



ORDINARY MEETING OF COUNCIL

To be held at 5pm on

Tuesday 17 November 2020

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 General Manager
- 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

COUNCIL OF THE MUNICIPALITY OF KIAMA

Council Chambers
11 Manning Street
KIAMA NSW 2533

11 November 2020

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 17 November 2020** commencing at **5pm** for the consideration of the undermentioned business.

Yours faithfully



Kerry McMurray
General Manager

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**AGENDA FOR THE
ORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL
TUESDAY 17 NOVEMBER 2020**

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 20 October 2020

Attachments

- 1 Minutes - Ordinary Council - 20/10/2020 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Ordinary Council Meeting held on 20 October 2020 be received and accepted.



MINUTES OF THE ORDINARY MEETING OF COUNCIL

commencing at 5pm on

TUESDAY 20 OCTOBER 2020

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

MINUTES OF THE ORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS, KIAMA
ON TUESDAY 20 OCTOBER 2020 AT 5.01PM

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

IN ATTENDANCE: General Manager, Director Environmental Services, Interim
Director Corporate and Commercial Services, Director
Engineering and Works and Acting Director Blue Haven

1 APOLOGIES

An apology was received from Councillor Westhoff.

20/277OC

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

(Councillors Steel and Rice)

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

Against: 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 Ordinary Council on 22 September 2020

20/278OC

Resolved that the Minutes of the Ordinary Council Meeting held on 22 September
2020 be received and accepted.

(Councillors Way and Brown)

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

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

3.2 Youth Engagement meeting minutes - 27 August 2020

20/279OC

Resolved that the Minutes of the Youth Engagement Meeting held on 27 August 2020 be received and accepted.

(Councillors Reilly and Sloan)

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

4 BUSINESS ARISING FROM THE MINUTES

Nil

5 DECLARATIONS OF INTEREST

The General Manager declared a significant pecuniary interest in relation to item 21.2 Executive Officers' Performance Agreements – Review of the period 1 April 2019 to 30 June 2020.

6 TABLING OF PETITIONS AND OTHER DOCUMENTS

The General Manager tabled the Register of Designated Persons' Disclosures in relation to Item 16.1.

7 PUBLIC ACCESS SUMMARY

Name	Item No.	Subject
Stuart Dixon	12.2	10.2020.44.1 - Lot 1 DP 796950 - 169 Willowvale Road, Willow Vale - secondary dwelling, ancillary equipment shed and associated earthworks

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

Name	Item No.	Subject
Anne Whatman	12.2	10.2020.44.1 - Lot 1 DP 796950 - 169 Willowvale Road, Willow Vale - secondary dwelling, ancillary equipment shed and associated earthworks
Ian Yabsley	12.3	Housekeeping Amendments to Kiama Local Environmental Plan 2011 to address mapping anomalies
Roslyn Neilson	12.4	Jamberoo Sewerage Capacity

8 MAYORAL MINUTE**8.1 Mayor's Giving Tree****20/280OC****Resolved** that Council endorse the Mayor's Giving Tree appeal.

(Councillors Honey and Way)

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

Against: Nil

Addendum to reports**20/281OC****Resolved** that at this time, 5.05pm Council bring forward and deal with Mayoral Minutes 17.2: 2020 IMB Bank Illawarra Business Award winners - Burnetts on Barney and FinoComp and 17.3: Gerringong Lions and Gerringong Breakers - Grand Final weekend.

(Councillors Steel and Way)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

17.2 2020 IMB Bank Illawarra Business Award winners - Burnetts on Barney and FinoComp

20/282OC

Committee recommendation that Council formally acknowledge and congratulate the following 2020 IMB Bank Illawarra Business Award winners:

1. Burnetts on Barney for winning Excellence in Sustainability
2. FinoComp for winning Excellence in Workplace Culture.

(Councillors Honey and Rice)

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

Against: Nil

17.3 Gerringong Lions and Gerringong Breakers - Grand Final weekend

20/283OC

Resolved that Council congratulate Gerringong Lions and Gerringong Breakers Senior teams in making it to the grand final this weekend and wish them luck.

(Councillors Honey and Steel)

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

Against: Nil

9 MINUTES OF COMMITTEES

9.1 Minutes: Access Committee Meeting - 2 October 2020

20/284OC

Resolved that the Minutes of the Access Committee Meeting held on 2 October 2020 be received and accepted.

(Councillors Rice and Sloan)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

9.2 Minutes: Catchment and Flood Risk Management Committee – 25 August 2020

20/285OC

Resolved that the Minutes of the Catchment and Flood Risk Management Committee Meeting held on 25 August 2020 be received and accepted.

(Councillors Sloan and Reilly)

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

Against: Nil

9.3 Minutes: Community Safety Committee - 10 September 2020

20/286OC

Resolved that the Minutes of the Community Safety Committee Meeting held on Thursday 10 September 2020 be received and accepted.

(Councillors Steel and Watson)

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

Against: Nil

9.4 Minutes: Jamberoo Youth Hall s355 Committee - 27 September 2020

20/287OC

Resolved that the Minutes of the Jamberoo Youth Hall s355 Committee Annual General Meeting and General Meeting held on 27 September 2020 be received and accepted.

(Councillors Reilly and Sloan)

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

Against: Nil

9.5 Minutes: Kiama Local Traffic Committee - 6 October 2020

20/288OC

Resolved that Council receive and accept the Minutes of the Kiama Local Traffic Committee Meeting held on 1 September 2020 (Attachment 1); in doing so approve the following recommendations:

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

- 4.1 That the item relating to the 2 Hour Timed Parking Zone - 131 Manning Street Kiama, be referred back to Council, with an updated plan clarifying the No Stopping Zone (Attachment 2).

The deferred recommendation from September's Council Meeting (Item 5.4 of Kiama Local Traffic Committee Minutes of Committees Report for September) recommends Council approves the creation of a time limited parking zone on the western side of Manning Street, Kiama fronting the property of Kiama Furniture One at 131 Manning Street Kiama, through the installation of regulatory signage with restrictions of 2 Hour Parking between 8.30am - 6.00pm Monday to Friday and 9am - 12pm Saturdays.

- 5.2 That approval be given to the implementation of a temporary Loading Zone in Blowhole Point Road, Kiama, for the duration of the Visitor Information Centre amenities refurbishment construction in accordance with the attached signage plan (Attachment 3).

- 5.3 That Approval be given to the alteration of existing combined bus and loading zone in Manning Street, Kiama to a separated Bus and Loading Zone as follows:

1. Bus Zone: 6am - 12.30pm Monday to Friday, then 2P Parking: 12.30pm - 5pm Monday to Friday, 9am - 12pm Saturday.
2. Loading Zone: 8am - 12.30pm Monday to Friday, then 2P Parking: 12.30pm - 5pm Monday to Friday, 9am - 12pm Saturday.

As per the attached signage plans (Attachment 4)

(Councillors Reilly and Brown)

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

Against: Nil

9.6 Minutes: Youth Advisory Committee - 22 September 2020

20/289OC

Resolved that the minutes of the Youth Advisory Committee Meeting held on 22 September 2020 be received and accepted.

(Councillors Brown and Reilly)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

COMMITTEE OF THE WHOLE

20/290OC

Resolved that at this time, 5.14pm, Council form itself into a Committee of the Whole to deal with matters listed in the reports as set out below:

- Report of the General Manager
- Report of the Director Environmental Services
- Report of the Interim Director Corporate and Commercial Services
- Reports for Information

(Councillors Way and Sloan)

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

Against: Nil

10 PUBLIC ACCESS REPORTS

20/291OC

Committee recommendation that at this time, 5.14pm, Council bring forward and deal with the matters pertaining to the Public Access Meeting.

(Councillors Watson and Steel)

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

Against: Nil

12.2 10.2020.44.1 - Lot 1 DP 796950 - 169 Willowvale Road, Willow Vale - secondary dwelling, ancillary equipment shed and associated earthworks

20/292OC

Committee recommendation that Council approve Development Application No 10.2020.44.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to necessary and reasonable conditions determined by Kiama Municipal Council.

(Councillors Steel and Reilly)

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

Against: Councillors Honey, Rice and Sloan

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

12.3 Housekeeping Amendments to Kiama Local Environmental Plan 2011 to address mapping anomalies

20/293OC

Committee recommendation that Council

1. Endorse the preparation of a Planning Proposal for housekeeping amendments to the Kiama LEP 2011 to:
 - a. Amend land use annotations for land zoned SP2 Infrastructure;
 - b. Rezone Public Reserves to RE1 Public Recreation;
 - c. Rezone 20 Eddy Street, Kiama, from SP2 Infrastructure to B2 Local Centre; and
 - d. Rezone 133 North Kiama Drive, Kiama Downs, from R2 Low Density Residential to SP2 Infrastructure – Water Supply System.
2. Forward the Planning Proposal to the Department of Planning, Industry and Environment for Gateway Determination.
3. Request plan-making delegations from the Department of Planning, Industry and Environment.

(Councillors Rice and Steel)

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

Against: Nil

Foreshadowed motion

20/294OC

Committee recommendation that Council note that there are zoning anomalies with the Terrestrial Biodiversity Land of Warri Beach, Sheets BIO_014 and BIO_013. As Terrestrial Biodiversity Land it appears that this land should be zoned E2 Environmental Conservation rather than RE1 and that this anomaly should be investigated

(Councillors Rice and Reilly)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

12.4 Jamberoo Sewerage Capacity

20/295OC

Committee recommendation that Council:

1. Express disappointment that adequate planning has not been undertaken and advice has not been provided by Sydney Water to Council and our residents regarding the capacity of the system at Jamberoo.
2. Work with Sydney Water to engage with and communicate to the Jamberoo Community about the capacity of the sewerage system.
3. Consider further options relating to existing permissible uses within the Jamberoo township and R5 zone, following further investigation and consultation to undertake such changes.
4. Strongly advocate to Sydney Water and the NSW Government for continued planning and upgrade options to be in place and funded for the Kiama Municipality.
5. Notes the Board Charter of Sydney Water is to deliver "*essential services that our customers love*" (13.1.1) and "*to protect the environment, and to protect public health*" (13.1.2). Clause 13.2 then states the Board's responsibilities to Jamberoo residents (which are Sydney Water customers) and to the community include:
 - a) being aware of and responsive to customer and community concerns; and
 - b) acting honestly and in the public interest.
6. Notes that Sydney Water is a State Owned Corporation and is subject to the State Owned Corporations Act 1989. The principal objectives of State Owned Corporations, amongst other things, is "*to exhibit a sense of social responsibility by having regard to the interests of community in which it operates*" (s 20E(1)(b)).
7. Resolves to contact the Minister responsible for Sydney Water as a matter of urgency to determine the problems with the Jamberoo sewer system, particularly, the issue that the current pressurised system which works well in normal weather is under stress in wet weather and send a copy to our local member, The Hon. Gareth Ward MP.
8. Confirm to the Jamberoo community that we will work with them to find a solution to the current problems, such as health, environment and planning, amongst others, so they are not disadvantaged by their own LEP.

(Councillors Brown and Reilly)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

11 REPORT OF THE GENERAL MANAGER

11.1 Request for donation: PCYC - Fit 4 Life program

20/296OC

Committee recommendation that Council approve waiving the licence fee for the use of Black Beach Reserve by the Lake Illawarra PCYC to run the Fit for Life program for our local young people.

(Councillors Rice and Way)

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

Against: Nil

12 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES

12.1 10.2020.73.1 - Lot 2 DP 709501 Connors Creek Road, Broughton Village - dwelling and water tank

20/297OC

Committee recommendation that Council approve Development Application No 10.2020.73.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to conditions at the end of this report.

(Councillors Reilly and Watson)

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

Against: Nil

Note: Items 12.2, 12.3 and 12.4 were dealt with as part of Public Access Reports.

13 REPORT OF THE INTERIM DIRECTOR CORPORATE AND COMMERCIAL SERVICES

13.1 Council managed crown land Plans of Management and land categorisations

20/298OC

Committee recommendation that Council defer this matter until 3 November 2020 so that prior discussion with Crown Lands about Kiama's specific circumstances can occur.

(Councillors Rice and Reilly)

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

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

13.2 Jamberoo Youth Hall section 355 Committee - election of office bearers

20/299OC

Committee recommendation that Council endorse the following Jamberoo Youth Hall Section 355 Committee positions:

Chairperson:	Megan Collins
Vice-Chairperson:	Vivienne Marris
Secretary:	Roslyn Neilson
Treasurer:	Nicole Rodgers
Bookings Officer:	Megan Collins
Maintenance Officer	Stuart Richards

(Councillors Reilly and Way)

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

13.3 Reverse Vending Machine Gerringong - Licence for use of public land

20/300OC

Committee recommendation that Council;

1. notify TOMRA that a completed noise assessment for the reverse vending machine at Gerringong is required to be submitted in order for a report to be prepared by staff for the 17 November 2020 meeting of Council, and
2. allow the existing TOMRA reverse vending machine to continue to operate from Jubilee Park Gerringong on monthly holding over terms until the 17 November meeting.

(Councillors Brown and Way)

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

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

13.4 Review of Footpath Dining Policy

20/301OC

Committee recommendation that draft revised Footpath Dining Policy attached to this report be placed on public exhibition for 28 days in accordance with the Public Land Management Guidelines.

(Councillors Brown and Sloan)

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

Against: Nil

13.5 Statement of Investments - September 2020

20/302OC

Committee recommendation that Council receive and adopt the information relating to the Statement of Investments for September 2020.

(Councillors Brown and Sloan)

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

Against: Nil

14 REPORT OF THE DIRECTOR ENGINEERING AND WORKS

Nil

15 REPORT OF THE DIRECTOR BLUE HAVEN

Nil

16 REPORTS FOR INFORMATION

20/303OC

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

- 16.1 Annual tabling of Designated Persons Returns
- 16.2 Christmas / New Year - annual close down period
- 16.3 COVID-19 Financial Relief Package - update

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

- 16.4 Clause 4.6 Variations to LEP Development Standards - 1 July to 30 September 2020
- 16.5 Illawarra Shoalhaven Local Health District - thank you
- 16.6 Minutes: Jamberoo Valley Ratepayers and Residents Association – 1 September 2020
- 16.8 Minutes: Minnamurra Progress Association - 6 October 2020
- 16.9 Minutes: South Precinct meeting - 17 September 2020
- 16.10 Parking Statistics - September 2020
- 16.11 Quarterly Dwelling Approvals
- 16.13 Question for future meeting: Modular Pumptrack
- 16.14 Question for future meeting: Vegetation - South end Warri Beach
- 16.15 Questions for Future Meetings Register as at 9 October 2020.

(Councillors Steel and Way)

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

16.7 Minutes: Kiama District Sports Association - 28 September 2020

20/304OC

Committee recommendation that Council formally congratulate Col Rathbone on being elected as the first Life Member of the Kiama and District Sports Association and thank him for his 41 years of service to the Association as President and his dedicated work for sport in the Kiama Municipality.

(Councillors Watson and Steel)

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

16.12 Question for future meeting: Kiama Council Branding

20/305OC

Committee recommendation that Council approve, in principle, the 'Kiama Wave' logo as its master logo and begin the process of consultation on and implementation of the logo.

(Councillors Reilly and Watson)

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

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

RESUMPTION OF ORDINARY BUSINESS

20/306OC

Committee recommendation that at this time, 6.25pm, Council resume the ordinary business of the meeting with all Councillors and Staff present at the adjournment of the meeting being present.

(Councillors Steel and Way)

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

Against: Nil

ADOPTION OF COMMITTEE OF THE WHOLE REPORT

20/307OC

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 20/291OC to 20/306OC above.

(Councillors Reilly and Watson)

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

Against: Nil

17 ADDENDUM TO REPORTS

20/308OC

Resolved that at this time, 6.26pm, Council bring forward and deal with matters pertaining to the Addendum to Reports.

(Councillors Reilly and Rice)

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

Against: Nil

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

- 17.1 10.2020.106.1 – Lot 317 DP 703905 – 68 Barton Drive, Kiama Downs - Demolition of laundry, garage and pool, alterations to garage and laundry and 2 Lot Subdivision**

20/309OC

Committee recommendation that Council approve Development Application No 10.2020.106.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to the conditions at the end of this report, and delegate authority to the Mayor and General Manager to affix the Council seal to the relevant documentation to release the restriction as to user secondly referred to in the Section 88B Instrument attached to Deposited Plan 73905, specifically for Lot 317.

(Councillors Watson and Brown)

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

Against: Councillor Sloan

Note: items 17.2 and 17.3 were dealt with earlier in the meeting as Mayoral Minutes.

18 NOTICE OF MOTION

Nil

19 QUESTIONS FOR FUTURE MEETINGS

19.1 South Werri – Plan of Management

Councillor Brown requested a report on the Plan of Management specific to South Werri. The matter was referred to the Interim Director Corporate and Commercial Services for investigation and report.

19.2 Jamberoo Preschool – flooding

Councillor Reilly requested a report on the mitigation of flooding at Jamberoo Preschool. The matter was referred to the Director Engineering and Works for investigation and report.

19.3 Tennis court maintenance

Councillor Reilly requested a report on the ongoing maintenance of all Council tennis courts in the Local Government Area. The matter was referred to the Director Engineering and Works for investigation and report.

MINUTES OF THE ORDINARY MEETING**20 OCTOBER 2020**

19.4 Future sporting land

Councillor Rice requested a report on the investigation of future sporting land that was promised to the Kiama District Sports Association a couple of years ago. The matter was referred to the Director Engineering and Works for investigation and report.

19.5 IT system improvement to Council Chambers

Councillor Way requested a report on the IT system in the Council Chambers to include:

1. Investigating the poor audio and visual performance in the Council Chambers and an upgrade of the system including online system performance
2. The sequencing of councillors speaking on subjects and motions to be taken into account with a new system
3. As a matter of urgency provision of a proposal to implement a new and updated system that is appropriate for use in today's and future IT applications
4. Provision of an estimate to implement the proposed new system as a matter of priority.

The matter was referred to the Interim Director Corporate and Commercial Services for investigation and report.

20 CONFIDENTIAL SUMMARY**20/310OC**

Resolved that at this time, 6.29pm, 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 Steel and Reilly)

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

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.

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

20.1 Exclusion Of Press And Public:

20/311OC

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 LAND AND ENVIRONMENT COURT APPEALS - 1 JULY TO 30 SEPTEMBER 2020

Reason for Confidentiality: This matter deals with advice concerning litigation, or advice as comprises a discussion of this matter, that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege as per Section 10A(2)(g) of the Local Government Act.

21.2 EXECUTIVE OFFICERS' PERFORMANCE AGREEMENTS - REVIEW FOR THE PERIOD 1 APRIL 2019 TO 30 JUNE 2020

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

(Councillors Way and Watson)

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

Against: Nil

Suspension of Standing Orders

20/312OC

Committee recommendation that at this time, 6.30pm, Standing Orders be suspended for a tea break.

(Councillors Sloan and Way)

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

Against: Nil

Resumption of Standing Orders

20/313OC

Committee recommendation that at this time, 6.40pm, Standing Orders be resumed.

(Councillors Sloan and Way)

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

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

21 CONFIDENTIAL REPORTS

21.1 Land and Environment Court Appeals - 1 July to 30 September 2020

20/314OC

Committee recommendation that the information contained in this report is noted.

(Councillors Steel and Watson)

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

All Council staff left the meeting at 6.42pm.

21.2 Executive Officers' Performance Agreements - Review for the period 1 April 2019 to 30 June 2020

20/315OC

Committee recommendation that Council

1. endorse and adopt the report of the Performance Review Committee
2. review the performance appraisal process including the template and KPI's before commencement of the next performance review.

(Councillors Reilly and Steel)

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

Close of Confidential Committee of the Whole:

20/316OC

Committee recommendation that at this time, 7.14pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Reilly and Way)

MINUTES OF THE ORDINARY MEETING

20 OCTOBER 2020

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

Adoption of Report

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

20/317OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 20/311OC to 20/316OC be confirmed and adopted.

(Councillors Brown and Watson)

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

22 CLOSURE

There being no further business the meeting closed at 7.15pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on
17 November 2020

.....
Mayor

3.2 Extraordinary Council on 1 October 2020

Attachments

- 1 Minutes - Extraordinary Council - 01/10/2020 [↓](#)

Enclosures

Nil

Item 3.2

RECOMMENDED

That the Minutes of the Extraordinary Council Meeting held on 1 October 2020 be received and accepted.



**MINUTES OF THE
EXTRAORDINARY MEETING OF
COUNCIL**

commencing at 5pm on

THURSDAY 1 OCTOBER 2020

Council Chambers
11 Manning Street, KIAMA NSW 2533

Item 3.2

Attachment 1

MINUTES OF THE EXTRAORDINARY MEETING

1 OCTOBER 2020

MINUTES OF THE EXTRAORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS, KIAMA
ON THURSDAY 1 OCTOBER 2020 AT 5PM

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

IN ATTENDANCE: General Manager, Director Environmental Services, Interim
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."

3 CONFIDENTIAL SUMMARY

20/2720C

Resolved that at this time, 5.01pm, 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 Westhoff and Sloan)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

1 OCTOBER 2020

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.

3.1 Exclusion Of Press And Public:

20/2730C

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.

4.1 ACQUISITION OF EMPLOYMENT LANDS IN KIAMA LOCAL GOVERNMENT AREA

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

(Councillors Watson and Rice)

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

Against: Nil

4 CONFIDENTIAL REPORTS

4.1 Acquisition of Employment Lands in Kiama Local Government Area

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

1. participate in the acquisition of the parcel of land known as Lot 40 DP 1230679, 5 Sims Road, Gerringong to a maximum purchase price of \$1,320,000 (plus GST)
2. authorise the General Manager or his delegate to attend the auction on 10 October 2020
3. should Council be successful in acquiring 5 Sims Road, Gerringong, classify the land as operational
4. approve that the recommendations remain in closed session until such time as the matter is finalised.

MINUTES OF THE EXTRAORDINARY MEETING

1 OCTOBER 2020

20/274OC

An amendment was moved by Councillor Steel and seconded by Councillor Watson that Council:

1. participate in the acquisition of the parcel of land known as Lot 40 DP 1230679, 5 Sims Road, Gerringong to a maximum purchase price of \$1,500,000 (plus GST)
2. authorise the General Manager or his delegate to attend the auction on 10 October 2020
3. should Council be successful in acquiring 5 Sims Road, Gerringong, classify the land as operational
4. approve that the recommendations remain in closed session until such time as the matter is finalised.

The **amendment** became the **motion**.

(Councillors Steel and Watson)

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

Against: Councillors Reilly, Rice, Sloan and Way

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

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

Against: Councillors Reilly, Rice, Sloan and Way

Close of Confidential Committee of the Whole:

20/275OC

Committee recommendation that at this time, 5.34pm, the Confidential Committee of the Whole revert to Open Council.

(Councillors Watson and Steel)

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

Against: Nil

Adoption of Report

The General Manager formally reported the recommendations of the Confidential Committee of the Whole remain in closed session until such time as the matter is finalised.

MINUTES OF THE EXTRAORDINARY MEETING

1 OCTOBER 2020

20/276OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 20/268OC to 20/270OC be confirmed and adopted.

(Councillors Watson and Westhoff)

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

Against: Reilly, Rice and Sloan

5 CLOSURE

There being no further business the meeting closed at 5.34pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on
20 October 2020.

.....
Mayor

3.3 Extraordinary Council on 3 November 2020

Attachments

- 1 Minutes - Extraordinary Council - 03/11/2020 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Extraordinary Council Meeting held on 3 November 2020 be received and accepted.

Item 3.3



**MINUTES OF THE
EXTRAORDINARY MEETING OF
COUNCIL**

commencing at 5pm on

TUESDAY 3 NOVEMBER 2020

Council Chambers
11 Manning Street, KIAMA NSW 2533

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2020

**MINUTES OF THE EXTRAORDINARY MEETING OF
THE COUNCIL OF THE MUNICIPALITY OF KIAMA
HELD IN THE COUNCIL CHAMBERS, KIAMA
ON TUESDAY 3 NOVEMBER 2020 AT 5PM**

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

IN ATTENDANCE: General Manager, Director Environmental Services, Interim
Director Corporate and Commercial Services and Acting
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."

DECLARATIONS OF INTEREST

Nil

Councillor Brown and Councillor Watson entered the Chambers at 5.02pm.

3 REPORT OF THE INTERIM DIRECTOR CORPORATE AND COMMERCIAL SERVICES

3.1 Council managed Crown land – categorisations for Plans of Management

20/318OC

Resolved that Council

1. advise the Minister that the land categories described in Table 1 (excepting R76339, and lots 7005 and 7006 of R87397) and the land categories in

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2020

Table 2, will be included within the draft Plan of Management for Council managed crown reserves, and

2. resubmit R76339 (Cooke Park) and lots 7005 and 7006 of R87397 (Bombo Beach portion) from Table 1 for review, and add these lots to Table 3 for further consideration by Crown Lands, and
3. request the Minister to resolve land categories for the crown reserves described in Table 3 (with the addendum from point 2 above) and request that Crown Lands assure Council that all existing uses of these reserves can continue under the Minister's directed categorisation.

(Councillors Rice and Reilly)

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

Against: Councillors Brown and Honey

4 CONFIDENTIAL SUMMARY

20/319OC

Resolved that at this time, 5.20pm, 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 Steel and Reilly)

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.

4.1 Exclusion Of Press And Public:

20/320OC

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 2020

5.1 TENDER EVALUATION REPORT - JAMBEROO YOUTH HALL

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.

5.2 JAMBEROO MOUNTAIN ROAD LANDSLIP TENDER

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.

5.3 AKUNA STREET / SHOALHAVEN STREET SITE

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 Way and Watson)

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

Against: Nil

5 CONFIDENTIAL REPORTS

5.1 Tender evaluation report – Jamberoo Youth Hall

20/321OC

Committee recommendation that Council approves the award of Tender KIAMA-934480 – Jamberoo Youth Hall Remediation and Refurbishment to Joss Facility Management with a contract price of \$242,641 including GST, plus a contingency allocation of \$24,264 (10%) for costs associated with potential latent conditions relating to underpinning and piling works.

(Councillors Brown and Reilly)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2020

5.2 Jamberoo Mountain Road Landslip Tender

20/322OC

Committee recommendation that Council resolve to award the tender contract to GC Civil Contracting P/L with a price of \$529,940 (including GST) for the construction of the Jamberoo Mountain Road Landslip Remediation works.

(Councillors Reilly and Rice)

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

Against: Nil

5.3 Akuna Street / Shoalhaven Street site

20/323OC

Committee recommendation that Council consult with the identified interested party to progress the approved Akuna Street / Shoalhaven Street development according to the identified interested party's letter to Council received on 30 October 2020.

(Councillors Brown and Steel)

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

Against: Councillors Reilly, Rice, Sloan and Westhoff

Close of Confidential Committee of the Whole:

20/324OC

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

(Councillors Watson and Reilly)

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

Against: Nil

MINUTES OF THE EXTRAORDINARY MEETING

3 NOVEMBER 2020

Adoption of Report

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

20/325OC

Resolved that that the Confidential Committee of the Whole recommendations numbered 20/320OC to 20/324OC be confirmed and adopted.

(Councillors Way and Reilly)

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

Against: Nil

6 CLOSURE

There being no further business the meeting closed at 6.07pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 17 November 2020.

.....
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 2020 Rural Women's Hidden Treasures Honour Roll - Cheryl Pearce

Attachments

Nil

Enclosures

Nil

RECOMMENDED

That Council formally congratulate Cheryl Pearce who has been recognised on the 2020 Rural Women's Hidden Treasures Honour Roll for her involvement with Kiama Country Women's Association (CWA) Day Branch.

REPORT

An annual initiative of Department of Primary Industries' Rural Women's Network, Hidden Treasures recognizes the outstanding efforts of women volunteers in NSW and promotes the valuable role of volunteering to the community.

Cheryl Pearce has volunteered her time to organise the annual Rainbow Fashion Parade with the CWA, Kiama Day Branch.

When the Kiama Day Branch of CWA was formed in 1938, it was the only branch between Wollongong and Nowra. Aside from its fundraising and social activities, the branch was responsible for initiating and running baby health centres in the region and continued to do so until the 1980s when it became a government responsibility.

Its 80th anniversary in 2018 came at a time of great renewal for the branch, with a new evening group attracting 20 members, compared to the traditional day group's 18 members.

Cheryl has served as president of CWA Kiama Day Branch for many years now and has been responsible for organising many events and activities which have benefited our local Kiama community.

I congratulate Cheryl on this proud achievement and on behalf of Council and the community thank her for the valuable contribution she has made.

9 MINUTES OF COMMITTEES

9.1 Minutes: Health and Sustainability Committee - 13 October 2020

Responsible Director: Environmental Services

Attachments

- 1 Minutes - Health & Sustainability Committee - 13 October 2020 [↓](#)
- 2 Summary of Expression of Interest Applications - Health & Sustainability Committee - September 2020 [↓](#)

Enclosures

Nil

RECOMMENDED

1. That the Minutes of the Health and Sustainability Committee Meeting held on 13 October 2020 be received for information.
2. That Merryn Joske, Dianne Tierney and Camilla Kerr-Ruston be endorsed by Council as members of the Health and Sustainability Committee.

BACKGROUND

Attached for Councillors' information are the minutes of the Health and Sustainability Committee meeting held on 13 October 2020. A separate report on the Health and Sustainability Grants has also been submitted to Council for consideration.

There are currently three vacant positions on the committee and in August 2020 we called for Expressions of Interest from the community to fill these positions. A summary of the three Expression of Interest applications that the committee would like to recommend to be endorsed are attached for Council's consideration. Complete applications can be supplied upon request.

A motion was also moved by Councillor Rice requiring that:

Council considers overall walkability and accessibility to Easts Beach if they decide to sell the land at 85 Attunga Ave Kiama Heights and considers the provision of a walkway through the site if the land is sold. In addition, that Council considers walkability and accessibility for the community in the future for other sites being sold.

A separate report on the Attunga Avenue Gateway Determination has been provided as part of this business paper. It is therefore recommended that this motion not be adopted by Council and is only noted as part of the minutes of this Committee. Walkability, recreation space and accessibility needs to form part of a comprehensive strategic plan and review rather than undertaken for individual sites in isolation. Consideration of impacts of any sale of land or rezoning proposal is undertaken as part of the Gateway process and also involves community engagement.

Minutes of the Kiama Health & Sustainability Committee meeting held on Tuesday 13 October 2020 online at 3:30pm.

Present: Councillor Kathy Rice, Nick Guggisberg, Paul Czukolwski, Brodie Brady, Karen Tavener-Smith, Bruce Flint, Mallory McLennan, Camilla Kerr Ruston, Diane Tierney, Merryn Joske.

1. Acknowledgment to Country:

Councillor Rice acknowledged the traditional owners of the land in which the meeting took place.

2. Apologies:

Councillor Andrew Sloan, Stephen Davidson, Naomi Reid, Billy Wang (standing apology).

3. Minutes of Previous Meeting – 6 August 2020

That the minutes of the meeting held on 6 August 2020 be accepted as an accurate record of the meeting.

Moved: Karen Tavener-Smith **Seconded:** Councillor Katy Rice **CARRIED**

4. Business Arising

All actions arising from the previous meeting have been completed.

Councillor Rice invited other members of the committee to join the Kiama Health Plan Review working group. Merryn Joske would like to be involved in the working group.

Action: Council's Health Promotion Officer to share Kiama Health Plan working group information with Merryn Joske.

5. Presentation – Mallory McLennan Engineering and Works

Mallory McLennan gave a presentation to the committee on Council's Modular Pumptrack and the Bike Skills Track planned for Sanctuary Place Quarry, Minnamurra.

6. General Business

6.1 Health & Sustainability Grants – Working Group Minutes

The committee received the working group minutes with information on the three applications that the working group would like to recommend to Council for endorsement.

The Manager of Community and Cultural Development wanted to acknowledge to the committee that Council's Youth Services Coordinator will be involved in one of the applicant projects - the Kiama Rotary Project delivering Mental Health First Aid training at Kiama High School.

He also wanted to inform the committee that, Kiama Rotary is one of three organisations in the LGA that are going to deliver Mental Health First Aid Training. This would mean the timeline for the project that Kiama Rotary submitted with their application will be impacted by this. The committee noted this and were still supportive of this project and wanted to put it forward to be recommended for funding.

Motion: The committee would like to recommend the following three applications that were put forward by the working group to be endorsed by Council for funding;

1. Parkinson's Kiama for \$700.00
2. Kiama Bicycle User Group for \$750.00
3. Kiama Rotary for \$1,500

Moved: Councillor Kathy Rice **Seconded:** Bruce Flint **CARRIED**

6.2 Expressions of Interest for the Committee – Review of applications

Motion: That the three expressions of interested that were received from Merry Joske, Dianne Tierney and Camilla Kerr-Ruston for the committee be recommended to Council to be endorsed for membership of the Health and Sustainability Committee.

Moved: Councillor Kathy Rice **Seconded:** Bruce Flint **CARRIED**

6.3 Opportunities to incorporate Health and Sustainability into strategic planning documents

Councillor Rice discussed feedback that has been received from the community about the land at 85 Attunga Ave Kiama Heights and how they would like it to be used as a Community Garden and not sold and potentially developed. The committee discussed if Council sells this property what impact it might have on walkability and accessibility to Easts Beach. Councillor Rice asked the committee to consider walkability and active transport in this area.

Motion: To recommend Council considers overall walkability and accessibility to Easts Beach if they decide to sell the land at 85 Attunga Ave Kiama Heights and considers the provision of a walkway through the site if the land is sold. In addition, that Council considers walkability and accessibility for the community in the future for other sites being sold.

Moved: Councillor Rice **Seconded:** Karen Tavener Smith **Carried**

6.4 Australian urban Observatory liveability data & ISLHD mental health seminars – Karen Tavener-Smith

Health Promotion Officer ISLHD discussed the urban Observatory liveability data that the Health Services have accessed and asked what kind of data might be useful for Council to use. The committee was asked to think about how we might be able to utilise this data for the Kiama Health Plan and other useful documents and/or projects.

Action: Council's Health Promotion Officer to liaise with the Health Promotion Officer ISLHD about sharing some of this data at the next committee meeting.

6.5 Program Updates

The Committee noted the Program Updates that were shared via email prior to the meeting.

Manager of Community & Cultural Development shared an additional update on the work that is being done in response to the recent suicides with the Suicide Prevention Collaborative including participating in a community meeting at the Pavilion, QPR training for Council staff, pocket size 'where to go for help' cards, Chats for Change as well as a number of other initiatives. He also acknowledged the great work that the community is doing in this space.

Manager Environment & Health shared the following the additional updates:

- A litter grant has been received by NSW EPA and the Environment & Health team are hoping to pursue making a particular area for smoking and making the Blow Hole a smoke-free area.
- A presentation on Councils zero net emissions plan and targets will be given at the next committee meeting.

7. Business Without Notice

Councillor Rice informed the committee about a project impacting on the health of the Minnamurra River from the proposed Dunmore Lakes Project and the opportunity for committee members to put in written submissions to the Independent Planning Committee by 2nd November 2020. There is also an online public meeting on the 28th October 2020.

Action: Council's Health Promotion Officer to share this information on the Dunmore Lakes Project with the committee.

There was recognition from the committee about the work that the Community Services Team and particularly the Youth Services team have done in response to recent suicides.

8. Correspondence

Beth Horner and Kay Cope have submitted their resignation to the committee.

9. Next Meeting:

Tuesday 8 December 2020

10. Action Table

Action	Person Responsible	Outcome	Completed
Council's Health Promotion Officer to share Kiama Health Plan working group information with Merryn Joske.	Health Promotion Officer	To be completed before the next meeting on 8 December 2020	
Council's Health Promotion Officer to liaise with the Health Promotion Officer ISLHD about sharing some of this data at the next committee meeting.	Health Promotion Officer	To be completed before the next meeting on 8 December 2020	
Council's Health Promotion Officer to share this information on the Dunmore Lakes Project with the committee.	Health Promotion Officer	To be completed before 28 October 2020.	Completed 21/10/2020

There being no further business, the meeting closed at 5.31pm.

Summary of Expression of Interest Applications
Health & Sustainability Committee September 2020

Applicant 1

<i>Prior Experience relevant to committee?</i>	Nursing & Childcare Registered Nurse
<i>Professional or technical organisation memberships or qualification relevant to committee?</i>	
<i>Involvement with other groups of similar interests?</i>	4 Kiama Council Committees Consultant/Consumer advocate at Shellharbour Private Hospital
<i>Why you would like to serve on the committee and how you believe you will contribute as a member?</i>	Previous health as nurse and patient, experience on other Council committees and my genuine caring for the community of Kiama.
<i>What do you hope to accomplish as a member of this committee?</i>	Improvement and accessibility for all Kiama residents in all aspects of Health & Sustainability

Applicant 2

<i>Prior Experience relevant to committee?</i>	I have been the Chairperson of Reduce-Reuse-Recycle-Kiama (R3 Kiama) since it was began with the Kiama Boomerang Bag Group. I have a good understanding that the environment people live in has an effect on their health, their health begin effect by <ul style="list-style-type: none"> - Seeing the environment looked after - Contributing to looking after that environment - Using their skills to help others look after the environment - Having a community that supports their view on the environment - No except that I do subscribe to several sustainable organisations.
<i>Professional or technical organisation memberships or qualification relevant to committee?</i>	
<i>Involvement with other groups of similar interests?</i>	Yes I am the chair and one of the founding members of Reduce-Reuse-Recycle-Kiama. (R3 Kiama)
<i>Why you would like to serve on the committee and how you believe you will contribute as a member?</i>	I would like see the committee have more input into the sustainability of the environment of Kiama Municipality. This period of lock down has given people the time to stop and look at the environment around them, including their own homes.

	<p>stakeholders within the Western Sydney/WSROC region. Member were responsible for providing agreed environmental health policy advice, and implementation of the National Environmental Health Strategy within their local government areas. In addition, I hold a certificate of competency in Sustainable Event Management and hold environmental leadership awards in both "Small Scale Sustainable Events" and "Large Council Sustainable Event Projects".</p>
<p><i>Involvement with other groups of similar interests?</i></p>	<p>I was appointed to the Middle Nepean Hakesbury Catchment Management Committed by the Minister of Land and Water Conservation as a land holder/land user member. This was a four year tenure of the sub-catchment committees established under the Hawkesbury-Nepean Catchment Management Trust. The main objectives were to advance local solutions to local environmental issues, striving for improvement in the regions natural resources. A total catchment management approach is an integrated approach which identifies the links that exists between resources and the decision making process and should involve the coordination of all catchment users.</p>
<p><i>Why you would like to serve on the committee and how you believe you will contribute as a member?</i></p>	<p>Council and residents need to work together to embed the community's vision and the principles of sustainability into our every day living practice. The general agreement is that this concept involves:-</p> <ul style="list-style-type: none"> - Living within the limits posed by the physical world; - Understanding the interconnections among economy, society, and environment; - Equitable distribution of resources and opportunities. <p>With my qualifications I believe I can bring some valuable knowledge and thirty one years of technical experience to assist with achieving a better stakeholder integration of sustainability issues across the Kiama local government area.</p>
<p><i>What do you hope to accomplish as a member of this committee?</i></p>	<p>From a personal point of view, I aim for a balanced and sustainable approach to the use and conservation of natural resources that will leave a legacy for future generations to enjoy. There is an acceptance by individuals and communities that local government is always "there" for a range of local needs, yet it is less clear how citizens identify with this crucial level of government. There is enormous support for government to provide services that deliver a healthier and fairer society, and for the view that decisions</p>

	<p>about services should not be made just on value for money. Communities and people using a particular service will know what type of services are needed and how they should be delivered. I would like to see Kiama Council deliver services that contribute to a healthier and fairer society and I willing to assist in this endeavour.</p>
--	--

9.2 Minutes: Jamberoo Youth Hall s355 Committee - 18 October 2020

Responsible Director: Office of the General Manager

Attachments

- 1 Minutes: Jamberoo Youth Hall s355 Committee - 18/10/2020 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Jamberoo Youth Hall s355 Committee General Meeting held on 18 October 2020 be received and accepted, and the following resolution noted:

1. *JYH supports the position that the existing fence partially separating Reid Park and Kevin Walsh Oval be removed and re-purposed elsewhere.*

BACKGROUND

A copy of the Minutes of the Jamberoo Youth Hall s355 Committee General Meeting held on 18 October 2020 are attached for Councillors' information.

MINUTES: S355 Jamberoo Youth Hall Committee – General Meeting

Sunday 18 October 2020, Jamberoo Youth Hall, 12.00 noon.

Present: Neil Reilly, Megan Collins, Nicole Rogers, Greg Walsh, Cathy Delhaas, Ros Neilson

Apologies: Stuart Richards, Karlee Matthews

Minutes taken by Ros Neilson

Meeting opened by Chair Megan Collins 12.00 noon.

Acknowledgement of Country presented by Neil Reilly

[Minutes of JYH AGM 27 September 2020](#) – accepted unanimously.

[Minutes of JYH General Meeting 27 September 2020](#) – accepted unanimously.

[Correspondence In and Out October 2020](#)

- To KMC with AGM and General Meeting minutes
- Exchange with Neil re major works briefing
- Exchange between Neil and Veronica Lee re KMC liaison contact and first meeting.

General Business

1. KMC Liaison

Neil has met with Veronica Lee, Director of Corporate Services, who has kindly accepted role of KMC Liaison Person with JYH. Meeting with Veronica arranged at JYH Thursday 22 October, 10.00 am., with Chair, Vice Chair, Secretary and Neil.

Neil queried his status on the JYH Committee – does he have voting rights? Unanimously agreed that he does.

ACTION: Ros to confirm meeting with Veronica. List of items to be discussed (see Item 3) will be limited to items of immediate relevance. Neil will brief Veronica.

2. Banking: Veronica Lee has indicated that we can choose our own bank.

Decision: use Westpac, because they already have ID for all signatories.

ACTION: Megan to set up bank account for s355 committee.

Bank: Westpac - Kiama Branch

Kind of Account: Cheque, with online banking

Signatories (as per AGM 27 September 2020):

Megan Collins

Nicole Rogers

Roslyn Neilson

3. Items to include in operational arrangements and establishment of JYH charter to be discussed with Veronica Lee:

- Charter template KMC uses for committees
- Reporting to Council on JYH committee operations
- Booking form
- Accounting system
- Electricity
- Insurance
- Spending on cleaning, maintenance and works – limits, contractors
- Presence on KMC website
- Agreed: S355 committee to use channels other than FaceBook for communication with public
- Possibility of further grants (e.g. Tallawarra)

ACTION: Megan to convey list of items to discuss to Veronica and Neil

4. Repairs and refurbishments

- Neil reported that Council is having an extraordinary meeting 3rd November to discuss tenders that have been received for work on JYH. It will be held *in camera* to protect commercial confidentiality.
- Discussion re users' request to have input into the design for the kitchen.

ACTION: Ros to convey request for info re kitchen to Mike Dowd

5. Storerooms during repair work

- Users to clean up as much as they can before work begins, ready to move items
- Request container or skip for storing items during repair work

ACTION: Ros to write to storeroom users and KMC (Mike Dowd) re planning for repair work

- General JYH storeroom with chairs is a continuing problem – needs re-organisation.

ACTION: Working bee to organise general storeroom.

6. Alternative venues during repair and refurbishment work

- Cathy reported Catholic Church hall not available. Anglican Church hall unlikely, too.
- RSL building (contact: Mongo – Lindsay Delamont) may be available, and he will negotiate fees. Users will need their own insurance. Not likely to be suitable for Little Groovers; Jamberoo Bowling club an alternative – Nicole to follow up (ACTION).
- Megan has kept all December bookings in the loop as much as possible.

7. [Council Report on JYH](#) for meeting 20 October 2020 – accepted Maintenance Officer as a committee position.

8. Bookings enquiries update (Megan)

Before/After school care – Cedar Grove Family Day Care
Exercise Group pulled out
Playgroup are not meeting for remainder of the year – next year undetermined
Senior Yoga (not Yoga) group – currently utilising Anglican Hall
All December bookings have been contacted.

9. Fence across Reid Park

Discussion of interests of JHY and users.

Resolution: *JYH supports the position that the existing fence partially separating Reid Park and Kevin Walsh Oval be removed and re-purposed elsewhere.* Accepted unanimously.

ACTION: This resolution be conveyed to KMC.

10. JRLFC planned building (with speaker box, etc.)

Discussion: Trevor and Connie Dallas have assured JYH Committee that they will discuss their DA with us before submitting it. They have not yet been informed that the option of removing the Section 88 document is indeed still open.

ACTION: Megan and Ros to write to Trevor and Connie Dallas informing them of the legal opinions we have received and reminding them that JYH Committee would like to discuss their DA with them before they submit it.

11. Future Planning for the Jamberoo Youth Hall (beyond Council refurbishment & repairs).

External façade? – Possibly render, paint, veranda? Landscaping Western side of the hall?
Hard to be specific until after repair work has been done.

Keep on middle burner.

12. Telegraph pole with electrical connection box outside Youth Hall is in a dangerous state of repair.

ACTION: Ros to inform Council, with photo.

13. Following up Grants.

Tallawarra Grant discussed – suitable for JHY applications.

ACTION: Keep on middle burner.

Meeting closed 1.45 p.m.

Next meeting: Sunday 15 November, 2.00 p.m. JYH

Next page: Action Box following October meeting

Summary of actions to be taken following JYH Meeting 18 October 2020				
Agenda Item	ACTION	Who	When	Out-come
1	Megan/ Ros to confirm meeting with Veronica Lee and provide list of items to be discussed. Neil will brief Veronica.	Ros, Megan Neil	ASAP	
2	Bank account with Westpac for s355 committee.	Megan	Before next meeting	
3	List of items to be addressed at liaison meeting conveyed to Veronica and Neil	Ros	Before 22 Oct.	
4	Request info re kitchen plans from Mike Dowd	Ros	ASAP	
5	Request users to clean out storerooms	Ros	Before work starts	
5	Request storage for users' equipment during repair work	Ros	Before work starts	
5	Working bee to organise general storeroom	All	Before work starts	
6	Venue for Little Groovers during repair work	Nicole	Before work starts	
9	JYH resolution re fence conveyed to Council	Ros	ASAP	
10	JRLFC building discussed further with T & C Dallas	Ros and Megan	Ongoing	
11	Plan future landscaping etc for JYH	All	Ongoing	
12	Danger re telegraph pole referred to KMC	Ros	ASAP	
13	Follow up on grants	All	Ongoing	

9.3 Minutes: Kiama Local Traffic Committee - 3 November 2020Responsible Director: Engineering and Works

Attachments

- 1 Minutes of Kiama Local Traffic Committee Meeting - 3 November 2020 [↓](#)
- 2 Final - PAMP Stage 3 - Linemarking and road narrowing - Shoalhaven Street between Barney and Noorinan Streets [↓](#)
- 3 Proposed Road Closures - L'Etape Australia [↓](#)
- 4 No Stopping Signage - Noble Street, Gerringong [↓](#)
- 5 No Stopping and Bus Zone Signage - Wilson Street, Kiama [↓](#)
- 6 Parallel Parking Bays - Belinda Street Gerringong [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Kiama Local Traffic Committee Meeting held on 3 November 2020 (Attachment 1) be received and the following recommendations accepted:

- 4.1 That an untimed 'No Parking' zone be created in the proximity of the steps in Belinda Street Gerringong, with the installation of regulatory signage and line marking.
- 5.1 That approval be given to implementation of traffic calming treatments and associated regulatory signage with additional edge line marking and RPM's along Shoalhaven Street, Kiama between Barney Street and Noorinan Street, as per the attached linemarking and signage plans (Attachment 2)
- 5.2
 - i) That the temporary traffic changes (Attachment 3) associated with the L'Etape Australia event on 20 March 2021 be endorsed subject to organisers complying with the requirements of relevant roads authority, Transport for NSW and NSW emergency services.
 - ii) Note that approval of these traffic changes will allow the organiser to undertake detailed planning and engagement for the event, which will minimize resident and rural land holder impacts. Local residents must be informed of the details of the event, and road closures clearly communicated to all residents in the municipality.
- 5.3 That approval be given to the implementation of a No Stopping zone in Noble Street, Gerringong in accordance with the attached signage plan (Attachment 4), in addition to an unbroken yellow line along the No Stopping zone.
- 5.4 That approval be given to the implementation of a No Stopping zone and Bus zone in Wilson Street, Kiama in accordance with the attached signage plan

Minutes of Committees

9.3 Minutes: Kiama Local Traffic Committee - 3 November 2020 (cont)

(Attachment 5), in addition to an unbroken yellow line along the No Stopping zone to be extended around the corner into Marks Street.

- 5.5 That approval be given for on-street car parking bays to be signposted and line-marked in Belinda Street, Gerringong on the eastern and western approaches to the Fern Street roundabout (as per Attachment 6), after direct consultation with affected property owners.



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

commencing at 9.00am on

TUESDAY 3 NOVEMBER 2020

Via GoTo Meeting

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 3 NOVEMBER 2020

**MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE
HELD VIA GOTO MEETING**

ON TUESDAY 3 NOVEMBER 2020 AT 9.00AM

PRESENT: Councillor M Honey (Mayor) (Chairman), Andy Gaudiosi (Transport for NSW Representative), Darrell Clingan (Local Member's Representative), Darren Brady (Manager Design and Development), Janelle Burns (Kiama Council Road Safety Officer), Chris Balzarano (Council Ranger) and Alyson Hodgekiss (Minutes), and Mark Biondich (Subdivision & Development Engineer).

1 APOLOGIES

Craig Gray (NSW Police Representative), Mike Dowd (Director Engineering and Works), and Mark Way (Councillor)

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 Tuesday 6 October 2020

[20/037LTC](#)

Resolved that the Minutes of the Kiama Local Traffic Committee Meeting held on 6 October 2020 be received and accepted.

(Member Andy Gaudiosi and Member Craig Gray)

4 BUSINESS ARISING FROM THE MINUTES

4.1 No Parking zone - Belinda Street, Gerringong -

DC reported that he has investigated this matter, and has been in contact with Gareth Ward's office. He has also spoken over the phone with the individual that made the complaint, and was informed that the individual is representing the residents of Mayflower, that use these stairs regularly as a drop off and pickup zone. This area is also used for drop off and pickup by the community bus. DC has found that making the area in front of the steps a no parking zone is a legitimate request, however he has concerns that this will make it easier for residents now to

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 3 NOVEMBER 2020

use this area to cross the road. MH also stated that he has concerns that residents will request a pedestrian crossing directly in front of the stairs.

AG suggested a 6 metre no parking zone in front of the steps, to accommodate the community bus or a vehicle, however this is to be granted as a one off request, to assist the elderly residents in Mayflower to leave and access their properties safely, who live on the southern end of the establishment

20/038LTC

Resolved

That an untimed 'No Parking' zone be created in the proximity of the steps in Belinda Street Gerringong, with the installation of regulatory signage and line marking.

(Member Darrell Clingan and Member Andy Gaudiosi)

5 REPORT OF RMS DELEGATED FORMAL ITEMS

5.1 Traffic Management in Shoalhaven Street, Kiama PAMP Stage 3

20/039LTC

Resolved that the Committee approve implementation of traffic calming treatments and associated regulatory signage with additional edge line marking and RPM's along Shoalhaven Street, Kiama between Barney Street and Noorinan Street, as per the attached linemarking and signage plans.

(Member Andy Gaudiosi and Mayor Mark Honey)

5.2 Proposed road closure - L'Etape Australia by Tour de France - 20 March 2021

20/040LTC

Resolved that the Committee:

1. Endorse the temporary traffic changes associated with the L'Etape Australia event on 20 March 2021 be endorsed subject to organisers complying with the requirements of relevant roads authority, Transport for NSW and NSW emergency services.
2. Note that approval of these traffic changes will allow the organizer to undertake detailed planning and engagement for the event, which will minimize resident and rural land holder impacts. Local residents must be informed of the details of the event, and road closures clearly communicated to all residents in the municipality.

(Member Darrell Clingan and Member Andy Gaudiosi)

MINUTES OF THE KIAMA LOCAL TRAFFIC COMMITTEE 3 NOVEMBER 2020

5.3 No Stopping zone – Noble Street, Gerringong

20/041LTC

Resolved that approval be given to the implementation of a No Stopping zone in Noble Street, Gerringong in accordance with the attached signage plan, in addition to an unbroken yellow line along the No Stopping zone.

(Member Darrell Clingan and Member Andy Gaudiosi)

5.4 No Stopping zone - Wilson Street, Kiama

20/042LTC

Resolved that approval be given to the implementation of a No Stopping zone and Bus zone in Wilson Street, Kiama in accordance with the attached signage plan, in addition to an unbroken yellow line along the No Stopping zone to be extended around the corner into Marks Street.

(Member Andy Gaudiosi and Member Darrell Clingan)

5.5 Proposed Parking Bays - Belinda Street, Gerringong

20/043LTC

Resolved that the Committee give approval for on-street car parking bays to be signposted and line-marked in Belinda Street, Gerringong on the eastern and western approaches to the Fern Street roundabout, after direct consultation with affected property owners.

(Member Darrell Clingan and Member Andy Gaudiosi)

6 CLOSURE

There being no further business the meeting closed at 9.44am

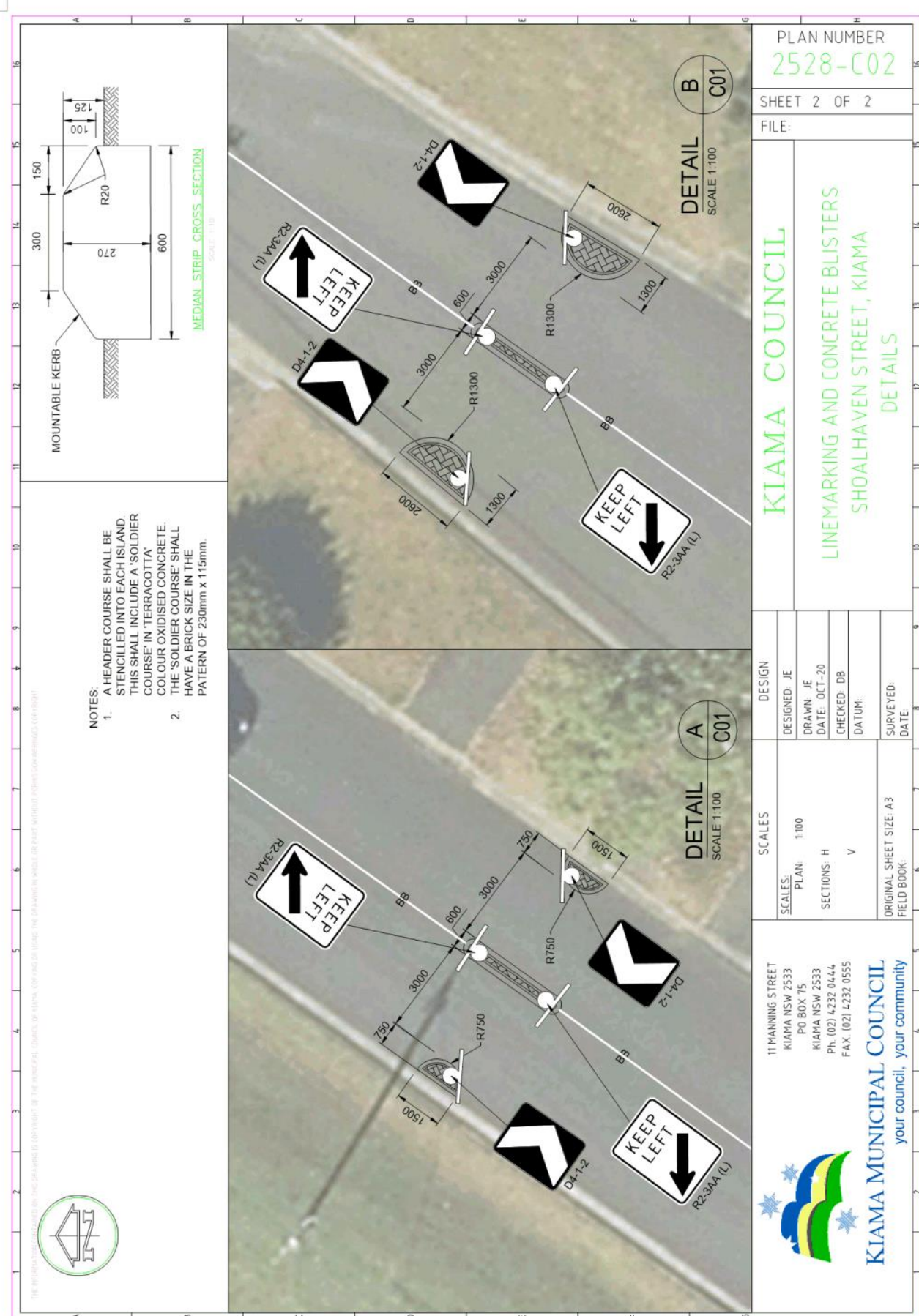
These Minutes were confirmed at the Ordinary Meeting of Council held on

.....
.....
Mayor

Director Engineering & Works

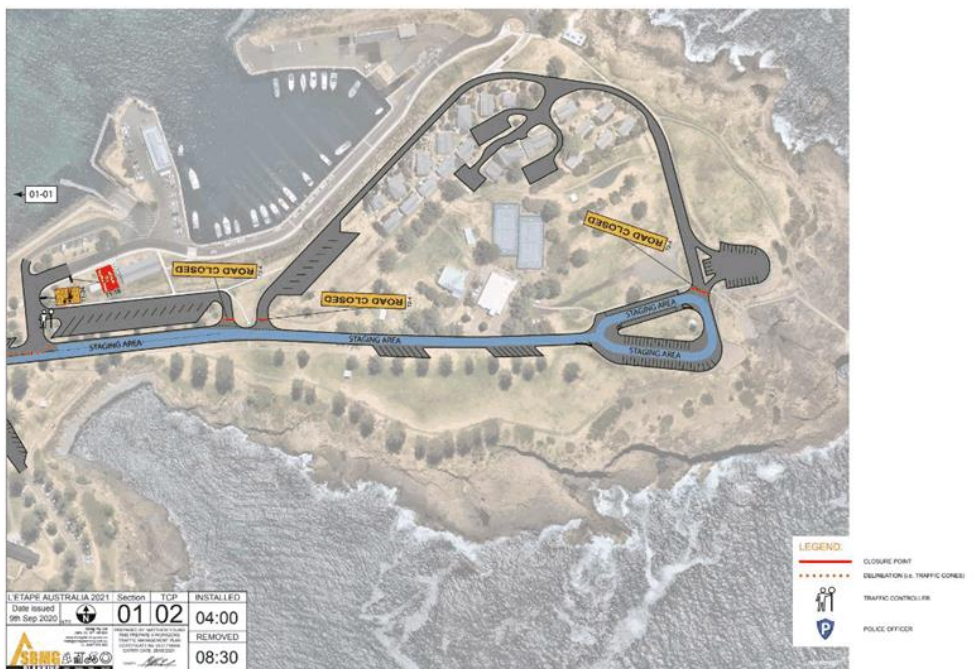


PLAN NUMBER 2528-C01	
SHEET 1 OF 2	
FILE:	
KIAMA COUNCIL LINEMARKING AND CONCRETE ISLANDS SHOALHAVEN STREET, KIAMA SITE PLAN	
SCALES: PLAN: 1:1000 SECTIONS: H V	DESIGN: DESIGNED: JE DRAWN: JE DATE: OCT-20 CHECKED: DB DATUM: SURVEYED: DATE:
11 MANNING STREET KIAMA NSW 2533 PO BOX 75 KIAMA NSW 2533 Ph: (02) 4232 0444 FAX: (02) 4232 0555	ORIGINAL SHEET SIZE: A3 FIELD BOOK:
 KIAMA MUNICIPAL COUNCIL your council, your community	



Attachment 2 Item 9.3

Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

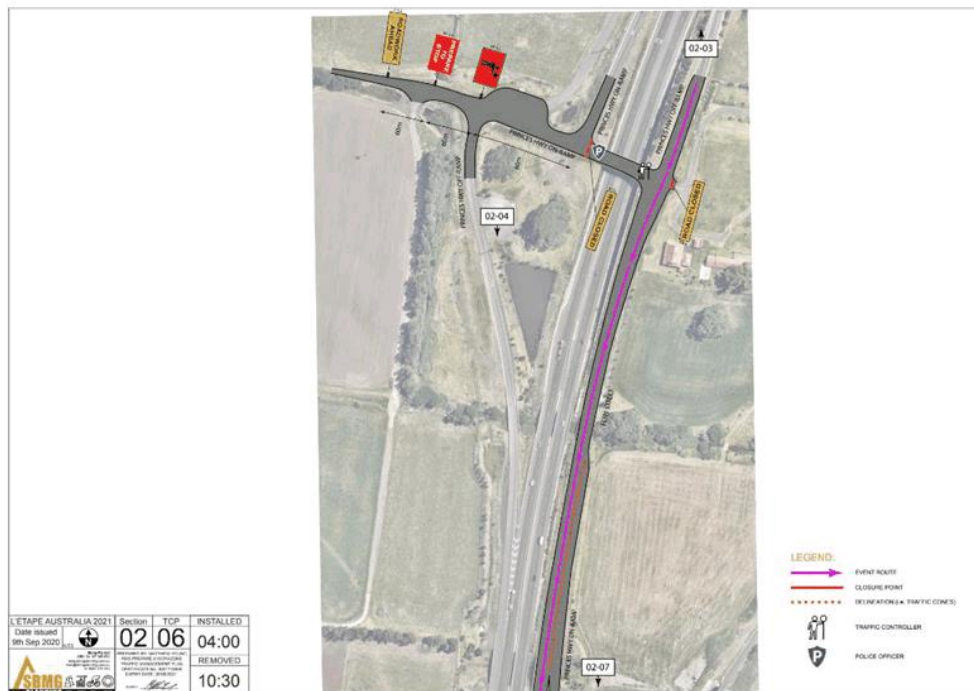
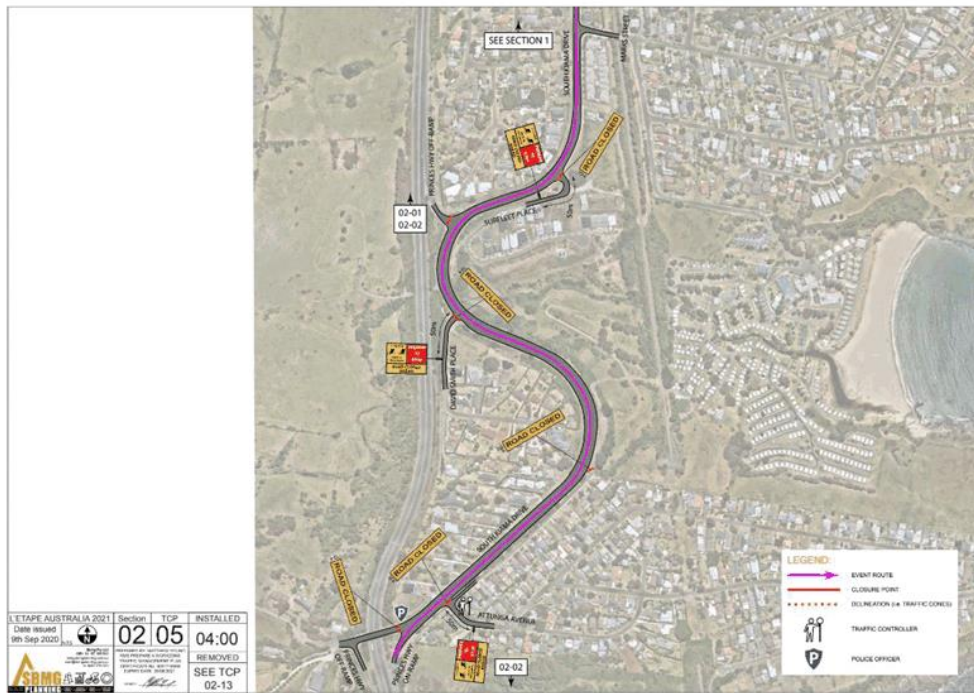
Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

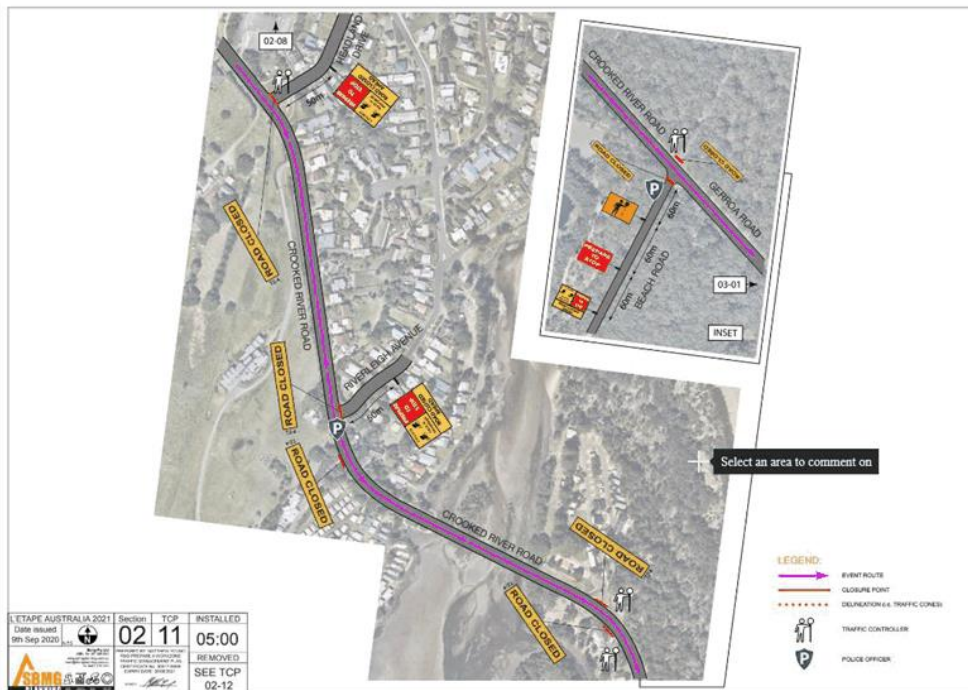
Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

Proposed Road Closures - L'Etape



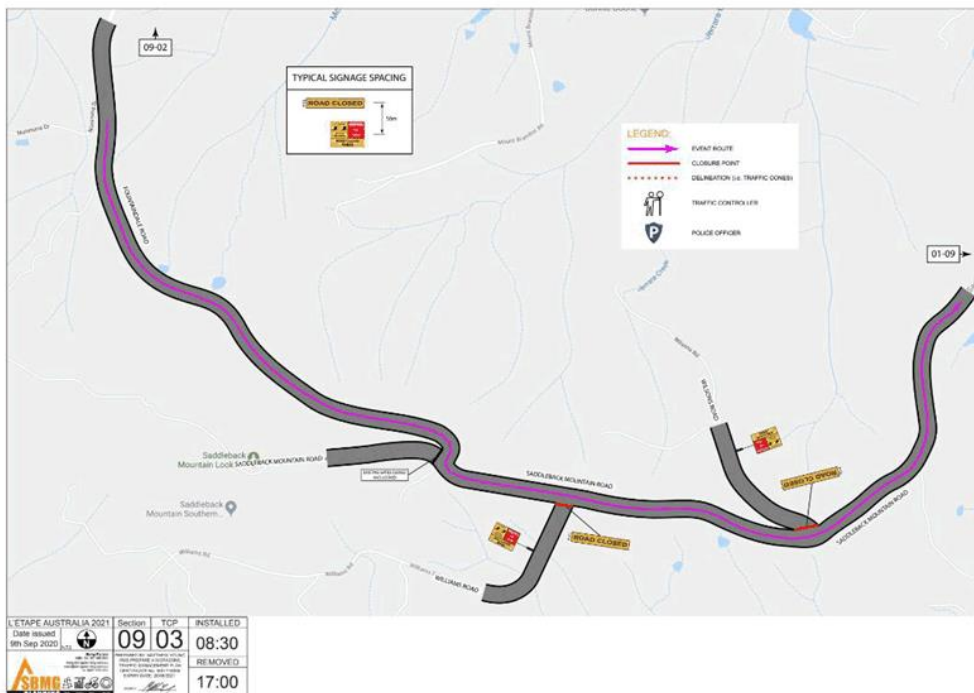
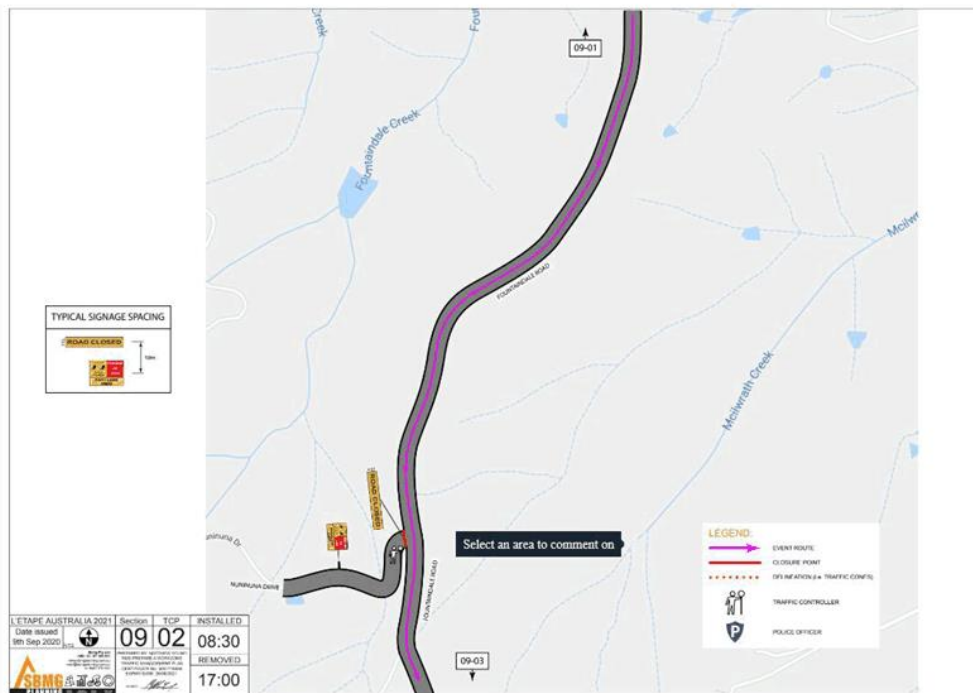
Item 9.3

Attachment 3

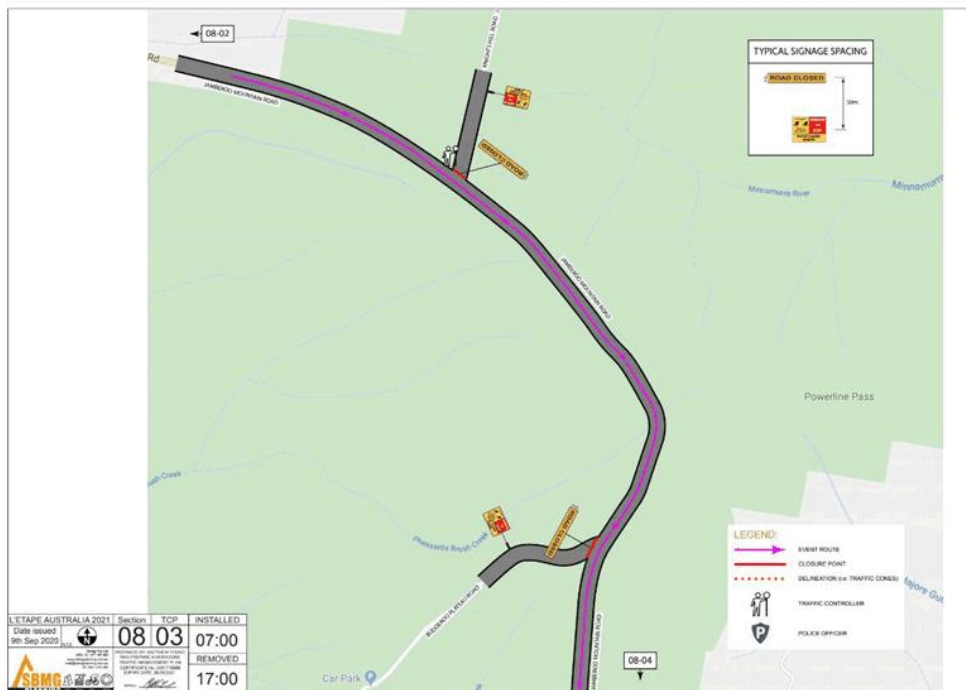
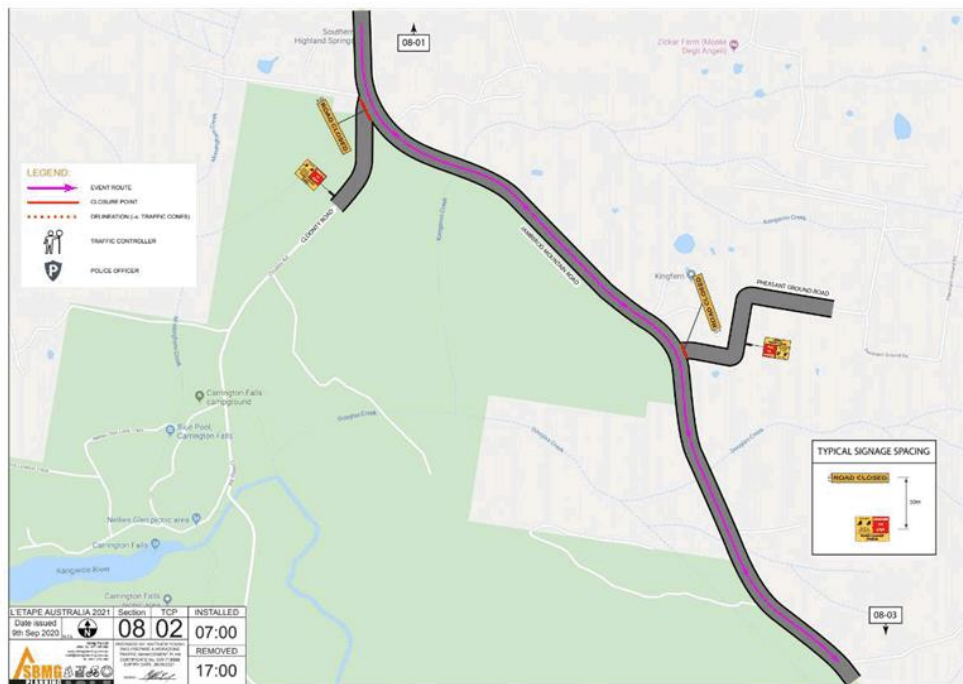
Proposed Road Closures - L'Etape



Proposed Road Closures - L'Etape



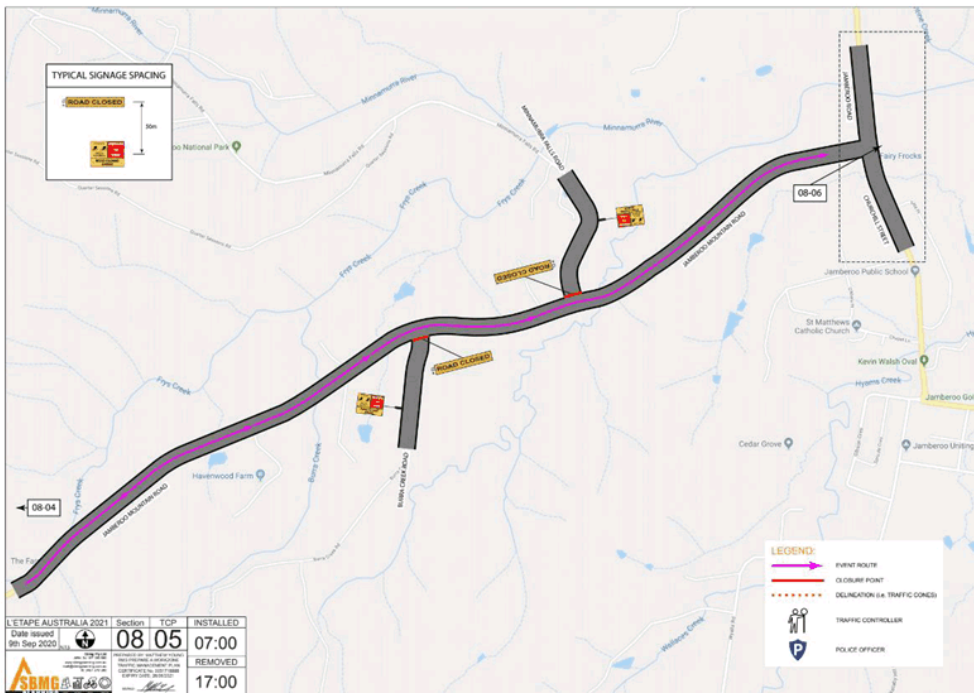
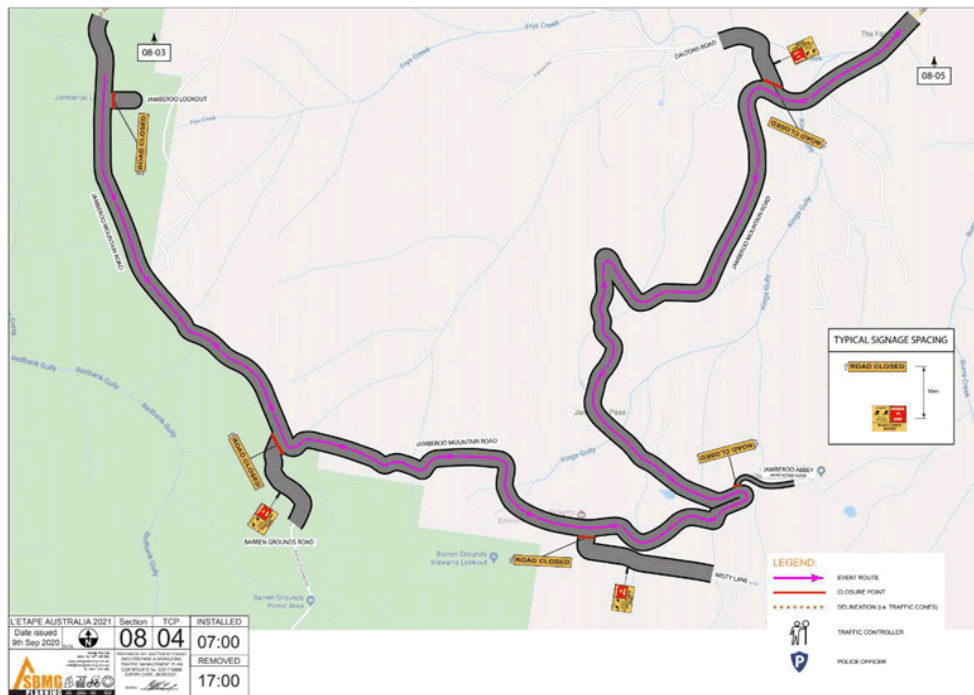
Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

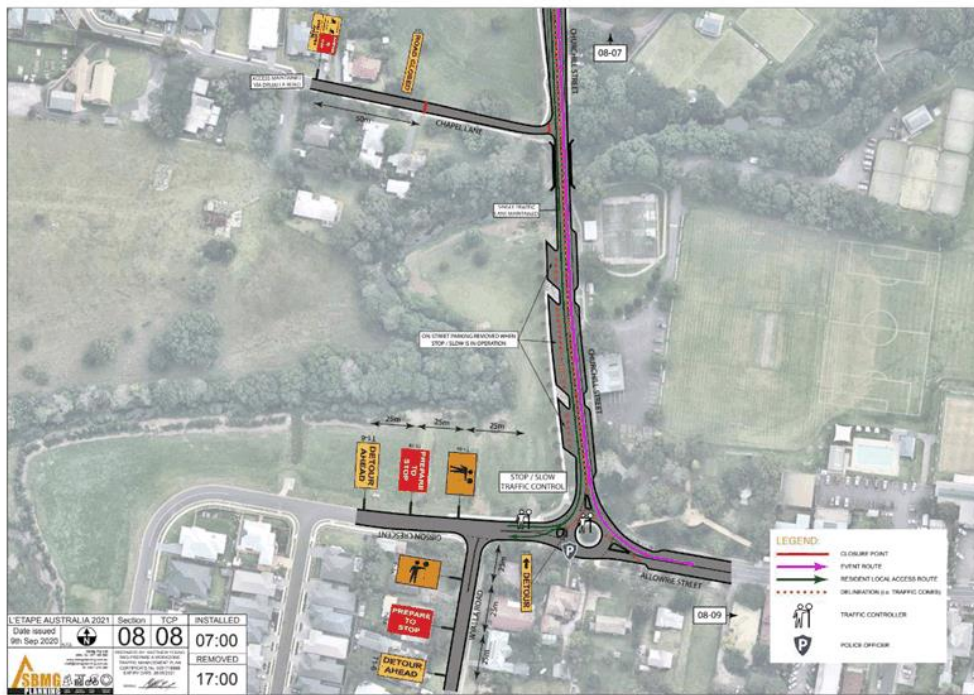
Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

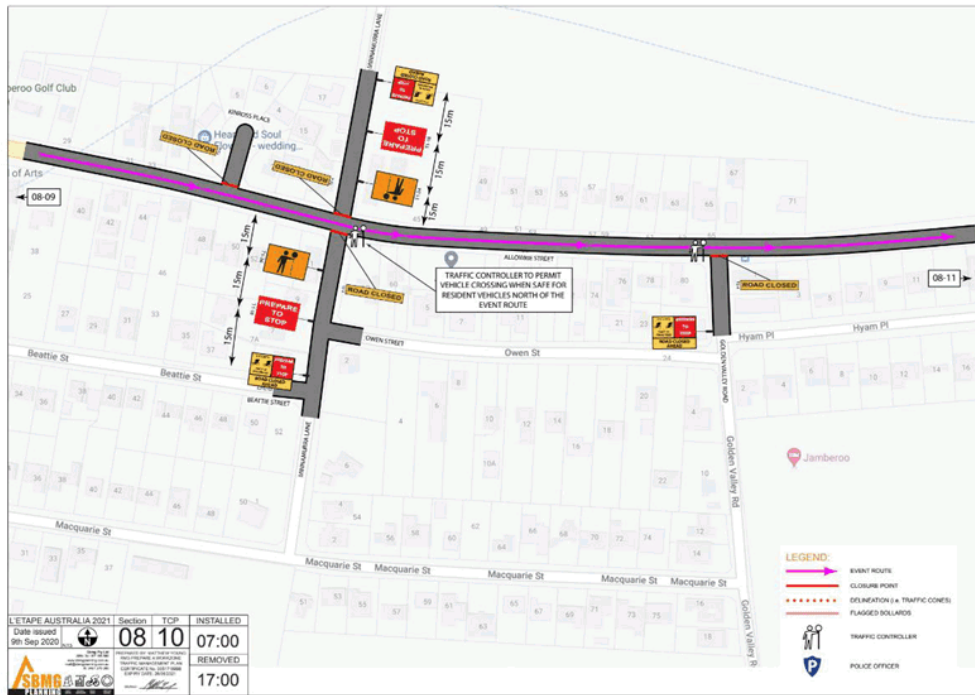
Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

Proposed Road Closures - L'Etape



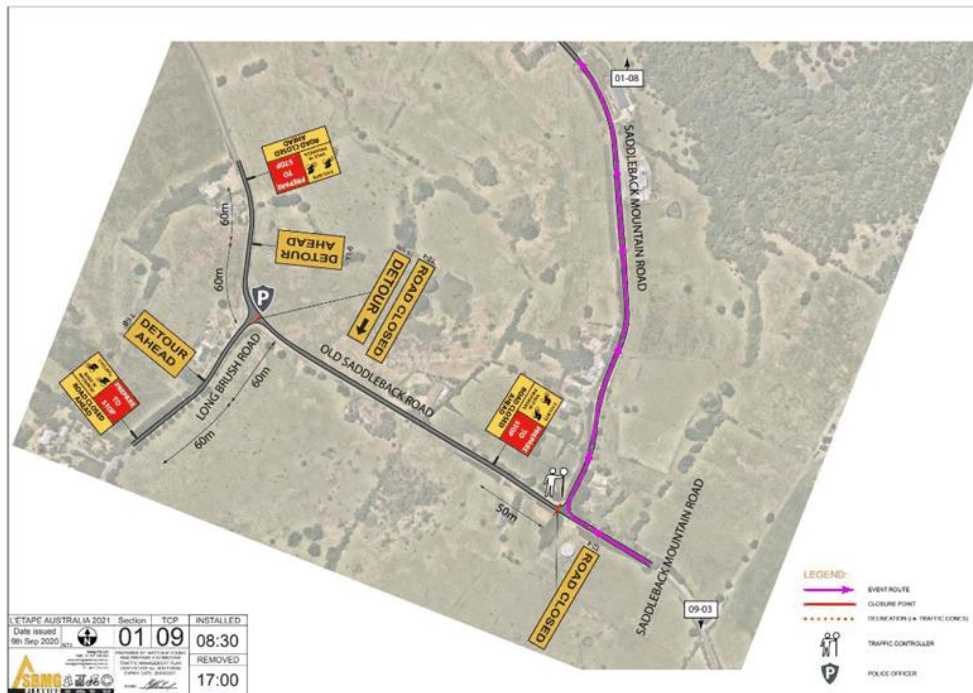
Proposed Road Closures - L'Etape



Item 9.3

Attachment 3

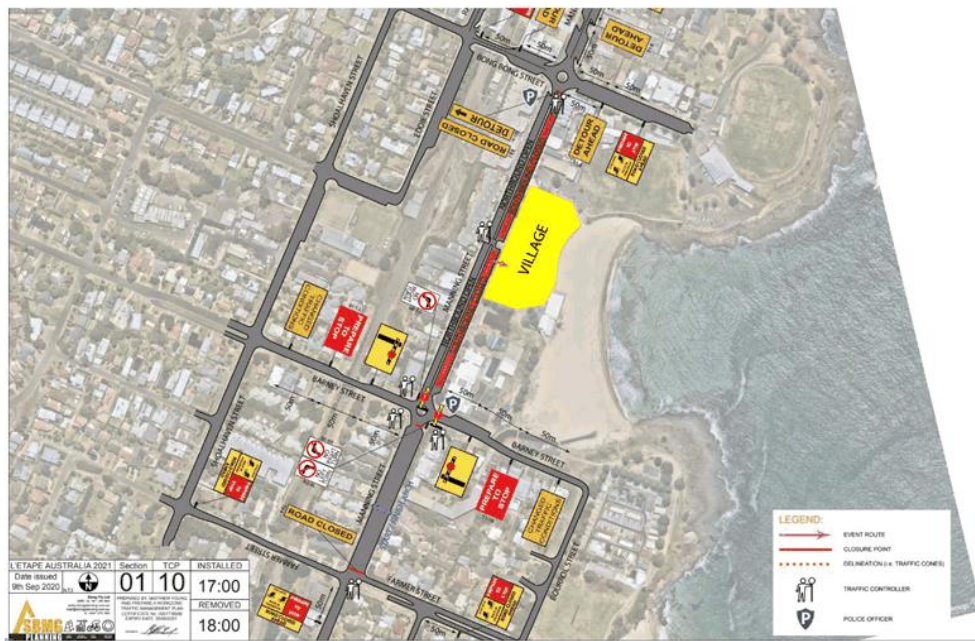
Proposed Road Closures - L'Etape



Item 9.3

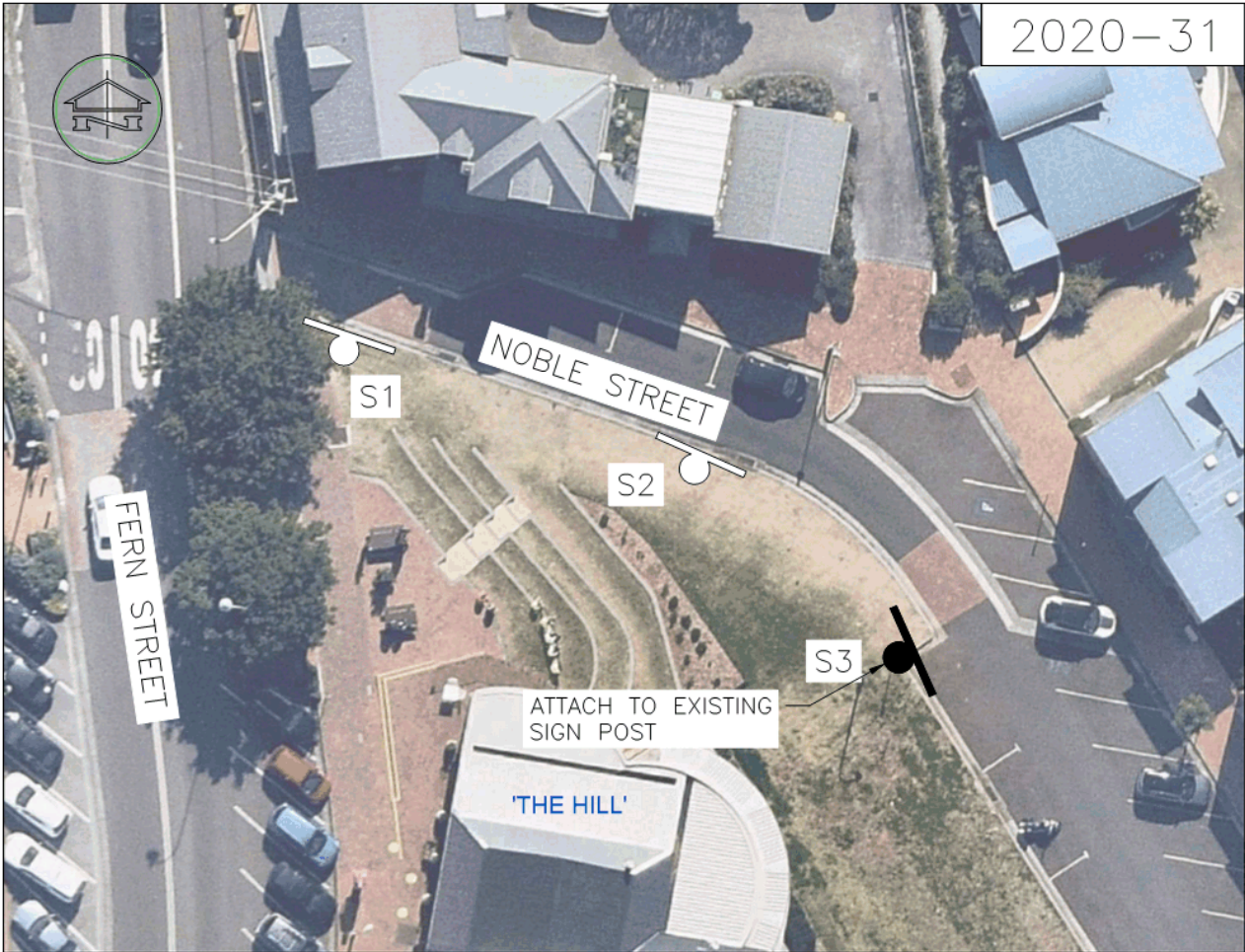
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Proposed Road Closures - L'Etape

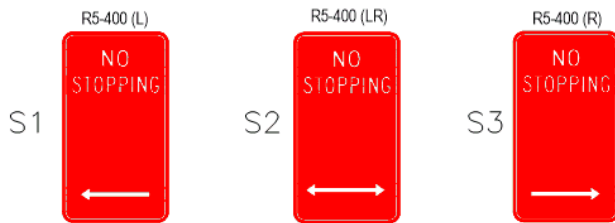


Item 9.3

Attachment 3



SIGNAGE DETAILS



SIGNAGE SCHEDULE	
CODE	QTY
R5-400 (L)	1
R5-400 (LR)	1
R5-400 (R)	1

- NOTES:
 1. REGULATORY SIGNAGE TO BE INSTALLED IN POSITIONS AS SHOWN.
 2. ALL SIGNS SHALL BE IN ACCORDANCE WITH THE AS1742.1.

