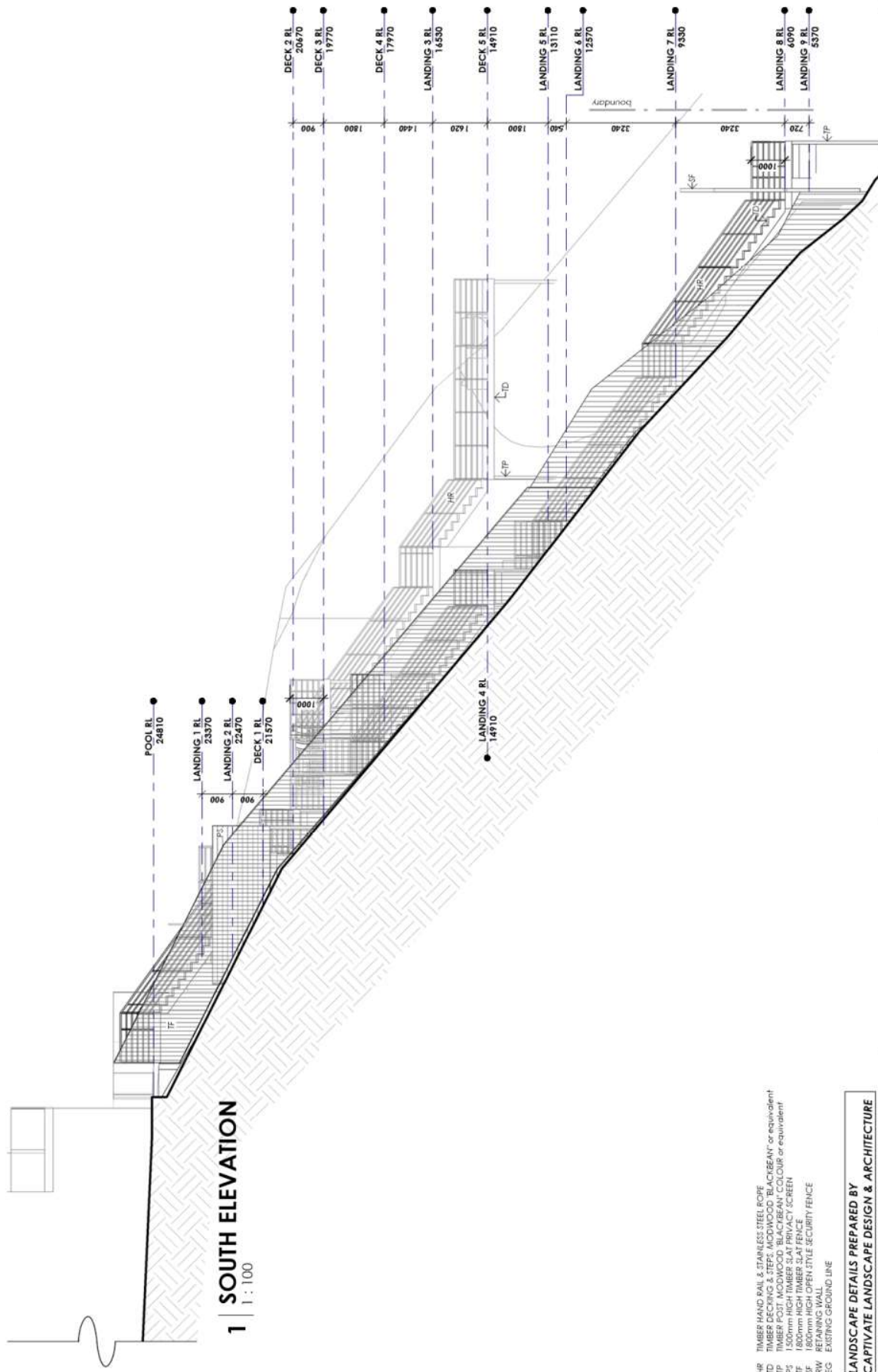


1 | NORTH ELEVATION
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HR - TIMBER HAND RAIL & STAINLESS STEEL ROPE
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 PS - 1500mm HIGH TIMBER SLAT PRIVACY SCREEN
 IF - 1800mm HIGH TIMBER SLAT FENCE
 SF - 1800mm HIGH OPEN STYLE SECURITY FENCE
 RV - EXISTING GROUND LINE
 EG - EXISTING GROUND LINE

LANDSCAPE DETAILS PREPARED BY
CAPTIVATE LANDSCAPE DESIGN & ARCHITECTURE

<p>tasmansdesign 2/10/2021 Suite 2/10/2021 PO Box 157 1575 2501 TASMANIA</p>	<p>state: 21/07/2021</p>	<p>date: 21/07/2021</p>	<p>project: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING</p>
			<p>address: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA</p>
<p>state: 21/07/2021</p>	<p>date: 21/07/2021</p>	<p>job no: 20210052</p>	<p>view: A</p>
<p>state: 21/07/2021</p>	<p>date: 21/07/2021</p>	<p>job no: 20210052</p>	<p>view: A</p>
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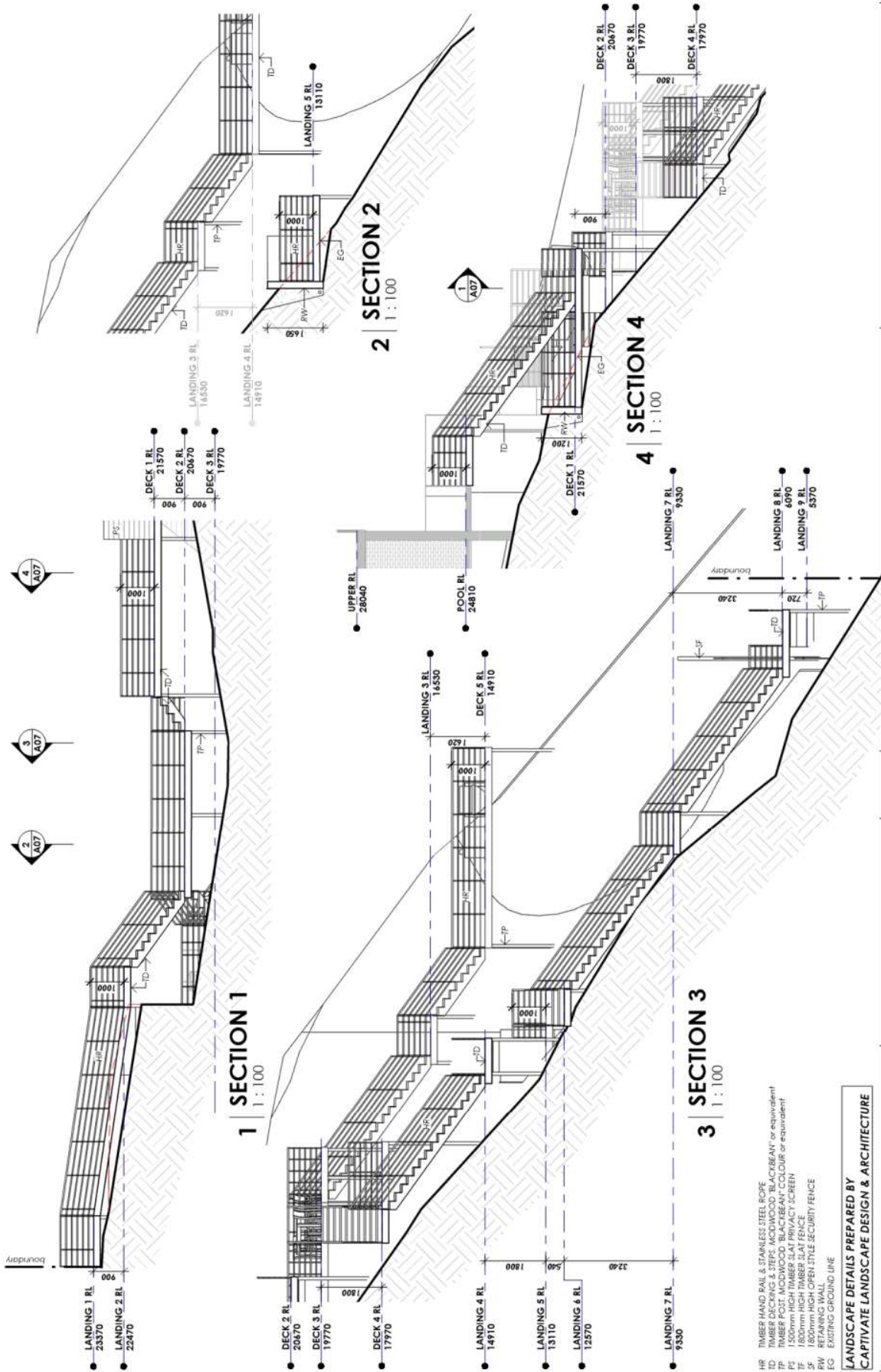


1 | SOUTH ELEVATION
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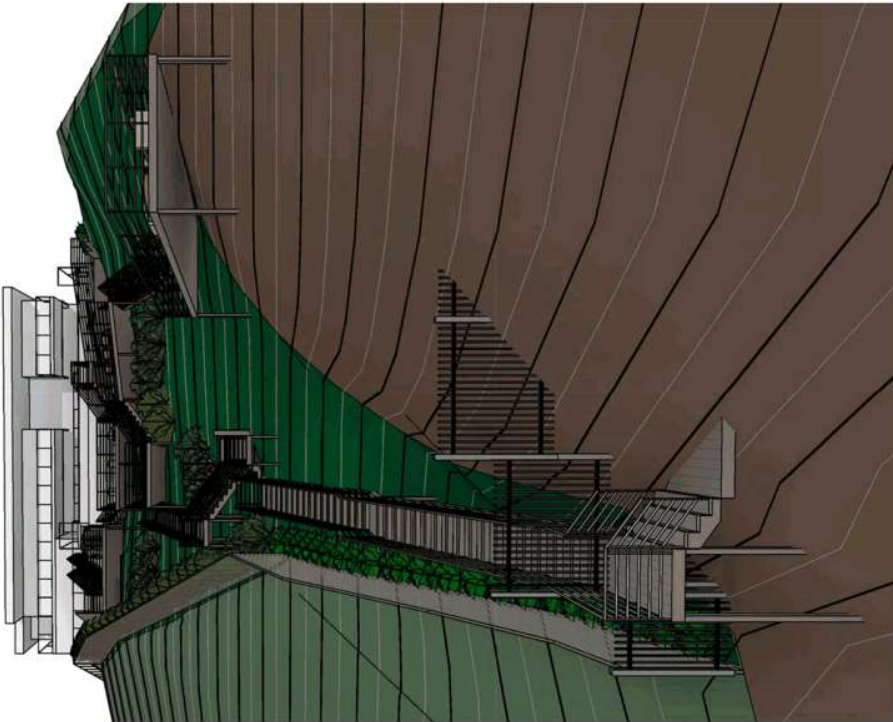
- HR TIMBER HAND RAIL & STAINLESS STEEL ROPE
- TD TIMBER DECKING & STEPS, MOODWOOD, BLACKBERRY or equivalent
- TP TIMBER POST, MOODWOOD, BLACKBERRY COLOUR or equivalent
- PS 1500mm HIGH TIMBER 3:1 PRIVACY SCREEN
- SF 1800mm HIGH OPEN STYLE SECURITY FENCE
- RW RETAINING WALL
- EG EXISTING GROUND LINE

LANDSCAPE DETAILS PREPARED BY
CAPTIVATE LANDSCAPE DESIGN & ARCHITECTURE

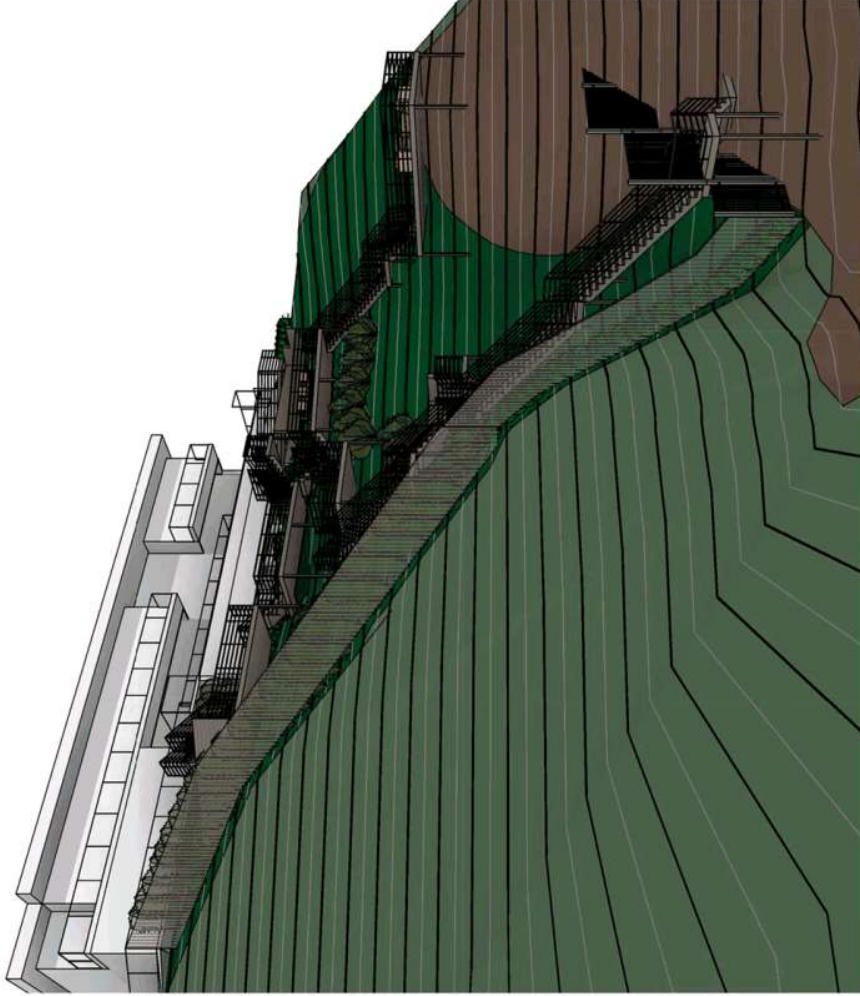
<p>DATE: 21/07/2021</p> <p>PROJECT: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING</p> <p>ADDRESS: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA</p> <p>CITY: SUTHERLAND</p> <p>CLIENT: SUTHERLAND</p> <p>PROJECT FILE: SOUTH ELEVATION</p>		<p>DATE: 21/07/2021</p> <p>JOB NO: 20210052</p> <p>SCALE: A3</p> <p>NO. OF SHEETS: 10</p> <p>SHEET NO: 10</p>	
<p>NAME: Development Application Blue</p> <p>NO. 2 / 102-04-001-01-00000 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197</p>		<p>DEVELOPMENT APPLICATION</p> <p>NO. 2 / 102-04-001-01-00000 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197 - 01/2021/492197</p>	



<p>LANDSCAPE DETAILS PREPARED BY CAPTIVATE LANDSCAPE DESIGN & ARCHITECTURE</p> <p>tasman design <small>Unit 2/110 Oakway Drive, Kiama NSW 2534 (02) 4921319 PO Box 107, Worrigah NSW 2538 (02) 4921319</small></p>		<p>DEVELOPMENT APPLICATION</p> <p>date: 21/07/2021 job no: 20210052 sheet no: A07</p>	
<p>project: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING address: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA client: SUTHERLAND sheet title: SECTIONS</p>		<p>date: 21/07/2021 job no: 20210052 sheet no: A07</p>	
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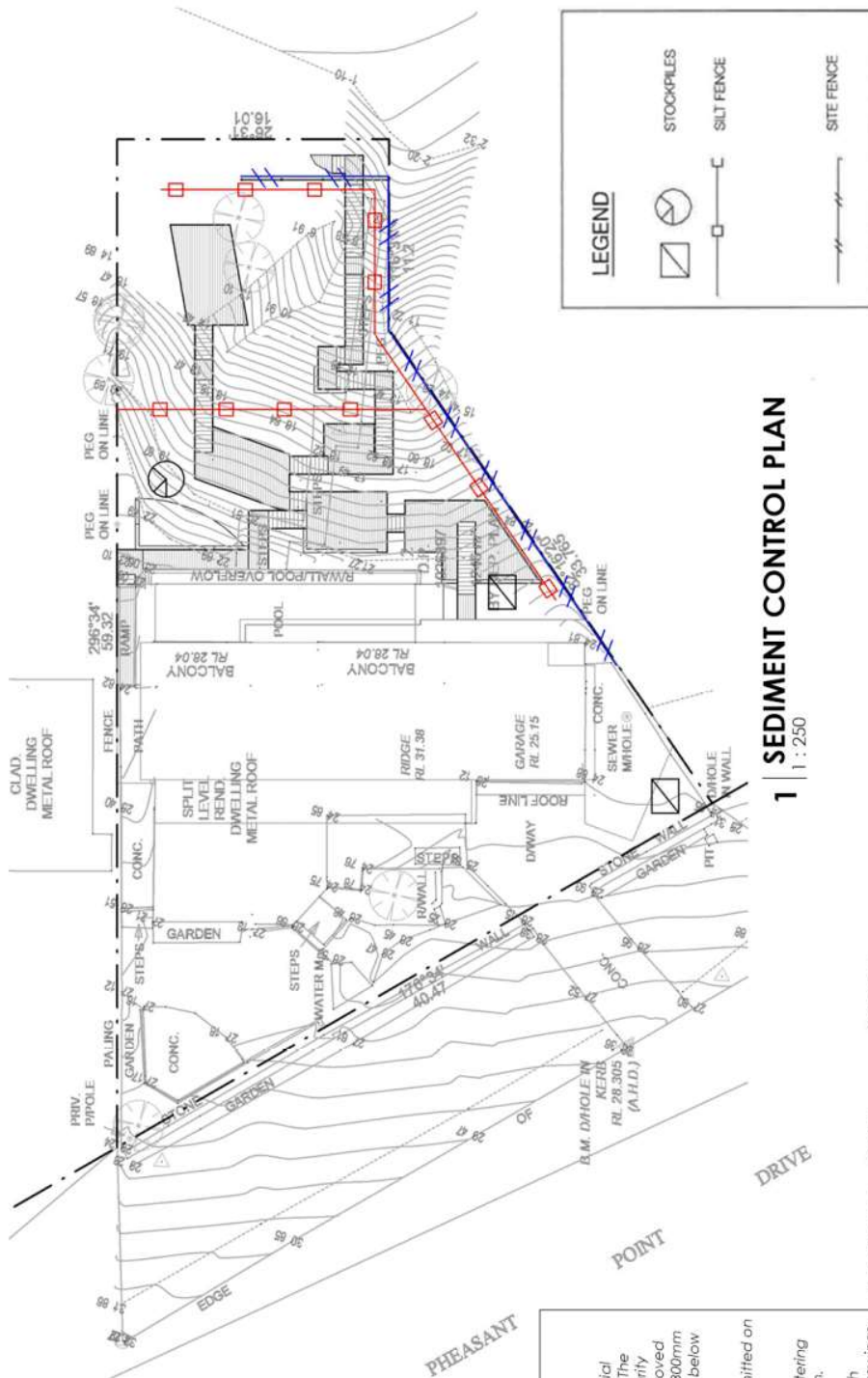


1 | 3D VIEW 1





2 | 3D VIEW 2

<p>tasman design suite 2/110 queens row victoria ph 02 4292197 121 stua st victoria 3208 ph 03 9477 0474 tasman design is a registered provider of services under the consumer protection act 2004. tasman design is not responsible for the actions of its employees or subcontractors. tasman design is not responsible for the actions of its employees or subcontractors. tasman design is not responsible for the actions of its employees or subcontractors. tasman design is not responsible for the actions of its employees or subcontractors.</p>	<p>DEVELOPMENT APPLICATION code: 21/07/2021 job no: 20210052 date: 21/07/2021 sheet no: A09 issue: A no of sheets: 10 scale @ A3: 1:10</p>
<p>project: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING address: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA client: SUTHERLAND project file: 3D VIEWS</p>	<p>state: 21/07/2021 date: 21/07/2021 issue: Development Application blue</p>



1 SEDIMENT CONTROL PLAN
1 : 250

 **Sediment fence**

 **Boundary fence to be erected**

EROSION & SEDIMENTATION CONTROL NOTES

- 1 - Builder shall provide sediment fencing material during construction to the low side boundaries. The sediment fencing material to cyclone wire security fence. Sediment control fabric shall be an approved material (e.g. humes propex silt stop). Standing 300mm minimum above ground and extended 200mm below ground.
- 2 - No parking or stockpiling of materials is permitted on the lower side of the sediment fence.
- 3 - Builder shall ensure all construction traffic entering and leaving the site do so in a forward direction.
- 4 - This drawing is to be read in conjunction with hydraulic, landscape and other architectural drawings. For new and existing vegetation, please refer to the landscape plan. For new site levels and slopes, refer to architectural site plan.
- 5 - Builder to carry on required maintenance for the erosion and sediment controls detailed in the is plan. Builder to outline a program to maintenance to be carried out on regular time basis to ensure that at sediment details are appropriately located and maintained as per the drawing.

<p>tasmandesign 10/21/2021 10:00 AM 10/21/2021 10:00 AM 10/21/2021 10:00 AM</p> <p>10/21/2021 10:00 AM 10/21/2021 10:00 AM 10/21/2021 10:00 AM</p>	<p>DATE: 21/07/2021</p> <p>SCALE: 1:250</p>	<p>PROJECT: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING</p> <p>ADDRESS: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA</p> <p>CITY: SUTHERLAND</p>	<p>DATE: 21/07/2021</p> <p>SCALE: 1:250</p>	<p>DEVELOPMENT APPLICATION</p> <p>JOB NO: 20210052</p> <p>DATE: 21/07/2021</p> <p>SCALE: 1:250</p> <p>SHEET NO: A10</p>
	<p>PROJECT: DEMOLITION OF DECKING & STAIRS & PROPOSED DECKING, STAIRS & LANDSCAPING</p> <p>ADDRESS: LOT 2 DP1024897, 2 PHEASANT POINT DRIVE, KIAMA</p> <p>CITY: SUTHERLAND</p>	<p>DATE: 21/07/2021</p> <p>SCALE: 1:250</p>	<p>DEVELOPMENT APPLICATION</p> <p>JOB NO: 20210052</p> <p>DATE: 21/07/2021</p> <p>SCALE: 1:250</p> <p>SHEET NO: A10</p>	<p>DATE: 21/07/2021</p> <p>SCALE: 1:250</p>



SECTION 4.15 ASSESSMENT

APPLICATION NUMBER:	10.2021.204.1
NSW ePLANNING PORTAL REFERENCE:	PAN-133201
APPLICANT:	SET Consultants
OWNER:	Mr G M & Mrs S D Sutherland
PROPERTY DESCRIPTION:	LOT: 2 DP: 1026897, 2 Pheasant Point Drive KIAMA
SITE ZONING:	R2 Low Density Residential
DEVELOPMENT DESCRIPTION:	ADDITION TO POOLS / DECKS / FENCING AND ADDITION TO BALCONIES, DECKS, PATIOS, TERRACES OR VERANDAHS - DEMOLITION OF EXISTING DECKING AND STAIRS AND THE ERECTION OF DECKING, STAIRS AND LANDSCAPING AND REMOVAL OF TWO (2) TREES.
DATE:	27 October 2021

Development Site

The property is described as LOT: 2 DP: 1026897 which is located at 2 Pheasant Point Drive KIAMA 2533. Refer to **Figure 1**.

The overall site measures 1246m² and is irregular in shape. The site currently contains a Class 1 building and is bounded by residential housing containing principally detached dwelling houses.

The site is zoned R2 Low Density Residential pursuant to Kiama LEP 2011.

The site is cleared where associated with the existing dwelling and pool, and vegetated towards its eastern boundary which slopes steeply down to the adjacent coastal rock shelf. The site slopes to the south-east towards the lower south-eastern rear boundary, with stormwater runoff following the slope of the land.

Neighbouring to the north at 4 Pheasant Point Drive is a detached single storey dwelling, and neighbouring to the north at 2A Pheasant Point Drive is a detached single storey dwelling.

The subject site and neighbouring properties have vehicle access from Pheasant Point Drive along their western boundary and frontage along their lower eastern boundary to the Pheasant Point rock shelf.

The landform along the south-eastern boundary of the site and neighbouring properties forms part of the natural coastal escarpment of Pheasant Point as shown at **Figure 1** below, falling approximately 20m as a cliff face down to the sea level rock shelf. The escarpment is a prominent coastal element particularly as viewed from the eastern side of Kiama Harbour (3 x red sightlines), and from the Continental Pool (yellow sightline).

10.2021.204.1



Figure 1 – Locality Plan – including view lines to site

Views of the escarpment including the subject site are most prominent looking from the north-eastern corner of Kiama Harbour. **Figure 2** below shows the view from the northern seawall to the boat moorings, known as Robertson Basin.

From this location the site and existing stair access are clearly visible, noting the escarpment otherwise appears to be preserved in its natural unaltered state. Based upon this, any works to the existing access would need to retain or reduce its visual appearance to the surrounds.

10.2021.204.1

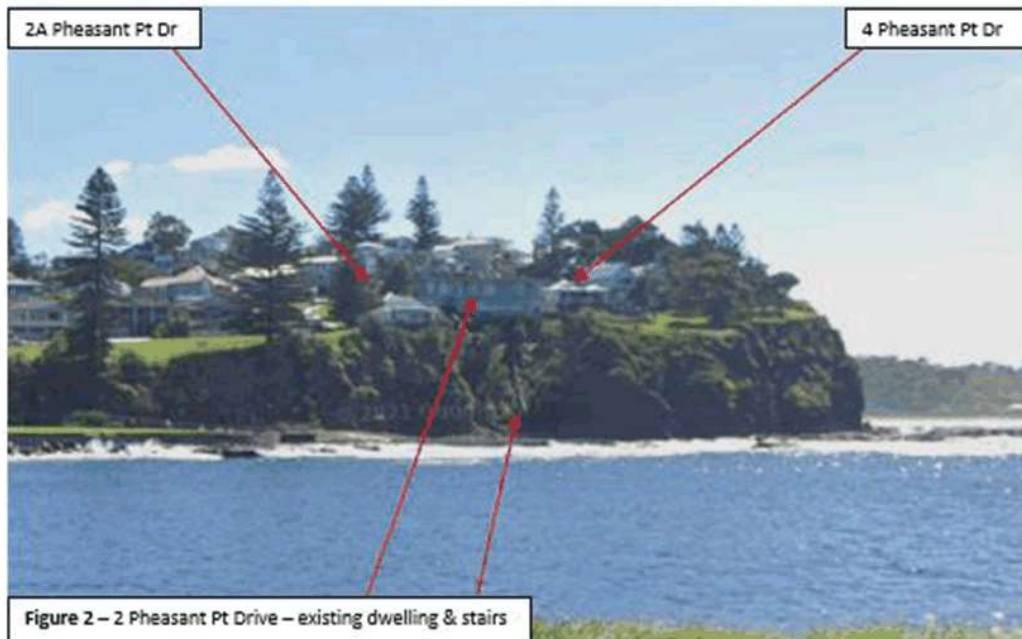


Figure 2 – Site Photograph – view looking west from Robertson Basin wharf

The site is serviced by essential utilities including water, sewer, electricity and telecommunications.

The site is subject to the following constraints

- Geotechnical instability
- Heritage item indicated in the Kiama LEP on adjoining land

Description of the Proposed Development

Development Application No. 10.2021.204 proposes the following development at 2 Pheasant Point Drive, Kiama:

Demolition of existing decking and stairs and the erection of decking, stairs and landscaping, and removal of two trees.

The proposed development is positioned within the eastern lower half of the site which slopes from the swimming pool in the rear garden at RL 24.81 down to a landing at RL 5.37 adjacent to Pheasant Point rock shelf.

The proposed development comprises:

- demolition of the existing staircase extending from the lower eastern boundary to the existing pool deck at the rear of the dwelling
- removal of two trees adjacent to proposed deck 5
- construction of a multi-tiered staircase with 5 decks at alternating levels, each connecting with a stack of stairs
- from top to bottom, decks 1 and 2 – landing decks, deck 3 – dining, deck 4 – landing deck, deck 5 – sitting / retreat

10.2021.204.1

- retaining walls of varying heights to support deck 1 and 2, plus the midway stair landing, with associated excavation
- security fence and gate at lower level and 1.8m boundary fencing
- construction materials comprising timber decking and handrails, with stainless steel rope

Refer to architectural montages of the proposed development at **Figure 3** and **Figure 4** below.

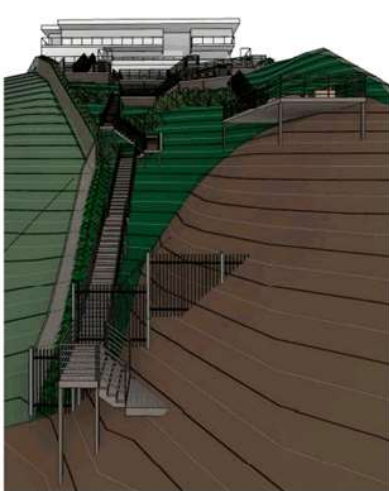


Figure 3 – view from east

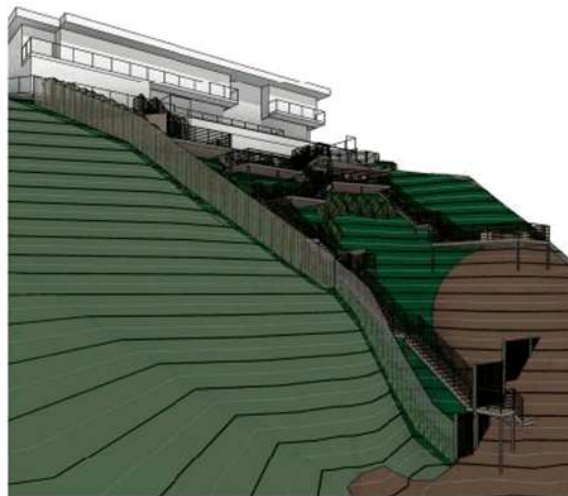


Figure 4 – view from south-east

Section 4.15 Assessment

The proposed development has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979 (as amended) and the following matters are considered relevant.

Relevant Environmental Planning Instruments

State Environmental Planning Policy No. 55 - Remediation of Land

Clause 7 of the SEPP No. 55 requires Council to consider whether the land is contaminated and if remediation works are required. As part of the original DA assessment, the land has been determined as suitable for the proposed use. Council is unaware of any historic land use which would deem the site unsuitable for the proposed development as modified.

10.2021.204.1

State Environmental Planning Policy (Coastal Management) 2018

Pursuant to the Coastal Management SEPP, the site and surrounds are located with the mapped Coastal Environment Area and the Coastal Use Area. The relevant provisions of the SEPP are identified and addressed as follows:

Clause	comment
<p>13 - <i>Development on land within the coastal environment area</i> requires that: (1) <i>Development consent must not be granted to development on land that is within the coastal environment area unless the consent authority has considered whether the proposed development is likely to cause an adverse impact on the following—</i> (b) <i>coastal environmental values and natural coastal processes</i></p>	<p>Coastal environmental values are reflected in the natural quality of physical elements of the coastline, including natural cliff formations.</p> <p>The proposed staircase and balconies development is considered an unacceptable form of development noting the environmental sensitivity of its location, forming part of Pheasant Point which is a natural coastal escarpment mostly undisturbed by development.</p>
<p>14 - <i>Development on land within the coastal use area</i> (1) <i>Development consent must not be granted to development on land that is within the coastal use area unless the consent authority—</i> (a) <i>has considered whether the proposed development is likely to cause an adverse impact on the following—</i> (iii) <i>the visual amenity and scenic qualities of the coast, including coastal headlands,</i> v) <i>cultural and built environment heritage,</i></p>	<p>The coastal use area comprises the public access foreshores of Kiama Harbour including the natural rock shelf, Continental Pool and Kiama Coast Walk.</p> <p>In response to subclause (iii) the proposal is considered an unacceptable form of development noting the visual sensitivity of its location, forming part of Pheasant Point which is a prominent scenic element of coastline as viewed from the foreshore areas as described above.</p> <p>In response to subclause (v), Continental Pool is identified as a heritage item of local significance under the Kiama LEP, and is located immediately adjacent to the site proposed stairs. In this regard the Pheasant Point escarpment (including the site) forms part of the immediate visual curtilage of the Pool. Apart from the existing staircase that the proposal seeks to replace, no other structures occupy the natural escarpment.</p> <p>Given the expanse of the proposed stairs and balconies it is considered to result in a visually intrusive and insensitive to the escarpment, and an unsympathetic visual impact on the natural curtilage of the Pool.</p>

Kiama Local Environmental Plan 2011

Clause 1.2 Aims of the Plan

The Aims of the LEP require consideration with clause 1.2(e) of particular relevance:

(e) to protect and enhance the coastal and rural character of Kiama’s rural towns, neighbourhoods and villages, and the characteristic scenic landscapes that contribute to its liveability and identity,

Comment – The proposed development does not protect or enhance the character of the natural coastline of Pheasant Point, which is a significant landscape element of Kiama. Its structural prominence on the escarpment is considered to adversely impact on the natural character of the landscape, and key grounds for which the proposal is not supported.

10.2021.204.1

Land Use Table Zone R2 Low Density Residential

The subject site is located within the R2 Low Density Residential zone, which includes *dwelling houses* as development permissible with consent. The proposed staircase and balconies are ancillary development to the existing dwelling and swimming pool, and are therefore permissible with consent. The objectives of the zone of relevance to the proposal are as follows:

- *To provide for the housing needs of the community within a low density residential environment.*
- *To enable other land uses that provide facilities or services to meet the day to day needs of residents.*

Comment – The proposed development is not considered a ‘housing need’ or to meet ‘needs of residents’, noting that direct foreshore access is not a need of the residents of the site, nor neighbouring residents with frontage to the Pheasant Point escarpment.

Kiama Development Control Plan 2020

The proposal is considered unsatisfactory with regards to the provisions for visual impacts pursuant to Kiama DCP 2020:

Chapter 3: Common Requirements

- objective O:3.2.7 - *To protect conserve and maintain the landform of the municipality;* and
- control 3.2.14 - *Building design should have regard to the topography of the site and avoid unnecessary bulk or alteration of natural ground levels*

Comment – The proposed stairs and decks will alter the appearance of the landform of Pheasant Point escarpment, protruding out from the natural landform and compromising its natural appearance. Given the escarpment’s natural formation is mostly undisturbed by development, and its natural scenic value, the proposal which includes retaining walls and cut / excavation is considered unacceptable.

ANY PLANNING AGREEMENT

Nil

ANY MATTERS PRESCRIBED BY THE REGULATIONS

- Australian Standard AS 2601—1991: *The Demolition of Structures*

The proposal is not inconsistent with Australian Standard AS 2601—1991: *The Demolition of Structures*

ANY COASTAL ZONE MANAGEMENT PLAN

Kiama Coastal Management Program – Stage 1 Scoping Study dated July 2020.

Clause 3.5.2.1 Geodiversity and Scenic Landscape Amenity Values recognises the scenic values of the Kiama coastline. In considering this, the proposal is not considered to satisfactorily uphold the landscape amenity values of Pheasant Point as previously discussed in this report, and a key reason for refusal of the proposal.

10.2021.204.1

Internal Referrals

The application was referred to the following Council Officers for their consideration.

Building Assessment Officer

No objection has been raised in relation to the proposed development.

Subdivision & Development Engineer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

Heritage Officer

No objection has been raised in relation to the proposed development.

Public Submissions

The notification period was fourteen (14) days, between 6 September 2021 and 20 September 2021. Notification letters were sent to neighbouring property owners inviting submissions to the proposal.

During the exhibition period, Council received the following submissions:

Submissions	Number	Key Issues
Submissions - For	0	1.
Submissions - Against	10	1. visual impact to foreshore and public domain 2. proposal sets undesirable precedent 3. risk to public safety of structure above foreshore 4. amenity impacts to neighbour – privacy, noise, overshadowing, unauthorised access, landscape impact 5. geotechnical impacts – proposed cut into escarpment
Submissions - Neutral	0	
Precinct/Community Group Submissions	1	1. visual impact to foreshore

At the time of preparing this report, 10 submissions of objection have been received, raising issues including visual impact to the coastline and loss of privacy. In response to the issues raised in the submissions, the proposal is considered unsatisfactory and is recommended for refusal.

THE LIKELY IMPACT OF THE DEVELOPMENT

As explained in this report, the proposed development is considered to result in unacceptable visual impacts to the Pheasant Point escarpment, noting its natural scenic value to the coastline of Kiama. The proposal is also considered to result in unacceptable amenity impacts to the southern neighbouring property with regards to privacy and outlook.

10.2021.204.1

THE SUITABILITY OF THE SITE

The subject land is deemed capable of accommodating an external staircase providing access between the dwelling and the lower eastern boundary, noting the existing staircase. Notwithstanding, noting the scenic value of the site and its undisturbed state, this is considered to make the site unsuitable for the proposed development.

THE PUBLIC INTEREST

The public interest is upheld where development is mostly consistent with the relevant planning controls, and demonstrates that any impacts and issues raised in submissions are satisfactorily addressed.

As stated in this report, the proposed stairs and balconies development is considered unsatisfactory having regards to matters for considered under S.4.15 of the *Environmental Planning and Assessment Act*. Having regard to issues raised in this assessment and in public submissions, the proposal is not considered within the public interest and is therefore recommended for refusal.

Final Comments and Conclusions

The proposed demolition and construction of stairs, balconies and clearing of two trees has been assessed having regard to all relevant matters for consideration prescribed by Section 4.15 of the *Environmental Planning and Assessment Act, 1979*, and are considered an unacceptable form of development having regard to the sensitive nature of its coastal setting.

The proposal is considered inconsistent with the relevant provisions of the SEPP (Coastal Management) 2018, Kiama Local Environmental Plan 2011 and Kiama DCP 2012, particularly with regards to visual impacts on the Pheasant Point escarpment as explained in this report.

Consideration has been given to the social, economic and environmental impacts of the proposed development with the proposal considered an unsatisfactory form of development given the scenic value of its natural coastal setting. Accordingly the proposal is recommended for refusal.

RECOMMENDATION

I declare that I have no pecuniary or non-pecuniary conflict of interest in the application, and recommend that Development Application No. 10.2021.204.1 be refused for the following reasons:

1. The proposal is considered unsatisfactory with regards to SEPP (Coastal Management) 2018 - **cl.13(1)(b) coastal environmental values and natural coastal processes** in that it will cause unacceptably adverse visual and physical impacts to the undeveloped headland upon which it is proposed.
2. The proposal is considered unsatisfactory with regards to SEPP (Coastal Management) 2018 - **cl.14(1)(a)(iii) development within the coastal use area** in that it will cause unacceptable impacts on the visual amenity and scenic qualities of the coast, including coastal headlands.

10.2021.204.1

3. The proposal is considered unsatisfactory with regards to the Kiama LEP 2011 – Clause 1.2 Aims of Plan, in particular being inconsistent with subclause (e) *to protect and enhance the coastal and rural character of Kiama’s rural towns, neighbourhoods and villages, and the characteristic scenic landscapes that contribute to its liveability and identity.*
4. The proposal is considered inconsistent with regards to the Kiama LEP 2011 – objectives of the R2 Low Density Residential zone, in that it does not reflect ‘housing needs’ or the ‘day to day needs of residents’ whereby direct foreshore access is not defined as a ‘need’.
5. The proposal is considered unsatisfactory with regards to the provisions for visual impacts pursuant to Kiama DCP 2012 – Chapter 3:
 - objective O:3.2.7 *To protect conserve and maintain the landform of the municipality;*
 - control 3.2.14 *Building design should have regard to the topography of the site and avoid unnecessary bulk or alteration of natural ground levels*

12.3 Delegations for development assessment during caretaker period and planning reform update

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.3 The principles of sustainable development and compliance underpin town planning and local development

Delivery Program: 2.3.1 Conduct development and building assessment/approval functions in accordance with statutory requirements, policies and procedures

Item 12.3

Summary

As Council is now in caretaker mode and working through the election process, there is a need to consider the delegations afforded to staff to assess and determine development applications.

Staff currently have been granted delegations to determine development applications as follows:

- Value of up to \$5 million dollars
- A maximum of four total of objections
- Variations in policy that are less than 10%

This report provides the information and detail required for Council to understand the implications of the current delegations and includes the request to increase these delegations over the caretaker and election period.

This request is to ensure that staff can continue to run the operations of Council, within Council's existing policy and strategic framework.

Risk implication

There is a risk that if applications are not processed and must wait to be determined over the next few months that they will be deemed as refusals. This enables the applicants to proceed to the Land and Environment Court and requires Council to represent itself in the court. This is a costly and resource intense process. It is also not recognised as good customer service.

Council has also agreed (via report in September 2021) to a rigorous planning reform program. This is progressing well with timeframes and actions being met and completed. Resources have been allocated to support this program and there is a risk that if staff are not able to act on the development applications that have been classed as major works over the next few months, that these resource allocations may be wasted. The reduction in timeframes, and better customer service is front of mind for staff and this work remains a high priority for the team.

There is also the risk that the promises and agreements that have been made publicly about the Planning Reform Program will not be met and this will cause reputational damage for Council and its staff.

Report of the Director Environmental Services

12.3 Delegations for development assessment during caretaker period and planning reform update (cont)

Financial implication

Additional funds will be required to support any legal process undertaken by applicants who fall within the deemed refusal provisions. Council does have a legal budget for some legal proceedings however this has already been expended through the legal processes that have occurred to date. Additional legal proceedings would result in an overspend of this budget allocation and need to be recouped through other means.

Additional resources have also been sought to assist in the planning reform program. This includes two external planners and other consultant support. The intent of this resource allocation is to provide results within the next few months. The funds have been used to fast track the reform work and have been taken from the vacancy provided through the Development Coordinator Role. It is important that this additional resource provision delivers positive results for the community, applicants and for Council. By putting on hold all applications unable to be determined by staff it reduces the ability of this unit to deliver positive outcomes and make decisions in accordance with set policy and procedure.

Policy

Council has an existing strategic and policy framework in which to process and assess applications. Council staff adhere to this framework and process development applications in accordance with the legislative framework set by the State Government in the form of the Environmental Planning Act 1979 and associated acts and regulations.

Consultation (internal)

Consultation with internal stakeholders has occurred. The recommendation within this report is supported by these stakeholders.

Communication/Community engagement

Communication to our external stakeholders, including key customers, consultants and existing applicants will need to occur. This communication will be tailored to the decision of Council through this report to ensure that our stakeholders understand the operations of Council and the decision-making abilities provided to staff. This will help to ensure applicants are aware of the process, expected timeframes and outcomes.

Stakeholder meetings will also be occurring through November and December to continue to advise and seek feedback on the Planning Reform Program.