NEW SIGN AND POST

REGISTER OF INSTALLATION OF REGULATORY SIGNS

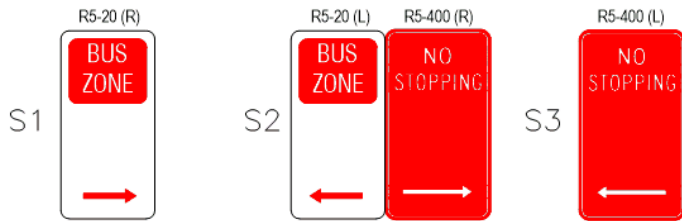
REGISTER NUMBER 2020-31	NO STOPPING SIGNAGE NOBLE STREET, GERRINGONG	 KIAMA MUNICIPAL COUNCIL
SCALES PLAN NTS SECTIONS DESIGNED JE DRAWN JE DATE OCT-20 CHECKED DB		



Item 9.3

Attachment 5

SIGNAGE DETAILS



SIGNAGE SCHEDULE	
CODE	QTY
R5-20 (R)	1
R5-20 (L)	1
R5-400 (R)	1
R5-400 (L)	1

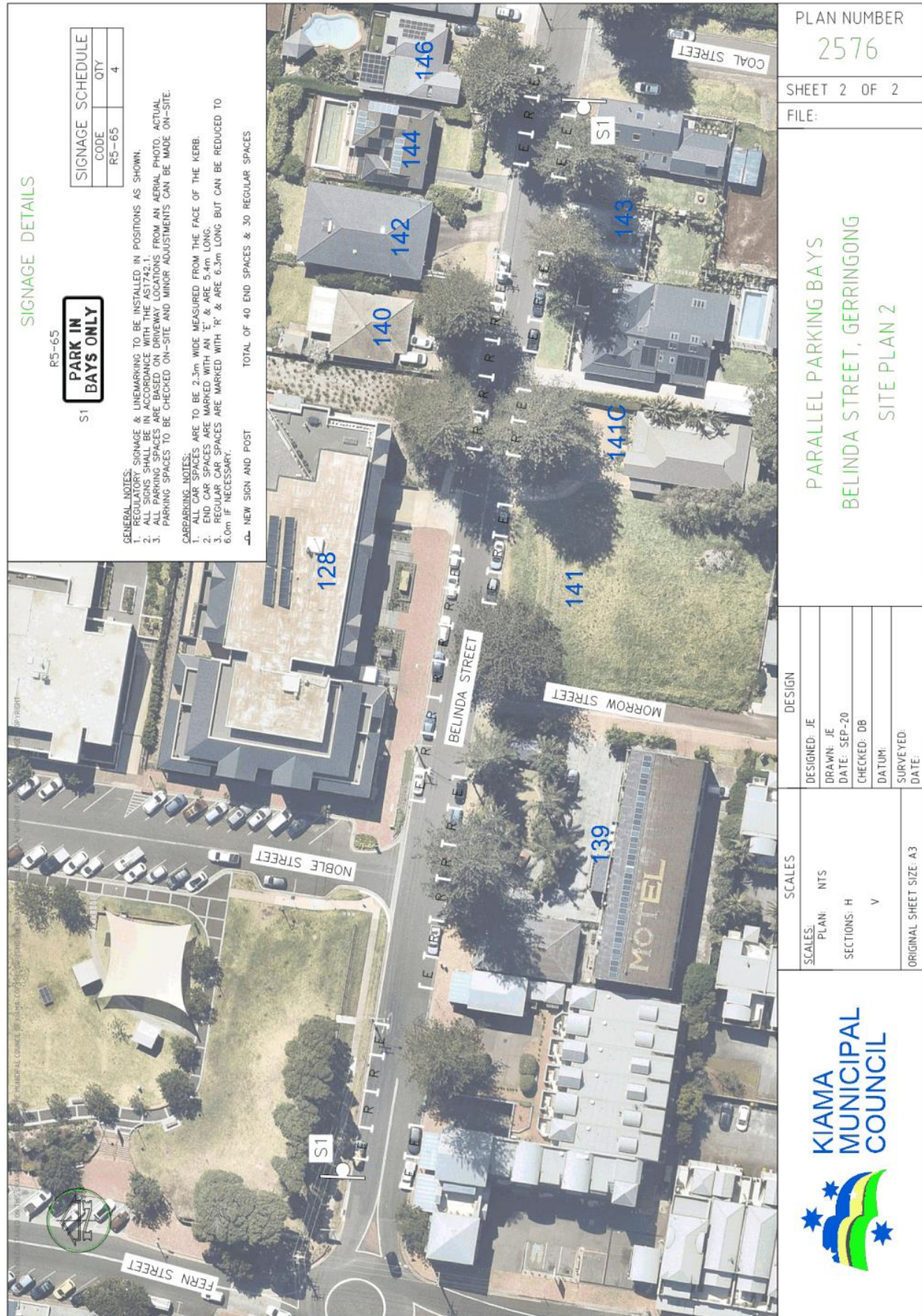
- NOTES:
 1. REGULATORY SIGNAGE TO BE INSTALLED IN POSITIONS AS SHOWN.
 2. ALL SIGNS SHALL BE IN ACCORDANCE WITH THE AS1742.1.

NEW SIGN AND POST

REGISTER OF INSTALLATION OF REGULATORY SIGNS

REGISTER NUMBER 2020-32	NO STOPPING & BUS ZONE SIGNAGE WILSON STREET, KIAMA	 KIAMA MUNICIPAL COUNCIL
SCALES PLAN NTS SECTIONS DESIGNED JE DRAWN JE DATE OCT-20 CHECKED DB		
		SHEET 1 OF 1
		FILE: J:\ENGINEERING SERVICES\TRAFFIC





PLAN NUMBER
2576

SHEET 2 OF 2

FILE:

PARALLEL PARKING BAYS
BELINDA STREET, GERRINGONG
SITE PLAN 2

SCALES	DESIGN
PLAN: NTS	DESIGNED: JE
SECTIONS: H	DRAWN: JE
V	DATE: SEP-20
	CHECKED: DB
	DATUM:
	SURVEYED: DATE:
ORIGINAL SHEET SIZE: A3	



9.4 Minutes: Planning Committee - 23 September 2020

Responsible Director: Environmental Services

Attachments

- 1 Minutes - Planning Committee - 23 September 2020 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Planning Committee Meeting held on 23 September 2020 be received and accepted.

BACKGROUND

Attached for Councillors' information are the minutes of the Planning Committee Meeting held on 23 September 2020.



Planning Committee Meeting - Minutes

Date: 23/9/2020	Venue: Committee Room 1	
Time start: 11.00am	Time finish: 12.20pm	Minute taker: Deb Boles
Chairperson: Andrew Sloan		Moved: Clr Rice
Previous Minutes confirmed:		Seconded: Clr Westhoff
Yes		

Members: Present (P) Apology (A) Absent (*)

Mayor Mark Honey	A	Councillor Andrew Sloan	P
Councillor Mark Way	A	Karen Renkema-Lang	P
Councillor Mark Westhoff	P	Penny Morris AM	P
Councillor Kathy Rice	P	Darryl Smith	P

Mark Hitchcock	P	Brendan Leo	P
Kerry McMurray	A	Nick Guggisberg	P
Jessica Rippon	P	Megan Hutchinson	P
Ed Paterson	P		

No.	Matters arising from previous minutes	Action	Who	When	Completed
1	All actions contained in minutes were discussed.	No further action.	All		Yes

No.	Discussion points	Who	When/Action	Completed
2	<u>Declaration of Pecuniary Interest</u> <ul style="list-style-type: none"> Nil. 	All		Yes

3	<u>Illawarra/Shoalhaven Regional Plan Update - Ed</u> <ul style="list-style-type: none"> A report was submitted to Council's meeting (22 September 2020) giving an update on the matter. The statutory public exhibition will commence October/November 2020. In the lead up to the draft being placed on public exhibition the Department of Planning, Industry & Environment has developed an online community hub where the community can: 	All	No actions	
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Planning Committee Meeting - Minutes

No.	Discussion points	Who	When/Action	Completed
	<ul style="list-style-type: none"> ➤ Explore an interactive map of the region and drop a pin with their comments and photos on their favourite places and ideas about jobs, getting around and housing; ➤ Answer a question in a survey linked to the video topics. The survey questions will be updated every couple of weeks. ➤ Register to receive regular updates on this project. • The purpose of the preliminary exhibition is to get everyone involved with what the Department is doing before the statutory exhibition commences. The Department is currently working through the Ministerial framework to have signoff from the Minister. • What is positive for Kiama and other Councils is that Kiama has been heavily involved in discussions with the Department on the review of the Plan and Kiama's LSPS is the key component to the Regional Plan. • Due to be endorsed by the end of the year. Key messages will go out shortly for the exhibition period. The Department has been advised of Kiama's key stakeholders and groups for briefings. There will also be Councillor briefings. Articles will also be included in The Bugle. 			
4	<p><u>Kiama LSPS – Ed</u></p> <ul style="list-style-type: none"> • Thanked the Committee for their involvement in the program. After 18 months of engagement the Kiama LSPS 2020 was adopted by Council at its June 2020 meeting. • Copies of the LSPS document were sent out to the Precinct Committees, community groups, Chamber of Commerce, schools and members of the Committee. • As a result of community consultation, the LSPS structure changed slightly. Initially there were 7 Planning Priorities and Actions. An additional layer was added with 5 themes and individual Planning Priorities under these themes. It was thought that there was better linkage back to the Vision Statement. • Moved by Penny and seconded by Karen - that Jessica, Ed and team members be thanked for their great work undertaken regarding the adoption of the LSPS. This was unanimously adopted. 	All	No Actions	



Planning Committee Meeting - Minutes

No.	Discussion points	Who	When/Action	Completed
5	<p><u>Strategic Planning Works Program – Jessica and Ed</u></p> <ul style="list-style-type: none"> • Following the adoption of the LSPS a Strategic Planning Works Program has been developed to ensure identified LSPS actions are achieved. • The program is current a draft at the moment. A briefing of Councillors will be held in the near future to run through the program and to talk through resourcing and timing. The idea of the program is to enable Councillors to see what is planned for now and what is programmed for the future and also consider any additional projects needed to be added. This will feed into Council's budget. 	All	No Actions	
6	<p><u>Kiama Town Centre Heritage Review - Ed</u></p> <ul style="list-style-type: none"> • This review is well underway. • GML Heritage has been engaged to undertaken the review. Will be visiting tomorrow to undertake site inspections. • Working closely with 4 members of the Kiama Historical Society to review the current listing and the inventory sheets, as well as the previous Bruce Dawbin study that helped influence the current 2011 listings. Items that were recommended but didn't make the list and reasons why have been provided to the consultants to relook at in terms of the possibility of some of these being included. It includes some individual items and some areas that have been identified which would include streetscapes. The Historical Society are interested in Eddy Street and sections of Bong Bong Street. The Society has also been nominating properties to date. Public consultation will take place shortly with members of the public being able to nominate properties. • This project will be completed by the end of 2020/beginning of 2021. • One of the deliverables of the report from the consultants will be a review of all the items recommended for listing. A report will be prepared for Council's consideration to commence a Planning Proposal to amend the LEP. • This study will just cover the Kiama Town Centre in this financial year but rolling out to the whole Municipality. 	All	No Actions	



Planning Committee Meeting - Minutes

No.	Discussion points	Who	When/Action	Completed
	<ul style="list-style-type: none"> Kiama has the largest number of heritage buildings with 45, including 3 State Items, currently listed. The consultants to submit their report in December and which will then be reported to Council for endorsement to go on public exhibition. 			
7	<p><u>Kiama Town Centre DCP Review - Ed</u></p> <ul style="list-style-type: none"> In adopting the Kiama Town Centre Study, Council endorsed an implementation strategy which included a review of development controls for the town centre. Council has engaged Studio GL to undertake this review. Currently working with Studio GL on how to undertake community engagement, most likely online. A list of relevant committees, stakeholders, community groups, chambers and landowners will be contacted directly so that they can become involved. One of the deliverables will be a draft DCP for the Kiama Town Centre Study. This is expected around December. A report to Council will then be submitted for endorsement to go on public exhibition. It is hoped that both the Heritage Study and DCP will be exhibited at the same time. 	All	No Actions	
8	<p><u>General Business</u></p> <ul style="list-style-type: none"> Penny asked for an update on the Golden Valley Road. Jessica advised that Sydney Water has recently advised that there are some issues around the sewerage main capacity at Jamberoo. There will be a report to Council in this regard. This will have some far reaching implications for Jamberoo. Cir Rice asked for an update on the Iluka PP. Ed advised that correspondence had been received from the Minister's office attaching an amended Gateway. The Gateway rezoned a portion of Iluka Reserve from Recreation to Residential and a smaller portion near the tennis courts from Residential to Recreational. The Minister has determined that this is not in the public interest. The amended Gateway removes the reclassification entirely and removed the rezoning from Recreation to Residential. The only component still at play is the rezoning of the tennis courts which is currently zoned Residential to Recreation. Council could still build houses on the land as long as they were used for community purposes. 	All	No Actions	



Planning Committee Meeting - Minutes

No.	Discussion points	Who	When/Action	Completed
	<ul style="list-style-type: none"> • Penny asked for an update on the Croome Road DA. Brendan advised that new plans for a modest home will be lodged shortly. • Karen asked for an update on Spring Creek. Ed advised that the reference to a Planning Proposal for Spring Creek in the circulated Strategic Planning Works Program referred the rezoning of a small portion of rural land to residential on Lot 2 DP 805229. The LEP amendment, instigated by this Planning Proposal, has been published. 			

Committee Of The Whole***RECOMMENDATION***

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

- Report of the General Manager
- Report of the Director Environmental Services
- Report of the Director Corporate and Commercial Services
- Report of the Director Engineering and Works
- Report of the Director Blue Haven
- Reports for Information
- Addendum to Reports

10 PUBLIC ACCESS REPORTS

11 REPORT OF THE GENERAL MANAGER

11.1 2021 Ordinary Council Meeting Schedule

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 reports seeks Council's endorsement for the rescheduling of the November 2021 Ordinary Council meeting.

Finance

Not applicable.

Policy

Local Government Act 1993 Section 365 and Council's Code of Meeting Practice

Consultation (Internal)

N/A

Communication/Community Engagement

The dates of Council meetings are published on Council's website.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council move the Ordinary Council meeting scheduled for November 2021 to the 4th Tuesday of the month, being 23 November 2021 to allow for Councillor attendance at Local Government NSW Annual Conference.

BACKGROUND

It is noted that the meeting scheduled for 16 November 2021 will clash with General Manager and Councillor attendance at the NSW Local Government Annual Conference to be held from 16 to 18 November 2021.

Bearing this in mind, it is recommended that Council consider rescheduling the November meeting to 23 November 2021 to allow for maximum attendance by Councillors at the scheduled Council meetings and at the Conference.

Report of the General Manager

11.1 2021 Ordinary Council Meeting Schedule (cont)

The dates for the 2021 Ordinary Council meetings are scheduled for:

9 February

16 March

20 April

18 May

15 June

20 July

17 August

21 September

19 October

23 November

21 December

11.2 Councillor Neil Reilly attendance at NSW Coastal Forum 18 and 19 November 2020

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.2 Our community and natural environments are adaptive, resilient and sustainable

Delivery Program: 2.2.2 Protect and maintain environmentally significant natural areas

Item 11.2

Summary

This report recommends the attendance of Councillor Reilly at the NSW Coastal Forum 2020 being held online 18 and 19 November 2020.

Finance

Council has received two complimentary registrations from Minister Shelley Hancock's office.

Policy

Payment of Expenses and Provision of Facilities Policy

Communication/Community Engagement

A post-conference report will be provided to Council.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council approve the attendance of Councillor Reilly to the NSW Coastal Forum to be held on 18 and 19 November 2020.

BACKGROUND

The 2020 NSW Coastal Forum is supported by the NSW Department of Planning, Industry and Environment and is being held in place of the annual NSW Coastal Conference, which has been postponed due to the COVID-19 pandemic.

The online Forum will be held on 18 and 19 November 2020, featuring specialist presenters from across the industry. The forum will feature an exciting program that will focus on the latest industry topics, trends and projects, aimed at building and sharing knowledge to develop innovative approaches to coast and estuary management.

Report of the General Manager

11.2 Councillor Neil Reilly attendance at NSW Coastal Forum 18 and 19
November 2020 (cont)

For 28 years, the NSW Coastal Conference has provided a forum that brings together delegates from a diverse range of fields including, coastal, estuarine and marine management, science and research, education, planning, policy and law. The Conference has evolved into one of the most successful coastal industry events in Australia.

The 2020 NSW Coastal Forum will look to continue this tradition in an online format. The Forum is expected to be attended by representatives from across all levels of government, the private sector, research institutions, non-government organisations and community groups.

11.3 COVID-19 Financial Relief Package - update

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 11.3

Summary

This report provides an update on the COVID-19 Financial Relief Package and requests consideration of the extension of the waiving of outdoor dining fees and 14 day terms for payment of invoices until 31 December 2020

Finance

Options for assistance provided in the Package remain in place.

Any discount/waiver for hall hire fees will impact Council's revenue.

Policy

Operational Plan 2020-21

Fees and Charges

Consultation (Internal)

Rates

Property

Finance

Customer Services

Communication/Community Engagement

Information is provided to the community via our normal print and social media channels.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council extend until 31 December 2020 the COVID-19 Relief Package initiatives to waive outdoor dining fees and continue ensuring small businesses are paid within two weeks of receiving a correctly rendered invoice.

Report of the General Manager

11.3 COVID-19 Financial Relief Package - update (cont)

BACKGROUND

The monthly review of the financial relief package has been undertaken and financial assistance has continued as minuted at the April 2020 Council meeting.

Rent review

No further applications for rent reviews have been received.

Outdoor dining fees

The COVID-19 Response Team have considered reinstatement of outdoor dining fees and these will continue to be waived until 31 December 2020.

14 day terms

The COVID-19 Response Team have extended until 31 December 2020, the relief initiative ensuring small businesses are paid within two weeks of receiving a correctly rendered invoice.

Rate relief

As at 9 October 2020 the following rate applications and arrangements have been made:

Request to defer 4 th Instalment to 31/08/2020 (online application via Council website)	7
<i>Number of above ratepayers with 4th Instalment still outstanding</i>	2
Request for a payment arrangement (online application via Council website)	18
<i>Number of arrangements above which are still current</i>	6
Request to defer 1 st Instalment to 30/09/2020 (online application via Council website)	0
<i>Number of arrangements above which are still current</i>	0
Payment arrangements and deferrals via phone/email:	61
<i>Number of arrangements above which are still current</i>	8

Outstanding rates and charges balances compared to the previous year is as follows:

Balance of rates that remain unpaid as at 05/11/2020	\$15,789,760.63	62%
Balance of rates that remain unpaid as at 01/11/2019	\$15,084,674.97	62%

Report of the General Manager

11.3 COVID-19 Financial Relief Package - update (cont)

Hall hire

Fee waivers and reductions have been applied up until 31 December 2020 for the following:

Jamberoo Rural Fire Service hire of the Jamberoo Rural Fire Service for their members' meeting – fee waived.

Communication/Community Engagement

Information on the relief package is provided to the community via our normal print and social media channels.

Item 11.3

11.4 Destination Kiama Tourism Advisory Committee - Kiteboarding Australia funding application

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

Item 11.4

Summary

Destination Kiama has received a funding application from Kiteboarding Australia for assistance with their 2020 NSW Wave State Titles event on 28/29 November 2020.

Finance

Kiteboarding Australia are seeking \$3,500 (including in-kind) which would be funded from the Tourism events budget.

Policy

Strategic Tourism and Events Plan

Consultation (Internal)

Destination Kiama Tourism Advisory Committee

Engineering & Works

Communication/Community Engagement

Kiteboarding Australia will be requested to provide appropriate recognition of Council's support.

Attachments

- 1 Destination Kiama - events funding application - Kiteboarding Australia [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council endorse the decision of the Destination Kiama Tourism Advisory Committee to provide support to the 2020 NSW State Wave Titles (28-29 November 2020) to the value of \$3,500 as set out in Kiteboarding Australia's funding application.

BACKGROUND

Council received a funding application on 15 October 2020 from Kiteboarding Australia to support its NSW Titles event being held at Seven Mile Beach on 28/29 November 2020.

Report of the General Manager

11.4 Destination Kiama Tourism Advisory Committee - Kiteboarding Australia funding application (cont)

The application for funding identifies the following request:

Media (including photography and videography)	\$1,500
Short Term Licence fee	\$300
Water safety	\$1,000
Trophies	\$700

This application would have been considered at the Destination Kiama Tourism Advisory Committee scheduled for 2 November 2020 however this meeting did not proceed due to staff absence. As a decision is required before the event the funding application has been circulated to the Destination Kiama Tourism Advisory Committee members for consideration and members have agreed to approve the application for \$3,500.

A copy of the application is attached for Councillors' information (excluding person details of the organiser).

Links to the organisation's website and social media accounts (if applicable)	Website	www.kiteboardingaus.com
	Facebook	https://www.facebook.com/kiteboardingaus
	Instagram	@kiteboardingaus
	YouTube	https://www.youtube.com/channel/UCgy9-y_ZHdfQDkDpoApRuQg?view_as=subscriber
	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="radio"/> Yes <input type="radio"/> No	
Event date and time	28 / 29th of November 2020	
	Bump-in	10 am
	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 (inc photography and videography)	\$1500
	Council Fees - Short Term Licence (category C)	\$300
	Water Safety	\$1000
	Trophies	\$700
Sponsorship and / or partnerships secured. If yes, please list.	Sponsor / Partner	Estimated Value (\$)
	Cabrinha Kiteboarding	\$1000
	North Kiteboarding	\$400

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)	Males 20-40, NSW Females 20 - 40, NSW	What is the expected expenditure of visitors?	250	
How will your event partner with other local businesses such as attractions, accommodation, etc to extend visitor length of stay?	KA will encourage riders to stay at local accomodation options in close proximity this will include the Seven Mile Holiday Park.			

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.

What Waste Wise practices will be in place at your event?	<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>
--	---

Part 5: Destination profiling – marketing and promotion	
How will your event assist with the promotion of the destination, as well as encouraging pre and post-event visitation to the area?	<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 same location, or potentially even look at hosting the national title.</p>
How will your event acknowledge Destination Kiama and Kiama Council funding support?	<ul style="list-style-type: none"> <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: <p>Event videos Event briefing and presentations</p>
How does your event align to the Tourism & Events Strategic Plan	<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>The event also fosters a new event for the region and opens the opportunity to develop an ongoing event platform in partnership with Kiteboarding Australia.</p>
Marketing Plan attached?	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

Part 6: Event budget			
Budget overview	Item	Proposed / quoted cost	Actuals
Please list if also attached	INCOME		
	Event Entries	\$750	
	Sponsorship	\$1200	
	Council Partnership	\$3500	
	EXPENDITURE		
	Event Infrastructure	\$300	
	Trophies	\$900	
	Water Safety	\$1000	
	Event Staff / Judges	\$1500	
	Media and Marketing	\$1500	
Event Site Fee	\$300		

Part 7: Other		
Any other items to support your application? (List and attach)		

11.5 Operational Plan Quarterly Report July to September 2020

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 11.5

Summary

This report provides an update on progress of the 2020-21 Operational Plan for the July to September 2020 quarter.

Finance

As per the 2020-21 approved budget

Policyw

Local Government Act 1993

Consultation (Internal)

All Council departments contributed to this report

Communication/Community Engagement

The Delivery Program 2017-21 and Operational Plan 2020-21 were developed following engagement with the community and were adopted after being placed on public exhibition for 28 days.

Attachments

1 Quarterly Report - July to September 2020 [↓](#)

Enclosures

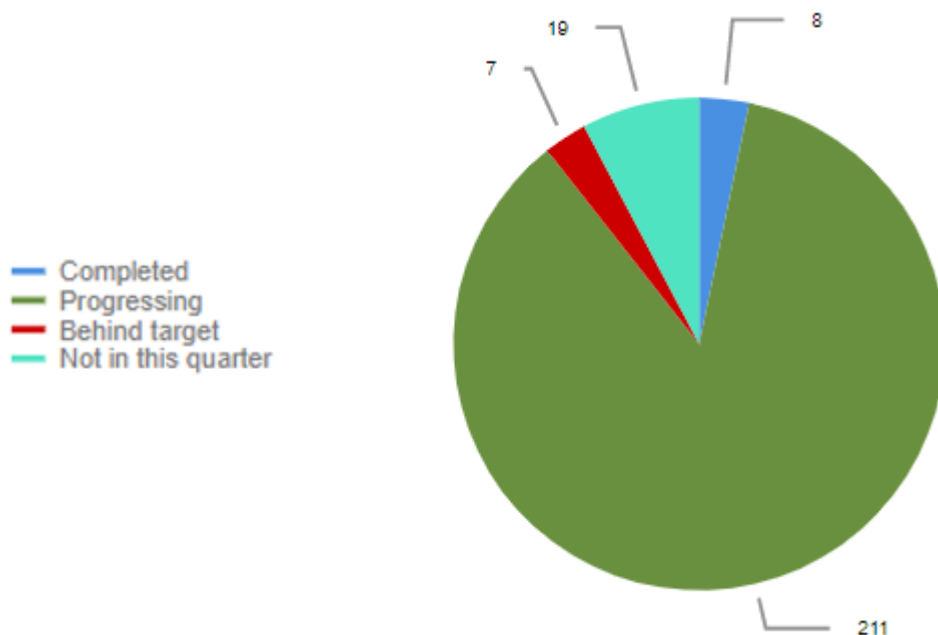
Nil

RECOMMENDATION

That Council receives the Operational Plan 2020-21 progress report for the period July to September 2020.

BACKGROUND

This report provides the status of the Operational Plan actions for the first quarter of the 2020-21 financial year and highlights key achievements. The Operational Plan contains 245 actions and activities, and as at the end of September 2020 the status of these are:



There were a number of highlights during the period under review. These include:

- The Dementia Friendly Kiama Project continues to expand in its reach. Online social catch ups and Alliance meetings now regularly being attended by people from Singapore and right around Australia including: Tasmania, Port Macquarie, Bega, Adelaide and Central Coast of NSW.
- The Kiama Library processed 34,980 loans and Gerringong Library processed 899 loans.
- The Leisure Centre spa was replaced and made available to patrons from late August.
- The solar photovoltaic system was successfully installed on the Leisure Centre roof with energy savings occurring instantly.
- Water stations programmed for 2020/21 have all been installed and operating - these are at Black Beach Playground, at the end of Attunga Avenue, Kiama Heights and at the west end of Terralong Street, Kiama.
- SENTRAL Youth Services delivered the following events and activities during this quarter: Drop-In including outreach drop-in sessions at Werri Beach, Empower Program, Werri Beach Mural Project, Mental Health month chalk art mural and SENTRAL Fitness.
- There were 769 individual visits to the Youth Centre.
- Council’s new website launched on time and to budget on 1 July 2020.

Report of the General Manager

11.5 Operational Plan Quarterly Report July to September 2020 (cont)

The seven actions reported as 'behind target' are:

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
1.1.1.6	Advocate accessibility to local business networks to promote Kiama as an outstanding accessible community and holiday venue for people with disability	Number of presentations promoting accessibility at Council run events	2 presentations pa	No presentations in this period	0%	Due to COVID-19, no Council run events have been scheduled that provide an opportunity to implement this measure.	Manager Community & Cultural Development
1.1.1.7	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 Councils community consultations and events	80% of budget allocated	0% of budget utilised in this period.	0%	Greater promotion of the budget needs to be undertaken within Council to encourage provisions of support being provided at events and consultations that utilise this budget allocation.	Manager Community & Cultural Development
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	12	20%	The library provided a combination of physical and online activities (to conform with COVID-19 restrictions). Online	Library Officer
		Provide a range of Family History Centre community programs that support recreation and lifelong learning	2 programs pa	0			
1.1.4.2	Provide Library and Family History Centre customer services	Number of Library enquiries completed	15,000 enquiries pa	3,324	20%	The library was open this quarter with public health order restrictions activities included three online author	Library Officer

Item 11

Report of the General Manager

11.5 Operational Plan Quarterly Report July to September 2020 (cont)

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
w		Number of Family History Centre enquiries completed	100 enquiries pa	14		<p>talks delivered in collaboration with NSW Public Libraries (55 participants). Physical library activities included four school holiday activities (55 participants), two Friday Flicks screenings (22 participants), two Be Connected Video Chat workshops (seven participants), and a book club session (ten participants). Library @ Home webpages were maintained to continue to provide links to activities that could provide entertainment and foster engagement at home. The Family History Centre remains closed this quarter due to COVID-19 restrictions and no programs were completed. In total 12 events with 149 community members attending. Target is slightly behind due to COVID-19. (limited numbers and social distancing) and reduced opening hours (library closes at 7pm rather than 8pm on Tuesday and Thursday evenings) – 3,324 inquiries were completed this quarter.</p> <p>The Family History Centre has remained closed this quarter, but staff and volunteers have completed a limited number of inquiries that didn't require the physical presence of the client (14 inquiries completed this</p>	Item 11.5

Report of the General Manager

11.5 Operational Plan Quarterly Report July to September 2020 (cont)

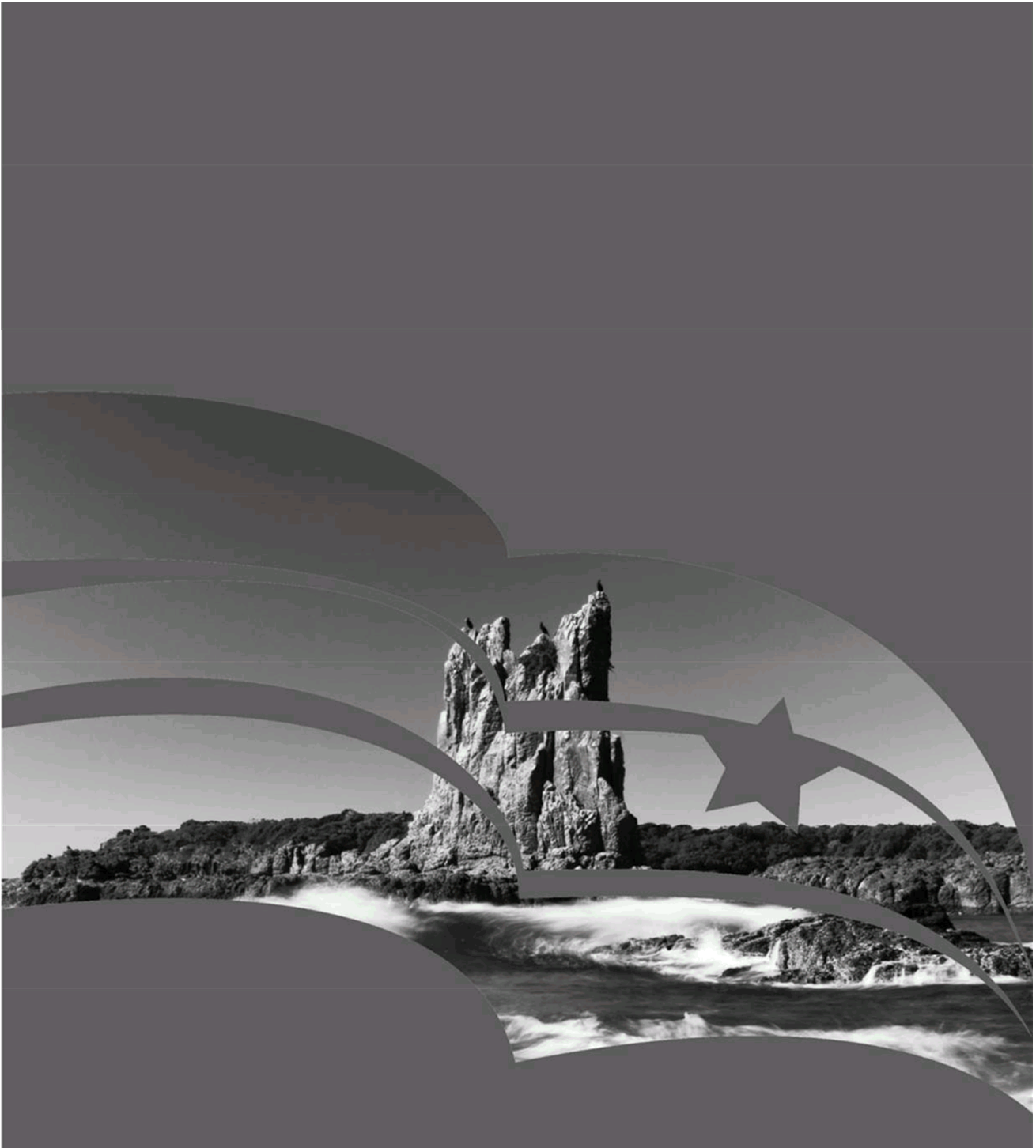
Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	
						quarter). To help compensate for the Family History Centre closure, members have been given temporary access to Ancestry.com at home (3,990 sessions this quarter). Performance target is slightly behind due to COVID-19.	Item 11.5	
1.2.1.4	Provide programs to enhance the culture of Blue Haven Care	FISH Philosophy program implemented across Blue Haven Care	100% completed	0	5%	FISH philosophy not commenced at Blue Haven.		Director of Nursing/Facility Manager
2.4.2.3	Develop and implement approved programs funded through the NSW Environment Protection Authority (EPA) Better Recycling Fund	Programs implemented as per Better Waste Recycling Fund Project Table	60% completed	50%	0%	<p>Operations Swampy and Operation Lookout - camera infrastructure ordered however delayed due to COVID-19. How to Waste Videos on hold until second stage of new Council website is implemented. Waste Services Fleet Signage to be undertaken in Quarter 2.</p> <p>Dog poo bags ordered awaiting delivery.</p> <p>Waste Event Bin Monitors not proceeded due to cancellation of New Year Eve Fireworks - monies to be spent on another project yet to be decided.</p> <p>Further investigation undertaken for purchasing of a cardboard baler. Quotations sought in this quarter.</p> <p>Development Application process for Household Bulky Waste Shed underway. GHD Pty Ltd engaged to</p>		Waste Management Officer

Report of the General Manager

11.5 Operational Plan Quarterly Report July to September 2020 (cont)

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position
						assist with Development Application submission.	
2.4.2.4	Undertake scheduled waste management programs and workshops	Total tonnages diverted from landfill from programs undertaken	150 tonnes diverted pa	16.22 tonnes	10%	COVID-19 restrictions resulted in many programs not being undertaken. This included Home Composting Workshops, Second Hand Saturday, Household Bulky Waste Drop Off and the Annual OK Organics Kiama compost giveaway. Community Recycling Centre was attended by 1,314 vehicles over this quarter with 16.22 tonnes of material waste collected Toxfree for recycling.	Waste Management Officer
		Number of waste management workshops	4 workshops held pa	0			
		Number of annual waste management events undertaken	3 events pa	0			

Item 11.5



Kiama Municipal Council

Quarterly Operational Plan – July to September 2020



KIAMA MUNICIPAL COUNCIL
your council, your community

Enquiries may be made to:

The General Manager
Kiama Municipal Council
PO Box 75
Kiama NSW 2533

Telephone: (02) 4232 0444

Facsimile: (02) 4232 0555

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Vision, Mission, Values & Principles

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

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

Council Values & Principles

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

Introduction

The *Operational Plan 2020-21* is our annual action plan. It outlines the services, programs events, facilities and infrastructure we will provide and maintain for the 2020-21 financial year, to work towards the commitments made in the four-year *Delivery program 2017-21*.

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

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



Quarterly Operational Plan Report – July to September 2020

Our Objectives

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

1.0 A Healthy, Safe and Inclusive Community

2.0 Well Planned and Managed Spaces, Places and Environment

3.0 A Diverse, Thriving Economy

4.0 Responsible Civic Leadership that is Transparent, Innovative and Accessible

Overall Performance Summary

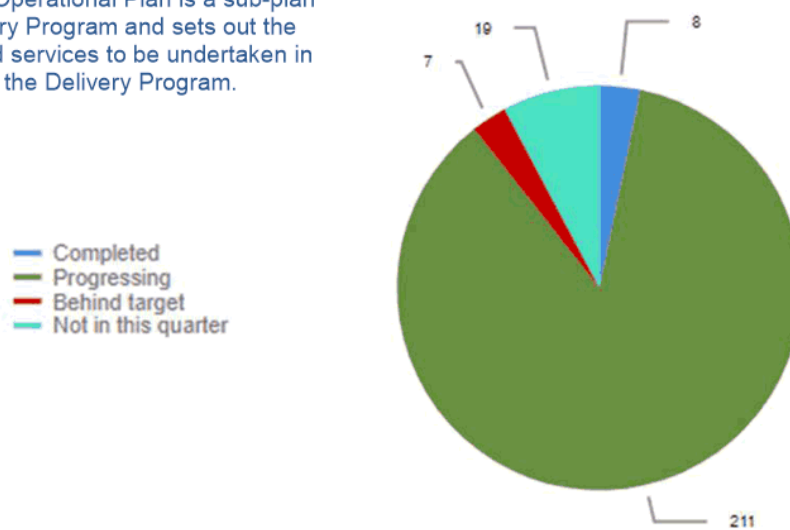
Kiama's 10-year *Community Strategic Plan* reflects the community's long-term priorities and aspirations for the future.

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

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

To meet legislative requirements, Kiama Council reports quarterly on the progress of its Operational Plan.

Below is a progress summary of Council's overall performance as at 30 September 2020 in progressing towards the targets in the *Operational Plan 2020-21*.





Quarterly Operational Plan Report – July to September 2020



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Exception Reporting

The following Operational Plan activities were reported as being behind target for the period 1 July to 30 September 2020.

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.1.6	Advocate accessibility to local business networks to promote Kiama as an outstanding accessible community and holiday venue for people with disability	Number of presentations promoting accessibility at Council run events	2 presentations pa	No presentations in this period	0%	Due to COVID-19, no Council run events have been scheduled that provide an opportunity to implement this measure.	Manager Community & Cultural Development	Behind target 
1.1.1.7	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 Councils community consultations and events	80% of budget allocated	0% of budget utilised in this period.	0%	Greater promotion of the budget needs to be undertaken within Council to encourage provisions of support being provided at events and consultations that utilise this budget allocation.	Manager Community & Cultural Development	Behind target 

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	12	20%	The library provided a combination of physical and online activities (to conform with COVID-19 restrictions). Online activities included three online author talks delivered in collaboration with NSW Public Libraries (55 participants). Physical library activities included four school holiday activities (55 participants), two Friday Flicks screenings (22 participants), two Be Connected Video Chat workshops (seven participants), and a book club session (ten participants). Library @ Home webpages were maintained to continue to provide links to activities that could provide entertainment and foster engagement at home. The Family History Centre remains closed this quarter due to COVID-19 restrictions and no programs were completed. In total 12 events with 149 community members attending. Target is slightly behind due to COVID-19.	Library Officer	Behind target 
		Provide a range of Family History Centre community programs that support recreation and lifelong learning	2 programs pa	0				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.4.2	Provide Library and Family History Centre customer services	Number of Library enquiries completed	15,000 enquiries pa	3,324	20%	The library was open this quarter with public health order restrictions (limited numbers and social distancing) and reduced opening hours (library closes at 7pm rather than 8pm on Tuesday and Thursday evenings) – 3,324 inquiries were completed this quarter.	Library Officer	Behind target 
		Number of Family History Centre enquiries completed	100 enquiries pa	14		The Family History Centre has remained closed this quarter, but staff and volunteers have completed a limited number of inquiries that didn't require the physical presence of the client (14 inquiries completed this quarter). To help compensate for the Family History Centre closure, members have been given temporary access to Ancestry.com at home (3,990 sessions this quarter). Performance target is slightly behind due to COVID-19.		
1.2.1.4	Provide programs to enhance the culture of Blue Haven Care	FISH Philosophy program implemented across Blue Haven Care	100% completed	0	5%	FISH philosophy not commenced at Blue Haven.	Director of Nursing/Facility Manager	Behind target 




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 (EPA) Better Recycling Fund	Programs implemented as per Better Waste Recycling Fund Project Table	60% completed	50%	0%	Operations Swampy and Operation Lookout - camera infrastructure ordered however delayed due to COVID-19. How to Waste Videos on hold until second stage of new Council website is implemented. Waste Services Fleet Signage to be undertaken in Quarter 2. Dog poo bags ordered awaiting delivery. Waste Event Bin Monitors not proceeded due to cancellation of New Year Eve Fireworks - monies to be spent on another project yet to be decided. Further investigation undertaken for purchasing of a cardboard baler. Quotations sought in this quarter. Development Application process for Household Bulky Waste Shed underway. GHD Pty Ltd engaged to assist with Development Application submission.	Waste Management Officer	Behind target 
2.4.2.4	Undertake scheduled waste management programs and workshops	Total tonnages diverted from landfill from programs undertaken Number of waste management workshops Number of annual waste management events undertaken	150 tonnes diverted pa 4 workshops held pa 3 events pa	16.22 tonnes 0 0	10%	COVID-19 restrictions resulted in many programs not being undertaken. This included Home Composting Workshops, Second Hand Saturday, Household Bulky Waste Drop Off and the Annual OK Organics Kiama compost giveaway. Community Recycling Centre was attended by 1,314 vehicles over this quarter with 16.22 tonnes of material waste collected Toxifree for recycling.	Waste Management Officer	Behind target 







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	1 meeting held in this period	25%	One meeting held in this period with 4 community based accessibility items being addressed.	Manager Community & Cultural Development	Progressing 
1.1.1.2	Maintain the Illawarra Interagency blog site	Blog posts that promote inclusive services, projects and events that support diversity and accessibility	>30 posts pa	13 posts	25%	Thirteen information posts were provided within four published blogs via the Illawarra Interagency web site.	Community & Cultural Development Officer	Progressing 
1.1.1.3	Support Age/Disability sector development	Grant funding received and activity plan targets met	>80% of activity targets met pa	> than 80% of targets are currently being met	25%	Key activities in this period include: convening the Disability Consultative Group, one Access Committee meeting, one Prevention of Older People Abuse (POPA) meeting, one Illawarra Interagency meeting, 6 meetings around sector development, 10 meetings for Dementia-friendly Project activities, and one community Dementia-friendly education session.	Manager Community & Cultural Development	Progressing 
1.1.1.4	Maintain currency of information about the accessibility of Councils public toilets, on the National Public Toilets Register	National Public Toilet Register is kept up-to-date	100% updated		25%	No changes within the period of reporting. Council toilet locations are available on the National Register available at www.toiletmap.gov.au .	Asset Systems Officer	Not in this quarter


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.1.5	Encourage local businesses and commercial facility owners to identify and address existing barriers to access or use of their business by people with a range of abilities	Publish articles promoting accessibility in Council newsletters	2 articles pa	1 article in this period	25%	Connections and communications including articles in the Economic Development Newsletter have been utilised to support information and knowledge being provided to the business community.	Manager Community & Cultural Development	Progressing 
1.1.1.6	Advocate accessibility to local business networks to promote Kiama as an outstanding accessible community and holiday venue for people with disability	Number of presentations promoting accessibility at Council run events	2 presentations pa	No presentations in this period	0%	Due to COVID-19, no Council run events have been scheduled that provide an opportunity to implement this measure.	Manager Community & Cultural Development	Behind target 
1.1.1.7	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 Councils community consultations and events	80% of budget allocated	0% of budget utilised in this period	0%	Greater promotion of the budget needs to be undertaken within Council to encourage provisions of support being provided at events and consultations that utilise this budget allocation.	Manager Community & Cultural Development	Behind target 
1.1.1.8	Support the Dementia Friendly Kiama Project (DFKP) subject to available funding	Activities of the Dementia Friendly Kiama Project Action Plan are implemented, subject to funding	100% completed	100% of activities currently being implemented	25%	Project continues to expand in its reach. Online social catch ups and Alliance meetings now regularly being attended by people from Singapore and right around Australia including: Tasmania, Port Macquarie, Bega, Adelaide and Central Coast of NSW.	Manager Community & Cultural Development	Progressing 

1.1.2: Work collaboratively with the Aboriginal community



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.2.1	Plan and undertake annual NAIDOC Week activities	Annual NAIDOC Week activities are completed by 31/07/2020	100% completed		0%	NAIDOC Week postponed until November 2020 due to COVID-19. No Actions undertaken in this period.	Aboriginal Liaison Officer	Not in this quarter
1.1.2.2	Participate in planning and staging of annual Local Government Regional NAIDOC Awards	Annual Local Government Regional NAIDOC Awards are completed by 31/07/2020	100% completed		0%	NAIDOC Awards Cancelled for 2020 due to COVID-19. No Actions undertaken in this period.	Aboriginal Liaison Officer	Not in this quarter
1.1.2.3	Plan and undertake Annual Sorry Day events	Annual Sorry Day events completed by 31/05/2021	100% completed	10% complete	10%	Kiama based schools and childcare centres have been contacted regarding COVID-19 safe options for the 2021 event, awaiting feedback once Term 4 2020 starts.	Community & Cultural Development Officer	Progressing 
1.1.2.4	Undertake other activities to engage with the local Aboriginal community as opportunities arise	All opportunities for engagement investigated	100% completed		25%	The Aboriginal Liaison Officer (ALO) has undertaken a range of actions and activities including: attending Kiama High School for an hour each Tuesday to work with Aboriginal students. Individual support has also been provided to local Aboriginal residents and at times other Aboriginal people out of area around homelessness, mental health, and advocacy. The ALO also supported the provision of Oz Harvest food hampers to Aboriginal residents.	Aboriginal Liaison Officer	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 Build strategy identified in Councils BIS cultural planning document as funding allows	Plans for a new Arts Centre are Development Application (DA) approved by 31/12/2020	100% completed	Progressing	25%	Opportunities for funding are regularly being reviewed, with relevant opportunities to be flagged as they become available. Development Application currently being reviewed to identify any issues that need addressing prior to formal lodgement	Community & Cultural Development Officer	Progressing 
		Funding is sought for the New Arts Centre with all relevant funding opportunities investigated and applications made where relevant	100% completed	0%				
1.1.3.2	Undertake activities that support the Integrate strategy identified in Councils BIS cultural planning document	Cultural Board meetings are held with artist community representatives as members	6 meetings per year	1 meeting held	0%	2020 Music in the Park has been unable to be held due to COVID-19 restrictions. Cultural Board meeting included: updates on the Arts Centre, Joyce Wheatley Centre, Artist Online project and Werri Beach Mural.	Community & Cultural Development Officer	Progressing 
		Deliver the annual Music in the Park program	100% completed	0%				
1.1.3.3	Undertake activities that support the Invest strategy identified in Councils BIS cultural planning document	Opportunities for increasing public art installations within the Kiama Local Government Area are investigated	100% completed	2 murals	0%	One new mural completed at Werri Beach as part of youth led projects by SENTRAL Youth Service, cultural grant funded mural for the 'Village Underpass' at Minnamurra currently progressing. Cultural Grants review being finalised with new annual funding round due in March 2021.	Community & Cultural Development Officer	Progressing 
		Kiama Cultural Grants are administered via one funding round per year	100% completed	0%			Three cancellations for the Old Fire Station were received due to COVID-	

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.3.4	Undertake activities that support the Sustain strategy identified in Councils BISI cultural planning document	Number of artists who are registered on the 'Weave' directory increases annually	20% increase pa	5% increase this quarter	25%	19 concerns, 10 of the 13 exhibitions have proceeded as planned. While visitor numbers to the Old Fire Station have increased in the past two weeks average numbers overall are reduced due to COVID-19.	Community & Cultural Development Officer	Progressing 
		Maximise use of the Old Fire Station Community Arts Centre by ensuring exhibition space is well utilised	Booked 52 weeks pa	77% capacity				
		Average number of visitors to the Old Fire Station Community Arts Centre	Average of 850 visitors per week	570 per week				
		Maintain and increase use of the Kiama Cultural Arts Network blog site	25% increase in blog site views pa	45% increase this quarter				
		The annual Arts Honour Roll program is completed	100% completed	Not this quarter				
		Annual program of Arts Biz education workshops are held	>2 workshops held pa	2 workshops planned				
		Maintain the average number of reactions to the Kiama Cultural Arts Network Facebook page	Average of 25 reactions per week	Average 2 reactions first quarter				
		Artist gatherings are held to promote networking	4 gatherings held pa	Not this quarter				
		Listings with the Weave Artist Directory continues to increase. While Facebook post reactions are down on anticipated numbers, post engagement remains high with a 73% increase between July and end of September. Two online Arts Biz workshops are planned for October. Due to COVID-19 restrictions no face to face Artist Gatherings have been held.						



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 Provide a range of Family History Centre community programs that support recreation and lifelong learning	70 programs pa 2 programs pa	12 0	20%	The library provided a combination of physical and online activities (to conform with COVID-19 restrictions). Online activities included three online author talks delivered in collaboration with NSW Public Libraries (55 participants). Physical library activities included four school holiday activities (55 participants), two Friday Flicks screenings (22 participants), two Be Connected Video Chat workshops (seven participants), and a book club session (ten participants). Library @ Home webpages were maintained to continue to provide links to activities that could provide entertainment and foster engagement at home. The Family History Centre remains closed this quarter due to COVID-19 restrictions and no programs were completed. In total 12 events with 149 community members attending. Target is slightly behind due to COVID-19.	Library Officer	Behind target 
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	3,324 14	20%	The library was open this quarter with public health order restrictions (limited numbers and social distancing) and reduced opening hours (library closes at 7pm rather than 8pm on Tuesday and Thursday evenings) – 3,324 enquiries were completed this quarter. The Family History Centre has remained closed this quarter, but staff and volunteers have completed a limited number of inquiries that didn't require the physical presence of the client (14 inquiries completed this quarter). To help compensate for the Family History Centre closure, members have been given temporary access to Ancestry.com at home (3,990 sessions this quarter). Performance target is slightly behind due to COVID-19.	Library Officer	Behind target 

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 Gerringong Library	120,000 loans pa 4,000 loans pa	34,980 899	30%	27,546 physical loans during this period. Increased loan limits to 30 and increased borrowing period to 60 days continued during this quarter (ended 30 September). The door count was down almost 25% this quarter, which accounts for the slight downturn in physical loans, although home library usage remains high. 8,333 e-Library loans this quarter, down from 10,642 during the previous quarter when we had the COVID-19 lock down.	Library Officer	Progressing 
1.1.4.4	Develop and implement literacy programs	Undertake satisfaction survey of literacy program attendees as required Undertake satisfaction survey of literacy program attendees as required Number of literacy events held Number of attendees at literacy events	100% completed 100% completed 60 events pa 300 attendees pa	22 404	25%	Live story-time sessions have begun to be reintroduced this quarter, starting with Kiama Preschool story-time and Gerringong story-time (baby story-time and Toddler Tales remain online). Sessions are limited to 20 participants (including parents and siblings) and bookings are essential. Twelve live story-time sessions were held with 189 participants, and ten online sessions (215 views).	Library Officer	Progressing 
1.1.4.5	Deliver Library Information Technology Program	Hours of internet access provided at Kiama and Gerringong libraries Number of users of public computers at Kiama and Gerringong libraries	2,000 hours pa 2,000 users pa	642.55 1526	50%	There is a reduced number of internet users and hours this quarter due to COVID-19 restrictions (the number of PCs available has halved due to social distancing requirements and session times are limited to 30 minutes to ensure PC turnover and access to as many people as possible). The library is currently running 2 Wi-Fi hotspots with only one system being able to provide statistics on the number of users and the number of Wi-Fi hours accessed. (A new public Wi-Fi service is to be installed next quarter which will resolve this reporting issue.)	Library Officer	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.4.6	Identify opportunities and implement changes to improve disability access and inclusion in facilities and services	Changes investigated and implemented where appropriate	2 changes implemented	1	50%	We have implemented two initiatives to make our services more accessible and COVID-safe. We have added a self-service checkout PC, which enables people to check out their own items while maintaining social distance (without having to come to the front service counter). This also benefits people who wish to maintain anonymity while checking out items on sensitive subjects (on mental health, for instance). We have also launched a new user-friendly library app, which enables people to easily access their account information and check out items from their own mobile device, for a completely contactless experience. The app also integrates with mobile device settings, so if enlarged font is selected in the accessibility settings, for instance, customers can search the catalogue and other library services via the app with an enlarged font size to aid visibility.	Library Officer	Progressing 
1.1.4.7	Plan for and implement new Gerringong Library facility	Regular attendance and input into project planning meetings Collaborate with Project Manager to ensure required Human Resources, Risk, Policies and Protocols are developed by various Council teams and implemented as required Ensure all required library resources (collections, IT resources, etc) are available for opening of new facility	100% attendance 100% completed 100% completed	Complete Complete Complete	25%	Fortnightly meetings have moved online due to COVID-19. Construction continues and COVID-19 is raised as a risk at each meeting. Project managers have developed a plan to ensure library roof height meets required planning permission.	Library Officer	Progressing 

1.1.5: Facilitate sport and health related facilities and programs

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.1	Implement a range of health and wellbeing programs for young people	Number of young people participating in health and wellbeing programs incorporating content around active lifestyle, nutrition, mental health and drug and alcohol use Program participants report in their evaluations that they feel more confident about their wellbeing having participated in the program	>60 participants pa >80% of participants pa	32 95%	25%	During this quarter SENTRAL delivered the following programs: Mental Health Month Chalk Art Mural (7), Warri Beach mural (11), Empower (6), SENTRAL Fitness (8). We also provided individual support to 12 young people during this time.	Senral Youth Services Coordinator	Progressing 
1.1.5.2	Engage with and educate members of the community on healthy, affordable and sustainable food and gardening practices	Implement activities to engage with and educate members of the community on healthy, affordable and sustainable food and gardening practices	>2 activities pa	0 activities completed this quarter	20%	Organised regional Connecting Over Fair Food Event (to be held 14 October 2020) and attended monthly and fortnightly meetings with the working group. Started organising and promoting Cook Chill Chat social connections cooking program to start on 28 October 2020. Participated in one Food Fairness Illawarra Coordination Team Meeting.	Health Promotion Officer 02	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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 and sustainable lifestyle	>2 activities pa	1 activity completed	25%	Completed one 8 week Get Active Outdoors Program at Kiama. Was successful in submitting and receiving a \$500 WayAhead Mental Health Month grant to undertake two chalk art workshops with young people. Promoted one round of Health moves at Kiama Leisure Centre.	Health Promotion Officer 02	Progressing 
1.1.5.4	Engage with members of the community to promote Council and community health and sustainability events, information and activities	Promote Council and community health and sustainability events, information and activities (including mental health)	>6 activities pa	5 activities promoted	50%	Planned and promoted four Community Support Skills training sessions for the LGA in August 2020. Promoted Healthy Cities Active In-betweeners program for primary school students, promoted four Compassionate Communities Drop in Workshops for the LGA in August and September 2020. Supported and promoted Warri Beach mental health mural workshops in August 2020. Promoted regional Connecting Over Fair Food Event.	Health Promotion Officer 02	Progressing 
1.1.5.5	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	1 round of funding completed	50%	Planned, promoted and delivered one round of Health and Sustainability Grants. Final funding decisions to be made at the November Council meeting.	Health Promotion Officer 02	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.6	Facilitate Health and Sustainability Committee Meetings	Health and Sustainability meetings are held	>4 meetings pa	1 meeting completed	25%	Organised and held one Health and Sustainability Committee Meeting on 9 August 2020.	Health Promotion Officer 02	Progressing 
1.1.5.7	Undertake planned program of maintenance to ensure the Leisure Centre and Jamberoo Pool facilities are maintained to required standards	Leisure Centre and Jamberoo Pool programmed maintenance to achieve minimum standards is completed on time and within budget	100% completed on time and within budget	100%	25%	All programmed maintenance at the Leisure Centre is progressing. No action required this reporting period for Jamberoo Pool.	Leisure Centre Team Leader (Admin)	Progressing 
1.1.5.8	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	100%	25%	The Leisure Centre spa was replaced and was available for patrons from late August. The solar photovoltaic system was successfully installed on the Leisure Centre roof with energy savings occurring instantly. No scheduled capital improvements required for Jamberoo Pool.	Leisure Centre Team Leader (Admin)	Progressing 
1.1.5.9	Ensure effective operations of Leisure Centre and Jamberoo Pool to meet community needs	Ensure swim school operates to capacity agreed Maintain pool bookings for schools, swim clubs and aquatic customers each year at Leisure Centre Ensure membership is maintained at target level Maintain Leisure Centre pool patronage	85% capacity pa 10 bookings pa 900 members >200,000 patrons pa	65% 0 ~800 Number unavailable due	25%	Leisure Centre operations have been altered as a result of the COVID-19 Public Health Orders. The Leisure Centre re-opened to the public mid-June 2020 and reduced numbers have occurred due to the regulations in place. All Leisure Centre operations remain available for the public at reduced capacity. Fitness Passport membership has increased which is	Leisure Centre Team Leader (Admin)	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
				to COVID-19 restrictions		reflected in a reduction in the number of Leisure Centre memberships. A review of the target membership numbers will be undertaken this year, to incorporate the increase in Fitness Passport memberships. Jamberoo Pool not open during the reporting period.		
1.1.5.10	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		0%	Currently developing satisfaction surveys for community engagement, including Leisure Centre members and casual users. The survey information will be used to inform Leisure Centre services and activities in the future.	Leisure Centre Team Leader (Admin)	Progressing 
1.1.5.11	Identify opportunities and implement changes to improve disability access and inclusion in facilities and services at Leisure Centre	Number of changes designed or completed	2 changes pa	0	25%	There are no current physical changes earmarked to the Leisure Centre regarding disability access and inclusion. Improvements are planned regarding marketing collateral to be more inclusive.	Leisure Centre Team Leader (Admin)	Progressing 
1.1.5.12	Support implementation of smoke free legislation within the Municipality and promote compliance at Council events and facilities	Develop and include smoke free implementation strategies for events in the Events Manual Provide strategies that minimise smoking to relevant event staff to implement at major Council events and target New Years Eve and two other events	100% completed >3 events targeted pa	0 events in this quarter	10%	Currently no large Council events are being held due to COVID-19 however, information regarding smoke free events and zones have been added to the new Council website. Smoke free implementation strategies were sent to events working group in the 2019/20 Financial Year for inclusion in the events manual.	Health Promotion Officer 02	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.5.13	Undertake program of new public water stations in public places, based on priorities identified by the Walking Tracks and Cycleway Committee - as funding opportunities allow	All opportunities for grant funding of public water stations pursued and an implementation program developed where funding permits	100% completed	100%	100%	Water stations programmed for 2020/21 have all been installed and operating - these are at Black Beach Playground, at the end of Attunga Avenue, Kiama Heights and at the west end of Terralong Street, Kiama.	Asset Systems Officer	Completed 
1.1.5.14	Promote Sunsmart marquee program through Council's communication channels (eg. website, Kimunico, social media)	Number of times Council's Sunsmart marquees are utilised by community groups	6 times pa	0 times this quarter	0%	Due to COVID-19 large events that usually utilise the Sunsmart marquee have been cancelled. Both marquees were booked to use at the Car show which was cancelled.	Health Promotion Officer 02	Progressing 

1.1.6: Manage footpath and cycleway infrastructure and assets





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.6.1	Manage footpath and cycleway asset renewals	Percentage of Council approved renewal program completed on time, within approved scope, within budget and to agreed standard Percentage of renewal budget expended	100% completed within budget and to agreed standard 100% expended		25%	Quarter 1 program on target and budget. Footpath renewal projects at Croft Place and Riverside Drive are scheduled for delivery in early 2021.	Works Coordinator	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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		50%	Overall program is on target and budget. New footpath projects have been completed at Blue Haven Bonaira (missing link to Bonaira Gardens), along Boanyo Avenue, Tingara Crescent and Geering Street. The Bombo Headland Eco-walk (Stairs) project is in progress and planning for the Jamberoo Valley Cycleway extension is awaiting advice from Transport for NSW regarding funding.	Works Coordinator	Progressing 
		Percentage of new asset budget expended	100% expended					
1.1.6.3	Implement maintenance program for footpath and cycleway infrastructure and assets.	Percentage of Council approved maintenance program completed on time, within approved scope, within budget and to agreed standard	100% completed within budget and to agreed standard		25%	All footpaths and cycleways have been maintained in accordance with the work plan. All Customer Requests for footpath/cycleway repairs have been addressed within the required timeframe.	Works Coordinator	Progressing 
		Unscheduled maintenance completed within 5 days	90% completed within 5 days					
1.1.6.4	Consult with people with a range of disability types to establish priorities within Councils pathway management plan	Quarterly review of pathways planning invites input from Councils Access Committee	100% completed		25%	All pathways in current program are progressing on target. The Walking Tracks and Cycleways Committee are consulted in developing the program. In planning for the 2021/22 forward capital works program, Council's Access Committee will be consulted to inform priorities.	Manager Operations & Maintenance	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.1.6.5	Identify and prepare cycleway funding applications	Lodgement of applications for external grant funding for cycleways identified in annual budget schedules	100% of applications completed	0%	25%	The Active Transport funding program from Transport for NSW has not opened for 2020/21. Council has sought reallocation of the \$3.8M funding previously allocated to the Minnamurra Boardwalk project to alternative active transport projects within the LGA. No response has been received to date.	Manager Design & Development	Progressing 
1.1.6.6	Process access driveway permits	Driveway access inspections carried out within 48 hours	80% completed within 48 hours	100%	25%	All driveway inspections completed in less than 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 agreed standard	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 Quarter 1 include tennis court surface renewal at Gerringong and fencing replacement at Blowhole Point. Works continue to progress on projects within the Kevin Walsh Oval sports precinct.	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	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 capital new program is progressing on time and on budget. The major project progressing through Quarter 1 is final planning and approvals for the Sanctuary Place Quarry Bike Skills Track, which is on track to be completed by Christmas.	Manager Operations & Maintenance	Progressing 
		Percentage of new asset budget expended	100% expended					
1.1.7.3	Implement maintenance program for recreation and open space infrastructure	All required maintenance completed within 5 days	90% completed within 5 days		25%	Maintenance of all Recreation and Open Space 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 and play equipment	Where facilities are to be upgraded or new facilities provided, the plan for these facilities are tabled at Access Committee for comment with the feedback incorporated into the 4 year work program	100% completed		25%	Upgrades to existing facilities such as Kiama Visitor Information Centre Amenities, Jamberoo Youth Hall and Keith Irvine Oval sports facility all have included accessible amenities.	Manager Design & Development	Progressing 
1.1.7.5	Continue to provide free public Wi-Fi in the Kiama CBD	Wi-Fi is available to the public	95% availability	25%	25%	Public Wi-Fi continues to be available. Actual performance measure is set to 25% as this represents the first quarter.	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	20%	20%	Trips provided by Community Transport are down in this reporting period due to ongoing COVID-19 Restrictions.	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	75	30%	Delivery of residential care continues to grow at Blue Haven Bonaira. Staffing costs has overrun due to increased agency use. Specific hiring targets will see this corrected by Christmas.	Director of Nursing/Facility Manager	Progressing 
1.2.1.3	Plan for the professional development needs of Blue Haven Care to meet current aged care standards	Corporate Professional Development Plan developed for Blue Haven Care	100% completed	25	35%	Residential Aged Care Facility education and professional development needs have been well built over the past few months to currently deliver a sound program for staff in this area. Work needs to be done this year (currently in planning phase) to improve the education and development needs of staff in the community program to meet the requirements of the aged care quality standards, particularly within standard 3. The recent audit highlighted similar concerns in this area and this information is being used to plan the upcoming improvements in this space.	Director of Nursing/Facility Manager	Progressing 
1.2.1.4	Provide programs to enhance the culture of Blue Haven Care	FISH Philosophy program implemented across Blue Haven Care	100% completed	0	5%	FISH philosophy not commenced at Blue Haven.	Director of Nursing/Facility Manager	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.5	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%	Community Programs participated in an Audit with Critical Solutions in July to assess our operations against the New Aged Care Quality Standards. The audit identified areas for improvement across all eight standards. Staff are currently working through the Audit Action Plan.	Manager Community Programs	Progressing 
1.2.1.6	Create a positive volunteer culture within Blue Haven Care	Volunteer satisfaction levels Targeted volunteer recruitment strategy developed and implemented by 30/09/2020	>90% satisfaction rating 100% completed		25%	Most of Blue Haven's Volunteers have been on hold due to COVID-19 Restrictions. Blue Haven is slowly reintroducing its social support individual and group services.	Manager Community Programs	Progressing 
1.2.1.7	Coordinate workforce, infrastructure and service planning for Blue Haven Bonaira	Information Communication Technology (ICT) working group meetings are convened and chaired as scheduled Fittings, furniture and equipment requirements are identified and procured within governance framework Executive Steering Committee meetings are convened and chaired as scheduled Workforce Planning working group meetings are convened and chaired as scheduled	>90% pa 100% completed >90% pa 90% pa	100 100 0 0	35%	ICT steering group has done well to deliver on all aspects of its scope to operationalise the Blue Haven Bonaira site with minimal disruption to service. The procurement of all fittings and supporting contractors has been completed with recent additions being landscaping and pest control.	Director of Nursing/Facility Manager	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.8	Prioritise Blue Haven processes to be mapped and completed using ProMapp	Number of Blue Haven processes mapped in ProMapp	12 process pa	2	20%	Reviewing a number of existing processes.	Manager Community Programs	Progressing 
1.2.1.9	Support Carers through the delivery of funded carer programs	Manage service delivery within budget	<100% of budget expended		100%	This action was in relation to the respite carer center. This service is no longer offered. This was a grant funded program that has now ceased.	Director of Nursing/Facility Manager	Completed 
1.2.1.10	Blue Haven Care to be recognised as an inclusive organisation	Rainbow Tick achieved	100% completed	20%	20%	Implementing staff training through Altura.	Manager Community Programs	Progressing 
1.2.1.11	Monitor viability of National Disability Insurance Scheme (NDIS) services	Monitor financial performance to ensure expenses do not exceed income	Expenses <100% of income	Expenses 111% of income	25%	NDIS program continues to be financially monitored.	Chief Financial Officer - Blue Haven	Progressing 
		Unit costing project completed	100% completed	Project complete				
1.2.1.12	Expand the Commonwealth Home Care Packages program to eligible people across Shoalhaven, Kiama, Shellharbour and Wollongong Local Government Areas (LGA)	Increase total number of packages by 10% from original allocation (increase to 132 packages)	>10% increase	107	25%	Due to increasing client movement package numbers have fluctuated over the last reporting period from 103 to 111.	Manager Community Programs	Progressing 
		Increase total number of packages by 10% from original allocation (increase to 132 packages)	>10% increase	107				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.13	Deliver the Commonwealth Home Support Program to eligible people across Shoalhaven, Kiama, Shellharbour and Wollongong Local Government Areas (LGA)	Meet contractual requirements in reporting on all programs including Home Maintenance, Personal Care, Social Support, Domestic Assistance and Respite	100% completed	25%	25%	A number of our direct services are behind target hours especially Social Support due to COVID-19 restrictions. Personal Care, Domestic Assistance and Home Maintenance are close to target service hours for this period	Manager Community Programs	Progressing 
1.2.1.14	Expand Blue Haven Community's Brokerage Program	Brokerage unit is fully operational to manage all Support Worker requests, rosters, recruitment, etc	100% completed	25%	25%	Currently recruiting Support Workers to meet service demands due to recent resignations.	Manager Community Programs	Progressing 
1.2.1.15	Measure satisfaction with Blue Haven Care community services	Conduct satisfaction surveys, focus groups and complaints resolution feedback	>90% satisfaction		0%	Client Survey to be implemented in next reporting period.	Manager Community Programs	Not in this quarter
1.2.1.16	Provide free Wi-Fi at Blue Haven Bonaira for the use of residents and their visitors	Wi-Fi is available to residents and their visitors	95% availability	25%	25%	Free Wi-Fi continues to be available at Blue Haven Bonaira. Actual performance measure is set to 25% as this represents the first quarter.	Manager Information Technology	Progressing 
1.2.1.17	Blue Haven Care to be recognised as a dementia friendly organisation	Assessment undertaken and approved Assessment undertaken and approved	100% completed 100% completed		0%	To be organised once COVID-19 restrictions are lifted.	Manager Community Programs	Not in this quarter
1.2.1.18	Meet all prudential reporting requirements required by funding bodies	All acquittals and financial reporting completed on time	100% completed	100%	100%	The Blue Haven Prudential Compliance Policy has been updated and Blue Haven continues to meet the minimum liquidity ratio as per the Aged Care Act 1997. During the period Refundable Accommodation Deposits were used to repay the loan internally to Council.	Chief Financial Officer - Blue Haven	Completed 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.1.19	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	25%	25%	Currently providing Support Coordination to 13 participants. Community Participation (Social Support) for 13 participants currently on hold due to COVID-19 restrictions. Plans in place to restart these services in the next reporting period	Manager Community Programs	Progressing 
1.2.1.20	Monitor financial performance of Home Care Packages	Total income received is equal to, or greater than total operating expenditure	Operating ratio 1:1	104.7%	25%	For the quarter ending 30 June 2020, Home Care packages made an operating profit of \$33,869 giving an operating ratio of 1.04:1.	Chief Financial Officer - Blue Haven	Progressing 
1.2.1.21	Monitor financial performance of Residential Aged Care Home	Total income received is equal to, or greater than total operating expenditure	Operating ratio 1:1	94.9%	25%	The financial performance of the Aged Care Home continues to improve with the two key drivers for improvement being continued increase in the Aged Care Funding Instrument and reduction on the reliance of agency staffing.	Chief Financial Officer - Blue Haven	Progressing 

1.2.2: Operate Blue Haven Independent Living Units

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.2.1	Maintain occupancy levels to ensure that units are reoccupied within the mandatory 6 month refund requirement under the Retirement Villages Act 1999 and Retirement Villages Regulation 2017	Percentage of units reoccupied within 6 months of vacation	100% of units pa	25%	25%	COVID-19 continues to impact on potential resident's propensity to move, leading to longer allocation periods for vacated units.	Manager Project Development & ILU Operations	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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 Villages Act and Regulation	100% completed		25%	This is an ongoing requirement.	Manager Project Development & ILU Operations	Progressing 
		Disclosure, marketing and contract documentation are maintained in accordance with the Retirement Villages Act and Regulation	100% completed					
		Refunds to outgoing Residents or their estate is undertaken within the 6 month period required under the Retirement Villages Act and Regulation	100% compliant					
1.2.2.3	Implement adopted marketing plan for 58 Independent Living Units at Blue Haven Bonaira	Unit settlement rates achieved in accordance with cash flow projections	>90% achieved		60%	35 of 58 units allocated.	Manager Project Development & ILU Operations	Progressing 
1.2.2.4	Create necessary systems and infrastructure to establish Blue Haven Bonaira Independent Living Units as a fully functioning Retirement Village	Achievement of a similar Value Proposition to Blue Haven Terralong	>90% achieved		80%	Village infrastructure now at required standard. Residents Committee to be elected in November, following operation of an interim committee due to COVID-19 meeting constraints. Village Rules and Residents' Committee constitution also to be adopted in November.	Manager Project Development & ILU Operations	Progressing 



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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.2.3.1	Develop and implement a program of events for young people	Percentage of program participants report in their evaluations that they feel more confident about their health and wellbeing having participated in the program	>80% of participants	95	25%	SENTRAL delivered the following events and activities during this quarter: Drop In including outreach drop in sessions at Warri Beach (n=723), Empower Program (n=6), Warri Beach Mural Project (n=11), Mental Health month chalk art mural (n=7) and SENTRAL Fitness (n=8).	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	4	25%	During this quarter SENTRAL worked in collaboration with Kiama High School (KHS) on mentoring/case management at KHS with eight young people receiving individual support. SENTRAL facilitates ongoing community engagement through the Youth Advisory Committee which is attended by KHS student representative committee members. One meeting was held during this period with 16 attendees. Empower Program was delivered with reduced numbers to allow for physical distancing with six young men taking part in the eight week program.	Sentral Youth Services Coordinator	Progressing 
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	18 769	25%	Youth Workers continued to provide individual support/mentorship in addition to advocacy, referral and support during this quarter through the individual support program and drop in service provided from SENTRAL Youth Centre. There were 769 individual visits to the Youth Centre during this quarter. 18 young people have received individual support during the reporting period.	Sentral Youth Services Coordinator	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
						Kiama Youth Services Facebook page has continued to see an increase in engagement with staff sharing information about health and wellbeing programs and referral services. The page currently has 888 followers, an increase of 18% since last quarter. We have also initiated an Instagram page to provide youth specific information and share program information with a following of 141, an increase of 6.4%.		





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	0	25%	Surf Beach life guarding patrols commenced on 28 September 2020.	Leisure Centre Team Leader (Admin)	Progressing 
1.3.1.2	Conduct surf awareness education programs in local primary schools	Annual program completed	100% completed	0	0%	Unable to deliver education programs in this reporting period due to COVID-19.	Leisure Centre Team Leader (Admin)	Not in this quarter
1.3.1.3	Undertake program of scheduled maintenance of equipment	Maintenance schedule completed on time and within budget	100% completed	100%	100%	All lifeguard plant and equipment was serviced in preparation for the patrol season.	Leisure Centre Team Leader (Admin)	Completed 




1.3.2: Implement public health and community compliance regulations and programs



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.1	Administer Food Safety Legislation	Food recall system implemented with 48 hours of notification	100% implemented within 48 hours	100% target achieved	25%	14 Food Recalls issued and four COVID-19 Safety newsletters issued.	Environmental Health Officer 01	Progressing 
		Temporary food stall applications determined within 21 working days	100% determined within 21 days	100% target achieved		16 Temporary food stalls and two Mobile food vans determined due to COVID-19 restrictions.		
		Inspections conducted in accordance with NSW Food Regulation Partnership (includes inspections and markets/events)	80% completed	80% target achieved		40 inspections conducted this quarter with ten re-inspections. 70% target achieved on first round of inspections, once re-inspections were conducted a 90% target was achieved.		
1.3.2.2	Provide Food Safety Education	Compliance with legislation and food safety standards	90% 3 to 5 star rating	90% target achieved	25%	I'm Alert on-line food safety education a total of 22 participants with 17 visitors and five registrations to the site. Four food safety alert relating to COVID-19 and 14 Food Safety Recalls issued distributed to 364 food premises and operators.	Environmental Health Officer 01	Progressing 
		Number of Food Safety Newsletters developed and distributed	2 editions pa	100% target achieved		22 participants registered – I'm Alert on-line food safety education 22 participants - 17 visitors and five registrations to the site Four food safety alert relating to COVID-19 and 14 Food Safety Recalls issued to our food safety mail out subscribers.		

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.3	Ensure Occupation Certificates are issued/received for completed premises	Investigate and respond to valid complaints regarding occupation of recently completed premises that have not been issued with an Occupation Certificate and take appropriate action as required	100% completed		25%	Nil complaints received during the quarter concerning occupation of recently completed premises that have not been issued with an Occupation Certificate.	Manager Building & Development	Progressing 
1.3.2.4	Create a register and implement a compliance program as required by the Environmental Planning and Assessment Regulation	Ensure Annual Fire Safety Statements are received annually for all relevant premises	>90% completed		30%	77 Annual Fire Safety Statements for relevant premises were received during the quarter. 28.4% of the total number of Annual Fire Safety Statements required to be submitted 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% completed	25%	The following public road and public road reserve management and commercial activities are current: Lease of air space - 2 S139 Consent footpath awnings - 86 S125 Consent footpath dining - 38 Public road closure processes for disposal - 7.	Manager Commercial Services	Progressing 
1.3.2.6	Maintain an inspection and compliance register and program as required by the Swimming Pools Act	Ensure all pools at tourist and visitor accommodation premises with more than 2 dwellings that 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	100% inspected	0	5%	During the quarter only four pools were inspected in accordance with requirements of Swimming Pools Act 1992 and Swimming Pool Regulations 2018 to ensure compliance. As advised last quarter Council has insufficient resource to undertake the high number of mandatory inspections required but is exploring options to resume this program in	Manager Building & Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		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	54.6%		earnest to ensure the mandatory inspections required are undertaken.		
		Ensure all pools inspected that fail to comply with the requirements of the Swimming Pools Act 1992 and Swimming Pool Regulations 2018 that resulted in issuance of a Certificate of Non-Compliance under Clause 18BA of Regulations are recorded in the Swimming Pool Register	100% recorded	0				
		Ensure all pools inspected that comply with the requirements of the Swimming Pools Act 1992 and Swimming Pool Regulations 2018 that resulted in issuance of a Certificate of Compliance under Section 220 of the Swimming Pools Act 1992 are recorded in the Swimming Pool Register	100% recorded	1				




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.7	On-site Sewerage Management legislative compliance	Low risk systems inspections conducted in accordance with risk rating schedule	25% inspected pa	11.01% in Quarter 1	25%	Total number of Onsite Sewerage Management Facilities Inspected during Quarter 1: 94 (74 Low risk; 20 High risk). Number of compliant systems - 83 (91.45%); 63 Low risk; 20 High Risk. Number of defective systems - 11 (8.55%); 11 Low risk; 0 High risk.	Environmental Health Officer 02	Progressing 
		Percentage of compliant operating systems	80% compliant	91.45% in Quarter 1				
		High risk system inspections conducted in accordance with risk rating schedule	95% inspected pa	16.81% in Quarter 1		All inspection and compliance targets have been achieved.		
1.3.2.8	Implement Public Health Act legislation (public and private swimming pools and water supplies, skin penetration, legionella)	Annual report outlining orders issued under the Public Health Act submitted to NSW Health	100% completed	Not in this quarter	25%	Swimming pool sampling of Council operated pool was conducted three times during Quarter 1.	Environmental Health Officer 01	Progressing 
		Inspections of premises in accordance with legislative requirements	100% completed	Not in this quarter		Ongoing updating of the swimming pool registers.		
		Registers of premises and compliance are reviewed and updated as required by legislation	100% completed	100% completed		Ongoing updating of warm water systems and cooling tower, Legionella risk register. Ongoing updating of the skin penetration register.		
1.3.2.9	Inspect and issue approval for caravan parks to operate as required by the Local Government Act	Action to rectify breaches of legislation commenced within 5 days of notification	100% action commenced within 5 days	100% completed		Ongoing updating of the public water supply register	Manager Building & Development	Progressing 
		Annual inspection of all caravan parks approvals to operate issued	100% completed	16.7%	15%	One annual inspection was undertaken and one approval to operate were issued for caravan parks during Quarter 1.		