Attachments

Nil

Enclosures

Nil

Report of the Director Environmental Services

12.3 Delegations for development assessment during caretaker period and planning reform update (cont)

RECOMMENDATION

That Council delegate to the Chief Executive Officer the ability to:

1. Determine all development applications in accordance with Council's existing policies and strategic frameworks and under the provisions of the Environmental Planning and Assessment Act 1979, except for two applications which must be reported to the new Council for consideration, as they are deemed controversial development applications in the context of the caretaker provisions of the Local Government Regulations.
2. The two applications that will not be decided during caretaker are noted as:
 - 96 Rose Valley Road – Abattoir
 - 15 Golden Valley Rd Jamberoo – Subdivision.

Caretaker restrictions

Under the *Local Government (General) Regulation 2021*, councils are required to assume a "caretaker" role in the four weeks preceding the election day. The caretaker restrictions are designed to prevent outgoing councils from making major decisions that will bind the new council or limit its actions.

The caretaker period for the 4 December 2021 local government elections commences on Friday 5 November 2021 and ends on Saturday 4 December 2021. During the caretaker period, councils, general managers and other delegates of councils (other than a joint regional planning panel, a local planning panel or the Central Sydney Planning Committee) must not exercise the following functions:

- determine a "controversial development application", except where a failure to make such a determination would give rise to a deemed refusal, or such a deemed refusal arose before the commencement of the caretaker period, or
- "Controversial development application" means a development application for designated development under section 4.10 of the Environmental Planning and Assessment Act 1979 for which at least 25 persons have made submissions during community consultation.

Council cannot be certain of arising matters during the caretaker period and should have delegations in place to deal with the ongoing operations of Council.

Under the *Local Government Act 1993*, all current councillors and mayors elected by the councillors cease to hold their civic offices on election day being 4 December 2021. This means that councils will be without a governing body from 4 December 2021 until the first meeting of the new Council at which councillors take the oath and a Mayor is duly elected. Kiama Municipal Council is scheduled to hold the first Council meeting on 11 January 2022.

The Office of Local Government recommends that prior to the election, councils should ensure that appropriate delegations are in place for the Chief Executive Officer so that they can continue to exercise the functions of the council as required in the period between election day and the first meeting of the council following the election.

Report of the Director Environmental Services

12.3 Delegations for development assessment during caretaker period and planning reform update (cont)

Development applications requiring Council determination

Currently staff are unable to determine twelve applications within the system over the caretaker and election period. Five of these applications are current classified as major works projects and have been allocated to the new Major Works Team for assessment. The remainder are being processed by the Development Assessment Team through the normal assessment channels. Two of the applications cannot be determined over the period and must be reported to the new Council.

A number of these applications have been in the system for some time and are close to finalisation either via approval, refusal or withdrawal. Adding an additional 90 + days to the overall timeframes of the DAs will significantly increase Council's average development timeframes, which staff are undertaking a concerted effort to reduce.

The consultation process for each of these development applications is being followed and the community have been able to provide submissions and input into the process. This will continue as part of the assessment process of all DAs and is required under legislation.

Staff will seek to balance the planning merits of a proposal and the public interest in any assessment undertaken. Whilst some of the applications may be controversial it is expected that the recommendation of staff will align with Councillor and community expectations.

Alternatively, if staff had to wait until February or March for determination, all applications below would be provided to the first meeting of the new Council. Adding at least 60 days to the timeframes, and delivering poor customer service to the community.

DA number	Street address	Description	Value	Submissions
10.2021.26.1	15 Golden Valley Road Jamberoo	40 Lot Subdivision	\$3,000,000.00	48
10.2021.44.1	150 Wyalla Road	Secondary dwelling	\$473,000.00	6
10.2021.141.1	133 Foxground Road	Dwelling, secondary dwelling, other	\$1,892,183.00	9
10.2021.153.1	290 Rose Valley Road	Secondary dwelling, pool	\$2,550,000.00	8
10.2021.196.1	37 Pheasant Point Drive Kiama	demo, new dwelling	\$618,000.00	8
10.2021.156.1	96 Rose Valley Road	Abattoir	\$300,000.00	217
10.2021.178.1	114 Terralong Street Kiama	Demo and new mixed use	\$5,041,000.00	14
10.2021.208.1	7 Marks Street Kiama	Other - art space	\$1,000.00	17

Report of the Director Environmental Services

12.3 Delegations for development assessment during caretaker period and planning reform update (cont)

DA number	Street address	Description	Value	Submissions
10.2021.248.1	143 Terralong Street Kiama	Other - Kiama Village	\$17,290,000.00	3
10.2021.150.1	Jamberoo Road (Tang) Jamberoo	Demo, dwelling and pool	\$6,440,000.00	6
10.2021.149.1	125 Willowvale Road Willow Vale	New dwelling, change of use	\$2,277,576.00	0
10.2021.282.1	18 Belinda Street Gerringong	Gerringong Co-Op	\$5,059,000.00	-

Item 12.3

Option for assessment

It is proposed that the delegations to the Chief Executive Officer during both caretaker period and through the election process are increased to allow for processing of the applications within the system. This is to enable ongoing progress of operations and to ensure Council meets the requirements within the Environmental Planning and Assessment Act, to avoid deemed refusal and legal action.

It is proposed that applications are assessed and determined in accordance with Council's adopted policy, strategic framework and existing Council guidelines. Staff will continue to provide assessment reports and recommendations.

It is proposed that these reports and recommendations are provided to Council's Executive Leadership Team operational meetings. This enables Council's senior staff to consider the recommendations and critically assess the applications prior to making a determination.

It is also proposed that any outcome of applications determined over this time period will be provided to both the community and to the incoming Council in the form of a report, which will outline any decisions made during the period of caretaker and also through the election process.

Staff are experienced planning professionals who assess applications in accordance with the provisions, controls and requirements of Council and the State Government. Over the last two years staff recommendations have in most cases aligned with both Council and community expectations. In the majority of development applications the recommendation of staff that has been provided to Council has been adopted by the elected body.

It is important that staff are afforded the opportunity to continue to support the operations of Council whilst there is no elected body in place. Council staff understand the duties required of them and are particularly conscious of community expectations and standards.

It has also already been outlined that both the Rose Valley Abattoir proposal and the Golden Valley subdivision proposal cannot be determined by staff. This is because both proposals fit within the controversial definition provided in the Local Government Regulations. Furthermore, given the significant community concern and interest of

Report of the Director Environmental Services

12.3 Delegations for development assessment during caretaker period and planning reform update (cont)

these applications it will be important for them to be provided to the new Council for consideration.

Update- Planning Reform Program

Under the Planning Reform Program which was reported to Council in October 2021, staff are working diligently to improve the development assessment process and improve the timeframes of applications, as well as the overall customer and community experience within the development assessment process.

Following significant media and community interest staff have been working diligently to continue to deliver the promises and actions set out in both the Council report to the September 2021 meeting and the actions communicated via the communication strategy.

An update on progress is provided below. This is included within this report to continue to provide Councillors with transparent information about the development assessment process and outcomes being achieved through the reform.

Several operational changes have been made to support the program and actions set within the program have been completed. These include:

- The formation of the Major Works Team which sits within the Manager Strategic Planning remit. This team is supported by two external resources who provide experienced planning and assessment expertise.
- Establishment of a focused position available 9-5pm to support the pre-lodgment and lodgment process, including provision of direct number and contact details
- Training of staff through Council's draft communication strategy
- Informal engagement with applicants prior to pre-lodgment process
- Manager and Director level support to applicants for complex problems or to discuss concerns
- Deployment of pre-lodgment, standard assessment and fast-track assessment Authority workflows
- Deployment of the Major Works Cluster – focusing on applications with economic/social benefit
- Deployment of new 'Applicant Letter' templates
- Engagement with key stakeholders and interest groups
- Community engagement and communications plan implementation

The additional resources have been funded from the vacant Development Coordinator Position. By reallocating complex and large development applications to the Major Works Team and outsourcing the assessment of these to experienced planners, enables the development assessment team to focus a smaller number of applications and therefore provide the focus and customer service required to progress these through the system. The recommendations of staff are aligning with community expectations for these development applications and comply and accord with Council's existing strategic and policy framework.

Report of the Director Environmental Services

12.3 Delegations for development assessment during caretaker period and planning reform update (cont)

The changes have also resulted in more quality outcomes for both applicants and for the community. The provision of independent advice provided from external support has been welcomed for the complex applications considered to be major works.

This approach has already seen significant improvements in the number of development applications processed each week and resulted in more positive outcomes for both the community, applicants and Council, both through the customer experience and in the timeframes met through the process.

Conclusion

The assessment of development applications is an essential organisational function of Council. Staff are required to meet legislative timeframes and have embarked on a detailed planning reform program. It is important that Council consider the delegations provided to staff to ensure that operations can continue even whilst in caretaker mode and during the period in which an elected body is not in place.

Whilst this is a relatively short period of time the resulting impacts on the development assessment process of not having appropriate delegations in place, creates both operational and reputational risk for Council. It is important that staff are empowered and supported to deliver the role that they have been employed to undertake during this period and continue to achieve positive outcomes for the community, applicants and Council.

13 REPORT OF THE DIRECTOR CORPORATE AND COMMERCIAL SERVICES

13.1 Destination Kiama event funding - Kiteboarding Australia - NSW State Titles 2021

CSP Objective: 3.0 A diverse, thriving economy

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

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

Summary

This report seeks Council's endorsement of an application made by Kiteboarding Australia to support the NSW State Titles 2021 event.

The amount requested is \$3,700 financial contribution and in-kind support of \$300 to cover license and reserve hire fees for the event.

The event organiser submitted their application request for Destination Kiama Event Funding on 6 July 2021 which was mistakenly overlooked by the Events Coordinator and therefore not presented to the Tourism Advisory Committee for assessment.

The event is to be held on 20-21 November 2021 at Seven Mile Beach Gerroa.

Financial implication

Within the Destination Kiama Events Funding budget for 2021/2022.

Risk implication

None.

Policy

N/A.

Consultation (internal)

Acting Director Corporate and Commercial

Acting Tourism and Events Manager

Events Coordinator

Waste Services – event waste management

Engineering & Works – license and reserve hire

Visitor Information Centre – event listing

Communication/Community engagement

This event introduces and promotes kitesurfing in the Kiama LGA. This event is partnering with Seven Mile Beach Holiday Park and Discovery Holiday Park to accommodate competitors, and is hosting dinners and functions at local venues.

Report of the Director Corporate and Commercial Services

13.1 Destination Kiama event funding - Kiteboarding Australia - NSW State Titles 2021 (cont)

Attachments

- 1 Destination Kiama Events Funding Application NSW State Titles Kiteboarding Australia [↓](#)
- 2 Destination Kiama Event Sponsorship Application - Funding Assessment - NSW State Wave Titles [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council agree to the funding request made by Kiteboarding Australia and provide Destination Kiama Event Funding of \$3,500 in financial support as well as \$300 in-kind for the provision of license and reserve hire to support the 2021 NSW State Wave Titles.

Background

The NSW State Wave Titles is an event held by Kiteboarding Australia which is in its second year of running at Seven Mile Beach, Gerroa.

In 2020 the event attracted 42 participants and 300 spectators, their post event report cites 51 direct overnight stays from competitors with an average of three nights stay.

Kiteboarding Australia is a not-for-profit and peak sporting association for kiteboarding. The two-day NSW State Wave Titles will see the best kiteboarders in NSW attending the championships to battle it out for the title in junior, men's, women's and master's categories.

The 2020 event attracted multiple interviews on ABC radio as well as one television news story on NBN, featuring the winners from each of the categories. The event was sponsored by Cabrinha (naming sponsor for the National Wave Series), Destination Kiama, North Kiteboarding, as well as kiteboarding brand, Mystic.

The social media reach was high, with Kiteboarding Australia (2,050 followers), Kiteboarding NSW (8,000 views on the live stream), ABC story (34,000 followers).

This event was supported in 2020 by Destination Kiama to the value of \$3,500 including in-kind support.

Destination Kiama values the relationship with Kiteboarding Australia and the unique contribution the event makes to the Kiama LGA's diverse event calendar.

Advertising and marketing will promote the locality as a prime destination for kiteboarding and holidaying in general. The event will capture media and will create lasting legacy for promotion – resulting in economic impact with the potential to host the event in following years.

Assessment against Destination Funding Criteria (see attachment for details):

Report of the Director Corporate and Commercial Services

13.1 Destination Kiama event funding - Kiteboarding Australia - NSW State Titles 2021 (cont)

Decision making criteria	Score
Capacity and Capability	9
Brand profiling for the Kiama area	10
Community impact/benefit	8
Economic impact	8
Size and scale	5
Sustainable	9
Capacity and Capability 2	8
	57/70

Source: Destination-Events-Funding-Guidelines-January-2021 – Page 6

Item 13.1

Major & Destination Events funding level qualification*	
Level of funding	Score
Up to \$20,000 monetary or in-kind support	61 - 70
Up to \$10,000 monetary or in-kind support	51 - 65
Up to \$5,000 monetary or in-kind support	41 - 50
No funding	40 or less



Destination Events Funding Application Form

This form is to be used to apply to Destination Kiama and Kiama Municipal Council for funding support to conduct your Destination Event.

Applications are to be submitted to events@kiama.nsw.gov.au at least six (6) months prior to your event start date. This deadline is to allow adequate time to qualify for a funding submission period, be assessed by the Tourism Advisory Committee and finally presented at a Council Meeting for resolution.

If you have any questions or require assistance with this application please contact the Events Coordinators on (02) 4232 0444 or events@kiama.nsw.gov.au.

Completed form and supporting material

Please return your completed application form and supporting material, addressed to:

Chair Tourism Advisory Committee
E | events@kiama.nsw.gov.au (preferable),
A | Manager Tourism and Events,
Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Part 1: Applicant details			
Full name	Kiteboarding Australia (Declan McCarthy)		
Role / Title for event	NSW State Wave Titles - National Wave Series		
Email	declan@kiteboardingaus.com.au		
Mobile number	0499 071 116		
Postal address	Street	PO Box 870	
	Suburb	Moruya	Postcode 2537
Are you a resident of the Kiama LGA?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Are you a Destination Kiama partner?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
If yes, under what business / event name			
Have you previously received funding from Kiama Municipal Council or Destination Kiama?	Yes the 2020 NSW State Wave Titles were held at Gerroa and we recieved funding to deliver the event.		
If yes, for which project and what was the amount received?	The event in 2020 recieved \$3500.		
Part 1: a) Additional details for organisations only			
Organisation name	Kiteboarding Australia Limited		
Phone	0499 071 116		
Email	contact@kiteboardingaus.com.au		
ABN	92 159 967 101		

Links to the organisation's website and social media accounts (if applicable)	Website	www.kiteboardingaus.com.au
	Facebook	https://www.facebook.com/kiteboardingaus
	Instagram	@kiteboardingaus
	YouTube	https://www.youtube.com/channel/UCgy9-
	ATDW	
Head of organisation (i.e. Chairperson)	Rhys Higham - Chairperson	
Brief statement to describe your organisation	Non for profit peak sporting association for kiteboarding in Australia. Kiteboarding Australia aim to represent the sport, develop training, events and safety for members.	

Part 2: Event details		
Event name	New South Wales State Wave Titles	
Event location / venue	Gerroa - 7 Mile Beach	
If this is a Council venue, have you completed the booking application form?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Event date and time	6 & 7th of November 2021 Backup 13&14th and 20&21st of November, 2021	
	Bump-in	9am
	Bump-out	8pm
Links to the event website and social media accounts (if applicable)	Website	as above
	Facebook	as above
	Instagram	as above

	YouTube	as above
	ATDW	
Anticipated number of attendees	250	
Event purpose / goal?	To complete and award the 2020 NSW Wave State Titles, promote kitesurfing and the event / location.	
Brief event overview Maximum 2 paragraphs	<p>The event will consist of the best kitesurfers in NSW attending the championships to battle it out for the title in junior, mens, womens and masters categories. Kitesurfing waves uses the power of the wind and waves for riders to perform expressive wave riding.</p> <p>The heat format consist of 4 person heats, with riders progressing through an elimination ladder. The eventual finalists will battle it out for the top spot.</p>	
Specifically identify what you are seeking from Destination Kiama / Kiama Municipal Council (including financial and in-kind) Please refer to Council Fees & Charges	Item	Estimated Value (\$)
	<i>E.g. Waste Management Support</i>	\$2,000
	Media	\$2000
	Council Fees	\$300
	Water Safety	\$1000
	Trophies	\$700
Sponsorship and / or partnerships secured. If yes, please list.	Sponsor / Partner	Estimated Value (\$)
	Cabrinha	\$1000

Part 3: Economic impact			
Expected number of visitors to attend event from <u>outside</u> the Kiama LGA?	125	How long are the visitors expected to stay?	Hours
			2 Days
			Weeks
Top three (3) target market demographics (age, gender & location – e.g. mid-20s females from Sydney)	Male 20 - 50 Males (NSW)	What is the expected expenditure of visitors?	\$400
	Females 20 - 50 (NSW)		
How will your event partner with other local businesses such as attractions, accommodation, etc to extend visitor length of stay?	We will look to partner with holidays parks opposite 7 Mile Beach (Seven Mile Holiday Park & Discovery Parks) We will also host dinners and social functions at local venues		

Part 4: Community benefit	
How does your event engage with the local community?	Brings together the state wide kitesurfing community for the weekend. The event also supports local accomodation, food and related services through economic impact. The event also promotes and activates the community to the kitesurfing world.
How is your event accessible and inclusive?	The event is open to persons of all ages, genders, races. There is no discrimination. We include a juniors division to make juniors welcome and develop the sport from the bottom up.

<p>What Waste Wise practices will be in place at your event?</p>	<p>No single use plastics will be supplied at the event.</p> <p>The event site will be left as found, if not better. All rubbish will be removed.</p>
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<p>Part 5: Destination profiling – marketing and promotion</p>	
<p>How will your event assist with the promotion of the destination, as well as encouraging pre and post-event visitation to the area?</p>	<p>The event naturally will promote the local area through the advertising and marketing in the lead up to the event. This will attract the best riders in the state to Gerroa.</p> <p>The riders will compete and the event will capture media which will create a lasting legacy for promotion of the area, resulting in compounding economic impact.</p> <p>Upon successful completion of the event, there may be opportunity to host the following years state title in the</p>
<p>How will your event acknowledge Destination Kiama and Kiama Council funding support?</p>	<p> <input checked="" type="checkbox"/> On your website <input checked="" type="checkbox"/> Social media channels <input checked="" type="checkbox"/> Event collateral (eg. posters, program, etc.) <input checked="" type="checkbox"/> Other: please describe below: Event videos Event briefing & presentations </p>
<p>How does your event align to the Tourism & Events Strategic Plan</p>	<p>The event aligns mostly to two key areas of the Tourism & Events Strategic Plan, Market and promote visitation to the Kiama Area & Deliver and promote a year round events strategy.</p> <p>The Kiama area is marketed and promoted through the kitesurfing community. It will result in an influx of participants from outside the Kiama LGA area during and post the event.</p>
<p>Marketing Plan attached?</p>	<p> <input type="radio"/> Yes <input checked="" type="radio"/> No </p>

Part 6: Event budget			
	Item	Proposed / quoted cost	Actuals
Budget overview Please list if also attached	INCOME		
	Entries	700	
	Sponsorship	1500	
	Council Partnership	3700	
	EXPENDITURE		
	Event infrastructure	300	
	Trophies	700	
	Water Safety	1000	
	Event Staff / Judges	\$1500	
	Media / Marketing	2000	
Event Site Fee	\$300		

Part 7: Other		
Any other items to support your application? (List and attach)		

How did you hear about Destination Kiama Event Funding?	<input type="checkbox"/> Social media	<input type="checkbox"/> Advertisement
	<input type="checkbox"/> News story	<input type="checkbox"/> Destination Kiama or Kiama Municipal Council website
	<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Blog
	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Other: _____

Part 8: Declaration by applicant

I certify that, to the best of my knowledge, all the information in this application is correct and that I have delegated authority to sign this application.

I acknowledge that the Kiama Municipal Council and Destination Kiama has the right to withdraw the offer of funding or demand the return of any funds already paid if:

- It is discovered that any of the information provided is false
- The event does not go ahead within the project period
- The funds are not fully expended at the end of the project period
- Any funds cannot be accounted for

I agree to this application being publically displayed on Kiama Council's website as an educational and informative tool for future funding applicants.

If you're successful in receiving Destination Event Funding, you agree to:

- Sign and return the written funding agreement (Destination Kiama, Event Coordinator will draft this agreement)
- Submit your post event report within 1 month of completion of your event
- Meet with the Destination Kiama team to discuss payment milestones and reporting
- Recognise Destination Kiama and Kiama Municipal Council's contribution on all promotion of this event
- Keep Destination Kiama informed of the progress of the event
- Fully disclose any other sponsorship from Council or other at the time of this application
- Be open and transparent about any relationships or political interests with any members of the deciding committees (TAC and Council).
- Failure to submit all documentation requested on time may result in your application being rejected.

Applicant signature	
Date	5 July 2021

If you have any questions or require any assistance with this application please contact the Events Coordinator on (02) 4232 0444 or events@kiama.nsw.gov.au.

What now

Once all documents are received, your application will be processed through the Tourism and Events Department. Your event will be added to our Events MASTER Calendar, with details also being forwarded to any relevant departments in Council for reserve & hall hire.

If your application meets the requirements, it will be assessed in the relevant submission period, when entries close, by the Tourism Advisory Committee (TAC).

Recommended applications to receive funding will then be presented at the next Council Meeting for approval.

We will contact you via the contact number or email address used to apply with feedback post the final Committee Meeting with the outcomes. Should you be successful, a letter of approval and contract of agreement will be issued.

A meeting will then be organised with the Destination Kiama team to discuss payment milestones and reporting.

It is recommended that you keep a copy of your application and any relevant material for your records.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to fulfill its functions for Council Cemeteries, and to keep accurate Cemetery Burial, Ash Placement and Memorial Plaque Records. Intended recipients: The intended recipient of the information is Kiama Municipal Council. Supply: While the supply of this information is compulsory, the personal information you provide will enable Council to keep records of interments, places of interment, cremations, memorial plaques and rights of interment and make such information available for inspection for historical or research purposes. Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Personal information may be disclosed to third parties for inspection, research or historical purposes, whilst ensuring that the privacy of persons still living are protected. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street Kiama, NSW 2533. Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter. Kiama Council's Privacy Policy can be viewed at www.kiama.nsw.gov.au/your-council/policies

Office use only

Application received _____	Application request added to TAC agenda on _____
Date _____	Date _____
Name _____	Name _____

Destination Kiama Event Funding

Application Assessment

Event Name: NSW State Wave Titles – National Wave Series

Date: 20 & 21 November 2021

Attendance: 250 (125 outside of LGA)

Decision making criteria	Destination Event	Score
Capacity and Capability All event organisers will be required to: <ul style="list-style-type: none"> • Demonstrate a capacity and capability to manage a successful event • Provide event management plan (including marketing plan) and budget relevant to the scale of the event 	Meets 100% of criteria	9/10
Brand profiling for the Kiama area <ul style="list-style-type: none"> • Regional and State wide media exposure • Distinct engagement or enhancement opportunities • 1,000+ followers on social media • Enhance the character and culture of the region • May leave amenity improvement of the region • Destination Kiama profiling 	Meets 55 – 75% of criteria	10/10
Community impact/ benefit <ul style="list-style-type: none"> • Fits in with the destinations Hero Experiences • Improves community spirit • Stimulates opportunities for participation and positive community connections • Acknowledges and promotes cultural diversity • Demonstrates an understanding of the needs of the community • Provides evidence of community support and/or involvement • Ability to minimise and manage event waste and any environmental impact 	Meets 55 – 75% of criteria	8/10
Economic impact <ul style="list-style-type: none"> • Between \$50,000 - \$1M economic impact from year 3 of the event or as a one-off event • Full capacity of beds/ OVE across the LGA 	Meets 55 – 75% of criteria	8/10
Size and scale <ul style="list-style-type: none"> • Paying attendees of over 300pax • OR more than 1000 FREE attendees • Target of 35% out of region visitation 	Meets 55 – 75% of criteria	5/10
Sustainable <ul style="list-style-type: none"> • Ability to attract corporate sponsorship • Ability to attract State Government Support • Working budget that shows profit/loss • Shows a sustainable business model 	Meets 55 – 75% of criteria	9/10

Decision making criteria	Destination Event		Score
Capacity and Capability All event organisers will be required to: <ul style="list-style-type: none"> • Have social / cultural, economic and/or local area promotional benefits • Fill a strategic gap in the calendar of events • Event is held in the Kiama LGA • Council has resources to support the event • No grants or funding have been received from other Council departments • An Australia Tourism Data Warehouse (ATDW) listing has been created for the event • Have sound financial management • Received destination funding in previous years 	Yes	No	8/10
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	
TOTAL			57/ 70
Major & Destination Events funding level qualification*			
Level of funding			Score
Up to \$20,000 monetary or in-kind support			61 - 70
Up to \$10,000 monetary or in-kind support			51 - 65
Up to \$5,000 monetary or in-kind support			41 - 50
No funding			40 or less

Remplan Assessment:

Name Kiteboarding Australia
Duration 2 days

Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	0	125	0	125
Number of Nights	n/a	2.00	0.00	
Estimated Expenditure per Visitor per Day (\$)	\$0	\$200	\$0	
Total Estimated Expenditure (\$)	\$0	\$50,000	\$0	\$50,000

Estimated Expenditure per Visitor per Day data sourced from custom data source: supplied

Tourism Impact Summary Report

Impact Summary	Direct Effect	Supply-Chain Flow On Effect	Consumption Flow On Effect	Total	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$0.050	\$0.016	\$0.010	\$0.075	1.310	1.508
Long Term Employment (Jobs)	0	0	0	0	0.000	0.000
Wages and Salaries (\$M)	\$0.013	\$0.004	\$0.002	\$0.019	1.336	1.516
Value-Added (\$M)	\$0.023	\$0.008	\$0.006	\$0.036	1.336	1.596

13.2 Management arrangements for Kiama Showground seasonal camping 2021/22

CSP Objective: 3.0 A diverse, thriving economy

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

Delivery Program: 3.3.1 Management of Kiama Coast Holiday Parks as viable business entities

Item 13.2

Summary

This report discusses proposed management arrangements for seasonal camping at Kiama Showground/Chittick Oval during December 2021 and January 2022. The report recommends for the forthcoming showground seasonal camping to be managed on Council's behalf by the Kiama Show Society Inc. with payment of a set commission for management services.

Financial implication

Income generated from seasonal camping at Kiama Showground crown reserve is part of Council's overall income derived from holiday park operations. Seasonal camping at Kiama Showground is regarded as "overflow" holiday camping during the peak season from the Kiama Harbour Cabins. Gross income to Council over the last four years has been between \$62,000 and \$85,000, an average of \$72,000 per year.

In previous years a percentage (20%) of seasonal camping revenue has been paid to the camping manager. For the 2021/22 seasonal camping period, it is proposed to remunerate the Kiama Show Society Inc. a set fee of \$18,000 for management services.

Risk implication

Continuation of seasonal camping over the Christmas school holidays supports Council's financial position through increased income. Establishment of formal management arrangements establishes management accountabilities and risk controls for oversight of the camping. The proposed formalised new management arrangement for 2021/22 seasonal camping will provide proper regulatory and governance practices.

Policy

Crown Land Management Act 2016

Crown Land Regulations 2018

Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings Regulations) 2005

Local Government Act 1993

Consultation (internal)

Director Engineering and Works

Communication/Community engagement

Kiama Show Society

Report of the Director Corporate and Commercial Services

13.2 Management arrangements for Kiama Showground seasonal camping
2021/22 (cont)

Attachments

- 1 Letter to Kiama Show Society - request to consider camping management 2021/22 - Showground seasonal camping [↓](#)
- 2 Kiama Show Society - request for sponsorship 2022 Show [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. enter into a management contract to the value of \$18,000 (+ GST) with the Kiama Show Society Inc. (Y0568121) to manage seasonal camping at Kiama Showground and Chittick Oval (crown reserve D580000) between 13 December 2021 and 15 January 2022, and
2. give delegated authority to the Chief Executive Officer to sign any documentation associated with the management contract for seasonal camping at the Kiama Showground.

Background

Kiama Showground Reserve (D580000) is a crown reserve dedicated for public recreation originally declared on 26 August 1908. Kiama Municipal Council is the crown land manager. Camping is a permitted activity under the *Crown Land Management Act 2016* and *Regulations 2018*. An annual permit is granted for seasonal camping, the subject of this report, under section 68 the *Local Government Act 1993*. The current camping ground approval allows for 68 camp sites.

Seasonal camping is permitted by Kiama Showground Plan of Management and has been occurring at the site since the 1930's during the Christmas school holiday period and typically aligns with timing of the Kiama Show event in the second half of January.

In previous years, the showground seasonal camping has been managed by Council's Kiama Harbour Cabins contract managers as an additional role to their contractual holiday park obligations. Earlier this year, the current holiday park managers wrote to Council advising that they were unable to continue managing the seasonal camping.

Kiama Show Society Discussions

As part of their preparations for the 2022 Kiama Show, the Show Society approached Council earlier in 2021 seeking consideration of providing financial assistance for the 2022 Kiama Show either in the form of a waiver of application and hire fees associated with the running of the show, or in the form of a direct grant. A copy of the Show Society's request is included as an attachment to the report. As part of these discussions, Council officers mentioned the potential for the Society to manage the seasonal camping on Council's behalf, given their long-standing occupation of the site in the second half of January for the Kiama Show.

Report of the Director Corporate and Commercial Services

13.2 Management arrangements for Kiama Showground seasonal camping
2021/22 (cont)

Council subsequently wrote to the Show Society with a formal proposal to manage the camping based on the commencement of holiday camping management from 13 December until 15 January 2022. Council's letter is attached to this report.

Following negotiation, a management fee of \$18,000 + GST has been agreed to (pending Council endorsement) for the society to manage seasonal camping on Council's behalf 2021/22. This fee is approximately \$5,000 more than has been paid in previous years via commission, however is considered reasonable and good value for money as it provides additional financial assistance to the Show Society in the operation and preparation for the Kiama Show.

Alternative Options

In consideration of all the relevant issues, there are three options available to Council regarding seasonal camping on the Showground Reserve in 2021/22:

- Option 1: discontinue seasonal camping
- Option 2: directly employ a person or company with relevant experience on a temporary employment basis to manage the camping
- Option 3: appoint Kiama Show Society Inc. as seasonal camping ground managers – the recommended option

Option 1 is not considered a realistic consideration for Council given the sustained high demand and community expectation together with the positive income generated by the extra overflow camping for the travelling public during the peak summer holiday season.

Option 2 presents risk due to lack of time and uncertainty to organise. Direct employment of an additional person for a short time period does bring other associated costs and obligations for Council including training, induction and the like. This is not preferred for the arrangements being sought in 2021/22.

Option 3 – This option is recommended. It is imperative that a formalised management arrangement is in place for seasonal camping. This will ensure Council meets its regulatory and governance responsibilities with regard to public land management/camping generally and also achieve a transparent and accountable operating model for seasonal camping considering the financial transactions and statements that result. The camping operation needs to be auditable. The Kiama Show Society Inc. is registered with ASIC which is important from a governance perspective.

Conclusion

The Kiama Show Society Inc. has a long standing relationship with Council and the Kiama Showground and will be running the annual Kiama Show in late January 2022 including managing the associated activities such as show related camping. Through the proposal to have the seasonal camping managed by the Show Society, Council's management responsibilities for the camping will be met and the Show Society will derive an income from management services that will support the Show Society through being able to generate a revenue stream following the interrupted COVID affected period in recent time.



Phone enquiries:

4232 0444

Reference:

12 October 2021

Trevor Phillis
Treasurer
Kiama Show Society

Re: Showground/Chittick Oval Camping

Dear Trevor,

Following the presentation by the Kiama Show Society to Council on the 14 September, 2021 and our subsequent meeting we write with regard to the proposal for the Kiama Show Society (KSS) to undertake Caretaking operations on behalf of Kiama Council for the Kiama Showground and Chittick Oval summer camping.

As advised the previous Caretakers have notified Council that they no longer wish to manage the summer Camping, and this has provided an opportunity for the KSS to work with Council to establish an ongoing source of Income whilst providing a valued service for overflow camping for our visitors.

To enable you to consider our proposal please see the following list of caretaking tasks that you would be required to undertake.

Obligations of Kiama Show Society

- Line marking of sites between 13th December and 16th December 2021 (the four corners of the campground will be marked out by Council's surveyor prior to 13th December to provide a reference for starting points)
- Commence guest arrival on the 17 December
- Check-in and check-out all camp guests
- Caretaking hours- It would be appropriate for someone to be on site during check-in and will be required to be on call at all times- preferably 2 hours in the morning and 2 hours in the afternoon. This can be discussed as the demand requires
- For walk-ins Caretaker must be available to check people in to their sites and ensure that they appropriately COVID check in and booking has been obtained
- Ensure that all COVID requirements are adhered to, including the correct signage erected, additional cleaning undertaken and a registration of all guests and visitors.
- Cleaning of amenities onsite twice daily
- Ensure that the sites are maintained in a tidy manner and that bins are placed in the appropriate places for collection
- Respond to guest enquiries/ complaints whilst on-site
- Notify council of any water damage on fields and assist council to repair damage. (council will provide resourcing and cover the cost of repairs)



- Coordinate Walk ins- and redirect to Council's website to book and pay online
- KSS to provide Public Liability Insurance Certification of \$20,000,000
- There will be strictly NO pets allowed
- KSS will be supplied with site maps and the terms and conditions for all guests to adhere to
- Ensure that all guests have vacated the sites by 17 January 2022 and that the property is left in a clean and tidy manner

Obligations of Council

- Council will take all bookings and receipt all payment in advance of guest arrivals.
- Walk-ins should be directed to Council's website where they can directly book and pay online.
- Council will install all water and power from the 13th December
- Council will leave the water and power in place until the completion of the Kiama Show
- Council will provide KSS access to the front office in the Pavilion from the 13th December until the completion of the Kiama Show for admin and reception purposes
- Security- Council will provide regular nightly security patrols
- Portaloos -Council will provide appropriate number of portaloos
- Waste- Council will provide waste services
- Council will supply appropriate COVID plan and check in requirements to be COVID compliant

Remuneration

Council will remunerate the Kiama Show Society by the payment of commission of 15% on total booking Income.

The remuneration will be paid to the Kiama Show Society at the completion of the contract. Council will advise KSS of the total income and the KSS will invoice council for payment.

Past Income figures:-

19/20	\$85,000
20/21	\$62,000

This is a preliminary list of obligations to enable you to further consider this proposal and please don't hesitate to contact me if you have any further questions,

Yours sincerely,



Megan Hutchison
Acting Director Corporate and Commercial Services
Kiama Municipal Council

Kate Daly

From: David Young [REDACTED]
Sent: Wednesday, 21 July 2021 9:04 AM
To: Mark Honey
Cc: Neil McLaren
Subject: Kiama Show Society Sponsorship

Follow Up Flag: Flag for follow up
Flag Status: Completed

Hi Mark

About this time each year the Kiama Show Society forwards correspondence to Council requesting the waiving of the following fees;

- Pavilion hire fee for the Kiama Show Trivia Night.
- Pavilion hire fee for the Kiama Show Ball
- Waste removal fees and charges for the Kiama Show Ball.
- Road Closure and footpath occupation fee for the Kiama Show
- Waste removal fees and charges for the Kiama Show

The requests have historically been approved and Council is then considered a major sponsor for those events. Of course over the past 2 years, the requests have been approved however we have not proceeded with any of the events due to either bushfires or COVID.

As a result the KSS is under considerable financial strain. As such I was seeking your advice as to whether our request this year could include a one off grant of \$10,000. I would appreciate your advice as to how we might move forward?

Regards

David Young
Sponsorship Coordinator
Kiama Show Society
P.O. Box 354
Kiama NSW 2533

[REDACTED]
KSS 0431 366944



14 REPORT OF THE DIRECTOR ENGINEERING AND WORKS

Nil

15 REPORT OF THE DIRECTOR BLUE HAVEN

Nil

16 REPORTS FOR INFORMATION

16.1 Annual Tabling of Returns of Disclosure of Pecuniary Interests and Other Matters - 2020-2021

Responsible Director: Office of the Chief Executive Officer

The *Model Code of Conduct for Local Councils in NSW (the Model Code)* requires the General Manager (or CEO) to table all Annual Returns of Disclosure of Pecuniary Interests and Other Matters (the return) lodged by the prescribed due date of 30 September 2021 at the first Council meeting after that date.

Council Officers forwarded the Office of Local Government guidelines and designated forms for the completion of returns to all relevant Councillors, staff and designated persons outlining their responsibilities to complete the return for the period 1 July 2020 to 30 June 2021 in order to comply with the provisions of the *Model Code*.

All designated persons must lodge their return with the Chief Executive Officer by 30 September each year. A register of these returns will be tabled during the meeting in the Council Chambers.

Communication/Community Engagement

N/A

16.2 Christmas / New Year - annual close down period

Responsible Director: Office of the Chief Executive Officer

Each year, Council has an annual close down period that commences at the close of business on Christmas Eve and concludes after the New Year's Day public holiday.

While some areas remain operational between Christmas and New Year, Council has implemented an Indoor Employee Accrued Time Protocol and Outdoor Nine Day Fortnight Protocol that allow employees to work increased hours throughout the year to accrue sufficient time to cover the three usual working days that fall during the annual close down. Employees who have not worked the additional hours throughout the year are required to access other forms of leave during this period.

This year Christmas Eve falls on a Friday and there will only be a skeleton staff working that day. It will be the responsibility of each Director to ensure there is adequate staff to support our services.

The following table details the calendar for the annual close down period:

Date	Holiday / Day	Leave
Friday 24 December	Christmas Eve	Work day – skeleton staff only Close of business: 3pm
Saturday 25 December	Christmas Day	Public holiday
Sunday 26 December	Boxing Day	Public holiday
Monday 27 December	Christmas Day holiday	Public holiday
Tuesday 28 December	Boxing Day holiday	Public holiday
Wednesday 29 December	Usual work day	Concessional or other leave
Thursday 30 December	Usual work day	Concessional or other leave
Friday 31 January	Usual work day	Concessional or other leave
Saturday 1 January	New Year's Day	Public holiday
Sunday 2 January	Non-work day	Non-work day
Monday 3 January	New Year's Day holiday	Public holiday
Tuesday 4 January	Return to work	

Council's annual close down period will be from 3pm on Friday 24 December 2020 with employees returning to work on Tuesday 4 January 2021.

Communication/Community Engagement

A communication/media program will be implemented to advise of close down period and services that will remain operational.

16.3 Executive Summary: Central Precinct - 28 September 2021Responsible Director: Office of the Chief Executive Officer

The minutes of the Central Precinct meeting held on 28 September 2021 are attached for Councillors' information.

In response to matters raised:

1. Dangerous dog policy

When dealing with dangerous dogs, Council complies with the Companion Animals Act 1998 (Part 5 Division 1 Declarations relating to dangerous and menacing dogs) and the Companion Animals Regulation 2018 (Part 6 Dangerous, menacing and restricted dogs), and follows Office of Local Government advice. Kiama Council is currently reviewing procedures and development of a policy.

Council has recently written to The Hon. Shelley Hancock, MP, Minister for Local Government suggesting a number of changes to the Companion Animals Act in relation to dog-on-dog attacks to strengthen the powers and authority of Council to investigate and resolve incidents. Suggested legislative amendments include the requirement for both dogs in a dog attack incident to undergo behavioural and temperament assessments, and the ability to issue dog prohibition declarations to prohibit dogs from entering dog off leash areas (and associated processes).

The Companion Animals Management Advisory Committee last met 14 July 2020.

2. Picnic table Saddleback Mountain

A picnic table at the corner of Longbrush Road and Old Saddleback Road was removed over 18 months ago when it was damaged in a wind storm. A formal risk assessment was undertaken and it concluded that the table should not be replaced as the location was assessed as unsafe.

Council can review the request to install a safety barrier to enable the picnic table to be replaced and provide advice back to the Central Precinct on what actions may be required. There is no budget currently allocated to this work and funds would need to be allocated in a future year if it was decided to proceed with these works.

Communication/Community Engagement

Councillors and staff regularly attend and address precinct and resident association meetings.

Meeting dates are published on Council's website.

Attachments

- 1 Executive Summary - Central Precinct - 28/09/2021 [↓](#)



Central Precinct Meeting Executive Summary

Organisation:	Central Precinct	Date of meeting:	28/09/2021
Chair:	Mark Greaves	Minute taker:	Warren Simpson
Attendance numbers:	43 on Zoom, so 65?	Bank balance:	\$299.14

Motions for Council:
<ol style="list-style-type: none"> General Business- Dog Control. What are Council's policies and procedures regarding dangerous dogs and when was the last meeting held for the Companion Animals Committee? Proposed Julie Smythe, Seconded Graeme Gherashe General Business-Picnic Table Saddleback Mountain. Request Council review the decision to not replace the picnic table and consider a request to install a safety barrier to facilitate the replacement of the picnic table at the lookout. It was noted that the lookout spot and adjacent drystone walls have cultural and historical significance. Proposed John Greer. Seconded Sue Eggins.
Actions arising / Recommendations:
Dog Attack Report 14 August 2021
Correspondence:
List correspondence received and sent
Guest speakers:
<p>Ed Paterson and Jessica Rippon KMC: Updates on; Draft Environmental Planning and Assessment Regulation 2022 Planning Reform Program Strategic Planning Works Program Draft Traffic and Parking Study Better Futures Australia Declaration DA Cnr.Collins and Terralong Sts Hindmarsh Park Playground</p> <p>James Allen New Growers Jamberoo</p>
General business topics and outcomes:
Picnic table Saddleback Mtn. Motion included.
Ongoing issues to be addressed:
List any ongoing issues still to be addressed by Council

16.4 Minutes: Minnamurra Progress Association - 5 October 2021 and 2 November 2021

Responsible Director: Office of the Chief Executive Officer

Attached for Councillors' information are the minutes of the Minnamurra Progress Association meeting held on 5 October 2021 and the meeting held on 2 November 2021.

Communication/Community Engagement

Councillors and staff regularly attend and address precinct and resident association meetings.

Meeting dates for these groups are published on Council's website.

Attachments

- 1 Minutes: Minnamurra Progress Association - 05/10/2021 [↓](#)
- 2 Minutes: Minnamurra Progress Association - 02/11/2021 [↓](#)

Minnamurra Progress Association Inc.