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.10	Implementation of Dog Off Leash Areas	Percentage of users comply with requirements	90% compliance	90%	25%	Patrols conducted of off leash area as per schedule and breaches actioned more 90% compliance achieved during Quarter 1.	Senior Ranger	Progressing 
1.3.2.11	Implementation of Companion Animals Legislation	Animals impounded are returned to owner or rehomed	90% returned or rehomed	Target not applicable in Quarter 1	25%	One dog impounded (still in pound), no dogs collected and returned directly to owners, no dogs rehomed and no dogs euthanised. Three dog attacks investigated within 24 hours of complaint with one reported to Department Local Government. Nine infringements - \$3,685 face value 81 Companion Animal complaints received. 100% investigated within specific timeframes.	Senior Ranger	Progressing 
		Dog attacks investigated within 24 hours of notification	100% investigated within 24 hours	100%				
		Complaints about animals investigated within 2 days of notification	95% investigated within 2 days	100%				
1.3.2.12	Facilitate Companion Animals Education	Annual reports and registration financial statements submitted to Department of Local Government by due date	100% completed by due date		25%	No public community education events conducted during quarter due to COVID-19 restriction however education programs to be scheduled using multi-media until COVID-19 restrictions are lifted. One Companion Animals education article produced on responsible dog ownership.	Senior Ranger	Progressing 
		Number of companion animal education events conducted	1 event conducted	No public community education events conducted				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status						
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%	25%	<p>Seventy pro-active and 80 general patrols undertaken (2,096 spaces) - 63 infringements issued - \$14,253.</p> <p>One private overgrown land complaint received and actioned. 100% processed with timeframes.</p> <p>Thirty-seven Environmental and Public Health complaints received. Nine high risk and 28 non high risk complaints.</p> <p>Nine high Public Health and Safety Risk complaints. One asbestos and eight sewerage incident complaints received and actioned. 100% investigated within timeframes.</p> <p>Twenty-eight non high risk complaints. Three water pollution, seven storm water, nine noise, six air and odour and three other nuisances investigated by Rangers.</p> <p>Forty parking complaints received. 100% investigated within specific timeframes.</p> <p>Nineteen abandoned vehicles complaints investigated. One infringement issued - \$550 face value.</p> <p>Sixty-three infringements issued - \$14,253 for timed breaches or traffic offences.</p>	Senior Ranger							
		High risk public and environmental health complaints investigated within 4 hours of notification	100% investigated within 4 hours	100%										
		Non-high risk public and environmental health complaints investigated within 2 days of notification	100% investigated within 2 days	100%										
		High risk vehicle complaints investigated within 4 hours of notification	100% investigated within 4 hours	100%										
		Enforcement action undertaken for non-compliance (Cautions, Penalty Infringement Notices issued) of established breach of legislation issued within 2 days of notification	100% completed within 2 days	100%										
		Non-high risk vehicle complaints investigated within 2 days of notification	100% investigated within 2 days	100%										
		1.3.2.14	Implementation of Protection of Environment Operations (Clean Air) Regulations	Determine applications under Protection of Environment Operations (Clean Air) Regulations within 14 days					100% determined within 14 days	100%	25%	<p>Sixty applications and permits issued to create smoke. 100% processed with timeframes.</p> <p>Three infringements for fire breaches issued - \$1,500.</p>	Senior Ranger	

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.2.15	Manage land use agreements associated with public places under the Local Government Act and Crown Land Management Act	All commercial based leases and licences completed as required All community group and sporting club based leases and licences completed as required	100% completed 100% completed	100% 100%	25%	There are currently 70 land use agreements in place on Council community, operational and Council managed crown land in the form of leases and licences. A total of six new/renewed lease arrangements are currently in negotiation/statutory process phases including sporting clubs (Not For Profits) and commercial occupation. During the quarter, four expression of interest processes were undertaken for the use of public land under new lease or licence agreements. Also, one previously leased Council-owned property is now a Council managed facility and one Council-owned property is now formally established as a Committee-managed community hall under section 355 of the Local Government Act.	Manager Commercial Services	Progressing 

1.3.3: Undertake local community safety initiatives

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.3.1	Implement Local Road Safety Action Plan and activities	Council endorsed recommendations implemented or included in Asset Management Plan	100% completed	50% completed	50%	Funding has been secured under the Local Government Road Safety Program for 2020-21. The project completed in Quarter 1 was the Fern Street, Gerringong pedestrian refuge. Pedestrian and traffic safety improvements on Federal Street, Minnamurra are scheduled to be undertaken in Quarter 2.	Road Safety Officer	Progressing 
		Plan, promote and implement Road Safety Workshop	4 workshops pa	50%				
		Plan, promote and implement Bike Week activities	100% completed	50%				
1.3.3.2	Prepare road safety funding applications	Applications lodged for all available grant funding for road safety initiatives	100% completed	80% completed	80%	Applications have been lodged and funding received for the Road Safety Program 2020-21.	Road Safety Officer	Progressing 
1.3.3.3	Implement and manage the ongoing operation of CCTV systems in public spaces identified in Council's Crime Prevention Plan	Timely responses to approved requests for CCTV footage	95% processed within 2 weeks	100%	25%	Four applications received with all applications processed under the two week target.	Manager Community & Cultural Development	Progressing 
		95% compliance is achieved, identified through an independent audit conducted each council term (4 years)	>95% compliance	No audit undertaken in this period				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
1.3.3.4	Undertake activities that engage and build community connection	Attendance at Lake Illawarra Precinct Safety Meetings	4 meetings pa	1 meeting attended	25%	Discussions have been held with the Lake Illawarra Police District regarding recent crime statistics at both the Safety Precinct and Safety Committee meetings. Council community development staff have also been introduced to new members of the Police Crime Prevention Team.	Community & Cultural Development Officer	Progressing 
		Kiama Council Community Safety Committee Meetings held	4 meetings held pa	1 meeting held				
		Undertake an annual review of actionable items	100% completed	No action this quarter				
1.3.3.5	Action Local Traffic Committee recommendations	Endorsed recommendations implemented or included in Asset Management Plan	100% completed		25%	Monthly traffic committee meetings have been held electronically in compliance with COVID-19 restrictions. All recommendations from the Committee have been implemented.	Manager Design & Development	Progressing 
		Meetings held monthly	12 meetings held pa	3 held				





Well Planned and
Managed Spaces, Places
and 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 All Planning Proposals are completed within timeframe set out in Gateway Determination	100% reported within 90 days 100% completed	100% 100%	25%	No requests for Planning Proposal made in this quarter. Amendment 17 to the Kiama Local Environmental Plan 2011 made within timeframe set out in Gateway Determination.	Manager Strategic Planning	Progressing 
2.1.1.2	Ensure the Kiama Development Control Plan (DCP) is an accessible and enforceable planning document by reviewing, amending and updating the structure and accuracy of the Plan with amended/ new controls for heritage items/ areas and the Kiama Town Centre	Complete review, amend and update the structure and accuracy of the Kiama Development Control Plan (DCP) with amended/ new controls for heritage items/ areas and the Kiama Town Centre and adopt by 31/03/2021	100% completed	30%	30%	Consultant engaged. Community workshops planned. Draft controls to be reported to February 2021 Council meeting for exhibition.	Manager Strategic Planning	Progressing 
2.1.1.3	Ensure controls of the Kiama Local Environmental Plan (LEP) are current and contemporary by investigating and identifying future opportunities to amend LEP controls to facilitate varied housing options within the boundaries of the existing towns and villages	Undertake yearly housekeeping of the Local Environmental Plan (LEP) to address housing options Investigate and identify future opportunities to amend Local Environmental Plan (LEP)	100% completed 100% completed	25% 25%	25%	Housekeeping amendments identified.	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.1.4	Continue implementation of appropriate recommendations of Kiama Town Centre Study, investigate opportunities to amend Kiama Local Environmental Plan (LEP) controls to facilitate higher density development as recommended by the Study and review Density recommendations following completion of the Kiama Town Centre Heritage Review	Investigate opportunities to amend Kiama Local Environmental Plan (LEP)	100% completed	25%	30%	Consultant engaged, as part of Development Control Plan review. LEP amendments will be identified during the consultation process.	Manager Strategic Planning	Progressing 
2.1.1.5	Review planning outcomes and controls for Gerringong Town Centre by investigating, undertaking and preparing a Gerringong Town Centre Study	Engage a consultant by 31/03/2021	100% completed	0%	0%	Not in this quarter	Manager Strategic Planning	Not in this quarter
		Complete investigation for the Gerringong Town Centre Study	100% completed	0%				
2.1.1.6	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%	25%	Quarterly report prepared for October 2020 Council meeting.	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.1.7	Manage public places under the Crown Lands Management Act	Prepare and deliver Plans of Management Council managed Crown Land	100% completed	25%	25%	Council managed crown land Plans of Management (POM) are progressing to timetable. Progress to date includes appointment of the consultant, land classification and categorisations reported to Council, pre-consultation undertaken and preparing for drafting of the POM. Draft POM will be reported to Council prior to the 42 day statutory advertising period.	Manager Commercial Services	Progressing 
2.1.1.8	Identify opportunities for revenue generation from surplus or non-community land and property	All Land Reclassification, Road Closures, Property Disposal completed as required	100% completed	25%	25%	Progressing with a planning proposal process for Attunga Avenue, Kiama Heights (single residential lot) involving reclassification of community land for divestment. Undertaking required development application preparation (for subdivision and consolidation) of Irvine Street, Kiama following gazettal of planning proposal to create a single residential lot for sale. Undertaking subdivision works at Glenbrook Drive, Kiama to register five new residential lots for future sale. Investigating six properties for potential residential use including land held as public road and community land.	Manager Commercial Services	Progressing 

2.1.2: Recognise and protect our heritage

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.2.1	Assess development applications in accordance with relevant Heritage requirements	Assessments carried out in accordance with adopted Protocols with referral to Council's Heritage Advisor	90% completed		25%	Nine Development Applications were referred for heritage advice in accordance with adopted protocols during the quarter.	Manager Building & Development	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.1.1.2.2	Identify and protect areas of distinct and desirable character within the Municipality by undertaking local character analysis and preparation of appropriate Local Environmental Plan (LEP) and Development Control Plan (DCP) controls.	Character statements adopted Engage a consultant by 31/12/2020	100% completed 100% completed	0% 0%	0%	No specific action for this project has been undertaken for this quarter.	Manager Strategic Planning	Not in this quarter

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 Councils statutory and policy documents contain necessary framework	Review appropriateness of Local Environmental Plan (LEP) and Development Control Plan (DCP) controls to ensure appropriate mix of uses permitted in rural zones (balancing environmental outcomes) and publish amendments Council to lobby NSW Department Primary Industries (DPI) - Lands to finalise Important Agricultural Lands Mapping project	100% completed 100% completed	0% 75%	25%	Agricultural Lands Mapping project is due to be completed end 2020. Review of LEP to commence once Agricultural Lands Mapping project is completed. Collaboration with Illawarra Shoalhaven Joint Organisation (ISJO) and neighbouring Councils continues.	Manager Strategic Planning	Progressing 




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

2.2.1: Implement adopted Coastal Management Programs and legislative requirements

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.1.1	Implement actions identified within adopted Coastal Zone Management Plans (Minnamurra River and Crooked River) in accordance with funding and resource availability	Implement Baileys Island Weed Control and Rehabilitation Project by 30/06/2023 Implement Minnamurra Wetlands Weed Control grant by 30/05/2021	100% completed	Approximately 10% of the project site had primary weed control activities undertaken 25% of third year of Minnamurra Wetlands Weed Control program completed	25%	Bush regeneration contractors have been working at the Minnamurra River Wetlands project site, undertaking follow up maintenance weed control as part of the third and final year of the project. Bush regeneration contractors have also begun works on the Council land on Baileys Island, in accordance with the three-year program of works. Primary weed control is being conducted on priority woody weeds and asparagus fern and has covered approximately 10% of the project area so far.	Environmental/Sustainability Officer	Progressing 
2.2.1.2	Implement programs required as a result of the NSW Coastal Reforms process	Develop Kiama Local Government Area (LGA) Coastal Management Program in line with agreed work program by 31/12/2021	100% completed	Stage 2 hazard modelling preliminary outputs and forward program discussed with Council project managers	30%	Council staff are working with the consultant and Department of Planning Infrastructure and Environment representatives to progress the Stage 2 hazard modelling and identification in preparation for the agency and Council staff engagement to undertake the detailed risk assessment.	Environmental/Sustainability Officer	Progressing 

2.2.2: Protect and maintain environmentally significant natural areas

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.1	Support and implement local Illawarra Landcare projects	Requests for technical/material support completed within allocated budget	10 completed pa		25%	Landcare groups resumed after long COVID-19 stand down. New group at Minnamurra Headland started. Actively assisting requests for vegetation removal, white bags and sundry items.	Landscape Officer	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.2.2	Pursue grant funding for natural area restoration at priority sites on Council land	Appropriate grant applications are reviewed and/or submitted for funding consideration	100% completed	Two grant applications under the coast and estuary program have been submitted. Council officers are also progressing the development of another grant funded project with NSW local land services.	30%	Council officers have submitted two funding applications under the NSW Coast and Estuary program, one for a review of the condition of rock walls along the Minnamurra River from James Oates Reserve to James Holt Reserve, and one application for bank stabilisation works in Blue Angle Creek. Council Officers are also progressing a funding application with NSW Local Land Services for restoration works along Hyams Creek in Jamberoo.	Environmental/Sustainability Officer	Progressing 
2.2.2.3	Manage vegetation at Seven Mile Beach Reserve	All bush regeneration works are completed as scheduled	100% completed	25%	25%	New contract for 12 months weeds suppression started in August with bush regenerator.	Landscape Officer	Progressing 
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	Council Officers are progressing a lighting upgrade opportunity for the Council administration building. Council officers presented to MANEX on the progress of the net zero emissions strategy.	25%	Following on from the lighting assessment for a number of Council facilities, Council Officers are progressing the upgrade of lighting in the Council administration building, to energy efficient alternatives. Council Officers also presented to Council's MANEX on the progression of the net zero emissions strategy.	Environmental/Sustainability Officer	Progressing 
2.2.2.5	Bushfire prone land is accurately mapped and considered in planning processes	Complete a review of bushfire prone land mapping and adopt	100% completed	0%	0%	Municipal wide vegetation study required. Brief for vegetation study being prepared.	Manager Strategic Planning	Not in this quarter






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	100% completed	10%	10%	Brief for vegetation study being prepared. Consultant to be appointed November/December 2020.	Manager Strategic Planning	Progressing 
2.2.2.7	Work towards a reduction in greenhouse gas emissions by liaising with Illawarra Shoalhaven Joint Organisation (ISJO) to advocate to both Federal and State Governments for overrarching regional approaches to this issue	All advocacy opportunities taken	100% completed	25%	25%	Collaboration is occurring as part of the review of the Illawarra-Shoalhaven Regional Plan.	Manager Strategic Planning	Progressing 





2.2.3: Ensure environmental protection compliance


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.2.3.1	Comply with Biosecurity Act obligations through Illawarra District Weeds Authority	All notifiable events are reported to the Illawarra District Weeds Authority (IDWA)	100% completed		25%	Actively assisting with financial contribution and staff attendance at meetings and actioning IDWA obligations.	Landscape Officer	Progressing 
2.2.3.2	Undertake and support on-ground activities and biodiversity education to promote and enhance natural areas	Community education events aligned to National Tree Day and World Environment Day	2 events pa	Activities not undertaken this quarter	0%	National Tree Day events were cancelled this year due to COVID-19 restrictions. Potentially World Environment Day events could take place in June 2021.	Environmental/Sustainability Officer	Not in this quarter

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 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%	Ten 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	50% processed within 40 days	23.4%	15%	23.4% of 107 Local Development Applications were determined within 40 days and 0% of one Integrated Development Application was determined within 60 days this quarter.	Manager Building & Development	Progressing 
		Process Integrated Development Applications within legislative requirements and timeframes following provision of all relevant information and response(s) from State Agencies	50% processed within 60 days	0%				
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%	One hundred and four 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 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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%	Two Complying Development Certificates was issued by Council's Building Certification team within the days after provision of all relevant information during the quarter.	Manager Building & Development	Progressing 
2.3.1.5	Process Construction Certificates within legislative timeframes	Occupation Certificates processed within 10 days after provision of all relevant information	100% completed within 10 days		25%	Six Occupation Certificates and eight Construction Certificates were issued by Council's Building Certification team within ten days of receiving all relevant information during the quarter.	Manager Building & Development	Progressing 
		Construction Certificates processed within 10 days after provision of all relevant information	100% processed within 10 days					
2.3.1.6	Process Section 149 Certificates and maintain required data base to meet statutory requirements	Planning Certificates issued within 3 days after provision of all relevant information	90% issued within 3 days		25%	Duplicate action. Refer to Action 2.3.1.11	Manager Strategic Planning	Completed 
2.3.1.7	Apply and oversee application of Councils S94 plan(s)	Council's updated Indirect Contributions Plan exhibited and adopted	100% completed	10%	10%	Contributions Plan to be prepared in conjunction with new Housing Strategy.	Manager Strategic Planning	Progressing 
2.3.1.8	Implement tree management legislation and policies and investigate breaches of legislation and customer action requests	Reported breaches of tree management legislation are investigated within 21 days of notification	90% investigated within 21 days	57%	25%	98% of tree management applications processed in less than 21 days. Non high risk Customer Requests are behind 21 day target (57%). 100% of high-risk reports investigated within four hours.	Manager Design & Development	Progressing 
		Non-high risk Customer Action Requests related to trees on Council land investigated within 21 days of notification	95% investigated within 21 days	57%				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
		Tree Management Applications processed or determined within 21 days	90% determined within 21 days	98%				
		High risk Customer Action Requests related to trees on Council land investigated within 4 hours of notification	100% investigated within 4 hours	100%				
2.3.1.9	Process engineering development assessment	Engineering development referrals are completed within 14 days	80% completed within 14 days	97%	25%	One hundred and twenty three engineering referrals assessed and of this 119 were completed within 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	95%	25%	Forty three applications were processed and of this 41 were processed within five business days.	Subdivision & Development Engineer	Progressing 
		Road Occupation permits processed within 5 business days	90% processed within 5 business days	95%				
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	90% issued within 3 days	98.8% of Certificates issued within 3 days	25%	Two hundred and fifty-three Certificates issued in this Quarter. 98.8% of Certificates issued within three days.	Manager Strategic Planning	Progressing 
2.3.1.12	Apply and oversee local infrastructure contributions framework	Undertake recreational and cultural facilities needs analysis by 31/12/2020 Prepare, finalise and adopt a new local infrastructure contributions framework	100% completed 100% completed	10% 0%	10%	Consultant's brief being prepared for recreational and cultural facilities needs analysis. Data has been collected as part of review of Illawarra-Shoalhaven Regional Plan.	Manager Strategic Planning	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.3.1.13	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		25%	Duplicate Action. Refer to Action 2.1.1.11	Manager Strategic Planning	Completed 
		Ensure all Planning Proposals are completed within timeframe set out in the Gateway Determination	100% completed					

2.4: Effectively manage our waste and resources



2.4.1: Manage waste services

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.1.1	Operate Community Recycling Centre	Amount of waste diverted from landfill	250 tonnes diverted pa	80 tonnes	25%	Community recycling continued through Quarter 1 with slightly higher tonnages recorded, possibly due to COVID-19 impacts.	Manager Waste Services	Progressing 
		Continue to provide services at the Community Recycling Centre	100% of services maintained	100% of services maintained during first quarter				
2.4.1.2	Provide scheduled domestic and commercial collections for waste, recycling and organics	Services comply with collection and recycling contract and service schedule	100% completed on schedule	100% as per schedule	25%	Collection services have continued during Quarter 1 with extra recycling services added due to increased tourists.	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	100%	25%	<p>Engaged consultant to further develop opportunities for circularity on MDF/particleboard streams from both domestic and commercial streams.</p> <p>Finalised benchmarking study into best practice management of bulky kerbside waste at Waste 2020 virtual conference (won overall category for Community Waste Services for this project at 2020 LGNSW Excellence in Environment Award).</p> <p>Completed Regional Cost of Litter Study including individual reports/analysis for each Council.</p> <p>Delivered grant funded cigarette butt litter project with multiple sites amenity improved across each LGA.</p> <p>Secured additional funding for Community Recycling Centre Communication/ Education for 2020-21.</p> <p>Submitted regional grant application for a new clean up and prevention project for Legacy and DIY Asbestos Removal</p> <p>Ongoing advocacy to State Government for Waste Less Recycle More funding beyond 2021.</p>	Waste Management Officer	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.2	Implement programs identified in the Regional Illegal Dumping and Litter Strategies	Regional Illegal Dumping strategy programs completed in accordance with adopted annual work plan	100% completed	100%	25%	Regional Litter Strategy: We Bin Our Butts projects is now completed. All infrastructure has been installed including additional ash bins in Hindmarsh Park and two Designated Outdoor Smoking Areas located at the Klama Harbour and Blowhole Point. A cigarette butt litter count will be undertaken over October 2020 to ascertain the impact of the new infrastructure on butt litter.	Waste Management Officer	Progressing 
		Regional Litter Strategy programs completed in accordance with adopted annual work plan	100% completed	90%	Regional Illegal Dumping Strategy: Illegal Dumping Investigations Officer resigned August 2020. Replacement impending. Total incidents 32. Twenty-nine incidents were closed due to insufficient information, two closed as land owner clean up and no action required and one where no waste was found. Total waste dumped 34,53 tonnes. A 36% decrease in incidents compared to same quarter in 2019/20. Three investigations ongoing, one dating back to November 2018 which is awaiting to be heard in local court, two still under investigation, six Hot Spot Dumping incidents have occurred during this quarter.			





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 (EPA) Better Recycling Fund	Programs implemented as per Better Waste Recycling Fund Project Table	60% completed	50%	0%	Operations Swampy and Operation Lookout - camera infrastructure ordered however delayed due to COVID-19. How to Waste Videos on hold until second stage of new Council website is implemented. Waste Services Fleet Signage to be undertaken in Quarter 2. Dog poo bags ordered awaiting delivery. Waste Event Bin Monitors not proceeded due to cancellation of New Year Eve fireworks - monies to be spent on another project yet to be decided. Further investigation undertaken for purchasing of a cardboard baler. Quotations sought in this quarter. Development Application process for Household Bulky Waste Shed underway. GHD Pty Ltd engaged to assist with Development Application submission.	Waste Management Officer	Behind target 
2.4.2.4	Undertake scheduled waste management programs and workshops	Total tonnages diverted from landfill from programs undertaken Number of waste management workshops Number of annual waste management events undertaken	150 tonnes diverted pa 4 workshops held pa 3 events pa	16.22 tonnes 0 0	10%	COVID-19 restrictions resulted in many programs not being undertaken. This included Home Composting Workshops, Second Hand Saturday, Household Bulky Waste Drop Off and the Annual OK Organics Kiama compost giveaway. Community Recycling Centre was attended by 1,314 vehicles over this quarter with 16.22 tonnes of material waste collected Toxfree for recycling.	Waste Management Officer	Behind target 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
2.4.2.5	Process recyclables and organics	Resource Recovery target achieved as set by NSW Environment Protection Authority (EPA)	75% achieved pa	Achieved	25%	The annual report to EPA for the Council recycling to determine the percentage of recycling is completed annually and has recently been submitted for the 2019/20 financial year and the percentage was 75%.	Manager Waste Services	Progressing 
		Total tonnages of organics processed (including kerbside and drop off facility)	>5,000 tonnes pa	1,374 tonnes for first quarter				
		Total tonnages of recyclable processed (including kerbside and drop off)	3,000 tonnes pa	857 tonnes for first quarter				










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		50%	Road Assets renewal is ahead of schedule at Quarter 1 with 50% of the annual program completed. Completed projects include resurfacing on Armstrong Avenue, Boona Avenue, Camira Avenue, Fuller Street, Newing Circuit and Wyalla Road. Major works on Riverside Drive has commenced and will continue into Quarter 2.	Works Coordinator	Progressing 
		Percentage of renewal budget expended	100% expended					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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%	Not in this quarter	Works Coordinator	Progressing 
		Percentage of New Asset budget expended	100% expended					
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%	Maintenance of all roads, footpaths and cycleways have been completed. All Customer Requests have been actioned and rectified.	Maintenance Coordinator	Progressing 
		Completion of audit	100% completed	100%	25%	Audit completed. Plans for upgrades to facilities will be tabled to Access Committee for discussion as required.	Manager Design & Development	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, the plan for these facilities are tabled at Access Committee for comment with the feedback incorporated into the 4 year work program	Plans tabled at Access Committee for comment as required	100% completed	as required				
		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 time, within approved scope and budget and to agreed standard	100% completed within budget and to agreed standard		25%	Storm Water Levy funding is currently applied to the Barney Street Culvert renewal works	Asset Systems Officer	Progressing 																																	
		Percentage renewal budget expended	100% expended						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		25%	No current upgrade/ new asset installation/ construction within current Operational Plan.	Asset Systems Officer	Not in this quarter	Percentage of new asset budget expended	100% expended		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%	Five day target is being met.	Works Coordinator	Progressing 	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
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		25%	No current upgrade/ new asset installation/ construction within current Operational Plan.	Asset Systems Officer	Not in this quarter																																	
		Percentage of new asset budget expended	100% expended						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%	Five day target is being met.	Works Coordinator	Progressing 	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 						
2.5.2.3	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%	Five day target is being met.	Works Coordinator	Progressing 																																	
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 																																	


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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%	Although data is not available for this measure, a number of inspections were carried out in and around flood affected areas in Gerringong and Jamberoo to ensure storm water 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		25%	Gross Pollutant Traps are currently maintained to a level that ensures the assets are functioning effectively and waterway pollution is minimised.	Asset Systems Officer	Progressing 
		Annual schedule developed by 31/08/2020	100% completed					
2.5.2.8	Implement maintenance program for pit litter capturing devices	Annual schedule developed by 31/08/2020	100% completed		25%	All maintenance completed within the thresholds of the Customer Request Management system. Annual schedule development for maintenance is yet to be determined.	Works Coordinator	Progressing 
		Program completed on time and within budget	100% completed					

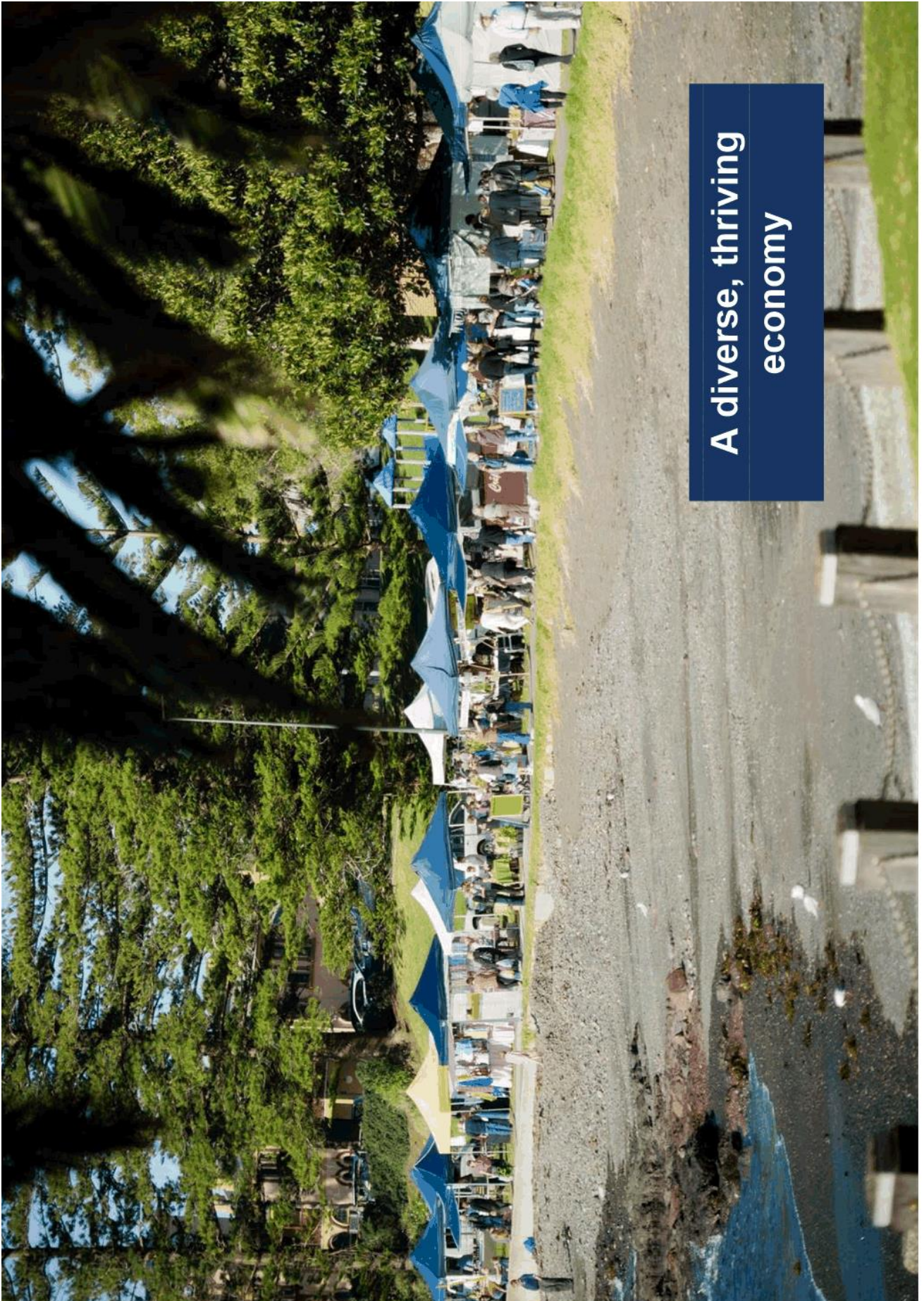
2.5.3. Manage community buildings through the Community Building Asset Management Plan

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 projects are on track in accordance with the work program. Projects completed or commenced in Quarter 1 include amenities blocks at Lloyd Rees Reserve, North Bombo, South Warri Mountain, Jamberoo Youth Hall refurbishment is scheduled to occur during Quarter 2.	Maintenance Coordinator	Progressing 
		Percentage of renewal budget expended	100% expended					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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 agreed standard	100% completed within budget and to agreed standard		25%	All community building works are on track for delivery to schedule. Works completed include the Jamberoo School of Arts Kitchen refurbishment with designs finalised for the Keith Irvine amenities at Jamberoo. Works on the new toilets at the Kiama Blowhole Visitor Information Centre commenced in Quarter 1, as did investigation work for the Jamberoo School of Arts drainage diversion works.	Asset Systems Officer	Progressing 
		Percentage of new asset budget expended	100% expended					
2.5.3.3	Implement maintenance program for community buildings	All required maintenance completed within 5 days	90% completed within 5 working days		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 to be replaced to improve accessibility and table at Access Committee for comment	Access Committee comments incorporated into 4 year work program	100% completed		25%	Not scheduled to commence this quarter	Asset Systems Officer	Not in this quarter

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 scope and budget and to agreed standard	100% completed within budget and to agreed standard		25%	All projects are tracking on schedule to the agreed program. Scopes of works have been developed and quotation requests completed for scheduled projects.	Asset Systems Officer	Progressing 
		Percentage of renewal budget expended	100% expended					
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		25%	No new other assets within current Operational Plan.	Asset Systems Officer	Not in this quarter
		Percentage of new asset budget expended	100% expended					
2.5.4.3	Implement maintenance program for other assets and infrastructure	All required maintenance completed within 5 days	90% completed within 5 working days		25%	All Customer Requests received in this period have been actioned or completed.	Manager Operations & Maintenance	Progressing 





**A diverse, thriving
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	15%	The Economic Development Committee met once during the quarter.	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	25%	Reviewing process for business Development Application lodgement, including liaison with local 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 completed and implemented	10 new business enquiries pa	2	25%	Continuing to liaise with Council's Manager Strategic planning around agribusiness opportunities, noting that there is currently high demand for rural weddings.	Economic Development Manager	Progressing 
3.1.2.2	Participate in review of Local Environmental Plan (LEP) to facilitate rural diversification	Number of new ventures entered into	10 new ventures pa		10%	Ongoing with two new enquiries in progress.	Economic Development Manager	Progressing 

3.1.3: Encourage business innovation, creativity and diversification opportunities

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.1.3.1	Conduct forums and programs that support Economic Development via the Kiama Small Business Forum	Number of forums and programs held supporting the Kiama Small Business Forum	6 forums/ programs supported pa	2	30%	During the period, two events were conducted. Commenced the next Gen digital business program, with eight local businesses receiving assistance from school students with their digital business presence.	Economic Development Manager	Progressing 
3.1.3.2	Work with local business networks to provide training and resource support to develop and promote Kiama as an outstanding accessible business community	Number of speaker presentations provided to local business networks	2 presentations held pa		0%	Activities are to be scheduled in Quarter 3.	Economic Development Manager	Not in this quarter
3.1.3.3	Develop and promote Kiamas economic and employment opportunities	Activities undertaken to promote opportunities	6 activities pa	1	10%	Council's Manager, Economic Development has been nominated to be on the Illawarra Shoalhaven employment taskforce.	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	1	10%	Information has been sent to businesses on available grant funding programs for water waste energy.	Economic Development Manager	Progressing 
3.1.3.5	Ensure suitable land is available for small scale service industrial uses and identify modest areas of land that is suitable in the short to medium term	Complete analysis of modest area/s of land that is suitable for small scale service industrial uses in the short to medium term by 31/12/2020	100% completed	10%	10%	Small areas of land identified as being suitable. Kiama Local Strategic Planning Statement (LSPS) 2020 supports rezoning of these sites. Rezoning would occur at owners discretion.	Manager Strategic Planning	Progressing 

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	Continual review to identify opportunities for procurement from social enterprise	100% completed		40%	Procurement processes and policy are under review to inform business requirements for process improvements through implementation of new TechnologyOne product.	Procurement Coordinator	Progressing 
		All major procurement considered for regional procurement via Illawarra Shoalhaven Joint Organisation (ISJO)	100% completed		Procurement non-compliance reporting is provided to MANEX monthly and is also under review to improve management reporting and follow up action. ISJO Panel contracts are utilised where available 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 for the quarter as per the charge report = \$1,832,918	25%	Income earned for the bookings/occupation for the first quarter is \$1,832,918, an increase of \$319,366 from the previous year.	Holiday Parks Coordinator	Progressing 






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 Marketing Plan for Holiday Parks	100% completed	Marketing Plan to be developed by the end of the year. Marketing activities focusing on social media presence and exposure of new branding.	25%	The main marketing focus for the first quarter has been the Holiday Parks social media presence, and exposure of the Parks rebranding. The engagement of Waples has seen an appealing mix of social media posts across all of the Parks significantly higher engagement and reach rate on Facebook and Instagram than the industry benchmark (Hotels and Resorts). The update of content and images on the Parks website is complete, with a project commenced to develop a new Kiama Coast Holiday Parks website. Currently recruiting a new role of Communications Assistant, to support Holiday Parks Marketing activities. New holiday park videos created, renewal of Kiama Chamber of Commerce membership and \$1,000 donated to each of the schools within the Municipality towards their music programs.	Holiday Parks Coordinator	Progressing 
3.3.1.3	Meet all legislative and accreditation requirements for Holiday Parks	Park Managers compliance with contract requirements	100% compliant	No contract compliance issues raised this quarter.	20%	National Accreditation is current and due for renewal in November 2020. All Holiday Parks are recognised COVID-19 Safe businesses with necessary restrictions and changes in protocols in place. Surf Beach Holiday Park Section 68 Licence to Operate approved, with all other applications currently under review.	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 implement 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		20%	The Holiday Parks team is currently assessing the list of works identified for completion of the new accessible cabin installed at Surf Beach Holiday Park. All bathroom and kitchen upgrades across the Parks has included the replacement of spindle/cross head taps with flick mixers. An accessible cabin and accessible ensuite are planned as part of the future redevelopment works at Werri Beach Holiday Park. All tapware upgrades are including flick mixers as opposed to spindle/cross head taps.	Holiday Parks Coordinator	Progressing 
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	100% completed on time and within budget	Working towards	20%	The redevelopment of Werri Beach Holiday Park is in planning phase with a Flood Risk Study currently being undertaken. Minor projects completed in the first quarter included replacement of cabin flooring, a bathroom, re-turfing of a number of sites and other landscaping works. Larger projects included the replacement of a Safari Tent at Seven Mile Beach Holiday Park and the upgrade of storm water to the amenities at Surf Beach Holiday Park. Maintenance works for the quarter included the internal painting of six cabins, external painting of two cabins, external painting of Werri Beach reception/residence and the Werri Beach northern amenities block.	Holiday Parks Coordinator	Progressing 
		Complete capital works and renewals program for Holiday Parks on time and within budget	100% completed on time and within budget	Some budgetary reallocations to be made in line with Work Health and Safety issues and altering priorities				
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	10%	10%	Work has commenced, with an NBN upgrade at Seven Mile Beach Holiday Park in progress. The fibre has been laid and awaiting on NBN to complete the request.	Manager Information Technology	Progressing 

3.3.2. Maximize the tourism economy through the promotion of the Kiama Municipality as a destination and the provision of product options and experiences for all visitors




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.1	Implement the Strategic Tourism and Events Plan	Provide industry development opportunities annually	>3 opportunities pa	1	10%	During this period a number of family and programs were undertaken. Visitor numbers are exceeding and period as last year. Spending for July 40% higher than the same period last year.	Economic Development Manager	Progressing 
		Overnight Visitor Expenditure (averaged) is maintained or increased	\$200M overnight visitor spend pa	1				
3.3.2.2	Deliver and promote a year round Events Strategy	Annual Destination Events Calendar is maintained	100% completed		20%	Continued promotion of events funding campaign. Even with COVID-19 demand for events in Kiama still solid. Plans for L'Étape continue. Event not until March 2021.	Economic Development Manager	Progressing 
		Annual Destination Events Funding Program is maintained and managed	100% completed					
3.3.2.3	Identify and prioritise tourism development opportunities	Tourism Opportunity Plan priorities are communicated and actioned by Council staff (internally) and external stakeholders	100% completed	10	10%	Two new tourism operators commenced in this period. Also reported to Council on Surf Club diversification process. This is ongoing.	Economic Development Manager	Progressing 
3.3.2.4	Grow community and tourism industry engagement	Conduct Tourism After Hours events	4 events held pa	1	20%	Held a photography for smartphone workshop which was well attended. Planning the next one for November 2020. One Tourism After Hours event held at Crooked River Winery.	Economic Development Manager	Progressing 
3.3.2.5	Market and promote visitation to Kiama	An annual destination marketing campaign is conducted	100% completed		10%	Ongoing campaign. Ramped up in Quarter 1.	Economic Development Manager	Progressing 
		Australian Tourism Data Warehouse listings for Kiama are increased	10% increase pa					

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
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		0%	Planning for Quarter 3.	Economic Development Manager	Not in this quarter
		Accessibility issues are included in presentations for tourism operators	100% completed					
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	25	25%	The Visitor Information Centre (VIC) closed to walk-ins from the end of March through to May 2020 due to the threat of COVID-19. During the time of closure, the VIC continued to service inquiries via telephone and email five days per week. This time was also spent servicing our local community and Destination Kiama partners; disseminating information regarding service offerings and opportunities. Since reopening we have had a decline in foot traffic however are seeing a marked increase as time moves on.	Visitor Services Coordinator	Progressing 
3.3.2.8	Implement upgraded network at the Visitor Information Centre	Upgraded network at the Visitor Information Centre completed on time and within budget	100% completed on time and within budget	10%	10%	Vendor has been engaged and options are being explored.	Manager Information Technology	Progressing 
3.3.2.9	Implement upgraded public Wi-Fi at the Visitor Information Centre	Upgrade of IT facilities for public Wi-Fi at the Visitor Information Centre completed on time and within budget	100% completed on time and within budget	10%	10%	Vendor has been engaged and options are being explored.	Manager Information Technology	Progressing 
3.3.2.10	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 publication pa		0%	Planning for Quarter 3.	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	Clarify event roles, responsibilities and resourcing for Major, Destination, Community and Civic events	Roles, responsibilities and resourcing defined and communicated by 31/08/2020	100% completed		50%	The new Sponsorship Policy includes changes to the events matrix to define event roles and responsibilities. These changes will be presented at the next Tourism Advisory Committee meeting. Roles, responsibilities and resources have been defined. Yet to be communicated	General Manager	Progressing 
3.3.2.12	Budgets developed and allocated to responsible officers for all event categories - Major, Destination, Community and Civic events	Budgets developed and allocated by 31/08/2020	100% completed		60%	Budget allocated by Council. Funding determined through adoption of Tourism Advisory Committee minutes.	Director Finance, Corporate & Commercial	Progressing 
3.3.2.13	Council's website events calendar displays Destination Kiama events by integrating Australia Tourism Data Warehouse (ATDW) Application Programming Interface	Council's website integrates Australia Tourism Data Warehouse (ATDW) Application Programming Interface by 31/08/2020	100% completed		25%	Custom Development initiated August 2020 and currently in development. OpenCites liaising direct with Australian Tourism Data Warehouse and Council.	Communications Officer 01	Progressing 
3.3.2.14	Pursue new Destination and Major Events for the Kiama Local Government Area (LGA)	Destination Events and Marketing for Events Toolkits developed and distributed to event organisers	100% completed		10%	Discussions are ongoing and look to have secured month long visit from the New Zealand Warriors. Massive opportunity for digital media campaigning.	Economic Development Manager	Progressing 
		Number of new events secured	>2 events pa	2				
3.3.2.15	Prepare a prospectus for Jerrara Dam outlining the principal investment opportunities as a means of testing the market	Prospectus finalised	100% completed		10%	Council has agreed to include funding for this project in the 2021-22 budget.	Economic Development Manager	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
3.3.2.16	Prospectus/guide to accommodation development opportunities developed as a means of promoting region-wide opportunities	Prospectus finalised and submissions opened	100% completed		10%	Ongoing. Sites being identified in liaison with Council's Manager Strategic Planning.	Economic Development Manager	Progressing 
3.3.2.17	Work with the State Government and Council's Property Team and Economic Development Manager 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/s	100% completed		70%	Kiama Harbour revitalisation plan draft to be released for public consultation by end of November 2020.	Economic Development Manager	Progressing 
3.3.2.18	Advocate for the redevelopment of Surf Life Saving Clubs as identified in the Tourism Opportunities Plan, including a South Coast high performance surf centre	All opportunities for advocacy of redevelopment of Surf Life Saving Clubs undertaken	100% completed		20%	Agreement at Council meeting to discuss the process with Manager Strategic Planning to enable Planning Proposal to proceed.	Economic Development Manager	Progressing 
3.3.2.19	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	25	0%	The Visitor Information Centre gallery space has had two exhibitions of local artists since reopening on 1 June 2020.	Visitor Services Coordinator	Progressing 

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	Six weddings booked Nil to report	25%	During COVID-19 conferences had come to a complete stop with the rescheduling of 23 weddings and 15 Conferences. Ongoing efforts have continued with engaging with clients to not cancel but to postpone which means that conferencing would continue and not be lost entirely. With restrictions easing in September 2020 conferences and weddings are returning to normal and enquiries are back on board and the enquiry rate is increasing day by day which is pleasing to see.	Event & Conference Marketing Coordinator	Progressing 
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% completed	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% completed	25%	Marketing plan is continuing to progress focusing on social media and additional signage being implemented. A consolidated approach to following up on all enquiries to convert business has been a sole focus with the enquiry rate being at a high level with restrictions easing slowly. Working within the Government guidelines and capacity numbers but increasingly smaller meetings are picking up by 30%.	Event & Conference Marketing Coordinator	Progressing 



**Responsible civic leadership
that is transparent, innovative
& accessible**

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

4.1: Council is financially sustainable

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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.1.1	Maintain financial sustainability	Council meets the seven 'Fit for the Future' financial health and sustainability ratios	7 benchmarks met		0%	This is not due until 30 June 2021. The financial statements for 2020 are not finalised but draft figures indicate we will not meet the Operating Performance Ratio. Council lost approximately \$3M during the COVID-19 shutdown contributing towards Council not meeting this ratio.	General Manager	Not in this quarter

4.1.2: Identify opportunities to diversify and maximise funding sources



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.2.1	Maximise return from commercial operations	Returns from commercial operations exceeds budget	95% of budget achieved		25%	Council performed above the three-month average of the Bank Bill Swap Rate of 0.09% with a return on the Investment Portfolio of 0.84% for the quarter.	Director Finance, Corporate & Commercial	Progressing 
4.1.2.2	Comply with all financial legislative requirements	All requirements met with designated dates	100% completed		25%	One out three Business Activity Statements (BAS) were lodged on time. The August and September data from Council's software system was unable to be produced due to software issues. Council lodged support calls with their provider to rectify the issue. The BAS returns have now been lodged with the Australian Taxation Office with no penalty.	Director Finance, Corporate & Commercial	Progressing 





Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.1.2.3	Maximise interest return from investments	Interest rates exceed benchmarks while meeting investment guidelines	>90 day Bank Bill Swap Rate (BBSR)		25%	Not achieved – commercial properties have been supported through the Council's COVID-19 Financial Relief Package based on the principles outlined in the National Cabinet Mandatory Code of Conduct SME (Small to Medium sized enterprises) Commercial Leasing Principles during COVID-19 which provided for rent waivers and deferrals.	Director Finance, Corporate & Commercial	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%	Council approved the 2020-21 Fees and Charges in June 2020. The Review of the 2021-22 Fees and Charges will commence in the Quarter 3.	Director Finance, Corporate & Commercial	Not in this quarter





4.2: Council embraces good governance and better practice strategies

4.2.1: Manage effective risk framework across council

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.1	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	All claims have been managed in accordance with Council protocols Program has commenced with business continuity, and transfer of Enterprise Risk Management program onto TechOne project commenced.	25%	Insurance program renewal documentation has been completed and sent to the Broker in preparation for 2020-21 program.	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 (WHS) program of works	Deliver planned program of works by 31/12/2021	100% completed	Planned projects completed within time frame	25%	Program of improvements to Council's WHS system continues with refinements to communication and reporting with the use of tablets, emergency management systems and provision of first aid as the focus. Contractor WHS management system is in place with regular updates on contractor requirements to ensure compliance. Hazard register and incident investigations complete with response actions up to date. All current incidents investigations and recommended actions complete. Council's Drug and Alcohol Protocol and Procedure for employees implemented during this Quarter with first rounds of employee testing complete.	Risk Management Officer - Work Health & Safety	Progressing 
		Monitor compliance with Council's contractor management framework	100% completed	Contractor WHS system operating well				
		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	Hazard and investigations up to date				
4.2.1.3	Review, coordinate and implement the Injury Management program of works	Monitor Council's due diligence in Work Health and Safety and ensure all significant incidents are investigated	100% completed	Incidents investigations and actions complete	25%	Commenced a review of Council's Return to Work Program. Continue to manage claims in line with best practice strategy and legislative requirements	Risk Management Officer - Injury Management	Progressing 
		Planned program of works delivered within agreed timeframe	100% completed	Commenced a review of Council's Return to Work Program				
		Claims managed in accordance with legislative requirements	100% compliant	Management of claims is in line with best practice strategy and legislative requirements				




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 (ERM)	100% completed	No reviews but working on system	25%	No reviews completed this quarter. Priority action has been project to transfer ERM framework onto TechOne. Work with different areas case by case as issues arise has continued as per normal response.	Risk Management Coordinator	Progressing 
4.2.1.5	Implement continuous improvement for risk management	Continuous Risk Improvement Program (CRIP) Audit actions implemented	100% completed	Four of the remaining nine actions have had good progress	25%	There has been focus on business continuity exercise and the new TechOne program will allow for robust monitoring implementation of the program and follow up of risk treatments identified.	Risk Management Coordinator	Progressing 
4.2.1.6	Enact corporate risk management strategies	Continuous Risk Improvement Program (CRIP) audit report recommendations implemented by 31/03/2021	90% implemented	16/24 items complete	75%	In Quarter 1 improvement to Council's ERM implementation monitoring and tracking of risk treatment processes are underway as we are preparing to move the ERM platform onto TechOne. Business continuity exercise also complete this quarter. Four of the nine outstanding items have had significant work activities this period.	General Manager	Progressing 
4.2.1.7	Oversee the ongoing operation and functioning of the Audit Risk and Improvement Committee	Audit Risk and Improvement Committee (ARIC) meets at least quarterly and reviews implementation of risk management strategies and actions	4 meetings held per quarter	Meeting held this quarter	25%	Recruitment documentation for Internal Auditor is being finalised and will commence advertising on 2 October 2020. ARIC committee meeting was held on 7 July 2020.	General Manager	Progressing 




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.8	Provide information and communication systems which meet business needs	IT equipment replacement plan developed and implemented by 31/12/2020	100% completed	80%	80%	Revisions to the equipment replacement plan are being finalised to incorporate Business Continuity Planning requirements and Service Level Agreements have been drafted and are under review.	Manager Information Technology	Progressing 
		Service Delivery for resolution of requests/incidents in accordance with Service Level Agreements (SLA)	90% Service Level Agreement met	80%				
		Service Delivery for response of requests/incidents in accordance with Service Level Agreements (SLA)	90% Service Level Agreement met	80%				
4.2.1.9	Develop and implement automated monitoring with the ability to record availability statistics for our network	Automated monitoring of the network is in place and availability statistics are recorded by 31/12/2020	100% completed	100%	100%	Automated monitoring of the network is in place and availability statistics are recorded.	Manager Information Technology	Completed 
4.2.1.10	Develop and implement an Information Technology Disaster Recovery (DR) Plan	Develop Disaster Recovery Plan and publish in TRIM and ProMapp by 31/12/2020	100% completed	85%	85%	Disaster Recovery Plan has been developed and is under review before being finalised.	Manager Information Technology	Progressing 
		Annual review of ICT (Information Technology) Strategic Plan	100% completed	70%	70%			
4.2.1.11	Annual review of ICT (Information Technology) Strategic Plan	Review and update of Plan is completed by 31/12/2020	100% completed	70%	70%	Review of ICT (Information Technology) Strategic Plan is progressing.	Manager Information Technology	Progressing 

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.1.12	Develop and implement an Information Technology Backup Plan	Develop Backup Plan and publish in TRIM and ProMapp by 31/12/2020	100% completed		80%	Information Technology Backup Plan has been developed and is under review before being finalised.	Manager Information Technology	Progressing 
4.2.1.13	Develop and implement internal Service Level Agreements (SLA) for IT services across Council functions	Internal Service Level Agreements (SLA) developed and implemented by 31/12/2020	100% completed	80%	80%	Service Level Agreements have been drafted and are under review.	Manager Information Technology	Progressing 


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

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.1	Develop, review and implement the Human Resource Management program of works	<p>Deliver a weekly payroll service, with 95% accuracy or above</p> <p>Annual planned program of work delivered within agreed timeframe</p> <p>Review and implement Council's Employee Improvement and Performance Review process by 08/07/2021</p>	<p>>95% accuracy</p> <p>100% completed</p> <p>100% completed</p>	<p>Achieved</p> <p>Progressing</p> <p>Not yet started</p>	25%	<p>Human Resources program of works progressing. Key achievements during this period include review and endorsement of the Higher Grade Pay, Work from Home, Position Description and Position Evaluation Protocols. Code of Meeting Practice for Consultative Committee also developed and endorsed.</p> <p>High load of grievances, complaints and investigations in the first quarter, many of which have been resolved. However, this has impacted the delivery of the planned program of works.</p>	Human Resources Officer	Progressing 



Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.2	Develop, review and implement the Organisational Development program of works	Develop and implement the Corporate Learning and Development Plan	100% completed	20%	25%	Actions severely hampered by COVID-19. Resources diverted to supporting organisational response to COVID-19 requirements and social distancing requirements. Development of Employee Engagement Survey has been the focus in readiness for implementation in Quarter 2.	Organisation Development Coordinator	
		Coordinate employee engagement opportunities	100% annual schedule completed	100%				
		Planned program of work delivered within agreed timeframe	100% completed	60%				
		Develop and implement the leadership development programs in consultation with MANEX	100% completed	50%				
4.2.2.3	Revise Councils recruitment practices to ensure that access and equity principles are actively and consistently implemented	Ongoing review of recruitment practices as appropriate	100% completed		25%	Continuous review and improvement underway. Currently investigating appropriate electronic document signing product for quicker workflows and improved record-keeping.	Human Resources Officer	
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	>6 newsletters pa		25%	August staff newsletter was a Reward and Recognition special edition. Introduced weekly Director key messages and COVID-19 weekly staff updates continued.	Communications Officer 03	

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.2.5	Optimise and enhance business efficiency through the use of the right technology	Provide information and communication systems which meet business needs	100% completed	100%	25%	Information and communication systems continue to be provided to Council staff which enable them to meet business needs. These include software, hardware and connectivity. This action is reported as 25% complete to indicate that it is the first quarter reporting.	Manager Information Technology	Progressing 
4.2.2.6	Review and implement Council's Salary Structure in line with the Human Resource Management program of works	Review and implement Council's Salary Structure	100% completed		55%	Salary System review continues to make progress with five of the eleven phases completed. Work completed in the first quarter includes completing salary data collection, survey job matching and development of position description revisit recourses including position description and position evaluation protocols. Work continues on phase 7 - position description revisit and phase 8 - Position Alignment & Comparative Analysis.	Human Resources Project Officer	Progressing 
4.2.2.7	Review and implement Council's Reward and Recognition process in line with the Human Resource Management program of works	Implement Council's Reward and Recognition process	100% completed	100%	100%	Mid-year function held in August 2020 in abridged form due to COVID-19 social distancing requirements. Review and evaluation of feedback discussed with MANEX August 2020. Proposed changes to be discussed with MANEX November 2020.	Organisation Development Coordinator	Completed 



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


Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.3.1	Initiate and support collaboration through Illawarra Shoalhaven Joint Organisation (ISJO) to advance Council and regional strategic objectives	New joint activities and procedures established for mutual benefit of ISJO stakeholders	>4 new joint activities or procedures pa	Resource Sharing Strategy endorsed	25%	Finalisation of the Illawarra Shoalhaven City Deal Prospectus. ISJO announced as Winner of Division C and Overall Category Winner of the LGNSW Excellence in Environment Awards 2020 - Community Waste Services award.	General Manager	Progressing 

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




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.4.1	Initiate and support partnerships at regional level to advance Councils strategic objectives	All approved partnerships are implemented	100% completed		25%	Weekly meetings with General Managers. Quarterly meetings with State Government Coordination Group.	General Manager	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		25%	Ongoing meetings held with Department Regional NSW, Department of Planning and Office of Local Government. Involvement/Advocacy with Department of Planning regarding Development of Illawarra Shoalhaven Regional Plan.	General Manager	Progressing 




4.2.5: Manage a clear framework of strategic corporate planning, policies and protocols




Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.2.5.1	Provide timely, comprehensive advice on proposed corporate policy and legislative change	Develop Corporate Delegations Register and maintain as required	100% completed	25%	25%	Work is progressing slowly on the transition to the Pulse software for Delegations and Policy Registers. This is largely due to the need to complete more urgent governance tasks and staff leave. All existing policies have been updated to the new template by re-deployed staff during the COVID-19 lockdown period.	Corporate Planner/Public Officer	Progressing 
		All required policy changes completed and reported	100% completed	100%				
4.2.5.2	Maintain legislated corporate reporting requirements including Public Interest Disclosures, Government Information (Public Access) Act, Complaints Register, Publication Guide and Code of Conduct	Research and develop a Corporate Legislative Compliance Register	100% completed	25%	25%	All legislated reporting has been completed within legislated timeframes.	Corporate Planner/Public Officer	Progressing 
		All legislative reporting is submitted by due dates	100% compliant	100%				




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	<p>All required Integrated Planning and Reporting quarterly, six-monthly and yearly reporting is completed to meet legislative requirements</p> <p>Undertake a comprehensive service review to ensure alignment with Community Strategic Plan</p> <p>Develop a suite of Community Indicators to enable Council to measure how effectively we are working towards the objectives of the Community Strategic Plan</p> <p>Develop and facilitate community engagement activities to develop Kiama's Community Strategic Plan 2021-31 by 28/02/2021</p> <p>Coordinate all required Integrated Planning documents for Council. Including Community Strategic Plan, Delivery Program, Operational Plan and Resourcing Plans</p>	<p>100% compliant</p> <p>100% completed</p> <p>100% completed</p> <p>100% completed</p> <p>100% completed</p>	<p>100%</p> <p>Not yet commenced</p> <p>Not yet commenced</p> <p>Not yet commenced</p> <p>100%</p>	25%	All legislated Integrated Planning and Reporting requirements has been completed within required timeframe. Work has been progressing on the transition to the TechnologyOne Integrated Planning and Reporting module, with an anticipated go live date of 27 November 2020.	Corporate Planner/Public 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	Councils website is available and meets legal requirements, industry and accessibility standards and facilitates effective engagement for community and staff	Increase in community engagement activity	20% increase pa		25%	New website launched on time and to budget 1 July 2020.	Communications Officer 01	Progressing 
		Website is available	99% available	100% available				
		Quarterly reviews of content completed	100% completed	100% completed				
		Effective engagement and usability achieved for Council's website resulting in a reduction of enquiries to Customer Services	30% reduction					
4.3.1.2	Provide plain English, easy read and low vision readability versions of Councils communications material	Effective and tailored training provided to staff for Web Administrator and Content Publisher roles	4 training sessions pa				Communications Officer 03	Progressing 
		Identify key material for review by 1/12/2020	100% completed		25%	Local Strategic Planning Statements completed. Publications and signage continue to be submitted and corrected where necessary to ensure readability and branding.		
4.3.1.3	Coordination of Council information on a regular basis through a range of media	Public notices and regular notifications placed in local newspapers	20 notices pa	5	25%	On track with 25% of output for year achieved.	Communications Officer 02	Progressing 
		Community newsletter printed and distributed to ratepayers (hard copy) each quarter	4 newsletter editions pa	2				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.4	Distribute Council information in a timely manner through a range of media	Kimunico email newsletter distributed weekly	50 newsletter editions pa	Has been distributed each Friday so far this year	25%	On track for all indicators.	Communications Officer 02	Progressing 
		Ensure social media sites are used in line with Social Media Protocol and Style Guide	100% completed	On track				
		Progress integration of all Council's email newsletters	50 newsletter editions pa	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				
4.3.1.5	Facilitate effective engagement with the community	Review of Community Engagement Strategy	100% completed	Progressing	25%	Progress has been made to address integration of community engagement into other communications operational matters.	Communications Officer 02	Progressing 
		Community Engagement Strategy is implemented	100% completed	Progressing				
4.3.1.6	Live broadcast of Council meetings and public access meetings	Council meeting recordings are available online within 2 working days following the meeting	90% availability within 2 business days	100%	25%	Council meeting and public access are broadcast live and recordings are available online within two working days following the meeting. This item is marked at 25% to indicate that reporting covers the first quarter.	Manager Information Technology	Progressing 
		Availability of Live broadcast of Council meetings and public access	90% availability of live broadcast	100%				

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.7	Councils intranet is coordinated and managed to provide business efficiencies for staff and is reviewed for improved access and engagement	Effective engagement and usability achieved for Council's intranet	30% increase in user access	30.7% increase	25%	Increased internal communications is driving the 30% increase in traffic to the site.	Communications Officer 01	Progressing 
		Redevelopment of Councils Intranet to achieve value for money and business efficiencies	100% completed					
4.3.1.8	Coordinate Councils media liaison and provide timely information to the community	Media releases and statements comply with Councils Communications Protocol	100% compliant	100%	25%	Media liaison has continued to occur. Further monitoring and a more proactive approach is being developed to ensure that Council is on the front foot and providing information to media outlets in a timely manner.	Communications Officer 02	Progressing 
4.3.1.9	Promote availability of accessible Council information and events	Accessible Council information and events are promoted	100% completed	25%	25%	Continue to promote information and events, including dementia friendly online meetings, despite reduction in overall events due to COVID-19.	Communications Officer 02	Progressing 
4.3.1.10	Councils events and consultation procedures revised to ensure suitable transport, access facilities and services are included	Ensure disability inclusion is considered for all events managed by the Destination Klama team	100% completed		0%	To be reviewed in third quarter.	Economic Development Manager	Not in this quarter

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.11	Develop and implement an overarching Communications Strategy that informs all of Council and its sub brands communication activities	Develop Overarching Communications Strategy by 31/12/2020	100% completed		25%	Preliminary work on the communication strategy has been commenced. Further work will occur in the Quarter 3 including internal consultation.	Communications Officer 03	Progressing 
		Implement Overarching Communications Strategy by 31/12/2020	100% completed					
4.3.1.12	Undertake a Brand review and develop corresponding style guides for all of Council and its sub brands	Brand review to be completed	100% completed		75%	An audit of brand has been undertaken. Further discussions with Councillors regarding options for the future brand and possible implementation has occurred. A Brand Hierarchy has been developed to clearly outline which brand falls within the master brand and which entities are considered separate brand identities.	Communications Officer 03	Progressing 
		Style Guides to be developed	100% completed					
4.3.1.13	Promotion of Council information and events	Council information and events are promoted in line with Community Engagement Strategy	100% compliant	On track	25%	Continues despite reduction of events due to COVID-19.	Communications Officer 02	Progressing 
		Fortnightly community news available via local print media	100% completed	All Bugle adverts placed and printed		This includes updating community on delays and cancellations, as well as COVID-19 safety measures for those events going ahead.		

Action Code	Action Name	Performance Measure	Target	Actual	Progress	Comments	Responsible Officer Position	Status
4.3.1.14	Development and implementation of a Customer Response Commitment	Complete and implement a Customer Response Commitment to ensure high quality customer service is provided in a timely, efficient, effective and consistent manner	100% completed		25%	The Customer Response Commitment is being developed. This is being developed in conjunction with a Customer Experience Strategy. This work includes a review of processes within Customer Service to understand the customer journey and experience with Council.	Director Environmental Services	Progressing 
4.3.1.15	Create an Event section on Council's website to house information and instructions for event organisers in one central location	Create an Event section on Councils website to provide accurate information for community event organisers to understand how to organise an event. Information to be maintained by Web Publishers in a timely manner and which reflects Kiama Event's Group (KEG) outcomes completed by 30/09/2020	100% completed	25%	25%	The Final Event Toolkit is expected to be completed early in Quarter 2, for adding to event section of the website. This information is being built to enable ease of use online and for the customer.	Communications Officer 01	Progressing 
		Create an Event section on Councils website to provide accurate information for community event organisers to understand how to organise an event. Information to be maintained by Web Publishers in a timely manner and which reflects Kiama Event's Group (KEG) outcomes completed by 30/09/2020	100% completed	25%				

11.6 Request for in-kind donation and sponsorship: Australia Day 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 11.6

Summary

This report seeks Council's consideration of in-kind support and sponsorship to those Community Groups hosting Australia Day 2021 breakfasts in each of our townships, Kiama, Kiama Downs, Jamberoo and Gerringong.

Finance

Not-for-profit organisations, Gerringong Lions Club, Kiama Downs Surf Club, Kiama Rotary, and Jamberoo Red Cross are not required to pay hire fees for Council reserves however other costs for the breakfast events include: waste services \$210.60; Road Occupation \$190; advertising for Road Occupation up to \$250; and Native Title \$50 per reserve. In addition to in-kind support, Council also provides sponsorship of \$1,000 per community group.

Fees are to be funded from Council's Community Contributions & Donations (events/festivals) fund.

Policy

Not applicable

Consultation (Internal)

Waste Services

Engineering & Works – Manager Design and Development

Property Team

Australia Day Committee

Communication/Community Engagement

The breakfast events are an integral part of the Municipality's Australia Day celebrations. Council promotes the event through normal media and social media channels.

Attachments

Nil

Enclosures

Nil

Report of the General Manager

11.6 Request for in-kind donation and sponsorship: Australia Day 2021 (cont)

RECOMMENDATION

That Council provide in-kind support for the provision of waste services, road occupation including advertising, native title (if applicable) and sponsorship of \$1,000 to Gerringong Lions Club, Kiama Downs Surf Club, Kiama Rotary and Jamberoo Red Cross for the Australia Day 2021 breakfasts should they be able to proceed under public health orders. Further, that the community groups be advised Council would appreciate appropriate recognition of Council's support of the event on behalf of the community.

BACKGROUND

At its recent meeting, the Australia Day Committee discussed the provision of sponsorship and in-kind donations provided by Council to those community groups which host Australia Day breakfasts in the townships of Kiama, Kiama Downs, Jamberoo and Gerringong.

As in previous years, it is requested that Council consider in-kind support for the provision of waste services, road occupation including advertising, native title (if applicable) and sponsorship of \$1,000 to Gerringong Lions Club, Kiama Downs Surf Club, Kiama Rotary and Jamberoo Red Cross.

Council appreciates the hard work put in by each of the groups. We hope that COVID restrictions have eased by then and these important community events are able to proceed.

11.7 Reimbursement: Development modification application 10.2018.279.2

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 11.7

Summary

Council has received a request from the Kiama Power Australian Football Club to reimburse the development modification application fees and Section 711 contributions for DA 10.2018.279.2.

Finance

Development modification application fees of \$1,186.00 were required to be paid upon lodgement of this modification application together with contribution fees of \$7,647.54. Any refund would come from the Community Donations budget.

Policy

Community Donations Policy

Fees and Charges Schedule

Consultation (Internal)

Development Assessment Team

Communication/Community Engagement

The Kiama Power Australian Football Club would be requested to appropriately acknowledge Council's contribution.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council reimburse the development modification application fees of \$1,186.00 for DA 10.2018.279.2 to the member of the Kiama Power Australian Football Club who paid these lodgement fees.

BACKGROUND

Development application No 10.2018.279.2 for alterations and additions to the existing amenities building at 17 Girrawheen Avenue, Kiama was lodged by the Kiama Power Australian Football Club on 2 September 2020.

Report of the General Manager

11.7 Reimbursement: Development modification application 10.2018.279.2 (cont)

To progress the matter and enable lodgement of this modification application the fees of \$1,186 and the Section 711 Contribution fees of \$7,647.54 were paid by a Club member. Kiama Power have requested a reimbursement of these fees back to the Club member.

It is suggested, in this instance, that a refund of the modification application fees of \$1,186 would be appropriate.

The Section 7.11 contribution fees are required to be paid under Council's existing S7.11 Policy and in accordance with the conditions of the development consent. They cannot in effect be refunded, as it has to be shown that this condition has been complied with in accordance with the consent issued. Council could provide a one-off donation to the club for this amount however it could not be processed as a "refund" of these fees within the system.

Item 11.7

12 REPORT OF THE DIRECTOR ENVIRONMENTAL SERVICES

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages

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 10.2019.185.1 which involves the construction of an Eco-tourist facility (Cicada Luxury Camping) with 4 tents, secondary dwelling (managers residence), new access, signage and 5 space car park to be constructed in the following stages:

Stage 1: New access, signage, 4 tent sites and associated ancillary work including bushfire refuge, bathroom and kitchenette; and

Stage 2: Secondary dwelling/managers residence

The report recommends that Council approve Development Application No 10.2019.185.1 as the proposal is:

- Permissible in the RU2 Rural Landscape zone and complies with the zone objectives and is consistent with the relevant development standards contained in Kiama LEP; and
- Generally consistent with Kiama DCP 2012, with the exception of the controls under Chapter 6, C21 requiring only a single access road to be connected to a public road.

Requests to vary this DCP controls have been received.

Finance

N/A

Policy

N/A

Consultation (Internal)

Please refer to the "Internal Referrals" section in this report.

Communication/Community Engagement

Required: Yes (newspaper advertisement, and letter notification).

Notification Period: 14 days from 5/11/2019 to 19/11/2019.

Submissions: 3 submissions.

Report of the Director Environmental Services

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

Notification Period: 14 days from 2/9/2020 to 15/9/2020.

Submissions: 1 submission.

Reason for the Report

This report is submitted to Council because only the elected Council can determine Development Applications involving more than a minor variation to Kiama Development Control Plan requirements.

Attachments

1 10.2018.185.1 - Plans [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council approve Development Application No 10.2019.185.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to conditions at the end of this report.

BACKGROUND

Development Site

The property is described as Lot 1 DP 610751 which is located at 38 Long Brush Road, Jerrara.

The overall site measures 23.34ha and is rectangular in shape. The site currently contains a combination of Class 1 and 10 buildings and is bounded by rural land containing principally pastures.

The site is split zoned RU2 Rural Landscape, E2 Environmental Conservation and E3 Environmental Management under Kiama LEP 2011.

The site is largely cleared with pockets of vegetation, some of which is remnant native vegetation. The site slopes moderately from the ridge that traverse the subject site and has a natural watercourse starting on the southern boundary and exiting along the western boundary of the property to the adjoining land.

The existing access to the property is gained from Long Brush Road. The property also has frontage to Jerrara Road but there is no existing formal access point.

The site is serviced by water, electricity, and telecommunications.

The site is subject to the following constraints:

- Bushfire affectation.

Report of the Director Environmental Services

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

- Areas mapped in Kiama LEP 2011 as terrestrial biodiversity, riparian land and watercourses.

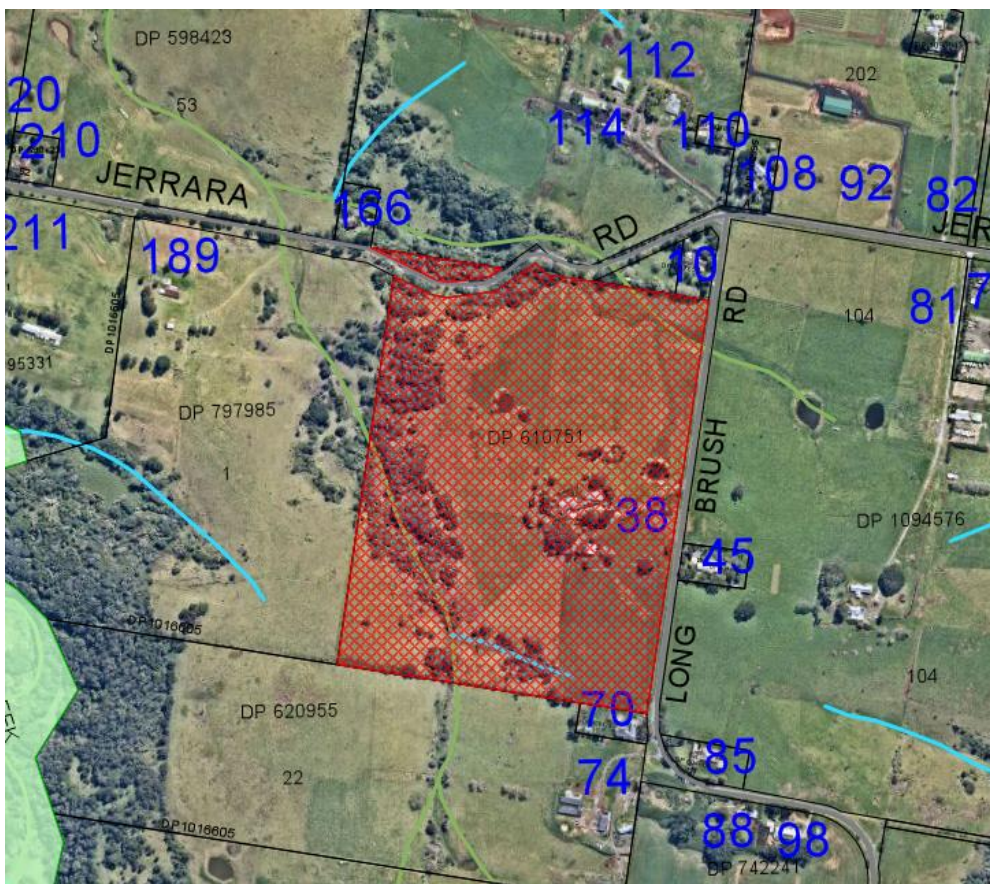


Figure 1 – Locality Plan

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Report of the Director Environmental Services

- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager’s residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)



Figure 2 – Site Photograph – View of Approximate Tent Location ‘Green Grocer’ (Centre Frame) from the BRAB



Figure 3 – Site Photograph – View of Approximate Tent Location ‘Golden Emperor’ (Centre Frame) from the BRAB

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Report of the Director Environmental Services

- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

Description of the Proposed Development

Eco tourist facility (cicada luxury camping) with 4 tents, secondary dwelling (managers residence), new access, bushfire refuge, signage and 5 space car park to be constructed in the following stages:

- Stage 1: new access, signage, 4 tent sites and associated ancillary work including bushfire refuge, bathroom and kitchenette; and
- Stage 2: secondary dwelling/managers residence.

Eco-Tourism Facility

Cicada's accommodation will consist of four canvas bell tents, which are approximately 6m in diameter, with 3m x 4m timber decks at the entrance.

Inside, the floors will be lined with rugs and soft furnishings, fitted out with a king size bed (formed by 2 single beds for easy reconfiguration), a small lounge, a shelving/storage unit and separate storage for cookware.

The self-catered accommodation inclusions will be:

- Bed linen and towels;
- Pots, pans, plates, bowls, glasses, mugs, cutlery and cooking utensils;
- Tea, coffee and basic cooking condiments;
- Natural soaps and shampoos;
- Potable water dispenser.

The tents will also be provided with a solar-powered esky, and additional potable water will be provided via a garden tap outside each tent.

The decks will be furnished with a shade umbrella and a small table with 2 chairs.

A small, intimate fire pit with bench seating for up to 4 people will be provided for each tent, with firewood provided as a convenience and cost-saving for guests. Grills, hot plates and utensils will be provided for guests to cook using the open contained fires.

Bushfire Refuge and Accessible Bathroom (BRAB) Facility

The Bushfire Refuge and Accessible Bathroom facility (BRAB) will sit centrally within the eco-tourist facility, connected with an accessible pathway to the accessible tent. It will include:

1. Bushfire refuge;
2. An accessible bathroom;
3. A kitchenette;
4. An open/undercover alfresco area;
5. A 4m x 2.4m managers' storage room;

Report of the Director Environmental Services

- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)
-

The BRAB structure will be used to harvest rainwater with a 20,000 litre tank (plus connected to town water for backup), and a small solar system with batteries to power lighting throughout the facility.

In keeping with the rural landscape, the design will mimic the manager's shed-like residence on a much smaller scale at just 4m x 14m.

Secondary Dwelling/Manager's Residence

The secondary dwelling – the manager's residence (part of Stage 2) will be lived in by the proprietors of the eco-tourism facility.

The dwelling will be clustered appropriately (as per the DCP) with the existing primary residence and the eco-tourism facilities, which will enable the managers to effectively observe and conduct the operation.

In keeping with the rural landscape, a modest shed-like structure has been proposed for the residence; single story, 4 bedrooms, 1.5 bathrooms and 160m² internally, clad in dark Colourbond to help blend into the landscape.

The details of the dwelling is as follows:

Secondary Dwelling - 160m² GFA

Ground Floor

- Open plan kitchen, dining, living;
 - Four Bedroom (Bed 1 with WIR);
 - Laundry;
 - Carport;
 - Pergola off main dining area.
- The proposal is shown in Figures 4, 5, 6, 7, 8, 9, and 10 below:

Report of the Director Environmental Services

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)



Figure 4 – Partial Site Plan

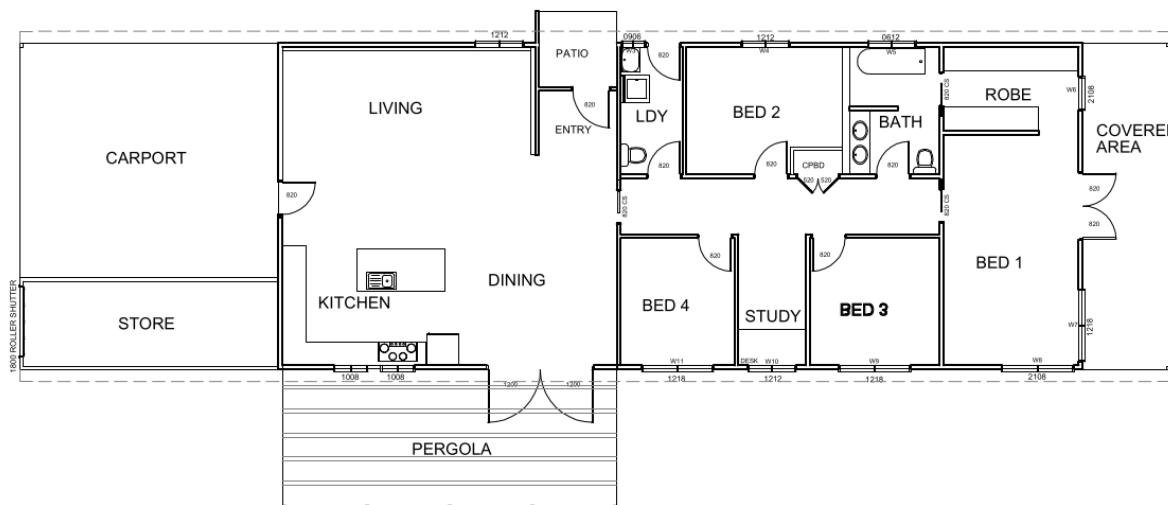


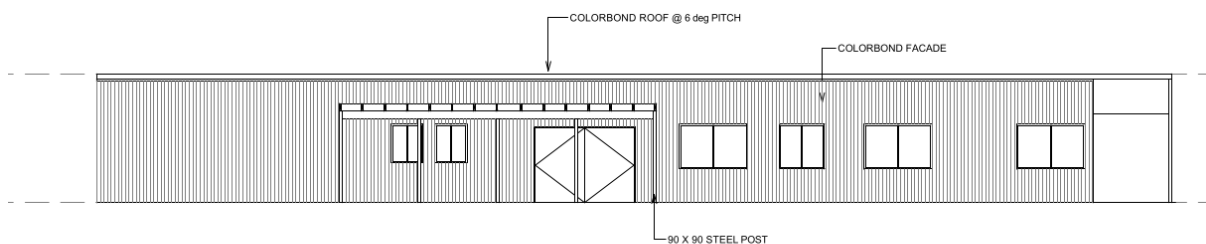
Figure 5 – Secondary Dwelling Ground Floor Plan

Item 12.1

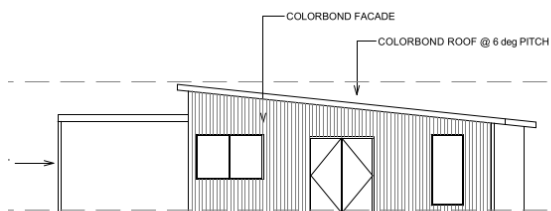
Report of the Director Environmental Services

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

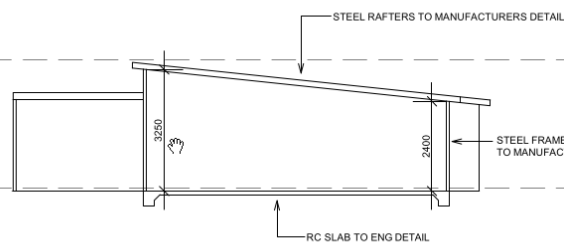
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NORTH ELEVATION



WEST ELEVATION



SECTION A/A

Figure 6 – Northern and Southern Eastern of Secondary Dwelling

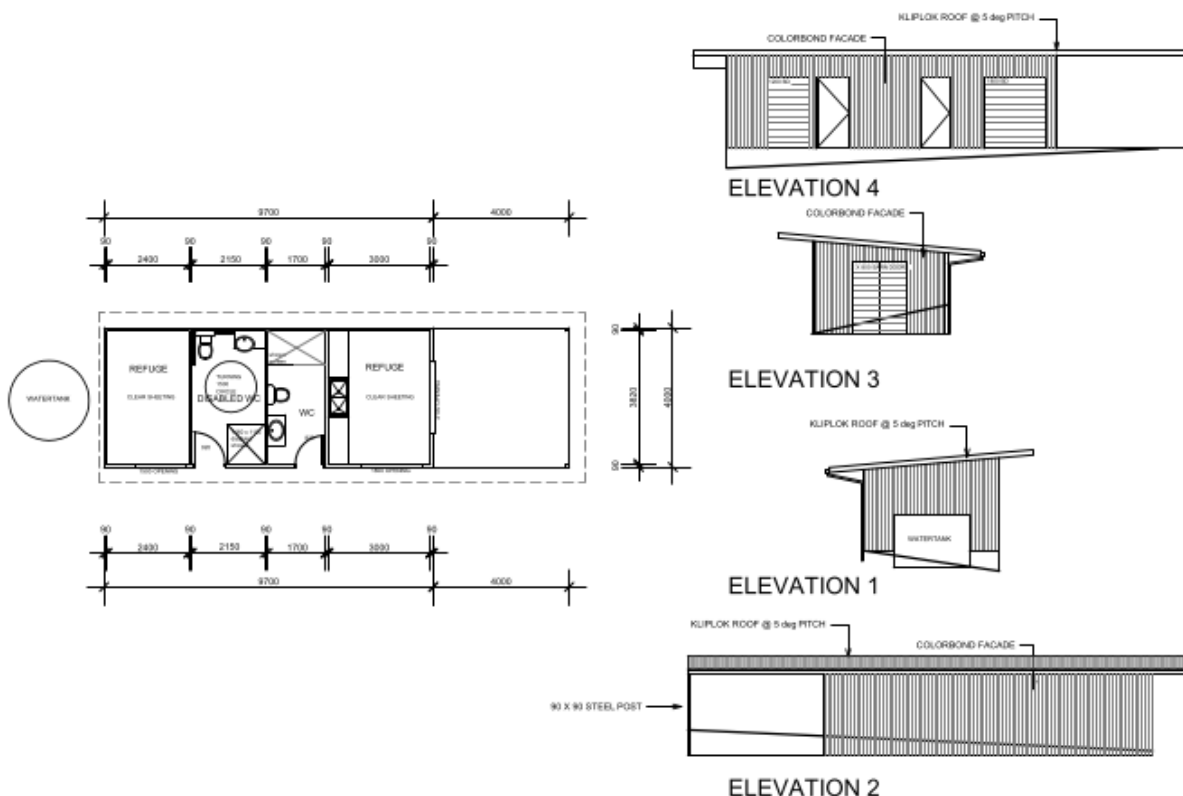


Figure 7 – BRAB Ground Floor Plan and Elevations

Report of the Director Environmental Services

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

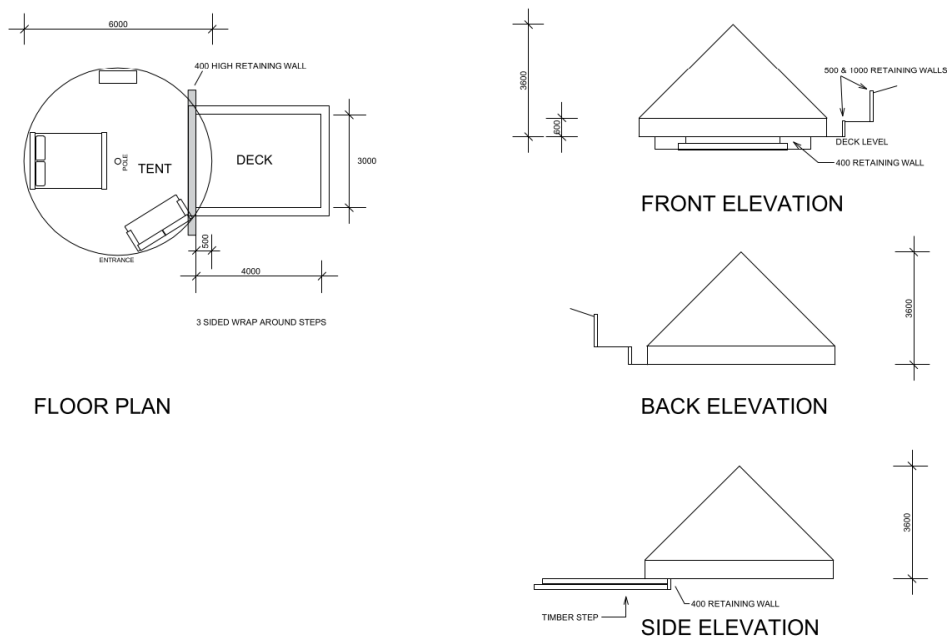
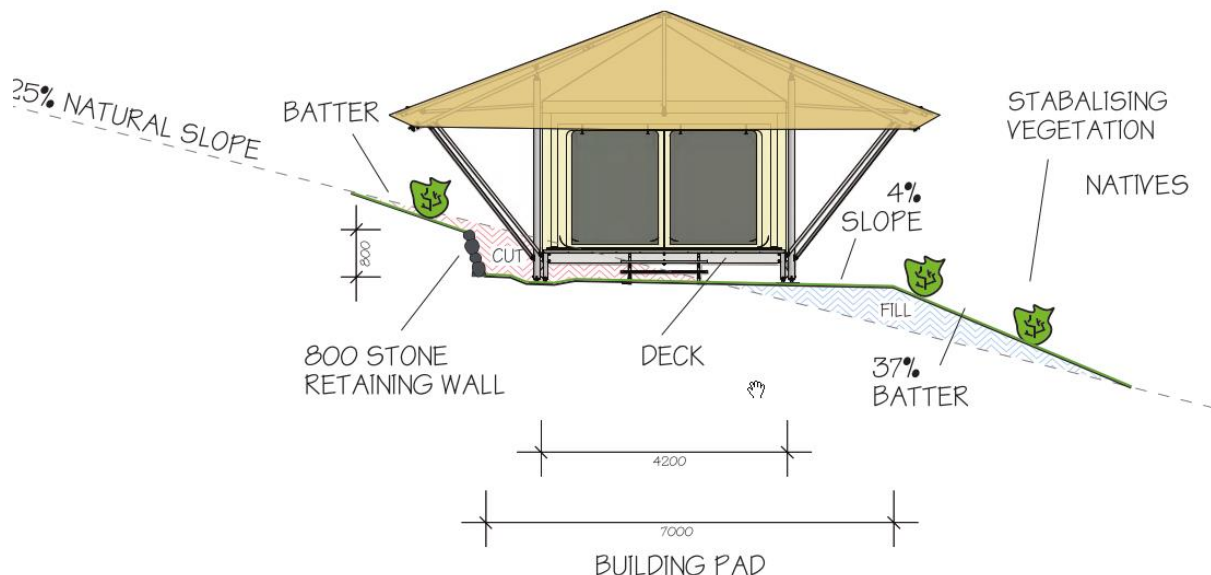


Figure 8 – Blue Moon and Green Grocer Tent

BLACK PRINCE SAFARI TENT (#5)



NORTH / FRONT ELEVATION

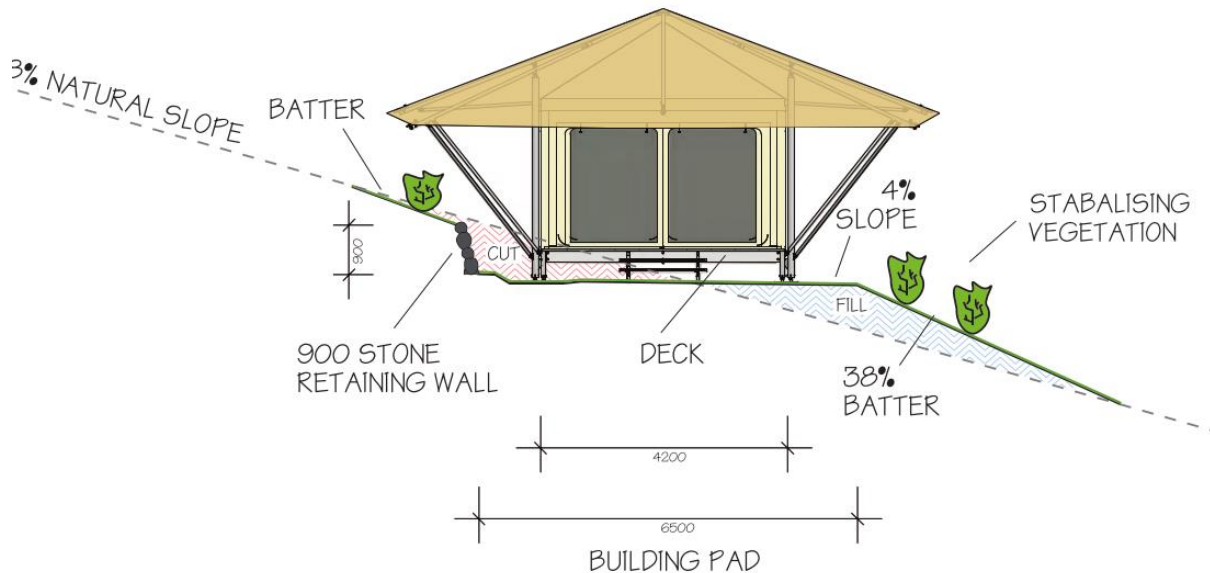
Figure 9 – North Elevation of Black Prince Tent

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Report of the Director Environmental Services

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

GOLDEN EMPEROR SAFARI TENT (#6)



NORTH / FRONT ELEVATION

Figure 10 – North Elevation of Golden Emperor Tent

Section 4.15 Assessment

The proposed development has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979 (as amended) and the following matters are considered relevant.

Relevant Environmental Planning Instruments

- State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004
A BASIX Certificate (1044997S) was lodged for the new dwellings with the application which demonstrates that each dwelling has been designed in accordance with BASIX.
- State Environmental Planning Policy No 55 - Remediation of Land

Clause 7 of the SEPP No 55 requires Council to consider whether the land is contaminated and if it is contaminated if remediation works are required. Council is unaware of any historic land use which would deem the site unsuitable for the proposed development, therefore the land is considered to be suitable for the proposed use.

Clause 10 of the SEPP (Rural Lands) requires Council to consider the following matters when considering a proposal for the erection of dwelling in a rural zone, a rural residential zone or an environment protection zone:

- (a) the existing uses and approved uses of land in the vicinity of the development,

Report of the Director Environmental Services

12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

-
- (b) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,
 - (c) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),
 - (d) if the land is not situated within a rural residential zone, whether or not the development is likely to be incompatible with a use on land within an adjoining rural residential zone,
 - (e) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c) or (d).

There is no information to hand that would indicate that the subject site is not suitable for the proposed land uses or that any remediation works are required to be undertaken.

- State Environmental Planning Policy (Rural Lands) 2008

Clause 10 of the SEPP (Rural Lands) requires Council to consider the following matters when considering a proposal for the erection of dwelling in a rural zone, a rural residential zone or an environment protection zone:

- (f) the existing uses and approved uses of land in the vicinity of the development,
- (g) whether or not the development is likely to have a significant impact on land uses that, in the opinion of the consent authority, are likely to be preferred and the predominant land uses in the vicinity of the development,
- (h) whether or not the development is likely to be incompatible with a use referred to in paragraph (a) or (b),
- (i) if the land is not situated within a rural residential zone, whether or not the development is likely to be incompatible with a use on land within an adjoining rural residential zone,
- (j) any measures proposed by the applicant to avoid or minimise any incompatibility referred to in paragraph (c) or (d).

The proposed secondary dwelling will not significantly impact on the existing uses of the land in the vicinity of the development. The proposed secondary dwelling will not be incompatible with the existing uses of the land in the vicinity of the development.

- 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 an *Eco Tourism Facility and Secondary Dwelling* under the provisions of the LEP 2011, which are permitted with consent in 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.

Report of the Director Environmental Services

- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)
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The respective zone objectives of the RU2 Rural Landscape 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.

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 secondary dwelling has placed consideration on how the development would interrelate with scenic rural landscape.

This is exhibited in the form of the dwelling being single storey and modest in scale, that is supplemented by a recessive earthy tone colour schedule, and extensive landscaping which will blend the dwelling 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 4.2A Erection of dwelling houses on land in certain rural and environmental protection zones.

Clause 4.2A permitted a dwelling house to be erected on a RU1, RU2 and E3 zoned lot subject to the lot complying with the Lot Size Map. The site is listed with a minimum resulting lot size of 40ha m² on the lot size map.

The subject lot has an area of 23.34 ha.

However, as the subject site already contains a principal dwelling the minimum lot size requirement to erect a dwelling in the identified rural lands does not apply. This requirement has been satisfactorily addressed.

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.

Report of the Director Environmental Services

- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)
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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.

Clause 4.3 requires that the height of the building does not exceed the maximum height shown on the Height of Buildings Map.

The Floor Space Ratio map does not identify a maximum floor space ratio and as such complies with this provision.

Clause 5.4 (9) – Secondary dwellings

Clause 5.4 lists requirements for miscellaneous permissible uses, including secondary dwellings.

The total floor area of a secondary dwelling is not to exceed 60m² or 100% the floor area of the principal dwelling.

The proposed secondary dwelling will have a floor area of 160m² while the principal dwelling will have a floor area of approximately 330m².

In this regard, the proposed development complies with Clause 5.4.