Minutes of Meeting 5th October 2021 @ 7.15pm

Email - minnamurraprogressassn@gmail.com

Acknowledgement of Traditional Owners:

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

Attendees: J Martens, V Steele, A & E Skorulis, G Collinson-Smith, C Mason, N Sinclair

Visitor: Clr Mark Way

Apologies: R & D Stodus, Gerda Keast

Minutes of last meeting: 7 September – previously distributed & to be approved

M: G Collinson-Smith **SEC:** C Mason **AIF:** Y **C:** Y

Business Arising:

1. Waterways are currently replacing 4knot sign further north of original placement, closer to the Trevethan Reserve boat ramp.
2. Boral Sand Mine - turbid water discharge, Ruth Deveney Reserve and other matters concerning the water quality discussed in General Business
3. Federal St/Charles Ave intersection - Clr Mark Way said the intersection would go ahead as per the original plan, with further action to be investigated. No indication of time frame until funding is sourced.

Correspondence:

1. Letter to Mike Dowd, Dir Engineering & Works addressing Bike Skills track - reminder to place large rocks (see photo) west of toilet as an important safety issue to stop cars parking in this area.
2. Thank you email to Clr Way for following up Federal/Charles Ave intersection improvements and support of other local issues.
3. Response from CEO for September meeting issues.
4. Letter and Spreadsheet to CEO outlining following issues in General Business requiring attention.
5. Letter to Kiama Council EPA, cc'd to KMC and Gareth Ward highlighting strange yellow silting and oily slick evidenced in the river recently.
6. A letter to be drafted and sent to all the Kiama LGA candidates requesting ONE candidate from each party to attend.
7. EPA Bass Point Quarry (PMA-198827110 - Modification 3 joel.herbert@planning.nsw.gov.au for further information.

Treasurer's Report: We have 66 members and \$2752.11 in funds.

M: C Mason **SEC:** V Steele **AIF:** Y **C:** Y

General Business:

1. Facebook/Teams recording and storage of online meetings - The following details moved and all agreed.
 - a. We will retain recording for 1 week after meeting for checking Minutes then recording will be deleted. Online attendance data can be collated manually.
 - b. The online invitation will be sent on Agenda to current Members and Councillors and visiting speakers. (The Meeting Link will not be included on the mailbox leaflet)

2. The following issues included in the monthly letter to CEO and MPA spreadsheet.
 - a. Graffiti in the railway underpass through to the village.
 - b. A member reported more Kiama Council Ranger presence required on the Minnamurra Headland where kids are building bike tracks and damaging the Landcare area, safety issues for walkers and antisocial behaviour.
 - c. Boulders to be relocated in the Bike Skills Track for users safety.
 - d. River St Reserve erosion located near the Norfolk Island Pine tree, the drain/grate has been removed causing erosion of the river bank around the roots of the tree.

3. Minnamurra River water sampling/testing noting 2015 Estuary Plan. CM reported 220 mt silt/sludge to EPA and KMC Ranger on Sunday 3/10. And NS spoke of strange yellow silt building up on the sand along the river tide line over the past 2 years. Other members had noticed this too. Water height monitor is located on the bridge now. It was moved that we send a letter to EPA, cc'd to KMC and Gareth Ward MP requesting regular water testing by EPA be carried out. Invite Byron Robinson KMC Environment Officer to a future meeting.

4. Town Centre Planning group - Iain Scott has accepted invitation from Ed Patterson as the MPA representative

5. Increase of MPA Membership fees - After discussion we deferred a decision for a later meeting with more member representation.

6. Christmas BBQ picnic for the December Meeting. Those present supported this. Further discussion required at the November meeting.

7. Candidate Forum for the Kiama Local Government Election 4 December 2021. We must stay within the current NSW Health requirements for this meeting. The details will be sent out to all candidates, one per group can attend due to limited numbers. We hope to record the meeting via Facebook for members who cannot

attend. Cliff suggested the School Hall as a venue but this was not thought to be necessary.

8. MPA Issue Register Spreadsheet will be updated each month to report progress on issues.
9. Community Recognition Nominations - It was agreed MPA members can nominate local recipients for community recognition in KMC Citizenship and MP Gareth Ward's Kiama Electorate Awards. Members can email nominations to minnamurraprogressasn@gmail.com

Raffle: *No Raffle this month due to online meeting*

Meeting Closed: 8.30

Next Meeting: Local Candidates Forum - November 2nd 2021

Minnamurra Progress Association Inc.

Minutes - 2nd November 2021

Email - minnamurraprogressasn@gmail.com

Acknowledgement of Traditional Owners:

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

Attendees: J Martens, J Bunce, G Collinson-Smith, V&M Steele, I Scott, C Mason, E Skorulis, J Hazeltine, D Stadius, J Godfrey

Visitors: C&J Powell, Clr M Way, T Jordon, I Draisma, Clr N Reilly, K Renkema-Lang, Clr K Rice, Clr M Brown, Clr W Steele, M Crawford, Clr D Watson

Apologies: P Phelan, J Keast, L Keane, A Skorulis, N Sinclair

Kiama LGA Election Forum

All parties were represented at the Forum after some last minute responses from some candidates. Each candidate spoke for 5 minutes and were able to answer our questions and concerns.

(If you couldn't attend the meeting - Live Recording is available on our Facebook members group - www.facebook.com/groups/minnamurraprogressmembers/ or on youtube <https://youtu.be/2Giprqnjku4>)

1. **Kiama Greens** - Clr Kathy Rice spoke of her strong understanding and commitment to the environment - highlighting essential services (current sewerage problems) questions on alternative energy options, the impact of new Shellharbour Hospital at Dunmore on Minnamurra, and finally candidates financial capabilities was directed to all candidates
2. **S.A.F.E. Kiama** - Karen Renkema-Lang - talked about open and transparent governance, accountability, economic & environmental responsibility, housing problems for low income locals, and the homeless in the Kiama area. Will apply the CZMP 2015 for better management of Minnamurra River and Spring Creek.
3. **Labour for Kiama** - Imogen Draisma will represent our youth and the challenges facing them which will lead to better outcomes overall for the community. Her team will work towards a transparent council, fit for the future with a strong focus on the area's aging community too.
4. **Team Reilly** - Clr Neil Reilly is a proven member of our council, but says a major culture shift is his idea to implement the changes necessary for our council which he explained is an extension of the community. He promised to continue his hard work for the Kiama community.

5. **The Non Political Party** - Todd Jordon (spoke on behalf of Clr Warren Steele) has no political agenda, is pro development, financial responsibility for council and will encourage a stronger framework for small business in Kiama.
6. **We Love Kiama-Gerringong-Jamberoo** - Clr Matt Brown will concentrate on tourism as it's the biggest employer by making Destination Kiama a priority. A strong commitment to deliver better outcomes for the community and no cruise ships.
7. **Your Community** - Mark Croxford spoke of his military and political background and has UN experience. He believes local government should not have a political agenda. He is pro business and development for Kiama. His strong focus is to drive change and reduce the council's costs compared to other councils in NSW.

MPA Meeting - commenced at 8.40 pm

Minutes of last meeting: 5th October – previously distributed & to be approved

M: C Mason **SEC:** G Colinson-Smith **AIF:** Y **C:** Y

Business Arising:

1. Transport NSW has replaced the 4 knot sign in the river near James Holt Reserve
2. Boral Sand Mine - Turbid water discharge, Ruth Deveney Reserve.- discussed in GB
3. Graffiti has been removed in the railway underpass to the village. New tags have been done unfortunately.

Correspondence:

1. Letter to Jane Stroud CEO Kiama Council noting current issues.
2. Email received from Jane Stroud re-motion to undertake action on Minnamurra River Plan 2015 has been referred to Byron Robinson and possible water pollution problems.
3. Thank you to Mike Dowd, Dir Engineering & Works for Bike Skills Track and rock replacement.
4. Letters to R Collinson-Smith and G Hooper for community gardening appreciation.
5. Contact Minnamurra Lions re December Meeting Picnic in James Oates Reserve.
6. Write to South Coast Land Council - re: indigenous name for Stack/Rangoon Island

Treasurer's Report:

No income or Expenditure for October **Total Funds \$2,752.11**

Minnamurra Public School approached for renewal of rental agreement - to be resolved once school fully opens.

M: M Steele **SEC:** C Mason **AIF:** Y **C:** Y

General Business:

1. No feedback from Council on the Reserve riverbank erosion - 70 Charles Ave?
2. More safety Issues/accidents on Bike skills Track - Clr Mark Way said the track met the necessary safety requirements and the recent accidents saddened him.
3. **MPA community BBQ picnic for December Meeting.**
We will contact Minnamurra Lions Club asking if they would like to share the organising of this event with MPA. We hope to encourage new residents and members to come along. It was decided we email an invitation to save the date soon. An earlier start at 5.30pm was suggested. BYO picnic or sausage sandwiches available for a small cost. A short MPA meeting will follow.
4. It was decided unanimously to send a letter to Gareth Ward MP requesting his advice on EPA testing/monitoring on recently reported pollution problems in the Minnamurra River highlighting the Coastal Zone Management Plan 2015 and Kiama Council's position on this matter
5. Discuss MPA's wish to nominate someone in our community for Community Recognition Awards next year? We discussed the Railway Ave gardening group as a possible nomination for a Kiama Council Award. Noelene and Bob Sinclair will be approached for advice on the coordinator of the group.
6. Graham asked about a decision on the MPA letterhead artwork that has been submitted by R Collinson-Smith. We will discuss this at the first meeting in the new year.
7. Vicki suggested we enquire if Stack/Rangoon Island has a significant indigenous name with the South Coast Land Council.
8. Council Ranger Services - dogs off-leash and jet skis remain a common topic of concern. We will include this in a letter to the CEO again. Meanwhile for unsafe jet ski activity contact Transport for NSW ph 131236.
9. Iain suggested and will follow up on a **'Parents Awareness Campaign'** to stop idling engines while waiting to collect children from the school. (possible article in School Newsletter/Bugle)

Raffle: J Hazeltine

Meeting Closed: 9.30pm

Next Meeting: 7 December 2021 - **MPA community BBQ Picnic in James Oates Reserve!**

16.5 Question for future meeting: Councillor Business Cards

Responsible Director: Office of the Chief Executive Officer

At the 15 June 2021 Council meeting, Councillor Reilly requested a report on the implementation of including an acknowledgement of country on the business cards for the new councillors, as previously agreed. The matter was referred to the Chief Executive Officer for action.

Costing for a redesign of business cards to include an acknowledgement of country has been sought and will be implemented in January 2022 for the new Council.

Communication/Community Engagement

N/A

16.6 Question for future meetings: Kiama Seaside Market- New Years Eve MarketResponsible Director: Office of the Chief Executive Officer

At the 19 October 2021 meeting, Councillor Reilly requested that staff assist the manager of the Kiama Seaside Markets with an application to have an additional special market on New Year's Eve 2021, as the market operators (Kiama and District Business Chamber) and members have lost so much revenue as a result of the impacts of COVID-19. The matter was referred to the Director Corporate and Commercial Services for action.

On 22 October 2019 Council adopted a new strategy for markets. The strategy was prepared to inform the future directions of markets taking place on public land. Until then markets had never been considered from a strategic perspective and were previously established ad hoc over time driven by individual market operators and their requests to establish market operations on public land. The main aspects of the strategy included:-

1. allowing one market to operate from the nominated reserves (Black Beach Reserve, Coronation Park Kiama, Reid Park Jamberoo and Old School Park Gerringong) under licence and through an expression of interest (EOI) process
2. allowing markets to occur only on a single day of any public holiday weekend
3. create consistent licence conditions such as licence term, number of days markets can operate etc
4. foster points of difference between the different markets

A survey was undertaken in mid 2019 to assist with the development of this strategy which generated 540 responses. Markets generally have strong support and there were positive responses for a combination of mid-week and weekend markets in Kiama.

The strategy was created to inform the impending Crown Lands Draft Plans of Management process. An additional motivation for this approach was to acknowledge and address the expiration date of licences for markets which are all now mostly 30 June 2022.

The Chamber have written to Council indicating their desire and willingness to hold either a daytime or twilight market to suit the needs of local businesses. The twilight market will have advantages for traffic management and will also reduce the competition for certain business types.

The Kiama Seaside Markets have a licence agreement to hold 15 markets per year. With COVID interruptions they will be well under their maximum allowance of 15 for the year. There will be one other market held at Black Beach during the daytime on the 27th of December by the Makers and Growers Market. Due to the high volume of usage and popularity of this space over a short period of time, consideration has been given to the damage to the reserve and the ability for this area to regenerate.

Council have advised the Chamber that this market falls within the scope of their licence agreement and a reserve booking has subsequently been made for this event.

Reports for Information

16.6 Question for future meetings: Kiama Seaside Market- New Years Eve Market (cont)

Communication/Community Engagement

Nil

Item 16.6

16.7 Question for future meeting: red bin service at ChristmasResponsible Director: Environmental Services

At its meeting held on 19 October 2021, Councillor Brown requested a report on the policy for an extra red bin residential service over the Christmas period.

Following a review of the previous resolutions of Council it can be confirmed that at the Council meeting held on 6 February 2018 Council resolved the following:

1. *Note the report contained in Item 14.13.*
2. *Acknowledge the large influx of visitors to the Kiama Municipality over the Christmas holiday period.*
3. *Note that many local families are spending more time in their homes and having more visitors than usual.*
4. *Note that Red Bin rubbish escalates during this period due to the increased number of people in households as well as people spending a longer period of time in their homes as well as there being more packaging waste which is prevalent to food and presents.*
5. *Provide an extra Red Bin service during the Christmas/New Year period, subject to budgetary considerations.*

This resolution was implemented by staff and the additional red lid garbage bin service for urban households, has been in place each year since 2017/18 and since 2019/20 for households who pay for a rural waste service, over the Christmas/ New Year period. This is consistent with surrounding councils who also offer a similar service.

In addition, since 2017/18, STRA properties have also had the option to apply for a weekly waste service i.e weekly garbage, weekly recycling and weekly food/garden organics, subject to Council approval.

Budget has been in place to implement these additional services since 2017/18. A review of this service has not yet been conducted but will be considered as part of ongoing budget determination, community feedback and operational needs.

16.8 Questions for Future Meeting Register as at 10 November 2021

Responsible Director: Office of the Chief Executive Officer

Attached for Councillors' information is the Questions for Future Meetings Register as at 10 November 2021.

Attachments

- 1 Questions for Future Meetings Register as at 10 November 2021 [↓](#)

Questions for Future Meetings Register

16/73192

No	Details	Actions
9 February 2021		
19.5	<p>Community and Tourism grants / donations / sponsorship</p> <p>Councillor Rice requested a report on the available budget, criteria, repeatability and selection processes for community and tourism grants, donations and sponsorship. The matter was referred to the Acting General Manager for investigation and report.</p>	<p>Completed. Report by Internal Auditor prepared and reported to the Audit, Risk and Improvement Committee</p>
20 April 2021		
19.2	<p>Scenic Management Guidelines</p> <p>Councillor Rice requested a report on how Council can proceed to establish Scenic Management Guidelines as referenced on page 402 and 403 of the March business paper, which outlined the Guidelines value in development decisions by other Councils. The proposed overlay in our LEP concerning character should also be considered in this report. The matter was referred to the Director Environmental Services for investigation and report.</p>	<p>This investigation and work to be carried out following the completion of the town centre priority projects in the Strategic Planning Works Program. The report to be provided to Council will enable decisions to be made and potential policy changes enacted. Therefore, further detailed investigation needs to occur prior to the report being provided to Council.</p>
19.3	<p>Community Response Policy update</p> <p>Councillor Rice requested a report to provide an update on the development of a Community Response Policy that included manageable timeframes for replying to community concerns and enquiries, which was endorsed by Council at the September 2018 meeting. The matter was referred to the Director Environmental Services for investigation and report.</p>	<p>The Community Response Commitment, Customer Service Charter and Customer Experience Strategy draft documents are currently being developed. This work has allocated budget and resources with the new Customer Service Coordinator commencing with Council in recent months. This work will align with information provided to the new Council to ensure expectations are set for staff, Councillors</p>

No	Details	Actions
15 June 2021		
19.1	<p>New Councillor business cards Councillor Reilly requested a report on the implementation of including an acknowledgement of country on the business cards for the new councillors, as previously agreed. The matter was referred to the Chief Executive Officer for action.</p>	<p>Reporting to the November 2021 Council meeting Costing for redesign of business cards is being sought. Will be actioned following the 4 December 2021 local government election</p>
21 July 2021		
19.1	<p>Pump track addition to Minnamurra Bike Skills track Councillor Way requested a report to the August Council meeting on continuing the development of the Minnamurra Bike Skills Track at Sanctuary Place Quarry to be known as Stage 2 – pump track. The report to include a plan for the pump track to be incorporated within existing infrastructure, an estimate to construct the pump track, and investigation and advice on the potential for grant funding to finance the project. The matter was referred to the Director Engineering and Works for action.</p>	<p>Reporting to the November 2021 Council meeting</p>
21 September 2021		
19.1	<p>Strategic Plan 2013-23: engagement opportunities Councillor Reilly requested a report on the gradual implementation of our Strategic Plan 2013-23: engagement opportunities and promote a consistent and positive image of Council to the community with a positive and consistent use of Council's logo. The matter was referred to the Director Environmental Services for action.</p>	<p>Engagement Plan for the CSP is being developed and will be provided to the new Council. There is no funding for a logo roll out in the budget for 2021/2022.</p>

No	Details	Actions
19.2	<p>Unauthorised use of a road reserve Councillor Reilly requested a report on the following - can Council, as the owner and asset manager of the road reserves in the municipality, exercise it's policy to ensure that an encroachment is either</p> <ol style="list-style-type: none"> 1. removed, or 2. subject to a Council resolution, permitted to remain, by the adjoining owner entering into an appropriate agreement with Council to ensure public liability and public amenity issues are identified and managed, and that a community benefit results which does not adversely impact on the owners of neighbouring properties? <p>The matter was referred to the Director Corporate and Commercial Services for action.</p>	<p>This will be reported to a forthcoming Council meeting. This report will involve a number of different areas within Council and needs to be discussed internally before the report can be written.</p>
19.3	<p>Planting of shrubs - Surfleet Place / South Kiama Drive Councillor Reilly requested planting of shrubs between Surfleet Place and South Kiama Drive. The ongoing maintenance would be minimal and would be no more arduous than the maintenance required when Council plants a shrub on the nature strip in front of properties, as they have done in front of some of the Surfleet Place properties. The verge is at least five metres making the area ideal for shrubs as both visual appeal and a potential noise barrier for the residents of Surfleet Place. The matter was referred to the Director Engineering and Works for action.</p>	<p>Reporting to the February 2022 Council meeting</p>
19.5	<p>Vegetation at Jones Beach and Werri Beach Councillor Way requested a report advising when the proposed investigation and report on vegetation for Jones and Werri beaches will commence and be completed. In conjunction with the Director of Engineering and Works please provide a date for the commencement of work to remove dead vegetation on Jones Beach that is not constrained by the report on vegetation across Kiama Municipal beaches. The matter was referred to the Director Environmental Services for action.</p>	<p>This will be a report from Director of Engineering and Works and will be reported to a forthcoming Council Meeting</p>

No	Details	Actions
19.6	<p>Pedestrian safety at Charles Avenue and Federal Street intersection Councillor Way requested a report based on the Kiama Local Traffic Committee September minutes and recommendation 9.6 Item 1 regarding safety work for school children at the intersection of Charles Avenue and Federal Street, Minnamurra, detailing cost of this work and date to commence and complete this work. The matter was referred to the Director Engineering and Works for action.</p>	Reporting to the November 2021 Council meeting
19.7	<p>Local Strategic Planning Statement priorities Councillor Rice requested a report on the anticipated sequence and timeframe for the progression of the remaining Local Strategic Planning Statement priorities throughout the next financial year and beyond. The matter was referred to the Director Environmental Services for action.</p>	Priorities will be determined as part of the budget process and development of the annual strategic works program. This will be reported during the first half of 2022
19 October 2021		
19.1	<p>Monthly development application report Councillor Reilly requested a monthly report on the number of development applications currently in hand and the number that exceed 40 days in processing to assist councillors to understand how Council is progressing toward the Planning Reform Program - Improving Customer Experience and Assessment Timeframes. The matter was referred to the Director Environmental Services for action.</p>	Completed, reports monthly to the Executive Leadership Team
19.2	<p>Resident only parking system trial Councillor Reilly requested a report on instigating a trial 'Resident only Parking' system on the small carpark at Gerroa Headland during the 2021 end of year holidays. The matter was referred to the Director Engineering and Works for action.</p>	Reporting to the November 2021 Council meeting
19.3	<p>Kiama Seaside Markets - New Year's Eve market Councillor Reilly requested staff assist the manager of the Kiama Seaside Markets with an application to have an additional special market on New Year's Eve 2021, to assist the Kiama and District Business Chamber and</p>	Reporting to the November 2021 Council meeting

No	Details	Actions
19.4	<p>members who have lost so much revenue as a result of the impacts of Covid-19. The matter was referred to the Director Corporate and Commercial Services for action.</p> <p>Female change room facilities Councillor Westhoff requested a report on female change room facilities (including toilets and showers) at sportsgrounds across the Kiama Local Government Area. The matter was referred to the Director Engineering and Works for action.</p>	Reporting to the November 2021 Council meeting
19.5	<p>Red bin service at Christmas Councillor Brown requested a report on its policy for an extra red bin residential service over the Christmas period as moved by Councillor Brown and Councillor Watson at the beginning of this Council term. The matter was referred to the Director Environmental Services for action.</p>	Reporting to the November 2021 Council meeting

16.9 South Coast Co-Operative Library Service AGM October 2021Responsible Director: Environmental Services

The Annual General Meeting of the South Coast Co-Operative Libraries was held on Monday 25 October 2021. Councillor Kathy Rice and Manager Library Services Michelle Hudson attended the meeting. It was resolved by the meeting that the presentation of the Annual Report 2020/2021 for the South Coast Co-Operative Libraries be received for information. Library Managers from the two member libraries provided an overview of their library services during the reporting period.