Clause 5.13 – Eco-tourist Facilities

Clause 5.13 lists considerations for proposals which involve eco-tourist facilities. The objectives of Cl. 5.13 are as follows:

- (a) *to maintain the environmental and cultural values of land on which development for the purposes of eco-tourist facilities is carried out,*
- (b) *to provide 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.*

Assessing Officer's Comment

The applicant has put forward that the end users of the eco-tourism facility will enjoy the opportunity for an educational experience in theory and practice.

With a strong focus on sustainable living through Cicada's development and operational practices such as being off-grid and low impact in terms of zero clearing (development), and in terms of a low carbon footprint holiday option (operational).

Guests can also learn about the history and ecological significance of the area through information provided and can contribute in a meaningful way by getting hands-on with our Subtropical Rainforest Regeneration Programs.

Further, the vegetation management plan provided with the application details that the objective of the eco-tourism facility is to rejuvenate the rainforest on the property to

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improve the biogenetics of the local ecology, for the benefit of the community, our guests and for future generations to enjoy.

This requirement has been satisfactorily addressed.

- (b) *the development will be located, constructed, managed and maintained so as to minimise any impact on, and to conserve, the natural environment.*

Assessing Officer Comment:

The supporting Flora & Fauna Assessment 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 and the Managers' Residence (secondary dwelling) both which require zero clearing.

- (c) *the development will enhance an appreciation of the environmental and cultural values of the site or area.*

Assessing Officer's Comment

Cicada will provide environmental education on the surrounding fauna and flora, and recreational opportunities, which include:

- Guest participation in subtropical rainforest regeneration programs;
- Bushwalks;
- Picnic/relaxation zones to appreciate the surrounds and valley views;
- Educational information booklets in tents, including;
- The importance and history of the Illawarra Subtropical Rainforest;
- The biodiversity of the area;
- The importance of conservation and regeneration;
- The heritage of the area;
- Sustainable living and the benefits of low carbon footprint choices;
- Educational information on signage throughout the facility;
- Birdwatching.

In this regard, the proposal will enhance an appreciation on the natural and local cultural environment through informative processes and via the enjoyment of the scenic rural landscape.

This requirement has been satisfactorily addressed.

- (d) *the development will promote positive environmental outcomes and any impact on watercourses, soil quality, heritage and native flora and fauna will be minimal.*

Assessing Officer's Comment

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As per the consideration of Cl. 5.13(3) (a), the eco-tourism facility will promote positive environmental outcomes through our Subtropical Rainforest Regeneration Programs, and the educational experience promoting conservation and sustainability.

The Flora and Fauna Assessment prepared by Ecoplanning dated the 11 October 2019, and siting of the development, all associated impact of the development are minimal.

The Vegetation Management Plan attached outlines our 3-year commitment and KPI's concerning weed management and ensuring ongoing protection and enhancement of the natural environment.

This requirement has been satisfactorily addressed.

- (e) *the site will be maintained (or regenerated where necessary) to ensure the continued protection of natural resources and enhancement of the natural environment.*

Assessing Officer's Comment

The application is furnished with a comprehensive Bush Regeneration Plan that seeks to remove noxious weeds that are impacting on native vegetation at the subject site.

This requirement has been satisfactorily addressed.

- (f) *waste generation during construction and operation will be avoided and that any waste will be appropriately removed.*

Assessing Officer's Comment

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.

- (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 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. The colour scheme can be seen below:

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Materials and Finishes



Black



Monument



Off White



Natural Timber



Local Stone

A neutral colour scheme has been chosen to help all structures blend into the landscape.

In addition the siting of the development has considered how the proposal would interface with dwellings on neighbouring allotments and the rural landscape. The Eco-tourism facility has been sited behind natural vegetation that restricts direct lines of sight to the adjoining property.

This requirement has been satisfactorily addressed.

- (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 for (h) & (i)

The only infrastructure service required is one small pipe for town water which will have no unreasonable adverse effects on the environment.

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This development will be 100% solar powered with the use of batteries – the power requirements are for lighting only and will be minimal. The small Bushfire Refuge & Accessible Bathroom (BRAB) block will house solar panels and will also be used to harvest rainwater.

Due to the small scale of this development and the small roof catchment area of this structure, we will be connecting to town water via the primary residence for backup and potable water use only.

The accommodations in themselves are highly environmentally sensitive with minimal materials and construction required. Solar and refillable gas bottles will be provided for water heating, cooking and lighting. The dam next to the facility will be used for irrigation – this dam is fed by rainwater harvesting from the structures of the primary residence. These design considerations will facilitate a highly passive and efficient use of energy and water.

This requirement has been satisfactorily addressed.

- (j) *the development will not adversely affect the agricultural productivity of adjoining land.*

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.

- (k) *the following matters are addressed or provided for in a management strategy for minimising any impact on the natural environment.*
- (i) *measures to remove any threat of serious or irreversible environmental damage.*

Assessing Officer's Comment

Measures to reduce impacts and or threats of serious or irreversible environmental damage identified by the applicant include the following:

- Signposting areas of high ecological value that are not permitted to be accessed.
- Any works proposed under the Bush Regeneration Management Plan is to be in accordance with the Flora & Assessment prepared by Ecoplanning dated 11 October 2019.

This requirement has been satisfactorily addressed.

- (ii) *the maintenance (or regeneration where necessary) of habitats,*

Assessing Officer's Comment:

The application is furnished with a Flora and Fauna Assessment report that details the proposed development will not adversely impact any significant.

Furthermore, the supporting Vegetation Management Plan details that the objective of the proposal is to rejuvenate the rainforest at the subject site to improve the

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biogenetics of the local ecology for the benefit of the community, and future generations to enjoy.

This requirement has been satisfactorily addressed.

- (iii) *efficient and minimal energy and water use and waste output.*

Assessing Officer's Comment

Cicada will be an off-grid facility with the exclusive use of solar energy and substantial use of rainwater harvesting, with town water for backup and potable purposes only.

The accommodations in themselves are highly environmentally-sensitive with minimal materials and construction required. Solar and refillable gas bottles will be provided for water heating, cooking and lighting. Waste output will be minimised as per the attached Waste Minimisation and Management Plan.

This requirement has been satisfactorily addressed.

- (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 Comment for (iv) & (v):

As per the supporting Vegetation Management Plan, ongoing weed management and regeneration will ensure the improvements and impacts of the facility will be monitored.

Measurable KPI's will be achieved and reviewed by a contracted bush regeneration consultant and will ensure relevant standards of quality control are adhered to.

This requirement has been satisfactorily addressed.

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 11 below).

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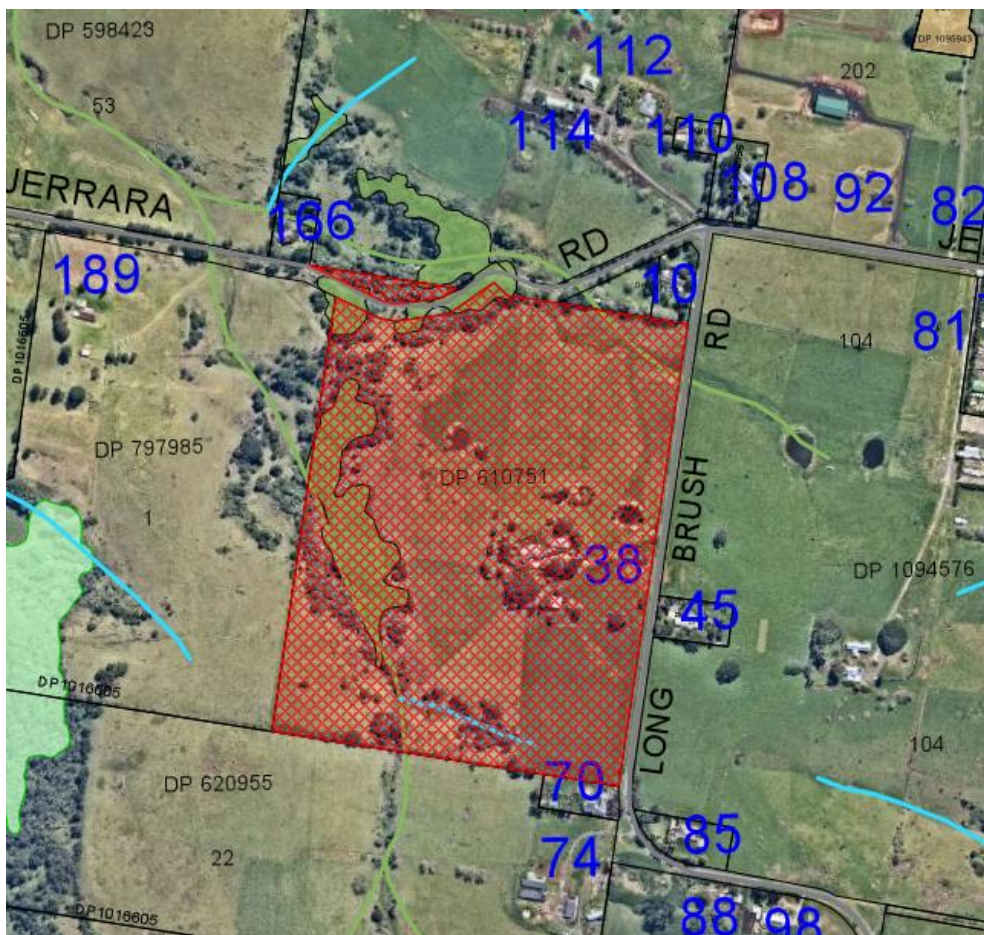


Figure 11 - Terrestrial Biodiversity Map under Kiama LEP 2011

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 Plan:

Our objective is to rejuvenate the rainforest on our property to improve the biogenetics of the local ecology, for the benefit of the community, our guests and for future generations to enjoy.

Whilst the plan outlines an initial 3 year commitment to achieve the specified Key Performance Indicators (KPI’s) and successful regeneration, we are committed on an ongoing basis beyond this and see it as a genuine experience for our guests to be a part of.

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.

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Clause 6.5 – Riparian land and watercourse

Clause 6.5 lists considerations for proposals which involve works within proximity to watercourse. Category 2 watercourses are present on the site.

The proposed development does include works within 20m of the Category 2 watercourse on site.

A referral to the Natural Resource Access Regulator (NRAR) was initiated who advised Council that a controlled activity approval is not required for the proposed works.

An extract from NRAR's response can be seen below:

Natural Resources Access Regulator (formerly the Department of Industry - Water) has reviewed documents for the above development application and considers that, for the purposes of the Water Management Act 2000 (WM Act), a controlled activity approval is not required and no further assessment by this agency is necessary.

The proposed activity is exempt from section 91E (1) of the WM Act in relation to controlled activities specified in clause 23, and Part 2 of Schedule 4 of the Water Management (General) Regulation 2018 that are carried out in, on or under waterfront land. See attached for details of the exemptions

Should the proposed development be varied in any way that results in development extending onto land that is waterfront land, or encompassing works that are defined as controlled activities, then NRAR should be notified

No physical watercourses, in the locations of the mapped Category 3 watercourses, were viewed during the site inspection.

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, where access is proposed over, 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. The most significant disturbance of the watercourses will occur during the construction phase of the project.

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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.

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 the Kiama LEP 2011 and is permissible within in the RU2 Rural Landscape / part E2 Environmental Conservation / part E3 Environmental Management zone.

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 period closed on 13/04/2018.

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 alterations and additions to an existing dwelling, and it is not mapped as being contaminated, it is considered that the proposed development is consistent with this draft planning instrument.

Kiama Development Control Plan 2012

The proposed development is not considered to be inconsistent with the objectives of Kiama DCP 2012 and the only significant non-compliance is discussed in the table below:

Control	Comment
Chapter 6 – Rural Development	

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Control	Comment
<p>C21</p> <ul style="list-style-type: none"> Except as required to meet bush fire safety requirements in the particular circumstances of the land, only one access road to a lot or land holding is permitted to be connected to a public road. This does not apply to access paddocks. 	<p><u>Assessing Officer Comment:</u></p> <p>This control requires only one access road from a rural allotment or land holding to a public road unless as required to meet bush fire safety requirements.</p> <p>In the circumstances of the application, the property has frontage to both Jerrara Road and Long Brush Road with the sole existing access being from Long Brush Road.</p> <p>The applicant has provided a variation request to the control. An extract of the applicant’s variation can be seen below:</p> <p><i>The existing access is not suitable for fire service vehicles due to established plane trees with low hanging branches. Significant time and effort has been invested into the property’s entrance, and it would have a negative impact to the character of this property and streetscape to chop down trees and branches to accommodate service vehicles:</i></p> <p>The proponent also argues that following points in support of the variation request for the proposed second access;</p> <ul style="list-style-type: none"> it is shorter and closer to the eco-tourist facility; it will not require any disturbance or modification to the existing established access to the primary dwelling; it will not involve pruning of the existing trees and disturb of the presentation of the entry to the street; it has been designed to be safe and will be constructed to satisfy the Rural Fire Service requirements; the second access location will provide for a more appropriate “ecotourism” entrance being away from the existing dwelling and sheds; the control can be varied to meet bush fire safety requirements. <p>The Existing Tree Lined Access that would need to be modified is shown below in Figure 12.</p>

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Control	Comment
	<p>Whilst it is acknowledged that the existing access is currently unable to provide safe access for fire service vehicles given the height clearance required for rural fire tankers, the existing access is very capable of being either modified or upgraded to facilitate fire service vehicles that would comply with the requirements under <i>Planning for Bushfire Protection</i>.</p> <p>However, given the negative streetscape impacts that would arise if strict compliance is adhered to and the proponents desire to create a unique “ecotourism experience” the proposed driveway access is considered reasonable under the circumstances.</p>

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Figure 12 – Existing Treelined Access

The proposed development generally complies with the relevant controls of the DCP 2012, and where strict compliance is not achieved the objectives of the controls are maintained.

Any Planning Agreement

Nil.

Any Matters Prescribed by the Regulations

- Australian Standard AS 2601 - 1991: The Demolition of Structures

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The proposal is not inconsistent with Australian Standard AS 2601 - 1991: *The Demolition of Structures*

- Clauses 93, 94 and 94A

The proposal does not involve a change of use or additions and alterations to an existing building, or the erection of a temporary building.

Any Coastal Zone Management Plan

Nil.

The Likely Impacts of the Proposed Development

- Biodiversity

The application does not propose clearing of native vegetation, and therefore the Environmental Planning and Assessment Act 1979 Part 1 Section 1.7 does not apply to the development

The application is furnished with a Vegetation Management Plan which puts forward a comprehensive bush regeneration plan to remove exotic species that negatively impact on the native flora at the subject site.

- Streetscape

The design of the proposed development is considered to be reasonable when considered in relation to the context of the site. The bulk, scale and design of the proposal is consistent with relevant planning instruments and is not inconsistent with the streetscape.

- Noise

Construction works will generate some noise, though conditions of consent can be imposed to ensure that works are undertaken only within specified hours to limit impacts upon neighbours. No ongoing significant noise impacts are expected as a result of the development.

- Privacy and Overlooking

No significant concerns are raised in relation to privacy loss and overlooking resulting from the proposed development.

The proposed development seeks development consent to erect 4 tents 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 in excess of 400m 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 tent locations has been deliberately placed behind existing vegetation on the land, to restrict direct lines of sight into the adjoining properties.

Privacy impacts are further mitigated by the introduction of extensive vegetation to screen direct lines of sight.

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It is considered that the overall low impact nature of the proposal coupled with guests being encouraged to explore the surrounding locality, and introduction of screening vegetation that the privacy impacts are considered reasonable.

- Overshadowing

Shadow diagrams have not been supplied with the development application as the development proposed ecotourism facility and managers residence are in excess of 390m and 500m respectively.

- Views

The proposal will have no unreasonable impact upon views currently available from neighbours.

The tent location will be screened by existing vegetation, and the applicant is proposing to screen the tents further.

Under these circumstances the impact the proposed development has on views available to adjoining properties is considered reasonable.

- Vehicular Access, Parking and Manoeuvring

Sufficient car parking is proposed.

Manoeuvring is compliant with AS/NZS 2890.1 – 2004 and the driveway will comply with required gradients.

- Stormwater Management

A satisfactory drainage design has been provided with the application.

All stormwater will drain to the rain water tanks, and dams at the property.

- Environmental Impacts

Vegetation Removal – No vegetation is to be removed.

Fauna Impacts – It is unlikely that the proposal will affect any fauna or its habitat.

Impact on Soil Resources – Construction activities have the potential to impact on soil resources by way of erosion and sedimentation. Conditions of consent should be imposed, if consent is granted, in relation to soil and water management controls to be implemented during construction. Satisfactory implementation of these controls will prevent significant impacts on soil resources.

Impact on Water Resources – A rainwater tank will be provided, as required by BASIX. Stormwater will be conveyed to the water tanks. Controls will be implemented during construction to minimise sedimentation.

- Social and Economic Impacts

The proposed development will likely have minimal adverse social or economic impacts. The amenity impacts of the proposed development have been considered in detail and no concerns raised in submissions warrant refusal of the application.

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The Suitability of the Site for the Development

The proposal fits within the locality and the site attributes are 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, 3 submissions were received which raised the following (summarised) matters of concern:

	Objection	Assessment Officer's Comment
Item 1	Noise	This matter has been addressed above under the heading Noise
Item 2	Privacy impacts unreasonably affecting existing residential amenity	This matter has been addressed above under the heading Privacy and Overlooking
Item 3	Parking and traffic	Sufficient parking is provided on site.
Item 4	Negative Impact on neighbouring property values	This is not a matter for assessment under the EP&A Act 1979
Item 5	Noise Impacts unreasonably affecting existing residential amenity	The noise that will be associated with the proposal is considered to be low impact. Conditions will restrict noise levels within certain hours and days.

The applicant amended the plans to address some of these concerns by including semi-advanced landscape planting along the side of the tents to mitigate the impact of overlooking into the neighbours properties.

The amended plans were notified to the persons who made submissions, and 1 further objection was received.

External Referrals

- 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.

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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.

- 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.

- GIS Officer

No objection has been raised in relation to the proposed development. Conditions of development consent have been recommended should the application be approved.

- 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.

Draft Conditions of Development Consent

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General

- (1) The development shall be implemented generally in accordance with the details set out on the plan/drawing and supporting documents endorsed by Council as 10.2019.185.1 dated xx/xx/xxxx 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. (g165.doc)
- (8) In accordance with AS/NZS 4819:2011 Rural and Urban Addressing, standard Rural addressing applies. Number to be allocated by calculating distance from road datum to constructed access point. Proposed house number to be allocated;
 - 127 Jerrara Road, Jerrara
- (9) The lighting of fireworks is not permitted.

Bushfire Hazard Management

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- (1) To ensure the refuge building is has sufficient space for all occupants of the eco-tourism development, and as specified in Statement of Environmental Effects and Bush Fire Hazard Assessment, total occupancy numbers shall not exceed 16 at any time.

Asset Protection Zones

The intent of measures is to provide sufficient space for fire fighters and other emergency services personnel, ensuring radiant heat levels permit operations under critical conditions of radiant heat, smoke and embers, while supporting or evacuating occupants. To achieve this, the following conditions shall apply:

Stage 1 - Eco-Tourism Development

- (1) At the commencement of building works and in perpetuity the property around the development to a distances specified in Figure 8 of the Bush Fire Hazard Assessment by Harris Environmental dated 25/9/2019 ref: 2945, shall be maintained as an inner protection area (IPA).

Stage 2 - Manager's Residence

- (1) At the commencement of building works and in perpetuity the property around the manager's residence to distances specified in Figure 9 of the Bush Fire Hazard Assessment by Harris Environmental dated 25/9/2019 ref: 2945, shall be maintained as an IPA.

The IPAs must comprise:

- Minimal fine fuel at ground level;
- Grass mowed or grazed;
- Trees and shrubs retained as clumps or islands and do not take up more than 20% of the area;
- Trees and shrubs located far enough from buildings so that they will not ignite the building;
- Garden beds with flammable shrubs not located under trees or within 10 metres of any windows or doors;
- Minimal plant species that keep dead material or drop large quantities of ground fuel;
- Tree canopy cover not more than 15%;
- Tree canopies not located within 2 metres of the building;
- Trees separated by 2-5 metres and do not provide a continuous canopy from the hazard to the building; and,
- Lower limbs of trees removed up to a height of 2 metres above the ground.

Construction Standards

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The intent of measures is that buildings are designed and constructed to withstand the potential impacts of bush fire attack. To achieve this, the following conditions shall apply:

- (1) Construction of the Refuge Building and Manager's Residence must comply with Sections 3 and 5 (BAL 12.5) Australian Standard AS3959-2009 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 A3.7 Addendum Appendix 3 of Planning for Bush Fire Protection 2006.

Access - Internal Roads

The intent of measures is to provide safe operational access for emergency services personnel in suppressing a bush fire, while residents are accessing or egressing an area. To achieve this, the following conditions shall apply:

- (1) Prior to occupation of the eco-tourism development:
 - Internal roads to the carpark and to the manager's residence shall be constructed to comply with the property access section Table 5.3b of 'Planning for Bush Fire Protection 2019':
 - Pedestrian paths from accommodation tents to the refuge building are constructed and clearly signposted.

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:

- (1) Prior to occupation of the eco-tourism development water, electricity and gas are to comply with section 6.8.3 of 'Planning for Bush Fire Protection 2019'.
- (2) Prior to occupation of the manager's residence, water, electricity and gas are to comply with section 7.4 and Table 7.4a of 'Planning for Bush Fire Protection 2019'.

Landscaping Assessment

The intent of measures is for landscaping. To achieve this, the following conditions shall apply:

- (1) Landscaping of the site should comply with following principles of 'Planning for Bush Fire Protection':
 - Suitable impervious areas are provided immediately surrounding the building such as courtyards, paths and driveways.
 - Grassed areas, mowed lawns or ground cover plantings are provided in close proximity to the building.
 - Planting is limited in the immediate vicinity of the building.

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- Planting does not provide a continuous canopy to the building (i.e. trees or shrubs should be isolated or located in small clusters).
- Landscape species are chosen in consideration needs of the estimated size of the plant at maturity.
- Species are avoided that have rough fibrous bark, or which keep/shed bark in long strips or retain dead material in their canopies.
- Smooth bark species of tree are chosen which generally do not carry a fire up the bark into the crown.
- Planting of deciduous species is avoided which may increase fuel at surface/ ground level (i.e. leaf litter).
- Climbing species are avoided to walls and pergolas.
- Combustible materials such as woodchips/mulch and flammable fuel are stored away from the building.
- Combustible structures such as garden sheds, pergolas and materials such timber garden furniture are located way from the building.
- Low flammability vegetation species are used.

Item 12.1

Emergency and Evacuation Planning Assessment

The intent of measures is to provide suitable emergency and evacuation (and relocation) arrangements for occupants of special fire protection purpose developments. To achieve this, the following conditions shall apply:

- (1) Prior to the occupation of the eco-tourism development, a Bush Fire Emergency Management and Evacuation Plan shall be prepared consistent with 'Development Planning- A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan December 2014' and Australian AS3745 2010 'Planning for Emergencies in facilities'.

The Bush Fire Emergency Management and Evacuation Plan must consider a mechanism for the early relocation of occupants and closure of the development on days when adverse fire weather is notified or adverse fire activity occurs in the Kiama Local Government Area.

Note: A copy of the Bush Fire Emergency Management and Evacuation Plan shall be provided to the Local Emergency Management Committee for its information prior to the occupation of the development.

Conditions for Stage 1 - New access, signage, 4 tent sites and associated ancillary work including bushfire refuge, bathroom and kitchenette

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;

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ii That the licensee has complied with Part 6 of the Home Building Act 1989.

In the case of work to be done by any other person, the Principal Certifying Authority:

a Has been informed in writing of the person's name and owner builder permit number;

or

b Has been given a declaration, signed by the owner/s of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in Section 29 of the Home Building Act 1989. (pt005.doc)

- (2) The developer shall lodge with Council a bond of **\$5,000.00**, in the form of an unconditional bank guarantee or cash, prior to the commencement of any work, as a security for new and remedial work associated with the development proposal and covering all work within the public roads administered by Council under the Roads Act 1993 and compliance with the submitted Waste Management Plan during the course of construction.

The developer shall submit a dilapidation survey prior to commencement of any work within the road reserve.

The bond shall be refunded in full subject to the following:-

- a There being no damage to the infrastructure within the road reserve.
b Twelve (12) months has elapsed from the date of issue of the occupation certificate

Note: If both certificates are required in this approval, the bond may be returned twelve (12) months from the date of the certificate issued last.

- c The submission and approval by Council of a waste compliance certificate, inclusive of supporting documentation (dockets/receipts) verifying compliance with the Waste Management Plan as provided to Council. (pt013.doc)

- (3) 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.

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- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

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)

- (4) A separate application shall be submitted to and approved by Council for the On-site Sewerage Management System prior to issue of the Construction Certificate. (pt040.doc)
- (6) A sign must be erected in a prominent position on any site on which building work, subdivision work or demolition work is being carried out:
- a Showing the name, address and telephone number of the Principal Certifying Authority for the work;
 - b Showing the name of the principal contractor (if any) for any building work and a telephone number on which that person may be contacted outside working hours; and
 - c Stating that unauthorised entry to the work site is prohibited.

Note: Any such sign is to be maintained while the building work, subdivision work or demolition work is being carried out, but must be removed when the work has been completed. The sign will be provided by the nominated Principal Certifying Authority for the relevant fee. (pt060.doc)

- (7) All Moveable Dwellings (Tents) are required to have an activity approval under section 68 of the Local Government Act 1993 lodged and approved prior to the issue of any Construction Certificate.

Civil Engineering Design

- (1) The proposed pavement treatment shall be identified and the design detail shall be submitted to the accredited Certifying Authority for assessment prior to the release of the Construction Certificate. The pavement shall comply with the requirements of NSW RFS document, Planning for Bushfire Protection 2019.
- (2) All bridge or culvert structures to be constructed within the development shall be designed and constructed to comply with the requirements of Austroads "*Guide to Bridge Technology*". The bridge or culvert structures shall be designed by a Chartered Professional Engineer. (ced145.doc)

Access Construction

- (1) *In compliance Chapter 5 of the Rural Fire Service of New South Wales document "Planning for Bushfire Protection 2019" the developer must provide:*
- a A roadway with a minimum trafficable pavement width of 4.0 metres.
 - b Passing bays at no greater than 200 metre intervals shall be provided where forest, woodland and heath situations occur.

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- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

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- c Passing bays shall be 20 metres long by 2.0 metres wide creating a minimum trafficable width of 6.0 metres at the passing bay.
 - d A minimum vertical clearance of 4.0 metres to any overhanging obstructions including tree branches.
 - e Curves have a minimum inner radius of 6.0 metres and are minimal in number to allow rapid access and egress.
 - f The minimum distance between inner and outer curves is to be 6.0 metres
 - g At least one alternative property access road is provided
 - h Bridges clearly indicate load rating and pavements and bridges are capable of carrying a load of 15.0 tonnes.
 - i Geometric design detail fully compliant with Roads and Traffic Authority Road Design Guide Section 4 Intersections at Grade and Austroads Guide to Road Design Part 4 Intersections and Crossings and Austroads Guide to Traffic Management Part 6 Intersections Interchanges and Crossings.

The above requirements shall be reflected on the Construction Certificate drawings for approval of the accredited Certifying Authority

- (2) *The proposed road intersection where the property access intersects with Jerrara Road shall be reconstructed to meet with the property access design requirements of Austroads - Guide to Road Design - Part 4: Intersections & Crossings General - Figure 7.2*

Prior to works commencing, a Road Occupation Permit, pursuant to the requirements of Section 138 of the Roads Act 1993, shall be obtained from the Roads Authority.

All flexible road pavements shall be designed in compliance with the Austroads publication *Pavement Design for Light Traffic: A supplement to the Austroads Pavement Design Guide - Austroads Sydney 2006*

Drainage infrastructure shall be provided and designed in accordance with Council's *Driveway and Footpath Works Procedures Manual*.

The constructor shall demonstrate to Roads Authority that they are experienced in the work to be undertaken and have the required level of insurance before they are approved to work in the road reserve.

- (3) *The proposed flood evacuation route to Long Brush Road shall be built in accordance with standards in Chapter 5 of the Rural Fire Service of New South Wales document "Planning for Bushfire Protection (2019)".*

Stormwater Management

- (1) The stormwater drainage system shall be completed in accordance with the details approved by the Private Certifying Authority. (sm006.doc)

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- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)
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- (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:
- disperse water so as not to cause erosion.
 - not direct waters onto adjoining properties.
 - not drain to an area where it may damage footings or other buildings.
 - not drain toward the effluent management area.
 - not cause a nuisance.

Details are to be submitted to the Certifying Authority prior to release of the Construction Certificate.

Utility Servicing

- (1) The developer shall bear the cost of relocation of any service utilities required in the provision of vehicular access. (us045.doc)

Inspections

- (1) The building work shall be inspected at critical and other stages as required by the Principal Certifying Authority for the development.

NOTE: Should you choose Council to be your Principal Certifying Authority for this development you will be advised of the required building inspections and applicable fees at the time of that appointment. (bu015.doc)

Building Construction

- (1) The roadway, footpath or Council reserve shall not be used to store building material without the prior approval of Council.
- (2) 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)

- (3) 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)
- (4) The tents and structures associated with the eco-tourism facility are to be secured and fastened down to avoid being dislodged and becoming projectiles in periods of high winds.

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- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

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)

- (3) The developer shall ensure that sediment-laden runoff from the site is controlled at all times subsequent to commencement of construction works. Sediment control measures must be maintained at all times and checked for adequacy at the conclusion of each day's work. (esc020.doc)

Noise

- (1) All noise control recommendations contained in the approved acoustic assessment report by Day Design Consulting Acoustical Engineers dated 19 March 2019 Ref: 6707-1.1R shall be adopted implemented and adhered to.
- (2) Following occupation of the premises, should it be found that measures recommended in the acoustic assessment are not sufficient, or a noise issue (relating to the development) not previously identified arises (through complaint or otherwise), the owner/occupier shall, upon request by Council, employ the services of a qualified acoustic consultant to undertake a post occupation assessment of the development and complete an assessment report with recommendations to rectify the situation. A copy of this report shall be submitted to Council for approval and from there, noise attenuation works shall be implemented.
- (3) The use of the premises, building services, equipment, machinery and ancillary fittings shall comply with the requirements of the Environmental Pollution

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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)*.

- (4) Musical instruments and electrically amplified sound equipment must not be used between the evening hours of 10pm to 8am on any day.

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 Chapter 8 of Kiama Development Control Plan 2012 and shall be consistent with the landscape concept plan. (lw010.doc)
- (2) The landscaping shall be maintained actively and regularly for a period of 52 weeks commencing from the date of issue of the Occupation Certificate. (lw020.doc)
- (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. (lw035.doc)
- (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 stating that all landscape works have been completed in accordance with the approved landscape plans and the conditions of the development consent. (lw170.doc)

Vegetation Management

- (1) The regeneration of the Sub – Tropical Rainforest at the subject site is to be in accordance with the Vegetation Management Plan and Flora and Fauna Assessment report prepared by EcoPlanning dated 11 October 2019.
- (2) Guests and end users of the eco-tourism facility are required to undertake and participate in the regeneration of the sub- Tropical Rainforest at the subject site.

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

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- 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)

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 On Site Sewage Management System and the effluent disposal area shall be completed in accordance with all conditions of approval and in accordance with the Effluent Disposal Report, prior to the issue of any Occupation Certificate. (po020.doc)
- (4) The developer shall complete all access and drainage works prior to the issue of any occupation certificate
- (5) A certified Works-As-Executed (WAE) drawing for all drainage and access related works shall be submitted to the Principal Certifying Authority (PCA) prior to the issue of any Occupation Certificate (OC). The WAE drawing shall be signed by a Registered Surveyor. The WAE drawing shall show in red ink all changes to the approved Construction Certificate (CC) drawings and finished levels. The PCA shall not issue the OC if any changes to the approved CC design will cause an adverse impact on adjoining lands.

Advertising Signage

- (1) The advertising sign shall be maintained in a good state of repair at all times.
- (2) The advertising sign shall not be of a flashing type and its illumination shall not distract passing motorists.
- (3) Signage shall be carried out in accordance with the Signage Concept Plan.

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 eco-tourism tents, a maximum guest capacity of two (2) persons per bedroom is permitted.

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- (3) Full domestic laundries facilities must not be provided in the tents for guests of the eco-tourism facility.
- (4) Signage and/ or an information package is to be located within the eco-tourism facilities, 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.
- 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 200 days in any one (1) calendar year.
- (6) Permanent residential occupancy of tents of the approved ecotourism facilities is not permitted.

Conditions for Stage 2 - Secondary dwelling/manager's residence

Bonds and Contributions

- (1) A contribution under Section 7.11 of the Environmental Planning and Assessment Act 1979 (as amended) and Kiama Council's Section 94 Contributions Plans Nos. 1 & 2 shall be paid to Council prior to the issuing of the Construction Certificate. The total contribution required for the development is \$.

(bo005.doc)

Prior to Commencement of Works

- (1) Building work must not commence until the Principal Certifying Authority for the development to which the work relates has been informed of:
- i The licensee's name and contractor licence number;
 - ii That the licensee has complied with Part 6 of the Home Building Act 1989.
- In the case of work to be done by any other person, the Principal Certifying Authority:
- a Has been informed in writing of the person's name and owner builder permit number;
- or
- b Has been given a declaration, signed by the owner/s of the land, that states that the reasonable market cost of the labour and materials involved in the

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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) The BASIX commitments shall be indicated on the plans to the satisfaction of Council or an Accredited Certifier prior to the issue of the Construction Certificate. (pt034.doc)
- (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)

Building Construction

- (1) The roadway, footpath or Council reserve shall not be used to store building material without the prior approval of Council.

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12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

(2) 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)

(5) 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)

(6) The tents and structures associated with the eco-tourism facility are to be secured and fastened down to avoid being dislodged and becoming projectiles in periods of high winds.

Stormwater Management

(1) The stormwater drainage system shall be completed in accordance with the details approved by the Private Certifying Authority. (sm006.doc)

(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.

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:

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-
- 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)

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)

- (3) The developer shall ensure that sediment-laden runoff from the site is controlled at all times subsequent to commencement of construction works. Sediment control measures must be maintained at all times and checked for adequacy at the conclusion of each day's work. (esc020.doc)

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 Chapter 8 of Kiama Development Control Plan 2012 and shall be consistent with the landscape concept plan. (lw010.doc)
- (2) The landscaping shall be maintained actively and regularly for a period of 52 weeks commencing from the date of issue of the Occupation Certificate. (lw020.doc)

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- 12.1 10.2019.185.1 - Lot 1 DP 610751 - 38 Long Brush Road, Jerrara - Eco-tourist facility with 4 tents, secondary dwelling (manager's residence), new access, signage and 5 space car park to be constructed in 2 stages (cont)

-
- (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. (lw035.doc)
- (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 stating that all landscape works have been completed in accordance with the approved landscape plans and the conditions of the development consent. (lw170.doc)

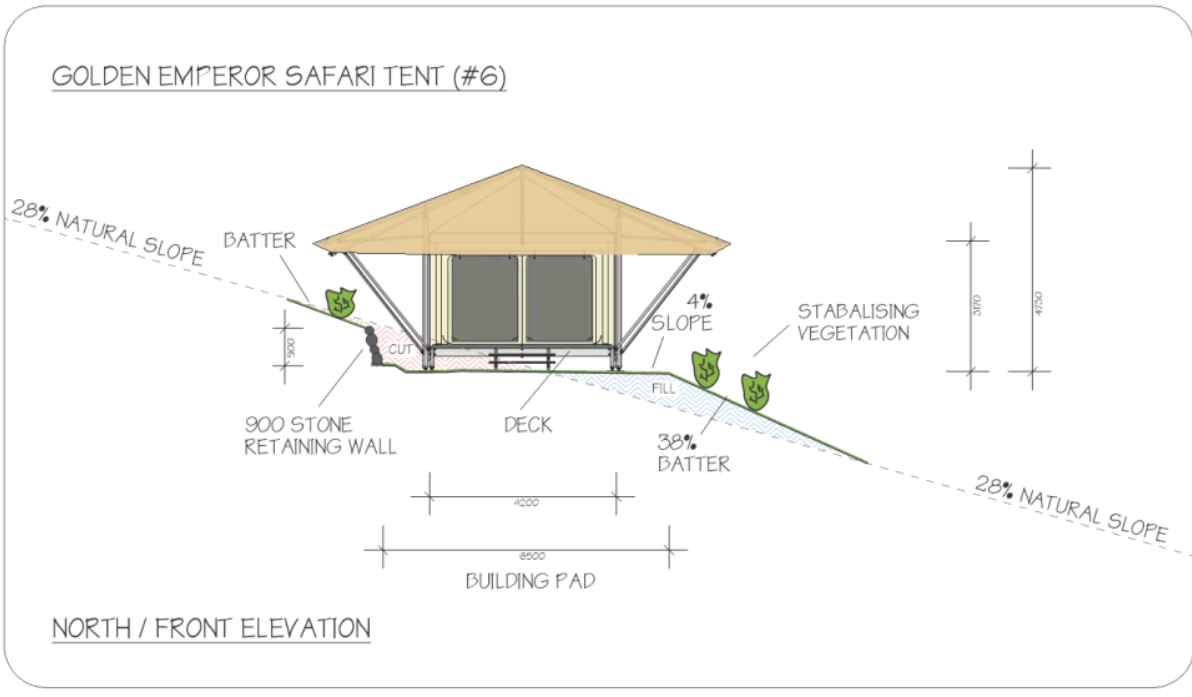
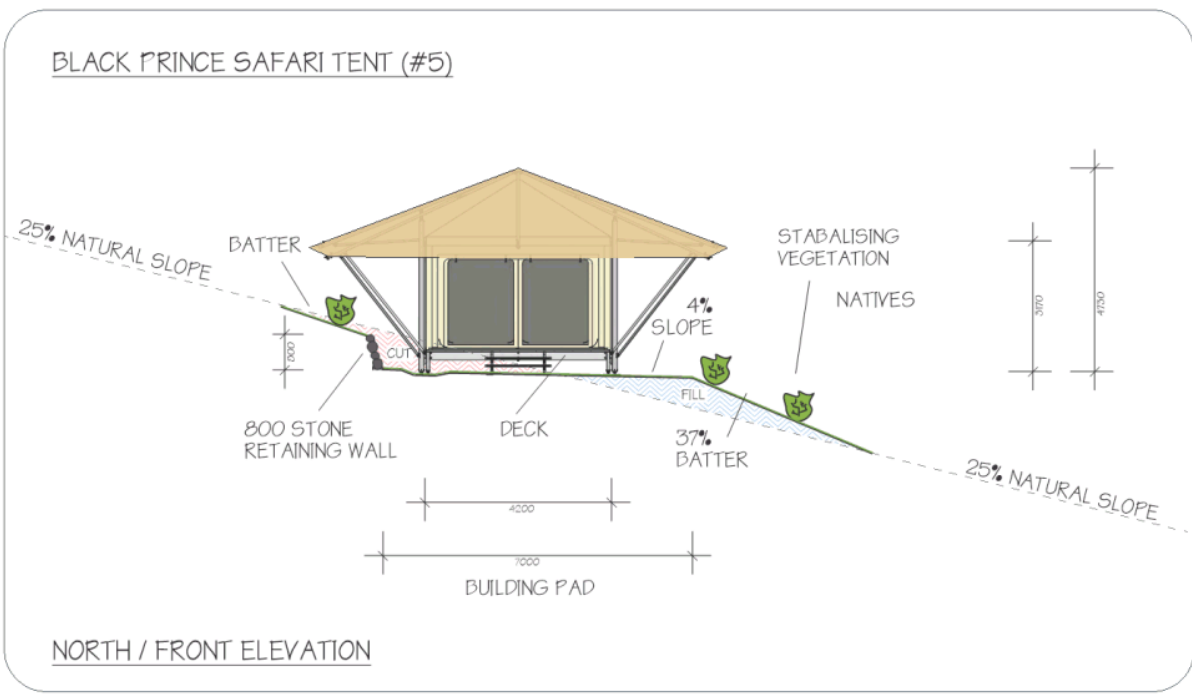
Prior to Occupation

- (1) The completed Waste Management Compliance Sheet (Appendix 1C) shall be submitted to and approved by Council prior to issue of the Final Occupation Certificate.

Supporting documentation (dockets/receipts) verifying recycling and disposal shall be attached to the Compliance Sheet. (po002.doc)

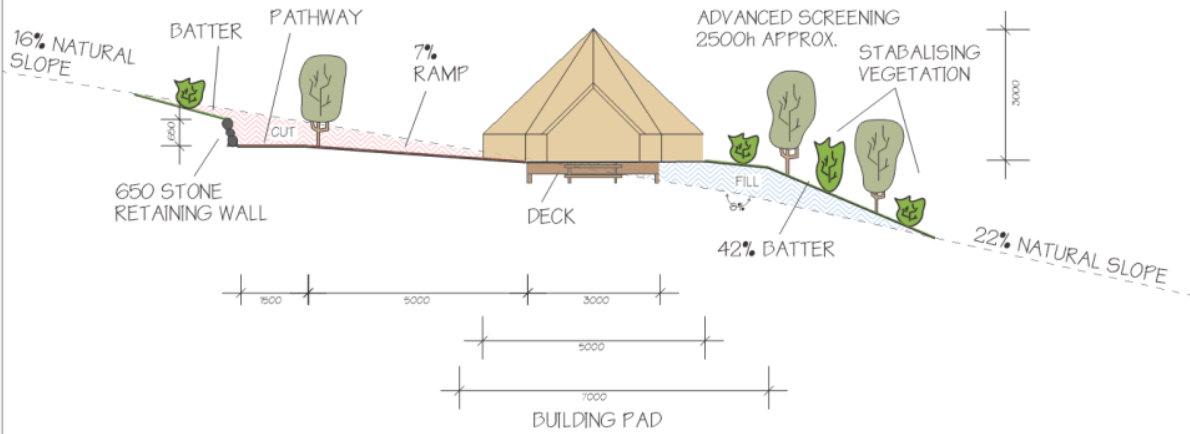
- (2) The BASIX schedule of commitments shall be complied with prior to the issue of a Final Occupation Certificate for the development and if required a certificate shall be provided to the Principal Certifying Authority from a properly qualified person to certify that the BASIX schedule of commitments have been provided and/or installed. (po003.doc)
- (3) The whole or part of the building must not be occupied unless an Occupation Certificate has been issued in relation to the building or part in accordance with Section 6.9 of the Environmental Planning and Assessment Act 1979.
- NOTE:** A Fire Safety Certificate must be provided in accordance with the Environmental Planning and Assessment Regulations 2000 prior to the issue of an Occupation Certificate excepting Class 1(a), 10(a) & 10(b) structures. (po005.doc)
- (4) The On Site Sewage Management System and the effluent disposal area shall be completed in accordance with all conditions of approval and in accordance with the Effluent Disposal Report, prior to the issue of any Occupation Certificate. (po020.doc)
- (6) The developer shall complete all access and drainage works prior to the issue of any occupation certificate
- (7) A certified Works-As-Executed (WAE) drawing for all drainage and access related works shall be submitted to the Principal Certifying Authority (PCA) prior to the issue of any Occupation Certificate (OC). The WAE drawing shall be signed by a Registered Surveyor. The WAE drawing shall show in red ink all changes to the approved Construction Certificate (CC) drawings and finished levels. The PCA shall not issue the OC if any changes to the approved CC design will cause an adverse impact on adjoining lands.





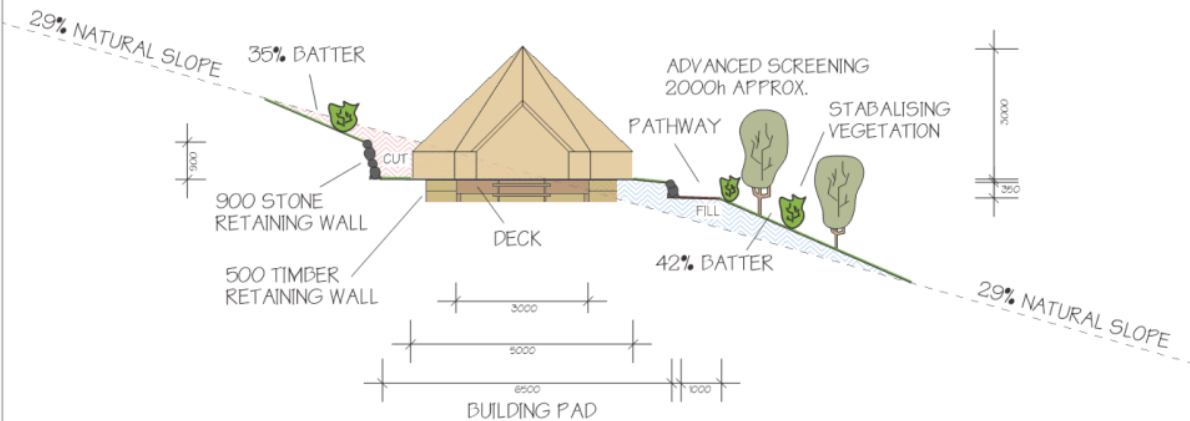
SITE PLAN SECTIONS ISSUE# 3612 - 29-7-2020	PART OF LOT 1 DP610751 38 LONG BRUSH ROAD, JERRARA NSW 2533 SCALE(HOR) : 1:1000 (A3)	PREPARED BY: KATHERINE WEBSTER LANDSCAPE ARCHITECT KATHERINEWEBSTER123@GMAIL.COM	PREPARED FOR: CICADA LUXURY CAMPING NICK.E.CURRIE@GMAIL.COM PH: 0400 991 452
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BLUE MOON BELL TENT (ACCESSIBLE PATH SECTION) (#3)



NORTH / FRONT ELEVATION

GREEN GROCEER BELL TENT (#4)



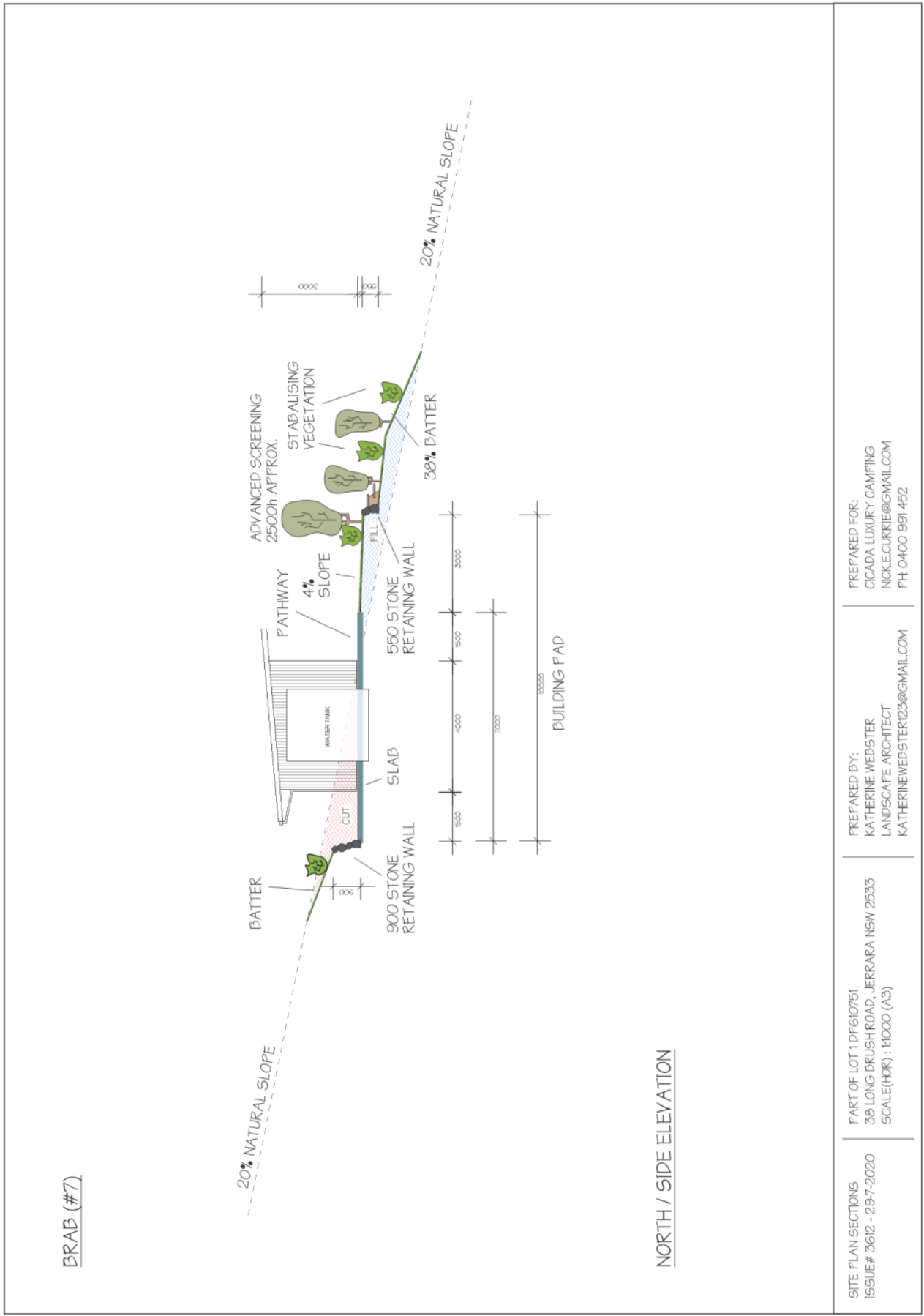
NORTH / FRONT ELEVATION

SITE PLAN SECTIONS
ISSUE# 3612 - 29-7-2020

PART OF LOT 1 DP610751
38 LONG BRUSH ROAD, JERRARA NSW 2533
SCALE(HDR) : 1:1000 (A3)

PREPARED BY:
KATHERINE WEBSTER
LANDSCAPE ARCHITECT
KATHERINEWEBSTER123@GMAIL.COM

PREPARED FOR:
CICADA LUXURY CAMPING
NICK.E.CURRIE@GMAIL.COM
PH: 0400 991 452



BRAB (#7)

NORTH / SIDE ELEVATION

SITE PLAN SECTIONS
ISSUE# 3612 - 29-7-2020

PART OF LOT 1 DP 610751
38 LONG BRUSH ROAD, JERRARA NSW 2533
SCALE(HOR) : 1:1000 (A3)

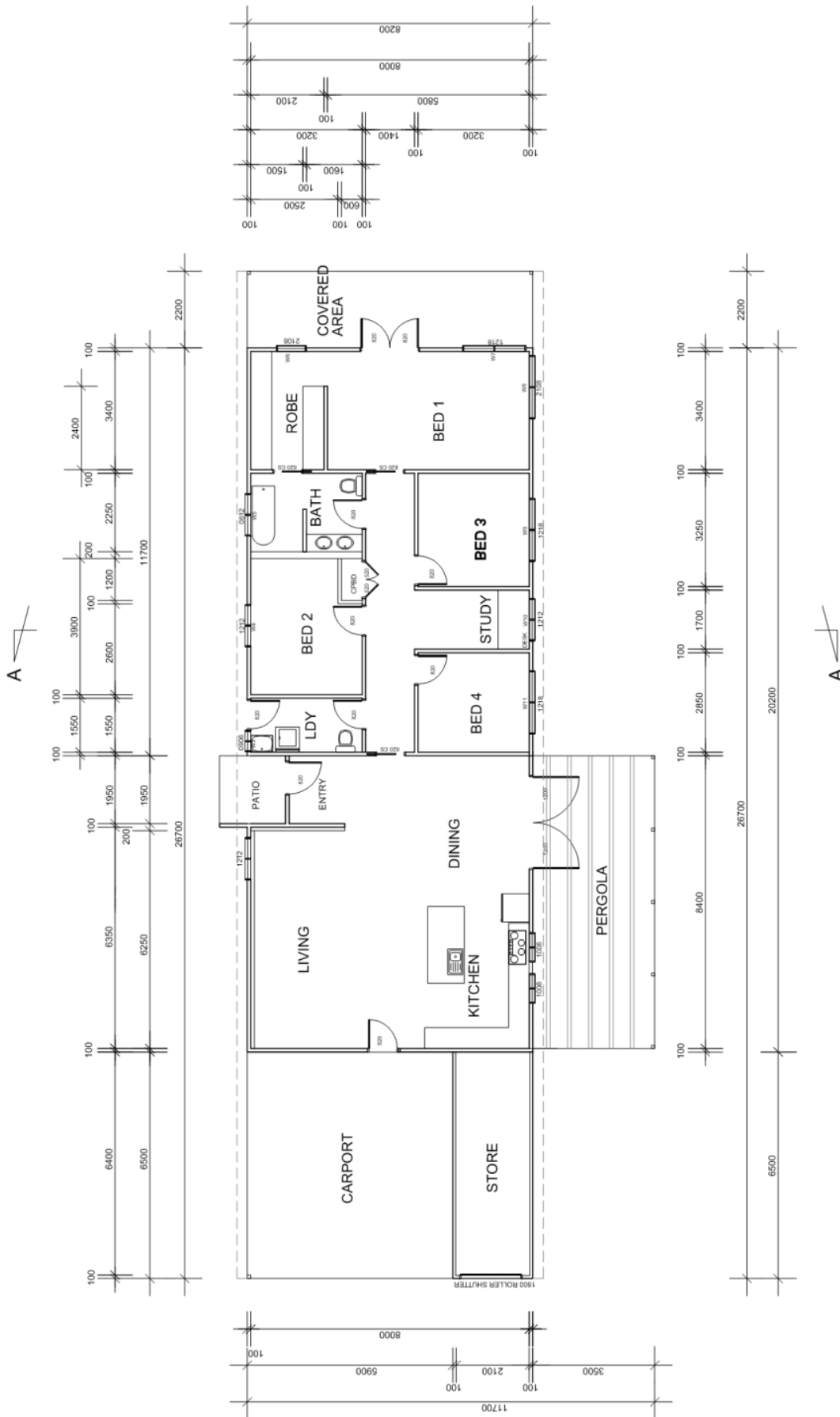
PREPARED BY:
KATHERINE WEDSTER
LANDSCAPE ARCHITECT
KATHERINEWEDSTER123@GMAIL.COM

PREPARED FOR:
CICADA LUXURY CAMPING
NICKE.CURRIE@GMAIL.COM
PH: 0400 991 452

PROPOSED ECO TOURIST FACILITY

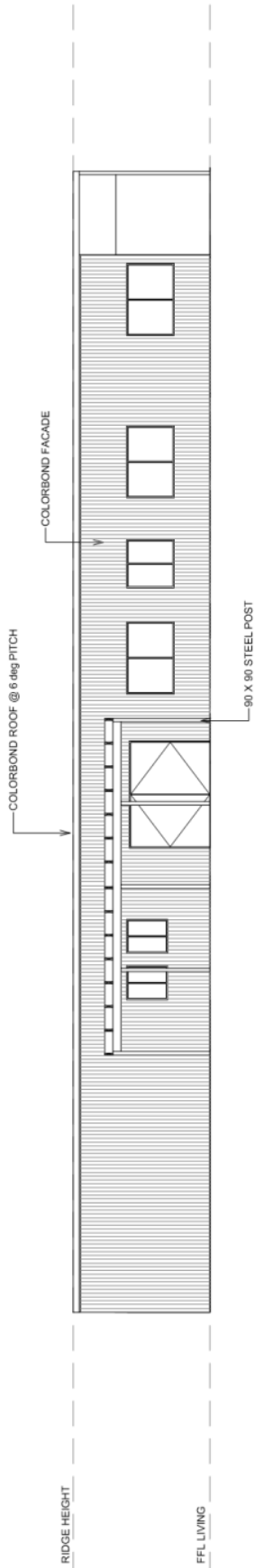
NOTES :-
 DO NOT SCALE USE WRITTEN DIMENSIONS ONLY
 ALL DIMENSIONS TO BE CHECKED PRIOR TO CONSTRUCTION
 ACTUAL POSITIONS TO BE VERIFIED BY QUALIFIED SURVEYOR
 SEWERAGE AND STORMWATER CONNECTIONS TO BE AS PER RELEVANT AUTHORITY REQUIREMENTS
 BASIX REQUIREMENTS TO BE STRICTLY ADHERED TO
 FOUNDATION SIZES TO BE VERIFIED BY ENGINEER

CLIENT N CURRIE	SITE ADDRESS 38 LONG BRUSH ROAD JERRARA	DATE - 31/05/19
DRAWN BY JOHN STEWART DESIGN AND DRAFTING		SCALE - 1:100
PHONE-02 42 378638 MOB-0417 437 811		TITLE PAGE

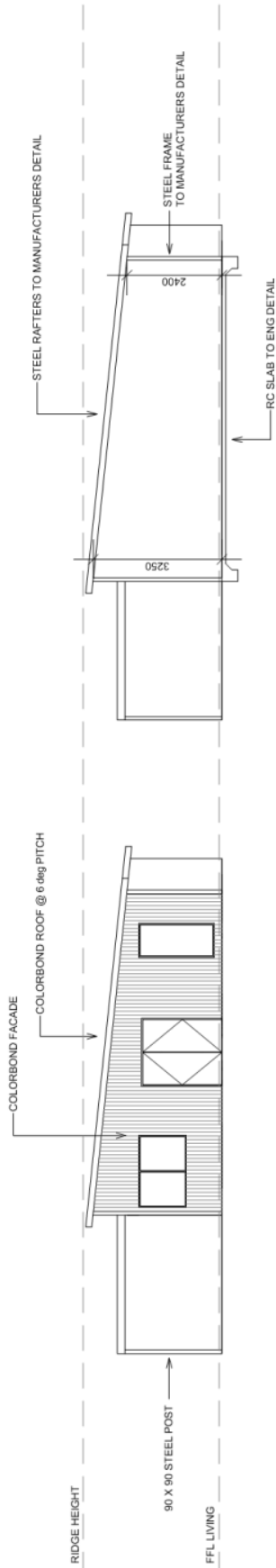


MANAGERS RESIDENCE

CLIENT N CURRIE	SITE ADDRESS 38 LONG BRUSH ROAD JERRARA	DATE - 31/05/19
		SCALE - 1:100
DRAWN BY JOHN STEWART DESIGN AND DRAFTING PHONE-02 42 378638 MOB-0417 437 811		PAGE 1
		FLOOR PLAN



NORTH ELEVATION

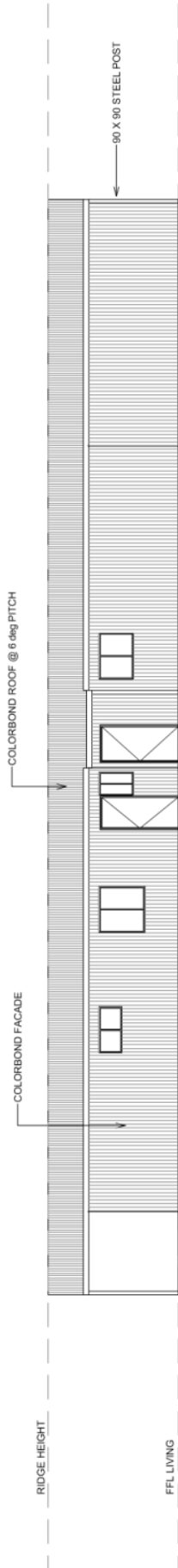


WEST ELEVATION

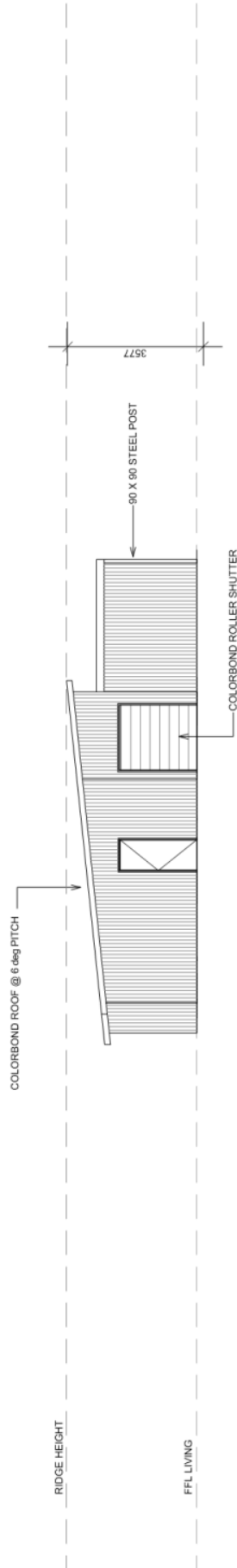
SECTION A/A

MANAGERS RESIDENCE

CLIENT N CURRIE	SITE ADDRESS 38 LONG BRUSH ROAD JERRARA	DATE - 31/05/19
		SCALE - 1:100
DRAWN BY JOHN STEWART DESIGN AND DRAFTING PHONE-02 42 378638 MOB-0417 437 811		PAGE 2
		ELEVATIONS



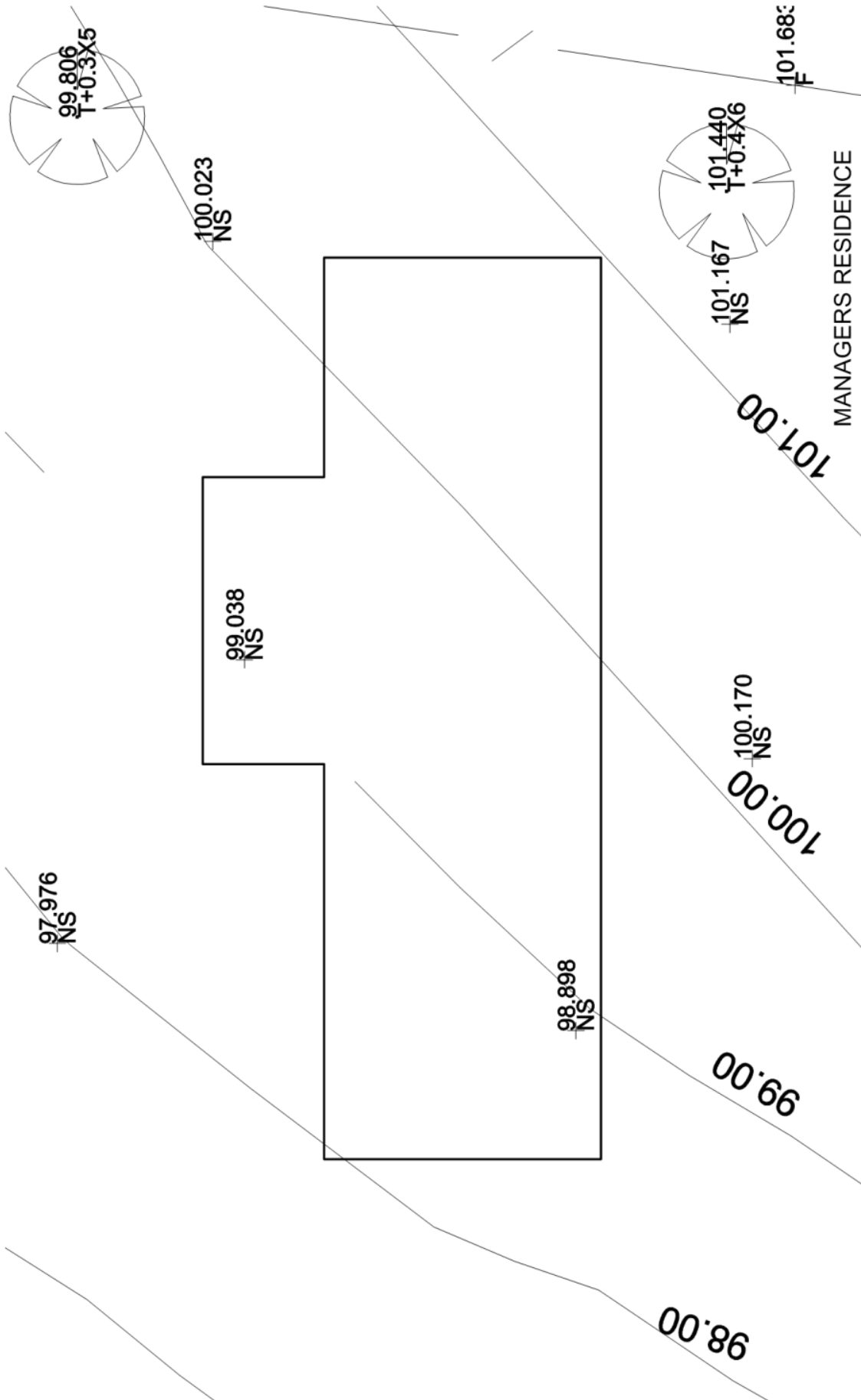
SOUTH ELEVATION



EAST ELEVATION

MANAGERS RESIDENCE

CLIENT N CURRIE	SITE ADDRESS 38 LONG BRUSH ROAD JERRARA	DATE - 31/05/19
		SCALE - 1:100
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		ELEVATIONS



CLIENT N CURRIE	SITE ADDRESS 38 LONG BRUSH ROAD JERRARA	DATE - 31/05/19
		SCALE - 1:100
DRAWN BY JOHN STEWART DESIGN AND DRAFTING PHONE-02 42 378638 MOB-0417 437 811		PAGE 4
SITE PLAN		

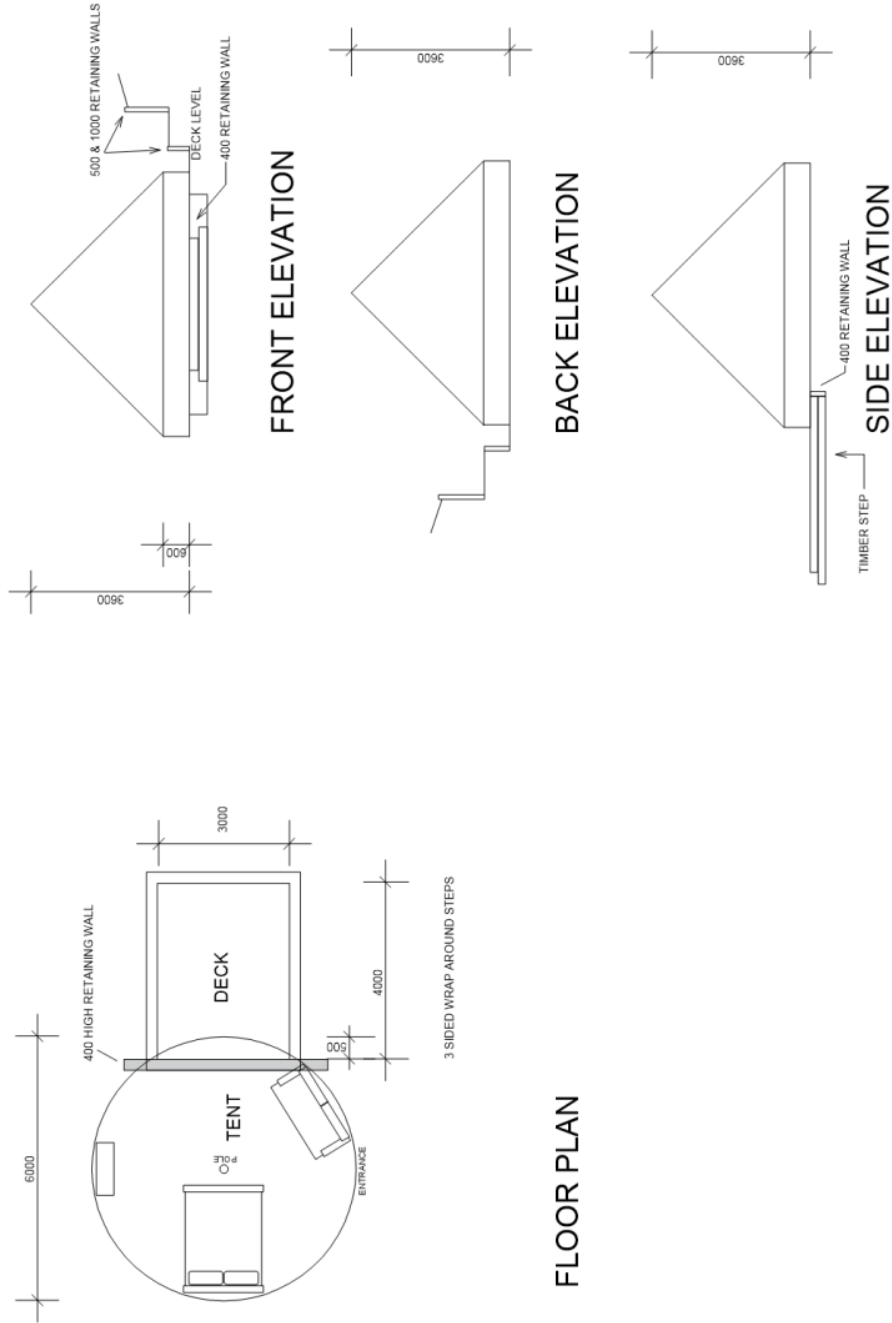
Thermal Comfort Commitments		Checked DA plans	Comments plans & specs
General Features			
The dwelling must not have more than 2 storeys.		✓	✓
The conditioned floor area of the dwelling must not exceed 500 square metres.		✓	✓
The dwelling must not contain open mezzanine area exceeding 25 square metres.		✓	✓
The dwelling must not contain third level habitable attic room.		✓	✓
Floor, walls and ceiling/roof			
The applicant must construct the floor(s), walls, and ceiling/roof of the dwelling in accordance with the specifications listed in the table below.		✓	✓
Construction			
Floor - concrete slab on ground	Additional insulation required (R-value)		Other specifications
external wall - framed (sheathboard, fibre cement, metal clad)	R1.0 (or R 4.0 including construction)		
ceiling and roof - raked ceiling / pitched or skillion roof, framed	ceiling: 3.5 (up), roof: hot backed blanket (95 mm)		framed, dark (solar acceptance > 0.70)
Note - Insulation specified in this Certificate must be installed in accordance with Part 3.12.1.1 of the Building Code of Australia.			
Water Commitments			
Fittings			
The applicant must install showerheads with a minimum rating of 4 star (> 4.5 lps) and 6 L/min plus spray force and/or coverage tests in all showers in the development.		✓	✓
The applicant must install a toilet flushing system with a minimum rating of 5 star in each toilet in the development.		✓	✓
The applicant must install basin taps with a minimum rating of 5 star in each bathroom in the development.		✓	✓
Alternative water			
Rainwater tank		✓	✓
The applicant must install a rainwater tank of at least 4000 litres on the site. This rainwater tank must meet, and be installed in accordance with, the requirements of all applicable regulatory authorities.		✓	✓
The applicant must configure the rainwater tank to collect rain runoff from at least 250 square metres of the roof area of the development (excluding the area of the roof which drains to any accumulation tank, or precast drain).		✓	✓
The applicant must connect the rainwater tank to:		✓	✓
- all toilets in the development		✓	✓
- the cold water tap that supplies each clothes washer in the development		✓	✓
- at least one outdoor tap in the development (Note: NSW Health does not recommend that rainwater be used for human consumption in areas with possible water supply)		✓	✓
- all hot water systems in the development		✓	✓
- all indoor cold water taps (not including taps that supply clothes washers) in the development		✓	✓
Energy Commitments			
- all bathrooms/laundry;		✓	✓
- all hallways;		✓	✓
Natural lighting			
The applicant must install a window and/or skylight in the kitchen of the dwelling for natural lighting.		✓	✓
The applicant must install a window and/or skylight in 1 bedroom(s) in the development for natural lighting.		✓	✓
Alternative energy			
The applicant must install a photovoltaic system with the capacity to generate at least 8 peak kilowatts of electricity as part of the development. The applicant must connect this system to the development's electrical system.		✓	✓
Other			
The applicant must install a gas cooktop & gas oven in the kitchen of the dwelling.		✓	✓
The applicant must construct each refrigerator space in the development so that it is "well ventilated", as defined in the BASIX definitions.		✓	✓
The applicant must install a lead outdoor clothes dryer as part of the development.		✓	✓

DATE - 31/05/19	
SCALE - 1:100	
PAGE 5	
BASIX	
SITE ADDRESS	38 LONG BRUSH ROAD JERRARA
CLIENT	N CURRIE
DRAWN BY	JOHN STEWART DESIGN AND DRAFTING
PHONE-02 42 378638	MOB-0417 437 811

BASI Certificate
Building Sustainability Index www.basix.nsw.gov.au
Single Dwelling
Certificate number: 1044997S

Project score	66
Water	✓ Pass
Thermal Comfort	✓ Pass
Energy	✓ 97

Window/glazed door no.	Maximum height (mm)	Maximum width (mm)	Type	Shading Device (Dimension within 15°)	Overshading	Target
North facing						
W01	1000	850	aluminium, single, clear	pergola (fixed battens) 3500 mm, 300 mm above head of window or glazed door	not overshadowed	Target 40
W02	1000	850	aluminium, single, clear	300 mm fixed battens 3500 mm, 300 mm above head of window or glazed door	not overshadowed	Target Pass
W03	1200	1000	aluminium, single, clear	eave 450 mm, 300 mm above head of window or glazed door	not overshadowed	Target 50
W04	1200	1210	aluminium, single, clear	eave 450 mm, 300 mm above head of window or glazed door	not overshadowed	
W05	1200	1800	aluminium, single, clear	eave 450 mm, 300 mm above head of window or glazed door	not overshadowed	
W06	1200	1800	aluminium, single, clear	eave 450 mm, 300 mm above head of window or glazed door	not overshadowed	
East facing						
W07	1500	1800	aluminium, single, clear	veranda 2500 mm, 2400 mm above base of window or glazed door	not overshadowed	
W08	2100	850	aluminium, single, clear	veranda 2500 mm, 2400 mm above base of window or glazed door	not overshadowed	
South facing						
W09	600	1200	aluminium, single, clear	eave 450 mm, 300 mm above head of window or glazed door	not overshadowed	
W10	1200	1200	aluminium, single, clear	eave 450 mm, 300 mm above head of window or glazed door	not overshadowed	
W11	1200	1200	aluminium, single, clear	eave 450 mm, 300 mm above head of window or glazed door	not overshadowed	
Energy Commitments						
Hot water						
The applicant must install the following hot water system in the development, or a system with a higher energy rating: solar (electric boosted) with a performance of 06 to 09 JFCs or better.						
Cooling system						
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 living area: ceiling fans + 3-phase air conditioning. Energy rating: EER 3.5 - 4.0						
The applicant must install the following cooling system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase air conditioning. Energy rating: EER 3.5 - 4.0						
Heating system						
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 living area: 3-phase air conditioning. Energy rating: EER 3.5 - 4.0						
The applicant must install the following heating system, or a system with a higher energy rating, in at least 1 bedroom: 3-phase air conditioning. Energy rating: EER 3.5 - 4.0						
Ventilation						
The applicant must install the following exhaust systems in the development:						
At least 1 Bathroom, no mechanical ventilation (ie. natural); Operation control: n/a						
Kitchen: individual fan, ducted to outside or roof; Operation control: manual switch on/off						
Laundry: natural ventilation only, or no laundry; Operation control: n/a						
Artificial lighting						
The applicant must install the following "types of artificial lighting" in the development or light emitting diode (LED) lighting in each of the following rooms and where the word "dedicated" appears, the fixture for those lights must only be capable of incorporating fluorescent or light emitting diode (LED) lamps:						
- at least 5 of the bedrooms / study;						
- at least 2 of the living / dining rooms;						
- the kitchen;						



CLIENT	SITE ADDRESS	DATE - 04/07/19
N CURRIE	38 LONG BRUSH ROAD JERRARA	SCALE - 1:100
DRAWN BY	TENT	
JOHN STEWART DESIGN AND DRAFTING	PHONE-02 42 378638 MOB-0417 437 811	

12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events

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 reviews Development Application No 10.2019.233.1 which involves the use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events

The report recommends that Council approve Development Application No 10.2019.233.1 as the proposal is:

- Permitted with consent under the *Temporary Use of Land* provisions of the Kiama LEP 2011 that restricts, the otherwise prohibited *Function Centre* use in the RU1 Primary Production Zone, to a maximum period of 52 days (whether or not consecutive days) in any 12-month period; and
- Generally consistent with the Kiama Development Control Plan 2012 (DCP).

Finance

N/A

Policy

N/A

Consultation (Internal)

Please refer to the "Internal Referrals" section in this report.

Communication/Community Engagement

Required: Yes (newspaper advertisement, onsite notice and letter notification).

Notification Period: 14 days from 8/1/2019 to 22/1/2019.

Submissions: 6 submissions.

Reason for the Report

This report is submitted to Council because only the elected Council determine applications involving more than 3 objections.

The application was also called up for determination by Councillors Watson and Brown.

Report of the Director Environmental Services

- 12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)
-

Attachments

- 1 10.2019.233.1 - Plans [↓](#)
- 2 10.2019.233.1 - RMS Advice [↓](#)
- 3 10.2019.233.1 - RFS - General Terms of Approval [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Approve Development Application No 10.2019.233.1 under Section 4.16 of the Environmental Planning and Assessment Act 1979, subject to conditions at the end of this report.
2. Require the applicant to commence the preparation of Planning Proposal and submit this to Council, to seek the inclusion of function centres within the permissible land use table for the subject site.

BACKGROUND**Development Site**

The property is described as Lot 2 DP 1202029 which is located at 11 Willowvale Road, Willow Vale.

The overall site measures 40.55 hectares and is irregular in shape. The site currently contains Class 1 and Class 10 buildings and is bounded by rural land containing principally pastures and dwellings.

The site is split zoned RU1 Primary Production, E2 Environmental Conservation and E3 Environmental Management under Kiama LEP 2011.

The site slopes variably and is largely cleared of vegetation save for some pockets of vegetation along the far northern boundary of the subject site.

The site drains overland to the adjoining land and Willowvale Road which traverses the subject site.

Access to the property is gained from Willowvale Road.

The site is serviced by water, electricity, and telecommunications.

The site is subject to the following constraints

- Bushfire affectation;
- Services/easements;
- Noise and vibration from adjoining transport corridor to the south;

Report of the Director Environmental Services

12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)

- Areas mapped in Kiama LEP 2011 as terrestrial biodiversity/riparian land and watercourses.

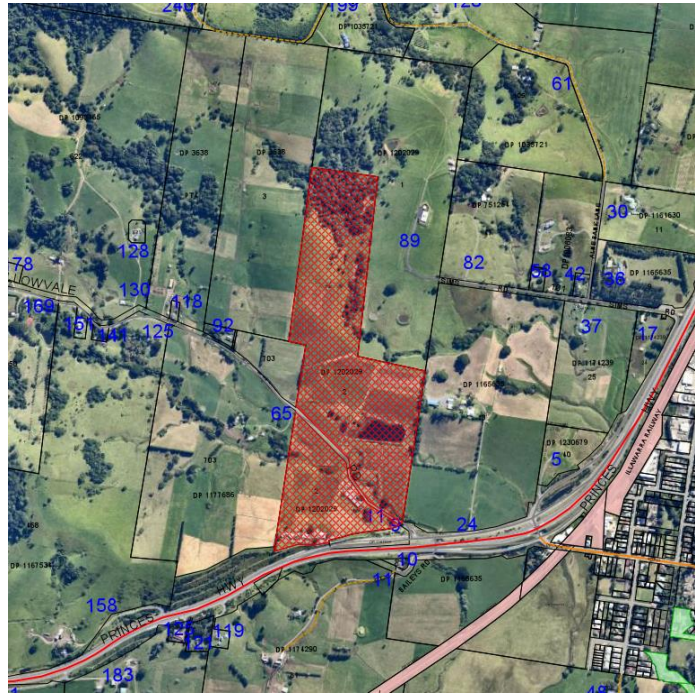


Figure 1 – Locality Plan



Figure 2 – Site Photograph – View of Approximate Stage location in Centre Frame Background

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Report of the Director Environmental Services

12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)

Historic Approvals at the site are as follows:

- 10.2003.355.1 – Use of Cellar Door Sales / Café Building for Weddings & Functions; and
- 10.2008.82.1 – Use of Winery for Live Jazz Bands (Time Limited) and expired on 04/05/2008; and
- 10.2009.47.1 – Use of Winery for Jazz Concerts (Time Limited) and expired on 1/05/2011.

These uses were characterised as a *tourist facility* which was a permissible land use under Kiama LEP 1996, the applicable planning instrument at the time. The land use definition *tourist facility* has since been removed from the Standard Instrument LEP, and no longer exists as an available land use.

The current proposal seeks development consent for the use of land at Crooked River Wines for 4 events each year (over a 3 year period) with events including a variety of themes such as live music, food, culture, sporting and community. The proposal is therefore characterised as a *Function Centre* land use under Kiama LEP 2011 which is prohibited in the RU1 Primary Production Zone land use table.

To overcome the permissibility issue of functions and events not being permissible in the rural zone the application has been framed to be reliant on clause 2.8 - Temporary Use of Land under Kiama LEP 2011.

Based on previous approvals sought and applications lodged by the landowners, it appears that the running of events at the subject site has become a key priority in the business plan for the Crooked River Wines.

Before any future Development Application could be lodged with Council for a *Function Centre* proposal that is not reliant on clause 2.8 (and its limiting restrictions), the Kiama LEP 2011 would need to be amended via a Planning Proposal process to permit this land use on the property. The submission and approval of a planning proposal to permit the use of the site for a *Function Centre* and then the lodgement and approval of a development application for such a land use would likely take at least 12-24 months.

Given the extended length of time required under this approach it is proposed to enable an interim development consent to be issued facilitate the operating of key proposed events. This consent would be an interim measure whilst a planning proposal is undertaken to enable the additional permitted use on the land as a *Function Centre* if the applicant and proprietors of Crooked River Wines endeavour to continue running events beyond the consent period.

Description of the Proposed Development

The proposal involves the use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community themes.

The proposed event schedule is as follows:

Report of the Director Environmental Services

12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)

Event Name	Event Dates	Hours of Operation	Proposed Patronage	Description
Winter Wine Festival	June Long Weekend (Sat + Sun)	12:00pm – 10:00pm	2500 per day	Wine festival celebrating the produce of the South Coast accompanied by bands and acoustic performances
A Day on the Hill	October (Sat + Sun)	(12:00pm – 10:00pm)	2500 per day	Wine Food and Music Gathering
Intermittent Concert	November	12:00pm – 10:00pm	2000	A headline performance from a select Australian artist
Christmas in the Vines	December	12:00pm – 8:00pm	1500	Acoustic Christmas Event
Stomping of the Grapes and Wedding Exhibition	Are considered ancillary to the existing operations and are therefore already approved by Council and not subject of this application. These events can occur separately and in addition to this application.			

Key Operational Activities

Day	Time	Action
3 Days prior to the event	7am	Event period begins
3 Days prior to the event	7am – 6pm	Site Bump In begins – Décor, suppliers
2 Days prior to the event	7am – 6pm	Site bump In – Stage, fencing, production
1 Day prior to the event	7am – 10pm	Site Bump In – Stall holders, toilets, artists
Event Day	6am – 9:30am	Site Bump In – Artists
Event Day	As Specified in Event Details	Event Open
Event Day	From event conclusion	Site Bump Out – Stall holders, artists, stage, cleaning
1 Day post event	7:00am – 6:00pm	Site Bump Out – Décor, stall holders

Report of the Director Environmental Services

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Day	Time	Action
2 days post event	7:00am – 3:00pm	Site Bump Out – Contractors, suppliers,
2 days post event	5pm	Event Period Concludes

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The proposal is shown in Figures 3, 4, 5, and 6 below:



Figure 3 – Site Plan

Report of the Director Environmental Services

12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)



Figure 4 – Event Parking Plan



Figure 5 – Event Patron Border Plan

Section 4.15 Assessment

The proposed development has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979 (as amended) and the following matters are considered relevant.

Item 12.2

Report of the Director Environmental Services

- 12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)
-

Relevant Environmental Planning Instruments

- State Environmental Planning Policy No 55 - Remediation of Land

Clause 7 of the SEPP No 55 requires Council to consider whether the land is contaminated and if it is contaminated if remediation works are required. Council is unaware of any historic land use which would deem the site unsuitable for the proposed development, therefore the land is considered to be suitable for the proposed use.

- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017

Clause 9 and 10 of the SEPP (Vegetation in Non-Rural Areas) 2017 outlines that consent is required for the clearing of certain vegetation in non-rural areas. Council's DCP 2012 outlines that certain trees can be removed without requiring consent. No trees are proposed to be removed as part of this development.

- Kiama LEP 2011

Clause 2.3 - Zone objectives and Land Use Table

The subject land is split zoned RU1 Primary Production, E2 Environmental Conservation and E3 Environmental Management under Kiama LEP 2011. The proposal is defined as a *Function Centre* under the provisions of Kiama LEP 2011, which are prohibited in the RU1 primary Production, E2 Environmental Conservation and E3 Environmental Management 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 objectives of the RU1 Primary Production zone are as follows:

- *To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.*
- *To encourage diversity in primary industry enterprises and systems appropriate for the area.*
- *To minimise the fragmentation and alienation of resource lands.*
- *To minimise conflict between land uses within this zone and land uses within adjoining zones.*
- *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.*

Despite the proposed development being prohibited in the RU1 Primary Production Zone it is considered to be consistent with its respective objectives.

The temporary use of the Crooked River Wines subject site remains viable and effective for primary production pursuits to continue as the nature of development seeks to encourage individuals to enjoy locally made products and experiences.

Report of the Director Environmental Services

- 12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)
-

The proposal will not fragment the rural land and or alienate natural resource land due the proposal being temporary in nature and occurring on a periodic basis throughout the year.

Conflicts between the site and adjoining land uses are mitigated through the periodic operation of events and the orientation of noise sources away from sensitive local receivers.

Furthermore, the proposal provides an opportunity for employment generating development that will add value to the local agricultural economy as the development encourages end users to experience locally made produce.

Under these circumstances, the proposed development is considered consistent with the zone objectives.

Specific clauses requiring consideration:

Clause 2.8 – Temporary Use of Land

Under the provisions of Clause 2.8 of Kiama LEP 2011, any prohibited land use may be granted consent for temporary use.

The temporary use period is for up to a maximum period of 52 days (whether or not consecutive days) in any period of 12 months, and may be granted consent provided the use does not compromise future development of the land, or have detrimental economic, social, amenity or environmental effects on the land.

The clause states:

2.8 Temporary use of land

- (1) The objective of this clause is to provide for the temporary use of land if the use does not compromise future development of the land, or have detrimental economic, social, amenity or environmental effects on the land.
- (2) Despite any other provision of this Plan, development consent may be granted for development on land in any zone for a temporary use for a maximum period of 52 days (whether or not consecutive days) in any period of 12 months.
- (3) Development consent must not be granted unless the consent authority is satisfied that:
 - (a) the temporary use will not prejudice the subsequent carrying out of development on the land in accordance with this Plan and any other applicable environmental planning instrument, and
 - (b) the temporary use will not adversely impact on any adjoining land or the amenity of the neighbourhood, and
 - (c) the temporary use and location of any structures related to the use will not adversely impact on environmental attributes or features of the land, or increase the risk of natural hazards that may affect the land, and

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- (d) at the end of the temporary use period the land will, as far as is practicable, be restored to the condition in which it was before the commencement of the use.
- (4) Despite subclause (2), the temporary use of a dwelling as a sales office for a new release area or a new housing estate may exceed the maximum number of days specified in that subclause.
- (5) Subclause (3) (d) does not apply to the temporary use of a dwelling as a sales office mentioned in subclause (4).

As detailed above under Cl. 2.3 the proposed development will not prejudice the objectives of the RU1 Primary Production Zone nor will it be biased against any objectives of the applicable environmental planning instruments.

It is noted that the term 'not adversely impact' under Cl. 2.8 (b) does not imply no impact at all. However, reservations remain on the scale and frequency of the proposed development to 'not adversely impact' on the amenity of the neighbourhood.