Item 16.9**Attachments**

- 1 Agenda - South Coast Co-Operative Library [↓](#)



Meeting Agenda

council@shoalhaven.nsw.gov.au | shoalhaven.nsw.gov.au f @

South Coast Cooperative Library Service

Meeting Date: Monday, 25 October, 2021
Location: Microsoft Teams
Time: 10.00am

Please note: Council's Code of Meeting Practice permits the electronic recording and broadcast of the proceedings of meetings of the Council which are open to the public. Your attendance at this meeting is taken as consent to the possibility that your image and/or voice may be recorded and broadcast to the public.

Agenda

1. Apologies
2. Confirmation of Minutes
 - South Coast Cooperative Library Service - 26 October 2020 1
3. Declarations of Interest
4. Reports
 - LS21.1 South Coast Cooperative Library Service - Annual Report 2020-2021 5
5. General Business



Membership

Clr White
Ms Jane Lewis – Director City Lifestyles
Ms Sarah Taylor
Clr Kathy Rice – Kiama Municipal Council
Ms Michelle Hudson - Kiama Municipal Council

Quorum – Majority of members

Purpose and Delegated Authority

To provide Control and manage libraries or library services within the areas of the Member Councils upon the terms and subject to the conditions specified in the agreement.

Note: The member Councils are Shoalhaven City Council and Kiama Municipal Council.



MINUTES OF THE SOUTH COAST COOPERATIVE LIBRARY SERVICE

Meeting Date: Monday, 26 October 2020
Location: Teams
Time: 10.03am

The following members were present remotely:

Clr Patricia White – Shoalhaven City Council
Clr John Wells – Shoalhaven City Council
Clr Kathy Rice – Kiama Council
Sarah Taylor – Manager, Shoalhaven Libraries
Michelle Hudson – Manager Library Services, Kiama Library
Jane Lewis – Director City Lifestyles, Shoalhaven City Council
Jessica Rippon – Director, Environmental Services, Kiama Council

Election of Chairperson

RESOLVED (Clr Wells / Clr White)

That Clr Kathy Rice be appointed as the Chairperson for this meeting of the South Coast Cooperative Library Service.

CARRIED

Clr Rice gave an acknowledgement of Country.

Apologies / Leave of Absence

Nil

Confirmation of the Minutes

RESOLVED (Clr Wells / Clr Rice)

That the Minutes of the South Coast Cooperative Library Service held on Monday 28 October 2019 be confirmed.

CARRIED

Declarations of Interest

Nil

REPORTS

LS20.1 Annual Report 2019-2020

HPERM Ref:
D20/455101

Report of the Cooperative Manager

Sarah Taylor (Manager, South Coast Cooperative Libraries) reported on this special year. During this time library services in Kiama and Shoalhaven Local Government Areas had to be closed for a period of 9 weeks. Despite this, loans had only decreased by 3%, mostly attributable to a surge in the uptake of digital content. Loans of eBooks have increased by 27% and eAudio books by 54%. It is clear that both libraries were quick to adapt to the COVID-19 situation and continued to offer services to their communities.

18,500 new items have been added to the shared collection, including 31,000 eBooks and eAudio, and 450 e-magazines.

Libraries remain very relevant to the community; there were over 24M visits to public libraries in NSW last year. The South Coast Cooperative Libraries received 28% fewer visits during the last financial year, due to the impact of the closures and subsequent staged reopenings; however, the libraries are now getting busier and staying safe.

Report of Shoalhaven Library Services Manager

Sarah Taylor (Manager, Shoalhaven Libraries) reported that, as well as COVID, the Shoalhaven had also suffered the impact of bushfires and flooding.

- Shoalhaven Libraries were closed from March to June, reopening with restricted borrowing.
- Spending on e-resources was increased. A doorstep library service was implemented for those unable to use the technology, to aid in providing service to as many different parts of the community as possible. The Children's and Local Heritage programs have moved online. Working with technology has led to staff enhancing inhouse skills, such as editing for online presentation.
- The Shoalhaven Libraries App was launched, offering users access to search and reserve functions, loan history, opening times, and ability to issue their own books if in the library.
- The library is not currently offering access to physical newspapers, and instead has invested in the Newsbank database, which includes regional and national papers.
- The shutdown period has been used to conduct a stocktake of the whole Shoalhaven collection.
- New sustainability initiatives have also been implemented: solar panels have been installed and all lighting replaced with LED at Nowra Library.
- Ulladulla Library has had a particularly hard year, the Civic Centre having been deployed as the emergency evacuation and recovery centre for 3 months.
- Planning for the new Sanctuary Point Library is proceeding. Architects are being appointed to work on detail design.
- A review of the Mobile Library timetable has added 4 new community and 14 new preschool locations.
- Milton Library has reverted to core staff opening hours, as many volunteers understandably are reluctant to return.
- Shoalhaven Libraries staff have proven themselves adaptable and compassionate, with a passion for the community. They are a very creative team.

Shoalhaven Libraries were congratulated for keeping their users satisfied with the services.

Jane Lewis (Interim Director, City Lifestyles) clarified the status of the Sanctuary Point Library

project. The Request for Tender was recently completed to appoint the architect to conduct the detail design and investigation. The contract has been issued and we are awaiting its return, after which Councillors will be updated. An initial project control group meeting with the architects present is being scheduled. It is intended to have the DA submitted and construction commencing in the 2021-22 Financial Year. The site is located between Kerry St and Paradise Beach Rd, opposite the St Georges Basin Country Club and the NSW Police Station.

Report of the Kiama Library Manager

Michelle Hudson (Manager Library Services, Kiama Library) reported that the year had commenced on a positive note with the additional State funds. These had allowed Kiama to increase its children's story time programs Storytime and its Thursday night opening hours.

- As part of involving community groups, parents and carers, visitors such as lifeguards and fire personnel have participated in the story time programs
- The Gerringong Library and Museum project had its sod turning last August. The old School of Arts building has been restored.
- It was difficult to have to close the doors on 24 March. There had not been much time to advise members of the closure.
- Kiama also experienced a large uptake of e-resources and assisted many people to use the online services.
- Demand for the Home Library service increased 47%.
- Services are now slowly returning to normal. Demand for study space is increasing, which needs to be balanced with other library use.

Michelle thanked Sarah Taylor and the team for consultation and assistance. Everyone has worked together well as a cooperative.

Clr Rice noted the importance of keeping in contact with the community. It is inspiring to hear how the grant funding for libraries has been used to enhance services for children and youth as part of services to the community.

Jessica Rippon (Director, Environmental Services) explained the Museum component of the Gerringong project is nearly complete. The community are working closely with Council to fill the display cases. Work is ongoing with the architect and builder on the Library component to finalise the building. The aim is to open early next year.

Clr Wells noted that community surveys continue to indicate that libraries remain one of the most popular services that councils provide.

Recommendation (Item to be determined under delegated authority)

That the South Coast Co-operative Libraries Annual Report 2019-2020 be received for information.

RESOLVED (Clr Rice / Clr Wells)

That the South Coast Co-operative Libraries Annual Report 2019-2020 be received for information.

CARRIED

GENERAL BUSINESS

Collection Development Policy

Sarah Taylor and Michelle Hudson have been working on updating the Collection Development Policy, a cooperative agreement to guide on purchases including e-resources. To be updated mid-November.

Forecast for state funding

Sarah Taylor clarified the per capita component of the State Government funding increases every year for next 3 years. This is Phase 1 of the NSW Public Libraries campaign. Phase 2 is to have this enshrined in legislation. NSW Public Libraries Association is concerned that this will be only a four-year commitment with no legislation for it to continue – that it will revert to previous funding levels. Work on this continues.

Clr Rice regretted the campaign to index the funding has slowed. The cancellation of the Switch Conference has made it more difficult to lobby councillors. However, as COVID restrictions ease the campaign should resume its strength. There are still three years remaining to persuade the Government that the funding needs to be maintained.

There being no further business, the meeting concluded, the time being 10.34am.

Clr Kathy Rice
CHAIRPERSON



LS21.1 South Coast Cooperative Library Service - Annual Report 2020-2021

HPERM Ref: D21/445810

Department: Library Services
Approver: Jane Lewis, Director - City Lifestyles

Attachments: 1. South Coast Cooperative Libraries Annual Report 2020-2021 [↓](#)

Reason for Report

To present the South Coast Cooperative Libraries Annual Report 2020-2021.

Recommendation (Item to be determined under delegated authority)

That the South Coast Cooperative Libraries Annual Report 2020-2021 be received for information.

Options

1. As recommended.
2. Make an alternate recommendation.

Background

The South Coast Cooperative Library Service is a partnership between Shoalhaven City Council and Kiama Municipal Council. Shoalhaven City Council is responsible for the acquisition and cataloguing of library items for Kiama Council and in addition the two Councils work together collaboratively to provide library resources and services to the community.

The South Coast Cooperative offers its customers a collection of over 260,000 items in both physical and digital formats, with over 16,500 physical items added this financial year. Across all libraries, nearly 309,000 people have visited this year, even though for some of the time all branches were closed due to COVID-19, and it is clear from these figures that libraries provide a vital community space.

The South Coast Cooperative Library Service remains a strong and dynamic partnership and continues to grow this collaboration for the benefit of both communities.

The Annual Report 2020-2021 for the South Coast Cooperative Libraries is being presented to the Committee for information.



LS21.1 - Attachment 1

Item 16.9

Attachment 1

*During this Pandemic, lock
downs and uncertainty, it has
been a blessing to be able to
borrow a wonderful range of
audio book and e-books using
my library card and Borrowbox,
which helps greatly to still feel
'connected' while remaining safe.
Thank you
– Sue*

Cooperative Manager's Report

Despite the continued presence of COVID-19 impacting operations of all South Coast Cooperative Libraries branches we were able to remain open for the entire year. Whilst it wasn't quite business as usual, and access and services were reintroduced in stages, by February we were operating back to near normal. It was great to welcome the community into our libraries once again.

The South Coast Cooperative Libraries continues to provide its patrons with a range of resources both in physical and digital formats. In this financial year over 16,600 new physical items were added to the collection, offering customers a total physical collection of over 260,000 items. In addition to this, there are over 33,000 eBook and eAudio titles to be borrowed, and over 3,420 eMagazine titles that can be accessed. This split of physical and electronic titles is reviewed on an ongoing basis to ensure we are providing the appropriate resources for the diverse members of our community.

As always, a big thank you to partner Library manager Michelle Hudson for her ongoing support and professionalism.

I take pleasure in presenting this Annual Report from the South Coast Cooperative Libraries Services, which highlights the myriad services, resources and programs that are provided to our community through the public library service.

Sarah Taylor
Manager
South Coast Cooperative Libraries

LS21.1 - Attachment 1

Item 16.9

Attachment 1



Shoalhaven Libraries Annual Report 2020-21



Another massive year for Shoalhaven Libraries, but on the whole it's been one of positivity, adaptability and excellence from staff. It was a testament to staff's resilience and professionalism that we remained open for the entire financial year and continued to provide access to services and resources. Initially these were restricted and reintroduced in stages, but by the end of June 2021 we were completely open to the public with fewer constraints.

Due to COVID-19 restrictions visitation and event numbers were down compared to previous years; however, library usage has been increasing as restrictions have relaxed. Digital access to our collections and services has increased over this period with customers taking advantage of the free electronic resources on offer. Loans of eBooks, eBooks and eMagazines increased by over 15% this year compared to the previous year.

The start of the financial year saw us opening our doors again after being in lockdown and over the following months working through slowly easing restrictions. Shoalhaven City Council and Shoalhaven Libraries have always ensured full adherence to the Public Health Orders were in place, while working hard to make as many services and resources as possible available to the community.

We started the 2020 financial year in July with Stage 2 opening restrictions in place which allowed, in addition to lending and borrowing, computers, printing and scanning access via a booking system. We were open slightly shorter hours to allow for quarantining of books, but both staff and customers were happy the library was accessible again. We were not able to hold any physical events but used technology to offer online story time activities and crafts and continued to operate and provide the Doorstep Library Service.

In August we moved to Stage 3 opening which reintroduced study desks so that customers could come into the library to work and study. Initially there were a limited number of study desks available per day, with a limit of 2 hours per session, and while this was restrictive it did allow customers to spend time in the library and access the free WiFi and computers to complete work and study.

We swiftly moved on to Stage 4 on 14 September which allowed technology classes to resume at Nowra and Ulladulla libraries. And finally, we moved to Stage 5 on 1 February with normal opening hours resuming and a return of live events and programs, which was welcomed by all. In addition, more seats and desks were made available for people to use and there were no bookings or time limits imposed.

Events & Programs

Despite being only able to offer a reduced level of service for much of the year staff did an amazing job in providing online events. It was pleasing to see COVID-19 restrictions not stopping Shoalhaven Libraries from providing stimulating, free, regular events and school holiday activities for adults and children in our community.

Staff continued to create online children's story time and craft activities until we were able to hold physical events once again. During this period one of our most popular school holiday activities was a Nature Scavenger Hunt. With many families experiencing screen overload, we encouraged kids to get out and about in nature, learning about, and helping bees. We created Scavenger Hunt packs which contained books to borrow, a craft activity, seeds and a scavenger hunt for them to do at home with their families. We had an absolutely fantastic response from grateful parents, grandparents and happy kids who enjoyed the nature scavenger hunt and collage challenge, planting bee friendly seeds, learning how to make bee houses and borrowing the take home book and craft packs.

We held our first ever online book sale in September as we were unable to hold our popular regular book sale in the library. This had a great response from the community and we were able to send large bags of pre-loved library books to new homes.

In November we celebrated NAIDOC Week with a special online Storytime featuring Mel and Nathel from Noah's Inclusion Services, who read 'Gabaanu, gugu, ngumung ba, gubidjyanga: Heads, shoulders, knees and toes' written in Dhurga and English, and 'Big Rain Coming' by Katrina Germein and illustrated by Bronwyn Bancroft. They also made rain makers in their craft presentation and each branch had a NAIDOC Week display for adults and children, and a colouring-in page to take home featuring the NAIDOC Week poster artwork.



It is a treat for me to visit the library- the staff are always cheerful & helpful! Exploring the aisles and looking for another adventure hidden in the pages of the books lifts my days
- Mary



We didn't forget the adults while we were not able to hold physical events and partnered with lots of local and state organisations to provide and enhance services. In partnership with the NSW Public Libraries Association, we were able to offer free virtual online author events. These included:

- General Sir Peter Cosgrove in conversation with Richard Glover, discussing his life, and memoir,
- 'You Shouldn't Have Joined...'; Craig Reucassel in conversation with Melanie Mutch from Hornsby Shire Libraries talking about 'In Fight for Planet A', the book of the ABC series of the same name; and
- Mary Li in conversation with Therese Scott from Mosman Library to discuss her book 'Mary's Last Dance', the long-awaited sequel to her husband Li Cunxin's bestselling memoir, 'Mao's Last Dancer'.

In December we celebrated International Day of People with Disability (IDPWD) which aims to increase public awareness, understanding and acceptance of people with disability and celebrate their achievements and contributions. The theme for IDPWD 2020 was "Building Back Better: toward a disability-inclusive, accessible and sustainable post-COVID-19 World".

February 2021 was a great month for all with physical activities returning to Shoalhaven Libraries, and it was wonderful for us to see the library busy again with children and adults alike. Children came into the libraries to make their own windmills and kaleidoscopes, and participate in coding clubs, or pick up their take-home packs to enjoy their craft at home if this was more suitable for them.

LS21.1 - Attachment 1

Item 16.9

Attachment 1

During this period, we celebrated Seniors Week with 'Connect & Chat' sessions, National Reconciliation Week, Law Week with information talks by Shoalcoast Community Legal Centre on "Planning for the Future" and "Tenancy and Housing Issues" topics, and finally National Simultaneous Storytime ... from space!

With the lifting of COVID restrictions over this period, we saw an increase in people attending our programs and events. We have had a variety of offer including 'Communication Milestones in the pre-school years' Pathfinders Talk; Music Mornings with Barry; live streaming of events from The Sydney Writers Festival; Movies at Midday; Pam Ferrar's author talk on her new book 'Rock Bands and Dingoes: Diversity in writing'; Art History Talks; Zentangle sessions, NBN tech-help sessions, Gen Connect, Research for Writers session with Pamela King and finally, the ever-popular Tech Sessions.

We held our popular annual Winter Challenges for the year and there were three competitions to choose from. There was a Winter Warmers Community Challenge 2021, where we asked customers to submit a knitted or crocheted scarf or beanie. Prizes were awarded for the 'Best Item', 'Most Unusual Item' and 'Staff Favourite', and all of the entries were donated to local charities for distribution to those who may have needed a Winter Warmer to help them through the chilly months. For younger members the Shoalhaven Libraries Superhero Reading Challenge awarded stickers and an entry into a prize draw for every five books read. And finally for adults we held a similar reading challenge which gave customers the chance to win a book pack and mug by taking part and logging the books they had read.

In the same month we also joined Ruby from Sanctuary Point Library for a special online pyjama Storytime to celebrate Australian Reading Hour! Ruby read Dharma the Llama, a llama who LOVES to read.

We also ran our annual bookmark design competition which celebrated what people love about the Australian Summer, and for the first time there was a separate adult competition so the whole family could join in the fun.

I would like to thank you very much, Sanctuary Point Library, you delivered books and DVDs to Joan the other day and we can't tell how pleased she was that you did this for her. She doesn't go many places these days as she is 90 now but she loves to come and get her books and DVDs and has been missing this since you've been closed. Thank you from her and her family, we really appreciate your kindness. Small things like this make so much difference in people's lives
- Lesley

Technology

Over the past two years Shoalhaven Libraries has been busy obtaining 'eSmart Libraries' accreditation. eSmart Libraries is a partnership between the Alannah & Madeline Foundation and the Telstra Foundation. It is one of the most significant community cyber safety initiatives ever undertaken in Australia, and the Telstra Foundation has invested \$8 million to implement eSmart Libraries in all 1,500 public libraries, as part of their commitment to make a positive and lasting difference to communities across Australia. This accreditation means we have integrated cyber-safety in our policies, agreements, staff development, organisational culture, training and day to day operations. This will help connect library staff and patrons with the skills and information they need for smart, safe and responsible use of technology.

Staff have adapted well to the changing environment and made use of technology to provide programming and services to the community. While we were closed we promoted our digital resources heavily and these were used by many members of the community. During this time staff have learnt new skills and increased their knowledge in videography, online production and editing using different technological platforms.

Digital tech classes continue to be well attended and are valued by the community. We continue to offer a range of services for technology assistance with monthly Tech Classes, drop-in Tech Sessions and one-on-one tutorials. We have run a range of different programs this year, such as classes on free online streaming, digital library training, Android phones, avoiding scams, cyber safety and much more.

We continue to be part of Tech Savvy Senior Program, providing classes to those seniors wanting to keep up to date with new technology and services. The digital divide remains and is even more evident in the current climate, which means training and support is even more important, and the library is committed to providing the tools, access and training to all members of the community. In particular accurate health information is important and Shoalhaven Libraries has created a new Health Page in its Digital Library with trustworthy links to medical information. A key role of public libraries is sharing reliable information and combatting misinformation and disinformation.

The app continues to be promoted and is an important tool for customers to use. Usage is increasing and functionality improvements are ongoing, such as the new self-check functionality now enabled.

Finally, and importantly, we have also introduced EFTPOS payment facilities into all of our branches so customers are able to interact without cash if they prefer.



Branches

Whilst physical numbers have been down due to the ongoing impacts of COVID staff have continued to stay busy offering as many services to the community as possible.

Nowra Library was brightened up for two weeks with a beautiful display of artworks created by the Children from Shoalhaven Community Pre School. A major feature was the life-size sculpture of an emu and its eggs, which showcased how talented the younger members of the community are. We also entered into a new partnership with all 12 Holiday Haven Parks, which now each have a Little Library for their customers. This collaboration between Holiday Haven and Shoalhaven Libraries means the street libraries are stocked with pre-loved books in a range of genres suitable for children, teens, and adults.

Ulladulla Library forms part of the vibrant multi-purpose Ulladulla Civic Centre and continues to be a focal point for the community. New signage has been fitted to the building to allow for clearer identification and promotion. The library programs and events are well attended and the team run a successful range of regular programs from tech help, movie mornings, presentations, craft activities to children's Rhyme Times, Story Times and Toddler Times.

Milton Library was able to operate with additional volunteer hours for some of the year, but unfortunately due to COVID opening hours were reduced to Council staff hours for some months. Milton Library remains an important local resource for the community.

The mobile library turned 50 years old in 2020. Nowra Library opened in 1967, with the bookmobile service starting three years later and continuing ever since. It services 42 remote townships and villages on a fortnightly roster, catering to young and old, and during lockdown has been essential in continuing to provide library deliveries to those unable to access the Digital Library. The mobile library timetable has been recently reviewed, making timetable changes to accommodate new areas of urban development. The new mobile library timetable includes a couple of additional stops, along with its existing home library delivery service.

The current Sanctuary Point Library was able to continue to provide an incredible level of service during shutdown. Staff are looking forward to the planned new library and have started working on staffing and programming plans.