Under *Geoffrey John Lomman v Windbelt Pty Limited [2018] NSWLEC 2019* it states the following:

Further, as a matter of statutory construction, Windbelt submitted that there is no possible objective standard to be relied upon in determining whether something is "adverse", and that therefore whether an effect qualified as adverse was an opinion upon which Council was empowered to draw its own conclusion.

In this regard, Council considers that the scale and frequency of events proposed as part of the development application will not adversely impact on the amenity of the neighbourhood.

This position is grounded in the scale and frequency of events and being only temporary in nature.

The noise objectives put forward by the Noise Management Plan (NMP), are in line with developing and setting noise objectives for outdoor music festivals as described in Parnell and Sommer 2018, and it is recognised that the noise from the amplified music will be audible at sensitive receivers.

It is also assumed that it will be audible under different meteorological conditions at receivers further away from the proposed site in Willowvale Road. The updated NMP also points out that interpreting 'adverse impact on any adjoining land or the amenity of the neighbourhood', and how this fits within the relevant NSW noise guidelines for local government and the Industrial Noise Policy is key, as the guidelines do not set regulatory limits, but rather a general framework to work through noise issues.

The issue Council has to be satisfied with relating to the effect of noise on 'the amenity of the neighbourhood' is difficult and subjective. The proposed noise criteria of LAeq (5min) of 70 dBA and LCeq (5min) of 80 dBC at the sensitive receivers sits on the upper end and in many cases above many of the limits for events in NSW and other jurisdictions identified in the Sommer and Parnell 2018 paper on 'Setting noise objectives for outdoor music festivals in rural locations'.

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The amenity impacts the proposed festival will have on the surrounding neighbourhood has been considered in depth, and the minor impacts associated with infrequent events are considered reasonable because of short nature and duration of the events. The impacts associated with the running of events are not considered to cause a significant and lasting adversely impact upon the amenity of the neighbourhood. Conditions of development consent will be imposed if the application is approved to ensure that the events are at all times monitoring its noise emanating from the events to ensure compliance with the noise criteria put forward by the noise management plan.

Clause 4.3 - Height of Buildings

Clause 4.3 requires that the height of the building does not exceed the maximum height shown on the Height of Buildings Map. The height of building map does not identify a maximum building height to the site.

The proposed development will utilise temporary structures and as such complies.

Clause 4.4 - Floor Space Ratio

Clause 4.4 requires that the height of the building does not exceed the maximum height shown on the Height of Buildings Map.

The Floor Space Ratio map does not identify a FSR to the site.

The proposed development will utilise temporary structures and as such complies.

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 the 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 13/04/2018.

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.

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No information is to hand that would indicate that the proposal is considered to be inconsistent with this draft planning instrument.

Kiama Development Control Plan 2012

The proposed development is not inconsistent with the objectives contained with the Kiama DCP 2012.

This objectives Kiama DCP 2012. The minor non-compliances are addressed in the table below:

Chapter 9 – Car Parking	
<p>2.2 How Much Parking Is Required?</p> <p><i>Entertainment Facility:</i> 1 space per 5m² of theatre or hall area.</p>	<p>The implications of the potential non-compliance with Section 2.2 under Chapter 2 of Kiama’s DCP have been considered in detail.</p> <p>The Kiama DCP nor the RMS Guide for Traffic Generating Development stipulate how much traffic and car parking would be expected to be generated by events of this nature.</p> <p>A more succinct ratio for car parking, which can be applied to the proposal is the rate applied to <i>Entertainment Facilities</i> under the Kiama DCP.</p> <p>Under Entertainment Facilities it stipulates that 1 car parking space is required per 5m² of theatre or hall area.</p> <p>There is approximately 160m² of stage area for the proposed event. Under this ratio for Entertainment Facilities this equate 32 car parking spaces to be provided.</p> <p>It is considered that there is ample car parking available on site and within the immediate locality of Crooked River Wines to satisfy these car-parking requirements and past experience of these events would indicate that in excess of 32 car parking spaces was required.</p> <p>In this regard it is considered that there is sufficient parking within the locality to cater for the parking requirements for the proposal.</p> <p>It is noted that the applicant is further encouraging attendees of the festival to attend on foot through the use of public transport services.</p> <p>RMS will also require as a condition of approval that a mini bus is provided by the organisers to transport people from the train station to the event and back to</p>

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reduce private vehicle reliance and the inherent traffic and car parking demands in the locality.

This is considered to be a responsible approach for the festival as the sale of alcohol will be occurring.

Thus, taking reasonable proximity of public transport services into consideration, the ample supply of car parking and the use of public transport in conjunction with a minibus to serve the needs of the festival, the proposal is considered to be consistent with this provision of the DCP.

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Chapter 11 – Waste Management

A referral was sent to Council's Waste Management Officer and Environmental Health Officer. This matter is discussed later in the report.

The proposed development generally complies with the relevant controls of the DCP 2012, and where strict compliance is not achieved the objectives of the controls are maintained.

Any Planning Agreement

Nil.

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.

The Likely Impacts of the Proposed Development

- Streetscape

The events are considered to be reasonable when considered in relation to the context of the site.

All structures to be erected at the subject site for the purposes of the event are temporary and therefore will not adversely impact on the existing bulk, scale and built form of the adjoining properties.

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The subject site will be transformed into a temporary event, which will produce an inclusive area that provides entertainment and access to food and drink opportunities. The impact of the proposed development will have on the streetscape has been considered in detail and there are no unreasonable or lasting adverse effects on the streetscape associated with the proposal.

• Noise

There is going to be some associated noise generated as a result of the events proposed to be undertaken at Crooked River Wines.

However, conditions of consent can be imposed to ensure that the event is undertaken only within specified hours to limit impacts upon neighbours.

No ongoing significant noise impacts are expected as a result of the development. The hours of operation and infrequent nature of the events is considered to be reasonable in the context of its proximity to the Gerringong locality.

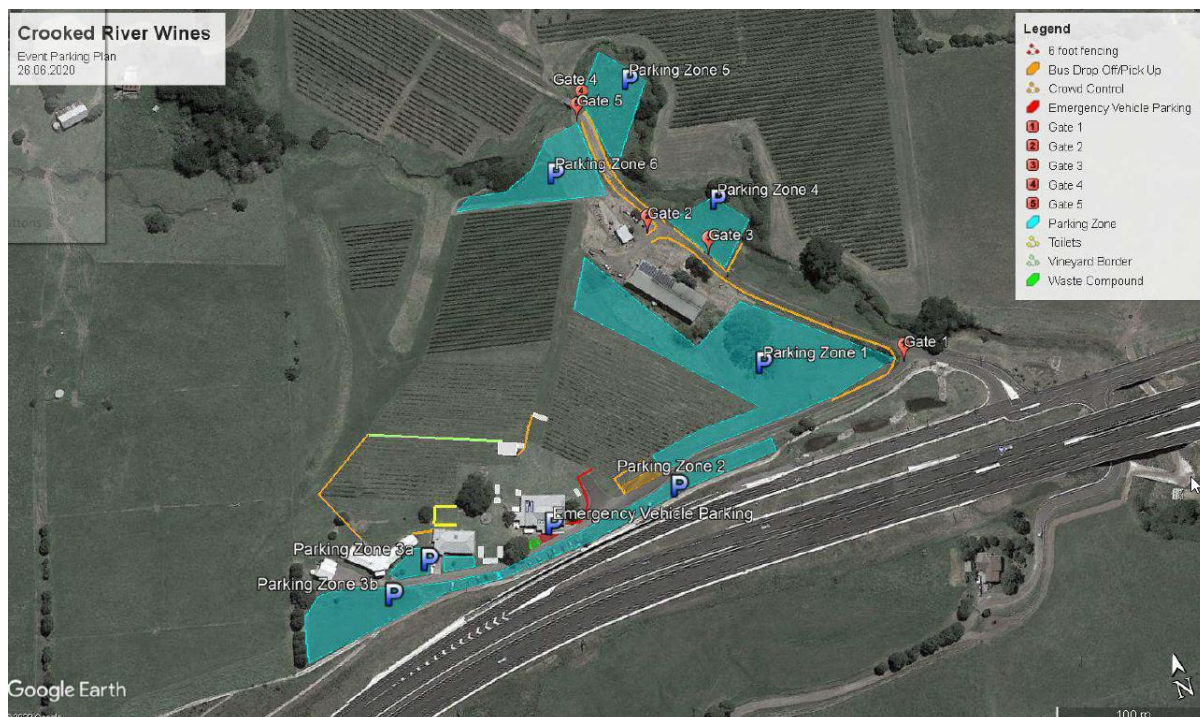
• Privacy and Overlooking

No significant concerns are raised in relation to privacy loss and overlooking resulting from the proposed development.

• Vehicular Access, Parking and Manoeuvring

Sufficient car parking is proposed on site to accommodate the expected demand in conjunction with the use of an operator supplied mini bus and public transport.

The applicant has provided a plan which indicates the parking locations on site. This can be seen in Figure 6 below:



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Figure 6 - Event Parking Plan

- 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.

- Social and Economic Impacts

The proposed development will likely have a largely positive social and economic impact on the locality. It's considered that the events will bring tourists and day trippers to the Kiama locality, which will inject money into local businesses boosting employment in the local economy.

- Effect on public domain

It is anticipated that the proposal will generate some additional traffic in the locality, which will subsequently impact vehicular and pedestrian traffic through Willowvale Road and neighbouring roads.

Additionally, the event is expected to have noise implications on the amenity of the surrounding and adjoining properties. However, as the event is to only permitted to be carried out over four weekends, the low frequency of events and temporary nature are considered reasonable in the circumstances.

- Amenities

Kiama Council has recently drafted an Events Tool Kit that is designed to help proponents who are seeking to hold events on either private or public land determine the number of amenities required for different crowd sizes. The guide stipulates the following amenities are required when alcohol is being sold at an event:

A guide for events where alcohol IS consumed – either BYO or sold through a liquor permit:

Patrons	Males			Females	
	WC	Urinals	Hand Basins	WC	Hand Basins
<500	3	8	2	13	2
<1000	5	10	4	16	4
<2000	9	15	6	18	6
<3000	10	18	10	20	10
<5000	12	25	17	33	17

The applicant has proposed to provide amenities at a ratio of 1 toilet per 75 patrons. This equates to 34 toilets.

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The draft event tool kit it stipulates for events <3000 the following amenities are required to be provided:

Male	Female
• 10 WC	• 20 WC
• 18 Male Urinals	• 10 Hand Basins
• 10 Hand Basins	

A recommended condition of development consent will be imposed stipulating the abovementioned amenities are to be provided if the development application is determined by way of approval.

- On Site Sewer Management System

A referral was sent to Council's Environmental Health Officer in regards to utilising the toilets within the café and restaurant building during the events.

The officer's assessment detailed the existing system is not suitable for the scale and frequency of the proposed events and is required to be upgraded. A Geotechnical Report commissioned by the applicant has detailed the required system to be installed to cater for the additional loads placed on the system.

In this regard, a condition of development consent will be imposed requiring the applicant to upgrade the existing system prior to any event going ahead.

- Operational waste

A referral was sent to Council Waste Officer in relation to the proposed development and no concerns have been raised. Conditions of development consent will be imposed to ensure that all waste generated at the event is disposed of appropriately.

- First aid and medical services

All events, no matter how small, have the possibility of a medical incident. It is essential that the event is provided with adequate facilities and qualified personnel to administer first aid and, if warranted, medical services such as doctors, nurses and paramedics, based on the nature of the event.

An appropriately resourced first aid/medical provider should be able to manage most incidents involving event attendees on site. This will be a requirement of the conditions of development consent.

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

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period, 6 submissions were received which raised the following (summarised) matters of concern:

	Objection	Assessment Officer's Comment
Item 1	Traffic	It is understood that there will be an impact for properties along Willowvale Road that will directly impacted by the proposed events. A condition of development consent will be imposed requiring the event organiser to provide an authorised traffic controller to ensure that nearby residents who are impacted by the events can access their properties.
Item 2	Noise impacts on amenity and livestock	The noise impacts are considered acceptable given there infrequent nature of proposed events. Conditions of consent will be imposed to ensure the neighbouring properties are to be notified 2 weeks prior to any event occurring.
Item 3	10 events is to many	The application has been amended to 4 events.
Item 4	Disorderly behaviour in the rural setting	This is a management issue for Crooked River Wines and is related to responsible service of alcohol soothing administered by Licensing Police.
Item 5	Littering	Conditions will be imposed requiring the applicant to collect litter and restore the land back to its natural state at the conclusion of an event.
Item 6	Noise Impacts unreasonably affecting existing residential amenity	As mentioned above noise impacts are considered reasonable due to the infrequent nature of events. Furthermore, this is a time limited consent.

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External Referrals

- 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.

- NSW Roads & Maritime Service (RMS)

The RMS issued their General Terms of Approval.

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.

- Landscape Design Officer

No objection has been raised in relation to the proposed development.

- 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 RU1 Primary Production zone.

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Consideration has been given to the social, economic and environmental impacts of the proposed development and no significant concerns are raised.

Concerns raised in submissions have been considered and do not warrant refusal of the application.

The proposed development is considered to be reasonable and conditional approval is recommended.

Draft Conditions of Development Consent

General

- (1) The development shall be implemented generally in accordance with the details set out on the plan/drawing and supporting documents endorsed by Council as 10.2019.233.1 dated xx/xx/xxxx except as amended by the following conditions:

(g005.doc)

- (2) The person/s having the benefit of this consent to manage the events must at all times keep on site; and provide to Council upon request, the following registers:

a. A Register of Complaints

The register of complaints received at the event must include details of the name and address of the complainant, the date the complaint was registered, the date and nature of the incident causing the complaint, and the details of actions taken, if any, to remedy the issue causing the complaint. The complaints register must include both customer complaints, and complaints received from members of the public about the operation of the events.

b. A Register of Medical Incidents

The register of medical incidents at the event must include details of the name and address of the patient, the date and time the incident was registered, the date and nature of the incident, and the details of actions taken, if any, to remedy the issue causing the incident and preventing reoccurrence in the future.

These registers are to be provided to Council at the conclusion of the event period in every calendar year.

- (3) The consent is restricted to operating four events in each calendar year, for a period of not more than three consecutive years, before this consent lapses and separate development consent is required to be obtained.
- (4) Two of the four events are permitted to have a patron capacity of 2500. The remaining two events are permitted to have a patron capacity of 1500 and 2000 respectively.
- (5) Provided the Council's Engineering and Works Department is satisfied, and provided that there is sufficient separation between public thoroughfares and the respective structures to ensure there is no adverse impact or threat to the public safety; the siting/location of the Security Arrangements/Lighting, Food Stalls,

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Rides and other Activities as shown on the stamped approved site plans may be adjusted within in the approved event area boundaries without the need to firstly have a separate modification of consent application lodged and approved.

- (6) Two weeks prior to any event going ahead, the organiser of the event, or person/s having the benefit of acting on this consent, is to provide Council with a schedule of the events to be undertaken at the subject site. The event schedule is to detail the following:
- The dates, times, patron capacity, and schedule of the event and;
 - The name, address and contact telephone number of the event coordinator and or complaint manager.
- (7) The organiser of the event, or person/s having the benefit of acting on this consent, is to provide an authorised traffic controller at the event to ensure that residents who are impacted by the event can access their properties.
- (8) No events are permitted to run over consecutive months.
- (9) That dilapidation of the road reserve on Willowvale Road will be remediated by Council if required, and that incurred costs will be invoiced to the event organiser.

Transport NSW

- (1) Prior to each event the proponent/event organiser shall ensure the following has been complied with:
- a. An event based Traffic Management Plan (TMP) must be prepared and implemented to Council's satisfaction. The TMP should be in accordance with Chapter 7 of the Guide to Traffic Management and Transport Management for Special Events (as amended from time to time). A copy of this guide can be downloaded from

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http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html;

- b. Liaise with the Manager, Operations Planning (TfNSW) in preparing their TMP. In the first instance they should contact the Manager by email details of the event to regional.special.events@rms.nsw.gov.au;
 - c. Prepare and put in place a communication strategy to notify motorists of potential delays. This must include, but not be limited to, notification prior to the event being placed on 'Live Traffic'; and
 - d. Ensure a shuttle bus is provided to take people attending the event to and from Gerringong train station.
- (2) The event entry needs to be well signposted to clearly identify the access/egress.
 - (3) Parking and internal arrangements for each event need to be designed such that no queuing onto the Princes Highway, inclusive of the northbound off ramp, occurs.
 - (4) If the traffic management arrangements for the event are likely to impact on a travel lane of the Princes Highway, the developer must apply for, and obtain a Road Occupancy Licence (ROL) from the TfNSW Traffic Operations Unit (TOU) prior to the event. The ROL application would require a traffic management plan (TMP) to be prepared by a person who is certified to prepare Traffic Control Plans. Should the TMP require a reduction of the speed limit, a Speed Zone Authorisation will also be required from the TOU. TfNSW recommends that the application be lodged a minimum of one month prior to the event.

Rural Fire Service

- (1) A Bush Fire Emergency Management and Evacuation Plan must be prepared consistent with 'Development Planning - A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan December 2014'. The Plan shall:
 - Identify permissible activities that may occur within the site on days of forecasted catastrophic or extreme fire weather;
 - Identify trigger points for implementation of the emergency evacuation plan;
 - Identify procedure to contact the NSW RFS District Office / NSW Fire Brigade and inform them of proposed actions (i.e. early evacuation/on-site refuge); and
 - Include a detailed site plan. All locations within the site identified as places of refuge shall:
 - Comply with the site criteria as outlined in section 7 of the NSW RFS document 'Guidelines for the Identification and Inspection of Neighbourhood Safer Places in NSW' dated April 2017; Provide for

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the maximum capacity of the site (being the total number of all accommodation guests, day visitors, staff, and event attendees etc);

- Be clearly signposted as places of refuge;
- Buildings identified as places of refuge shall comply with the occupancy levels permissible for a Class 9b Assembly Building ('Public Hall') and 'area per person' requirements (being 1 square metre per person) as specified under the Building Code of Australia; and
- Buildings identified as places of refuge shall comply with Sections 3 and 5 (BAL 12.5) Australian Standard AS3959-2009 '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 A3.7 Addendum Appendix 3 of 'Planning for Bush Fire Protection 2006'.

A draft copy of the Plan should be provided to the local NSW RFS District Office for comment. Any return comment from the District shall be adopted into an amended Plan.

- (2) To allow for emergency service personnel to undertake property protection activities, a minimum 10-metre unobstructed asset protection zone (APZ) shall be provided around all buildings and all open-air spaces being used for events. This APZ shall be established prior to the commencement of events and managed for the life of the development as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.
- (3) The provision of all new and the modification of any existing water, electricity, and gas services shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.
- (4) Internal roads shall comply with section 4.2.7 of 'Planning for Bush Fire Protection, 2006'.
- (5) Events are to be cancelled on days of predicted fire danger ratings of extreme or catastrophic.

Time Limited Consent

- (1) The use of Crooked River Wines for events (as shown on the approved plans) is limited to an initial consent period of three (3) years.

The three (3) years consent period commences from the date of issue of the development consent for the application 10.2019.233.1

Three (3) years after the endorsement date of this consent, the consent will expire, unless the consent is extended or varied by approval of a formal application made under section 4.55 of the *Environmental Planning &*

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Assessment Act 1979 to modify the time limit trial period condition/s of the consent. Such application must be lodged by the proponent with Council at least 6 months prior to the expiration date of this consent.

N.B. When assessing this modification application, any problems encountered or complaints received during the consent trial period will be considered as will the scale of the event.

At the end of the three year period the temporary use of the Crooked River Wines for events must cease.

Should this consent expire and it is intended to continue the temporary use of Crooked River Wines for events, a new development application seeking development consent, together with payment of fees in accordance with Council's *Fees and Charges*, must be lodged by the proponent and approved by Council before the use may recommence at the premises.

Post-Event Report Document

- (1) Following the completion of every event the applicant, or the person/s having the benefit to act on this consent, is to prepare and submit to Council a Post-Event Report within 6 months of the closure of the event, which outlines the following matters:
 - a. Post-event report executive summary
 - i. Summary of post event report
 - ii. Highlight achievements
 - iii. Recommendations
 - b. Daily Attendance numbers
 - c. How much alcohol type and volume that was sold at the event
 - d. Analysis of the impact of the development in the locality
 - e. Pre & Post Development analysis the development has had on the subject site.
 - f. Medical Incidents
 - g. How much waste was produced, type, volume, weight and ideas to reduce the waste stream further, increase recycling and composting of organics
 - h. Traffic Management
 - i. Toilet Usage, review of locations, daily queuing times, and adequacy of facilities provided

Access

- (1) Safe ingress to and egress from the sites shall be maintained at all times for the duration of the event.

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- (2) The organiser of the event, or person/s having the benefit of acting on this consent, is to ensure that emergency vehicles have an allocated area for ingress and egress for the entirety of the event in the event of an incident requiring that they attend.
- (3) The organiser of the event, or person/s having the benefit of acting on this consent, is to provide an authorised traffic controller to guide traffic to the nominated car parking areas.
- (4) Parking along the road reserve of Willow Vale Road is not permitted.

Temporary Structure Requirements

- (1) The erection and use of all temporary structures must be carried out in accordance with the requirements of the Building Code of Australia.
- (2) All temporary structures (tents, stages, marquees) must be installed/constructed and used in strict accordance with the respective manufactures specifications.
- (3) All temporary structures to be installed and utilised at the event, which do not have manufacturers specifications, must have a report from a practicing structural engineer determining that they are suitable and safe for their intended use at the event.
- (4) Care should be taken to secure all temporary structures when not in use and during periods of high winds events to ensure temporary structures do not cause damage to the natural environment, or pose a risk of injury or death to the public.

Noise

- (1) The event organiser, or the person/s having the benefit to act on this consent, must ensure that the event is operated in accordance with the Noise Management Plan produced by Gardiner Stuckey Acoustical Services, dated 25th of August 2020.
- (2) The development shall not interfere with the amenity of the neighbourhood by reason of offensive noise. (sop085.doc)
- (3) All amplified speakers must be directed away from residential receivers.
- (4) Musical or electrically amplified sound equipment is not permitted to be used before 8:00 am or after 10:00pm in accordance with the *Protection of the Environment (Noise Control) Regulation 2017*.

Note: Only essential and safety announcements are permitted outside these hours

- (5) At least fourteen (14) days prior to the commencement of the event, all immediate neighbours are to be notified in writing of event and the light/noise generating activities. Notification is to include, at a minimum:
 - (a) The dates, times and schedule of the event and;
 - (b) The name, address and contact telephone number of the event coordinator and or complaint manager.

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- (6) Following the completion of every event the applicant, or the person/s having the benefit to act on this consent, is to prepare and submit to council a Post-Event Acoustic Report within 6 months of the closure of the event, which outlines the following matters:
- (a) Onsite noise measurements at FOH and residential boundaries affected by the event for sound checks / rehearsals and during the event
 - (b) Assessment of the performance of the event against noise management plan objectives
 - (c) Details of noise complaints and response
 - (d) Any recommendations to deal with noise issues as a result of the event for future events.
- (7) Noise assessments are to be undertaken at routine intervals throughout the event by an appropriately qualified person.

Individual Stall Holder Requirements

- (1) All stallholders must make and submit a separate application to Council and pay applicable fees for a Temporary Food Stall Permit and obtain approval for either one off, 6 months, 12 months or 24 months. This application must be approved by Council two (2) weeks prior to the event. A stallholder with an expired permit must not be permitted to operate at the event without prior approval by Council in writing or via a new permit.
- (2) All food must be prepared in an approved kitchen or within the approved stall. Home based food businesses (use of domestic kitchens) require Council development consent.
- (3) All stallholders must keep a current Temporary Food Stall permit with them during trading.
- (4) All stallholders must comply with the NSW Food Authority Food Handling Guidelines for Temporary Events and the applicable requirements of Food Act 2003, Regulations and Foods Safety Standards as amended.
- (5) The operator of the Event shall keep a register of all operators/owners of temporary food stalls, including operators name and business name, address, phone and fax numbers, email address, Australian Business number or Australian Company Number if applicable, Food Authority Notification Reference Number, a copy of Kiama Councils temporary food stall permit including updating expiry of permits, details and copy of public and product liability insurance information (no less than \$10 million is acceptable) and a list of food products sold.

The register must be kept up to date and available for inspection upon request from an authorised Council Officer.

Report of the Director Environmental Services

- 12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)
-

- (6) All stall holders are responsible for the disposal of their own waste off site. Under no circumstances are stall holders permitted to dispose of their waste in the public bins.

Vehicles

- (1) Event staff are to escort and supervise vehicle travel from the entry point of the site to the designated set up space and ensure vehicles do not pose a risk of injury to the public.

The event operator is to inform all staff of risks associated with driving vehicles on site, specifically their responsibility to ensure safety of the public and children at all times especially when reversing.

Vehicles must not travel at any speed greater than walking pace

Driving vehicles outside of daylight hours is strongly discouraged and extra care should be taken if it is unavoidable.

On Site Sewer Management System

- (1) A separate Application to Modify/Upgrade an existing on-site sewage management facility is to be submitted and approved by Council prior to installation, this is required for both the existing facilities and the events that are proposed for the site. Failure to install this upgrade will result in Council revoking this consent.
- (2) The On-site sewage Management System and the effluent disposal area shall be completed in accordance with the Effluent Disposal Report by Harris Environmental Consulting dated 22 June 2020 (ref: 3775WW), prior to use.

Operational Waste

- (1) The event must be closely monitored by the applicant, and or person/s having the benefit to act on this consent, to determine if additional bins are required and the location of bins is acceptable. If necessary, the number of bins and locations are to be adjusted to reflect demand or as directed by Council from time to time.
- (2) The waste generated at the events are to be managed in accordance with the Event Waste Management Plan.

Toilet cleaning/additional portable toilets

- (1) The event organiser, and the person/s having the benefit of this consent, shall be required to arrange and pay for the following when an event has <3000:
- 10 Male Water Closets; and
 - 18 Male Urinals; and
 - 20 Female Water Closets; and
 - 20 Hand Basins
- (2) The event organiser, and the person/s having the benefit of this consent, shall be required to arrange and pay for the following when an event has <2000

Report of the Director Environmental Services

12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)

- 9 Male Water Closets; and
- 15 Male Urinals; and
- 18 Female Water Closets; and
- 12 Hand Basins

Utility Servicing

- (1) The applicant, and or person/s having the benefit to act on this consent shall bear the cost of relocation of any service utilities required in the erection of any temporary structures. (us045.doc)
- (2) The cost of repairing any damage to public assets and infrastructure as a result of activities associated with the approved event, is to be met in full by the operator.

Security

- (1) Security personnel are to be provided for the duration of the event including overnight, to mitigate concerns around the structures being accessed at night and ensuring not only the safety of the public but also that no criminal offences such as theft and vandalism will occur as a result of the event and the structures.
- (2) The organiser, or the person/s having the benefit to act on this consent, is liable to conduct a crowded places assessment. All owners and operators should complete the crowded places security audit found on the nationalecurity.gov.au website. The audit may identify security gaps that may require further action.

If you score 40 or more from the self-assessment contact the relevant area of your state or territory police. Contact details can be found at:

- www.nationalecurity.gov.au/crowdedplaces
- <https://www.nationalecurity.gov.au/Mediaandpublications/Publications/Documents/crowded-places-self-assessment-tool.pdf>

- (3) Security personnel and services are to ensure that the event, complies with the Australian Standard – Guard and patrol security services, AS/NZS 4421.

Risk Management & Emergency Procedures

- (1) The event organiser, or the person/s having the benefit to act on this consent, will ensure that the Lake Illawarra Police District Operations Duty Officer is formally briefed on the event and provided with the finalised Risk Management Plan at a reasonable time prior to any event occurring.

Sale of Alcohol

- (1) If a liquor license is granted by the Office of Liquor and Gaming, the sale of alcohol from the Crooked River Wines must be in accordance with *the Liquor Act 2007*.

Report of the Director Environmental Services

- 12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)

- (2) This consent does not enable the sale of alcohol for the Crooked River Wine events without a liquor license being issued by Office of liquor of Gaming.

Please see the following link below for liquor licensing requirements and types:

<https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types>

Lighting

- (1) Lighting should be installed in and around the event to increase surveillance opportunities during the hours of darkness. Emphasis should be places on installing low glare/ high uniformity lighting levels over all areas.

First Aid Services

- (1) The event is to be provided with a suitably qualified medical provider to deliver First Aid. An appropriately resourced first aid/medical provider should be available on site for the duration of the event to manage all incidents involving event attendees on site.
- (2) Signage detailing the location of the First Aid/ medical provider must be installed at the event. The location of the first aid provider shall also be further mentioned periodically over the PA system to direct anyone requiring medical attention to the location.

Signage

- (1) Clear and distinct signage should be placed in and around the proposed site indicating any locations for parking first aid, food, drink and public amenities.
- (2) Effective signage and or directional signs should be installed around the event to provide guidance to visitors in locating prohibited areas; Exclusion zones.

Site Operations

- (1) The hours of operation of the Crooked River Wines events shall be restricted to the following:

Day	Time	Action
3 Days prior to the event	7am	Event period begins
3 Days prior to the event	7am – 6pm	Site Bump In begins – Décor, suppliers
2 Days prior to the event	7am – 6pm	Site bump In – Stage, fencing, production
1 Day prior to the event	7am – 10pm	Site Bump In – Stall holders, toilets, artists
Event Day	6am – 9:30am	Site Bump In – Artists
Event Day	12pm- 10.00pm	Event Open

Report of the Director Environmental Services

12.2 10.2019.233.1 - Lot 2 DP 1202029 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events (cont)

Day	Time	Action
Event Day	From event conclusion	Site Bump Out – Stall holders, artists, stage, cleaning
1 Day post event	7:00am – 6:00pm	Site Bump Out – Décor, stall holders
2 days post event	7:00am – 3:00pm	Site Bump Out – Contactors, suppliers,
2 days post event	5pm	Event Period Concludes

Item 12.2

- (2) The Crooked River Wines event area shall be kept in a neat and tidy state at all times.

The applicant, and person/s having the benefit to act on this consent shall be responsible for ensuring all waste materials, rubbish, spillages, stains etc. are cleaned and disposed of into appropriate waste receptacles. (sop060.doc)

- (4) The site must be restored at the close of the events to the same condition that it was in prior to the event occurring.

Environment

- (1) The event organiser, and person/s having the benefit to act on this consent, shall ensure the operations on the sites do not contaminate or have the potential to contaminate stormwater, waterways, groundwater or soil.
- (2) The event organiser, and person/s having the benefit to act on this consent shall ensure the storage of chemicals and other materials that may contaminate soil, storm water, groundwater and or/ air in a manner that prevents or minimizes the impact of any accidental spills or releases





Item 12.2 - 10.2019.233.1 - Lot 2 DP 120209 - 11 Willowvale Road, Willow Vale - Use of Crooked River Wines for 4 events each year over a 3 year period with events including a variety of live music, food, culture, sporting and community events

Attachments 1 - 10.2019.233.1 - Plans



Item 12.2

Attachment 1



Our ref: STH20/00006/01
Contact: Andrew Lissenden 4221 2769
Your ref: DA10.2019.233.1 (CNR-3645)

28 January 2020

Anthony Randall
Kiama Municipal Council
BY EMAIL: council@kiama.nsw.gov.au

DEVELOPMENT APPLICATION 10.2019.233.1 – LOT 2 DP 1202029 (NO. 11) WILLOWVALE ROAD, WILLOWVALE - EVENT DA CROOKED RIVER WINES

Dear Anthony

Transport for NSW (TfNSW, formerly Roads and Maritime Services) refers to the notification it received via the Department of Planning, Industry and Environment Online Concurrence and Referral Portal on 8 January 2020 regarding the above development application (DA).

TfNSW has completed an assessment of the DA, based on the information provided and focussing on the impact to the state road network. TfNSW notes for this DA:

- The key classified/state road is the Princes Highway which adjoins the sites southern boundary; and
- The development will generate additional traffic. The impact of this traffic needs to be considered and adequately mitigated.

Having regard for the above, TfNSW will not object to the DA subject to the conditions outlined in **Attachment 1** being included in the conditions of any development consent issued.

If you have any questions please contact Andrew Lissenden on 4221 2769.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Chris Millet'.

Chris Millet
Manager, Land Use Southern
Regional and Outer Metro

Cc: anthonyr@kiama.nsw.gov.au

Attachment 1

- Prior to each event the proponent/event organiser shall ensure the following has been complied with:
 - An event based Traffic Management Plan (TMP) must be prepared and implemented to Council's satisfaction. The TMP should be in accordance with Chapter 7 of the Guide to *Traffic Management and Transport Management for Special Events* (as amended from time to time). A copy of this guide can be downloaded from http://www.rms.nsw.gov.au/trafficinformation/downloads/tmc_specialevents_dl1.html;
 - Liaise with the Manager, Operations Planning (TfNSW) in preparing their TMP. In the first instance they should contact the Manager by email details of the event to regional.special.events@rms.nsw.gov.au;
 - Prepare and put in place a communication strategy to notify motorists of potential delays. This must include, but not be limited to, notification prior to the event being placed on 'Live Traffic'; and
 - Ensure a shuttle bus is provided to take people attending the event to and from Gerringong train station.
- The event entry needs to be well signposted to clearly identify the access/egress.
- Parking and internal arrangements for each event need to be designed such that no queuing onto the Princes Highway, inclusive of the northbound off ramp, occurs.
- If the traffic management arrangements for the event are likely to impact on a travel lane of the Princes Highway, the developer must apply for, and obtain a Road Occupancy Licence (ROL) from the TfNSW Traffic Operations Unit (TOU) prior to the event. The ROL application would require a traffic management plan (TMP) to be prepared by a person who is certified to prepare Traffic Control Plans. Should the TMP require a reduction of the speed limit, a Speed Zone Authorisation will also be required from the TOU. TfNSW recommends that the application be lodged a minimum of one month prior to the event.



NSW RURAL FIRE SERVICE

The Council of the Municipality of Kiama
PO Box 75
KIAMA NSW 2533

Your reference: (CNR-3645) 10.2019.233.1
Our reference: DA20200211000503-Original-1

ATTENTION: Lachlan Jones

Date: Wednesday 29 July 2020

Dear Sir/Madam,

Integrated Development Application
s100B – SFPP – Camping Ground
11 Willowvale Rd Willow Vale NSW 2534 AUS, 2//DP1202029

I refer to your correspondence dated 10/02/2020 seeking general terms of approval for the above Integrated Development Application.

The New South Wales Rural Fire Service (NSW RFS) has considered the information submitted. General Terms of Approval, under Division 4.8 of the *Environmental Planning and Assessment Act 1979*, and a Bush Fire Safety Authority, under section 100B of the *Rural Fires Act 1997*, are now issued subject to the following conditions:

General Conditions

1.

A Bush Fire Emergency Management and Evacuation Plan must be prepared consistent with 'Development Planning - A Guide to Developing a Bush Fire Emergency Management and Evacuation Plan December 2014'.

The Plan shall:

- Identify permissible activities that may occur within the site on days of forecasted catastrophic or extreme fire weather;
- Identify trigger points for implementation of the emergency evacuation plan;
- Identify procedure to contact the NSW RFS District Office / NSW Fire Brigade and inform them of proposed actions (i.e. early evacuation/on-site refuge); and
- Include a detailed site plan.

All locations within the site identified as places of refuge shall:

- Comply with the site criteria as outlined in section 7 of the NSW RFS document 'Guidelines for the Identification and Inspection of Neighbourhood Safer Places in NSW' dated April 2017;

1

Postal address

NSW Rural Fire Service
Locked Bag 17
GRANVILLE NSW 2142

Street address

NSW Rural Fire Service
4 Murray Rose Ave
SYDNEY OLYMPIC PARK NSW 2127

T (02) 8741 5555
F (02) 8741 5550
www.rfs.nsw.gov.au



- Provide for the maximum capacity of the site (being the total number of all accommodation guests, day visitors, staff, and event attendees etc);
- Be clearly signposted as places of refuge;
- Buildings identified as places of refuge shall comply with the occupancy levels permissible for a Class 9b Assembly Building ('Public Hall') and 'area per person' requirements (being 1 square metre per person) as specified under the Building Code of Australia; and
- Buildings identified as places of refuge shall comply with Sections 3 and 5 (BAL 12.5) Australian Standard AS3959-2009' 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 A3.7 Addendum Appendix 3 of 'Planning for Bush Fire Protection 2006'.

A draft copy of the Plan should be provided to the local NSW RFS District Office for comment. Any return comment from the District shall be adopted into an amended Plan.

2.

To allow for emergency service personnel to undertake property protection activities, a minimum 10-metre unobstructed asset protection zone (APZ) shall be provided around all buildings and all open-air spaces being used for events. This APZ shall be established prior to the commencement of events and managed for the life of the development as an inner protection area (IPA) as outlined within section 4.1.3 and Appendix 5 of 'Planning for Bush Fire Protection 2006' and the NSW Rural Fire Service's document 'Standards for asset protection zones'.

3.

The provision of all new and the modification of any existing water, electricity, and gas services shall comply with section 4.1.3 of 'Planning for Bush Fire Protection 2006'.

4.

Internal roads shall comply with section 4.2.7 of 'Planning for Bush Fire Protection, 2006'.

General Advice - Consent Authority to Note

This Bush Fire Safety Authority (BFSA) relates to DA 10.2019.233.1 as detailed in the Bush Fire Report prepared by Harris Environmental Consulting dated 01 July 2020 referenced 3803BF only. This BFSA should not be relied upon to support existing land use, proposed events or works which exceed the scope of DA 10.2019.233.1.

For any queries regarding this correspondence, please contact Bradley Bourke on 1300 NSW RFS.

Yours sincerely,

Martha Dotter
Team Leader, Dev. Assessment & Planning
Planning and Environment Services



BUSH FIRE SAFETY AUTHORITY

SFPP – Camping Ground
11 Willowvale Rd Willow Vale NSW 2534 AUS, 2//DP1202029
RFS Reference: DA20200211000503-Original-1
Your Reference: (CNR-3645) 10.2019.233.1

This Bush Fire Safety Authority is issued on behalf of the Commissioner of the NSW Rural Fire Service under s100b of the Rural Fires Act (1997) subject to the attached General Terms of Approval.

This authority confirms that, subject to the General Terms of Approval being met, the proposed development will meet the NSW Rural Fire Service requirements for Bush Fire Safety under *s100b of the Rural Fires Act 1997*.

Martha Dotter

**Team Leader, Dev. Assessment & Planning
Planning and Environment Services**

Wednesday 29 July 2020

12.3 2020 Health and Sustainability Grants - Round 6

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: 1.1.5 Facilitate sport and health related facilities and programs

Summary

Three applications for the sixth round of the Health and Sustainability Grants Program the reviewed and assessed by the Health and Sustainability Working Group. These results were reported to the Health and Sustainability Committee on 13 October 2020 for approval. The Committee would to recommend all three applications to be endorsed for funding.

Finance

\$2,950 from already approved budget.

Policy

N/A

Consultation (Internal)

Health Promotion Team, Health and Sustainability Working Group and Health and Sustainability Committee.

Communication/Community Engagement

Grant program promoted across all of Council promotion platforms.

Attachments

- 1 Minutes - Health & Sustainability Grants Working Group - 25 September 2020 [↓](#)
- 2 Summary of applications - Health & Sustainability Grants R 6 - September 2020 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council endorse the recommendation for funding for the following three Health and Sustainability Grant applications:

1. Parkinson's Kiama - \$700.00;
2. Kiama Bicycle User Group - \$750.00;
3. Kiama Rotary - \$1,500.00.

BACKGROUND

The Health & Sustainability Grants Program offers \$6,000 every financial year to bring together local residents and community groups with an interest in health and sustainability, to drive small projects that will contribute to health and environmental outcomes for the Kiama community.

The funding is made available in one round of applications each year (Usually July however, due to COVID this round was pushed back until September); with applicants able to apply for up to \$1500 (matched funds).

During this round (Round 6), three applications were received and assessed using the following criteria;

Project category areas

The project must fit into one or more of the four categories listed below:

- Provide and promote opportunities for the community to engage in regular physical activity;
- Provide and promote opportunities for the community to develop skills in sustainable food practices (excluding community gardening);
- Provide and promote opportunities for the community to develop knowledge and skills in healthy eating and active living principles.
- Provide and promote opportunities for the community to improve the health of the natural environment.
- Provide and promote opportunities for the community to improve the mental health and wellbeing of residents in the LGA.

Funding criteria

- Project fitting into one or more of the five project category areas;
- (Projects that fit into more than one category are desired).
- The extent to which the project is innovative, sustainable and has outcomes that extend beyond its lifetime;
- The extent to which the project stimulates opportunities for participation and positive community connections, connecting neighbours, residents;
- The community's buy-in and interest in the project and the degree to which community engagement has been thought through;
- How well the project fits into one or more of the four category areas;
- The capacity built in the community from this project through raising awareness, increasing knowledge and skills etc.;
- The extent to which the project can be further built on, expanded to a larger scale or used as a model for other projects;
- Extent to which the dollar for dollar matching is in cash versus in-kind;

Report of the Director Environmental Services

12.3 2020 Health and Sustainability Grants - Round 6 (cont)

- The capacity of the group/organisation to manage the project (establishment, track record, organisation viability);
- The clarity of the project plan & identified milestones – are they realistic & achievable;
- Sound budget and realistic timeframes;
- Projects that are focused on infrastructure need to demonstrate how they are going to facilitate behaviour change within their project plan;
- Any third party licences, Development Approvals (DA), etc. required for the project to proceed have been identified, and are included in the project plan & all relevant stakeholders have been liaised with. (*Please note, all fees, licences & DA requirements are the sole responsibility of the project proponents. Grant approval does not imply approval for any of these matters).

The following applications were assessed for funding:

1. *Parkinson's Kiama Fit to Fight Parkinson's*

The main goal of this program is to improve the health and well-being of people with Parkinson's Disease and their carers who are living in the Kiama community by exercising regularly (at least 3 times a week).

Amount requested - \$700.00

Exercise is critical and secondary only to medication in the management of Parkinson's Disease. This program will support local residents living with Parkinson's to be "Fit to fight Parkinson's" by offering monthly exercise tuition with a take-home program, enabling them to implement their own exercise regime.

Comments

- Overall, the working group thought this was a good project.
- A question was asked about if this application was put forward in a previous round. Council's Health Promotion Officer clarified that this application is for a different project.
- There was discussion about if this project has the capacity to connect to neighbours and the community and the working group thought that they would be able to do this through their flyer advertisement in the community.

Amount recommended - \$700.00

2. *Kiama Bicycle User Group First Aid Training*

Provide First Aid Training to BUG Leaders

Amount requested - \$750.00

Kiama Bicycle User Group (KBUG) is a member-based non-profit organisation that promotes social bicycle riding in the local community. The club arranges a variety of weekly group rides on local roads and off-road tracks, as well as occasional trips and longer rides throughout the year. Most members are retired. KBUG will be arranging First Aid training for its ride leaders and other interested members. This will ensure that all of its group rides are equipped with First Aid capability specific to cyclists'

Report of the Director Environmental Services

12.3 2020 Health and Sustainability Grants - Round 6 (cont)

needs, including CPR and treatment of injuries from accidents. There will also be a flow-on benefit of this training to the wider Kiama community as trained members can apply their first aid skills anywhere a need arises.

Comments

- The working group thought this project was a worthwhile project to support the first aid of the group and the skills learned in the training could be used in the community.
- However, they thought the project did not entirely connect to neighbours and the community beyond their own cycling group.
- The committee thought the program did not have much potential to be expanded beyond this group and was quite specific to the needs of the organisation.
- There was a query about how many leader's they will be training as this wasn't clearly articulated in the grant.
- However, there is merit in undertaking such a project.

Amount recommended - \$750.00*3. Kiama Rotary Mental Health and Kiama High School*

Provide Mental Health First Aid Training to students in yr 8 and yr 10 at Kiama High School

Amount requested - \$1,500

In this project the applicants hope to achieve outcomes in student mental health which concern the well-being, mental worthiness and self-esteem of all students in Years 8 and 10 at Kiama High School. The benefits of the project have been proven by feedback from students and teaching staff in prior years.

Comments

- The working group was supportive of this project and acknowledged that it is part of a larger project and provides potential skills for students to use beyond the initial training and into the future.
- It could be used as future model for mental health first aid training in schools and Kiama High School could be a local leader in schools for this project.
- The committee would be interested in evaluation results from this project.

Complete applications can be supplied upon request.

Amount recommended - \$1,500



Health & Sustainability Grants Working Group Meeting Minutes | 25 September 2020

Item 12.3

Attachment 1

1. Present & Apologies

Present – Councillor Kathy Rice, Karen Tavener- Smith, Nick Guggisberg (Manager Community & Cultural Development), Brodie Brady (Health Promotion Officer).

2. Conflicts of interest declarations

Manager Community & Cultural Development notified the group that Council’s SENTRAL Youth Services Coordinator will be one of the trainers who will be involved in the Kiama Rotary’s overall Mental Health First Aid program at Kiama High School.

3. Assessment of applications and results report to Health & Sustainability Committee

During this round of funding 3 applications were received and deemed eligible and were assessed, scoring below;

	Kiama Parkisons	Kiama BUG	Rotary Kiama
Assessor 1:	7.95	5.70	7.45
Assessor 2:	8.65	7.05	8.90
Total	16.60	12.75	16.35
Rank	1.00	3.00	2.00

The working group would like to recommend all three projects for funding;

- Parkinson’s Kiama – Amount recommended \$700.00
- Kiama Bicycle User Group – Amount recommended \$750.00
- Kiama Rotary – Amount recommended \$1500.00

Comments on proposed projects

Parkinson’s Kiama – Amount requested - \$700

- Overall, the working group thought this was a good project.
- A question was asked about if this application was put forward in a previous round. Council’s Health Promotion Officer clarified that this application is for a different project.



- There was discussion about if this project has the capacity to connect to neighbours and the community and the working group thought that they would be able to do this through their flyer advertisement in the community.

Kiama Bicycle User Group – Amount requested - \$750.00

- The working group thought this project was a worthwhile project to support the first aid of the group and the skills learned in the training could be used in the community.
- However, they thought the project did not entirely connect to neighbours and the community beyond their own cycling group.
- The committee thought the program did not have much potential to be expanded beyond this group and was quite specific to the needs of the organisation.
- There was a query about how many leader's they will be training as this wasn't clearly articulated in the grant.
- However, there is merit in undertaking such a project.

Kiama Rotary – Amount requested - \$1500.00

- The working group was supportive of this project and acknowledged that it is part of a larger project and provides potential skills for students to use beyond the initial training and into the future.
- It could be used as future model for mental health first aid training in schools and Kiama High School could be a local leader in schools for this project.
- The committee would be interested in evaluation results from this project.

4. Issues faced in this round of funding

- There were a number of enquiries for the grants however; many organisations or groups did not meet the criteria of being incorporated or auspiced.

5. Considerations for next round

- Discussion about increasing funding amounts or tiering funding for the next round.
- Print out the project categories on page two of the assessment matrix for next round to be able to easily refer to them in the working group meeting.
- The committee discussed how we might be able to fund groups that are not incorporated and asked if we are missing potential groups and projects because of this. Is there another way we can support these organisations? Considerations to discuss at the next Health and Sustainability Committee meeting include novel grants, catalyst grants, and smaller grants not requiring incorporation.

6. Next meeting - TBC

Health & Sustainability Grants Program Round 6 2020: Summary of eligible applications						
Group / Organisation name	Project title	Amount requested	Total cost of project	Project location	Purpose	Purpose / Summary
Kiama Bicycle User Group	First Aid Training	\$750.00	\$1,500.00	Kiama	Provide First Aid Training to BUG Leaders	Kiama Bicycle User Group (KBUG) is a member-based non-profit organisation that promotes social bicycle riding in the local community. The club arranges a variety of weekly group rides on local roads and off-road tracks, as well as occasional trips and longer rides throughout the year. Most members are retired. KBUG will be arranging First Aid training for its ride leaders and other interested members. This will ensure that all of its group rides are equipped with First Aid capability specific to cyclists' needs, including CPR and treatment of injuries from accidents. There will also be a flow-on benefit of this training to the wider Kiama community as trained members can apply their first aid skills anywhere a need arises.

Parkinson's Kiama	Fit to Fight Parkinson's	\$700.00	\$1,400.00	Kiama	The main goal of this program is to improve the health and well-being of people with Parkinson's Disease and their carers who are living in the Kiama community by exercising regularly (at least 3 times a week).	Exercise is critical and secondary only to medication in the management of Parkinson's Disease. This program will support local residents living with Parkinson's to be "Fit to fight Parkinson's" by offering monthly exercise tuition with a take-home program, enabling them to implement their own exercise regime.
Kiama Rotary	Mental Health and Kiama High School	\$1,500.00	\$16,200.00	Kiama	Provide Mental Health First Aid Training to students in yr 8 and yr 10 at Kiama High School	In this project we hope to achieve outcomes in student mental health which concern the well-being, mental worthiness and self-esteem of all students in Years 8 and 10 at Kiama High School. The benefits of the project has been proven by feedback from students and teaching staff in prior years.

12.4 Endorsement of Planning Proposal to reclassify 85 Attunga Avenue, Kiama Heights

CSP Objective: 2.0 Well planned and managed spaces, places and environment

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

Delivery Program: 2.1.1 Develop and implement appropriate land use plans

Summary

A Planning Proposal (PP) was submitted on behalf of Council's Property Team. The purpose of the PP was to reclassify the land at 85 Attunga Avenue, Kiama Heights and 18A Hughes Crescent, Kiama Downs from community to operational. This proposal does not include any changes to the zoning, height, floor space ratio controls etc. of Kiama LEP 2011.

At the 17 March 2020 meeting, Council resolved to support the reclassification of No 85 Attunga Avenue, Kiama Heights from community to operational land but not the reclassification of 18A Hughes Crescent, Kiama Downs.

As such, an amended PP was prepared and resubmitted in June 2020, on behalf of Council's Property Team. This amended PP was then submitted to the Department of Planning, Industry and Environment for a Gateway Determination.

A Gateway Determination was issued on 14 August 2020, granting plan-making delegations to Council.

The PP was placed on public exhibition between 4 September and 5 October 2020. In accordance with clause 29 of the *Local Government Act 1993*, a public hearing was held on 15 September, commencing at 5pm. No submissions were made during the public hearing and 16 written submissions

The primary concerns raised in the written submissions were focused on the loss of public open space and access to east beach. As the site is already zoned R2 Low Density Residential and bounded by private property it is not public open space and does not provide legal access to east beach.

No issues were raised by the relevant State agencies or the community that warrant not proceeding with this PP.

Finance

Council has adopted a fee structure for the submission and review of planning proposals. The relevant fees have been paid as required by Council's fees and charges schedule.

Policy

The assessment of requests for the rezoning of land require the consideration of a number of Act, Government Policies, Environmental Planning Instruments and planning documents.

Consultation (Internal)

Initial consultation with Council's Property Team has been undertaken.

Report of the Director Environmental Services

12.4 Endorsement of Planning Proposal to reclassify 85 Attunga Avenue, Kiama Heights (cont)

Communication/Community Engagement

The subject PP was placed on public exhibition from 4 September to 5 October 2020 with an advert being placed in The Bugle, notification provided on Council's website and written notification sent to neighbouring property owners and the Kiama Central Precinct Committee.

In accordance with clause 29 of the *Local Government Act 1993*, a public hearing was held at 5pm on 15 September 2020.

Attachments

- 1 PP_2020_KIAMA_001 - Gateway Determination [↓](#)
- 2 Planning Proposal - Report of Public Hearing - 85 Attunga Avenue, Kiama Heights [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council endorsed this Planning Proposal to reclassify Lot 69A DP 30126 – 85 Attunga Avenue, Kiama Heights from community to operational and use its plan making delegations to make the necessary amendments to the *Kiama Local Environmental Plan 2011*.

BACKGROUND

A Planning Proposal (PP) was submitted on behalf of Council's Property Team. The purpose of the PP was to reclassify the land at 85 Attunga Avenue, Kiama Heights and 18A Hughes Crescent, Kiama Downs from community to operational. This proposal does not include any changes to the zoning, height, floor space ratio controls etc. of Kiama LEP 2011.

The subject site is located on Attunga Avenue, Kiama Heights (see *Figure 1*). Known as 85 Attunga Avenue. This land incorporates one allotment title described as Lot 69A DP 30126 and is approximately 770m² in size. The site is zoned R2 Low Density Residential, under Kiama LEP 2011.

The site is currently vacant and comprises of a grassed site with some very small shrubs at the rear of the property. The site adjoins East's Beach caravan park. It does not provide public access to East's Beach or the Kiama Coastal Walk.

This proposal does not include any changes to the zoning, height, floor space ratio layers of the LEP 2011.

Report of the Director Environmental Services

12.4 Endorsement of Planning Proposal to reclassify 85 Attunga Avenue, Kiama Heights (cont)

obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

5. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
- a. the planning proposal authority has satisfied all the conditions of the Gateway determination;
 - b. the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
 - c. there are no outstanding written objections from public authorities.

The PP is considered to have satisfied the conditions of the Gateway Determination. As detailed below, consultation with the relevant public authorities/organisations was undertaken and the PP was publicly exhibited for a minimum of 28 days.

State Agency/Organisation Referrals

No consultation was required with public authorities/organisations.

Public Exhibition

The Gateway Determination issued on 14 August 2020 required the PP to be publicly exhibited for a period of 28 days as required by section 3.34(2)(c) and Schedule 1 Clause 4 of the *Environmental Planning and Assessment Act (EPA) 1979*, and section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning and Environment, 2018). The PP was publicly exhibited from 4 September to 5 October 2020.

In accordance with clause 29 of the *Local Government Act 1993*, a public hearing was held at 5pm on 15 September. No submissions were made during the public hearing. A report of the outcomes of the public hearing is attached.

A total of 16 written submissions were received. It is noted that a petition, signed by 59 individuals, was also submitted. The written submissions and the signed petition all objected to the proposal and raised a number of concerns that have been grouped into the following topics:

- Sale of community land

The majority of the written submissions outlined that they were informed that as 85 Attunga Avenue was classified as community land that Council could not sale the land.

This fact is not refuted. The purpose of the PP is to reclassify the site to enable Council to sell the land if it deems it appropriate. As the site is already zoned R2 Low Density Residential, Council could develop the site for a range of purposes (i.e. residential dwelling, centre-based child care facilities, community facilities etc.) but would have to retain ownership etc.

Any advice, given real estate agents or Council staff, is only valid at time it was given. Reclassifying the site will change the status quo.

- Loss of public green open space

Report of the Director Environmental Services

12.4 Endorsement of Planning Proposal to reclassify 85 Attunga Avenue, Kiama Heights (cont)

As outlined above, the site zoned R2 Low Density Residential and as such is not considered to be public open space. The site is not listed as a public reserve on the Deposited Plan and was not acquired by/gifted to Council to be used as public open space.

When amendments were made to the *Local Government Act 1993* Council had a limited timeframe to nominate which properties it wished to classify as operational. All other Council owned properties defaulted to community land. In this regard, the site at 85 Attunga Avenue was never gazette as a public reserve and only became community land when Council failed to nominate an operational classification.

There are a number of public reserves, zoned RE1 Public Recreation, in the Kiama Heights area. These include the reserve at 78 Attunga Avenue, 82A Kalang Road and the headland reserve.

It is noted that some submissions appear to believe that the land over the rail corridor is also public open space. This is not the case. This land is owned by the State Government and its zoning is currently deferred from the Kiama LEP 2011.

As such, the subject PP will not result in a loss of public green open space.

- Access to East Beach

All the written submissions raised concerns over the loss of access through the site to East Beach. The site does not provide legal access to East Beach. The adjoining property to the north is privately owned and anyone traversing this site to gain access to East Beach is trespassing.

As part of the Coastal Walk, Council has established a small easement over a portion of the caravan park to legally provide access from the end of Attunga Avenue to East Beach.

As such, the subject PP will not result in a loss of legal access to East Beach.

- Alternative proposal – community garden

Some of the written submissions and the signed petition have proffered an alternative proposal for the site. The alternative proposal seeks to use the site as a community garden.

Due to its residential zoning and the fact that the site is not gazette as a public reserve, a Development Application would be required to use the site as a community garden.

This alternative proposal is not a matter for consideration as part of this PP. Such a proposal needs to be considered by the elected Council when determine its budget.

Conclusion

In summary, Council resolved to undertake the PP to reclassify 85 Attunga Avenue, Kiama Heights from community to operational.

A Gateway Determination was issued by NSW DPIE on 14 August 2020 with public exhibition and public authority consultation undertaken in accordance with the requirements. As the planning proposal authority, Council are satisfied that the PP has been carried out in accordance with the conditions prescribed by the Gateway Determination, issued 14 August 2020. It is recommended that this PP be endorsed

Report of the Director Environmental Services

12.4 Endorsement of Planning Proposal to reclassify 85 Attunga Avenue, Kiama Heights (cont)

and Council use its plan making delegations to make the amendments to Kiama LEP 2011.

Item 12.4



Gateway Determination

Planning proposal (Department Ref: PP_2020_KIAMA_001_00): to reclassify land at Lot 69A DP30126, 85 Attunga Avenue, Kiama Heights from community to operational land.

I, the Director, Southern Region at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Kiama Local Environmental Plan (LEP) 2011 to reclassify land at Lot 69A DP30126, 85 Attunga Avenue, Kiama Heights from community to operational land should proceed subject to the following conditions:

1. The planning proposal is to be updated to remove the need for Governor's approval, as no interests are proposed to be changed, and the references to changing the relevant part of Schedule 4 are to be corrected prior to public exhibition.
2. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
 - (a) the planning must be made publicly available for a minimum of **28 days**; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning and Environment, 2018).
3. No consultation is required with public authorities/organisations under section 3.34(2)(d) of the Act.
4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
5. The planning proposal authority is authorised as the local plan-making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
 - (a) the planning proposal authority has satisfied all the conditions of the Gateway determination;
 - (b) the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
 - (c) there are no outstanding written objections from public authorities.

PP_2020_KIAMA_001_00 (IRF20/2848)

6. The time frame for completing the LEP is to be 14 August 2021, being **12 months** following the date of the Gateway determination.

Dated 14th day of August 2020.



**Sarah Lees
Director, Southern Region
Local and Regional Planning
Department of Planning, Industry and
Environment**

**Delegate of the Minister for Planning and
Public Spaces**



Report on Public Hearing

**Reclassification of Land from
Community to Operational –**

**85 Attunga Avenue, Kiama
Heights**

Meeting Date: 15 September 2020
Report Date: 2 October 2020

Reference: L102900/376

SET Consultants Pty Ltd

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Report on Public Hearing
Land Reclassification 85 Attunga Avenue, Kiama Heights

1. INTRODUCTION

SET Consultants Pty Ltd was engaged by Kiama Municipal Council to preside over the public hearing regarding the reclassification of land at 85 Attunga Avenue, Kiama Heights.

Prior to the engagement of SET Consultants, Kiama Municipal Council had determined that the public hearing regarding the reclassification of land would be held on the 15th September 2020. This being during the public exhibition process of the associated planning proposal. Kiama Council’s Strategic Manager, Edward Paterson advised that this decision was made to allow for the public to have an opportunity to discuss the proposed reclassification prior to the close of written submissions.

Purpose of the report is to outline matters raised by the community at the public hearing for consideration by Council. In this regard this report should be included as an attachment to the Council Report. Council’s Strategic Manager has advised that written submissions will be considered and outlined within the Council Report itself.

2. THE SITE

The subject site is known as No. 85 Attunga Avenue, Kiama Heights and has a legal description Lot 69A DP 30126. The site is currently vacant and is predominately covered in mowed grass as shown in **Figure 1 and 2**. The site falls to the rear northern boundary along which a dry stone wall is located as seen in **Figure 3**. Coastal views can be gained from the site to the north-east.

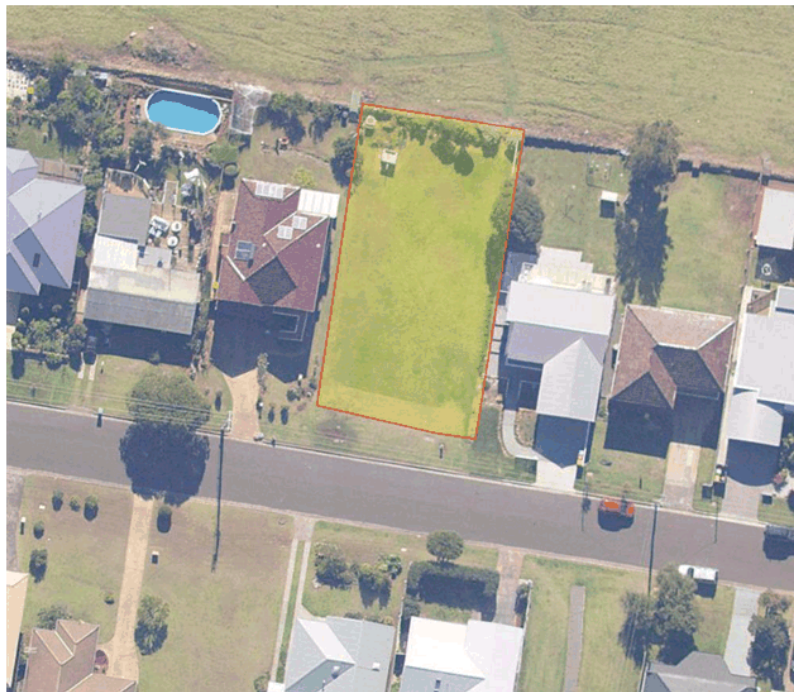


Figure 1: Aerial Image of 85 Attunga Avenue, Kiama Heights (outlined in red). Source - Maps.six.nsw.gov.au

Report on Public Hearing
Land Reclassification 85 Attunga Avenue, Kiama Heights



Figure 2: View of Subject site from Attunga Avenue



Figure 3: Part of the dry stone wall located along the northern boundary and existing view from the site to the north-east.

3. THE PROPOSAL

A Planning Proposal has been prepared which seeks to amend the *Kiama Local Environmental Plan (LEP) 2011* to reclassify the abovementioned site from 'Community Land' to 'Operation Land'. The Planning Proposal does not seek to amend the current zoning or development standards applicable to the subject site. In this regard the current zoning and development standards applicable to the subject site are consistent with those applicable to adjoining residential land.

Report on Public Hearing

Land Reclassification 85 Attunga Avenue, Kiama Heights

4. THE PUBLIC HEARING PROCESS

A public hearing provides an opportunity for the community to have input into the planning process through an independent source.

Section 29 of the *Local Government Act 1993* prescribes that a Council must arrange a public hearing in respect of a planning proposal which seeks to reclassify 'Community Land' as 'Operational Land' (unless a public hearing has already been held).

Pursuant to Section 47G(2) of the *Local Government Act 1993*, the person presiding at a public hearing must not be—

- (a) a councillor or employee of the council holding the public hearing, or
- (b) a person who has been a councillor or employee of that council at any time during the 5 years before the date of his or her appointment.

Following the public hearing the person presiding at the meeting must prepare and submit a report to the Council on the results of the hearing. Section 47G(3) states that not later than 4 days after it has received this report, the council must make a copy of the report available for inspection by the public at a location within the area of the council.

Public hearings relating to the reclassification of land from Community to Operational are typically held after the conclusion of the exhibition period in accordance with LEP Practice note PN 16-001.

5. THE PUBLIC HEARING

The public hearing was held in Kiama Council Chambers at 11 Manning Street, Kiama at 5pm on Tuesday 15th September 2020.

Karen Mion, Senior Town Planner at SET Consultants presided over the hearing and satisfied the requirements of Section 47G(2) of the *Local Government Act, 1993*.

The public hearing was live streamed via Kiama Council's website. Notification of the public hearing had occurred via a notice in The Bugle and notification on Council's website under 'Your Say'. Council have also advised that written notifications were sent to adjoining and adjacent property owners. A photographic extract of the notification placed in The Bulge on the 5th September 2020 is provided in **Figure 4**.

Report on Public Hearing
Land Reclassification 85 Attunga Avenue, Kiama Heights



Figure 4: Photo extract from The Bugle - 5th September 2020

Notification specified that “to register to speak at the hearing, please contact Council on 4232044, no later than 3pm on the day of the hearing”. After 3pm on the 15th September 2020, Council advised SET Consultants that no one had register to speak at the hearing, however the meeting would continue for those that may be viewing the meeting on-line.

Council’s General Manager, Kerry McMurray and Council’s Strategic Manager, Edward Patterson attended the meeting. No members of the public attended or spoke at the hearing. Mr Patterson presented a brief outline of the proposal. The opportunity for written submissions to still be made to Council was specified during the hearing.

A local resident contacted SET Consultants on the 16th of September 2020 and advised that she considered that there had been some misinformation about the registration process for those wanting to speak at the hearing. She referred to a number of different experiences which she had heard from other local residents regarding their contact with Council about the hearing. Specifically, she mentioned a neighbour who had believed that she would be able to speak at the meeting remotely from her home in an on-line manner. SET Consultants passed these concerns onto Council’s Strategic Manager who advised that he would investigate the concerns.

Council’s Strategic Manager has since advised that while some members of the public had shown an interest in registering to speak, none had replied to the email which was subsequently sent to

Item 12.4
Attachment 2

Report on Public Hearing

Land Reclassification 85 Attunga Avenue, Kiama Heights

them outlining further details of the meeting and containing attachments which were required to be completed regarding privacy matters and the recording of the meeting. Council's Strategic Manager also advised that the local resident whom had contacted SET Consultants had also contacted him and he had advised her to let any person she is aware of as having a concern with the registering process to contact him so that he can continue to investigate. At the time of preparing this report Council has not advised that any such person has come forward.

12.5 Jamberoo Sewerage Connection- Current Development Applications- Fees Reimbursement Request

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 12.5

Summary

Council has been made aware that Jamberoo has reached capacity for connections to reticulated sewerage for all dual occupancy developments. This was advised to Council last month, as part of a standard referral to Sydney Water for an existing Development Application that was under assessment by Council Staff. On finding this advice the applicant was notified immediately and further information was sought from Sydney Water.

There have been three impacted applications, which can now no longer be progressed through Council. It is to be requested that these applications are withdrawn from Council as they cannot legally be determined other than by refusal. Rather than refuse the applications, by requesting withdrawal, Council is able to refund fees and undertake an assessment of the application at a later stage should more certainty be provided on the availability for sewer connection.

Finance

The proposal to reimburse all fees paid for the three applications would be a total cost to Council of \$18,822.90. Some of these monies have not been expended as full assessment has not yet been completed, however given the circumstance it is recommended that all fees including monies that have been expended, are returned to the applicants if they withdraw their applications from Council.

Communication/Community Engagement

This matter has been the subject of a number conversations and engagements with the Jamberoo Community, by both Sydney Water and Council. Connection to the sewer remains the responsibility of Sydney Water however given Council is currently assessing Development Applications that are impacted individual conversations have occurred with a number of applicants. Sydney Water has most recently provided a letter to JVRRA which is attached.

Attachments

- 1 Jamberoo Village wastewater letter from Sydney Water to Roslyn Neilson, Jamberoo Valley Ratepayers and Residents Association Inc [↓](#)

Enclosures

Nil

Report of the Director Environmental Services

12.5 Jamberoo Sewerage Connection- Current Development Applications- Fees Reimbursement Request (cont)

RECOMMENDATION

That Council provide a reimbursement of all fees paid for the applications number 10.2020.28.1, 10.2020.83.1 and 10.2020.96.1, once the applications have been withdrawn from Council.

BACKGROUND

Impacted Development Applications

There are a number of development applications that are currently before Council, which are directly impacted by the advice received from Sydney Water. These applications include:

- 10.2020.28.1 - dual occupancy development comprising existing 2 bedroom dwelling & proposed 3 bedroom dwelling with strata title subdivision. Lot: 402 DP: 1209559, 34 Wyalla Road, Jamberoo. Lodged 2/3/2020, advice from Sydney Water unable to service development with sewer received 17/8/2020 through e-planning portal.

Total Fees Paid: **\$4974.30**

- 10.2020.83.1 - demolition of existing dwelling and outbuilding and 2 lot Torrens title subdivision of the land. Erection of a 3 bedroom dwelling on proposed lot 1 and the construction of an attached dual occupancy development each with 3 bedrooms on proposed lot 2. Lot: 121 DP: 597136, 13 Beattie Street, Jamberoo. Lodged 4/6/2020, advice from Sydney Water unable to service development with sewer received 17/8/2020 through e-planning portal.

Total Fees Paid: **\$7294.60**

- 10.2020.96.1 – 3 lot strata subdivision in stages, stage 1 – retention of existing dwelling house and construction of a carport with 2 lot strata subdivision, stage 2 – construction of an attached dual occupancy development each with 3 bedrooms on proposed rear lot with 2 lot strata subdivision. Lot: 61 DP: 1195795, 46 Allowrie Street, Jamberoo. Lodged 23/6/2020, advice from Sydney Water unable to service development with sewer received 17/8/2020 through eplanning portal.

Total Fees Paid: **\$6554.00**

Legal Response to Determination

A number of applicants have approached Council and State Members of Parliament to seek an outcome for the development applications that are currently under assessment. Given the advice provided by Sydney Water and the further information provided in the letter from Sydney Water dated (Attachment)

Report of the Director Environmental Services

12.5 Jamberoo Sewerage Connection- Current Development Applications- Fees Reimbursement Request (cont)

A review of current legislation and case law relating to this circumstance has been undertaken. The following considerations apply:

Kiama Local Environmental Plan 6.12- Essential Services

Development consent must not be granted to development unless the consent authority is satisfied that any of the following services that are essential for the proposed development are available or that adequate arrangements have been made to make them available when required—

- (a) the supply of water,
- (b) the supply of electricity,
- (c) the disposal and management of sewage,
- (d) stormwater drainage or on-site conservation,
- (e) suitable road access.

Land and Environment Court Determination- Ballina Shire V Palm Lake Works Pty Ltd

In the recent decision of *Ballina Shire Council v Palm Lake Works Pty Ltd* [2020] NSWLEC 41 (*Ballina v Palm Lake*), the Land and Environment Court emphasised the importance of properly considering the matters listed in s4.15(1) of the Environmental Planning and Assessment Act 1979 (EPA Act), including the likely impacts of works that are not part of, but inextricably linked to, the development the subject of a development application (DA).

The Court also clarified that it is not appropriate to use deferred commencement conditions to delay the consideration of the likely impacts of such works. Significantly, at [37], the Court stated that:

The power in s4.16(3) of the EPA Act to grant consent to a development application subject to a deferred commencement condition does not relieve a consent authority from the obligation to take into consideration all matters of relevance to the development the subject of the development application under s4.15(1) of the EPA Act.

The Court's decision in *Ballina v Palm Lake* does not create new law, but is a reminder of the need to consider the likely impacts of works which are not the subject of a DA if those works are inextricably linked to the development the subject of the DA, particularly if the works are required by conditions or the development cannot proceed without them.

The Council alleged six errors of law by the Commissioner and the Chief Judge upheld five of the grounds of appeal.

Clause 28(1) of the Seniors Housing SEPP provides as follows:

A consent authority must not consent to a development application made pursuant to this Chapter unless the consent authority is satisfied, by written evidence, that the housing will be connected to a reticulated water system and have adequate facilities for the removal or disposal of sewage.

Report of the Director Environmental Services

12.5 Jamberoo Sewerage Connection- Current Development Applications- Fees Reimbursement Request (cont)

Justice Preston concluded that the deferred commencement condition offended clause 28(1) of the SEPP:

Justice Preston concluded that the deferred commencement condition offended clause 28(1) of the SEPP as the Commissioner could not be satisfied that the development will be connected to a reticulated water system and have adequate facilities for the removal or disposal of sewerage. For example, an application for connection to such services or facilities might not be granted.

Whilst Council is being urged to grant consent subject to a deferred commencement condition for the three proposals outlined above, in the absence of a proper assessment of relevant aspects or impacts of a development such consent cannot be granted. Care must be taken to ensure that deferred commencement conditions are firstly, lawfully imposed and secondly, do not postpone the need for a proper consideration of the impacts of development before the grant of consent.

Rather than recommending refusal of the applications, staff are suggesting that the applicants are withdrawn and a refund of all fees is provided to the applicants.



4 November 2020

Ms Roslyn Neilson
Secretary, Jamberoo Valley Ratepayers and Residents Association Inc.

Dear Ms Neilson

Wastewater services in Jamberoo

Thanks for contacting us about the capacity of our wastewater system in the Jamberoo area. Roch Cheroux, our Managing Director, has asked me to contact you and the JVRRA about this matter.

Current plans in Jamberoo Village

Our plans to provide water and wastewater services are in line with local rezoning of land for new housing and guided by the sequence of government's land release. For the Jamberoo area, the sewerage scheme was connected as part of the NSW Government's Priority Sewerage Program (PSP) more than ten years ago. This scheme was designed with specific capacity at the time to improve environmental outcomes and liveability for local communities, not to cater for growth. Under Chapter 12 of Kiama Council's [Development Control Plan 2020](#), the desired future character of the Jamberoo Village is to "maintain and enhance the rural village atmosphere surrounded by active farmland."

At this stage, we have no plans to increase the capacity of the local wastewater system beyond its currently designed capacity, given the limited potential for growth in the area, but we'll continue to work with Kiama Council, with developers and with the community to ensure we meet the community's requirements.

Connecting to our wastewater system

Where we have no plans for increasing capacity to particular areas, individual customers, or groups of customers, can pursue a variety of other options – some of these pathways are outlined below. Most of these pathways would be at the developer's cost, where growth is occurring outside planned development controls, but we consider each request on a case by case basis.

When a customer lodges a new housing development application to council, they can contact Sydney Water before or during the application process for information to support their application. The customer can also lodge a feasibility application with Sydney Water, where we provide high-level servicing advice which may include information about capacity constraints in the water or wastewater system.

As part of our response to development applications where our system does not have capacity to cater for additional demand, we can provide information about how customers could consider onsite private wastewater systems, provided they meet regulatory and environmental requirements from other agencies.

We recognise the importance of catering for growth across our service area, and we'll continue to work with Kiama Council to understand future development targets across the region. If you need more information, please contact our Account Manager, Sean Pracey, on 0419 426 933 or sean.pracey@sydneywater.com.au. A member from my team will call you today to discuss options for a future briefing.

Yours faithfully

A handwritten signature in black ink, appearing to read "Fiona Thompson".

Fiona Thompson
Head of Customer & Community Engagement

12.6 Lot D DP 160615 - 66 Collins Street, Kiama - Outcomes of Heritage Assessment and Interim Heritage Order

CSP Objective: 2.0 Well planned and managed spaces, places and environment

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

Delivery Program: 2.1.2 Recognise and protect our heritage

Summary

At its meeting held on 23 June 2020, Council resolved to make an Interim Heritage Order (IHO), under section 25 of the *Heritage Act 1977*, over the property known as Lot D DP 160615 – 66 Collins Street, Kiama and assess the heritage significance of the site as part of the heritage review of the Kiama Town Centre.

The IHO was published in the Gazette on 29 June 2019. As part of the heritage review of the Kiama Town Centre, Council engaged GML Heritage to assess the heritage significance of the site.

GML Heritage's Heritage Assessment has concluded that under the current criteria for significance assessment (i.e. the State Heritage Inventory (SHI) guidelines) the site at 66 Collins Street does not meet the threshold for heritage listing as an individual place. Based on this, GML Heritage have recommended that the Interim Heritage Order should be removed.

GML Heritage have provided a number of recommendations that will be considered as part of the assessment of the Development Application to demolish the building.

Finance

Funds have been spent, as part of engaging the suitably qualified Heritage consultant.

Policy

N/A

Consultation (Internal)

N/A

Communication/Community Engagement

Notification of the gazettal of the IHO was provided directly to the owners of the site, in writing, and to the wider community via an advertisement in The Bugle.

Attachments

- 1 Final Heritage Assessment 66 Collins Street Kiama [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

Report of the Director Environmental Services

12.6 Lot D DP 160615 - 66 Collins Street, Kiama - Outcomes of Heritage Assessment and Interim Heritage Order (cont)

1. Remove the Interim Heritage Order over Lot D DP 160615 – 66 Collins Street, Kiama;
2. Notify the owners of the property of this resolution, and
3. Continue the assessment of Development Application 10.2019.230.1.

BACKGROUND

At its meeting held on 23 June 2020, Council resolved to make an Interim Heritage Order (IHO), under section 25 of the *Heritage Act 1977*, over the property known as Lot D DP 160615 – 66 Collins Street, Kiama and assess the heritage significance of the site as part of the heritage review of the Kiama Town Centre.

Development Application

Development Application No 10.2019.230.1 involves the demolition of existing cottage at 66 Collins Street and the dwelling at 3 Akuna Street and construction of mixed use residential development consisting of 25 residential apartments above four commercial shops and basement parking.



Figure 1 – Looking south along Collins Street

As part of assessing the Development Application (DA) concerns were raised by the community and Council's Heritage Advisor about the heritage value of the existing building on 66 Collins Street.

Accordingly, the assessing officer has requested additional information from the applicant to addresses these concerns, noting that the building is currently not a listed heritage item under Schedule 5 of the *Kiama Local Environmental Plan (LEP) 2011*.

On 15 June 2020, Council has received notice from Elite Certification, of the intention to issue a Complying Development Certificate (CDC) for the demolition of the existing dwelling at 66 Collins Street, Kiama.

Report of the Director Environmental Services

12.6 Lot D DP 160615 - 66 Collins Street, Kiama - Outcomes of Heritage Assessment and Interim Heritage Order (cont)

This CDC could have been acted upon once neighbour notification occurs and work could have commenced as early as Friday 26 June 2020.

As Council was aware of the intention to demolish the building at 66 Collins Street, it resolved to issue to an Interim Heritage Order (IHO), under section 25 of the *Heritage Act 1977*, over the property.

Any future deliberation, either by the applicant in responding to Council's request for additional information or Council's assessing officer, of DA 10.2019.230.1 has been deferred until such time as Council is fully informed of any heritage significance the property has.

Interim Heritage Order

The IHO was published in the Gazette on 29 June 2019. As part of the heritage review of the Kiama Town Centre, Council engaged GML Heritage to assess the heritage significance of the site.

It should be noted that IHOs lapse after 6 months from the date they are made, in this case 29 December 2020, unless Council has passed a resolution before that date to place the item on the heritage schedule of a local environmental plan.

Assessment of Heritage Significance

The Assessment of Heritage Significance makes the following conclusions and recommendations:

This report has assessed the heritage significance of the dwelling at 66 Collins Street, Kiama based on historical research, investigation of the subject site, a comparative analysis against similar local items, and an assessment of its local context. It includes a detailed assessment of the site against the SHR standard evaluation criteria to determine the significance of the place to the local Kiama area, and the broader LGA.

The cottage at 66 Collins Street is a modest Interwar California Bungalow constructed in c1925. It exhibits a restrained interpretation of the features, from and design elements that characterise the Interwar California Bungalow typology, and is a fair example of the style within the local Kiama area. The house was likely designed by a builder, rather than an architect, and responds to the local climate and topography. The primary elevation displays a good degree of integrity and intactness and is representative of early twentieth century housing in the Kiama area.

The land was originally purchased by members of the prominent Hindmarsh family who were early settlers in the area and became integral to the social and commercial development of the town. The house was designed for Sarah Hindmarsh, the widow of Alderman Michael Nesbit Hindmarsh. Sarah Hindmarsh briefly lived at the property in the final years of her life. Sarah Hindmarsh's children continued to occupy the house for several years before subdividing and selling the property in the early 1950s. The 1950s subdivision dramatically reduced the curtilage of the site, permanently altering the setting of the house. The house was converted into the offices of a commercial law firm in the 1980s and has remained in commercial use from this time.

Report of the Director Environmental Services

12.6 Lot D DP 160615 - 66 Collins Street, Kiama - Outcomes of Heritage Assessment and Interim Heritage Order (cont)

The prominent open verandahs that would once have characterised the house have been enclosed to provide additional office space, altering the presentation and massing of the house. Internally, the front two rooms retain a good degree of integrity, with the original proportions intact and a high degree of original fabric, including windows, doors and timber finishes retained. However, the internal modifications have otherwise obscured the original floor plan obscured and removed original fabric. The original footprint of the house has been further obscured by the introduction of a contemporary addition to the rear of the house.

The house occupies a generous allotment; however, its historic setting has been irrevocably altered by the intrusive rear extension and the conversion of the former grounds to car parking. Elements of the front garden have been retained, with a mature tree planting located at the front of the house. The character of the surrounding area has been lost overtime with neighbouring residences converted to contemporary commercial buildings, isolating the house in the streetscape.

The house holds a degree of associative significance at the local level through the connection to the Hindmarsh family, however this is not strongly represented in the fabric of the place.

No. 66 Collins Street Kiama is a representative example of an early twentieth century weatherboard residence in the local Kiama area, with the scale and character that complements the character of the wider Kiama area.

Based on the information available for the purpose of this assessment, the cottage at No.66 Collins Street does not meet the threshold for heritage listing as an individual place. However, it forms part of a collection of cottages that together reflect the historic development and distinct historic character of the Kiama Town Centre area. The cottage has a strong contribution to the character and significance of the surrounding area.

Council is currently undertaking a review of the Kiama Town Centre that includes a review of Heritage Conservation Areas throughout the Kiama Town Centre. No.66 Collins Street demonstrates aesthetic qualities, built form characteristics and a level of intactness that would be appropriate and valuable for inclusion as a contributory item within a Heritage Conservation Area.

Based on the assessment provided in this report, the following recommendations are provided:

- Based on the information available for the purpose of this assessment, the cottage at No.66 Collins Street does not meet the threshold for heritage listing as an individual place. As such, the Interim Heritage Order over the site should be removed.*
- Should alterations to the property or change of use be proposed, there is an opportunity to consider removing intrusive additions and reinterpreting significant elements, such as the rear verandahs.*
- Should the property be approved for demolition, an archival recording of the site should be undertaken in accordance with the NSW Heritage Office Heritage Information Series Guidelines How to Prepare Archival Recordings of Heritage Items.*

Report of the Director Environmental Services

12.6 Lot D DP 160615 - 66 Collins Street, Kiama - Outcomes of Heritage Assessment and Interim Heritage Order (cont)

- *Should the property be approved for demolition, significant fabric should be documented and salvaged to a reasonable extent. This may include, original timber doors and windows, the marble fireplace, and timber finishes.*

GML Heritage's Heritage Assessment has concluded that under the current criteria for significance assessment (i.e. the State Heritage Inventory (SHI) guidelines) the site at 66 Collins Street does not meet the threshold for heritage listing as an individual place. Based on this, GML Heritage have recommended that the Interim Heritage Order should be removed.

It is noted that the Heritage Assessment has outlined that the cottage at 66 Collins Street could be a contributory item to a wider Heritage Conservation Area. As outlined by the Heritage Assessment, this is a matter of consideration for the broader heritage review. The Heritage Assessment undertaken as part of the IHO can only consider if the site at 66 Collins Street meets the threshold for heritage listing as an individual place.

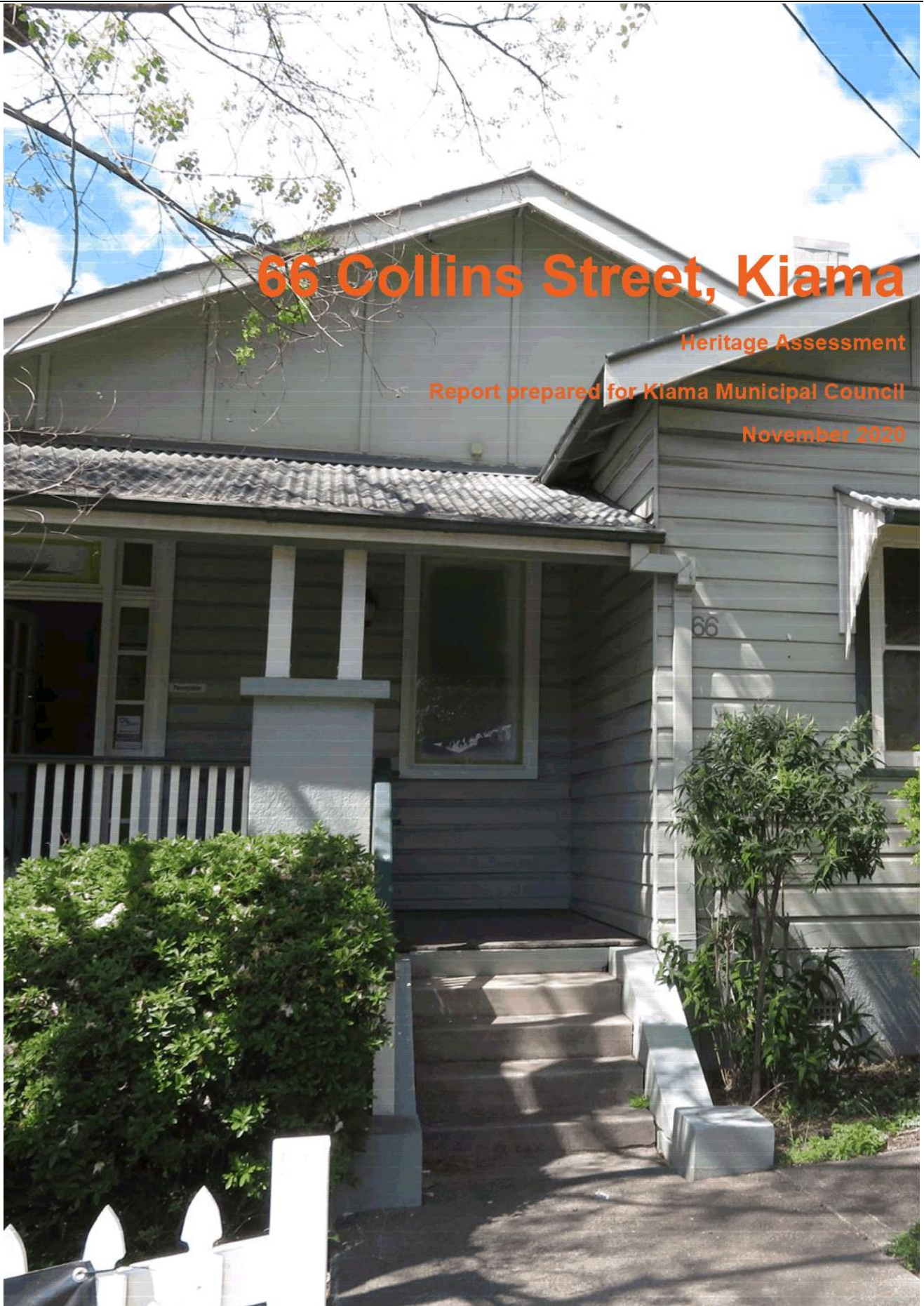
What does this mean for the Development Application?

If Council resolve to remove the IHO, as recommended, assessment of DA 10.2019.230.1 can continue. The requested additional information will need to be provided by the applicant.

GML Heritage have provided a number of recommendations that will be considered as part of the assessment of the Development Application to demolish the building.

Conclusion

As outlined above, under the current criteria for significance 66 Collins Street would not merit listing as a heritage item in Schedule 5 of the Kiama LEP 2011. It is therefore recommended that Council remove the IHO over the property and continue assessment of DA 10.2019.230.1.



GML acknowledges the Traditional Owners of the land and waters where we work and meet, and pays our respect to its Elders, past, present and emerging.

Report Register

The following report register documents the development and issue of the report entitled 66 Collins Street, Kiama—Heritage Assessment, undertaken by GML Heritage Pty Ltd in accordance with its quality management system.

Job Number	Issue Number	Notes/Description	Issue Date
20-0268	1	Draft Report	23 October 2020
20-0268	2	Final Report	6 November 2020

Quality Assurance

GML Heritage Pty Ltd operates under a quality management system which has been certified as complying with the Australian/New Zealand Standard for quality management systems AS/NZS ISO 9001:2016.

The report has been reviewed and approved for issue in accordance with the GML quality assurance policy and procedures.

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1 Introduction

1.1 Background

Kiama Municipal Council (Council) has commissioned GML Heritage Pty Ltd (GML) to provide a heritage assessment of 66 Collins Street Kiama in order to determine the cultural values of the site and whether it reaches the threshold for listing as a heritage item within the *Kiama Local Environmental Plan 2011* (KLEP 2011).

Council has received a development application (DA 10.2019.230.1) that involves the demolition of the existing structures at 3 Akuna Street and 66 Collins Street Kiama and the construction of a mixed use residential development consisting of twenty five (25) residential apartments above four (4) commercial shops and basement parking.

The property is not currently listed as a heritage, nor is it located within a heritage conservation area (HCA). However, concerns were raised about the potential heritage significance of the house at 66 Collins Street during the assessment of the DA. In response, Council resolved at its meeting on 23 June 2020, that an Interim Heritage Order (IHO) be placed on the property in order to allow for an assessment of the heritage significance of the property. The IHO (IHO No. 2) was published in the Government Gazette on 30 June 2020.

As a requirement of the IHO, Council is required to undertake a detailed heritage assessment of the site against the Heritage NSW standard criteria, in order to determine if it meets the threshold for listing as a heritage item within the KLEP 2011. This report includes a detailed assessment of the heritage significance of 66 Collins Street in order to determine if the property should be listed as a heritage item under KLEP 2011.

The existing detached house on the property dates from the 1920s, and was likely erected by the builder, Les of JH Jarrett. The property displays aesthetic qualities characteristic of the Kiama township. The property at 3 Akuna Street is a contemporary extension constructed in the 2000s, although connected to the 66 Collins Street house by a communal verandah. For the purposes of this report, it is considered as a separate entity.

The approach, methodology, assessment procedures, criteria and recommendations of the report have been prepared in accordance with the *Australia ICOMOS Burra Charter, 2013* (the Burra Charter) and the guideline document 'Assessing Heritage Significance' prepared by the Heritage Division of the Office of the Environment and Heritage (now Heritage NSW) that is contained in the *NSW Heritage Manual*.

1.2 Site Identification

The subject site is located at 66 Collins Street, Kiama, within the Kiama Municipal Council local government area (LGA) and is identified in Figure 1.1 and 1.2 below. The property is located on the northeastern corner of the intersection of Collins Street and Akuna Street and comprises Lot D in Deposited Plan (DP) 160615. The land is zoned B2 Local Centre.

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The subject site fronts Collins Street, and is bounded by Akuna Street to the south and 64 Collins Street to the north. The rear boundary of the site abuts 3 Akuna Street. 66 Collins Street occupies a prominent position on the corner of Collins Street and Akuna Street. The property is a characteristic element in the Collins Street streetscape, which forms part of a main entry point to the Kiama Town Centre.

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Figure 1.1 Location of the subject site within the wider Kiama Town Centre context. (Source: Google Maps with GML overlay)



Figure 1.2 Immediate context of the subject site. (Source: Nearmap with GML overlay)

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1.3 Heritage Context

The subject site is not listed as an item under the *Kiama Local Environment Plan 2011* (KLEP 2011), nor located within a Heritage Conservation Area.

However, the property is located within the vicinity of a number of local heritage items listed on the KLEP 2011. The closest heritage items to the subject site are Items I163 ‘Street trees’ and I157 ‘Hindmarsh Park (including War Memorial Arch)’—both are on Terralong Street and are approximately 85 metres to the northeast of the subject site. The locations of the heritage items in the vicinity are shown in Figure 1.3. Detailed information on the heritage context of the subject site is provided in Section 5.0 of this report.

The site is the subject of Interim Heritage Order No. 2, gazetted on 30 June 2020. The IHO is attached as Appendix B.

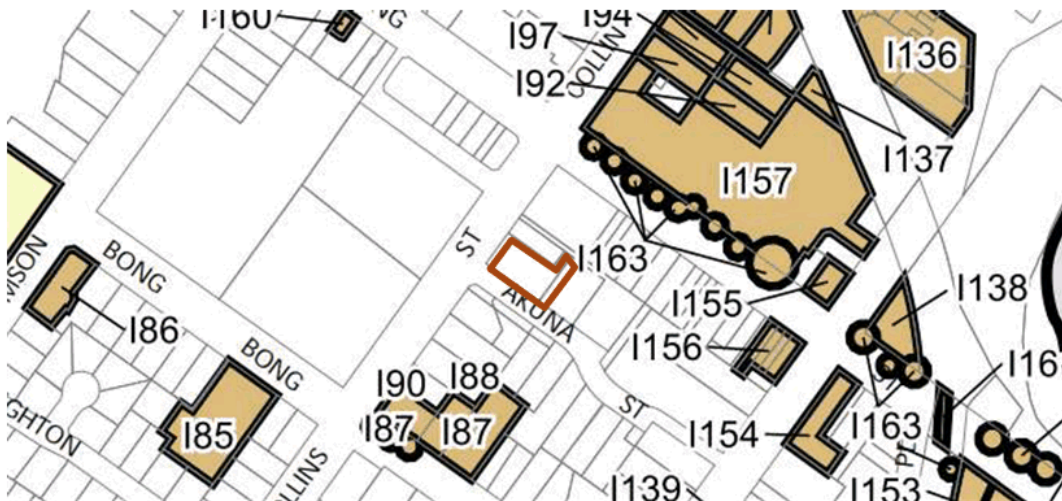


Figure 1.3 Heritage context of 66 Collins Street. (Source: KLEP 11, Sheet HER_012)

Table 1.1 Heritage Items in the Immediate Vicinity of the Subject Site.

Item Name	Address	Significance	Listing	Item No.
Street Trees	Terralong Street (Between Collins Street and Blowhole Point)	Local	KLEP 11	I163
Hindmarsh Park (including War Memorial Arch)	107 Terralong Street	Local	KLEP 11	I157
53–57 Bong Bong Street House Group and Street Trees (Including former Wesleyan Parsonage, Garryowen House and Belmont House)	53–57 Bong Bong Street	Local	KLEP 11	I87 (incorporates I88 and I90)
Devonshire House (former)	58–64 Terralong Street	Local	KLEP 11	I156

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1.4 Limitations

The background research for this report has been limited to a desktop analysis of available information only. No additional primary or archival research has been included in the scope of this assessment.

The site description and analysis were prepared following inspection of the building but without intervention into the building fabric. Visual observation primarily informed this analysis.

1.5 Methodology

The approach, methodology, assessment procedures, criteria and recommendations of this report accord with current best practice requirements and standards and are based on an appropriate level of research and site investigation.

This Heritage Assessment (HA) report uses methodology and terminology consistent with the *NSW Heritage Manual* guidelines, including 'Assessing Heritage Significance' and the guidelines of the Burra Charter.

1.6 Authorship and Acknowledgements

This report has been prepared by Lucy King (Heritage Consultant), Léonie Masson (Senior Heritage Consultant) and Courtney Fung (Student Planner), with review and input from Lisa Trueman (Senior Associate).

GML acknowledges the assistance of Mr Ed Paterson, Manager Strategic Planning, Kiama Municipal Council, the Kiama and District Local Historical Society, and Mr Russell Lee, Architect.

1.7 Terminology

The terminology used in this report is consistent with the NSW Heritage Manual, prepared by the Heritage Office (now Heritage NSW), and the Burra Charter.

***Place** means site, area, land, landscape, building or other work, group of buildings or other works, and may include components, contents, spaces and views.*

***Cultural significance** means aesthetic, historic, scientific, social or spiritual value for past, present or future generations. Cultural significance is embodied in the place itself, its fabric, setting, use, associations, meanings, records, related places and related objects. Places may have a range of values for different individuals or groups.*

***Fabric** means all the physical material of the place including components, fixtures, contents, and objects.*

***Conservation** means all the processes of looking after a place so to retain its cultural significance.*

***Maintenance** means the continuous protective care of the fabric and setting of a place, and is to be distinguished from repair. Repair involves restoration or reconstruction.*

***Preservation** means maintaining the fabric of a place in its existing state and retarding deterioration.*

***Restoration** means returning the existing fabric of a place to a known earlier state by removing accretions or by reassembling existing components without the introduction of new material.*

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Reconstruction means returning the place to a known earlier state and is distinguished from restoration by the introduction of new material into the fabric.

Adaptation means modifying a place to suit the existing use or a proposed use.

Use means the functions of a place, as well as the activities and practices that may occur at the place.

Compatible use means a use which respects the cultural significance of a place. Such a use involves no, or minimal, impact on cultural significance.

Curtilage is defined as the area of land surrounding an item that is required to retain its heritage significance. The nature and extent of the curtilage will vary and can include but is not limited to lot boundaries and visual catchments.

Setting means the area around a place, which may include the visual catchment.

Related place means a place that contributes to the cultural significance of another place.

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2 Statutory Context

2.1 Introduction

In NSW, items of heritage significance are afforded statutory protection under:

- the *Heritage Act 1977* (NSW) (Heritage Act); and
- the *Environmental Planning and Assessment Act 1979* (NSW) (EPA Act).

2.2 Heritage Act 1977

The Heritage Act is a statutory tool designed to conserve NSW's environmental heritage. It is used to regulate the impacts of development on the state's heritage assets. The Heritage Act describes a heritage item as 'a place, building, work, relic, moveable object or precinct'.

The subject site is not listed on the State Heritage Register (SHR). However, there are a number of items listed on the SHR in the vicinity:

- 46 Collins Street, Kiama;
- 42 Collins Street, Kiama;
- 24–40 Collins Street, Kiama;
- 40 Shoalhaven Street, Kiama; and
- Railway Parade, Kiama.

Part 3 of the Heritage Act allows local councils to make an interim heritage order on a place that the council considers may, on further investigation, be found to be of state or local heritage significance. Council imposed an IHO on the cottage at 66 Collins Street, Kiama on 30 June 2020 (IHO No. 2). The IHO is attached to this report at Appendix B.

2.3 Environmental Planning and Assessment Act 1979

The EPA Act is administered by the Heritage NSW and provides for environmental planning instruments to be made to guide the process of development and land use. The EPA Act also provides for the protection of local heritage items and conservation areas through listing on Local Environmental Plans (LEPs) and State Environmental Planning Policies (SEPPs) which provide local councils with the framework required to make planning decisions.

2.3.1 Kiama Local Environmental Plan 2011

The KLEP 2011 is the principal environmental planning instrument applying to the land. Schedule 5 of the LEP identifies heritage items and heritage conservation areas. The subject site is not listed as a heritage item nor is it located within a listed conservation area. The objectives of Clause 5.10 are:

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- (a) to conserve the environmental heritage of Kiama,*
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,*
- (c) to conserve archaeological sites,*
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.*

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3 Historical Overview

3.1 Introduction

This section provides an overview of the historical background of the subject site. It is based upon secondary sources, supplemented with additional primary research from the National Library of Australia (NLA), the State Library of NSW, NSW Land Registry Service and Kiama Library.

3.2 Aboriginal Kiama

Kiama is part of the traditional land of the Wodi Wodi, a clan of the Dharawal people. They were a coastal people who occupied land around Lake Illawarra, Shellharbour and Minnamurra. On 25 April 1770 Captain James Cook observed Aboriginal people along the coastline of the Illawarra and recorded the event in his log book. Bass and Flinders later encountered Aboriginal people at Port Kembla in March 1796. The following year Bass anchored his whaleboat in the sheltered bay (now known as Kiama harbour) and 'found' the Blowhole, calling it 'a deep ragged hole and on one side of it the sea washed in through a subterraneous passage with a most tremendous noise'.

The name Kiama is of Aboriginal origin with several possible meanings. One explanation is that the word derives from the name of the father spirit of Eastern NSW, 'Kiahma' or 'Baiaime'. Alternative meanings are 'fish caught from rocks' or 'where the seas roar' (referring to the Kiama Blowhole). Aboriginal people were gradually displaced from their traditional land as it was cleared for farms and towns were established. In the mid-1830s Aboriginal people resorted to raiding the farms of the settlers, stealing crops and pigs. In 1835 nine local farmers accused 'Black Harry' and 'Captain Brooks' of leading these raids.¹ Within a century of European settlement of the district, there were few Aboriginal people living in Kiama. Those that remained lived in camps at Brown Street and elsewhere in the district. Some of the Aboriginal men worked in the quarries and sawmills of the area.

3.3 Brief History of Kiama

Red Cedar logging and rainforest clearing began in 1812 and a port was established at Kiama for the shipment of cedar from the area. The cedar cutters were soon followed by European settlers and their animals. David Smith is said to have been the first permanent European settler, arriving in 1821.

The townsite of Kiama, reserved in 1826, was surveyed in 1839 and town allotments sold the following year. By 1848 there were eighteen permanent houses, two inns (Gum Tree Inn and Fitzroy Inn), two stores, a wooden church (the first Church of England) and a jetty in the harbour.

The cedar forests of the district were logged out by the 1850s paving the way for the development of a thriving dairy farming industry. A new breed of dairy cow, the Illawarra Shorthorn, was developed in the area.

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Basalt (blue metal) quarrying flourished in and around Kiama from the 1870s and the quarries were a major employer in the district. The quarries supplied large amounts of 'blue metal' demanded by Sydney's expanding network of roads, tramways and railways.

Figure 3.1 comprises a sketch showing the Town of Kiama from the Sydney Mail and New South Wales Advertiser in 1871 with the accompanying description:

The town is on the head of a small bay, on the east coast of New, South Wales. In the central part of the picture is the old town-tree, round which the ancient gossips used to congregate; The Presbyterian. Church also occupies a central position in the engraving; beyond is the Wesleyan Church, and to the left near the shore is the Church of England. These and the Roman Catholic Church in Manning-street are of stone. Most of the Sydney banks and insurance companies have branches in the town. A post and money order office, a telegraph office, and a Court of Petty Sessions have for some time been established here. The town is formed into a municipality. Manning and Terralong are the principal streets. The district is noted for its dairy produce, but it also produces a large quantity of maize, wheat, and barley, the soil being very fertile and equally suited for the cultivation of cereals and semi-tropical plants. Many of the farms are laid down with English grasses. The celebrated Blowhole, a cavern through which the sea passes from the coast and throws up clouds of spray through a perpendicular opening, is one of the lions of the place. ²

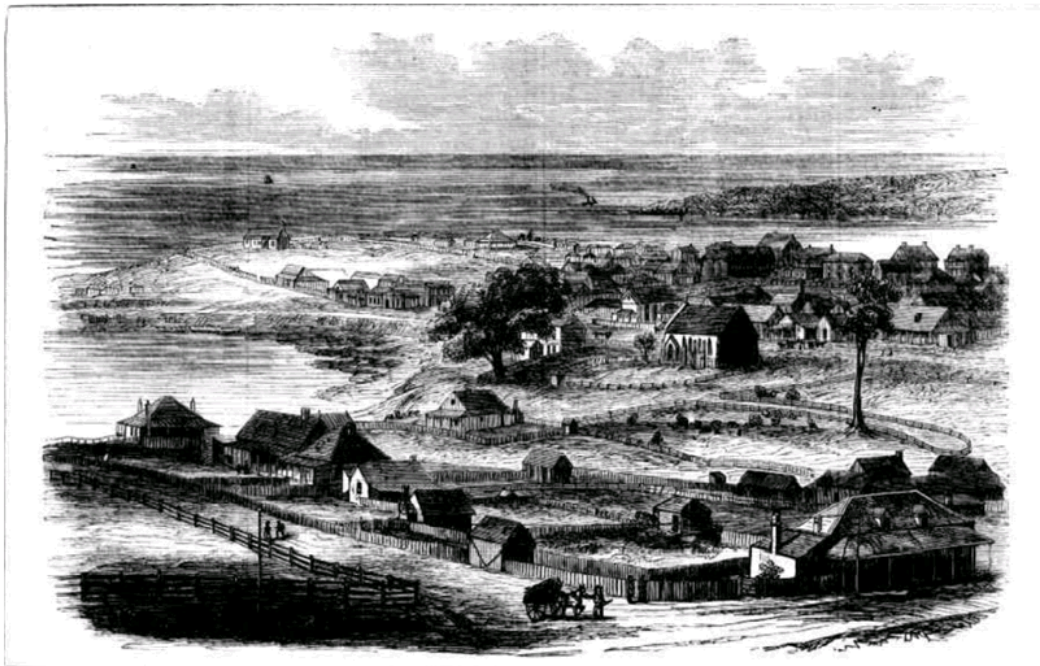


Figure 3.1 Sketch view of the town of Kiama. Sketch is drawn from an excellent photograph by Mr H. T. Lock. (Source: The Sydney Mail and New South Wales Advertiser, 29 September 1877, p 1)

Kiama developed as a service and shipping centre for local industry centred on the harbour where local produce and blue metal was shipped to Sydney and beyond. The wealth generated from the pastoral and quarrying industries led an economic and social boom in Kiama in the 1880s. Kiama also became a popular seaside holiday resort, encouraged by the opening of the railway in 1888 and opening of the Kiama Railway Station in 1894, making the town more readily accessible from Sydney.

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The municipality of Kiama was gazetted in 1858. The present Kiama local government area (LGA) comprises the former Gerringong, Jamberoo and Kiama Councils. The population of Kiama rose from 741 in 1861 to over 7700 in 2016 with a total of 21,464 people living in the local government area.

3.4 66 Collins Street

66 Collins Street is located on a subdivision of lots 5 and 6 of Section 15 of the Town of Kiama, which along with lots 3 and 4, were purchased by merchant Alexander Brodie Spark in August 1840. A drought that year led to a decline in the pastoral boom and economic downturn. In 1843 Spark mortgaged several town and country properties, including the Kiama allotments, to pastoralist, politician and businessman, Hannibal Hawkins Macarthur. Spark was unable to meet his debts and was certified insolvent in 1844.³

Macarthur was another casualty of the 1840s depression and was declared insolvent in 1848. The Bank of Australia sold Macarthur's allotments at Kiama. Lot 5 was conveyed to Edward Nathan Burgess in June 1849 while Lot 6 changed hands to Lawrence O'Toole in January the following year.⁴ By December 1874 lots 5 and 6 (also Lot 20) were in the ownership of Kiama newspaper proprietor, Joseph Weston.⁵ Three years later he sold lots 5 and 6 to Harman John Tarrant for £220.⁶ Tarrant, a medical doctor based at Kiama, moved to Sydney by January 1882. Coinciding with leaving Kiama he sold lots 5 and 6 (also part Lot 4) to farming family, Henry and Henry F Noble of Fountaindale, Kiama.⁷ The Noble family (and Trustees) owned the allotments to 1902 when they were sold to Kiama locals, John McCaffrey (farmer) and Charles McCaffrey (hotelkeeper) for £500.⁸

Lots 5, 6 and part Lot 4 were sold in March 1907 to William Burling for £665.⁹ Two months later Sarah Hindmarsh and Nesbit Evans Hindmarsh (mother and son respectively) purchased Lot 6 and part Lot 5 from Burling for £350.¹⁰ Sarah was the wife of prominent local resident, former mayor and alderman of Kiama, Michael Nesbit Hindmarsh. He died in January 1912 aged 79 years and bequeathed his household furniture, effects and an annuity of £200 to Sarah, and the bulk of his real and personal estate to his son.¹¹

The subject site was undeveloped at this date and remained vacant until the mid-1920s when Cree and Jordan architects lodged a successful application to Kiama Council in March 1925 for a 'new building of eight rooms with offices; to be erected for NE Hindmarsh at Rosebank, Collins Street.'¹² Later the same month the *Kiama Reporter and Illawarra Journal* reported that the contractor for the new residence for Hindmarsh in Collins Street was 'pushing on with the work, and when completed it will be an imposing structure'.¹³ Sarah Hindmarsh moved into the house after it was completed. Her son and family may have lived with her as they are listed in Collins Street in electoral rolls of this period.

The newspaper does not name the contractor, but the Kiama District Historical Society (KDHS) believe the builder was Les Jarrett. In the late 1920s a JH Barrett advertised his services as a builder and painter under the banner 'The Happy Home' care of Albert

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Street, Berry, promising to carry out 'quick and reliable work and reasonable prices' from Nowra to Albion Park.¹⁴ It is conceivable that the KDHS mistook the Christian name. Alternatively, Les Jarrett was related to JH Barret and could have worked with him in business.

Coinciding with the building of her new house, Mrs NE Hindmarsh instructed auctioneer, GJ Alexander to sell the two-storey residence at the corner of Bong Bong and Collins Street on 14 July 1925.¹⁵

Sarah died in October 1931 at 'Wereah', Kiama, aged 88 years. According to the obituary in the *Kiama Reporter and Illawarra Journal*:

*Mrs Hindmarsh was essentially a home lover, her interests centre therein and in her love of flowers. Some years ago, after her husband's death, a nice bungalow was built near the site of her old home and it have a great interest to her planning its garden and appointments. Unfortunately she slipped and fell one day and a broken thigh made her practically an invalid afterwards confined to an invalid chair and bed.*¹⁶

After her death the house was passed on to her son, Nesbit Evans Hindmarsh. He in turn conveyed the property to his son, Doug Nesbit Hindmarsh in 1934 in consideration of the natural love and affection which Nesbit Evans Hindmarsh bore to Douglas Nesbit Hindmarsh. According to electoral rolls dating from this period, the following members of the Hindmarsh family were living in Collins Street at this time—Christiana Stirling Hindmarsh, Douglas Nesbit Hindmarsh, Margaret Hindmarsh and Nesbit Evans Hindmarsh. It is likely they were living at 66 Collins Street, though the house number is not indicated in the listings.

In 1952 the Hindmarsh family subdivided the property, then comprising part Lot 5 and the whole of Lot 6 of Section 15, into two allotments—lots A and B in Miscellaneous Plan of Subdivision (OS) 9058. The plan of subdivision is reproduced at Figure 3.3. At this date the subject site was located on Lot A. Lot A had an area of 1 rood 23 perches and Lot B had an area of 2 roods 9 perches. Lot A now occupied the whole of the frontage to Collins Street, while Lot B was accessed by the right of way 10 feet wide off Collins Street. At that time Akuna Street had not yet been acquired as a public road by Kiama Municipal Council.

Three years later Lot A was subdivided into two lots, with Lot D (the subject site) forming an L-shape to the south and east of Lot C. The subdivision plan (Figure 3.4) does not identify the footprint of 66 Collins Street but partly shows a portion of the fibro garage as the eaves and gutter overhang the Lot C boundary. At this date the subject site (Lot D) was sold to Kiama hardware merchant William Stewart Warnock for £4100.¹⁷ Warnock owned the subject site until 1961 when it was conveyed to Richard Moss, Peggie Moss, Thomas Halliday and Jenny Irene Halliday as tenants in common.¹⁸ According to electoral rolls in the 1960s and 1970s, Peggie and Richard Moss lived at 68 Collins Street in 1977 and 1980 while Jenny Irene Halliday was listed at 62 Collins Street from 1972 until at least 1977. It is not known who occupied 66 Collins Street during this period. Peggy Moss became the owner of the shares of her parents Thomas Edward Holliday and Jenny Irene Holliday following their respective deaths.

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The house was sold in 1984 to David Leslie Robson and Elizabeth Ann Robson Robson but it is not known if they lived here. Four years later 66 Collins Street was sold to Diane Iris Rendel, Jane Angela Dunn, Margaret Ruth Dowe and Warren Creswick, being partners or wives of partners in the law firm, Kearns & Garside.

According to Alexander Meadows Rendel (aka Sandy Rendel), a partner of Kearns & Garside, the house was converted to the law office in 1988. The plans were prepared by architect Mark Jones, of Edmiston Jones, Nowra. The contractor for the works was Ron Wynn, a Kiama builder. Kearns & Garside were given an award by Council for the project, possibly a Bicentenary Award.

In 2005 the partners of Kearns & Garside (at that date, Sandy Rendel and Peter Vindin Moggach aka Peter Moggach) merged with Russell McLelland & Brown solicitors of Wollongong. 66 Collins Street Kiama continued to be used as a professional office by the merged firm. The business occupied the subject property for many years, more recently under a new firm styled RMB Lawyers.

The extension at the rear of 66 Collins Street was carried out about 2010. Ray Redgrave, a local builder, drafted up the plans, and the development application (DA) was approved by Council. Originally designed as a temporary building, the consent was later amended to make the building permanent.

66 Collins Street has changed ownership several times since this time, namely in 1992, 1997 and 2014, reflecting changes in the partnership of Kearns & Garside. In 2018 Margaret Ruth Dowel & Peter Vindin Moggach, and Dhruwalgha Holdings Pty Limited (a Rendel entity) sold the property to Nicolas Daoud & Co Pty Ltd. Daoud planned to erect a mixed-use residential development with 25 apartments above four shops on the site and adjacent sites, including the Akuna Street-Mitre 10 site owned by the Council.¹⁹

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Table 3.1 Timeline of Ownership of 66 Collins Street.

Date	Owner	Description	Title Ref.
August 1840	Alexander Brodie Spark	Lots 3, 4, 5 and 6, Section 15	
June 1843	Hannibal Hawkins Macarthur (mortgage on behalf of Bank of Australia)	As above	Bk 4 No 284
June 1849	Edward Nathan Burgess	Lot 5, Section 15	Bk 25 No 936
February 1850	Lawrence O'Toole	Lot 6, Section 15	Bk 18 No 332
March 1850	John Greer	Lot 5, Section 15	Bk 25 No 941
January 1855	John Carruthers	Lot 5, Section 15	Bk 35 No 777
December 1874	Joseph Weston	Lots 5, 6 and 20, Section 15	Bk 146 No 561
March 1877	Harman John Tarrant	Lots 5 and 6, Section 15	Bk 167 No 571
January 1882	Henry Noble and Henry Frederick Noble	Lots 5, 6 and part Lot 4, Section 15	Bk 238 No 660
July 1884	Henry Frederick Noble	Lots 5, 6 and part Lot 4, Section 15	Bk 291 No 753
July 1884	Dora Jane Noble and John Noble	Lots 5, 6 and part Lot 4, Section 15	Bk 726 No 348
December 1902	John McCaffrey and Charles McCaffrey	Lots 5, 6 and part Lot 4, Section 15	Bk 826 No 479
March 1907	William Burling	Lots 5, 6 and part Lot 4, Section 15	Bk 823 No 593
May 1907	Sarah and Nesbit E Hindmarsh	Part Lot 5 and whole of Lot 6, Section 15	Bk 826 No 470
September 1934	Nesbit Evans Hindmarsh and Douglas Nesbit Hindmarsh	Part of Lot 5 and whole of Lot 6, Section 15	Bk 1701 No 199
April 1955	William Stewart Warnock	Lot D Miscellaneous Plan of Subdivision (OS) 10615	Bk 2330 No 316
October 1961	Richard Moss, Peggie Moss, Thomas Holliday and Jenny Irene Holliday	Lot D Miscellaneous Plan of Subdivision (OS) 10615	Bk 2947 No 354
1970	Richard Moss, Peggie Moss, and Jenny Irene Holliday	Lot D Miscellaneous Plan of Subdivision (OS) 10615	Viol 11412 Fol 87
February 1980	Richard Moss, Peggie Moss, and Jenny Irene Holliday	Lot D Miscellaneous Plan of Subdivision (OS) 10615	Viol 11412 Fol 87
June 1980	Richard Moss and Peggie Moss	Lot D Miscellaneous Plan of Subdivision (OS) 10615	Viol 11412 Fol 87
September 1984	David Leslie Robson and Elizabeth Ann Robson	Lot D Miscellaneous Plan of Subdivision (OS) 10615	Viol 11412 Fol 87
March 1988	Alexander Meadows Rendel, Diane Iris Rendel, Jane Angela Dunn, Margaret Ruth Dowe and Warren Creswick	Lot D Miscellaneous Plan of Subdivision (OS) 10615	Viol 11412 Fol 87

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Figure 3.2 Looking south along Collins Street, c1900. The subject site is the steep block of vacant land in the centre left of the photograph diagonally across from the fenced land. (Source: Kiama Library)



Figure 3.3 View of Kiama looking north along Collins Street towards Pleasant Point with Bombo Headland in the background, c1900s. Minnamurra Street intersection is in the centre foreground. The subject site outside this view. (Source: Kiama Library)

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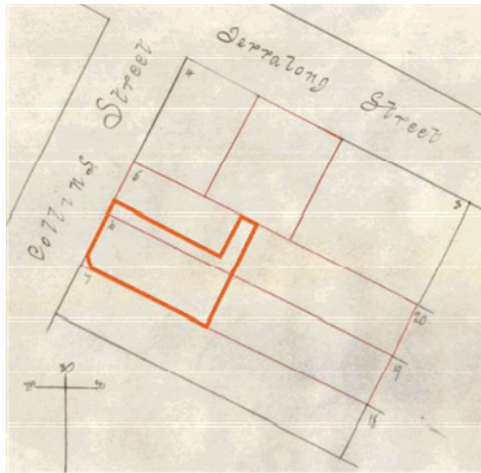


Figure 3.4 Block plan accompanying Old System Deed Bk 726 No 348. The subject site is indicated in orange. (Source: NSW LRS, with GML overlay)



Figure 3.5 Block plan accompanying Old System Deed Bk 826 No 479. The subject site is indicated in orange. (Source: NSW LRS, with GML overlay)



Figure 3.6 Block plan accompanying Old System Deed Bk 1701 No 1911. The subject site is indicated in orange. (Source: NSW LRS, with GML overlay)

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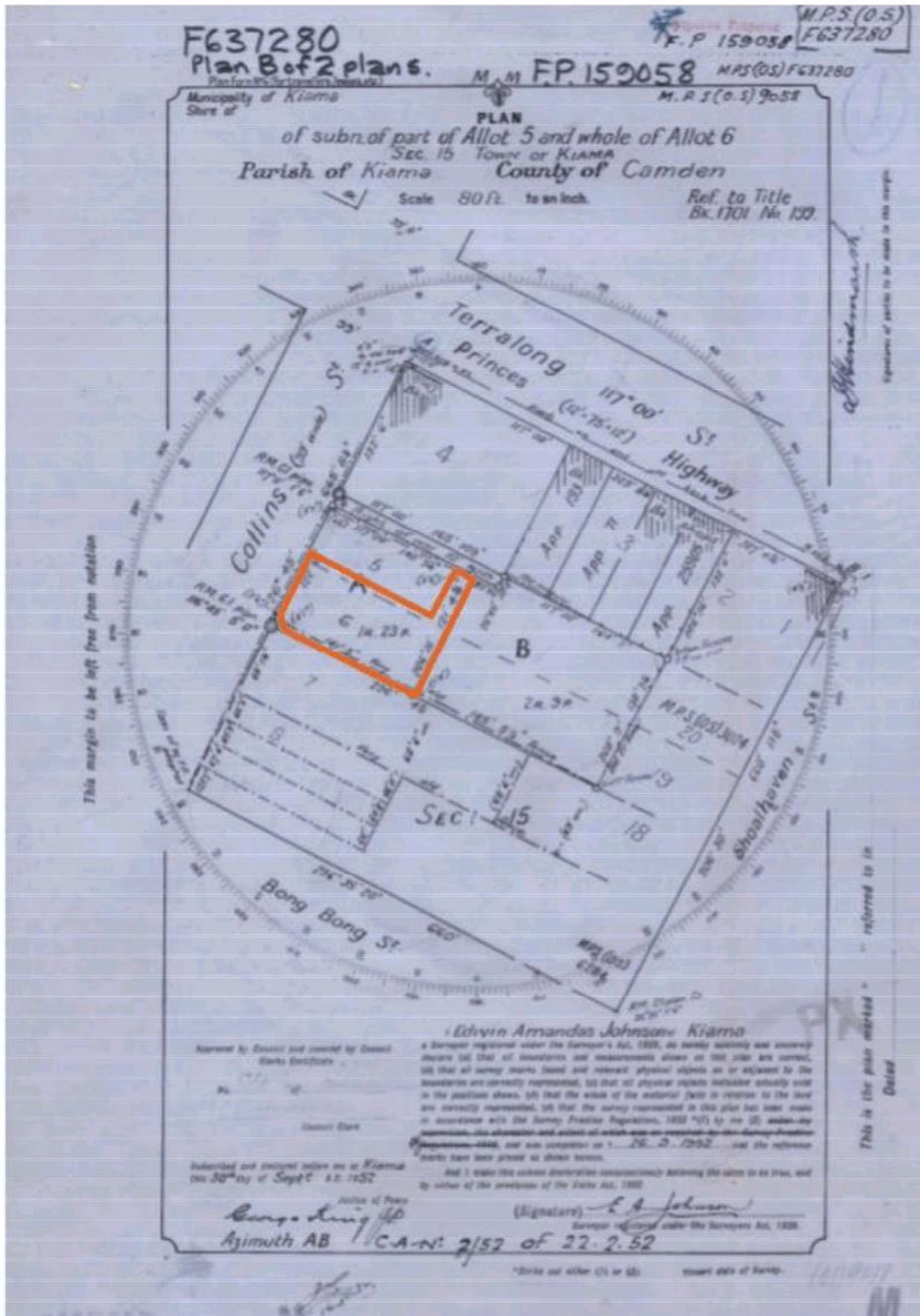


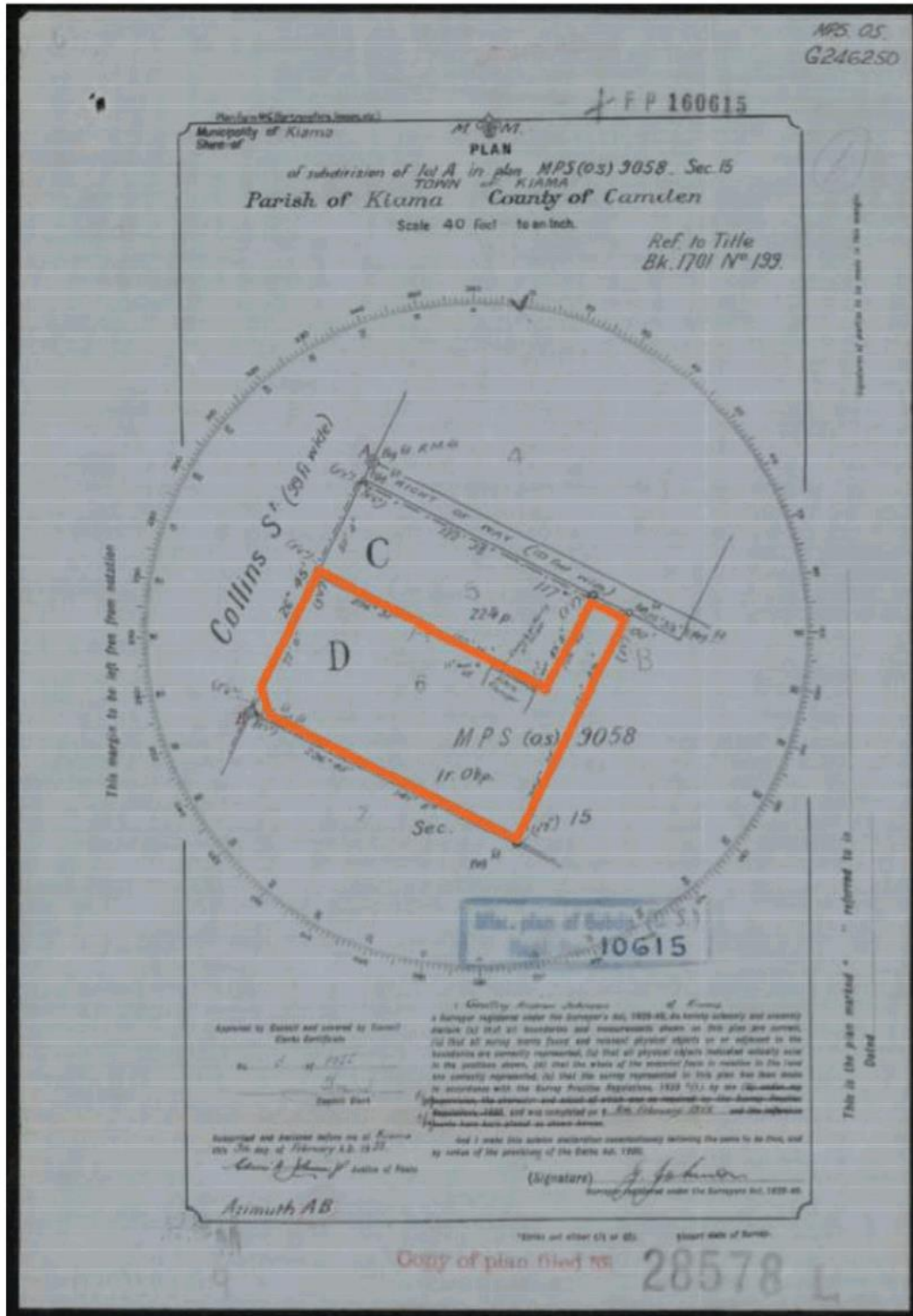
Figure 3.7 1952 plan of subdivision of part Lot 5 and the whole of Lot 6, Section 15, Town of Kiama. The subject site is indicated in orange. (Source: NSW Land Registry Services DP 159058 with GML overlay)

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Figure 3.8 1955 plan of subdivision of Lot A in plan MPS (OS) 10615, Section 16, Town of Kiama. It shows the subject site outlined in orange. (Source: NSW Land Registry Services with GML overlay)

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3.5 Hindmarsh Family

66 Collins Street was one of several houses erected by and for members of the Hindmarsh family—the family was one of the early settlers in the district and instrumental in the development of the township of Kiama.

Michael Hindmarsh arrived in New South Wales in 1822 and married Cecilia Sophia Rutter in 1827. The following year he was granted 640 acres in the Gerringong district. He built 'Alne Bank' (in present-day Rose Valley). Michael and Cecilia Rutter had 14 children during their marriage. Michael helped establish the Illawarra Agricultural Society and the Kiama Show Society and served as a travelling magistrate in the district.

One of the first buildings in Kiama was the Hindmarsh General Store, with provisions supplied to the area by Hindmarsh family ships. Michael's brother, George, arrived in 1839 and became the first postmaster of Kiama. Their sister, Hannah, arrived in 1845 and established the first private school for girls, 'Rose Bank' at Kiama.

One of Michael and Cecilia's sons, Michael Nesbit Hindmarsh, was born at Alne Bank in 1833. He married Sarah Evans in 1862. They had four children during their marriage. Michael died on 8 January 1912 in Kiama, survived by his widow and children. He was one of the early settlers of the town and district and served on the Kiama Municipal Council for 38 years, eight of them as mayor. He was deeply involved in the civil and civic life of the town and was a member of the local licensing court for 15 years. He was also active on the management boards of the hospital, the school of arts, the agricultural society and the gas company and other local organisations. He was also a member of the Presbyterian Church.

Michael's son Nesbit Evans Hindmarsh followed in his father's footsteps and served as an alderman of Kiama Municipal Council for several years. Members of the extended Hindmarsh family continue to live at Alne Bank.

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3.6 Endnotes

- ¹ "The Illawarra Blacks", *The Sydney Herald*, 20 August 1835, p3, via Trove, <<http://nla.gov.au/nla.news-article12852886>>.
- ² "Our Illustrations", *The Sydney Mail and New South Wales Advertiser*, 29 September 1877, p8, via Trove, <<http://nla.gov.au/nla.news-article166862288>>.
- ³ 'Spark, Alexander Brodie (1792–1856)', Australian Dictionary of Biography, National Centre of Biography, Australian National University, <http://adb.anu.edu.au/biography/spark-alexander-brodie-2684/text3755>, published first in hardcopy 1967, accessed online 23 September 2020.
- ⁴ NSW Land Registry Services, OST Deed Bk 25 No 936 and Bk 18 No 332.
- ⁵ NSW Land Registry Services, OST Deed Bk 146 No 561.
- ⁶ NSW Land Registry Services, OST Deed Bk 167 No 571.
- ⁷ NSW Land Registry Services, OST Deed Bk 238 No 660.
- ⁸ NSW Land Registry Services, OST Deed Bk 726 No 348.
- ⁹ NSW Land Registry Services, OST Deed Bk 823 No 682.
- ¹⁰ NSW Land Registry Services, OST Deed Bk 826 No 470.
- ¹¹ "Late Mr. M. N. Hindmarsh." *The Kiama Independent*, and *Shoalhaven Advertiser*, 23 March 1912, p2, via Trove <<http://nla.gov.au/nla.news-article102134452>>.
- ¹² Municipality of Kiama Council Minutes 1920-1925, Minute 207, 3 April 1925; "KIAMA COUNCIL" *The Kiama Reporter and Illawarra Journal*, 8 April 1925, p2, via Trove, <<http://nla.gov.au/nla.news-article103149387>>.
- ¹³ "NOTES." *The Kiama Reporter and Illawarra Journal*, 29 April 1925, p2, via Trove, <<http://nla.gov.au/nla.news-article103150058>>.
- ¹⁴ "Advertising" *The Kiama Reporter and Illawarra Journal*, 18 January 1928, p3, via Trove <<http://nla.gov.au/nla.news-article103269736>>.
- ¹⁵ "Advertising", *The Scrutineer and Berrima District Press*, 8 July 1925, p3, via Trove, <<http://nla.gov.au/nla.news-article125197904>>.
- ¹⁶ "Obituary." *The Kiama Reporter and Illawarra Journal*, 21 October 1931, p2, via Trove, <<http://nla.gov.au/nla.news-article102836126>>.
- ¹⁷ NSW Land Registry Services, OST Deed Bk 2330 No 316.
- ¹⁸ NSW Land Registry Services, OST Deed BK 2947 No 354.
- ¹⁹ Law, C 2020, 'Interim Heritage Order for 66 Collins St', *The Bugle: Online Edition*, 9 July 2020, <<https://thebugleonline.com/2020/07/09/interim-heritage-order-for-66-collins-st/>>.

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4 Site Analysis

4.1 Introduction

This section summarises the key characteristics and components of 66 Collins Street relevant to assessing its heritage significance. It has been prepared based on an inspection of the site on 24 September 2020 (including the building interiors) carried out by the GML project team and Mr Russell Lee of Robert Lee Architects (representing the property owners).

4.2 Local Context

The subject site occupies a corner lot at the intersection of Collins and Akuna streets in the Kiama Town Centre. The main approaches to the subject site are from the south down Collins Street, from the east along Akuna Street, or from the north when approaching from the Kiama Town Centre. Collins Street features a steep slope downwards towards the Terralong Street, with the property located on the incline towards Bong Bong Street. The site is bound by Collins Street to the east, Akuna Street to the south, by a residential dwelling to the west, and to the north by a former residence now adaptively reused to serve as a childcare facility.

The area is characterised by a mix of residential and commercial properties. Commercial development is largely located to the north of the subject site and positioned along the main street (Terralong) with the northernmost point of the subject block occupied by a commercial mixed-use building and bitumen carpark.

The site is largely surrounded by low-scale residential and commercial development. A childcare centre is located to the immediate north of the site. The facility is housed in an adapted single-storey residence and is surrounded, to the front and rear, by carparking. The corner of the block between Collins and Terralong Streets is occupied by commercial development. The lot occupies the northwestern half of the block and features a large contemporary masonry building fronting Terralong Street, with a substantial paved parking area to the south.

The surrounding area to the south is primarily characterised by detached single-storey weatherboard and brick dwellings, although there are multi-storey brick flats along the eastern alignment of Collins Street and the southern alignment of Akuna Street. The surrounding residences are predominately twentieth century with a combination of early, mid-century and later development. The majority are freestanding residences sharing a similar scale to the subject site. Many of the surrounding properties are located on larger residential lots, set back from the street.

The area has a leafy green character, with the streetscape featuring several mature tree plantings and grassed landscaping. There are several plantings on private property that also contribute to the character of the street, including large trees within front yards and

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boundary hedging. The site is surrounded by concrete paving along Collins Street, with a dirt track along Akuna Street. Due to the slope of the road and tree plantings, there are limited views available to the property from the north, south, and west. However, views towards the Kiama Town Centre and along Collins Street are available from the property.

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Figure 4.1 View north along Collins Street looking towards the main street in Kiama (Terralong). The subject site is indicated by arrow, but is largely concealed by hedging. (Source: Google Streetview, April 2019)



Figure 4.2 View south along Collins Street showing the streetscape. (Source: Google Streetview, April 2019)



Figure 4.3 View east from the western alignment of Collins Street showing neighbouring development, including the childcare centre to the north. The subject site is indicated by arrow. (Source: Google Streetview, April 2019)



Figure 4.4 View west along Akuna Street looking towards the subject site (indicated by arrow). (Source: Google Streetview, April 2019)

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Figure 4.5 View west showing the properties directly opposite 66 Collins Street. (Source: Google Streetview, April 2019)



Figure 4.6 View northeast looking towards the corner of Collins Street and Akuna Street. The subject site is indicated by arrow. (Google Streetview, April 2019)

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4.3 66 Collins Street

The subject house at 66 Collins Street is a modest Interwar California Bungalow. The house features a simple architectural form, with a modest scale and massing. Its architectural character is consistent with other 1920s residences seen throughout Kiama. The property is characterised by the use of weatherboard cladding, a hipped and gabled roof form and a prominent verandah that wraps around the primary elevation, typical for a cottage residence in a coastal town. Subsequent development has led to the enclosure of the rear and side verandahs, with internal modifications removing some original fabric and obscuring the original design intent.

The house occupies a generous L-shaped allotment of approximately 1155 square metres. A contemporary extension has been added to the rear of the property. Constructed in the mid-2000s, the addition (known as 3 Akuna Street) occupies the majority of the southeastern corner of the lot and stretches the length of the southern boundary at Akuna Street. The rear addition is of a similar scale to the house and visually dominates the eastern portion of the site, obscuring views to the main house from the east.

The remainder of the site has since been converted to carparking, with a portion of the site stretching north to join a right-of-way which runs along the northern boundary of the childcare centre site.

4.3.1 Exterior

The subject site is located on the west alignment of Collins Street, with its primary frontage facing Collins Street. The property is set back from the street with a narrow front yard consisting of garden beds, with shrubs and a single mature tree. The garden is bound to the north by a stone retaining wall and is surrounded by a white picket fence that is not original.

At the north, a concrete driveway runs from Collins Street to the rear of the property, opening into a large car parking area behind the cottage. Due to the incline of the site, the driveway is at a lower level to the front garden and the verandah. To the south, the

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property is bound by a lapped timber fence and is largely concealed by hedging. The primary access to the site is via a concrete path from Collins Street in the west, with vehicular access via the driveway in the northwest corner of the site.

Constructed in 1925, the house is a detached single-storey weatherboard Interwar California Bungalow. Due to the topography of the site, it was constructed on elevated masonry foundations. The foundations along the western and northern elevations have been finished in stucco paint to imitate roughcast render, creating an informal 'basement' level. It is likely that the foundations were originally open, with rendered supporting columns, and were later enclosed with sleeper walls between original masonry piers to accommodate the basement area.

The floor plate of the original section of the house is largely square with a projecting gable bay to the south of the western elevation. The main body of the house is surrounded by a combination of open and enclosed verandahs. An open verandah runs along the western and northern elevations, with enclosed verandahs to the east and south.

The house features a low-pitched hipped and gabled roof which extends across the eastern verandah and is clad in corrugated sheet metal with lead flashing. The roof features a single masonry chimney which has been painted and capped. The house features nested double gables which have timber mullions and broad eaves with exposed timber rafters. It appears that the timber bargeboards may be recent replacements. The open verandah and the southern verandah feature skillion roofs of corrugated iron with contemporary gutters. The open verandah is supported by painted timber columns on heavy set masonry piers finished with stucco paint to imitate roughcast render. The flooring is contemporary timber but it appears to follow the original pattern. The painted timber balustrade is contemporary and features a tulip motif. There is a gap in the render on the piers which suggests that the level of the flooring has been lowered slightly. There are further gaps in the render, exposing the interior brick, showing the location of the original balustrade. Despite modification, the presentation of the primary façade is moderately intact.

The primary entrance is through a door to the north of the western elevation. The door is a contemporary timber door with glazed panels and features an original timber door surround with glazed panels and a transom window. Secondary doors are located along the northwestern verandah. These doors are copies of the entrance door and have been covered by contemporary screen doors. A simple contemporary rectangular glazed name plate, etched with the name of the law firm, is located to the south of the primary entrance. The gable bay features a row of three original narrow timber-framed double-hung sash windows, with a contemporary awning. Contemporary services have been attached to the façades and have largely been painted to match the weatherboard. Several contemporary light fixtures have been attached to the primary façade.

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The northern elevation of the main body of the house features a matching gable, with two windows with contemporary awnings. The easternmost windows appear to be two original timber-framed sash windows, while the western window features three contemporary aluminium frames. To the rear of the property, the eastern verandah has been enclosed by weatherboard and features rectangular aluminium-framed windows, with an entrance to the basement level cut into the foundations. The southern elevation features a matching gable above the main body of the house. Similar to the rear eastern verandah, the southern verandah has been enclosed by weatherboard with a combination of contemporary timber and aluminium-framed windows. A small fibro extension is located in the southeast corner of the property, separated from the rear extension (3 Akuna Street). The house is connected to the large rear extension via an open verandah which stretches between the two properties and is accessed via a timber stair from the parking area. The addition of the rear extension and the periodic enclosure of the verandahs has largely obscured the original form of the building when viewed from the rear.

The external paint finishes on the weatherboard and timber finishes are in relatively good condition and appear to have been recently re-finished. The imitation roughcast render/stucco paint is worn in several places, with cracks apparent around the house. The masonry foundations have cracked in several areas, particularly along the southern end of the western elevation, and the weatherboard has separated from the foundations in some places. The contemporary timber flooring of the verandah is unpolished but appears to be in good condition. An inspection of the roof was not undertaken as part of this investigation. However, the roof appeared structurally sound from ground level, although the guttering was inappropriate to the character of the house. The lower portions of several downpipes have rusted.

The rear extension, constructed in c2010, is a contemporary weatherboard structure. It is single storey, elevated from ground level to create an informal basement level enclosed by timber latticing. The building features an open verandah supported by narrow timber columns, with a balustrade to match the northwest verandah. The elevations feature contemporary doors and windows.

4.3.2 Interior

The interior of the house retains some original elements but has been subject to many layers of change over time and no longer reflects its original layout, except in the front rooms. The verandahs were enclosed in the 1950s–1960s to provide additional internal space. The house was converted to office spaces in the 1980s, with former living spaces and bedrooms converted to offices with contemporary joinery installed. Despite alterations, the interior rooms to the front of the house can be understood as original or early spaces from the original bungalow, sharing a common scale with consistent details. The spaces to the rear of the house and in the former verandahs show a different stylistic sensibility and feature higher degrees of later fabric.

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The ground floor features a combination of living spaces, offices, and kitchen and bathroom facilities. There are two front rooms, likely former living spaces, which display the highest degree of integrity, retaining some of their original detailing, including areas of original timber flooring, moulded cornices, original architraves and skirting. The front rooms also feature original timber-framed double-hung windows (to the west) and original timber doors with a combination of original and contemporary hardware. One door includes glazed panels and includes original hardware. Contemporary joinery was installed in the northwestern room along the eastern wall. Contemporary ceiling vents have been introduced to facilitate air conditioning. The front room located within the gable bay features a marble chimney piece which may be original.

The main body of the house comprises the original living spaces and bedrooms or offices arranged around a central L-shaped hallway. These spaces feature a combination of modified original and contemporary fabric and finishes. Several rooms feature original timber batten panelling or timber detailing on the walls, but the majority of internal walls have been rendered and painted. The floorboards are a combination of original and replaced timber floorboards, with painted timber skirting. The skirting throughout the house displays a similar profile to the front rooms suggesting it may be original or reconstructed to match original fabric, although the skirting in the bathroom is contemporary. Ceilings are generally rendered and painted boards with simple shallow cornices. The southern walls of the front rooms were formerly external and incorporate original external timber doors and timber-framed sash windows which face out to the southern verandah. Ceiling fans and contemporary light fixtures have been installed throughout the house, with vents introduced the walls to improve ventilation. Contemporary floor-to-ceiling joinery has been installed in several rooms to accommodate office use, with additional joinery at the eastern end of the hallway.

The bathroom and kitchen areas have been heavily modified. The bathroom has painted timber-panelled walls with lino flooring and incorporates non-original fittings, potentially mid-century. The ceiling is also timber panelling which has been rendered and painted. There is an opening for a skylight above the door. Later partitions have created an antechamber between the bathroom and the central hall.

The southern verandah currently serves as office space. The northern wall was formerly the external wall of the house and has been rendered and painted, with original doors, windows and architraves intact. The room has a contemporary rendered and painted ceiling with new ceiling linings and simple cornices. The surrounding walls have been rendered and painted, with fixed office furniture and joinery installed. A series of louvered windows run along the southern elevation. The floors have been finished with lino.

The rooms to the rear of the house, have been constructed from weatherboard. They have timber floors, panelled walls and ceilings. These rooms were possibly a later addition to the property. Internal partitions have been introduced to create an additional room within

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this area, which currently utilised for office space with fixed furniture and joinery installed. The partitions do not reach to the ceiling of the room, but the timber door appears to be early and matches other doors throughout the house. These spaces feature contemporary ceiling fixtures, fans and cabinetry. One window to the rear of the property appears to be original. The kitchen is located in the weatherboard extension and similarly features timber-panelled walls and ceilings, with contemporary timber flooring. Later joinery and kitchen fittings have been installed along the southern walls. The doors appear to be early, with later hardware. The final room in the weatherboard extension has timber-panelled walls with a later rendered ceiling, and an opening for a sky light, a contemporary fan, and cornicing that matches the enclosed verandah spaces. The window on the southern wall appears to be original.

The enclosed eastern verandah to the rear of the house has been finished similarly to the southern verandah, with rendered and painted walls, a contemporary rendered and painted ceiling with simple cornices, lino flooring with short timber skirting, and louvered windows along the external wall. The western wall is earlier and was formerly an external wall—it has retained its original timber-framed sash window. In the northeast corner of the verandah there is a carpeted staircase which leads to the basement level.

Although the western rooms to the front of the house retain a high degree of interior fabric, the interior of the house has been highly modified. The original floor plan has been obscured by later additions—the introduction of partition walls and the enclosure of the verandahs. Many of the original floorboards have since been lost, and many rooms have had new ceilings installed. At the time of inspection, the house was being re-painted, as such, the paint work in several rooms was unfinished. Barring door hardware in the front rooms, it seems that most original fixtures have been lost.

The basement level is accessed by a non-original stair at the rear of the house. The basement space is informal, with exposed concrete floors, rendered walls with peeling and flaking paint finishes, and exposed brick columns. Timber panels have been installed along the northern and southern walls, and it is laid out for storage indicative of the requirements of the legal firm that most recently occupied the cottage. The basement ceiling features rendered panels with cornicing in some areas. Structural joists are evident throughout, and fluorescent lights have been attached to the ceiling. A door opening has been cut into the western wall to provide access to a secondary storage area. This space includes external walls with roughly painted masonry and later partition walls of rendered and painted masonry. Later rendered ceilings have been installed in the partitioned areas, with florescent strip lighting installed throughout. The walls show evidence of rising damp, and there is currently debris and dirt in some areas, likely from external vents.

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4.4 Site Photographs

Unless otherwise stated, the following photographs were taken by GML on 24 September 2020.

Exterior Images



Figure 4.7 View of the subject site within its immediate context. (Source: Google Street View, April 2019)



Figure 4.8 View of the subject site looking north up Collins Street.



Figure 4.9 Primary western elevation from Collins Street footpath.



Figure 4.10 Detail of west elevation showing the open verandah with contemporary timber balustrade.



Figure 4.11 Detail of the front door at the western elevation viewed from front verandah.



Figure 4.12 Detail of the timber-framed window on the gable bay with contemporary awning.

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Figure 4.13 View of the southern elevation showing the contemporary louvered windows and guttering, and the concrete access path.



Figure 4.14 View of the northern elevation from driveway showing the elevated foundations.



Figure 4.15 Detail view of northern elevation showing the contemporary awning on the rear windows and cracks in the foundations.



Figure 4.16 Detail of the foundations of the property.



Figure 4.17 View of the rear parking area in the northeastern corner of the site, looking towards the eastern elevation of the house.



Figure 4.18 View of the rear (eastern) elevation with enclosed verandah and aluminium-framed windows.

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Figure 4.19 Detail of the entry to the basement area.



Figure 4.20 Detail of the foundations on the western elevation, showing cracking and areas where the weatherboard is lifting

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Interior Images



Figure 4.21 Entrance foyer (looking northeast) showing the contemporary joinery.



Figure 4.22 Entrance foyer (looking south) showing timber details on the wall and original skirting.



Figure 4.23 Entrance foyer (looking northwest) showing ceiling with a contemporary light fixture covered by plastic.



Figure 4.24 Original wall vent in entrance foyer.

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Figure 4.25 Detail of timber finish on the southern wall and skirting boards in entrance foyer.

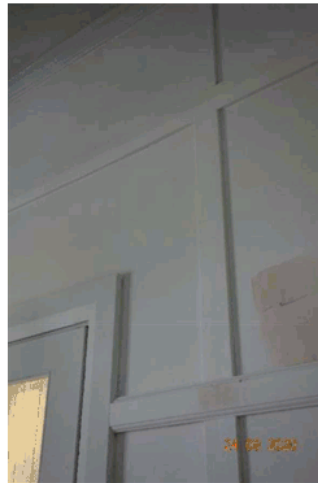


Figure 4.26 Detail of timber architraves in the entrance foyer.



Figure 4.27 Original timber door with contemporary hardware in the southwestern room.



Figure 4.28 Marble fireplace in the front room, thought to be original.



Figure 4.29 Original double-hung windows that face west onto Collins Street.



Figure 4.30 Ceiling and joinery in the front room showing wall detail and original vent.

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Figure 4.31 Enclosed southern verandah (facing east) showing the converted interior with inset desks and cabinetry along the southern side of the dwelling.



Figure 4.32 Enclosed verandah (facing west) showing the original timber-framed windows to the north that were formerly external.



Figure 4.33 Detail of inset desks in enclosed verandah and new sliding windows facing southwest.



Figure 4.34 View from the southern verandah to an interior room.

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Figure 4.35 Typical view of a modified interior room with original timber details, and contemporary ceilings, fixtures and joinery.



Figure 4.36 View of the central corridor facing west.



Figure 4.37 View towards the bathroom from the corridor showing later joinery, facing south.



Figure 4.38 Detail of mid-century bathroom fittings and contemporary flooring and skirting.

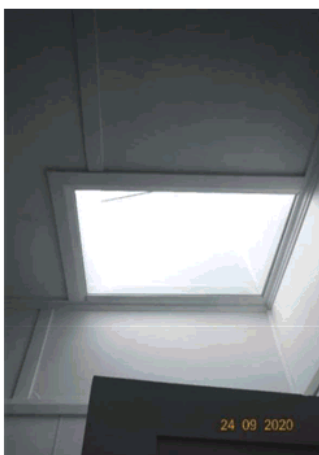


Figure 4.39 Detail of skylight in bathroom.



Figure 4.40 Detail of a typical door in a northern room.

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Figure 4.41 View of a northern room with painted skirting and contemporary cornices looking towards the window.



Figure 4.42 View of a typical internal door looking south toward the central corridor.

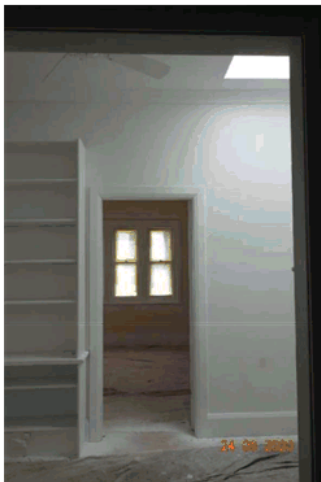


Figure 4.43 Typical view of a modified internal room with skylight, ceiling fan and joinery, looking north.



Figure 4.44 Detail of the contemporary joinery.

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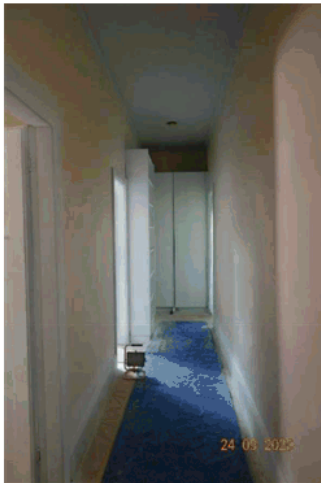


Figure 4.45 View of the central corridor facing east.

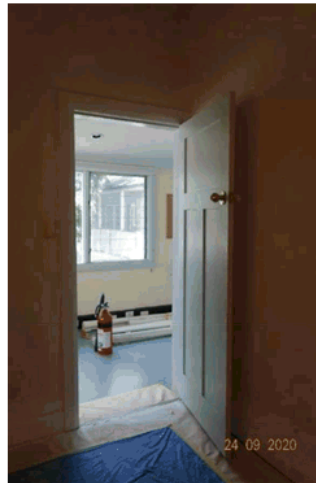


Figure 4.46 View toward the rear (eastern verandah)



Figure 4.47 View of the enclosed southern verandah showing the contemporary louvered windows and lino flooring.



Figure 4.48 View north of the enclosed rear verandah showing staircase to the basement.

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Figure 4.49 Detail of the carpeted stairs that lead to basement.



Figure 4.50 Detail of the entrance to the basement.



Figure 4.51 Basement as viewed from stairs.



Figure 4.52 Basement (looking west) showing detail of exposed brick supports.



Figure 4.53 View of the partition walls in the rear area of the basement. The rising damp on the partition walls can be seen.



Figure 4.54 Detail of the southwestern corner of the basement showing the rendered interior of the external walls

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Figure 4.55 Detail of the window and door leading to enclosed rear verandah. The window appears to be original.



Figure 4.56 Inset desk facing northeast and window to enclosed rear verandah. Detail of the partitioned area of the rear weatherboard extension with fixed furniture and joinery.



Figure 4.57 Detail of the painted timber ceiling and rear wall between enclosed rear verandah.



Figure 4.58 Detail of the partition wall and door leading to rear study showing beam and high ceiling.



Figure 4.59 Detail of ceiling, fan and vents in kitchen.



Figure 4.60 View of the kitchen showing fittings.

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Figure 4.61 View of the kitchen, facing southwest.



Figure 4.62 View of a rear room in the weatherboard extension showing timber-panel walls with contemporary joinery and door.



Figure 4.63 Detail of the ceiling and original double-hung window (formerly external) facing south.

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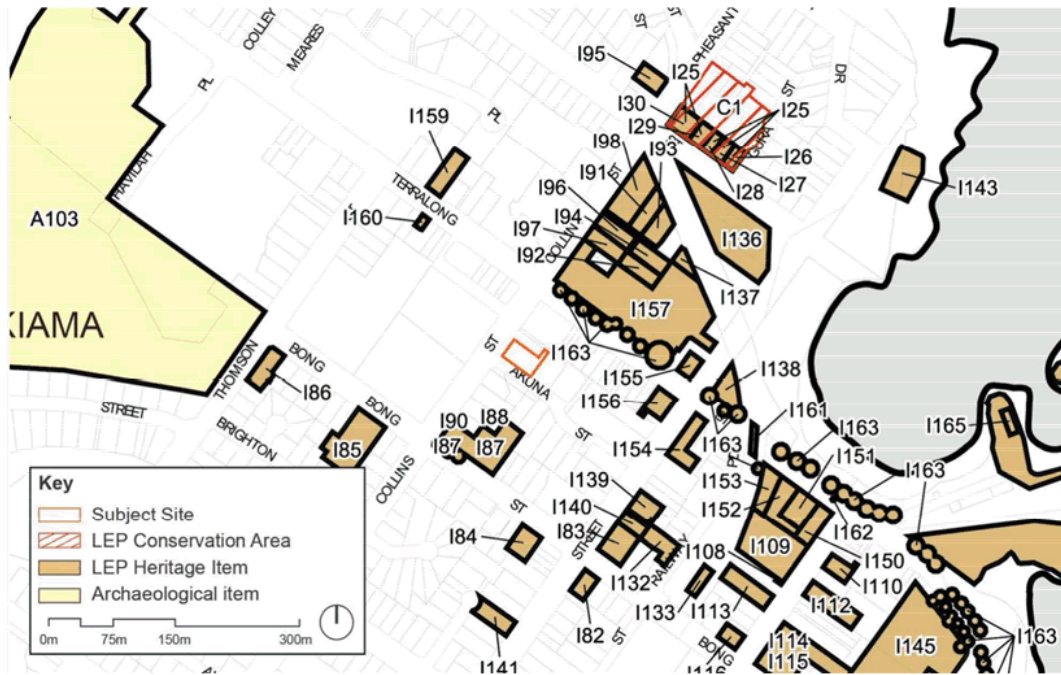
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5 Heritage Context

5.1 Heritage Listings

The subject site is not listed as an item under KLEP 2011, nor is it located within a Heritage Conservation Area. However, the property is in the vicinity of a number of local heritage items, as shown in Figure 5.1 and Table 5.1



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Item Name	Address	Significance	Listing	Item No.
Old Fire Station	57 Terralong Street	Local	KLEP 2011	155
Devonshire House (Former)	58-64 Terralong Street	Local	KLEP 2011	156
Hindmarsh park (Including War Memorial Arch)	107 Terralong Street	Local	KLEP 2011	157
Zumos Restaurant (former Duart)	127 Terralong Street	Local	KLEP 2011	1159
Cottage (former Grans Fudge)	132 Terralong Street	Local	KLEP 2011	1160
Street Trees	Terralong Street (between Collins Street and Blowhole Point)	Local	KLEP 2011	163

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5.3 Photographs of Heritage Items in the Collins Street Area

A brief selection of heritage items in the vicinity of the subject site are shown in the photographs below. The subject site is located in close proximity to Terralong Street, a commercial thoroughfare, as such, many heritage items to the north of the site represent different architectural and historic values.

Heritage items to the south of the subject site are primarily residences and display a variety of architectural styles, dating primarily from the Victorian and Federation periods. However, a number of common elements throughout these items display the enduring popularity of weatherboard construction, gabled roof forms, and projecting gable bays.



Figure 5.2 57 Bong Bong Street



Figure 5.3 55 Bong Bong Street

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Figure 5.4 132 Terralong Street



Figure 5.5 74 Shoalhaven Street.

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6 Assessment of Significance

The following section contains an assessment of the significance of the property at 66 Collins Street, Kiama, based on the Heritage NSW Heritage Assessment Criteria. The assessment is informed by the detailed historical background in Section 2.0 of this report and the State Heritage Inventory (SHI) database sheets for nearby heritage items.

6.1 Integrity

The physical character of 66 Collins Street has been outlined in Section 4.0. As noted, the primary façade of the dwelling has retained a good degree of integrity and displays several typical characteristics of an Interwar California Bungalow. The scale of the house and its setback from the street is comparable to residences throughout the Kiama area and it retains several common stylistic elements seen in the area. However, the house has been highly modified, with the conversion of the interior to office space and the addition of the large addition at the rear (3 Akuna Street) altering its character and setting.

The 1950s subdivision of the site substantially reduced its size. Overtime, the remaining grounds of the site were converted to parking, changing the character of the landscape. . The visual bulk of 3 Akuna Street obscures views to the original house from the east and dominates the rear area of the site. The addition has diminished the understanding of the house within its original setting.

Verandahs along all four sides of a house are common in coastal regions to take advantage of views in the surrounding areas. The enclosure of the verandahs at 66 Collins Street has changed the character of the house, altering its layout and massing when viewed from the street. Although the additions were completed in weatherboard to be sympathetic to the main house, the use of aluminium-louvered windows detracts from the presentation of the house.

Internally, the house has been highly modified. The front rooms have retained their layout and display a higher degree of integrity, featuring original fabric and detailing. However, the remainder of the house has been altered, with later additions and partition walls obscuring the understanding of the original layout and proportions of internal spaces. Little remnant original fabric beyond the front rooms. The enclosed verandahs are intrusive.

The building appears structurally sound, with no evidence of rising or falling damp apparent on the ground floor. The foundations been infilled with masonry walls to create the basement level. These foundations now appear to have cracked and worn in several places. The basement floor does not reflect the original structure of the house and features a variety of contemporary fixtures and finishes. There is also evidence of rising damp in some areas.

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In summary, although the primary elevation of the house is largely intact and makes a significant contribution to the aesthetic character of the area, the house is highly modified both externally and internally. Internally, the original floorplan has been obscured, although the house has retained some original features such as windows, doors, timber panelling and timber finishes. Much of the internal fabric (including fixtures and fittings) are contemporary. The setting of the house has been significantly altered by the addition of the rear extension and the conversion of the gardens to carparking.

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6.2 Comparative Analysis

This section compares 66 Collins Street with other heritage-listed properties of local and state significance in the vicinity to determine if it has similar features and significance.

6.2.1 Interwar Weatherboard Cottages and Bungalows in the Kiama Town Centre and Vicinity

66 Collins Street is a timber weatherboard bungalow constructed in the Interwar period. It largely conforms to the California Bungalow typology which grew in popularity in NSW throughout the 1920s. Weatherboard cottages and bungalows have enjoyed enduring popularity throughout coastal regions since the Victorian period due to their suitability to the beach-front character of the area, and the availability and affordability of materials.

Weatherboard bungalows are seen throughout the Kiama Town Centre in a variety of forms, from 1860s workers' cottages and terraces, such as the heritage-listed row to the North of Collins Street, to Federation cottages, seen at residences in Bong Bong and Shoalhaven streets, and prominent family homes of the early twentieth century. As a group they represent the enduring popularity of the materiality throughout the Kiama region, showing the evolution of residential design and construction in the area.

Weatherboard residences of all periods in the Kiama Town Centre typically display a low single-storey scale whether they are modest cottages or grander family homes. Many weatherboard houses have been raised on elevated foundations and include encompassing verandahs, showing the adaptation of common Australian typologies to the unique landscape and topography of the area, and the desire to take advantage of expansive views throughout the town.

Throughout the Victorian and Federation periods, weatherboard residences in Kiama generally conformed to a standard typology with high-pitched roofs with a front verandah and a gable bay that featured intricate detailing. During the interwar period, from the mid-1910s, the California Bungalow style, with low-pitched roofs and wide verandahs, grew in popularity as a more relaxed alternative to the rigid formality of Federation designs. The style was characterised by restrained ornamentation and low-pitched roofs with sloping eaves and broad verandahs, and was an affordable option for new homes in the post-war period. The style was widely adopted throughout Kiama, with its relaxed architectural character and the emphasis on open verandah spaces suiting the character and

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landscape of the beachside town. California Bungalows in Kiama differ from their metropolitan counterparts in materiality and layout, being primarily constructed from weatherboard, with verandahs to the front and sides of the house, rather than from brick, with a smaller verandah to the front of the house, as was common in metropolitan regions.

The bungalow style also allowed for greater variety in layout and detailing. However, throughout the Kiama Town Centre the majority of weatherboard bungalow residences incorporated key aesthetic motifs common to the typology. These elements include the low pitch of the roof, the use of gables, and to a lesser extent the nested double gable, extended eaves, and broad verandahs. The combination of these elements often reflected the comparative affluence of the residence, with grander dwellings often incorporating simple decorative details, such as detailed timber balustrades, or verandahs on all sides of the property to take advantage of views. These properties reflect the development of Kiama in the Interwar period and the growing popularity of the more relaxed California Bungalow style. The use of weatherboard and surrounding verandahs shows the adaptation of traditional cottage styles to the Kiama environment, taking advantage of the coastal climate and the topography of the area.

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Table 6.1 Comparative Analysis of Heritage Items in the vicinity of 66 Collins Street.

Address	Discussion	Photograph
41 Bong Bong Street.	<p>Heritage listings: The property at 41 Bong Bong Street is currently identified as an item of local heritage significance under the KLEP 11: Item 83, 'residence'.</p> <p>41 Bong Bong Street is a single-storey weatherboard and masonry Interwar cottage with a multi-storey extension to the rear. It was designed by prominent NSW architect, Hardy Wilson, and is thought to have been built in c1926 by Robert Ryan. The residence previously served as the residence and surgery of Dr Cranna.</p> <p>The main body of the house has a hipped roof of corrugated iron sheeting with a low-pitched gablet to the primary façade. The house once had an open verandah across the primary elevation, but this has since been enclosed with glazing to the east. The property is low in scale and features a prominent timber-framed, three-panel doorway. The remnant open verandah features timber flooring with a painted weatherboard balustrade and is supported by intricately detailed columns of timberwork. The house displays elements of symmetry which have since been disrupted by modifications. The primary elevation is highly intact, and displays a good degree of external integrity, but the large-scale addition to the rear of the property has obscured the understanding of the original floorplan and disrupts views to the property from the north.</p> <p>Similarly to 66 Collins Street, the house is located on a prominent residential street corner on the slope of a hill. As such, both residences hold a degree of landmark quality. However, 14 Bong Bong Street is largely concealed from view from the public domain by overgrown hedging. The house does not appear to have significant historical connections, but it holds associative and technical value as a design by Hardy Wilson, which is particularly rare within Kiama. The house is a good example of an Interwar residence and an excellent example of the typology in Kiama.</p>	

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Address	Discussion	Photograph
<p>52 Bong Bong Street 'The Climb'</p>	<p>Heritage Listing: The property is not currently heritage listed. It was identified in a previous study as a potential item of heritage interest.</p> <p>The land was purchased by the Hart family between 1913 and 1914, although the house was not constructed until c1916 when it was built for Herbert Henry Hart. The Hart family lived at the property until 1935 when it was sold to the Gould family. There is some local thought that the property was owned by local cordial manufacturing family, the Lockett's, but the Gould's appear to have lived at The Climb until the late 1970s.</p> <p>The house is a simple single-storey weatherboard residence, currently painted navy blue, with a tiled hipped and gabled roof. The primary elevation faces Bong Bong Street to the north and features a low-pitched gable bay. It appears that the house originally featured a similar arrangement to the subject site, with a nested gable on the primary elevation. This arrangement has since been modified by the introduction of an additional gable bay to the east that has obscured the rear gable (possibly replacing a verandah). The house features a combination of original timber-framed and contemporary windows.</p> <p>The house is highly modified, with a high degree of contemporary fabric. It retains common elements of the Interwar California Bungalow typology, incorporating several gables with extended eaves. Despite modifications, 66 Collins Street retains a higher degree of integrity and is better representation of an early twentieth century bungalow.</p> <p>The Climb is located on the peak of a hill and is currently largely concealed from street view by plantings. Although 66 Collins Street is partially obscured from view by hedging, it is located on a prominent street corner and has a higher degree of landmark quality, being visible on the approach from the town centre.</p>	

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Address	Discussion	Photograph
<p>88 Shoalhaven Street</p>	<p>Heritage Listings: The property at 88 Shoalhaven Street is not currently heritage listed, although previous studies have identified it as a potential heritage item.</p> <p>88 Shoalhaven Street is thought to have been built c1915 for a returning serviceman. However, the property was owned and tenanted by widow, Rebecca Geoghegan from its construction. It came to be owned by police sergeant James Dunbar and his wife from the 1960s to the 1980s.</p> <p>The house is a single-storey weatherboard residence which conforms to the Interwar California Bungalow typology. It has a hipped and gabled roof of Colorbond sheeting, a prominent nested gabled to the primary elevation and a small enclosed verandah. It shares stylistic similarities to the subject site. However, 88 Shoalhaven Street is a restrained example of the Interwar California Bungalow type. The decorative detailing is contained to timber shingles on an awning above the gable bay window and timber finials that were likely installed at a later date to match those seen at other properties throughout the Kiama area.</p> <p>The property at Shoalhaven Street has been modified and original elements replaced, eg the aluminium-framed window in the gable bay. Similarly to 66 Collins Street, the verandah at 88 Shoalhaven Street has been enclosed to create additional internal space. The modification has introduced intrusive aluminium-framed windows which are inconsistent with the Interwar style. However, the highly visible enclosed verandah at 88 Shoalhaven Street differs from the modifications at the subject site, which have largely been contained to the rear of the property/concealed from view, and as such do not negatively affect the presentation of the house to the streetscape. By contrast, the modification of 88 Shoalhaven Street's front verandah has detracted from its aesthetic value and disrupted</p>	

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Address	Discussion	Photograph
	<p>the legibility of the building's original character. As such, despite modifications, the subject site demonstrates a higher degree of external integrity and intactness.</p>	
<p>91 Shoalhaven Street</p>	<p>Heritage listings: The property at 91 Shoalhaven Street is currently identified as an item of local heritage significance under the KLEP 11: Item 141, 'Inter War Cottage'.</p> <p>91 Shoalhaven Street is a single-storey weatherboard residence constructed on elevated masonry foundations which have been finished with roughcast render. Similarly to the subject site, the foundations of the house have been converted to a basement space with garage area. 91 Shoalhaven Street has a hipped and gabled tiled roof, with a low-pitched gable to the primary elevation.</p> <p>91 Shoalhaven Street is a grander residence, reached by steep steps, and has a veranda which surrounds the house. However, similarly to the subject property, although much of the primary elevation remains intact, the surrounding verandas have since been enclosed. The open verandah to the front of the house shares stylistic similarities with the subject site, including rendered masonry piers with timber columns, and a contemporary timber balustrade with the same tulip motif. However, the surrounding verandahs of 91 Shoalhaven Street have been enclosed with sympathetic materials and designs, with timber-framed windows to the front of the house. This modification is more successful than the verandahs of the subject site, for although they incorporate weatherboard, the large panels of aluminium-framed windows at 66 Collins Street detract from the character of the house, and the weatherboard panelling increases its visual bulk.</p> <p>91 Shoalhaven Street has also been subject to further modifications—the addition of a southern verandah with open patio area, and further extensions to the rear. The</p>	

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Address	Discussion	Photograph
	<p>expansion of the two properties suggests the changing needs of the growing town. Both properties have largely retained their significant primary façades and make a contribution to the aesthetic character of the area. 91 Shoalhaven Street is similarly located at the peak of a hill and features a substantial set back from the street, with sprawling lawns and an open garden space. Although the gardens are contemporary, they allow 91 Shoalhaven Street a high degree of landmark quality, contributing to the prominent views from the street. Although modified, 91 Shoalhaven Street displays a higher degree of intactness and landmark quality. The history of the Interwar cottage is unclear, but it is likely that the house was constructed for an affluent family. Its significance relates primarily to its aesthetic and technical qualities.</p>	
<p>94 Shoalhaven Street</p>	<p>Heritage listings: The property at 94 Shoalhaven Street is not currently heritage listed.</p> <p>The property at 94 Shoalhaven Street is a single-storey residence constructed of weatherboard on elevated foundations. The house has a low-pitched gable roof of Colorbond sheeting with a projecting gable bay and a verandah along the primary façade. 94 Shoalhaven Street, whilst displaying common elements of the Interwar California Bungalow typology, has been modified to include contemporary doors, services and fabric along the primary façade, altering the house's presentation to the streetscape.</p> <p>The house has a similar form and scale to the subject site, with the arrangement of the house sharing common characteristics, such as the projecting gable to the southwest of the house and the northwestern verandah. However, the subject site was designed for a prominent local family and displays grander proportions, with a higher degree of decorative detailing. The front verandah of 66 Collins, whilst modified, features a greater degree of decorative detailing, and is</p>	

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Address	Discussion	Photograph
	<p>representative of a more prominent residence in the local context. 94 Shoalhaven Street does not appear to have significant historical or associative connections, with its significance arising primarily from its aesthetic qualities and its visual contribution to the area. It is largely concealed from view at the street level, holding little to no landmark quality.</p>	
<p>13 Eddy Street</p>	<p>Heritage Listings: The property at 13 Eddy Street, was previously identified as an item of potential heritage significance.</p> <p>13 Eddy Street, previously known as 'Lincoln', is thought to have been constructed in 1914 by Thomas Henry Whittaker, a carpenter. It was originally owned by J Smith and later by GJ Prott, a German hairdresser and tobacconist. By the 1920s the house was sold to the East family who had recently arrived from England. 13 Eddy Street is a single-storey weatherboard cottage constructed on elevated masonry foundations, which conforms to the Interwar California Bungalow typology. The house has a low-pitched hipped and gabled roof with a projecting gable bay on the primary façade. The gables have extended eaves with decorative timberwork and timber shingles.</p> <p>13 Eddy Street is surrounded by a verandah along the eastern and northern elevations. The verandah is open along the primary eastern elevation and has a contemporary timber balustrade with a timber post with decorative brackets. The verandah has been enclosed along the northern elevation by contemporary glazing. The house was extended in 1953 by the same carpenter.</p> <p>13 Eddy Street is a good example of an early Interwar California Bungalow typology and displays a similar form and detailing to the subject site, with the nested double-hipped presentation to the street. Both properties have been modified, with the street-facing verandahs enclosed. Similarly, the two</p>	

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Address	Discussion	Photograph
	<p>properties have been converted from residential to commercial use, with these conversions leading to the loss of internal fabric. 13 Eddy Street holds a prominent place in the streetscape and contributes to the aesthetic qualities of the area. Despite alterations, the original design and form of the building is legible from the street, and it appears to hold a higher degree of integrity and intactness than the subject site.</p>	
<p>25 Barney Street</p>	<p>Heritage listings: The property is not currently heritage listed.</p> <p>The house at 25 Barney Street is a single-storey residence in the Interwar California Bungalow style. The house is constructed of weatherboard and timber panelling, with a hipped and gabled roof. The primary façade fronts Barney Street and features prominent nested gables and a broad verandah which extends beyond the footprint of the house.</p> <p>The house shares stylistic similarities to the subject site, with extended eaves on the gables and a row of three timber-framed double-hung windows with an awning on the projecting gable. The two houses were likely constructed contemporaneously and share a comparable scale. The property at Barney Street has been modified with a large extension to the rear of the house, but the primary façade displays a higher degree of intactness than the subject site. The subject site was designed as a grander residence with verandahs on all sides of the house to take advantage of views available from its vantage point on the hill. In contrast, 25 Barney Street is a more modest residence, conforming to the low scale of the neighbourhood. Both properties retain the majority of their original form and fabric in the front rooms of the house, with the primary façade of each property holding the most aesthetic significance.</p>	

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Address	Discussion	Photograph
15 Railway Parade	<p>Heritage listings: The property is not currently heritage listed, but has been identified in previous studies as a potential heritage item.</p> <p>15 Railway Parade is a single-storey weatherboard residence constructed on masonry column foundations with rendered masonry walls along the primary elevation. The house has a low-pitched hipped roof of Colorbond sheeting with a projecting gabled bay and an adjacent verandah on the primary façade.</p> <p>15 Railway Parade was constructed in c1925 and is a modest cottage that displays elements of the California Bungalow typology. The projecting gable bay features extended eaves with decorative timber work, and a rectangular window opening. The timber window surround appears to be original, but the window is contemporary and has an aluminium frame. The verandah has a contemporary timber balustrade and is reached by painted concrete stairs.</p> <p>15 Railway Parade has been converted to a chiropractic practice and it is likely that the house has been internally modified to accommodate commercial use. The external finishes of the property are worn and the original details have been modified. 15 Railway Parade is a simple and modest example of the Interwar California Bungalow typology, but it retains much of its original form and massing. It shares stylistic similarities to the subject site, with both properties featuring a projecting gable bay with similar ornamentation. The two properties have been converted from their original residential use, and have been highly internally modified. The subject site occupies a more prominent position in the streetscape and holds a higher degree of landmark quality.</p>	

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Summary Comparative Analysis

No. 66 Collins Street is a modest example of an Interwar Bungalow and has some aesthetic and associative value at a local level. Despite being highly modified, it has largely retained its primary western façade and demonstrates key elements of the typology, featuring a low-pitched hipped and gabled roof with prominent nested gables and a verandah. The low pitch of the roof is common to Interwar properties throughout the region, with earlier residences characterised by high-pitched roofs and gables. The use of the projecting gable bay shows the enduring popularity of this design element, having been utilised on Federation residences and carried through to the Interwar period—it is seen at residences from this era on Shoalhaven, Bong Bong, Barney and Eddy streets. The prominent nested gable visible at the subject site at 66 Collins Street appears to have grown in popularity in the 1920s. It is a better example of this design motif than is seen on more modest dwellings, such as those at 88 Shoalhaven Street and 94 Shoalhaven Street. The gables of the subject site feature restrained timber ornamentation, whilst grander properties at 13 Eddy Street and 25 Barney Street incorporate a higher degree of ornamentation. All properties display the extended eaves typical of the style.

Several Interwar weatherboard residences, particularly those recognised by heritage listings (such as 41 Bong Bong Street and 91 Shoalhaven Street), do not conform to the Interwar California Bungalow typology, instead featuring a single prominent gable with an encircling verandah—thus demonstrating variations of the Interwar style that developed in the Kiama region. These properties maintain a grander scale than the subject site and feature a greater degree of architectural detailing, such as the prominent staircase at 91 Shoalhaven Street and the intricate timber columns of 41 Bong Bong Street. In the local context, the subject site is a good example of an Interwar California Bungalow and a 1920s weatherboard residence generally. However, although it is a better representation of the style than more modest cottages, it lacks the grander proportions and decorative detailing seen at other sites throughout the area.

The majority of Interwar weatherboard residences in the Kiama area have undergone significant modifications—often these involve the addition of rear extensions or the enclosure of verandahs. The enclosure of verandahs was undertaken to enhance interior spaces, but it has changed the character of these residences. In the case of the subject site, the enclosure is largely unsuccessful, increasing the visual bulk of the house, detracting from the legibility of the original layout and design, and introducing unsympathetic materials. The enclosure of former verandahs has been achieved more successfully at 13 Eddy Street and 91 Shoalhaven Street.

Due to the modifications of the property, it is no longer an excellent example of the Interwar California Bungalow style. However, it retains a moderate degree of external integrity at the primary façade, retaining the original form of this elevation, as well as significant timber details, such as the bay window. This elevation contributes strongly to the character of the area and enhances the Collins Street streetscape. Historically, the property represents a

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period of expansion in Kiama and the development of housing in the Interwar period. The site continues to occupy a prominent position on the landscape, and while hedging currently obscures some views to the site, it continues to hold a degree of landmark quality in the Collins Street context.

6.3 Assessment Against Standard Criteria

This section sets out an assessment of the heritage significance of 66 Collins Street in accordance with the standard criteria established in the NSW Heritage Office guidelines (Appendix A of this report). The evaluation includes consideration of the original and subsequent layering of fabric, uses, associations and meanings of the place, as well as its relationship to both the immediate and wider setting.

The *NSW Heritage Manual* guidelines, prepared by the NSW Heritage Office and Department of Urban Affairs and Planning (now Heritage NSW) in July 2001, provide the framework for the assessment and the Statement of Significance in this report. These guidelines incorporate the five types of cultural heritage values identified in the Burra Charter into a specially structured framework, which is the format required by heritage authorities in New South Wales.

Under these guidelines, items (or 'places' in Burra Charter terminology) are assessed in accordance with a specific set of criteria, as set out below. An item is significant in terms of the criterion if the kinds of attributes listed in the inclusion guidelines help to describe it. Similarly, the item is not significant in terms of that criterion if the kinds of attributes listed in the exclusion guidelines help to describe it. The inclusion and exclusion guidelines are checklists only—they do not cancel each other out. The exclusion guidelines should not be applied in isolation from the inclusion guidelines, but should be used to help review and qualify the conclusions reached about the item's significance.

To apply the assessment criteria, both the nature and degree of significance for the place need to be identified. This is because items vary in the extent to which they embody or reflect key values and in the relative importance of their evidence or associations.

The assessment also needs to relate the item's values to its relevant geographical and social context, usually identified as either local or state contexts. Items may have both local and state significance for similar or different values/criteria.