The new Sanctuary Point Library project continues to progress well. At Council's Ordinary Meeting in May the concept designs were adopted following community consultation and a public exhibition phase, with approval given to lodge a Development Application. The consultants are now working on the Development Application documentation and once complete will make a submission so that development consent can be obtained and building can commence.

Council staff are also working on the public art aspect of this project, which is considered of high importance. The architects have identified various opportunities for public art within the library design such as signage, furniture, a landscaped mural wall and designs on the building exterior. Community members engaged strongly indicated a desire to incorporate public art into the building, particularly art that was representative of the locational context and Aboriginal history of the area.

How can I help?

What assistance do you need?

This is what I hear each time I visit Nowra library.

I love the place and those who work there.

Well done!!!

- Joan

Staff

We've had quite a lot of movement of staff over the past 12 months, saying goodbye to some long-term staff members and welcoming new members to the team.

Staff have done an incredible job demonstrating their versatility and adaptability in the ever-changing landscape. We've all had to learn new skills and remain ready to adapt and work to the new procedures and rules in place. It's been a time of great uncertainty for everyone but as a team we have pulled together to support one another.

In recognition of this Shoalhaven Libraries were finalists in NSW Local Government Excellence Awards for its 'Libraries in Lockdown – Community Connect' program during COVID. Whilst we did not win it was a great opportunity to showcase how we responded and adapted to COVID restrictions and were able to continue to provide services to the community.

We also ran a Customer Survey for the month of June asking for feedback from those who use our services. The survey is now closed and this information will be collated and analysed at a branch and service wide level. It will be used to help us better service our community and also provide information for the new Shoalhaven Libraries Strategic Plan, which is currently in its early research stages.

As always a big thank you to everyone involved in the work that Shoalhaven Libraries do. We all love our library service and look forward to future opportunities and projects.

Sarah Taylor
Manager
Shoalhaven Libraries

Kiama Library Annual Report 2020-21



While we were able to resume library services on the 1st of June, the impact of the COVID-19 pandemic was felt throughout the year. With strict venue capacity limits, library users were encouraged to keep their visits as brief as possible. Time constraints were also applied to the usage of public PC's and no study spaces were available from July through to September, so that we could carefully manage spaces to provide a safe environment for our staff and community.

New technologies were also implemented so that we could provide a self check-out option so patrons could issue their own loans. We were able to utilise existing PC's so the cost of implementation was minimal. We also launched the Kiama Library app which allows library customers to better manage their accounts, reserve and renew items and even check-out items using their own phone.

On the fifth of August we were finally able to recommence some of our early literacy programs starting with preschool Story Time program. A number of changes were implemented in order to comply with COVID restrictions with social distancing and online bookings required but it was fabulous to have our young audiences enjoying library programs again. Baby Story Time resumed in February 2021 with Toddler Tales returning in May.

Luckily, we were also able to provide our school holiday programs using other areas of our building so that we could maintain venue limits. Old favourites such as our Lego activities saw families tackling a Brickmans Amazing Maze challenge to design and make a marble run and children got crafty making macrame bookmarks and treasure boxes. Robotic activities including Scrawl Bot, Buzz Wire and 3D printing were also well attended.

Our Makers and Creators program was launched with the purpose to engage with creative thinkers who love the process of making. Reusable beeswax wraps and 3D printing activities were some of the programs on offer and this program attracted a new audience of library users. Textile artist Michele Elliot demonstrated the concept of Slow Stitch, a visible mending technique designed to give new life to favourite pieces of clothes as part of our World Environment Day program.

Our community embraced the Public Library NSW online author talks which kept us in touch with a fabulous array of authors including Sir Peter Cosgrove, Deborah Rodriguez and Craig Reucassel. This was especially important as the Friends of Kiama Library were only able to schedule one of their monthly author events during the year. We also welcomed Kate Grenville, Barrie Cassidy and Judy Blume as part of the online Live and Local program with the Sydney Writers Festival. Our sold-out in-house audience relished the experience of being part of the Festival and being able to contribute to the discussions.

An amazing array of Youth programs and events were provided over the last twelve months including our summer school holiday events; a writing workshop with local author Alan Baxter, Minecraft and Marvel 3D Printing and CAD workshops. A crystal wand workshop for Harry Potter Book Night was held in February and a Blind Date with a Book promotion for Library Lovers Day on February 14th saw two lucky winners win book prize packs.

A highlight of the January activities was the extremely popular Lord of the Rings escape room event where participants were required to solve puzzles designed to test their Lord of the Rings knowledge in order to complete tasks and finish the challenge.

Fortune Tellers Madams Zola and Ziegfeld AKA library staff members Carla and Lauran, constructed a Tent of Destiny at 'The Big Get Together'; a community event initiated by NSW Youth Week to promote community cohesion and support for young people, which was particularly important after a cluster of devastating suicides in the region.

The fortunes of over 150 attendees were revealed and 'Enchantment packs' containing mental health resources and literary divination tools were gifted. The Tent of Destiny was a hit with the community and overwhelmingly positive comments were received both during and post the event. We can safely predict another appearance from these mystic tellers of fortune in the future.

Another large project undertaken by library staff included the redesigned of the library website which was moved to the Open Cities platform to facilitate better community engagement and provide better access to our Local History information. The new website has received some great feedback from users and future plans include developing the Readers Advisory functionality of the site.

The challenges we experienced over recent years has only increased my admiration for our staff as they have adapted programs and events in order to engage with our community in an online environment. It was also evident from the feedback we have received since resuming library services the value our community places on visiting our library spaces as well as the important role we play in building resilient communities. We look forward to welcoming our community into the new Gerringong Library and Museum building which is due to be completed in September and reviewing what we have learnt in the last few years to improve the library service we provide to our community.

Michelle Hudson
Manager Library Services
Kiama Library



*Such friendly atmosphere
and the staff so kind they
will do anything to help you
- Leah*



LS21.1 - Attachment 1

Item 16.9

Attachment 1

Statistical Analysis – South Coast Cooperative Libraries- July 2020 – June 2021

Note: NSW Av figures taken from the Public Library Statistics 2019/2020

Expenditure & Subsidy 2020-2021

	Shoalhaven	Kiama
Total Expenditure voted	\$3,688,032	\$1,004,958
Total Expenditure per capita	\$34.41	\$44.33
Subsidy	\$344,576	\$112,384
Local Priority Grant	\$25,000	\$13,402

Public libraries are the backbone of an articulate, informed society. They reach people who could not afford books and modern media. The Nowra Library is an inviting space (please re-open the coffee shop) with friendly, helpful staff. It is a treasure trove of resources – Chris



Item Purchases - South Coast Cooperative July 2020 - June 2021

*Donation & Grant material only includes those catalogued and processed by Shoalhaven Libraries

Book

Category	Number	Cost	Average Price	Donation / Grant*
Reference	9	\$381.36	\$42.37	8
Adult Non-Fiction	2,664	\$64,178.45	\$24.09	35
Literacy	0	\$0.00	\$0.00	0
Local Studies	3	\$85.00	\$28.33	79
Adult Fiction	4,118	\$90,131.80	\$21.89	51
Adult Paperback	90	\$688.72	\$7.63	0
Large Print	1,757	\$76,649.00	\$43.62	0
Young Non-Fiction	143	\$3,003.79	\$21.01	28
Young Fiction	411	\$5,773.03	\$14.05	4
Young Large Print	0	\$0.00	\$0.00	0
Young Graphic	194	\$3,896.67	\$19.06	1
Junior Non-Fiction	731	\$12,946.57	\$17.71	12
Junior Fiction	1,406	\$15,318.45	\$10.90	23
Junior Graphic	197	\$2,687.93	\$13.64	6
Junior Reader	180	\$1,421.69	\$7.90	0
Picture Books	1,659	\$24,464.37	\$14.75	0
Home Education	0	\$0.00	\$0.00	0
Total Book	13,562	\$301,424.83	\$22.23	247

Non Book

Category	Number	Cost	Average Price	Donation / Grant*
CDs	489	\$9,721.58	\$19.88	2
AudioBook (Junior/Youth)	118	\$3,214.56	\$27.24	0
AudioBook (Adult)	913	\$35,066.04	\$38.41	1
DVD (Adult)	940	\$23,293.52	\$24.78	126
DVD (Junior)	215	\$3,998.63	\$18.60	7
Games/Puzzles	0	\$0.00	\$0.00	0
Junior Kit	0	\$0.00	\$0.00	0
Playaways (Adult)	320	\$37,186.75	\$116.21	0
Playaways (Junior)	40	\$3,606.80	\$90.17	0
Playaways (Youth)	10	\$895.05	\$89.51	0
Total Non-Book	3,045	\$116,982.93	\$38.42	136
Grand Total	16,607	\$418,407.76	\$25.19	383

LS21.1 - Attachment 1

Item 16.9

Attachment 1



Item Purchases – Shoalhaven July 2020 - June 2021

Book

Category	Number	Cost	Average Price	Donation / Grant
Reference	9	\$381.36	\$42.37	8
Adult Non-Fiction	2,133	\$51,178.41	\$23.99	35
Literacy	0	\$0.00	\$0.00	0
Local Studies	3	\$85.00	\$28.33	79
Adult Fiction	2,993	\$64,131.82	\$21.43	51
Adult Paperback	90	\$686.72	\$7.63	0
Large Print	1,521	\$66,648.96	\$43.82	0
Young Non-Fiction	110	\$2,346.34	\$21.33	28
Young Fiction	257	\$3,430.5	\$13.35	4
Young Large Print	0	\$0.00	\$0.00	0
Young Graphic	194	\$3,696.67	\$19.06	1
Junior Non-Fiction	570	\$9,946.62	\$17.45	12
Junior Fiction	1,027	\$11,318.48	\$11.02	23
Junior Graphic	197	\$2,687.93	\$13.64	6
Junior Reader	180	\$1,421.69	\$7.90	0
Picture Books	1,322	\$19,464.35	\$14.72	0
Home Education	0	\$0.00	\$0.00	0
Total Books	10,606	\$237,424.85	\$22.39	247

Non Book

Category	Number	Cost	Average Price	Donation / Grant
CDs	489	\$9,721.58	\$19.88	2
AudioBook (Junior/Youth)	80	\$1,766.31	\$22.08	0
AudioBook (Adult)	799	\$30,514.51	\$38.19	1
DVD (Adult)	940	\$23,293.52	\$24.78	126
DVD (Junior)	215	\$3,998.63	\$18.60	7
Games/Puzzles	0	\$0.00	\$0.00	0
Junior Kit	0	\$0.00	\$0.00	0
Playaways (Adult)	320	\$37,186.75	\$116.21	0
Playaways (Junior)	40	\$3,606.80	\$90.17	0
Playaways (Youth)	10	\$895.05	\$89.51	0
Total Non Book	2,893	\$110,983.15	\$38.36	136
Grand Total	13,499	\$348,408.00	\$25.81	383

*The library always provides the books, DVDs, CDs and information
that I want and it's a stress-free environment.
– Graeme*



Item Purchases – Kiama - July 2020 - June 2021

*Donation & Grant material only includes those catalogued and processed by Shoalhaven Libraries

Book

Category	Number	Cost	Average Price	Donation / Grant*
Reference	0	\$0.00	\$0.00	0
Local Studies	531	\$13,000.04	\$24.48	0
Adult Non-Fiction	0	\$0.00	\$0.00	0
Adult Fiction	0	\$0.00	\$0.00	0
Large Print	1,125	\$25,999.98	\$23.11	0
Young Non-Fiction	0	\$0.00	\$0.00	0
Young Fiction	236	\$10,000.04	\$42.37	0
Young Large Print	33	\$657.45	\$19.92	0
Young Graphic	154	\$2,342.53	\$15.21	0
Junior Non-Fiction	0	\$0.00	\$0.00	0
Junior Graphics	0	\$0.00	\$0.00	0
Junior Fiction	161	\$2,999.95	\$18.63	0
Picture Books	379	\$3,999.97	\$10.55	0
Junior Non-Fiction	0	\$0.00	\$0.00	0
Junior Graphics	0	\$0.00	\$0.00	0
Junior Fiction	337	\$5,000.02	\$14.84	0
Picture Books	0	\$0.00	\$0.00	0
Total Books	2,956	\$63,999.98	\$21.65	0

Non Book

Category	Number	Cost	Average Price	Donation / Grant*
CDs	0	\$0.00	\$0.00	0
AudioBook (Junior/Youth)	38	\$1,448.25	\$38.11	0
AudioBook (Adult)	114	\$4,551.53	\$39.93	0
DVD (Adult)	0	\$0.00	\$0.00	0
DVD (Junior)	0	\$0.00	\$0.00	0
Games/Puzzles	0	\$0.00	\$0.00	0
Junior Kit	0	\$0.00	\$0.00	0
Playaways (Adult)	0	\$0.00	\$0.00	0
Playaways (Junior)	0	\$0.00	\$0.00	0
Playaways (Youth)	0	\$0.00	\$0.00	0
Total Non Book	152	\$5,999.78	\$39.47	0
Grand Total	3,108	\$69,999.76	\$22.52	0

Total Items Purchased

*Kiama purchase the majority of items for their DVD and CD collection

	No of Items purchased 19/20	No of Items purchased 20/21**	Average Cost per item 19/20*	Average Cost per item 20/21	Purchases per capita 20/21
Shoalhaven	15,327	13,499	\$26.19	\$25.81	0.13
Kiama	3,262	3,108	\$21.46	\$22.52	0.13
Total	18,589	16,607	\$23.83	\$25.19	0.13
NSW Av	14,595	-	26.57	-	-

*Includes expenditure on periodicals and donations counted as acquisitions

**Purchased as part of the Cooperative only



Total Loans – all formats – 2020-2021

	Loans	Population*	Per Capita
Shoalhaven	434,466	107,191	4.05
Kiama	132,272	23,685	5.58
Total	566,738	130,876	4.33
NSW Av	386,366	89,855	4.30

*Population figures used are taken from .id community (Shoalhaven) and REMPLAN (Kiama).
NSW Av taken from the Public Library Statistics 2018/2019

Loans by Format

Book Stock

	Adult Non Fiction	Youth Non Fiction	Junior Non Fiction	Adult Fiction	Youth Fiction	Junior Fiction	Picture Books	eBooks	Total
Shoalhaven	38,128	630	10,015	128,048	6,603	23,483	36,985	39,961	283,853
Kiama	11,035	141	2,875	45,341	2,344	10,358	12,805	9,223	94,122
Total	49,163	771	12,890	173,389	8,947	33,841	49,790	49,184	377,975
NSW Av	40,303	1,349	13,512	84,918	7,448	43,927	47,159	22,701	260,934

Non Book Stock

	Adult Audio Book	Youth Audio Book	Junior Audio Book	eAudio	Adult CD	Youth CD	Junior CD	CD ROM	Toys / Games	Total
Shoalhaven	16,754	219	1,780	45,719	7,890	0	824	0	390	73,576
Kiama	3,247	60	450	10,525	1,747	12	257	0	1,188	17,486
Total	20,001	279	2,230	56,244	9,637	12	1,081	0	1,578	91,062
NSW Av		7,094		18,693		5,184		31	2,500	31,553

	Adult DVD	Youth DVD	Junior DVD	Adult Serial	Youth Serial	Junior Serial	eSerial	Other*	Total
Shoalhaven	34,565	1	8,877	12,590	4	706	20,252	42	77,037
Kiama	5,358	59	2,469	3,913	64	322	8,304	175	20,664
Total	39,923	60	11,346	16,503	68	1,028	28,556	217	97,701
NSW Av		55,394			32,581			3,029	88,948

* Other includes devices, kits etc.

*Locked down, locked out but I can still access my local library online.
I'm reading more than ever!
– Chris*



Total Stock* - 2020-2021

	Lending	Non Lending	Total
Shoalhaven	167,800	6,634	174,434
Kiama	85,523	1,996	87,519
Total	253,323	8,630	261,953
NSW Av	114,486	20,978	135,231

*Total figure varies due to shared collection of eSerials, eBooks and eAudio

Book Stock

	Adult Non Fiction	Youth Non Fiction	Junior Non Fiction	Adult Fiction	Youth Fiction	Junior Fiction	Picture Books	eBooks	Total
Shoalhaven	31,684	858	7,216	29,748	4,046	10,406	8,166	21,617	113,741
Kiama	9,955	234	2,213	13,083	1,949	4,068	3,894	21,617	57,013
Total	41,639	1,092	9,429	42,831	5,995	14,474	12,060	21,617*	149,137
NSW Av	29,513	889	6,310	28,556	3,922	11,295	8,809	6,712	191,212

*eBooks is a shared collection

Non Book Stock

	Adult Audio Book	Youth Audio Book	Junior Audio Book	eAudio	Adult CD	Junior CD	CD ROM	Toys / Games	Total
Shoalhaven	6,131	176	830	11,997	5,353	317	0	324	25,128
Kiama	1,230	65	212	11,997	935	144	9	373	14,965
Total	7,361	241	1,042	11,997*	6,288	461	9	697	28,096
NSW Av		3,118		2,128	2,858		86	331	8,107

*eAudio is a shared collection.

	Adult DVD	Youth DVD	Junior DVD	Adult Serial	Youth Serial	Junior Serial	eSerial	Other*	Total
Shoalhaven	7,301	0	1,729	2,709	4	310	3,420	66	15,539
Kiama	2,006	10	553	1,359	16	69	3,420	37	7,470
Total	9,307	10	2,282	4,068	20	379	3,420*	103	19,589
Kiama		11,816		195	5	9	2,748	1,793	15,674

* Other includes devices, kits etc.

** eSerial is a shared collection.

Separate Collections

	Reference	Literacy	Large Print	Local Studies	Home Library Service	Graphic Novels	Sheet Music	Images	Total
Shoalhaven	1,446	0	10,295	4,050	1,314	1,783	54	1,084	20,026
Kiama	844	159	5,488	1,152	0	428	0	0	8,071
Total	2,290	159	15,783	5,202	1,314	2,211	54	1,084	28,097
NSW Av	2,902	1,224	6,045	6,601	2,897	2,190	633	15,974	18,849



Donations and Discards – 2020-2021

	Donations*	Purchases**	Discards	Discards as a % of Acquisitions*	Discards as % of Total Stock*
Shoalhaven	383	13,499	21,760	161.20	12.47
Kiama	608	3,108	6,028	193.95	6.89
Total	991	16,607	27,788	167.33	10.61
NSW Av	844	14,595	20,528	153.78	15.16

*Includes serials

**Cooperative purchases only

Library Membership – Active Members - 2020-2021

Please note - Inactive members are deleted from the database if they have not borrowed over the past 3 years.