6.3.1 Criterion A (Historical Significance)

An item is important in the course, or pattern, of NSW's—or the local area's—cultural or natural history

- The cottage on the site provides tangible evidence of the development of Kiama in the Interwar period, with residential housing expanding from the town centre.
- However, the original allotment was subdivided in 1955, significantly reducing the size of the property, and the original subdivision pattern is no longer clearly evident.

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- In addition, the rear extension and car park have impacted the original curtilage of the house, permanently altering the setting of the cottage.
- The house was originally built as a private residence, prior to be converted to a commercial office for a law firm. The interior has been highly modified to accommodate this change of use, and as such, provides little understanding of the original house layout or its historic use.

No. 66 Collins Street does not meet the threshold for significance under this criterion.

6.3.2 Criterion B (Associative Significance)

An item has strong or special association with the life or works of a person, or group of persons, of importance in NSW's—and/or the local area's—cultural or natural history.

- The land was purchased by members of the locally prominent Hindmarsh family in 1925. The prominent individuals from the Hindmarsh family, Michael Hindmarsh and his son Michael Nesbit Hindmarsh had died prior to the construction of 66 Collins.
- The house was designed and built for Sarah Hindmarsh, widow of Michael Nesbit Hindmarsh. However, her occupation of the house was brief, as she lived at the property for only six years prior to her death in 1931.
- Throughout the Kiama LGA there are several properties that have stronger and longer standing connections to the Hindmarsh family. There are a number of remaining properties, (some recognised by heritage listings), that have significant and long-standing connections with prominent members of the Hindmarsh family.
- The Hindmarsh family subdivided and sold the site in the early 1950s. While minor members of the family were known to be living at the residence in the 1930s, it is not clear if they continued to reside in the house until the first subdivision in 1952.
- The 1950s subdivisions dramatically reduced the curtilage and setting of the site. Due to subsequent development, the footprint of the original house is all that remains as tangible evidence of the Hindmarsh period of the site, and there appears to be no significant physical evidence from the Hindmarsh family's occupancy.
- The house was not designed by a notable architect.

No. 66 Collins Street does not meet the threshold for significance under this criterion.

6.3.3 Criterion C (Aesthetic Significance)

An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW—or the local area.

- No. 66 Collins is a modest and restrained example of its type that has been highly modified. The primary facade displays a good degree of integrity and intactness and incorporates common elements of the typology, but the remainder of the house and

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site is highly modified. The rear extension and carparking area have reduced the curtilage of the house and have altered its historic setting.

- The house displays a higher degree of external intactness than more modest examples of the type throughout the area. However, it lacks the grand scale, proportions and detailing of Interwar cottages and bungalows that are identified through heritage listings.
- The cottage has retained some significant original elements such as timber-framed windows, including the double-hung windows to the west, original timber doors, and a potentially original marble fireplace.
- The conversion of the house to a law firm and the addition of the intrusive rear extension has obscured the original layout and massing of the house, removed much of the original interior fabric and introduced unsympathetic fixtures and finishes which detract from the character of the house.
- Due to the changing character of development in the vicinity from residential to commercial, the house is somewhat isolated in the streetscape. However, it does contribute to the aesthetic character of the wider Kiama town centre area and it makes a strong contribution to the character of the street
- The architect/designer of the building is unknown, but the house has been attributed to a local builder, it is not an example of a significant designer's work. It does not appear to display any unique design elements or particularly fine workmanship.

No. 66 Collins Street does not meet the threshold for significance under this criterion.

6.3.4 Criterion D (Social Significance)

An item has strong or special association with a particular community or cultural group in NSW—or the local area—for social, cultural or spiritual reasons.

- The house contributes to the aesthetic character of the area, and as such, has potential to contribute to the community's sense of place.
- Although a detailed social values assessment has not been undertaken, there is no evidence that the property has a strong or special association with a particular community or cultural group within the local area or beyond.

No. 66 Collins Street does not meet the threshold for significance under this criterion.

6.3.5 Criterion E (Research Potential)

An item has potential to yield information that will contribute to an understanding of NSW's—or the local area's—cultural or natural history.

- The historical archaeological potential of the site has not been assessed in this report.
- An assessment of Aboriginal cultural heritage has not formed part of this report.

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It is not known if 66 Collins Street meets the threshold for significance under this criterion.

6.3.6 Criterion F (Rarity)

An item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area)

- The house is one of several properties and sites throughout the Kiama LGA that have a connection to the Hindmarsh family. Their tenure on the site was brief and is not well represented in the fabric of the place. There are better and more intact properties throughout the area that better represent the Hindmarsh family's role in the area.
- The subject site is a modest weatherboard Interwar California Bungalow. The design and detailing of the house are restrained, and do not feature any architecturally unique elements.
- Low-scale weatherboard residences are common throughout the Kiama area, however cottages and bungalows from the Interwar period appear to be less prevalent than Victorian and Federation examples. However, several similar Interwar residences can be found in the vicinity on Shoalhaven, Bong Bong, Eddy and Barney streets.
- Designed for members of the Hindmarsh family, the house has been constructed to a slightly larger scale than more modest cottages in the Kiama Town Centre, but there are several cottages and bungalows that display grander proportions and a higher degree of ornamentation.
- Although the western portion of the house displays a high degree of integrity the remainder of the house has been highly modified and lacks the integrity and intactness seen at other residences in the area.
- No. 66 Collins is not rare in Kiama as an example of the California Bungalow typology, or an early twentieth weatherboard residence generally, nor does it display a rare degree of intactness and integrity, or unique architectural features. The house is not a rare example of a property connected with a family in the Kiama area.

No. 66 Collins Street does not meet the threshold for significance under this criterion.

6.3.7 Criterion G (Representativeness)

An item is important in demonstrating the principal characteristics of a class of NSW's (or a class of the local area's):

- *cultural or natural places; or*
- *cultural or natural environments*

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- No 66 Collins is a representative example of an Interwar California Bungalow in Kiama, forming part of a large group of weatherboard housing throughout the Town Centre.
- No. 66 Collins is one of a large number of weatherboard residences in the Kiama Town Centre and is consistent with the scale and materiality seen throughout the area.
- The house is a fair example of the Interwar California Bungalow typology in the local context, contributing to an understanding of the enduring popularity of weatherboard cottages and the development of housing in the Interwar period.
- The house is consistent with the character of the wider area, forming part of a large group of weatherboard housing throughout the Town Centre.

No. 66 Collins Street does not meet the threshold for significance under this criterion as an individual place. However, as part of the collection of similar cottages in the Kiama Town Centre Area, it has cultural significance at a local level under this criterion.

6.4 Statement of Significance

The cottage at 66 Collins Street is a modest Interwar California Bungalow constructed in c1925. It exhibits a restrained interpretation of the features, form and design elements that characterise the Interwar California Bungalow typology, and is a fair example of the style within the local Kiama area. The house was likely designed by a builder, rather than an architect, and responds to the local climate and topography. The primary elevation displays a good degree of integrity and intactness and is representative of early twentieth century housing in the Kiama area.

The land was originally purchased by members of the prominent Hindmarsh family who were early settlers in the area and became integral to the social and commercial development of the town. The house was designed for Sarah Hindmarsh, the widow of alderman Michael Nesbit Hindmarsh. Sarah Hindmarsh briefly lived at the property in the final years of her life. Sarah Hindmarsh's children continued to occupy the house for several years before subdividing and selling the property in the early 1950s. The 1950s subdivisions dramatically reduced the curtilage of the site, permanently altering the setting of the house. The house was converted into the offices of a commercial law firm in the 1980s and has remained in commercial use from this time.

The prominent open verandahs that would once have characterised the house have been enclosed to provide additional office space, altering the presentation and massing of the house. Internally, the front two rooms retain a good degree of integrity, with the original proportions intact and a high degree of original fabric, including windows, doors and timber finishes retained. However, the internal modifications have otherwise obscured the original floor plan obscured and removed original fabric. The original footprint of the house

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has been further obscured by the introduction of a contemporary addition to the rear of the house.

The house occupies a generous allotment; however, its historic setting has been irremovably altered by the intrusive rear extension and the conversion of the former grounds to carparking. Elements of the front garden have been retained, with a mature tree planting located at the front of the house. The character of the surrounding area has been lost overtime with neighbouring residences converted to contemporary commercial buildings, isolating the house in the streetscape.

The house holds a degree of associative significance at a local level through the connection to the Hindmarsh family, however this is not strongly represented in the fabric of the place.

No. 66 Collins Street Kiama is a representative example of an early twentieth century weatherboard residence in the local Kiama area, with the scale and character that complements the character of the wider Kiama area.

Based on the information available for the purpose of this assessment, the cottage at 66 Collins Street does not meet the threshold for heritage listing as an individual place. However, it forms part of a collection of cottages that together reflect the historic development and distinct historic character of the Kiama Town Centre Area. The cottage has a strong contribution to the character and significance of the surrounding area.

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7 Conclusions and Recommendations

This report has assessed the heritage significance of the dwelling at 66 Collins Street, Kiama based on historical research, investigation of the subject site, a comparative analysis against similar local items, and an assessment of its local context. It includes a detailed assessment of the site against the SHR standard evaluation criteria to determine the significance of the place to the local Kiama area, and the broader LGA.

The cottage at 66 Collins Street is a modest Interwar California Bungalow constructed in c1925. It exhibits a restrained interpretation of the features, form and design elements that characterise the Interwar California Bungalow typology, and is a fair example of the style within the local Kiama area. The house was likely designed by a builder, rather than an architect, and responds to the local climate and topography. The primary elevation displays a good degree of integrity and intactness and is representative of early twentieth century housing in the Kiama area.

The land was originally purchased by members of the prominent Hindmarsh family who were early settlers in the area and became integral to the social and commercial development of the town. The house was designed for Sarah Hindmarsh, the widow of alderman Michael Nesbit Hindmarsh. Sarah Hindmarsh briefly lived at the property in the final years of her life. Sarah Hindmarsh's children continued to occupy the house for several years before subdividing and selling the property in the early 1950s. The 1950s subdivisions dramatically reduced the curtilage of the site, permanently altering the setting of the house. The house was converted into the offices of a commercial law firm in the 1980s and has remained in commercial use from this time.

The prominent open verandahs that would once have characterised the house have been enclosed to provide additional office space, altering the presentation and massing of the house. Internally, the front two rooms retain a good degree of integrity, with the original proportions intact and a high degree of original fabric, including windows, doors and timber finishes retained. However, the internal modifications have otherwise obscured the original floor plan obscured and removed original fabric. The original footprint of the house has been further obscured by the introduction of a contemporary addition to the rear of the house.

The house occupies a generous allotment; however, its historic setting has been irrevocably altered by the intrusive rear extension and the conversion of the former grounds to carparking. Elements of the front garden have been retained, with a mature tree planting located at the front of the house. The character of the surrounding area has been lost overtime with neighbouring residences converted to contemporary commercial buildings, isolating the house in the streetscape.

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The house holds a degree of associative significance at a local level through the connection to the Hindmarsh family, however this is not strongly represented in the fabric of the place.

No. 66 Collins Street Kiama is a representative example of an early twentieth century weatherboard residence in the local Kiama area, with the scale and character that complements the character of the wider Kiama area.

Based on the information available for the purpose of this assessment, the cottage at 66 Collins Street does not meet the threshold for heritage listing as an individual place. However, it forms part of a collection of cottages that together reflect the historic development and distinct historic character of the Kiama Town Centre Area. The cottage has a strong contribution to the character and significance of the surrounding area.

Council is currently undertaking a review of the Kiama Town Centre that includes a review of Heritage Conservation Areas throughout the Kiama Town Centre. No. 66 Collins Street demonstrates aesthetic qualities, built form characteristics and a level of intactness that would be appropriate and valuable for inclusion as a contributory item within a Heritage Conservation Area.

7.1 Recommendations

Based on the assessment provided in this report, the following recommendations are provided:

- Based on the information available for the purpose of this assessment, the cottage at No.66 Collins Street does not meet the threshold for heritage listing as an individual place. As such, the Interim Heritage Order over the site should be removed.
- Should alterations to the property or change of use be proposed, there is an opportunity to consider removing intrusive additions and reinterpreting significant elements, such as the rear verandahs.
- Should the property be approved for demolition, an archival recording of the site should be undertaken in accordance with the NSW Heritage Office Heritage Information Series Guidelines *How to Prepare Archival Recordings of Heritage Items*.
- Should the property be approved for demolition, significant fabric should be documented and salvaged to a reasonable extent. This may include, original timber doors and windows, the marble fireplace, and timber finishes.

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8 Appendices

Appendix A

NSW Heritage Office Heritage Assessment Guidelines

Appendix B

Interim Heritage Order

Appendices

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Appendix A—NSW Heritage Office Heritage Assessment Guidelines

The *NSW Heritage Manual* guidelines, prepared by the NSW Heritage Office and Department of Urban Affairs and Planning (July 2001), provide the framework for the assessment and the statement of significance in this report. These guidelines incorporate the five types of cultural heritage value identified in the Burra Charter into a specially structured framework, which is the format required by heritage authorities in New South Wales.

Under these guidelines, items (or ‘places’ in Burra Charter terminology) are assessed in accordance with a specific set of criteria, as set out below. An item is significant in terms of the particular criterion if the kinds of attributes listed in the inclusion guidelines help to describe it. Similarly, the item is not significant in terms of that particular criterion if the kinds of attributes listed in the exclusion guidelines help to describe it. The inclusion and exclusion guidelines are checklists only—they do not cancel each other out. The exclusion guidelines should not be applied in isolation from the inclusion guidelines, but should be used to help review and qualify the conclusions reached about the item’s significance.

The criteria for assessment established by the NSW Heritage Council in accordance with the *Heritage Act 1977* (NSW) (Heritage Act) are set out below.

Criterion (a)—An item is important in the course, or pattern, of NSW’s cultural or natural history (or the cultural or natural history of the local area)

Guidelines for Inclusion	Guidelines for Exclusion
<ul style="list-style-type: none"> shows evidence of a significant human activity; is associated with a significant activity or historical phase; or maintains or shows the continuity of a historical process or activity. 	<ul style="list-style-type: none"> has incidental or unsubstantiated connections with historically important activities or processes; provides evidence of activities or processes that are of dubious historical importance; or has been so altered that it can no longer provide evidence of a particular association.

Criterion (b)—An item has strong or special association with the life or works of a person, or group of persons, of importance in the cultural or natural history of NSW (or the cultural or natural history of the local area)

Guidelines for Inclusion	Guidelines for Exclusion
<ul style="list-style-type: none"> shows evidence of a significant human occupation; or is associated with a significant event, person, or group of persons. 	<ul style="list-style-type: none"> has incidental or unsubstantiated connections with historically important people or events; provides evidence of people or events that are of dubious historical importance; or has been so altered that it can no longer provide evidence of a particular association.

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Criterion (c)—An item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area)

Guidelines for Inclusion	Guidelines for Exclusion
<ul style="list-style-type: none"> shows or is associated with creative or technical innovation or achievement; is the inspiration for a creative or technical innovation or achievement; is aesthetically distinctive; has landmark qualities; or exemplifies a particular taste, style or technology. 	<ul style="list-style-type: none"> is not a major work by an important designer or artist; has lost its design or technical integrity; its positive visual or sensory appeal or landmark and scenic qualities have been more than temporarily degraded; or has only a loose association with a creative or technical achievement.

Criterion (d)—An item has strong or special association with a particular community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons

Guidelines for Inclusion	Guidelines for Exclusion
<ul style="list-style-type: none"> is important for its associations with an identifiable group; or is important to a community's sense of place. 	<ul style="list-style-type: none"> is only important to the community for amenity reasons; or is retained only in preference to a proposed alternative.

Criterion (e)—An item has potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area)

Guidelines for Inclusion	Guidelines for Exclusion
<ul style="list-style-type: none"> has the potential to yield new or further substantial scientific and/or archaeological information; is an important benchmark or reference site or type; or provides evidence of past human cultures that is unavailable elsewhere. 	<ul style="list-style-type: none"> the knowledge gained would be irrelevant to research on science, human history or culture; has little archaeological or research potential; or only contains information that is readily available from other resources or archaeological sites.

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Criterion (f)—An item possesses uncommon, rare or endangered aspects of NSW’s cultural or natural history (or the cultural or natural history of the local area)

Guidelines for Inclusion	Guidelines for Exclusion
<ul style="list-style-type: none"> provides evidence of a defunct custom, way of life or process; demonstrates a process, custom or other human activity that is in danger of being lost; shows unusually accurate evidence of a significant human activity; is the only example of its type; demonstrates designs or techniques of exceptional interest; or shows rare evidence of a significant human activity important to a community. 	<ul style="list-style-type: none"> is not rare; or is numerous but under threat.

Criterion (g)—An item is important in demonstrating the principal characteristics of a class of NSW’s (or a class of the local area’s) cultural or natural places; or cultural or natural environments

Guidelines for Inclusion	Guidelines for Exclusion
<ul style="list-style-type: none"> is a fine example of its type; has the principal characteristics of an important class or group of items; has attributes typical of a particular way of life, philosophy, custom, significant process, design, technique or activity; is a significant variation to a class of items; is part of a group which collectively illustrates a representative type; is outstanding because of its setting, condition or size; or is outstanding because of its integrity or the esteem in which it is held. 	<ul style="list-style-type: none"> is a poor example of its type; does not include or has lost the range of characteristics of a type; or does not represent well the characteristics that make up a significant variation of a type.

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Appendix B—Interim Heritage Order

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KIAMA MUNICIPAL COUNCIL
HERITAGE ACT 1977
Interim Heritage Order No 2

Under section 25 of the *Heritage Act 1977* Kiama Municipal Council does by this order:

- i. make an Interim Heritage order to cover the item of environmental heritage specified or described in Schedule "A"; and
- ii. declare that the Interim Heritage Order shall apply to the curtilage or site of such item, being the land described in Schedule "B".

This Interim Heritage Order will lapse after six (6) months from the date it is made unless the local Council has passed a resolution before that date; and:

1. in the case of an item which, in the Council's opinion, is of local significance, the resolution seeks to place the item on the heritage schedule of a local environmental plan with appropriate provisions for protecting and managing the item; or
2. in the case of an item which, in the Council's opinion, is of State heritage significance, the resolution requests the Heritage Council to make a recommendation to the Minister for Heritage under section 32(2) of the Heritage Act to include the item on the State Heritage Register.

Dated at Kiama, 29 June 2020.

Mrs Jessica Rippon, Director Environmental Services.

Schedule "A"

The property known as Cottage, 66 Collins Street, Kiama, on land described in Schedule B.

Schedule "B"

That part of the land known as Lot D DP 160615 which is shown edged heavy red with red hatching on the plan catalogued Interim Heritage Order Curtilage Map - Cottage – 66 Collins Street, Kiama, in the office of the Council of the Kiama Municipal Council.

Reference number:(n2020-2096)

12.7 Request to Remove Restriction-as-to-User - Lot 320 DP 703905 - 74 Barton Drive, Kiama Downs

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 12.7

Summary

A request has been received to remove the restriction-as-to-user secondly referred to in the Section 88B Instrument attached to Deposited Plan 703905 for Lot 320 known as 74 Barton Drive, Kiama Downs. Pursuant to Section 400 of the *Local Government (General) Regulations 2005*, the seal of a Council must not be affixed to a document unless the elected Council has resolved (by formal resolution specifically referring to the document) that the seal be so affixed.

Finance

N/A

Policy

N/A

Consultation (Internal)

N/A

Communication/Community Engagement

N/A

Reason for the Report

This report is submitted to Council because only the elected Council can delegate authority to the Mayor and the General Manager to affix the seal of Council to a document to release the restriction as to user secondly referred to in the Section 88B Instrument attached to Deposited Plan 703905 for Lot 320 known as 74 Barton Drive, Kiama Downs.

Attachments

- 1 Map - 74 Barton Drive, Kiama Downs [↓](#)
- 2 Section 88B Instrument - 74 Barton Drive, Kiama Downs [↓](#)
- 3 DP 703905 - 74 Barton Drive, Kiama Downs [↓](#)

Enclosures

Nil

RECOMMENDATION

Report of the Director Environmental Services

12.7 Request to Remove Restriction-as-to-User - Lot 320 DP 703905 - 74 Barton Drive, Kiama Downs (cont)

That Council delegate authority to the Mayor and General Manager to affix the Council seal to the relevant documentation to release the restriction as to user secondly referred to in the Section 88B Instrument attached to Deposited Plan 703905, specifically for Lot 320 known as 74 Barton Drive, Kiama Downs.

BACKGROUND

Council has received a request to remove the restriction-as-to-user secondly referred to in the Section 88B Instrument attached to Deposited Plan 703905 for Lot 320 known as 74 Barton Drive, Kiama Downs.

The restriction states:

“That no dwelling house, garage or outbuilding shall be erected on that part of the land burdened provided that this restriction shall not preclude the construction of a tennis court, swimming pool or barbecue on the land.”

It is understood the restriction was placed on these lots to provide a buffer to the former Bombo quarrying activity previously operating to the south of the lots within DP 703905. Given that the Kiama bypass now provides for an effective buffer between any potential quarrying activities and the property in question, there is no substantive reason for the continuance of such a restriction.

A report was presented to Council on 26 June 2012 advising of the lack of need for the restriction. Council resolved to support the release of the second restriction-as-to-user identified within the Section 88B Instrument attached to Deposited Plan 703905. The Committee also resolved that Council contact the owners of Lots 315 to 326 in DP 703905 to provide advice that Council would give favourable consideration to a formal request made by them to release the restriction provided they met all costs associated with its removal.

More recently, a report was presented to Council on 20 October 2020 where it was resolved to delegate authority to the Mayor and General Manager to affix the Council seal to the relevant documentation to release the subject restriction for Lot 317 DP 703905 known as 68 Barton Drive, Kiama Downs.

It is therefore requested that the Council delegate authority to the Mayor and the General Manager to sign and affix the seal of Council on the relevant documentation releasing the restriction-as-to-user secondly referred to in the Section 88B Instrument attached to Deposited Plan 703905, specifically for Lot 320.





KIAMA MUNICIPAL COUNCIL
your council, your community

Cadastral Copyright
LPGA NSW, 08/11/20

Scale: 1:2700 @ A4

Projection: GDA 1984
MGA Zone 56

The map is supplied by Council as a convenience. Council will not be responsible for any errors or omissions contained in the map. To establish the boundaries and accurate details shown shall be obtained from a surveyor, registered or Licensed Surveyor. For more information contact the Council's Surveyors.

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WARNING : Electronic Document Supplied by LPI NSW for Your Internal Use Only

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AMENDMENTS AND/OR ADDITIONS MADE ON PLAN IN THE LAND TITLES OFFICE											
This negative is a photograph made as a permanent record of a document in the custody of the Registrar General this day. 22nd May, 1991											

INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER
INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING
ACT, 1919

(Sheet 7 of 7 Sheets)

PART 2
Subdivision covered by Council
Clerk's Certificate No. 17
of 1984.

PLAN: DP703905

THE COMMON SEAL of KIAMA
COUNCIL (INCORPORATED UNDER
ACT 1919) is hereby certified and
affixed by the authority of the
Board of Directors in the presence
of:

[Signature]
Director

[Signature]
Secretary

This is Sheet 7 of a 7 Sheet Instrument

INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER
PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT,
1919, LODGED WITH DP703905
f 5-7-1994

Attachment 2 Item 12.7



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Item 12.7 Attachment 2

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AMENDMENTS AND/OR ADDITIONS MADE ON PLAN IN THE LAND TITLES OFFICE

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INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919
(Sheet 3 of 37 Sheets)

PLAN: DP703905
PART 2
Subdivision covered by Council Clerk's Certificate No. 13 of 1984.

Terms of Restrictions as to User Andly referred to in the abovementioned plan
NAME OF PERSON EMPowered TO RELEASE VARI OR MODIFY THIS RESTRICTION AS TO USER

The Council of the Municipality of Kiama.

Terms of Restrictions as to User Andly referred to in the abovementioned plan

1. That not more than one main building shall be erected or permitted to remain erected on each lot burdened of less than one building and a seven point four eight four (111.484) square metres including any garage or carport.
2. That no such main building shall be erected or used otherwise than as a single place of residence and that the use of any such building by a medical practitioner or dentist in the practice of his profession.
3. That no building shall be erected or permitted to remain erected on each lot burdened with external walls or wall of materials other than brick, stone, concrete, or glass. Timber shall not be used for external walls except as infill panels in conjunction with all or any of the other materials in this clause referred to and the proportions of timber so used in relation to the total external wall area shall not exceed the percentage contained shall be specified in the plan. No building having the inner framework of its external walls constructed of timber or other materials with an external brick face or veneer.
4. That no garage or outbuilding shall be erected or permitted to remain erected on each lot burdened except until after or concurrently with the erection of the main building.
5. That no privy not forming part of the main building shall be erected or permitted to remain erected on each lot burdened.

This is Sheet 3 of a 37 Sheet Instrument

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INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919
(Sheet 6 of 47 Sheets)

PLAN: D.P. 703905
PART 2
Subdivision covered by Council Clerk's Certificate No. 13 of 1984.

Terms of Easement for Pleasurely purposes 2.5 wide referred to in the abovementioned plan

TERMS OF EASEMENT FOR WATER MAIN A PIPE (110) REFERRED TO IN THE ABOVEMENTIONED PLAN

Full and free right for the body in whose favour the easement is created and every person authorised by it, from time to time and at all times by means of pipes to pump water in any quantities and in any directions through the easement and to use the easement together with the right to use, for the purpose of the easement, any line of pipes already laid within the servient tenement for the purpose of pumping water or any pipe or pipes in replacement or in substitution thereof and where no such line of pipes exists, to lay, place and maintain a surface of the servient tenement and together with every person authorised by it, with any tools, implements, or machinery, necessary for the purpose, to enter upon the servient tenement and to remain there for any reasonable time for the purpose of repairing, replacing, or renewing such pipe line or any part thereof and for any of the aforesaid purposes to open the soil of the servient tenement to such extent as may be necessary provided that the body in whose favour this easement is created and the persons authorised by it will ensure that the surface of the servient tenement and will restore that surface as nearly as practicable to its original condition.

THE COMMON SEAL OF WIRRALWA
BEING BY AUTHORITY OF THE
Board of Directors in the presence of:

[Signature]
A/Secretary



[Signature]
Director

This is Sheet 6 of a 47 Sheet Instrument

[Handwritten signatures]



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Item 12.7 Attachment 2

AMENDMENTS AND/OR ADDITIONS MADE ON PLAN IN THE LAND TITLES OFFICE

10 20 30 40 50 60 70 Table of mm 110 120 130 140

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INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919

(Sheet 2 of 5 Sheets)

PLAN: DP 703905
 PART 1
 Subdivision covered by Council Certificate No. 19 of 1984.

5. Identity of easement
 5.1. Easement for electricity purposes, 3.5 wide above-mentioned plan

LOTS BURDENED:
 310 Illawarra County Council

6. Identity of easement
 6.1. Easement for Water Main slightly referred to in above-mentioned plan

LOTS BURDENED:
 311 Metropolitan Water Sewerage and Drainage Board

7. Identity of easement
 7.1. Easement to drain water above-mentioned plan

LOTS BURDENED:
 310 Illawarra County Council

SCHEDULE OF LOTS ETC AFFECTED

LOTS OR AUTHORITY BENEFITED	LOTS OR AUTHORITY AFFECTED
310	306, 307, 308, 309, 310, 300
311	307, 308, 309, 310, 300
310	309, 310, 300
310	310, 300
310	292, 293, 294, 295, 296, 297, 298
310	292, 293, 294, 295, 296, 297, 298
310	294, 295, 296, 297, 298
310	296, 297, 298
310	297, 298
310	300

This is Sheet 2 of a 5 Sheet Instrument

[Signature]

INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1919

(Sheet 5 of 5 Sheets)

PLAN: DP 703905
 PART 2
 Subdivision covered by Council Certificate No. 19 of 1984.
 Name of Person empowered to Release, Vary or Modify Restriction as to User

that purpose and if Minnamarra shall no longer be the registered proprietor of any of the land comprised in the said plan of subdivision and there shall be no such person or company so nominated then the person or persons for the time being the registered proprietor or proprietors of the land having the benefit of these restrictions.

TERMS OF EASEMENT FOR RISING MAIN (PARTLY REFERRED TO IN THE ABOVE-MENTIONED PLAN)

Full and free right for the body in whose favour this easement is created, and every person authorized by it, from time to time and at all times by means of pipes to pump sewage and other waste material and fluid in any quantities across and through the land herein indicated as the servient tenement, together with the pipes already laid within the servient tenement for the purpose of pumping sewage or any pipe or pipes in replacement or in substitution thereof and where no such line of pipes exists, to lay, place and maintain a line of pipes of sufficient internal diameter beneath or upon the surface of the servient tenement, and to enter upon the servient tenement in whose servient tenement is created and every person authorized by it, with any tools, implements, or machinery, necessary for the purpose, to enter upon the servient tenement and to remain there for any reasonable time for the purpose of laying, inspecting, cleaning, repairing, maintaining, or otherwise working upon the same, and to remove any obstructions from the soil of the servient tenement to such extent as may be necessary provided that the body in whose favour this easement is created and the persons authorized by it will take all reasonable precautions to ensure as little disturbance as possible to the servient tenement and to restore that surface as nearly as practicable to its original condition.

TERMS OF EASEMENT FOR ELECTRICITY PURPOSES 3.5 WIDE (PARTLY REFERRED TO IN THE ABOVE-MENTIONED PLAN)

An easement for the transmission of electricity and for that purpose to install all necessary equipment (including transformers and underground transmission mains, wires and cables) together with the right to come and go for the purpose of inspecting, and every person repairing, by Illawarra County Council to enter into and upon the servient tenement or any part thereof at all reasonable times and to remain there for any reasonable time with surveyors, workmen, vehicles, things or persons and to bring and place and leave thereon

This is Sheet 5 of a 5 Sheet Instrument

[Signature]

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AMENDMENTS AND/OR ADDITIONS MADE ON PLAN IN THE LAND TITLES OFFICE

This negative is a photograph made as a permanent record of a document in the custody of the Registrar General this day, 22nd May, 1991

INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1984

(Sheet 1 of 7 Sheets)

PLAN: DP703905

Full name and address of proprietor of the abovementioned plan

1. Identity of easement firstly referred to in abovementioned plan

2. Identity of restriction secondly referred to in abovementioned plan

3. Identity of restriction thirdly referred to in abovementioned plan

4. Identity of easement fourthly referred to in abovementioned plan

LOTS BURDENED: Each lot other than lots 326, 330, 329, 291, 292, 331

LOTS OR AUTHORITY BENEFITED: Every other lot other than lots 328, 330, 329, 291, 292, 331

SCHEDULE OF LOTS ETC AFFECTED

LOTS OR AUTHORITY BENEFITED: The Metropolitan Water and Sewerage and Drainage Board

This is Sheet 1 of a 7 Sheet Instrument

INSTRUMENT SETTING OUT TERMS OF EASEMENTS AND RESTRICTIONS AS TO USER INTENDED TO BE CREATED PURSUANT TO SECTION 88B OF THE CONVEYANCING ACT, 1984

(Sheet 4 of 7 Sheets)

PLAN: DP703905

Full name and address of proprietor of the abovementioned plan

6. That no main building shall be erected or permitted to remain erected on each lot burdened unless the same shall be connected to the sewer.

7. That no fence shall be erected or permitted to remain erected on each lot burdened other than (1) a lapped and capped fence or (11) a fence of other materials and design first approved in writing by Minnamurra Heights Pty. Limited AND that no fence erected between the abovementioned building and the street frontage thereof and erected along any part of the street frontage thereof shall in either case exceed nought point seven six two (0.762) metres in height.

8. That no earth, stone, gravel or trees shall be removed or excavated from each lot burdened except where such removal or excavation is necessary for the erection of a building, structure or swimming pool or for the safety of the occupants or the prospective occupants thereof.

9. That no trees shall be removed from each lot burdened without first obtaining the approval of the Local Government Municipal Council.

10. That no advertisement hoarding sign or matter of any description shall be erected or displayed or be permitted to remain erected or displayed on each lot burdened or any part thereof AND that no "for sale" sign or like notice shall for a period of three years from the date hereof be erected or displayed or permitted to remain erected or displayed on each lot burdened or any part thereof.

11. That no fence shall be erected on each lot burdened to divide it from any adjoining lot or land owned by MINNAMURRA HEIGHTS PTY. LIMITED (hereinafter referred to as "the purchaser") and its assigns other than purchase on sale but such consent shall not be withheld if such fence is erected without expense to Minnamurra and in favour of any person dealing with the registered proprietor of a lot such consent shall be deemed to have been given in respect of every such fence for the time being erected.

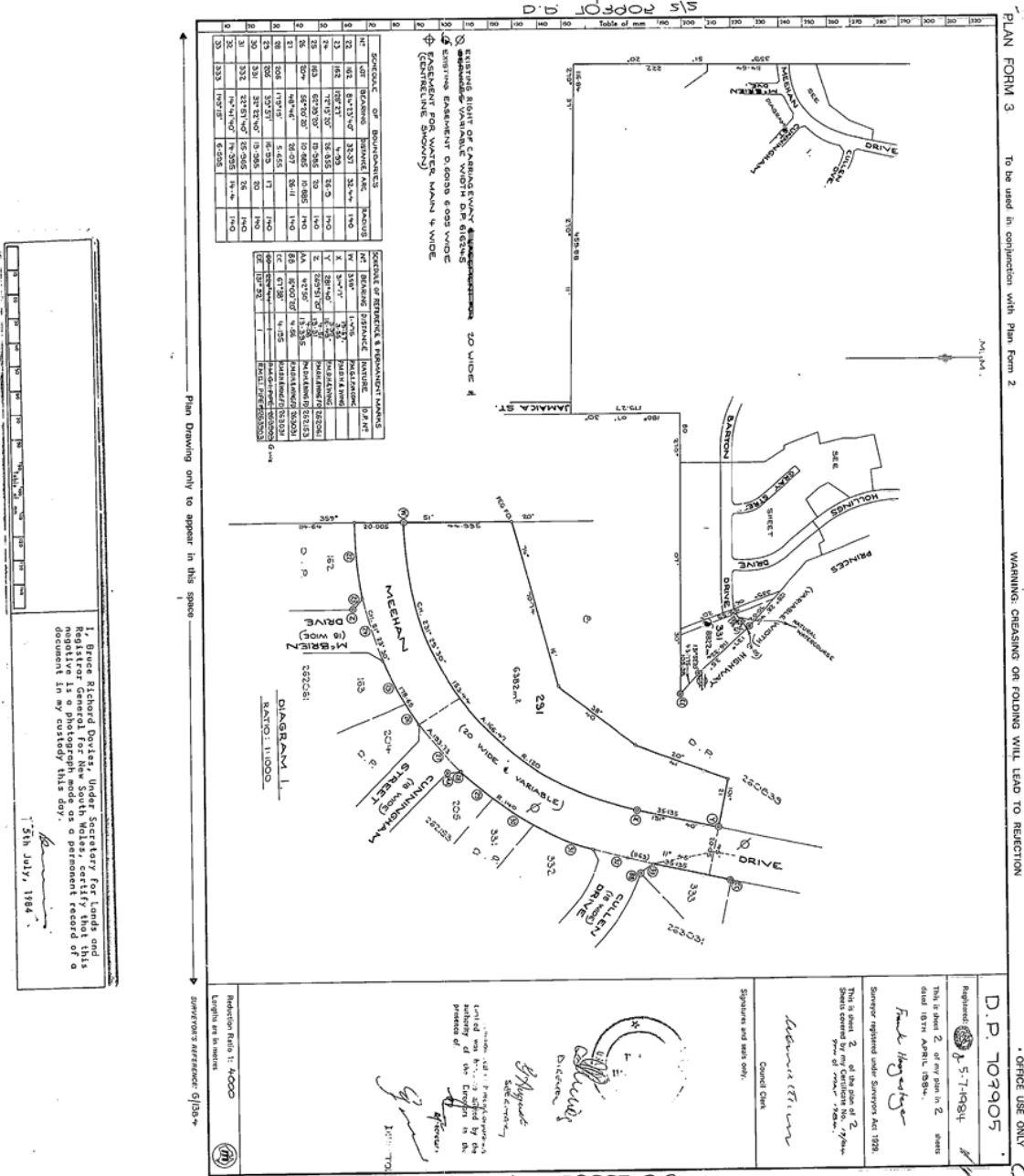
NAME OF PERSON EMPowered TO RELEASE VARY OR MODIFY RESTRICTION AS TO USER

MINNAMURRA HEIGHTS PTY. LIMITED (hereinafter called "Minnamurra") and such other person or company nominated by Minnamurra in writing for

This is Sheet 4 of a 7 Sheet Instrument

Item 12.7
Attachment 2

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Item 12.7 Attachment 3

13 REPORT OF THE DIRECTOR CORPORATE AND COMMERCIAL SERVICES

13.1 Annual Financial Statements 2019/2020

CSP Objective: 4 Responsible Civic Leadership that is Transparent, Innovative and Accessible

CSP Strategy: 4.2 Ensure finances are managed responsibly to meet the goals of the Community Strategic Plan and to protect financial investments and assets

Delivery Program: 4.2.1 Ensure all Statutory accounting and reporting is carried out to meet legislation

Summary

This report recommends that Council resolve that the Financial Statements for 2019/2020 be referred for audit in accordance with *Local Government Act 1993*.

The financials in this report are still in draft and an update will be provided prior to the Council meeting.

Finance

Funds are included in the budget for audit costs.

Policy

This is a requirement of the *Local Government Act 1993* and Local Government (General) Regulation 2005.

Attachments

- 1 Statement by Councillors and Management - General Purpose Financial Statements [↓](#)
- 2 Statement by Councillors and Management - Special Purpose Financial Statements [↓](#)
- 3 Draft Annual Financial Statements - 2019/2020 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council:

1. Refer the Draft Financial Statements for 2019/2020 to Council's auditors for audit under sect 413(1).
2. Resolves in accordance with sect 413 (2c) that the annual financial report is in accordance with:
 - the *Local Government Act 1993* and the Regulations made there under;
 - the Australian Accounting Standards and professional pronouncements;

Report of the Director Corporate and Commercial Services

13.1 Annual Financial Statements 2019/2020 (cont)

-
- the Local Government Code of Accounting Practice and Financial Reporting;
 - presents fairly the Council's operating result and financial position for the year;
 - accords with Council's accounting and other records; and
 - that the Council is not aware of any matter that would render this report false or misleading in any way.
3. Adopt the Councillors/Management "Statement" and resolve that it be signed and attached to the Financial Statements for 2019/2020.
 4. On receipt of the Audited Reports, forward a copy to the Office of Local Government.

BACKGROUND

Council's Annual General-Purpose Financial Statements and Special Purpose Financial Statements for the period ended 30 June 2020 are in draft form. Under the *Local Government Act 1993* (sections 412, 415 and 416) Council must refer the statements to audit.

In accordance with the *Local Government 1993* and Regulations, Council and Management are required to prepare statements in the approved format stating their opinion on the General Purpose and Special Purpose Financial Statements.

The statements required by the Act must be made by resolution of Council and then be signed by the Mayor and at least one other member of Council, the General Manager and the Responsible Accounting Officer.

Council's auditors, Deloitte and the New South Wales Audit Office, will be examining Council's General Purpose and Special Purpose Annual Financial Statements and on completion will provide to the Council an independent Audit Report.

The Annual Financial Statements summary below, in draft form, will be examined by Council's auditors and as such may change. Once the audit is complete the Annual Financial Statements for year ended 30 June 2020, with the auditor's report, will be brought to Council for adoption. Either, Council's auditors or the NSW Audit Office will present their report in detail to a Councillor briefing.

Report of the Director Corporate and Commercial Services

13.1 Annual Financial Statements 2019/2020 (cont)

	Benchmark	Draft Current Year	Previous Year
		2019/2020	2018/2019
		\$000	\$000
<u>Income Statement</u>			
Total income from continuing operations	-	71,809	73,575
Total expenses from continuing operations		67,834	59,471
Operating result from continuing operations		3,975	14,104
Net operating result for the year		3,975	14,104
Net operating result before grants and contributions provided for capital purposes		(6,863)	(702)
<u>Statement of Financial Position</u>			
Total current assets		34,031	38,757
Total current liabilities		(51,669)	(87,208)
Total non-current assets		618,436	523,848
Total non-current liabilities		(121,686)	(61,986)
Total equity		479,112	413,411
<u>Other financial information</u>			
Operating performance ratio (%)	>0	(11.48)	(0.29)
Own source operating revenue ratio (%)	>60%	70	66
Unrestricted current ratio (times)	>1.5	1.33	1.88
Debt service cover ratio (times)	>1.5:1	0.14	6.82
Rates and annual charges outstanding ratio (%)	<10%	1.61	1.59
Cash expense cover ratio (months)	2 mths	4	9

Item 13.1

1. Operating performance ratio



Purpose of operating performance ratio

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

Commentary on 2019/20 result

2019/20 ratio (11.48)%

The impacts of COVID, reduction in the RBA cash rate and the increased costs due to opening of a new aged care facility including depreciation has dramatically increased the operating deficit. As operations stabilise the ratio will normalise.

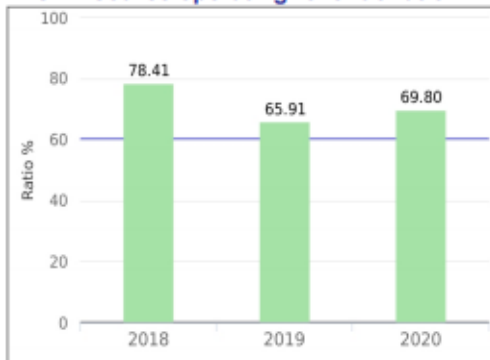
Benchmark: — > 0.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark

Ratio is outside benchmark

2. Own source operating revenue ratio



Purpose of own source operating revenue ratio

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.

Commentary on 2019/20 result

2019/20 ratio 69.80%

The ratio fluctuates year on year as Council secures different sources of funding to support the community wants and needs.

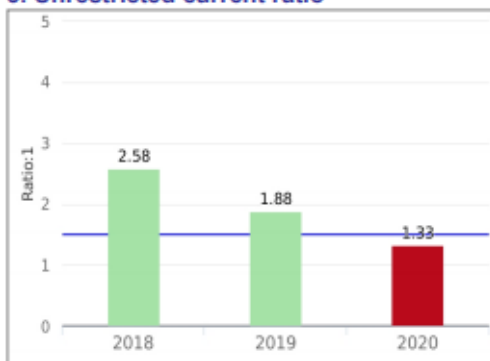
Benchmark: — > 60.00%

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark

Ratio is outside benchmark

3. Unrestricted current ratio



Purpose of unrestricted current ratio

To assess the adequacy of working capital and its ability to satisfy obligations in the short term for the unrestricted activities of Council.

Commentary on 2019/20 result

2019/20 ratio 1.33x

Ratio is at a point in time. I.e. 30 June 2020. Timing of the independent living unit sales will materially affect this ratio.

Benchmark: — > 1.50x

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio achieves benchmark

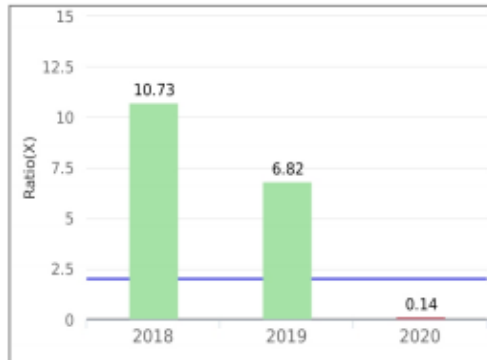
Ratio is outside benchmark

Report of the Director Corporate and Commercial Services

13.1 Annual Financial Statements 2019/2020 (cont)

Item 13.1

4. Debt service cover ratio



Purpose of debt service cover ratio

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments

Commentary on 2019/20 result

2019/20 ratio 0.14x

Ratio impacted by the early repayment of \$15m principal to TCorp on the \$60m loan. If the repayment was excluded the ratio would be above the benchmark.

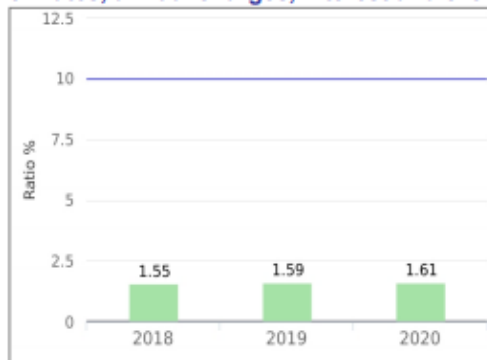
Benchmark: — > 2.00x

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

5. Rates, annual charges, interest and extra charges outstanding percentage



Purpose of rates, annual charges, interest and extra charges outstanding

To assess the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of recovery efforts.

Commentary on 2019/20 result

2019/20 ratio 1.61%

The continual monitoring of outstanding rates linked to a positive approach to debt recovery and a resilient community continues to the achievement of strong results in this ratio.

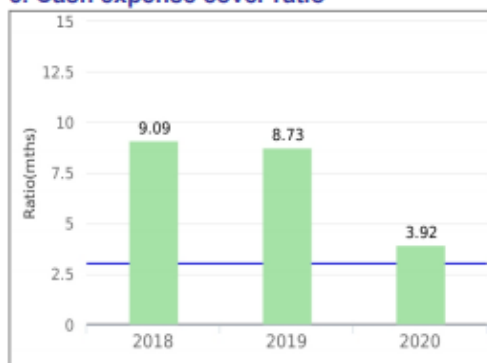
Benchmark: — < 10.00%

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

6. Cash expense cover ratio



Purpose of cash expense cover ratio

This liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow.

Commentary on 2019/20 result

2019/20 ratio 3.92 mths

The reduction of this ratio has been due to the finalisation of the aged care facility and the timing of the independent living unit sales. The ratio will improve as cash increases.

Benchmark: — > 3.00mths

Ratio achieves benchmark

Source of benchmark: Code of Accounting Practice and Financial Reporting #28

Ratio is outside benchmark

Kiama Municipal Council

General Purpose Financial Statements

for the year ended 30 June 2020

Statement by Councillors and Management made pursuant to Section 413(2)(c) of the Local Government Act 1993 (NSW) (as amended)

The attached General Purpose Financial Statements have been prepared in accordance with:

- the *Local Government Act 1993* (NSW) (as amended) and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the *Local Government Code of Accounting Practice and Financial Reporting*.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 17 November 2020.

Mark Honey
Mayor
17 November 2020

Andrew Sloan
Councillor
17 November 2020

Kerry McMurray
General Manager
17 November 2020

Veronica Lees
Responsible Accounting Officer
17 November 2020

Kiama Municipal Council

Special Purpose Financial Statements

for the year ended 30 June 2020

Statement by Councillors and Management made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement 'Application of National Competition Policy to Local Government',
- the Division of Local Government Guidelines 'Pricing and Costing for Council Businesses – A Guide to Competitive Neutrality',
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 17 November 2020.

Mark Honey
Mayor
17 November 2020

Andrew Sloan
Councillor
17 November 2020

Kerry McMurray
General Manager
17 November 2020

Veronica Lees
Responsible Accounting Officer
17 November 2020

Kiama Municipal Council

Financial Statements 2020

Income Statement

for the year ended 30 June 2020

Original unaudited budget 2020	\$ '000	Notes	Actual 2020	Actual 2019
Income from continuing operations				
24,073		3a	23,713	22,554
20,822		3b	20,322	20,555
6,157		3c	4,749	3,541
10,624		3d,3e	10,452	10,004
13,278		3d,3e	10,838	14,806
–		4	422	1,337
–		12	1,313	778
74,954			71,809	73,575
Expenses from continuing operations				
29,675		5a	32,014	28,564
1,122		5b	944	154
17,691		5c	21,244	18,680
7,436		5d	8,247	7,157
4,044		5e	4,060	3,580
–		6	1,210	1,283
–		20	115	53
59,968			67,834	59,471
14,986			3,975	14,104
14,986			3,975	14,104
16,029			3,975	14,104
5,292			(6,863)	(702)

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

The above Income Statement should be read in conjunction with the accompanying notes.

Kiama Municipal Council

Financial Statements 2020

Statement of Comprehensive Income
for the year ended 30 June 2020

\$ '000	Notes	2020	2019
Net operating result for the year (as per Income Statement)		3,975	14,104
Other comprehensive income:			
Amounts which will not be reclassified subsequently to the operating result			
Gain (loss) on revaluation of IPP&E	11(a)	62,168	-
Total items which will not be reclassified subsequently to the operating result		62,168	-
Total other comprehensive income for the year		62,168	-
Total comprehensive income for the year		66,143	14,104
Total comprehensive income attributable to Council		66,143	14,104

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

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Kiama Municipal Council

Financial Statements 2020

Statement of Financial Position

as at 30 June 2020

\$ '000	Notes	2020	2019
ASSETS			
Current assets			
Cash and cash equivalents	7(a)	13,964	18,141
Investments	7(b)	11,000	14,001
Receivables	8	5,114	2,606
Inventories	9	201	259
Current assets classified as 'held for sale'	10	3,752	3,750
Total current assets		34,031	38,757
Non-current assets			
Investments	7(b)	1,009	3,509
Receivables	8	233	302
Infrastructure, property, plant and equipment	11(a)	485,345	432,462
Investment property	12	126,163	82,051
Intangible Assets	13	5,350	5,350
Right of use assets	15a	277	-
Investments accounted for using the equity method	20	59	174
Total non-current assets		618,436	523,848
Total assets		652,467	562,605
LIABILITIES			
Current liabilities			
Payables	16	41,998	78,300
Income received in advance	16	-	961
Contract liabilities	14b	1,352	-
Lease liabilities	15b	115	-
Borrowings	16	1,394	705
Provisions	17	6,810	7,242
Total current liabilities		51,669	87,208
Non-current liabilities			
Payables	16	66,752	5
Lease liabilities	15b	170	-
Borrowings	16	54,109	61,752
Provisions	17	655	229
Total non-current liabilities		121,686	61,986
Total liabilities		173,355	149,194
Net assets		479,112	413,411
EQUITY			
Accumulated surplus		227,184	223,651
Revaluation reserves		248,978	186,810
Other reserves		2,950	2,950
Council equity interest		479,112	413,411
Total equity		479,112	413,411

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

Financial Statements 2020

Kiama Municipal Council

Statement of Changes in Equity

for the year ended 30 June 2020

	Notes	as at 30/06/20			as at 30/06/19			
		Accumulated surplus	IPP&E revaluation reserve	Other reserves (specify)	Accumulated surplus	IPP&E revaluation reserve	Other reserves (specify)	
							Total equity	
Opening balance		223,651	186,810	2,950	209,547	186,810	2,950	399,307
Changes due to AASB 1058 and AASB 15 adoption	18c-ii	(442)	-	-	-	-	-	(442)
Changes due to AASB 16 adoption	18c-iii	-	-	-	-	-	-	-
Restated opening balance		223,209	186,810	2,950	209,547	186,810	2,950	399,307
Net operating result for the year		3,975	-	-	14,104	-	-	14,104
Restated net operating result for the period		3,975	-	-	14,104	-	-	14,104
Other comprehensive income								
- Gain (loss) on revaluation of IPP&E	11(a)	-	62,168	-	-	-	-	62,168
Other comprehensive income		-	62,168	-	-	-	-	62,168
Total comprehensive income		3,975	62,168	-	14,104	-	-	78,247
Equity - balance at end of the reporting period		227,184	248,978	2,950	223,651	186,810	2,950	413,411

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

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Kiama Municipal Council

Financial Statements 2020

Statement of Cash Flows

for the year ended 30 June 2020

Original unaudited budget 2020	\$ '000	Notes	Actual 2020	Actual 2019
Cash flows from operating activities				
Receipts:				
-			23,976	22,507
-			22,901	20,344
-			434	1,410
-			20,848	24,859
-			16	-
-			1,873	4,603
Payments:				
-			(31,514)	(28,149)
-			(24,296)	(14,758)
-			(193)	(154)
-			-	(253)
-			(4,221)	(3,385)
-		19b	9,824	27,024
Cash flows from investing activities				
Receipts:				
-			5,500	23,357
-			651	455
Payments:				
-			-	(17,843)
-			-	(4)
-			(43,446)	(84,072)
-			(37,295)	(78,107)
Cash flows from financing activities				
Receipts:				
-			9,000	60,000
-			30,417	-
Payments:				
-			(15,954)	(893)
-			(169)	-
-			23,294	59,107
-			(4,177)	8,024
-		19a	18,141	10,117
-		19a	13,964	18,141
-		7(b)	12,009	17,510
-			25,973	35,651

The Council has not restated comparatives when initially applying AASB 1058 *Income of Not-for-Profit Entities*, AASB 15 *Revenue from Contracts with Customers* and AASB 16 *Leases*. The comparative information has been prepared under AASB 111 *Construction Contracts*, AASB 118 *Revenue*, AASB 1004 *Contributions*, AASB 117 *Leases* and related Accounting Interpretations.

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

13.2 Financial Report for the period ending 30 September 2020

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

CSP Strategy: 4.1 Council is financially sustainable

Delivery Program: 4.1.1 Meeting and reporting against IPART/Fit for the Future benchmarks

Summary

That the revised budget for the period ending 30 September 2020 be received and adopted.

Finance

Variation to Council's 2020/2021 Budget.

Policy

This report is a requirement under the *Local Government Act 1993*

Attachments

- 1 Quarterly Budget Review Statement - Sept 2020 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council receive and adopt the revised budget for the period ending 30 September 2020.

BACKGROUND

In accordance with Clause 203 of the Local Government (General) Regulation 2005 the revised budget for the period is presented for Council's consideration. The statement provides for any variations, which have previously been approved by Council, and adjustments to income and expenditure items based on present trends to date.

	Benchmarks	Original Budget 2020/21		Revised Budget as at 30/09/2020	
Operating Performance Ratio	>0%	-1.2%	X	-4.1%	X
Own Source Operating Revenue Ratio	>60%	79.8%	✓	77.7%	✓
Asset Maintenance Ratio	>=100%	102%	✓	102%	✓

Report of the Director Corporate and Commercial Services

13.2 Financial Report for the period ending 30 September 2020 (cont)

	Benchmarks	Original Budget 2020/21		Revised Budget as at 30/09/2020	
Building & Infrastructure Renewals Ratio	>=100%	183.5%	✓	262.3%	✓
Debt Service Ratio	>0% <20%	2.6%	✓	2.06%	✓

Budget Review Report

Material variations to the budget are included in the following statements.

Summary of changes in the following reports: (\$,000)

Income & Expenses Statement - net decrease in revenue (128)

Capital Budget Statement - net increase in expenditure (659)

Attached are the revised Income Statement, Capital Budget Statement, Cash and Investments, Key Performance Indicators and Contracts and Other Expenses showing the material variances for the September quarter.

Due to the reduction in the RBA cash rate and the timing of the sales of Blue Haven Bonaira's independent living units interest income has been revised to reflect the current economic conditions.

Noncash adjustment of depreciation has been increased in line with the 2019/20 financial asset audit taking into consideration the final costing of Blue Haven Bonaira and other new assets.

Council's 2020/21 Capital Works Program is progressing well and on track for delivery by the end of the financial year. At end September, \$2.91 million has been expended against the original budget of \$25.227 million (inclusive of \$8.784 million in carryovers and revotes from 2019/20).

Based on a review of progress and taking into account additional projects added to the program up to end September, it is proposed to increase the overall Capital budget by \$2.117 million, taking the forecast total budget to \$27.344 million.

Projects associated with the proposed variations are provided in the attached budget review statements. Details of all individual project budgets, expenditures and proposed variations are provided in the detailed table at the end of the statements.

The most significant budget variations relate to new grants provided by the State and Federal governments for the following unplanned projects:

- Jamberoo Mountain Rd landslip remediation - ~\$800,000 from State and Federal Natural Disaster funding programs
- Riverside Drive reseal - \$446,000 from State Government Fixing Country Roads program

Other significant variations relate to:

- \$193,000 adjustment for the Figtree Lane carpark project, to allocate sufficient funds from S7.11 fund to fully fund the approved contract

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Report by Responsible Accounting Officer

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005:

30 September 2020

It is my opinion that the Quarterly Budget Review Statement for Kiama Municipal Council for the quarter ended 30/09/20 indicates that Council's projected financial position at 30/6/21 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: _____

date:

David Mead
Responsible Accounting Officer

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2020

Income & Expenses - Council Consolidated

(\$000's)	Original Budget 2020/21	Carry Forwards	Revised Budget 2020/21	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Income							
Rates and Annual Charges	25,519	-	25,519	-		25,519	25,180
User Charges and Fees	24,607	-	24,607	-		24,607	5,042
Interest and Investment Revenues	894	-	894	(500)	1	394	734
Other Revenues	5,504	-	5,504	-		5,504	940
Grants & Contributions - Operating	12,675	(2)	12,673	148	2	12,821	2,734
Grants & Contributions - Capital	1,582	-	1,582	1,642	3	3,224	886
Net gain from disposal of assets	-	-	-	-		-	-
Share of Interests in Joint Ventures	-	-	-	-		-	-
Total Income from Continuing Operations	70,781	(2)	70,779	1,290		72,069	35,516
Expenses							
Employee Costs	33,119	-	33,119	8	5	33,127	8,663
Borrowing Costs	1,618	-	1,618	-		1,618	314
Materials & Contracts	23,103	220	23,323	141	5	23,464	4,938
Depreciation	6,753	-	6,753	1,250	4	8,003	1,950
Legal Costs	482	-	482	65	6	547	129
Consultants	576	-	576	-		576	52
Other Expenses	4,387	-	4,387	(46)	7	4,341	1,216
Interest & Investment Losses	-	-	-	-		-	-
Net Loss from disposal of assets	-	-	-	-		-	-
Share of interests in Joint Ventures	-	-	-	-		-	-
Total Expenses from Continuing Operations	70,038	220	70,258	1,418		71,676	17,262
Net Operating Result from Continuing Operati	743	(222)	521	(128)		393	18,254
Discontinued Operations - Surplus/(Deficit)			-			-	
Net Operating Result from All Operations	743	(222)	521	(128)		393	18,254
Net Operating Result before Capital Items	(839)	(222)	(1,061)	(1,770)		(2,831)	17,368

Item 13.2

Attachment 1

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2020

Income & Expenses - Blue Haven

(\$000's)	Original Budget 2020/21	Revised Budget 2020/21	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Income						
Rates and Annual Charges		-			-	
User Charges and Fees	8,633	8,633	-		8,633	1,988
Interest and Investment Revenues	231	231	-		231	-
Other Revenues	3,880	3,880	-		3,880	342
Grants & Contributions - Operating	8,917	8,917	-		8,917	2,022
Grants & Contributions - Capital	91	91	-		91	9
Net gain from disposal of assets		-			-	
Share of Interests in Joint Ventures		-			-	
Total Income from Continuing Operations	21,752	21,752	-		21,752	4,361
Expenses						
Employee Costs	12,242	12,242	-		12,242	2,992
Borrowing Costs	1,224	1,224	-		1,224	195
Materials & Contracts	6,589	6,589	-		6,589	1,508
Depreciation	931	931	-		931	335
Legal Costs	2	2	-		2	-
Consultants	106	106	-		106	28
Other Expenses	533	533	-		533	52
Interest & Investment Losses		-			-	
Net Loss from disposal of assets		-			-	
Share of interests in Joint Ventures		-			-	
Total Expenses from Continuing Operations	21,627	21,627	-		21,627	5,110
Net Operating Result from Continuing Operation	125	125	-		125	(749)
Discontinued Operations - Surplus/(Deficit)		-			-	
Net Operating Result from All Operations	125	125	-		125	(749)
Net Operating Result before Capital Items	34	34	-		34	(758)

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Income & Expenses Budget Review Statement

Budget review for the quarter ended 30 September 2020

Income & Expenses - Holiday Parks

(\$000's)	Original Budget 2020/21	Revised Budget 2020/21	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Income						
Rates and Annual Charges		-			-	
User Charges and Fees	9,343	9,343			9,343	1,609
Interest and Investment Revenues	-	-			-	-
Other Revenues	145	145			145	18
Grants & Contributions - Operating	11	11			11	-
Grants & Contributions - Capital		-			-	
Net gain from disposal of assets		-			-	
Share of Interests in Joint Ventures		-			-	
Total Income from Continuing Operations	9,499	9,499	-		9,499	1,627
Expenses						
Employee Costs	146	146			146	35
Borrowing Costs	117	117			117	31
Materials & Contracts	5,138	5,138			5,138	1,047
Depreciation	793	793			793	198
Legal Costs	40	40			40	5
Consultants		-			-	
Other Expenses	846	846			846	41
Interest & Investment Losses		-			-	
Net Loss from disposal of assets		-			-	
Share of interests in Joint Ventures		-			-	
Total Expenses from Continuing Operations	7,080	7,080	-		7,080	1,357
Net Operating Result from Continuing Operation	2,419	2,419	-		2,419	270
Discontinued Operations - Surplus/(Deficit)		-			-	
Net Operating Result from All Operations	2,419	2,419	-		2,419	270
Net Operating Result before Capital Items	2,419	2,419	-		2,419	270

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Income & Expenses Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details
1	Investment Income Anticipated Interest Income reduced in line with current economic conditions
2	Grants & Contributions - Operating Additional Operating Grants received
3	Grants & Contributions - Capital Additional Capital Grants allocated
4	Depreciation Expense Increased in line with 2019/20 Asset Audit
5	Materials & Contracts and Employee Expenses Increased spending in line with operational grants
6	Legal Costs Legal expenses for property
7	Other Expenses Budget coding correction

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Capital Budget Review Statement

Budget review for the quarter ended 30 September 2020

Capital Budget - Council Consolidated

(\$000's)	Original Budget 2020/21	Carry Forwards	Revised Budget 2020/21	Variations for this Sep Qtr	Notes	Projected Year End Result	Actual YTD figures
Capital Expenditure							
New Assets							
- Plant & Equipment			-			-	
- Land & Buildings	13	591	604			604	4
- Other	2,807	1,309	4,116	(38)		4,078	175
Renewal Assets (Replacement)							
- Plant & Equipment	2,859		2,859	24		2,883	238
- Land & Buildings	596	3,666	4,262	119		4,381	640
- Roads, Bridges, Footpaths	1,057	1,177	2,234	1,246	1	3,480	241
- Other	7,887	2,041	9,928	316		10,244	1,112
Loan Repayments (Principal)	1,224		1,224	450		1,674	491
Loan Repayments - Blue Haven			-			-	
Other Expenditure... enter description here			-			-	
Total Capital Expenditure	16,443	8,784	25,227	2,117		27,344	2,901
Capital Funding							
Rates & Other Untied Funding	8,677	5,487	14,164	659		14,823	1,970
Capital Grants & Contributions	400	3,297	3,697	1,265		4,962	59
Reserves:							
- External Restrictions/Reserves			-	193		193	-
- Internal Restrictions/Reserves	5,366		5,366			5,366	872
New Loans	2,000		2,000			2,000	
Total Capital Funding	16,443	8,784	25,227	2,117		27,344	2,901
Net Capital Funding - Surplus/(Deficit)	-	-	-	-		-	-

Item 13.2

Attachment 1

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Capital Budget Review Statement
Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes	Details		
	Jamberoo Community Pre School Flooring Replacement		24,000
	Gerringong SLSC Fire Protection Systems Compliance Rectification Works		10,000
	Riverside Drive AC Reseal Seg 01 to Seg 06 Hutchinson St to Iluka Cr		
	Fixing Local Roads - Riverside Drive Reseal	Grant funded	446,000
	Culvert CCTV Installation (Smart Cities)		2,000
	Administration Centre Flag Pole Decorative Lighting		5,500
	Jamberoo Mountain Rd Landslip Remediation	Grant funded	800,000
	Fountaindale Dam Comms Sys & Equip Replacement		6,000
	Library Books		85,000
	Waste Depot Capital Works		80,000
	Capital Purchases Property Cleaning		8,000
	Shed Repairs & Camera Upgrade		10,000
	Enviro Projects		450,000
	Figtree Lane Car Park Redesign And Development	s7.11/7.12	193,000
	Blue Haven Client Management Software.		80,000
	Jamberoo Parklands Croquet Stormwater Drainage Upgrade	-	7,348
	Kevin Walsh Oval Bench Seating	-	10,205
	Kevin Walsh Oval Camping Area Fencing	-	4,033
	Kiama Leisure Centre Fire Protection Systems Compliance Retification Works	-	34,000
	Minnamurra Riverside Dr Wharf renewal	-	6,000
	livepro Local Plus - Licensing	-	8,820
	livepro Local Plus - Implementation & Training	-	3,600
	Bookable - licensing	-	33,000
	Fern Street, Gerringong Pedestrian Refuge Stage 2		19,210
	Tingira Crescent, Kiama, from Boanyo Ave to Little Blowhole		5,500

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Cash & Investments Budget Review Statement

Budget review for the quarter ended 30 September 2020

Cash & Investments - Council Consolidated

(\$000's)	Opening Balance 2020/21	Budgeted Movement	Revised Budget 2020/21	Variations for this Sep Qtr	Notes	Projected Year End Result
Externally Restricted ⁽¹⁾						
Developer Contributions - Gen	3,355	1,167	4,522	-	193	4,329
Unexpended Grants & Contributions	563	(563)	(0)			(0)
Domestic Waste Management	2,403	128	2,531			2,531
Illawarra Shoalhaven Joint Organisation	22	(22)	0			0
Total Externally Restricted	6,344	710	7,054		(193)	6,861
(1) Funds that must be spent for a specific purpose						
Internally Restricted ⁽²⁾						
Blue Haven care – residential	1,518	20,820	22,338			22,338
Blue Haven ILU	461		461			461
CACP	4		4			4
Carry over works	5,920	(5,920)	(0)			(0)
Community bus	399		399			399
Computer	320		320			320
Council Elections	95	45	140			140
Employees leave entitlement	1,260		1,260			1,260
Energy Efficiency	95	(78)	17			17
Future Projects	500		500			500
Holiday parks	959	2,472	3,431			3,431
Land development	1,602		1,602			1,602
Organisational development	100		100			100
Plant replacement	1,514	(314)	1,200			1,200
Regional carer respite centre	230	(230)	0			0
Risk Improvement Incentive	105		105			105
Unspent Loan Funding	2,116	(2,116)	0			0
Waste and sustainability	415		415			415
Waste business unit	1,262	120	1,382			1,382
			-			-
Total Internally Restricted	18,875	14,799	33,674		-	33,674
(2) Funds that Council has earmarked for a specific purpose						
Unrestricted (ie. available after the above Restrictions)	626	-	626		193	819
Total Cash & Investments	25,845	15,509	41,354			41,354

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Cash & Investments Budget Review Statement

Comment on Cash & Investments Position

Funding for Figtree Lane Car Park as per Developer Contribution Plan

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$6,760,977

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of this bank reconciliation is 29/09/20

Recommended changes to revised budget

Budget Variations being recommended include the following material items:

Notes Details

Figtree Lane Car Park Redesign And Development

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Key Performance Indicators Budget Review Statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2020

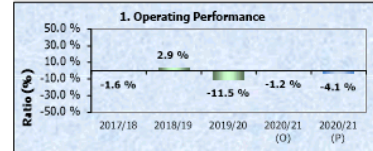
(\$000's)	Current Projection		Original Budget 20/21	Actuals Prior Periods	
	Amounts 20/21	Indicator 20/21		19/20	18/19

NSW Local Government Industry Key Performance Indicators (OLG):

1. Operating Performance

Operating Revenue (excl. Capital) - Operating Expenses	- 2,831	-4.1 %	-1.2 %	-11.5 %	2.9 %
Operating Revenue (excl. Capital Grants & Contributions)	68845				

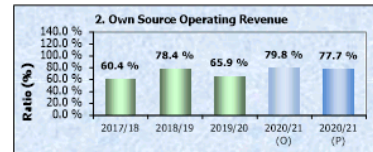
This ratio measures Council's achievement of containing operating expenditure within operating revenue.



2. Own Source Operating Revenue

Operating Revenue (excl. ALL Grants & Contributions)	56024	77.7 %	79.8 %	65.9 %	78.4 %
Total Operating Revenue (incl. Capital Grants & Cont)	72069				

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants & contributions.



NSW Local Government Industry Key Performance Indicators (OLG):

4. Debt Service Cover Ratio

Operating Result before Interest & Dep. exp (EBITDA)	6,790	2.06	2.60	0.14	6.82
Principal Repayments + Borrowing Interest Costs	3,292				

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments.

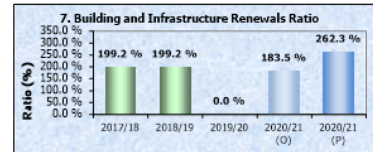


NSW Local Government Infrastructure Asset Performance Indicators (OLG):

7. Building and Infrastructure Renewals Ratio

Asset Renewals (Building, Infrastructure & Other Structures)	20984	262.3 %	183.5 %	0.0 %	199.2 %
Depreciation, Amortisation & Impairment	8000				

To assess the rate at which these assets are being renewed relative to the rate at which they are depreciating.



This statement forms part of Council's Quarterly Budget Review Statement (QBR) for the quarter ended xxx/xx and should be read in conjunction with the total QBR report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Contracts Budget Review Statement

Budget review for the quarter ended 30 September 2020

Part A - Contracts Listing - contracts entered into during the quarter

Contractor	Contract detail & purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Y/N)	Notes
Southern Truck Centre Wollongong	Supply and delivery of Prime Mover	\$230,329	21/07/20	6 mths	Y	
Roadworx	Supply and lay asphaltic concrete	\$1,090,320	21/07/20	11 mths	Y	
Southern Truck Centre Wollongong	Supply and delivery of 6x4 side loading compactor	\$441,539	20/08/20	9 mths	Y	
Illawarra Hino	Supply and delivery of two tipper trucks	\$296,100	25/09/2020	6 ths	Y	

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xxx/xx and should be read in conjunction with the total QBRS report

Kiama Municipal Council

Quarterly Budget Review Statement
for the period 01/07/20 to 30/09/20

Consultancy & Legal Expenses Budget Review Statement

Consultancy & Legal Expenses Overview

Expense	YTD Expenditure (Actual Dollars)	Budgeted (Y/N)
Consultancies	52,000	y
Legal Fees	129,000	y

Definition of a consultant:

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

This statement forms part of Council's Quarterly Budget Review Statement (QBRS) for the quarter ended xx/xx/xx and should be read in conjunction with the total QBRS report

Project Description	Department	New or Renew	funding	Annual Budget	Revote & Carryovers	QBR1 Variance	Q1 Actual
Gerroa Boat Ramp (Ricketts Reserve) Amenities Design & Investigat	Engineerin	NEW	REVENUE	10,000.00			
J amberoo School of Arts Kitchen Airconditi	Engineerin	NEW	REVENUE	3,000.00			2,540.38
J ames Oates Minnamurra Carpark Exten	Engineerin	NEW	REVENUE	80,000.00			1,006.00
Thomson Street, Kiama Carpark Ba	Engineerin	NEW	REVENUE	150,000.00			
J amberoo Valley Cycleway Land Ac uis	Engineerin	NEW	REVENUE	50,000.00			
Boonyo Avenue, Kiama from existing to Tingira Crescent - Foot	Engineerin	NEW	REVENUE	10,000.00			7,261.85
Geering Street, Gerringong, Tasman Drive to South Werri Carj	Engineerin	NEW	REVENUE	35,000.00		5,500.00	24,163.00
Tingira Crescent, Kiama, from Boonyo Ave to Little Blow	Engineerin	NEW	REVENUE	30,000.00			5,000.00
Minnamurra Bike Skills Tra	Engineerin	NEW	GRANT	150,000.00			21,243.00
King Street, Kiama Street Lighting Stagi	Engineerin	NEW	REVENUE	20,000.00			161.52
Charles Avenue - J ames Holt Res Internal Fenc	Engineerin	NEW	REVENUE	10,000.00			2,571.00
Ash Cremain Memoria	Engineerin	NEW	REVENUE	25,000.00			40,055.46
Ricketts Reserve Fencin	Engineerin	NEW	REVENUE	10,000.00			
Street & Reserve Furniture 20/2	Engineerin	NEW	REVENUE	6,000.00			1,677.00
Water Bubbler Station - Bombo Beach south i	Engineerin	NEW	REVENUE	6,000.00			9,995.00
Water Bubbler Station - Surf Beach/Coronation P	Engineerin	NEW	REVENUE	6,000.00			
Fern Street, Gerringong Pedestrian Refuge Stagi	Engineerin	NEW	GRANT	20,000.00		19,210.00	2,042.00
Water Bubbler Station - Little Blowhole near viewing plat	Engineerin	NEW	REVENUE	6,000.00			
Water Bubbler Station - Old School Park, Gerring	Engineerin	NEW	REVENUE	6,000.00			
Water Bubbler Station - Lloyd Rees Reserve, Pacific Ave	Engineerin	NEW	REVENUE	6,000.00			
Water Bubbler Station - Black Beach near playgro	Engineerin	NEW	REVENUE	6,000.00			
Kiama Town Centre Study - Traffic Improve	Engineerin	NEW	REVENUE	50,000.00			
Federal Street, Minnamurra - Pedestrian/Traffic Improve	Engineerin	NEW	GRANT	76,848.00			36.97
Glenbrook Drive - Subdivision Civil Wo	Engineerin	NEW	RESERVE	50,000.00			
Iluka Reserve 20/21 Progr	Engineerin	NEW	RESERVE	100,000.00			
Footpath Blue Haven Bonaira (missing link Bonaira Gardens to	Engineerin	NEW	REVENUE	20,000.00			13,694.00
Shoalhaven/Bong Bong St Pedestrian refuge crossing PAMP sta	Engineerin	NEW	REVENUE	10,000.00			
Culvert for Spring Creek Land Developm	Engineerin	NEW	REVENUE	1,600,000.00			
New Life Guards Beach Trail	Life Guardi	NEW	REVENUE	5,000.00			
Shower and toilet in Bombo Life Guard storage a	Engineerin	RENEW	REVENUE	2,000.00			
livepro Local Plus - Licensi	Finance & Admi	NEW	REVENUE	5,220.00		8,820.00	1,937.00
livepro Local Plus - Implementation & Train	Finance & Admi	NEW	REVENUE	3,600.00		3,600.00	
Bookable - licensin	Finance & Admi	NEW	REVENUE	33,000.00		33,000.00	
Croft Place Reserve Footpath renew	Engineerin	RENEW	REVENUE	48,148.00			
Riverside Drive Footpath Section Rene	Engineerin	RENEW	REVENUE	96,345.00			
Bonaira Reserve car park upgrade	Engineering	RENEW	GRANT	173,344.00			850.32
Armstrong Avenue Geering St to End Road Surface Rene	Engineerin	RENEW	REVENUE	122,713.00			87,453.42
Burnett Avenue Carinya Way to Illoura Pl Road Surface Rene	Engineerin	RENEW	REVENUE	83,331.00			
Newing Circuit, Meehan Dr to Henry Parkes Dr Road Surface Rene	Engineerin	RENEW	REVENUE	113,336.00			1,624.08
Rose Valley Road, AC End to Bridge Road Surface Rene	Engineerin	RENEW	REVENUE	18,089.00			
Transport 102188 Transport Infrastructure Asset Class Road S	Engineerin	RENEW	REVENUE	102,188.00			13,510.00
Ruth Devenney Reserve Rocklow Creek Bridge Renewal	Engineering	RENEW	REVENUE	30,000.00			
Barremma Place Burnett Ave to End Road Surface Rene	Engineerin	RENEW	REVENUE	13,668.00			
Boona Avenue Sandy Wha Rd to Willawa Ave Roads Surface Rene	Engineerin	RENEW	REVENUE	26,862.00			24,058.31
Cambewarra Place Coolangatta Ave to End Road Surface Rene	Engineerin	RENEW	REVENUE	36,884.00			
Camira Avenue Sandy Wha Rd to Willawa Ave Road Surface Rene	Engineerin	RENEW	REVENUE	26,064.00			23,774.18
Cedar Ridge Road Bland St to Bele Pl Road Surface Rene	Engineerin	RENEW	REVENUE	28,833.00			
Coolangatta Avenue Burnett Ave to End Road Surface Rene	Engineerin	RENEW	REVENUE	41,853.00			

Project Description	Department	New or Renew	funding	Annual Budget	Revolte & Carryovers	QBR1 Variance	Q1 Actual
Fuller Street Armstrong Ave to Belinda St Road Surface Rent	Engineering	RENEW	REVENUE	20,377.00			30,109.81
Stormwater Asset renewal program (Municipality v	Engineering	RENEW	REVENUE	222,516.00			-
Gainsborough Chase Reserve Northern Depot Facia and Guttering replace	Engineering	RENEW	SRV	30,000.00			7,877.00
J ubilee Park Southern Depot Air Con replacen	Engineering	RENEW	SRV	10,000.00			5,089.84
Kiama Showground Pavilion Internal Finis	Engineering	RENEW	SRV	43,076.00			-
Kiama Showground Pavilion Refrigeration Room Replacem	Engineering	RENEW	SRV	100,000.00			-
Werri Beach Progress Hall Building Restoration, Asbestos Removal & Roof Replacemen	Engineering	RENEW	SRV	100,000.00			-
J amberoo School of Arts Hall Audio System Replacel	Engineering	RENEW	SRV	10,000.00	50,000.00		201.90
J amberoo School of Arts Hall Floor Restoration & Fire Rated Curtain Replacem	Engineering	RENEW	SRV				3,848.28
Kiama Works Depot Workshop/Office Roof replacem	Engineering	RENEW	REVENUE	250,000.00			-
Blowhole Point Reserve Tennis Courts 1-2 Fencing	Engineering	RENEW	REVENUE	22,000.00			-
Eureka Reserve Playground renewal	Engineering	RENEW	SRV	75,000.00			-
Gerrington Library & Hockey Club Dorothy Bailey Oval Lighting 3 renewal	Engineering	RENEW	REVENUE	25,000.00			5,705.00
Gerrington Library & Hockey Club Dorothy Bailey Oval Lighting 4 renewal	Engineering	RENEW	REVENUE	25,000.00			-
Gerrington Tennis Club Court 3 Surface renewal	Engineering	RENEW	REVENUE	52,965.00			-
J amberoo Tennis Club Court 1 Surface renewa	Engineering	RENEW	REVENUE	46,000.00			-
Sports Association asset renewal program	Engineering	RENEW	REVENUE	30,000.00			4,717.00
M innamurra Riverside Dr Wharf renewal	Engineering	RENEW	SRV	100,000.00		6,000.00	3,462.95
Old School Park Reserve Playground Replacement	Engineering	RENEW	SRV	162,000.00			-
Waobie Reserve Playground replacement	Engineering	RENEW	SRV	50,000.00			-
Kiama Harbour Boat Ramp Boat Handling J etty South Replacement	Engineering	RENEW	SRV	90,000.00			-
J amberoo Tennis Club Courts 1-5 Fencing Replacement	Engineering	RENEW	REVENUE	47,000.00			-
Kiama Showground Asbestos Removal	Engineering	RENEW	REVENUE	90,000.00			-
J amberoo Parklands Private Power Supply Pole Replacements	Engineering	RENEW	REVENUE	40,000.00			-
Terralong Street Collins St to Thomson St Solar Lights Ren-	Engineering	RENEW	REVENUE	50,000.00			23,106.00
Toolijooa Road Sharpes La to Dooley Rd Road Pavement Rene	Engineering	RENEW	REVENUE	60,000.00			-
Toolijooa Road Sharpes La to Dooley Rd Road Surface Rene	Engineering	RENEW	REVENUE	120,000.00			-
Wyalala Road Churchill St to Mac urrie St Road Surface Ren	Engineering	RENEW	REVENUE	45,419.00			32,471.52
Intranet redevelopment	Finance & Admi	RENEW	REVENUE	20,000.00			-
Web developer	Finance & Admi	RENEW	REVENUE	10,000.00			-
OpenCities sub-site website redevelo	Finance & Admi	RENEW	REVENUE	3,000.00			-
tripod, light and stand, microphc	Finance & Admi	RENEW	REVENUE	1,000.00			-
digital screens x 4 (purchase and installati	Finance & Admi	RENEW	REVENUE	8,000.00			-
Pavillion - 10 X round tabl	Pavillion	RENEW	REVENUE	8,000.00			-

Project Description	Department	New or Renew	funding	Annual Budget	Revote & Carryovers	QBR1 Variance	Q1 Actual
Pavillion - 20 X trestle table	Pavillion	RENEW	REVENUE	4,000.00	-	-	-
Pavillion - 2 X chair trolle	Pavillion	RENEW	REVENUE	800.00	-	-	-
Pavillion - 450 X ban uet Cha	Pavillion	RENEW	REVENUE	50,000.00	-	-	-
Pavillion - 1 X SCOPE fridge in kitch	Pavillion	RENEW	REVENUE	8,000.00	-	-	-
Pavillion - 2 X new coffee machin	Pavillion	RENEW	REVENUE	6,000.00	-	-	-
Pavillion - 3 X new ip hot water urns in lower level rooms	Pavillion	RENEW	REVENUE	3,000.00	-	-	-
Figtree Lane Car Park Redesign And Development	Engineering	RENEW	mixed	363,574.90	-	193,000.00	-
Pavillion - 3 X garage door replacement bar, AV room and front office replacement	Engineering	RENEW	REVENUE	5,000.00	-	-	-
timber screenin	Engineering	RENEW	REVENUE	10,000.00	-	-	-
Pavillion - 1 X new commercial Lighting R;	Pavillion	RENEW	REVENUE	5,000.00	-	-	-
Pavillion - 1 X AV Upgrade - J errara Ro	Pavillion	RENEW	REVENUE	20,000.00	-	-	-
Pavillion - Amenity Upgrade (upstairs disabl	Pavillion	RENEW	REVENUE	20,000.00	-	-	-
Pavillion - Amenity Upgrade (downstairs disab	Pavillion	RENEW	REVENUE	20,000.00	-	-	-
Pavillion - Amenity Upgrade (downstairs M	Pavillion	RENEW	REVENUE	20,000.00	-	-	-
Minor Plant replacement	Minor Plant	RENEW	REVENUE	20,000.00	-	-	5,533.27
Major Plant & e uipment replacement	Plant	RENEW	RESERVE	2,835,375.00	-	-	231,911.00
Blue Haven Client Management Software.	Blue Haven	RENEW	REVENUE	127,197.00	-	80,000.00	999.77
Annual ITU replacement progra	BH	RENEW	RESERVE	377,500.00	-	-	26,402.00
Keith Irvine Ameniti	Engineering	NEW	GR Co	-	191,693.00	-	1,533.79
J amberoo Parklands Cro uet Stormwater Drainage Upi	Engineering	NEW	GR Co	-	7,347.99	-	-
Bombo Headland Eco Wa	Engineering	NEW	GR Co	-	401,118.00	-	21,274.00
Kevin Walsh Oval Bench Seating	Engineering	NEW	GR Con	-	10,204.16	10,205.00	-
Kiama Leisure Centre Splash c	Engineering	NEW	GR Co	-	183,023.74	-	235.00
BMX Track Construction - Sanctuary Place Qu	Engineering	NEW	MIX EI	-	52,585.00	-	13,582.00
Kiama Arts Centr	Engineering	NEW	REVENUE	-	82,931.00	-	-
Council Administration Building Upgrz	Engineering	NEW	REVENUE	-	198,692.72	-	-
Street Lighting - King Street, Klar	Engineering	NEW	REVENUE	-	13,055.60	-	80.00
Pedestrian Refuge - Fern Street, Gerringo	Engineering	NEW	REVENUE	-	19,723.10	-	8,311.00
Shoalhaven Street Construct Carpark - North of Kiama Pre Sci	Engineering	NEW	REVENUE	-	46,033.30	-	369.00
Bonaira Oval Sealed Parking Area & Drainage BY19/;	Engineering	NEW	REVENUE	-	23,286.00	-	-
Colubarium Wall/Ash Gardens Kiama/G'Gong/J amberoo Cemel	Engineering	NEW	REVENUE	-	29,145.99	-	-
Kiama Downs SLSC - J ohnson Street Carpark Exten	Engineering	NEW	REVENUE	-	73,518.03	-	591.53
Kendalls Beach - South End Carpark Upgra	Engineering	NEW	REVENUE	-	83,199.64	-	-
J amberoo Parklands/Kevin Walsh Sports Fields - Amenities/Change R	Engineering	RENEW	GR Co	-	43,153.23	-	2,002.60
J amberoo Youth Hall Refurbishm	Engineering	RENEW	GR Co	-	280,620.32	-	1,531.20
Kiama Visitors Information Centre Amenities Refurbish	VIC	RENEW	GR Co	-	528,929.00	-	10,056.00
Kevin Walsh Oval Camping Area Fencing	Engineering	RENEW	GR Con	-	4,033.86	4,033.00	-
Gerringong School of Arts Building (Gerringong Library Renewal Works)	Engineering	RENEW	MIX ED	-	1,519,000.00	-	490,725.00
Leisure Centre Spa Room (J enene advised only \$12k re t	Engineering	RENEW	REVENUE	-	12,000.00	-	-
Kiama Library Entrance Decking Replaceme	Engineering	RENEW	REVENUE	-	15,266.20	-	2,901.00
Saddleback Mountain Amenities Renewal - SRV Proj	Engineering	RENEW	REVENUE	-	52,549.00	-	21,535.25
Dog Pound Offic	Engineering	RENEW	REVENUE	-	59,827.00	-	3,408.74
Lloyd Rees Amenities - SRV Proj	Engineering	RENEW	REVENUE	-	66,893.00	-	15,117.00
South Warri Reserve Amenities Renewal - SRV Proj	Engineering	RENEW	REVENUE	-	109,077.00	-	50,434.00

Project Description	Department	New or Renew	funding	Annual Budget	Revote & Carryovers	QBR1 Variance	Q1 Actual
J amberoo Youth Hall Restoration - SRV Pro	Engineering	RENEW	REVENUE	130,701.13			7,203.00
Coach House Art Gallery Internal Finishes, Electrical & Roof Replacement	Engineering	RENEW	REVENUE	145,932.54			-
Old Council Chambers Concrete Columns Replacement	Engineering	RENEW	REVENUE	232,629.79			10,016.00
North Bombo Amenities SRV Proj	Engineering	RENEW	REVENUE	239,402.70			4,904.60
Barney Street Culvert Renew	Engineering	RENEW	REVENUE	629,846.00			3,257.00
Brooked River Bridge Restoration Wo	Engineering	RENEW	REVENUE	547,845.00			719.00
Blowhole Point Reserve Blowhole Fencing Handrail Replacement	Engineering	RENEW	REVENUE	6,338.56			6,099.68
Kiama Showground Fencing Replacement	Engineering	RENEW	REVENUE	31,087.70			676.81
Whitton Place Reserve Playground Replacement	Engineering	RENEW	REVENUE	63,840.03			416.43
Attunga Reserve Playground Replacement	Engineering	RENEW	REVENUE	64,836.68			1,134.87
RACF garden waterfal	BH	RENEW	REVENUE	111,443.02			14,926.00
Keith Irvine Access Road Developme	Engineering	NEW	GR Co	45,738.00			-
How to Videos - all about waste (NSW EPS Better Waste Recycling Fund Sept 2019)	Engineering	NEW	GR Con	15,000.00			-
\$15,000							
Kiama Leisure Centre Backwash Tank & Sewer Connect	Engineering	NEW	REVENUE	60,000.00			67.49
J amberoo School of Arts Drainage & Accessible I	Engineering	NEW	REVENUE	139,810.00			-
J amberoo Valley Cycleway - Cycleway 18	Engineering	NEW	REVENUE	36,716.00			-
J amberoo Valley Cycleway - Land A usition Proposed Cycleway	Engineering	NEW	REVENUE	50,000.00			-
Kerb & Gutter Barney Street - Barney St Existing to Bourou	Engineering	NEW	REVENUE	23,000.00			-
J amberoo Signage - Town Entry and Exit Sign	Engineering	NEW	REVENUE	24,000.00			-
Waste Services Fleet Signage (NSW EPA better Waste Recycling Fund Sept 2019)	Engineering	RENEW	GR Con	15,000.00			-
\$15,000							
Kiama Library Carpet (REVOTE \$15K for kitchen Michelle	Engineering	RENEW	REVENUE	15,000.00			-
Administration Building Office LED Lighting Replacer	Engineering	RENEW	REVENUE	40,119.00			161.00
Administration Building Main Air Conditioning System Replac	Engineering	RENEW	REVENUE	173,163.00			242.00
2020 Stormwater Renewal Program	Engineering	RENEW	REVENUE	155,000.00			-
Chapman Reserve Fence Replacement	Engineering	RENEW	REVENUE	50,000.00			-
Kiama Leisure Centre Partial Roof Replacement & Hot Water Service Room Renewal	Engineering	RENEW	REVENUE	100,000.00			-
Kiama Leisure Centre Fire Protection Systems Compliance Rectification W	Engineering	RENEW	REVENUE	-		10,000.00	-
Kiama Leisure Centre Fire Protection Systems Compliance Rectification W	Engineering	RENEW	REVENUE	250,000.00		24,000.00	2,186.00
ledger code 540 summary							792.00
VIC Network	ICT	RENEW	REVENUE	100,000.00			-
Public Wireless - Extension (purchase of access poi	ICT	NEW	REVENUE	20,000.00			-
Earth Bonding of Camera/Wifi Poles and CCTV Rac	ICT	NEW	REVENUE	100,000.00			-
End Point Configuration Manag	ICT	NEW	REVENUE	20,000.00			-
Public Wireless - Capital Replaceme	ICT	RENEW	REVENUE	15,000.00			-
VEEAM Storage Backu	ICT	RENEW	REVENUE	15,000.00			-
PC Upgrades	ICT	RENEW	REVENUE	200,000.00			-
Gerrigong Library devic	ICT	RENEW	REVENUE	10,000.00			-
Gerrigong Library e ulipm	ICT	RENEW	REVENUE	35,000.00			-
Mobile Phone Handse	ICT	RENEW	REVENUE	80,000.00			-
Are Hosting Reviv	ICT	RENEW	REVENUE	30,000.00			-
Holiday Parks WiFi Upgrac	ICT	RENEW	REVENUE	275,000.00			-
ledger codes 544 summary							1,937.00

Project Description	Department	New or Renew	funding	Annual Budget	Revote & Carryovers	QBR1 Variance	Q1 Actual
Earth Bonding	ICT	RENEW	REVENUE		95,000.00		-
Pavilion Consolidatic	ICT	RENEW	REVENUE		5,000.00		-
CRT Administration Building IT replaceme	ICT	RENEW	REVENUE		20,000.00		-
Enterprise Software Proje	ICT	RENEW	REVENUE		1,000,000.00		606,586.00
TechOne Software - pre implementati	ICT	RENEW	REVENUE		137,764.00		101,051.00
ledger code 6200 summary	Kendalls	RENEW	REVENUE		40,000.00		-
Kendalls HP - 4 x Eco site	Kendalls	RENEW	REVENUE		50,000.00		-
Kendalls HP - Cabin 19 Deck & BB	Kendalls	RENEW	REVENUE		200,000.00		-
Kendalls HP - Camp Kitchen/Amenities refi	Kendalls	RENEW	REVENUE		200,000.00		-
ledger code 6100 summary	Kiama Cabins	RENEW	REVENUE		60,000.00		38,812.00
Kiama Harbour Cabins - Stormwater Drainage Connect	Kiama Cabins	NEW	REVENUE		20,000.00		-
New software implementation/ potential Boom gate at new car	Kiama Cabins	NEW	REVENUE		20,000.00		-
Kiama Harbour Cabins - Annual cabin renew	Kiama Cabins	RENEW	REVENUE		180,000.00		-
Kiama Cabins - Cabin 21 Renew	Kiama Cabins	RENEW	REVENUE		80,000.00		-
Kiama Cabins - Carpark Renew	Kiama Cabins	RENEW	REVENUE		210,000.00		-
ledger code 670:	Leisure Centri	RENEW	REVENUE		100,000.00		129,084.00
Air handling replacement & upgrade of e uipr	Leisure Centri	RENEW	REVENUE		43,076.00		-
Kiama Leisure Centre Internal Finishes Partial Rene	Leisure Centri	RENEW	REVENUE		50,000.00		-
Software - Centreman/Envit	Leisure Centri	RENEW	REVENUE		22,778.00		91,011.00
Seven Mile Beach Holiday Park J umping Cus	Seven Mile	RENEW	REVENUE		19,339.00		-
Seven Mile Beach Holiday Park Playground (East) rene	Seven Mile	RENEW	REVENUE		150,000.00		-
Seven Mile - Amenities Blo	Seven Mile	RENEW	REVENUE		30,000.00		-
Seven Mile - Residence Bathroom	Seven Mile	RENEW	REVENUE		25,000.00		53,273.00
Surf Beach HP - non compliant cabin deck replacem	Surf Beach	RENEW	REVENUE		60,000.00		-
Surf Beach HP Amenities drainai	Surf Beach	RENEW	REVENUE		150,000.00		-
Surf Beach HP - 7 x Cabin flooring, bedroom refu	Surf Beach	RENEW	REVENUE		200,000.00		-
Werri Beach Development - Stage 1 Desi	Werri Beach	RENEW	RE-SERVE		200,000.00		-
Werri Beach Development - Stage 2 (design by end 20:	Werri Beach	RENEW	RE-SERVE		200,000.00		-
Werri Beach Holiday Park J umping Cus!	Werri Beach	RENEW	REVENUE		25,623.00		20,714.00
Werri Beach HP - Cabin Furniture and Fittir	Werri Beach	RENEW	REVENUE		50,000.00		-
Werri Beach HP - FLOORING - Cabins 1,7,1,2,3,4,5 & 14. Bathroom floor tiles Cab	Werri Beach	RENEW	REVENUE		75,000.00		-
6,7 & 8.	Werri Beach	RENEW	REVENUE		135,000.00		-
Werri Beach HP - BATHROOM S - Cabins 11,16,17,12,3,4,5 & !	Werri Beach	RENEW	REVENUE		12,000.00		-
Werri Beach HP - NEW FRONT DOORS - Cabins 9,10,11,12,13,16,17,1,2,3,4 & 4	Werri Beach	RENEW	REVENUE		64,000.00		-
Werri Beach HP - KITCHENS - Cabins 6,7,8,3,4 & !	Werri Beach	RENEW	REVENUE		80,000.00		-
Werri Beach HP - SOUTHERN AMENITIES - New colour bond roof, gutters, new aluminium doors x 8, Exterior paint!	Werri Beach	RENEW	REVENUE		550,000.00		-
Werri Beach HP - Safari Tent renew	Werri Beach	RENEW	REVENUE		2,000,000.00		1,094.00
Werri Beach Development - Stage 1 Bu	Werri Beach	RENEW	LOAN				
J amberoo Community Pre School Flooring Replacei	Engineerin	Renew				24,000.00	161.52
Gerringong SLSC Fire Protection Systems Compliance Rectification V	Engineerin	Renew				10,000.00	2,800.00
Riverside Drive AC Reseal Seg 01 to Seg 06 Hutchinson St to Iluka	Engineerin	Renew					1,097.44
Fixing Local Roads - Riverside Drive Res:	Engineerin	Renew				446,000.00	
Culvert CCTV Installation (Smart Citit	Engineerin	Renew				2,000.00	
Administration Centre Flag Pole Decorative Ligh	Engineerin	Renew				5,500.00	
J amberoo Mountain Rd Landslip Remedie	Engineerin	Renew				800,000.00	
Fountaindale Dam Comms Sys & E uip Replacem	Engineerin	Renew				6,000.00	
Library Book	Librarian	Renew				85,000.00	

Project Description	Department	New or Renew	funding	Annual Budget	Revote & Carryovers	QBR1 Variance	Q1 Actual
Waste Depot Capital Work	Waste	Renew				80,000.00	
Capital Purchases Property Cleani	Waste	Renew				8,000.00	
Shed Repairs & Camera Upgrad	Waste	Renew				10,000.00	
Enviro Project	Envirc	RENEW		\$ 15,578,805.90	\$ 8,424,195.03	450,000.00	
					\$ 2,117,204.00		\$ 2,410,242.77

13.3 Statement of Investments - October 2020

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 2020.