	Adult	Junior	Digital*	Institutions	Other	Total	Non Residents	% of Pop
Shoalhaven	26,145	3,738	2,624	154	72	819	33,552	31.30%
Kiama	8,837	2,180	656	8	228	52	11,961	50.50%
Total	34,982	5,918	3,280	162	300	871	45,513	34.78%
NSW Av	30,913	3,574	-	136	513	6,267	41,008	45.64%

*Digital members include both adult and junior digital members

Summary of Comparative Statistics

	Library Materials per capita	Adult Fiction as a % of total book stock	Turnover of Stock
Shoalhaven	1.63	26.15%	2.59
Kiama	3.70	22.95%	1.55
NSW Av	2.26	29.87%	2.80

Document Delivery

	Inter Library Loans request sent to other libraries	Inter Library Loan requests received from other libraries
Shoalhaven	180	176
Kiama	12	39
NSW Av	440	476

Visits, Access and Information Requests

	Library Visits	Internet Access	Information Requests
Shoalhaven	244,865	69,965	58,131
Kiama	65,116	16,115	15,644
NSW Av	289,510	65,732	35,972



Members of Staff as at June 2021

Shoalhaven Libraries

Nowra

Name		Position
Sarah Taylor	BA (Hons) International Business Master InfStudies	Library Manager, Shoalhaven Libraries
Derrilin Roberts	BAppSci (Info)	Local Heritage Librarian (resigned 5/3/2021)
Megan Crook	GradDipLocFamAppHist.	Local Heritage Librarian
Kelly Woods	BA (Eng.Lit & Creative Writing) Grad Dip Inf Studies	Information Access Librarian
Carla James	BA (Eng. Lit & History) Dip (Lib & InfServices)	Library Technician Children & Youth (resigned 26/8/2020)
Alison Reeve	BA (Creative Arts) Master of Teaching (Primary Education)	Library Technician Children & Youth (from 16/01/2021)
Bronwyn Gollan	DipLibTech (Info Services)	Library Assistant – PPT
Ursula Rentz		Library Assistant - PPT
Emma Lawrence		Library Assistant – Outreach Support – PPT (Maternity leave from 27/2/2021)
Chelsea Brown		Library Assistant – Outreach Support (Fixed Term from 6/3/2021)
Damien Bottle	DipLibTech (Info Services)	Library Technician – Systems (from 1/11/2020) Acting Customer & Community Resources Manager (until 1/11/2020)
Tracey Myers	Grad DipAppScLIM	Acting Library Technician – Systems (until 1/11/2020) Customer Service Assistant (Casual) from 1/11/2020
Kerry Johnson	B.HSc	Library Assistant (Casual)
Carol Andrews		Library Assistant (Casual) (resigned 15/9/2020)
Benz Inthra		Library Assistant – Outreach Support
Michelle Marshall	Dip (Community Services)	Customer Service Assistant (Casual)
Robin Sharpe	AssDipArts (LibPrac) BApp Sci Lib & Inf Mgt	Outreach & Digital Resources Manager
David Caton		Library Assistant – Aboriginal (resigned 17/7/2020)
Denise De Strang		Library Administration
Cher Murphy		Library Assistant – Acquisitions
Nicole Lonesborough	AssDipAppSci (Tech)	Collections & Resources Manager
Carissa Glynn	BA; Dip (Lib & Info Services)	Librarian - Collection Services
Debra Nettle		Library Assistant – Branch Support
Jim Hines		Mobile Library Officer
Gemma Luxford	BA (Honours) Grad Dip InfStudies	Customer and Community Resources Manager
Jennifer Lyttle	Diploma of Library & Information Studies	Library Assistant – Outreach Services
Susan Jones	B.Ed.	Customer Service Assistant (Casual) Library Technician – Children & Youth (until 31/12/2020) Part Time Customer Service Assistant (Casual) From 1/1/2021
Jessica Holman		Library Assistant – Aboriginal



Bay & Basin (Sanctuary Point)

Name		Position
Anne Lee	Bachelor of Information Studies	Customer & Community Resources Manager
Natasha Hammond	BS (Environmental Studies)	Library Assistant (Casual)
Daniel Paterson	BA (Philosophy), Cert IV Library & Information Services	Library Assistant
Ruby Price	BA Commerce	Library Assistant (from 9/7/2020)

Milton

Name		Position
Naomi Bojec	Cert III Tourism; Dip Lib/Info Services; Museum Grad Cert in Management	Library Assistant – Milton (Retired 12/2/2021)

Ulladulla Library and Visitors Centre

Name		Position
Roslyn Strange	BA; Grad Dip of Information	Customer and Community Resource Manager
Lara Donohue	BA of Visual Arts BSc Environmental Science	Customer Service Assistant (PPT)
Susan Cartwright		Customer Service Assistant (Resigned 11/3/2021)
Kathy Rogers	AssDegSc (LibTech)	Customer Service Assistant (Retired 24/10/2020)
Pauline Mackie	Dep Teaching (Primary) Grad Dip Ed (Lib Sci)	Customer Service Assistant (Resigned 1/9/2020)
Janelle Smith	BA (Library Science) Grad Dip Ed (Primary) Cert IV Training & Assessment	Library Technician (Resigned 18/6/2021)
Lynne Fricke	BA (LibSc)	Customer Service Assistant (Casual)
Amy Robson		Customer Service Assistant (Casual)
Kim Richards		Customer Service Assistant (Casual)
Sonia Drover		Customer Service Assistant (Full time)
Naomi Bojec	Cert III Tourism; Dip Lib/Info Services; Museum Grad Cert in Management	Customer Service Assistant (Retired 12/2/2021)
Michelle Haigh	Bachelor of General Studies/ Bachelor of Teaching	Customer Service Assistant (PPT 17/10/2020 to 15/06/2021), (Casual from 15/6/2021)
Alan Arnold	BA; GradDipApp Sci (Lib & Inf Studies)	Customer Service Assistant (Casual)

Such a progressive library service, always offering new services and resources. In these difficult COVID times they constantly find new ways to deliver services in new and ingenious ways.
– Vikki



Kiama Library Service

Librarians – Full Time

Name		Position
Michelle Hudson	BAppSc(Lib)	Manager Library Services
Rebecca Cook	BSc, GDip Arts (Lib)	Information Services Librarian
Catherine Taylor	Graduate Certificate in Information Studies	IT Librarian (Part time)

Library Officers

Elizabeth Skorulis	DipLibInfServices	Children's Services Officer (Part time)
Karan Oldershaw	DipLibInfServices	Reader Services Officer (Part time)
Jane Thompson	DipLibInfServices	Home Library Officer (Part time)
Lauren Watkins	Graduate Diploma of Applied Science (Library & Information Management)	Gerringong Library Officer (Part time)
Lauran Mills	M.Ed. (Teacher Librarianship)	Reader Services Officer (Part time)

Family History Officers

Russell Halverson		Family History Officer (Casual)
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Library Assistants

Fleur Creighton	BEd Teacher-Librarian	(Casual)
Mandy Thorpe	DipLibInfServices	(Casual)
Angela Braham	DipLibInfServices	(Casual)
Nicole Jackson	BEd, Masters of Education Teacher-Librarian	
Arthur McConnachie	BA, Dip Ed, Grad Dip Cont Ed, M Ed, Grad Dip Lib	
Wolf	Graduate Diploma of Applied Science (Library and Information Management) BA, Associate Diploma of Arts (Library Practice)	

LS21.1 - Attachment 1

Item 16.9

Attachment 1



LS21.1 - Attachment 1

Item 16.9

Attachment 1



LS21.1 - Attachment 1

Item 16.9

Attachment 1

16.10 Spendmapp September UpdateResponsible Director: Office of the Chief Executive Officer

As part of Council's ongoing commitment to report on economic activity in our local government area, Spendmapp is an online application that allows us to view actual expenditure activity in, to and from our region.

The data showing spending for the month of September 2021 and year to date spending is now available and a full report is report follows as an attachment.

In summary for the month of September 2021:

- Resident Local Spend was \$14.2M. This is a 10.77% increase from the same time last year.
- Visitor Local Spend was \$3.7M. This is a 71.73% decrease from the same time last year.
- Total Local Spend was \$17.9M. This is a 30.87% decrease from the same time last year.
- Resident Escape Spend was \$9.85M. This is a 57.62 decrease from the same time last year.
- Resident Online Spend was \$22.6M. This is a 23.19% increase from the same time last year.

These statistics reflect the fact that the Kiama LGA were still in lockdown prohibiting visitation from the Greater Sydney area (including Shellharbour).

Communication/Community Engagement

Kiama and District Business Chamber

Attachments

- 1 Spendmapp September 2021 Monthly Report - Kiama [↓](#)



Spendmapp Monthly Report

Local Government Area: Kiama Municipal Council

Spendmapp cleans and analyses bank transaction data by time, geography, Expenditure Category and Type allowing continuous monitoring and analysis of local economic activity.

For the month of September 2021:

- Resident Local Spend was \$14.2M. This is a 10.77% increase from the same time last year.
- Visitor Local Spend was \$3.7M. This is a -71.73% decrease from the same time last year.
- Total Local Spend was \$17.9M. This is a -30.87% decrease from the same time last year.
- Resident Escape Spend was \$9.9M. This is a -57.62% decrease from the same time last year.
- Resident Online Spend was \$22.6M. This is a 23.19% increase from the same time last year.

The 71.73 % decrease in Visitor Local Spend indicating a drop in visitor economy, may warrant further investigation.

Expenditure by Expenditure Type

These expenditure charts show the long-term pattern of expenditure activity by Expenditure Type across the Kiama Municipal Council LGA. Typically, we see spending spikes at Easter and Christmas; dips in the post-Christmas period; and a steady climb through winter.

By way of a benchmark, the mean ratio of Resident Online Spend to all resident spending is 0.22. That is, for every dollar spent by resident cardholders anywhere, 22c goes online. Another 34c is in Escape Expenditure and the rest is spent locally.

Over the last few years across most of Australia, total expenditure has been relatively flat, even in fast growing municipalities. The exception to this has often been in Resident Online Spend, which continues to grow relative to Total Local Spend.





Total Local Spend

The total amount spent with merchants within the Kiama Municipal Council LGA.



Over the last 39 months, the spending trend (as shown by the trendline in the Spendmapp app) for Total Local Spend has been upwards.

Resident Local Spend

The amount spent by residents and local businesses with merchants inside the Kiama Municipal Council LGA.



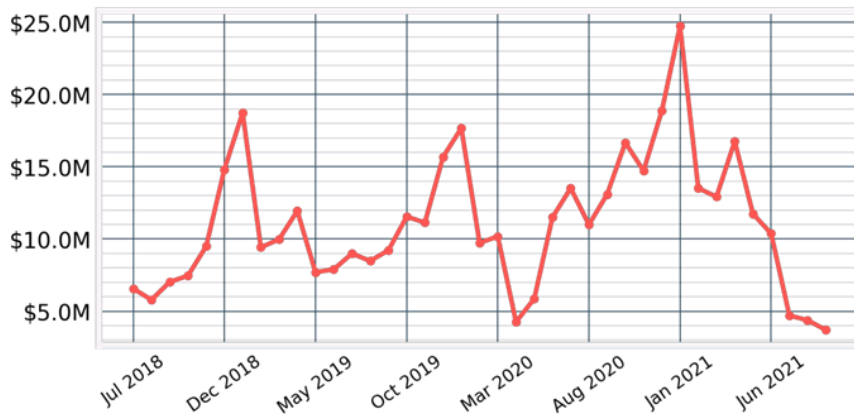
Over the last 39 months, the spending trend (as shown by the trendline in the Spendmapp app) for Resident Local Spend has been upwards.





Visitor Local Spend

The amount spent by non-residents and non-local businesses with merchants inside the Kiama Municipal Council LGA.



Over the last 39 months, the spending trend (as shown by the trendline in the Spendmapp app) for Visitor Local Spend has been upwards.

Resident Escape Spend

The amount spent by residents and local businesses outside the Kiama Municipal Council LGA.



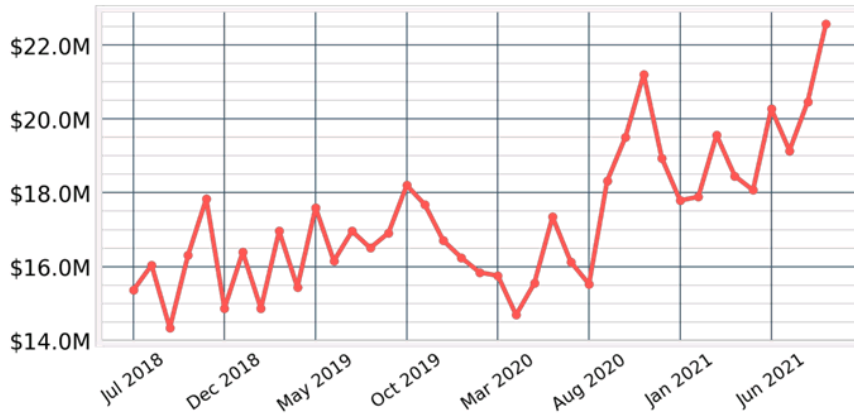
Over the last 39 months, the spending trend (as shown by the trendline in the Spendmapp app) for Resident Escape Spend has been downwards.





Resident Online Spend

The amount spent by Kiama Municipal Council LGA residents and local businesses with online merchants.



Over the last 39 months, the spending trend (as shown by the trendline in the Spendmapp app) for Resident Online Spend has been upwards.

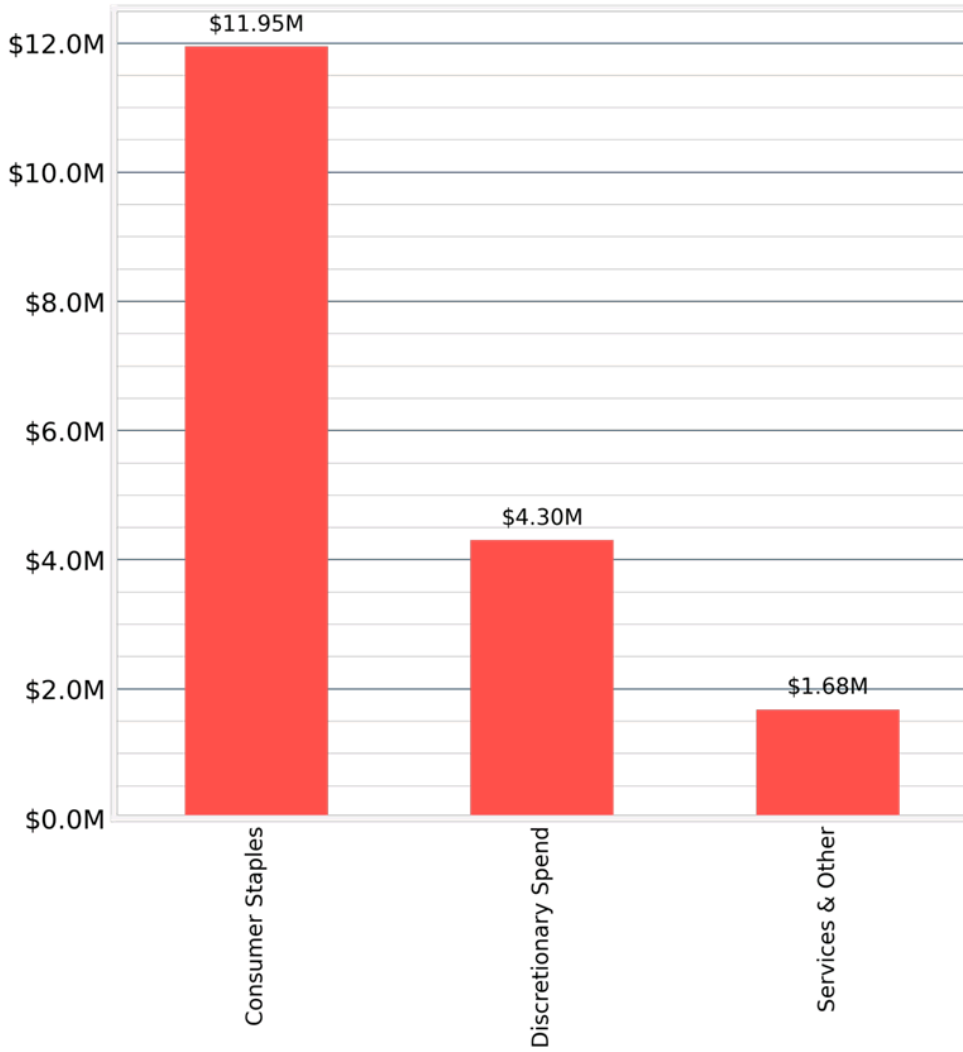




Expenditure by Expenditure Category

The Top 3 Spending Categories for September 2021

Total Local Spend split by the top 3 Expenditure Categories.

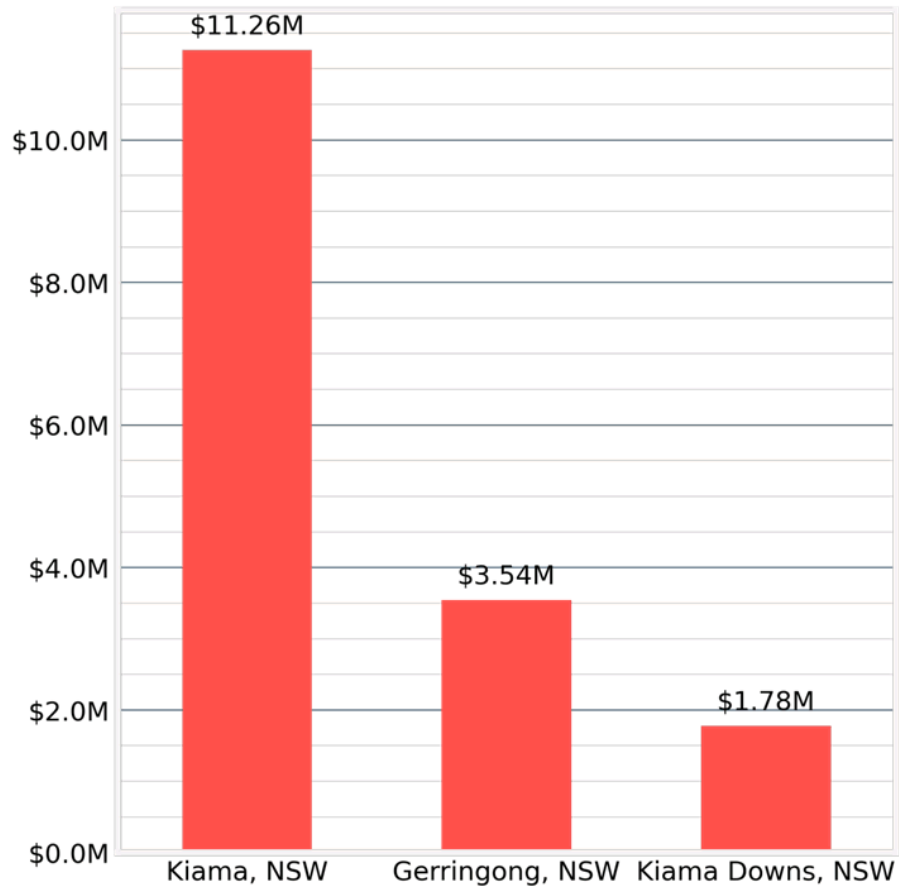




Spend by Origin and Destination

The Top 3 Suburbs by Total Local Spend for September 2021

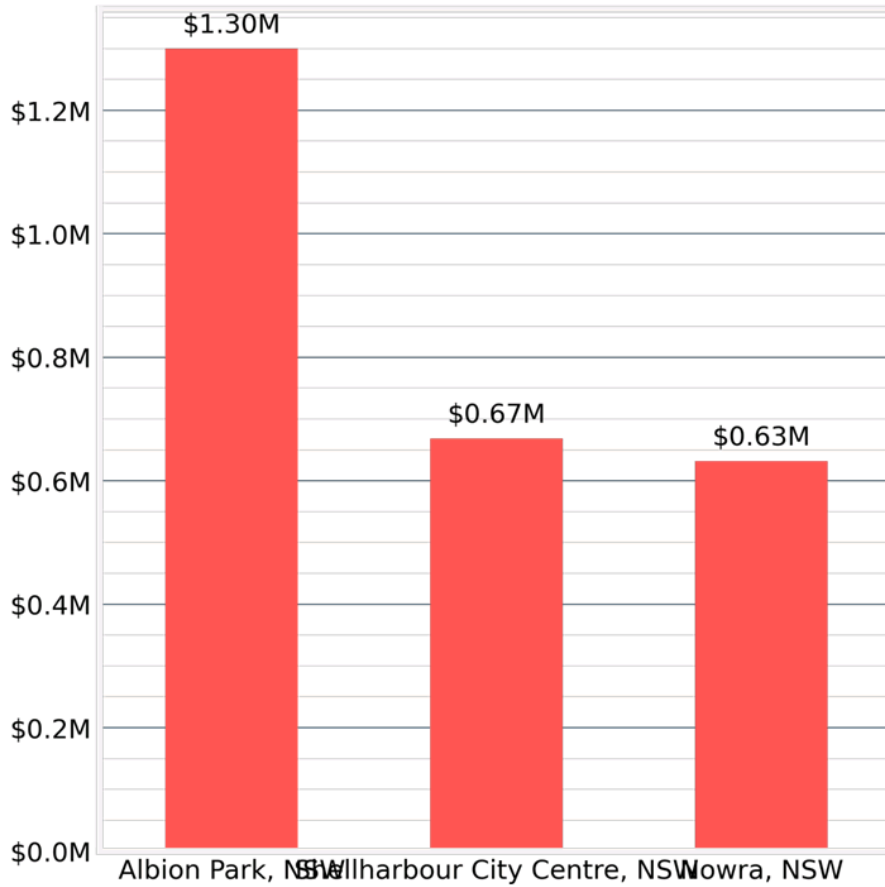
Total Local Spend by Suburbs of destination (i.e. where the spending occurs)





The Top 3 Suburbs by Resident Escape Spend for September 2021

Resident Escape Spend by destination Suburbs (i.e. where the spending goes to).



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Attachment 1





The Top 3 Suburbs by Visitor Local Spend for September 2021

Visitor Local Spend by Suburbs of origin (i.e. where the visitors originate).



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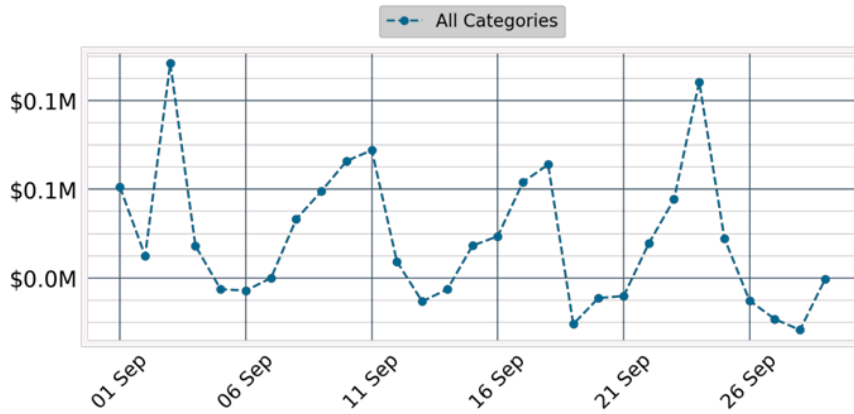




Night Time Economy

Night Time Economy for September 2021

The biggest spending night of the month of September 2021 was Friday 03 September with Total Local Spend of \$0.1M.



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17 ADDENDUM TO REPORTS**18 NOTICE OF MOTION**

Nil

19 QUESTIONS FOR FUTURE MEETINGS**20 CONFIDENTIAL SUMMARY****CONFIDENTIAL COMMITTEE OF THE WHOLE**

Submitted to the Ordinary Meeting of Council held on 16 November 2021

PROCEDURE

- Recommendation to go into Closed Committee.
- Mayoral call for Public Representations.
- Consideration of Representations and issues to be removed from Closed Committee.
- Recommendation to exclude Press and Public if required.
- Closed Committee discussions if required.

20.1 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.

21.1 BLUE HAVEN ADVISORY BOARD - SITTING FEES

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

21 CONFIDENTIAL REPORTS

21.1 Blue Haven Advisory Board - sitting fees

CSP Objective: 1.0 A healthy, safe and inclusive community

CSP Strategy: 1.2 Planning for and assisting specific needs groups

Delivery Program: 1.2.1 Operate Blue Haven Care

REASON FOR CONFIDENTIALITY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

22 CLOSURE