Finance

N/A

Policy

Clause 625 of the *Local Government Act 1993*

Clause 212 of the *Local Government (General) Regulation 2005*

Kiama Municipal Council – Investment Policy

Communication/Community Engagement

N/A

Attachments

1 Statement of Investments - October 2020 [↓](#)

Enclosures

Nil

RECOMMENDATION

That Council receive and adopt the information relating to the Statement of Investments for October 2020.

BACKGROUND

Attached is a copy of the Statement of Investments for October 2020.

Investment commentary

Council's direct investments are often rolled over on maturity with the same financial institution, if competitive, and based on whether funds are required for operations.

The investment portfolio is regularly reviewed in order to maximise investment performance and minimise risk. Comparisons are made between existing investments with available products that are not part of Council's portfolio. Independent advice is sought on new investment opportunities.

Report of the Director Corporate and Commercial Services

13.3 Statement of Investments - October 2020 (cont)

A decision by the Reserve Bank board meeting on October 2020 has seen the cash rate stay at 0.25%.

Graph of the Cash Rate Target



Source: RBA

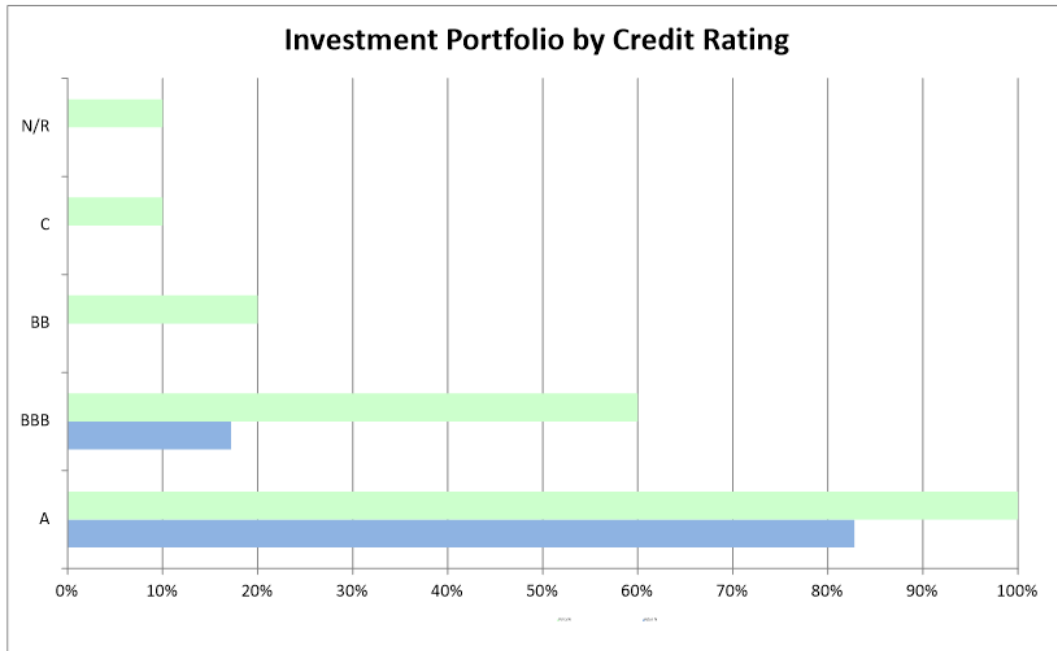
Certification – Responsible Accounting Officer

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.

(b) Council Investments as at 31 October, 2020

DIRECT INVESTMENTS: INSTITUTION	S & P RATING	MARKET VALUE \$	INVESTMENT TYPE	DATE LODGED	MATURITY DATE	TERM (DAYS)	RATE %
AMP	BBB	1,000,000	Term Deposit	07/09/20	08/03/21	182	0.55
AMP	BBB	750,000	Term Deposit	28/09/20	29/03/21	182	0.55
Bank of Qld	BBB+	1,000,000	Term Deposit	24/10/18	21/10/20	728	2.90
Bank of Qld	BBB+	1,000,000	Term Deposit	02/09/20	02/03/21	181	0.75
Bank of Qld	BBB+	1,000,000	Term Deposit	21/10/20	21/07/21	273	0.64
Commonwealth Bank	AA-	1,000,000	Term Deposit	21/10/20	21/10/21	365	0.61
Suncorp	A	1,000,000	Term Deposit	14/07/20	25/11/20	134	0.65
Suncorp	A	1,000,000	Term Deposit	14/07/20	09/12/20	148	0.65
NAB	AAA	1,000,000	Term Deposit	26/08/20	26/02/21	184	0.70
NAB	AAA	1,000,000	Term Deposit	23/09/20	23/03/21	181	0.65
NAB	AAA	1,000,000	Term Deposit	16/09/20	16/03/21	181	0.65
NAB	AAA	1,000,000	Term Deposit	11/06/20	07/10/20	118	0.90
NAB	AAA	1,000,000	Term Deposit	11/06/20	14/10/20	125	0.90
NAB	AAA	1,000,000	Term Deposit	11/06/20	11/11/20	153	0.90
NAB	AAA	1,000,000	Term Deposit	14/07/20	04/11/20	113	0.85
NAB	AAA	1,000,000	Term Deposit	14/07/20	18/11/20	127	0.85
NAB	AAA	1,000,000	Term Deposit	14/07/20	02/12/20	141	0.85
NAB	AAA	1,000,000	Term Deposit	14/07/20	16/12/20	155	0.85
Westpac	AA-	1,503,877	Term Deposit	16/09/20	17/02/21	154	0.70
Newcastle Permanent FRN	BBB	1,016,656	Floating Rate Note	28/09/18	06/02/23	1592	1.50
Total Term Deposits & FRNs		20,270,533					0.88
TcorpIM Cash Fund	AAA	6,825,027	Cash Fund			AT CALL	0.43
Westpac	AA-	6,413,426	Bank Account	-		AT CALL	0.04
Total 'At Call' Funds		13,238,453					0.04
TOTAL CASH & INVESTMENTS		33,508,986				Average Rate- Oct 2020	0.58
						Average Rate- Oct 2019	1.86
TOTAL INVESTMENTS Sep 2020		32,342,173	3.48%	Change in total investment over prev 1 month			
TOTAL INVESTMENTS Oct 2019		26,790,095	5.92%	Change in total investment over prev 12 months			

Note: The Westpac Bank Account balance shown above of \$6.41M includes deposits at month-end not processed to Council's financial system and excludes cheques that have not been presented.



Portfolio Limit

Long Term Credit Ratings (S&P or Moodys or Fitch)	Policy Maximum	Current Holding %	Current Investment \$
A to AAA	100%	83%	\$27,742,330
A-	40%	0%	\$0
BBB to BBB+	30%	17%	\$5,766,656
BBB- and below	5%	0%	\$0
BBB- and below	5%	0%	\$0
			\$33,508,986

(c) Application of Invested Funds

Restricted Funds:	Description	Value (\$)
Externally Restricted	Developer Contributions	4,311,473
	Unexpended Grants	549,032
	Domestic Waste	3,352,825
	Waste & Sustainability	414,590
	Illawarra Shoalhaven Joint Organisation	22,332
Internally Restricted	Employees leave entitlement	2,220,000
	Carry over works	4,494,220
	Blue Haven ILU	461,115
	Blue Haven care – residential	1,517,602
	CACP	4,045
	Community bus	399,127
	Computer	320,128
	Future Projects	500,000
	Council Elections	145,000
	Holiday parks	959,050
	Land development	2,601,787
	Plant replacement	1,513,909
	Regional carer respite centre	234,245
	Waste business unit	1,262,427
	Energy Efficiency	6,207
	Risk Improvement Incentive	105,237
	Unexpended TCorp Loan	1,982,575
Unrestricted Funds:	Funds to meet current budgeted expenditure	6,132,061
TOTAL INVESTMENTS		33,508,986

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.

(d) Investment Portfolio Performance

Investment Performance vs Benchmark

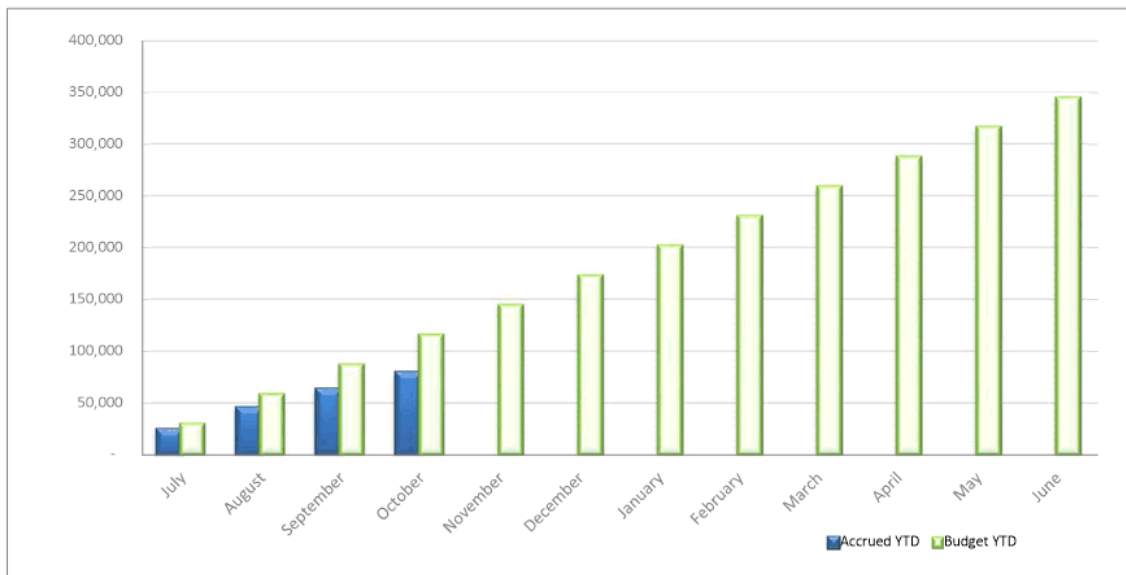
	Investment Portfolio Return (%pa)	Benchmark: BBSW 90 day Bank Bill Index (source RBA)
1 month average	0.58	0.06
3 month average	0.71	0.08
6 month average	0.96	0.09
12 month average	1.13	0.40

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, 2020



Council's interest on investment budget estimate is based on the sale of the remaining Independent Living Units. A review of sales will form the basis of a budget adjustment to projected interest at the end of the quarter.

13.4 TOMRA reverse vending machine Jubilee Park Gerringong - proposed licence

CSP Objective: 2.0 Well planned and managed spaces, places and environment

CSP Strategy: 2.4 Effectively manage our waste and resources

Delivery Program: 2.4.1 Manage waste services

Summary

A report was prepared for the 20 October 2020 meeting of Council regarding the TOMRA reverse vending machine operating from Jubilee Park Gerringong under a new licence. Council resolved that staff prepare a further report for the current meeting.

This report provides more detail on the noise issues associated with the reverse vending machine based on the noise assessment report commissioned by TOMRA.

Finance

A licence agreement will require the payment of annual rental to Council.

Policy

Public Land Management Guidelines

Local Government Act 1993 & Regulations

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Consultation (Internal)

Manager Environment and Health – advice has been given regarding potential issues around noise and waste management associated with the reverse vending machine operation.

Communication/Community Engagement

Following a previous resolution of Council, South Precinct was requested to nominate potential sites for a reverse vending machine including public and private land. These have been provided to Council in previous reports.

A proposed new licence for the reverse vending machine at Jubilee Park was previously advertised in accordance with the Public Land Management Guidelines and submissions were received. Based on the number of submission exceeding five, the licence is being reported to Council for consideration as required by the Guidelines.

Attachments

- 1 TOMRA - proposed licence area [↓](#)

Enclosures

Nil

RECOMMENDATION

Report of the Director Corporate and Commercial Services

13.4 TOMRA reverse vending machine Jubilee Park Gerringong - proposed licence (cont)

That Council:

1. enter into a licence agreement with TOMRA Collections Pty Limited for the operation of a reverse vending machine over part Lot 7010 DP1026773 (Jubilee Park) for a term of one year and rental of \$12,000 pa (ex GST) plus a one year performance based option with rental determined by market rent review
2. assess the one year option period based on compliance with the provisions of State Environmental Planning Policy (Exempt & Complying Codes) 2008 and the relevant conditions of the licence
3. delegate authority to the Mayor and/or General Manager to sign all documentation associated with this licence agreement.

Item 13.4

BACKGROUND

Council entered into a licence agreement with TOMRA Collections Pty Limited (TOMRA) in September 2018 for a trial placement of a reverse vending machine (RVM) at Lot 7010 DP1026773 (Jubilee Park, Gerringong). It was considered important to attempt to facilitate a RVM in Gerringong based on environmental grounds and community benefit. The licence ended in September 2019 and has continued on monthly holding over terms under the agreement. The licensor has sought to enter into a new licence agreement. The proposed new licence was advertised as required by legislation and a report for Council's consideration was prepared regarding the new licence on 19 May 2020.

Council resolved on 18 August 2020 to allow the RVM to continue for a further two months. Over the following two months, TOMRA considered other sites nominated by South Precinct including public and private land. TOMRA indicated that the only site satisfying the relevant operational requirements is the (current) Jubilee Park location. It is not believed that there is an alternate public land location option in Gerringong for the RVM.

The Return and Earn deposit container scheme is New South Wales' (NSW) largest litter reduction initiative and has proven to generate significant reductions in drink litter container in streets and waterways. RVM's generally provide community benefit and contribute to environmental gains.

The Exempt and Complying Codes (2008) make provision for reverse vending machines to operate in NSW and contain development standards for RVMs. In NSW, reverse vending machines are exempt development (not requiring development consent under the Environmental Planning & Assessment Act 1979). Being exempt development, the use is generally considered to have a relatively low environmental impact and subsequently a category of land use which the Minister has determined to be supportable as minor development. Exempt development standards principally relate to collection times/days and would be reflected in a new licence agreement.

The NSW Environmental Protection Agency (EPA) Design Guide for Container Recycling Equipment was developed as a guide for the appropriate installation of recycling equipment and facilities and considers design, operational requirements and locations. The Design Guide was developed in association with container recycling

Report of the Director Corporate and Commercial Services

13.4 TOMRA reverse vending machine Jubilee Park Gerringong - proposed licence (cont)

equipment being nominated as exempt development under SEPP 2008 (Exempt Codes). The proposed location considers these requirements.

The land the reverse vending machine will be located on under the proposed new licence is Council owned community land.

During the previous licence advertising process, the main issue raised in submissions was noise impact. A total of 10 submissions were received during advertising. Other issues raised included:

- waste accumulation (around the RVM unit)
- increased vehicle and pedestrian traffic
- truck service frequency and hours
- suitability of placement of a recycling facility on community land

It is noted that increased traffic and truck frequency/hours concerns raised in submissions also relate to noise issues.

During the term of the previous licence, TOMRA advised that it incorporated internal sound mitigation into the recycling unit to improve the operational performance of the RVM. With regard to noise impact, TOMRA commissioned an operational noise assessment of the RVM operations at the current Jubilee Park location. The report assessed the operating conditions of the existing reverse vending machine based on:

- glass bottles being fed into the machine (operational noise)
- a typical collection cycle (collection of waste, loading bins onto the back of a truck, crushing glass and returning the bins to the RVM unit and manoeuvring on-site) referred to as collection noise
- truck and vehicle use of the public road system adjoining the site

The operational noise assessment indicated that the operational noise related to the use of the RVM complies with the NSW Industrial Noise Policy requirements.

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 contains the following specific provisions (operational requirements) for reverse vending machines:

- 1) hours of operation (adjoining or opposite a residential zone) 7:00am–7:00pm Monday to Saturday and no operation Sunday or a public holiday
- 2) noise to comply with the requirements for industrial premises contained in the NSW Industrial Noise Policy, not exceed 5dB(A) above background noise when measured at any lot boundary of the property the development is being carried out, and not cause the amenity criteria in the Noise Policy to be exceeded

There are no criteria for the collection and associated functions relating to reverse vending machines under State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. The noise associated with these aspects of the reverse vending machine takes place on average one to two times per day for short duration periods. These relate to the collection truck movement and pick up cycle.

Report of the Director Corporate and Commercial Services

13.4 TOMRA reverse vending machine Jubilee Park Gerringong - proposed licence (cont)

The noise report prepared by the applicant indicates that the customer traffic associated with RVM use could be in the order of 56 vehicles per day on average however this does not take into account vehicles accessing the sporting ground car park for separate or joint purposes.

In consideration of the issues raised in submissions with licence advertising and the noise assessment prepared for the existing reverse vending machine operation on the site, a new licence can be issued. Given the prevailing licence agreement imposed more stringent operating hours than permitted under the Exempt development provisions of SEPP 2008, it is reasonable to maintain the previous operating hours for the ongoing TOMRA operation. The operating hours under licence condition will be 8:00am – 6:00pm Monday to Saturday (no Sundays or public holidays). The licence will also contain conditions for the reverse vending machine to comply with the noise emission requirements for industrial premises.

As TOMRA has a further two years on their contract with the NSW Government it would be appropriate to issue the licence for one year with a one year option. The option will be assessed based on compliance with the provisions of State Environmental Planning Policy (Exempt & Complying Codes) 2008 and the relevant conditions of the licence.



Licensed Area



© DFSI Spatial Services NSW
Base data: 06/10/20

Scale: 1:1000 @ A4

Project: GDA 1894
MGA 2896 95

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14 REPORT OF THE DIRECTOR ENGINEERING AND WORKS

Nil

15 REPORT OF THE DIRECTOR BLUE HAVEN

Nil

16 REPORTS FOR INFORMATION

16.1 Community donations update

Responsible Director: Office of the General Manager

In the 2019/2020 fourth quarter and 2020/2021 first quarter the Community Donations Panel has approved a \$250 contribution to the following:

Applicant	Funding towards
Kiama Garden Club	Running annual gardening competition
Illawarra Wires	Hall hire for training course
Gerringong Public School	Hall hire for Year 6 end of year formal
Wollongong Amateur Astrology Club	Licence fee for use of Jerrara Arboretum

Communication/Community Engagement

Details of Council's Community Donations Policy are available on Council's website.

Closing dates for applications are advertised through usual media channels.

16.2 Illegal Dumping Compliance Officer's Quarterly Report - 1 July to 30 September 2020

Responsible Director: Environmental Services

ILLEGAL DUMPING INCIDENTS REPORTED

Total Incidents: 32 Investigations Closed: 29 (90.6%)

Total Waste: 34.53t Investigations Open: 3

This represents a 36% decrease in incidents compared same quarter in 2019-2020

There are three investigations that are ongoing, one dating back to November 2018 which is waiting to be heard in the Local Court and two others still under investigation.

Waste types in the following table have been consolidated for ease of use.

Waste Type	No. of incidents	Total Weight	Regulatory Actions(Notices)
Asbestos	3 (9.4%)	0.95t	Unable to determine source or offender
Scrap Metal	1 (3.1%)	10.00t	Able to be recycled
Commercial & Industrial	8(25%)	20.48t	
Construction & Demolition	2 (6.3%)	0.02t	
Household Waste	11 (34%)	2.18t	
Mulch & Green Waste	1 (3.1%)	0 t	Small branches
Soil and Excavated Material	0 (0%)	0 t	
Tyres	2 (6%)	0.30t	
Other	1(3.1%)	0.6t	

Illegal Dumping Locations

Waste Type	Locations where dumping occurring
Commercial & Industrial	Council Land (87.5%) Private (12.5%)
Household Waste	Council Land (90.0%) Private (10%) Crown Land (0%)
Construction & Demolition	Council Land (100.0%) Private (0.0%) Crown Lands (0.0%)

Reports for Information

16.2 Illegal Dumping Compliance Officer's Quarterly Report - 1 July to 30 September 2020 (cont)

Soil & Excavated Material	Council Land (0%)
Mulch & Green Waste	Council Land (100%) National Parks (0%)
Tyres	Council Land (100.0%)
Asbestos	Council Land (66.7%) Crown Land (33.3%)
Scrap Metal	Private (100%)

Summary of Closed Incidents

Reason for closing Incident	Number of Incidents
Insufficient Information to Follow Up	29
Land Owner Cleaned-Up No regulatory Action	2
No Waste Found	1
Regulatory Action Taken	0

Clean Up Details

Cleaned Up By	% of Total Incidents	Clean-up Costs
Council	75%	\$4300
Offender	0%	\$0
Land Owner	3.1%	\$100
Contractor	9.4%	\$1900
Total estimated clean-up costs		Est. \$6300

Hot Spot Dumping Incidents

Hot Spot Location	Number of Incidents
Kiama Bends	0
Riverside Drive Minnamurra	1
Jamberoo Mountain Road	2
Swamp Road, Jamberoo	2

Reports for Information

16.2 Illegal Dumping Compliance Officer's Quarterly Report - 1 July to 30 September 2020 (cont)

Saddleback Mountain Lookout/Road	1
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Communication/Community Engagement

N/A

Item 16.2

16.3 Minutes: Central Precinct - 22 September 2020

Responsible Director: Office of the General Manager

The minutes of the Central Precinct meetings held on 22 September 2020 are attached for Councillors' information.

Communication/Community Engagement

Councillors and staff regularly attend and address Precinct meetings.

Meeting dates are published on Council's website.

Item 16.3

Attachments

- 1 Minutes: Central Precinct - 22/09/2020 [↓](#)

Kiama Central Precinct Agenda

Agenda - Meeting 22 August 2020

Chair: Karen Renkema-Lang

Venue: Joyce Wheatly Centre (to be confirmed) (and [Online via the Zoom platform](#))

Time: 7:00pm Tuesday 25 August 2020

Meeting ID: Meeting ID: 818 8905 7333

Password: 436801

1) Preliminaries – Please use microphones

- a) Covid-19 rules:
 - i) [Letter advising rules and Council and KCP](#) responsibilities
 - ii) [Notification of maximum attendees](#) – 30 in main hall and 4 in kitchen
 - iii) [Covid19 – safety plan](#)
- b) **Welcome**
Member for Gilmore Ms Fiona Phillips
Councillors
- c) **Acknowledgement:** We acknowledge the Traditional Owners of country throughout Australia and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.
- d) **Apologies - Jill and Phillip Lambert, Councillor Kathy Rice**
- e) [Minutes](#) of the KCP meeting 25 August 2020

2) [Epicentre proposal](#) – Bombo Quarry update

3) **Guest Speaker** – Ms Fiona Phillips – Federal Government Member for Gilmore

4) Correspondence

- a) Kiama Harbour Revitalisation Plan
 - i) Out: KCP email 27 August 2020 – thank to Megan Hutchison
 - ii) Out: [KCP email 14 September 2020](#) to Megan Hutchison, General Manager and all Councillors – feedback on [options](#) presentation.
- b) In: [Planning proposal](#) 85 Attunga Street Kiama Heights – [notification from Council dated 7 September 2020](#)
- c) Out: KCP email 14 September 2020 – [talking points for Fiona Phillips](#)
- d) In: Dido Street Proposals – update - [Council email 16 September 2020](#)

5) General Business

- a) Councillor's update
- b) CCAG update
- c) Environmental matters update

Kiama Central Precinct Agenda

- d) Land use, housing, and planning update ([Illawarra-Shoalhave Regional Plan 2041 - have your say](#))
- e) Short-term Rental Accommodation
- f) Microplastic survey update
- g) Kiama Community Radio update
- h) Notification of pending resignation of President

Next Meeting – 27 October 2020 – Chair – Karen Renkema-Lang

Topic of the month – Guest speaker - Kathy Rice – environment matters.

Kiama Central Precinct Agenda

Ongoing matters

Issue/topic and date raised	KCP Request	Council Response	Status
Land use, development, dwelling numbers, and zoning have been ongoing issues discussed at KCP meetings since its inception in 2017.			
Kiama Harbour Revitalisation	Mark Greaves and Peter O'Neil are KCP representatives on the Stakeholder working group KCP email 14 September 2020 to Megan Hutchison, General Manager and all Councillors – feedback on options presentation	Correspondence from Transport (via Megan Hutchison Director of Economic Development) 21 July 2020 Megan Hutchison - options presentation KCP meeting 25 Aug 2020	Open
Housing Strategy	Email from KCP 22 July 2020 – Requesting talking points on Housing Strategy Email to all Councillors on KCP submission on NSW Housing Strategy 24 July 2020	Council email 1 July 2020 detailing C/r Rice's motion to develop a housing strategy Related email from DES Jessica Rippon on Housing Strategy	Open
NSW Planning System	BPN Letter 18 July 2020 on changes to NSW Planning Email to all Councillors on KCP submission on NSW Housing Strategy 24 July 2020 .		Open
Spring Creek and Dido Street Proposals	KCP Submission – 9 June 2020 Invitation for all Councillors to inspect the sites Follow-up KCP invitation 14 July 2020 to all Councillors to attend onsite meeting KCP email 15 July 2020 to Jessica Rippon on combined meeting.	Response from C/r Rice 14 July Response from DES 14 July 2020 Response from C/r Sloan 15 July 2020 Council notice 15 July 2020 - report Lot 2 (part of Spring Creek development) before Council 21 July 2020, over 12 emails from KCP members	Open

Kiama Central Precinct Agenda

Issue/topic and date raised	KCP Request	Council Response	Status
<p>South Kiama rezoning and development proposal</p> <p>KCP meeting 23 July 2019</p>	<p>Letter to Council – 7 August 2019- requesting advice on South Kiama development proposal to rezone land between Weir Street and Saddleback Mountain Road</p> <p>Also see Letter to Gareth Ward MP dated 2 August 2019 and Letter to Gareth Ward dated 23 September</p> <p>CCAG Letter to Ministers Ward and Stokes 20 February 2020</p> <p>CCAG Meeting with Minister for Planning Rob Stokes 25 Feb 2020 – See thank you letter from CCAG dated 5 March</p>	<p>Dido Street Proposals – update - Council email 16 September 2020</p> <p>Council's response received 9 August 2019</p> <p>DPIE Letter from Luke Musgraves following visit with Minister Stokes.</p>	<p>Open</p> <p>KCP and CCAG still seeking ways the community can be involved and timeframe</p>
<p>Bombo Quarry - Discussed at various KCP meeting since its inception</p>	<p>Letter to Gareth Ward MP dated 2 August 2019 and Letter to Gareth Ward dated 23 September</p> <p>Email from KCP dated 16 Oct following Joint meeting held on 8 October</p> <p>Peter O'Neill correspondence with Business Chamber 12 Nov 19 – Bombo Quarry</p>	<p>Meeting held with Gareth Ward on Friday 20 September 2019</p> <p>Joint Council, Community Group, Gareth Ward and NSW Transport meeting held at Council Chambers – 15 October 2019</p> <p>Positive meeting held at Council Chambers 8 October – Gareth, Mayor Honey, State Rail and Community groups attended</p> <p>Boral has stopped quarrying at Bombo Quarry and State Rail have indicated they will also be ceasing quarrying in the next few years.</p> <p>Boral has withdrawn their DA to fill the quarry. They have said that they want to have more discussions with other stakeholders and then redesign their</p>	<p>Open</p> <p>Bombo epicentre – local landowner farm tour 26 March 2020 – cancelled due to Covid-19 restrictions.</p> <p>Meeting with stakeholder groups organised by Trish Oakley also cancelled</p>

Kiama Central Precinct Agenda

Issue/topic and date raised	KCP Request	Council Response	Status
		development. Trish Oakely from State Rail advised they are now ready to go ahead and organise meetings to plan the future of Bombo with all stakeholders	

16.4 Minutes: Jamberoo Valley Ratepayers and Residents Association - Annual General Meeting and General Meeting held 6 October 2020, and General Meeting held 4 November 2020Responsible Director: Office of the General Manager

The minutes of the Jamberoo Valley Ratepayers and Residents Association Annual General Meeting and General Meeting held on 6 October 2020 are attached for Councillors' information together with the minutes of the General Meeting held on 4 November 2020.

Communication/Community Engagement

Councillors and staff regularly attend and address Association meetings.

Meeting dates are published on Council's website.

Attachments

- 1 Minutes: JVRRA - Annual General Meeting 06/10/2020 [↓](#)
- 2 Minutes: JVRRA - General Meeting 06/10/2020 [↓](#)
- 3 Minutes: JVRRA - General Meeting 04/11/2020 [↓](#)

Jamberoo Valley Ratepayers and Residents Association Inc.

PO Box 146, Jamberoo, NSW 2533

Minutes of the Annual General Meeting

6 October 2020

Club Jamberoo, Allowrie Street, Jamberoo

Attendees

Vivienne Marris, Peter Brown, Susie Nash, Mary Lou Reid, Geoff Reid, Bob Neilson, Ros Neilson, Glenys Day, Robyn Letham, Graham Letham, Narelle Day, Roger Lyle, Stuart Richards, Eve Richards, Sandra Dingle, Jim Dingle, Graham Pike, Peter Kennedy, Max Brennan, Tim Burton Taylor, Paul Rogers, Andy Waugh, Connie Dallas, Neil Reilly

Apologies

Greg Walsh, John Friedmann, Carol Dettman, Nick Dettman, John Zimmer, Tony Day, Ann Pike, Veronica Baker, Sidney Baker, Julie McDonald, Marea Gardner.

Minutes taken by Susie Nash

Chair Vivienne Marris declared the AGM open at 7.07 p.m.

Welcome to Country presented by Vivienne Marris.

AGM Business

The [Minutes of the JVRRA Annual General Meeting of August 2019](#) as circulated were accepted (moved Mary Lou Reid, seconded Glenys Day).

The [Chair's Annual Report](#) was presented.

The [Treasurer's Annual Report for the year ending 30 June 2020](#) and [Auditor's Report 2019-2020](#) were accepted (moved Roger Lyle, seconded Ros Neilson.)

The [NSW Fair Trading Annual Report](#) was tabled.

Roger Lyle agreed to continue to act as Public Officer.

Determination of Annual Fees for 2021-2022

It was resolved that annual fees should remain at their present level of \$20 per household, as stipulated on the Membership Application Form, due at the end of the financial year (moved Ros Neilson, seconded Mary Lou Reid).

Election of Office Bearers 2020-2021

All positions of JVRRA Office Bearers were declared vacant.

The following nomination had been received by close of nominations, 29 September 2020:

Chair: Stuart Richards (nominated Roger Lyle, seconded Eve Richards)

Stuart Richards was elected unopposed as JVRRA Chair.
The following nominations were received from the floor:
Vice Chair: Vivienne Marris (nominated Stuart Richards, seconded Peter Brown)
Treasurer: Mary Lou Reid (nominated Glenys Day, seconded Vivienne Marris)
Secretary: Ros Neilson (nominated Susie Nash, seconded Vivienne Marris)
Publicity Officer: Graham Pike (self-nominated; seconded Vivienne Marris)
All nominations were accepted, and the positions were filled unopposed.

JVRRA Executive as of 6 October 2020

- Chair: Stuart Richards**
- Vice Chair: Vivienne Marris**
- Secretary: Ros Neilson**
- Treasurer: Mary Lou Reid**
- Publicity Officer: Graham Pike**

Changes to Bank Account Signatories

Following the election under the Rules of the Association, the JVRRA bank signatories for the JVRRA IMB bank account BSB 641-800 Account Number 004506852, PO Box 146, Jamberoo 2533, are:

- Vivienne Marris, 19 Chapel Lane, Jamberoo
- Roslyn Neilson, 15 Minnamurra Lane, Jamberoo
- Mary Lou Reid, 8 Hyam Place, Jamberoo

Peter Bailey Brown and Glenys Day were removed as signatories.

At the conclusion of the meeting, retiring members of the Executive Susie Nash, Glenys Day and Peter Brown were thanked for their contributions to JVRRA.

The AGM closed at 7.25 p.m.

Signed as a true record of the JVRRA October 2020 AGM:

Chair (retiring): Vivienne Marris Date:
Treasurer: Mary Lou Reid Date:

Jamberoo Valley Ratepayers and Residents Association Inc.
PO Box 146, Jamberoo, NSW 2533
jvrrasecretary@gmail.com

Minutes: General Meeting
6 October 2020
Club Jamberoo, Allowrie Street, Jamberoo

Attendees

Vivienne Marris, Peter Brown, Susie Nash, Mary Lou Reid, Geoff Reid, Bob Neilson, Ros Neilson, Glenys Day, Robyn Letham, Graham Letham, Narelle Day, Roger Lyle, Stuart Richards, Eve Richards, Sandra Dingle, Jim Dingle, Graham Pike, Peter Kennedy, Max Brennan, Tim Burton Taylor, Paul Rogers, Andy Waugh, Connie Dallas, Neil Reilly

Apologies

Greg Walsh, John Friedmann, Carol Dettman, Nick Dettman, John Zimmer, Tony Day, Ann Pike, Veronica Baker, Sidney Baker, Julie McDonald, Marea Gardner.

Minutes taken by Ros Neilson

Chair Stuart Richards declared the meeting open at 7.35 p.m.

1. Introduction to 2020-2021 committee

The 2020-2021 JVRRRA Committee, as elected at the AGM of 6 October, is as follows:

Chair: Stuart Richards
Vice Chair: Vivienne Marris
Secretary: Ros Neilson
Treasurer: Mary Lou Reid
Publicity: Graham Pike

Opening statement from Chair [HERE](#).

Stuart Richards thanked JVRRRA for the opportunity to serve on the Committee as Chair. He thanked outgoing committee members Susie Nash, Peter Brown and Glenys Day for their commitment and efforts.

Message provided by the outgoing 2019-2020 Committee:

At the close of another year of JVRRRA activities on behalf of our members, it is time to reflect on achievements, challenges, wins and losses. 2020 has been one of the most challenging years to date. Your committee has endeavoured to stay in touch with our members via reports and via ZOOM when face-to-face meetings were not possible, in order to let our members know we were endeavouring to work on your behalf and take forward issues you raised. We have worked with Kiama Council on matters such as DAs of concern, traffic issues, the Jamberoo Youth Hall, overnight camping on the road to the tennis courts, the issue of glyphosate spraying on roadsides, and fencing on Kevin Walsh Oval, to mention a few. However, in order for our association to remain viable, we need the community to get involved by attending our meetings, bringing along friends and neighbours, and raising issues

you would like the committee to take to Kiama Council and other bodies. JVRRA is Jamberoo, and works for the residents of Jamberoo. We understand we cannot invite too many members of the community to our meetings at the moment due to COVID 19 restrictions, but hopefully the incoming committee will be able to continue to work on your behalf – but only if the community continues to support their efforts!

2. [Minutes of the JVRRA General Meeting of 1 September 2020](#) were accepted (moved Ros Neilson, seconded Vivienne Marris).

3. [Correspondence IN](#)

- KMC report on Section 355 Committee for management of Jamberoo Youth Hall 22 Sept.
- KMC DA for roadside stall at 261 Jamberoo Mt Road – 24 Sept.
- From Graham Pike to KMC, copied to JVRRA, re Kiama Development Control Plan and Chapter 33 – 8 Sept.

4. [Correspondence OUT](#)

- To Kiama Council re flooding at Jamberoo Preschool – 15 Sept
- To Kiama Council re Heritage Protection in Jamberoo - 28 Sept.

There were no matters arising from the correspondence not listed in the Agenda or mentioned elsewhere in General Business.

5. Treasurer's Report

The [Treasurer's Report](#) for the month ending 31 August 2020 was accepted (moved Glenys Day, seconded Peter Brown.)

6. Combined Community Advocacy Group (CCAG) Report

Ros Neilson reported on a quarterly Zoom meeting held with CCAG Representatives and Mayor Mark Honey, General Manager Kerry McMurry, and Ed Paterson, Manager of Strategic Planning on 28 September 2020. Agenda Items: Urban Greening Strategy; Heritage listings; Bombo Quarry Developments; level of rates vs services; flooding issues.

Extensive minutes [HERE](#). Of direct relevance to Jamberoo:

- **Jerrara Dam** will be included in KMC vegetation study to be carried out in the near future. Proposals for development of Jerrara Dam are being put forward by consultants working with Economic Development Committee, rather than beginning with community consultation.
ACTION: Andy Waugh, a member of the Econ Dev. Committee, will keep reporting back to JVRRA on Jerrara Dam planning.
- **Flooding** at Jamberoo Preschool is being regarded as a serious engineering issue by KMC.
- **Listing of heritage items:** KMC's initial appointment of a consultant to carry out heritage listing will focus only on Kiama at first, but Jamberoo will be covered in future. (Also see JVRRA letter re heritage protection in Correspondence Out.)

Further discussion of issues arising from CCAG minutes of Quarterly Meeting:

- Tim Burton-Taylor: How can Jamberoo residents flag areas for vegetation mapping e.g. where they are trying to revegetate rainforest?
ACTION: Neil Reilly to enquire and report back.
- Local knowledge re history of Preschool and School of Arts drainage problems might be of benefit to Council Engineers. NB: Flooding issue relevant to DA at 13 Beattie Street as well.
ACTION: Stuart Richards to contact Council suggesting a meeting with JVRRA Infrastructure Committee to discuss flooding problems in Jamberoo.

Mary Lou Reid inquired whether CCAG was addressing the issue of **Boral application for Sandmining at Minnamurra** (Dunmore Lakes Sand Extraction Project). Graham Pike discussed his [concerns](#) re the status of the application, and also provided an [Information Sheet written by Friends of the Minnamurra River](#). The matter has been referred to the Independent Planning Commission. Written submissions from the public are due in by 4 November. NB: A virtual public hearing to be held at 12.00 noon on 28 October, and registration to speak closes 26 October. The meeting will be livestreamed – see <https://www.ipcn.nsw.gov.au/projects/2020/09/dunmore-lakes-project-modification-2>. ACTION: JVRRA to discuss further at committee level and at CCAG, and write a submission expressing concerns re the proposal. Peter Brown to assist with drafting the submission.

7. Election of CCAG Representatives for JVRRA for 2020-2021

Agreement: a call for nominations for up to three CCAG Reps will be sent out, and the reps will be decided at the next general meeting.

ACTION: JVRRA secretary to issue call for nominations, including a summary of position requirements and responsibilities.

8. Infrastructure

a. Susie Nash read out a [report](#) from John Friedman, member of the KMC **Cycling and Walking Tracks committee**. See also Council Business Papers report [HERE](#). Decisions are being made about use of State Government funding that is not going to be spent on the Minnamurra Boardwalk.

- Relevant to Jamberoo: proposal for extension of cycling track.
ACTION: JVRRA to write to Council and Gareth Ward expressing community support for extension of a shared walking path /cycleway. Council will have to put the proposal to NSW Govt.
Discussion re danger of cyclists on narrow roads – no action taken at this stage.
- Separate funding issue: Proposed Gerringong to Gerroa Walking Track, part of Kiama Coastal Walk plan. Neil Reilly commented that there are potentially dangerous sections, and the route of the coastal path has not been decided.

b. Chapel Lane intersection developments: Discussion of the No Right Turn arrangement.

c. [Report of Catchment and Flood Risk Committee](#) presented by Graham Pike. Work ongoing to repair riparian zone along Hyams Creek.

d. Sewage limitation for Jamberoo – Graham Pike provided information [HERE](#). Further information on Sydney Water modifications for Jamberoo sewerage system provided after the meeting by Mary Lou Reid:
<https://majorprojects.planningportal.nsw.gov.au/prweb/PRRestService/mp/01/getContent?AttachRef=S99/01349-MOD-1%2120200623T010425.035%20GMT> and
<https://majorprojects.planningportal.nsw.gov.au/prweb/PRRestService/mp/01/getContent?AttachRef=S99/01349-MOD-2%2120200623T010430.222%20GMT>
ACTION: JVRRRA to discuss sewage issue further at committee level, and take appropriate action supporting better planning for Jamberoo (Sydney Water and Kiama Council).

9. Development Applications

DA for roadside stall on Jamberoo Mountain Road. Peter Brown has written a [submission to KMC](#) on behalf of JVRRRA raising concerns re visibility of traffic, and possible damage to riparian banks if vegetation has to be cleared.

10. Feral Deer Eradication

Susie Nash referred to a letter [HERE](#) regarding communication with Steve Wentworth of South East Local Land Services (SE LLS) re landholders who are concerned re feral deer problems on their properties. Funding is available to support a culling program. The guidelines under which SE LLS conducts these operations is provided [HERE](#). A minimum of 10 landholders is needed for a meeting to go ahead to set up a culling program. Would all JVRRRA members mention this to neighbours who might be interested, and email jvrrasecretary@gmail.com to register their interest. Susie will continue to coordinate this project at the Jamberoo end. Peter Kennedy has offered to contact National Parks and Wildlife to check on their possible involvement.

ACTION: All Jamberoo landholders to be encourage by members to contact JVRRRA if they are concerned re feral deer. Please download the above links and distribute Susie's letters.

11. Report from Jamberoo Youth Hall Committee

Stuart Richards reported on on KMC's endorsement of a Section355 committee to manage the Youth Hall. This is the first time Council has followed this path, and it will allow the operation of the Youth Hall to be kept in local hands while being subject to Council regulations. Megan Collins, Chair of s355 Committee, will be invited to a JVRRRA general meeting so that members can get to know her.

Date of next JVRRRA General Meeting: Wednesday 4th November 2020, 7.00 p.m.

Note that JVRRRA November meeting will be held on Wednesday because Tuesday is Melbourne Cup Day and the Jamberoo Bowling Club venue is not available on that evening.

Close of meeting 8.45 p.m.

Next page: **ACTIONS arising from JVRRRA General Meeting 6 October 2020**

ACTIONS arising from JVRRA General Meeting 6 October 2020

Agenda Item	Action	Who	When
6 CCAG	Monitor KMC Economic Development Committee's planning re Jerrara Dam	Andy Waugh	For next meeting
6 CCAG	Vegetation study: Find out how Jamberoo residents let KMC know of areas they would like mapped	Neil Reilly	For next meeting
6 CCAG	Flooding at Jamberoo Preschool (School of Arts Building): Contact KMC to arrange meeting with Infrastructure Committee to discuss and supply local knowledge of the area.	Stuart Richards	Before next meeting
6 CCAG	Boral Sandmining proposal: Send submission to public hearing expressing concern.	Committee; Peter Brown to assist	By 4 November
7 CCAG Reps	Call for nominations for CCAG Representatives	Ros Neilson	21 days before next meeting
8 Infra-structure	Sewerage Limitations: Discuss at committee level, refer to Infrastructure Committee, and take appropriate action with KMC and Sydney Water	Committee	Next committee meeting
8 Infra-structure	Shared walking path/cycleway: Write to KMC and Gareth Ward to express support for the facility if funding available	Ros Neilson	Within 7 days
10 Feral deer	Feral Deer eradication project: Facilitate meeting with landholders and South East Local Land Service	Susie Nash and all JVRRA members	ASAP

Jamberoo Valley Ratepayers and Residents Association Inc.
PO Box 146 Jamberoo NSW 2533
jvrsecretary@gmail.com

JVRRA General Meeting MINUTES

Wednesday 4th November 2020, 7.00 p.m., Club Jamberoo, Upstairs Room

This meeting was held with limited attendance numbers due to COVID 19 restrictions. All those who requested to attend were admitted.

Present:

Max Brennan, Peter Brown, Megan Collins, Narelle Day, John Friedmann, Graham Letham, Robyn Letham, Roger Lyle, Deanne McCorkell, Neil McCorkell, Steve Markham, Julie Markham, Vivienne Marris, Susie Nash, Robert Neilson, Roslyn Neilson, Ray Nolan, Graham Pike, Geoff Reid, Mary Lou Reid, Stuart Richards, Paul Rogers, Julia Roso, Gail Taylor, Kate Whitworth, Steve Whitworth.

Apologies:

Allison Butler, Tony Day, Jim Dingle, Sandra Dingle, Lesley Friedmann, David Hall, Julie McDonald, Ann Pike, Neil Reilly, Margaret Stephens

Meeting opened 7.00 p.m. by Chair, Stuart Richards. Welcome to Country presented.

1. Megan Collins was introduced to the meeting as the new **Chair of the Jamberoo Youth Hall Committee**. Megan reported that the JYH Committee manages the Youth Hall under delegation from Kiama Council. Megan is also booking officer. Contact details will be available on KMC website. Any bookings are tentative at the moment until KMC announces when refurbishments and repairs will be starting and finishing. The kitchen and toilet amenities will be upgraded, and flooding and other structural concerns will be addressed. The committee is keeping charges as low as possible to make the facility accessible for community functions.

2. [Minutes of JVRRA AGM 6 October 2020](#) Accepted (Vivienne Marris, Bob Neilson)

3. [Minutes of JVRRA General Meeting 6 October 2020](#) Accepted (Mary Lou Reid, Vivienne Marris)

4. **Business arising from the Minutes** not mentioned elsewhere in the Agenda:

- Vivienne Marris thanked outgoing Committee members Susie Nash, Peter Brown, Glenys Day for their contributions to JVRRA, and presented them with small gifts.
- New admin system to be trialled by secretary: Each meeting will be presented with a summary of [actions completed from the previous meeting](#).

5. **Correspondence IN**

- Letters received re Jamberoo Sewerage:
 - From Sydney Water – 201104 LTR Jamberoo Village wastewater
 - From Matt Brown re request for clarification re Jamberoo sewerage
 - From Roger Lyle – copy of letter to Ed Paterson re Jamberoo sewerage
- From Peter O’Neil (Kiama Central Precinct) re Bombo Quarry planning and Epicentre project
- From Graham Gherashe (CCAG) re Wellbeing Workshops
- From Erica Warren re Mental Health survey
- From Jamberoo Preschool re discussion of drainage and flooding

- From Peter Kennedy – copy of letter to National Parks & Wildlife re Feral Deer Program
- From KMC re Kiama Town Centre Review
- From KMC re Draft Illawarra Shoalhaven Regional Plan
- From KMC re Matt Brown’s amendment to Item 12.4
- Tax Invoice – payment for Public Liability Insurance

6. Correspondence OUT

- Letters sent re Jamberoo sewerage issue:
 - To Sydney Water requesting guest speaker or position statement clarifying sewerage issues
 - To Jessica Rippon re clarification re sewerage issues
 - To Matt Brown re amendment to Item 12.4
 - To KMC re amendment to Item 12.4 requesting clarification
 - To Gareth Ward re sewerage and future planning (cc Sydney Water)
- To Kane Weeks, NPWS, re Feral Deer Program
- To Mike Dowd, KMC, re flooding at preschool (from Infrastructure Committee)
- To KMC re DA 10.2020.148.1 (6 October)
- Objection to Boral Sand Mining Proposal
- To Ed Paterson, KMC, re registrations for Kiama Town Centre Review
- To KMC and Gareth Ward re JVRRRA approval of proposal to extend cycling track

7. The new **Draft Illawarra Shoalhaven Regional Plan** will be on exhibition until 17 December 2020. To view the draft plan and/or to make comments please refer to the NSW Department of Planning, Industry & Environment’s website: <https://www.planning.nsw.gov.au/Plans-for-your-area/Regional-Plans/Illawarra-Shoalhaven>

8. Treasurer’s Report month ending 30 September 2020. Accepted unanimously.

9. Infrastructure sub-committee.

Stuart Richards has convened the **JVRRRA Infrastructure Sub-committee for 2020-2021**: Stuart Richards, John Friedmann, Roger Lyle, Glenys Day.

A letter has been written to KMC suggesting a meeting with Engineering Dept (Mike Dowd) to discuss flooding issue at Jamberoo Preschool.

Graham Pike mentioned that, together with Graham and Robyn Letham, he has been doing a study of the flow of the unnamed watercourse through Young Street – more information to be presented at Dec 1st Meeting.

10. Sewerage issue

The linked folder contains:

- Background history:
 - Summary by Graham Pike
 - Research thesis from UNSW 2016.
- Council reports, amendment from Councillor Brown, Minutes
- From Correspondence Out: Letters to Sydney Water, Council and Gareth Ward
- From Correspondence IN: Response from Sydney Water
- Transcript of two WIN TV news items October 2020
- Previous Council meetings and Public access re GVR sewerage: video clips 2018

- JVRRRA Public Access presentation to KMC 19 Oct 2020

Discussion:

Sydney Water had provided a letter shortly before the meeting, which was discussed at length. It was noted that no further extension of the existing sewerage system is planned because Jamberoo is not seen as a growth area. This was generally accepted, although the lack of notice from Sydney Water to Council that the village was reaching capacity was regretted. The issue of possible illegal connections of stormwater to the sewage pods was queried (as reported on WIN TV News). What is the evidence for illegal connections of stormwater? Several members commented that when heavy rain occurs, floodwater often flows over the lids of the sewage pods – is the capacity in wet weather related to this? Can better use of grey water help to increase the sewerage capacity for the village? Are there other developments in technology that might make enviro systems feasible?

The meeting resolved to thank Sydney Water for their response, and invite a speaker to the next JVRRRA meeting to provide clarification of the above questions.

ACTION: Letter to Sydney Water inviting a speaker to the next meeting.

Additional queries were raised about the Council Meeting Minutes re the sewerage issue. What are the options being considered for changing the zoning and regulations for dual occupancy?

The meeting resolved to invite representatives from KMC – hopefully Jessica Rippon and Ed Paterson – to discuss possible solutions to the sewerage issue.

ACTION: Letter to KMC inviting speakers to the next meeting.

11. [DAs from Council](#)

- Telecommunications vault 1418 Jamberoo Road (fibreoptic cable). No concerns raised.

12. Bombo Quarry Tour (Roger Lyle, Peter Brown)

It was reported that the tour of the site was very informative, and the proposed ideas re development of the Bombo Quarry site being put forward by Peter O’Neill (Kiama Central Precinct) are exciting and innovative. The meeting commented that it is good to see constructive planning ideas being initiated by the community.

13. [CCAG Minutes](#) and report. Meetings are proceeding well via Zoom, with a range of issues being discussed.

14. CCAG: [Election of 2020-2021 Representatives](#)

Three nominations were received: Roger Lyle, Graham Pike and Ros Neilson. All three were endorsed as JVRRRA Representatives by the meeting.

Members are strongly encouraged to put themselves forward as representatives if they are interested – it involves not much more than one Zoom meeting per month, and is an excellent way to connect Jamberoo with the rest of the municipality. Representatives are responsible for communicating JVRRRA member views and concerns, and reporting back to the membership. Ros N. would like to be replaced if possible.

15. KMC Community Satisfaction Survey (IRIS) was due in by 1 November:

<https://www.kiama.nsw.gov.au/Council/News/Community-Satisfaction-Survey-2020>

16. Recent Council Reports relevant to JVRRRA

- [Pump Track for Kevin Walsh Oval July 2021](#) – Portable modular pump track has been purchased by KMC, and will rotate around the municipality. It will be placed on Kevin Walsh Oval basketball court for a few months during winter. Suitable for BMX, skateboards, scooters, roller blades, etc.
- [Companion Animals Committee](#) – In Minutes of Ordinary Meeting 18 August, updated from Minutes of 14 July: Recommended (Way, Sloan) that “*Council investigate and determine a site for a dog off-leash area in Jamberoo that can also be fenced. This dog off-leash area could also potentially be used for disabled persons. Estimate the cost to construct this facility. Construction of this facility would be dependent on Grant Funding.*”
Discussion: There have been several unsuccessful attempts in the past to find a suitable place for a fenced off-leash area. It was commented that a fenced area is not really appropriate in a rural area. Importance of educating dog owners about cleaning up.
- [Jerrara Dam](#) Economic Development Committee – feasibility studies for economic development of the area will be included in the 2021-2022 KMC Budget.
Discussion: The meeting expressed concern that the Jerrara Dam area may be more suited for passive recreation and environmental preservation/regeneration than for commercial ecotourism, and the access road is unsuitable for significant traffic use. Strong support for community inclusion in early planning.

17. Public access to Jamberoo Golf Course (Bob Neilson)

The Jamberoo Golf Club Board receives regular complaints about walkers and dog walkers assuming that the golf course is public property – danger to walkers and significant inconvenience to golfers and foot-golfers. Suggestions: clear signage, frequent messages on FaceBook emphasising that locals need to be considerate of golfers and must be responsible for their dogs. The problem of dog clean-ups applies to Kevin Walsh Oval as well.

18. Salvation Army Christmas Appeal – grocery donations. (John Friedmann)

Jamberoo Rural Fire Service requests assistance from JVRRA with the task of collecting and storing grocery contributions from trolley outside IGA during the weeks before Christmas (end November to 13 December). Narelle Day offered to coordinate this. This will relieve the RFS of this responsibility during a very busy period for them. *Thanks to Narelle.*

19. Notice of Motion: (Graham Pike)

It was agreed that the motion that Graham Pike had put forward as an individual JVRRA member would be put forward for discussion at December 1st meeting. The motion for debate is available [HERE](#).

20. Update: Feral Deer program (Susie Nash)

Meeting of land owners concerned about feral deer planned for November 10th at Club Jamberoo.

21. General Business

Christmas party for December meeting: we will meet for drinks at the bar after the meeting. Committee to organise nibbles that meet COVID-19 safe regulations.

22. Close of meeting: 8.40 p.m.

Next meeting: Tuesday 1st December 2020, 7.00 p.m., Club Jamberoo

Next page: Ongoing actions arising from JVRRA meetings

Ongoing and new actions arising from JVRRA General Meetings

Agenda Item	Action	Who	When	Outcome
From Oct 20	Vegetation study: Find out how Jamberoo residents can let KMC know of areas they would like mapped	Neil Reilly	For next meeting	Ongoing
Agenda Items Nov 20				
9 Infra-structure	Flooding at Jamberoo Preschool (School of Arts Building): Meeting between Infrastructure sub-committee and KMC.	Stuart Richards	Before next meeting	
10	Sewerage Issue: Letter to Sydney Water inviting guest speaker	Committee	ASAP	
10	Sewerage Issue: Letter to Council inviting guest speaker	Committee	ASAP	
16	Letter to KMC re off-leash dog area consultation	Committee	ASAP	
16	Letter to KMC re Jerrara Dam consultation	Committee	ASAP	

16.5 Minutes: Minnamurra Progress Association - 3 November 2020

Responsible Director: Office of the General Manager

Attached for Councillors' information are the minutes of the Minnamurra Progress Association meeting held on 3 November 2020.

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 - 03/11/2020 [↓](#)

**Minnamurra Progress Association Inc.
Minutes of Meeting 3rd November 2020**

Acknowledgment 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."

Attendees: Cliff Mason, Vicki Steele, Jeremy Martens, Graeme Collinson-Smith, Aapo Shorulis, Robert and Janice Westley, John Haseltine, Del Draxl, Ray Smith, Denise Stadius, Robyn and Arthur Smithers, Jan Godfrey, David Patten
The meeting was Live Streamed on Face Book and several people watched. We hope to continue this service for future meetings.

Apologies: Phil Williams, Pat Phelan, Bob and Noelene Sinclair, Mark Way

Minutes of the last meeting: 6th October 2020 approved

M: Robert Westley **Sec:** Del Draxl **AIF:** Yes **C:** Yes

Business Arising:

- 1 ECO Tourist Resort Submission sent and acknowledged by SCC
- 2 Independent Planning Commission Public Meeting
- 3 Follow up to Mike Dowd (Kiama Council) reminder letter.

Correspondence:

- 1 In: Follow up letter to Kiama Council re-review of Riverside Drive speed limit.
- 2 In: Further details of IPC Hearing 28th October on Sand Mining extensions and invitation to register.
- 3 Out: Submission to Shellharbour City Council of updated ECO Tourist Resort DA.
- 4 In: Acknowledgement of MPA submission from Grant Meredith received and accepted.
- 5 In: Request from Minnamurra Primary School P&C to consider sponsoring the 2020 Cook Book fundraiser. Thank you received.
- 6 In: Kiama Council Invitation to nominate two representatives to attend Town Centre Study Workshop on 12th November.
- 7 In: Kiama Council with details of the Illawarra Shoalhaven Regional Planning Review for comment.
- 8 Out: Thank you acknowledgement to Norma Gore for Progress Hall Insurance.

Treasures Report:

We have 58 Member residences 2020/21
October raffle raised \$21
Payment \$100 to Minnamurra Public School P&C
Cheque \$100 to cover president's expenses

Total funds \$2,745.96

M: Arthur Smithers **S:** Ray Smith **AIF:** Yes **C:** Yes

General Business:

A respected long-term member of MPA spoke of his dismay with Kiama Council's project decisions and general lack of communication for residents concerns in our community in recent years.

This stimulated enthusiastic conversation with several members supporting his concerns, suggesting more consultation is required for spending ratepayer's funds in the community. It was moved that we would hold a Public Meeting in the first half of 2021 where locals can voice their concerns and support for local projects with representatives from Council's Management and Councillors.

NSW Department of Environment - Boral Sand Mining

IPC Public Submissions close 4th November 2020.

IPC Public Hearing and Submissions will be published on

<https://www.ipcn.nsw.gov.au/projects/2020/09/dunmore-lakes-project-modification-2>

Cliff Mason and several members spoke against the projects approval on environmental and community issues.

Other Business:

Kiama Council rejected our request on safety grounds to lower speed limit nearing "The Village" road entrance from Riverside Drive. Council has liaised with NSW Transport whom declined the request however will continue to monitor the safety aspects of the area.

New speed humps and 40mph signs in Federal Street through the Golf Course are a result of a \$70,000 grant Council received for a safer thoroughfare. Concern expressed that there was no consultation with the community concerning the nature of these changes to Federal Street before their installation.

Car park work is progressing in James Oates Reserve and the Bike Skills track is also taking shape. Questions raised about the Fish Cleaning Table in the reserve. A question raised on Bombo Quarry Relocation will be looked into for next meeting.

The River Boardwalk project has been shelved for now. Remains on future works program subject to funding.

Members, Denise Stadius and Jeremy Martens will represent MPA at the Kiama Town Centre Study Workshop on 12th November 2020 and will share a brief outline at our next meeting.

Minnamurra Public School Cook Book donation was made prior to this meeting but was moved by Ray Smith and Seconded by Robyn Smithers with AIF.

Follow up letter to Kiama Council's Director Engineering, Mike Dowd regarding requests for maintenance from 4th August meeting on existing boardwalk repairs and river erosion problems. And extend an invitation to attend our next meeting.

Raffle Winner: Denise Stadius

Next Meeting: Christmas Meeting - 1st December 2020

16.6 Parking Statistics - October 2020

Responsible Director: Environmental Services

Patrols conducted	39
Infringements Issued	16
Total Infringement Value	\$4650
Vehicle Spaces Inspected	621
CRM requests received and actioned	22

Timed Zones	No. of patrols	PINS Issued	School Zone Patrols	No. of patrols	PINS Issued
Kiama CBD East	1	0	St Peter & Pauls	4	0
Kiama CBD West of Railway Pde	3	0	Kiama High	2	1
Gerringong CBD	4	0	Kiama Public	2	0
Other Parking	9	15	Jamberoo Public	0	0
			Minnamurra Public	1	0
			Gerringong Public	0	0

Pro-active Patrols

Offence	PINS Issued	offence	PINS Issued
No Stopping	8	No Stopping (School Zone)	2
Bus Zone	4	Bus Zone (School Zone)	0
No Parking	0	No Parking (School Zone)	0
Unbroken Yellow Edge Line	0	Double Park (School Zone)	0
Loading Zone	0	Path/Strip/Island	0
Mail Zone	1	Disabled Parking Zone	1

16.7 Question for future meeting: Directorate staff numbers

Responsible Director: Office of the General Manager

At the 18 August 2020 Council meeting, Councillor Reilly requested a report that specifically identifies staff numbers in each directorate and section, and how positions are funded. The matter was referred to the General Manager for investigation and report.

The table below has been developed in response to Councillor Reilly's question in relation to staff numbers per directorate.

Directorate / Section	Functions/ Services	Positional FTE	Casual usage equiv. to FTE
Kiama Municipal Council - Total		394.3 FTE	
Blue Haven		149.8 FTE	8 FTE
Executive Office Blue Haven	<ul style="list-style-type: none"> • Project Development and ILU Operations • Managers • EA 	5.6 FTE	
Blue Haven Facility	<ul style="list-style-type: none"> • Care and Operations • Food Services • Admissions • Payroll and Rostering 	25 FTE non-care staff 80 FTE care staff at current resident levels	Care staff Includes the 18 FTE for agency and additional hours required for leave coverage
Community Programs	<ul style="list-style-type: none"> • In-home Care • CHSP • Community Transport 	13.4 FTE non-care staff 13 FTE support workers	8 FTE casual support workers to cover the current level of clients
CFO Blue Haven	<ul style="list-style-type: none"> • Finance • Marketing • Customer Service • Admin support and compliance 	4.8 FTE	
Office of General Manager		34.3 FTE	1.1 FTE

Reports for Information

16.7 Question for future meeting: Directorate staff numbers (cont)

Executive Office, Office of the General Manager	<ul style="list-style-type: none"> • General Manager • Directors • Managers • EA's • Governance and Internal Audit 	13 FTE	
Human Resources	<ul style="list-style-type: none"> • Human Resources • Organisational Development • Risk 	11.6 FTE	
Tourism and Events	<ul style="list-style-type: none"> • Visitors Centre • Events and Marketing • The Pavilion 	9.8 FTE	1.1 FTE Visitor Centre casual
Corporate and Commercial Services and CFO		49.4 FTE	18.3 FTE
Executive Office, Corporate and Commercial Services and CFO	<ul style="list-style-type: none"> • Economic Development • Records Management • Managers • EA 	8.8 FTE	
Commercial Services	<ul style="list-style-type: none"> • Holiday Parks • Property • Leisure Centre (including Beach Lifeguards) <p><i>Note: Casual beach lifeguard usage equates to 5,520 hours over the 30 week season</i></p>	19.6 FTE	17 FTE Casual - Leisure Centre 1.3 FTE Casual - Beach lifeguard.
Finance Strategy and Operations	<ul style="list-style-type: none"> • Finance Accounting • Creditors • Rates 	11 FTE	

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Reports for Information

16.7 Question for future meeting: Directorate staff numbers (cont)

Information Technology		10 FTE	
Environment Services		52.6 FTE	1.5 FTE
Executive Office, Environmental Services (including Communications)	<ul style="list-style-type: none"> • Communications • Managers • EA 	9 FTE	
Library	<ul style="list-style-type: none"> • Library • Family History Centre • Library Home and Outreach Services 	8 FTE	1 FTE – Library casual
Community and Cultural Development	<ul style="list-style-type: none"> • Community and Cultural Development • Dementia-friendly Project • Aboriginal Liaison • Health Promotion • SENTRAL Youth Services 	3.8 FTE	0.5 FTE - Dementia-friendly project casual
Building and Development	<ul style="list-style-type: none"> • Building Assessment • Development Assessment 	8 FTE	
Strategic Planning	<ul style="list-style-type: none"> • Strategic Planning • Spatial Information • Planning Reform 	4 FTE	
Environment and Health	<ul style="list-style-type: none"> • Ranger Services • Environmental Health • Waste Management Projects • Environmental Sustainability 	11.8 FTE	
Customer Service	<ul style="list-style-type: none"> • Customer Service 	8 FTE	
Engineering and Works		108.2 FTE	

Item 16.7

Reports for Information

16.7 Question for future meeting: Directorate staff numbers (cont)

Executive Office, Engineering and Works	<ul style="list-style-type: none"> Managers EA and Administration 	5 FTE	
Design and Development		11 FTE	
Waste Services	<ul style="list-style-type: none"> Waste Services Facility and Operations Garbage Truck Operations Truck and Machinery Hire Property Cleaners Street Sweeper Litter Patrol 	25.2 FTE <i>(General and Property Services – 12 FTE Waste Business Unit – 13.2 FTE)</i>	
Operations and Maintenance	<ul style="list-style-type: none"> Construction Maintenance Parks and Gardens Procurement Workshop and Store 	67 FTE <i>(General including Procurement, Workshop and Store – 15 FTE Construction – 15 FTE Maintenance – 19 FTE Parks and Gardens – 18 FTE)</i>	

Item 16.7

Data Notes: Kerry do I include this?

- Staffing is based on organisational structure and staff establishment as at 4 November 2020
- FTE is based on positions and NOT 'fill', vacant positions have been included in this information
- Positional FTE does not represent the number of current employees or number of hours worked. The number of employees (head count) would generally be higher than FTE due to part-time and flexible work arrangements.
- Positional FTE does not include demand driven or seasonal casual roles, such as casual support worker, casual beach life guard or casual visitor centre staff. These are in addition to the Positional FTE
- The current casual staff level is a representation of causal hours worked during the week ending 25 October 2020.
- During the week ending 25 October 2020 work an equivalent of 43.5 FTE hours were worked by casual employees, this includes filling both demand driven role (in addition to positional FTE) and temporary vacancies within the staff establishment.

Reports for Information

16.7 Question for future meeting: Directorate staff numbers (cont)

- Casual FTE approximation is based on proportion of 35 or 38 hour working week depending on the Award conditions for each role.

Further information is being compiled in relation to funding of positions and will be provided when it is available and will form part of the consideration of the 2021/2022 budget.

Communication/Community Engagement

N/A

Item 16.7

16.8 Question for future meeting: IT system improvement to Council ChambersResponsible Director: Corporate and Commercial Services

At the 20 October 2020 Council meeting, Councillor Way requested a report on the IT system in the Council Chambers to include:

1. Investigating the poor audio and visual performance in the Council Chambers and an upgrade of the system including online system performance
2. The sequencing of councillors speaking on subjects and motions to be taken into account with a new system
3. As a matter of urgency provision of a proposal to implement a new and updated system that is appropriate for use in today's and future IT applications
4. Provision of an estimate to implement the proposed new system as a matter of priority.

The matter was referred to the Interim Director Corporate and Commercial Services for investigation and report.

Issue:

Existing AV equipment in Council Chambers is no longer fit for purpose and Councillors have requested that this be addressed.

Background:

The current AV equipment in Chambers was installed in 2014. At that point in time it was a state-of-the-art system, however technology dates at an increasingly rapid rate and the system is no longer capable of servicing the needs of Council.

In previous years, votes were submitted to secure budget to replace this system, however it was not seen as a priority and therefore was declined.

This year has brought with it many challenges and changes, one of which is the way that we communicate and facilitate meetings. These changes have had an impact on the priority of the project to replace the existing AV system. The following points highlight some of the key changing requirements which need to be addressed.

- The ability to live stream (and record) a Council meeting while allowing audio and visual which covers Councillors, the General Manager and Directors, whether they are present in Chambers or have dialled in remotely
- The ability for motions to be displayed as part of the stream or remotely (currently these are only displayed on the screen in Chambers)
- The ability for guest speakers or presenters to be part of the live stream, regardless of whether they are present in Chambers or have dialled in remotely.

Comment:

A complete replacement of this system is highly recommended. Options to upgrade the existing system have previously been investigated but it was determined that an upgrade is not an effective use of resources.

Reports for Information

16.8 Question for future meeting: IT system improvement to Council Chambers
(cont)

As the current system is extremely dated and not technically capable of meeting these changing requirements, a Rough Order of Magnitude (ROM) quote has been requested from one of our suppliers to replace the system.

The next step is to develop a detailed requirements specification that will address recent concerns raised by Councillors, including the requirements listed above as well as sequencing of councillors speaking on subjects and motions.

This specification will also take into account limitations which may be experienced by key individuals who may need to connect remotely (including internet reliability, technology requirements, technical expertise and training requirements).

The ROM and subsequent detailed requirements specification will form the basis of a recommended future roadmap to replace the current AV equipment which will provide Councillors, staff and our community with a system which serves their needs and portrays Council in a professional manner.

The proposed timeframe for deliverables can be summarised as follows.

Target Completion	Deliverable
Nov 2020	ROM received
Nov 2020	Identification of any possible short-term work around solutions <i>Note: Timeframes for the implementation of these solutions will be defined as each is identified. Also note that there may not be any solutions identified</i>
Jan 2021	Detailed requirements specification complete <i>Note: This will include consultation with key staff and Councillors</i>
Feb 2021	Confirmation of budget approval
Feb 2021	Future roadmap defined <i>Note: The direction of the roadmap will be determined based on a number of dependencies, which will be defined by the deliverables listed above. These include budget approval and expected investment (which will determine whether an RFT is required)</i>

The General Manager has:

- Approved the process and timeframes detailed in this report for the replacement of the AV Equipment available in the Chambers
- Approved the required budget allocation to undertake this work. This will either be in the form of funds made available in this financial year or an approved budget in the next financial year

Reports for Information

16.8 Question for future meeting: IT system improvement to Council Chambers
(cont)

- Acknowledged that the timing of funds becoming available will impact delivery of the solution (if budget is wnot approved until next financial year, the solution will not progress beyond the future roadmap definition until that budget is in effect).

Item 16.8

16.9 Question for future meeting: South Werri - Plan of ManagementResponsible Director: Engineering and Works

Background

At the ordinary Council meeting held 20 October 2020, Councillor Brown requested a report on the Plan of Management specific to South Werri. The matter was referred to the Director Engineering and Works Services for investigation and report.

The Werri Beach Plan of Management (POM) is attached to this report, and covers the northern three quarters of the Werri Beach dune area classified as community land. The remaining southern quarter of the dunes, south of Park Lane, is Council managed Crown land that has not been specifically covered by this POM. At the time the Plan of Management was adopted, only community land was required by the *Local Government Act 1993* to have a Plan of Management. Crown land managed by Council including areas such as South Werri, Coronation Park and other Crown land were not required at the time to have a Plan of Management under the *Crown Land Act 1989* and therefore were generally not included within the POM documents. The South Werri area for all intents and purposes is managed in accordance with the adopted Plan of Management for the northern three quarters of the dune for consistency along the whole dune area.

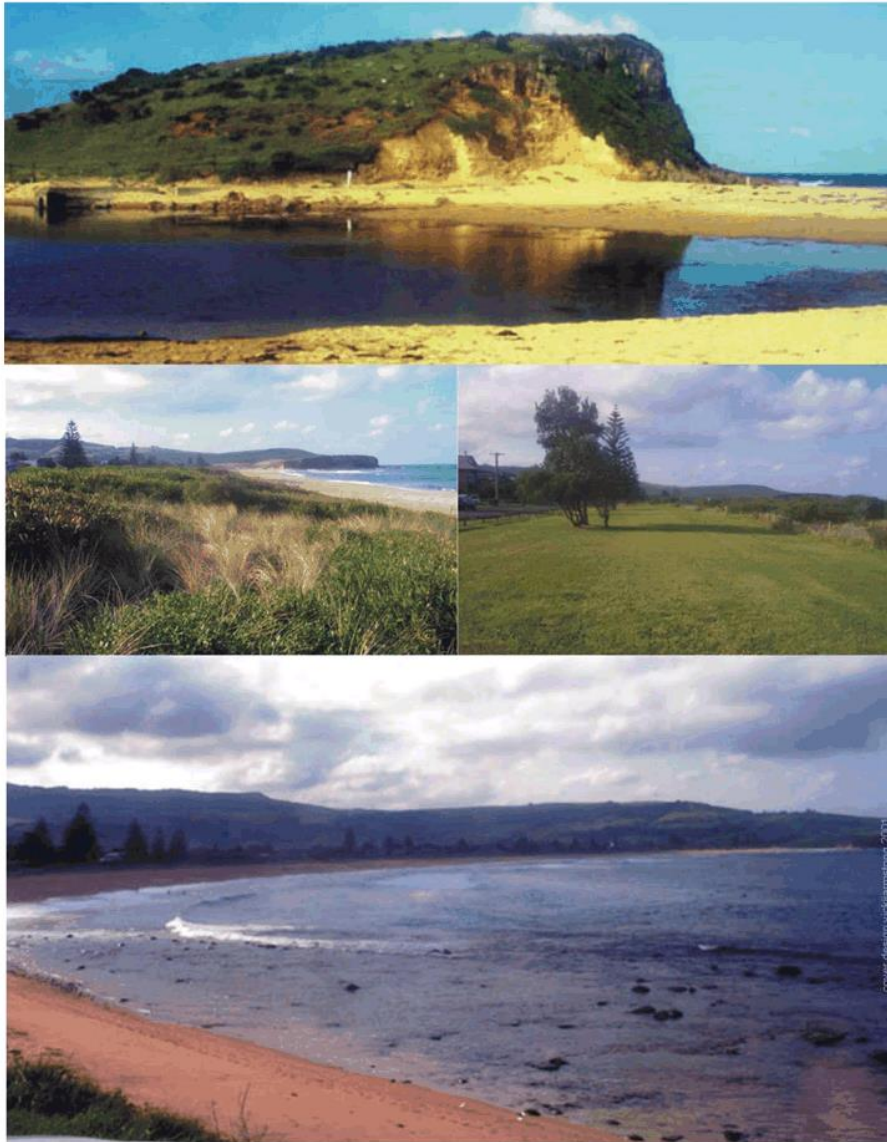
Current Position

Council is currently undertaking Plans of Management including the classification and categorisation of all Council managed Crown land in accordance with the requirements and reform of the *Crown Land Management Act 2016*. South Werri Beach dune area will be classified as community and a suitable plan of management will be adopted. The intent of the Council managed Crown Land Plans of Management is to refer the southern quarter of the Werri dune area to the existing Werri Beach Plan of Management to ensure the land is managed consistently.

Attachments

- 1 Werri Beach - Plan Of Management [↓](#)

werri beach community land



P L A N O F M E M B E R S H I P



adopted 19 june 2001

kiama municipal council

**Plan of Management
Werri Beach Reserve**

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1.0 INTRODUCTION

1.1 Background

The land covered by this plan is located at Werri Beach Gerringong. (See Figure 1). It is public land owned by the Kiama Municipal Council and has been classified “Community” land under the provision of the Local Government Act 1993.

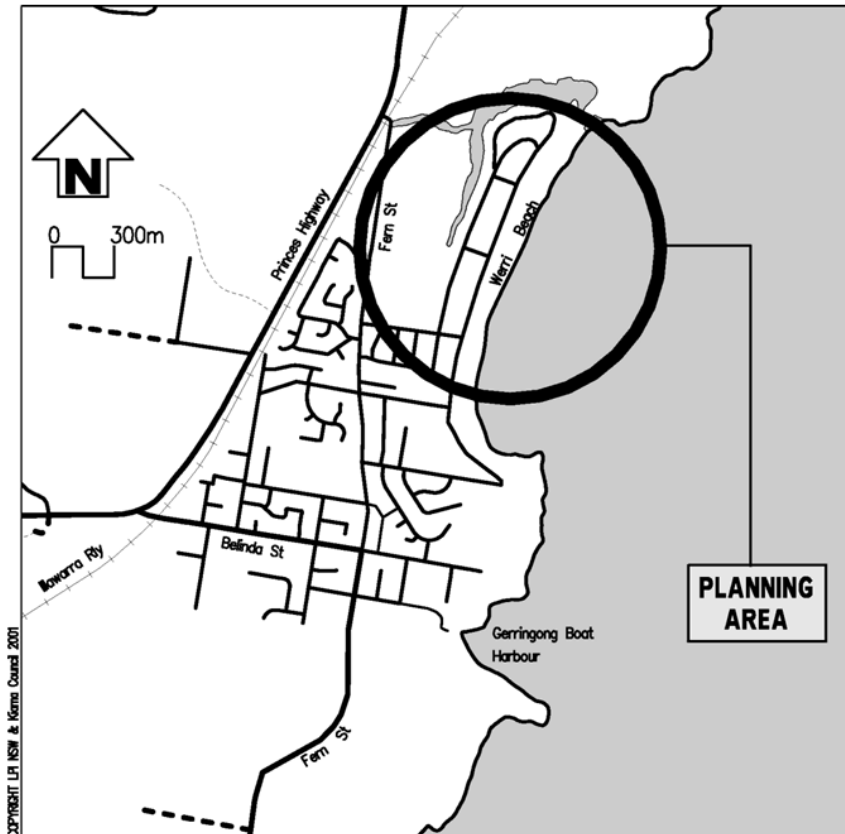


Figure 1

The Local Government Act also requires that Council prepare a Plan of Management in conjunction with the community to identify the important features of the land, clarify how Council will manage the land and how the land may be used or developed.

Until a Plan of Management for community land is adopted, the nature and use of the land cannot be changed and Council cannot carry out new development or improvements to the land.

This Plan of Management has been prepared in order to achieve a balanced, responsible and ecologically sustainable use of the land and to ensure that it addresses the needs of both local neighbourhood groups and the broader community. It identifies appropriate outcomes for the quarry and provides a way for achieving these outcomes through a series of clear strategies and detailed actions.

1.2 Community Land Covered by the Plan

The community land covered by this plan is shown in *Figure 2*. It consists of the following parcel of land:

- Lot 281 DP14188

The area covered by this plan covers approximately 14.5 hectares.

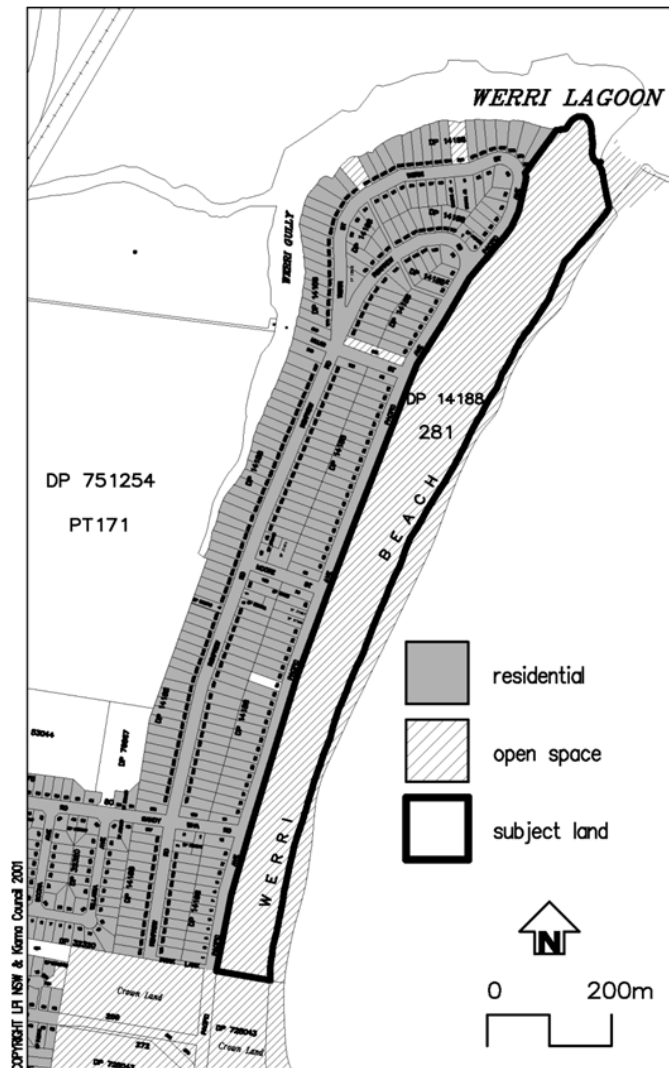


Figure 2

The land is zoned as Open Space Existing Recreation 6(a) under the Kiama Council's Local Environmental Plan 1996. The community land in this plan covers approximately two-thirds of the public reserve on Werri Beach. The remainder towards the south end is a Crown reserve (CR 80816). The reserve is bordered on the west by Pacific Avenue and adjoins the Crown reserve to the south zoned 6(a) Existing Recreation. At the northern end it forms the outlet of the Werri Lagoon. It includes Lloyd Rees Reserve and Kurrawarra Reserve.

1.3 Category and Class of Land

As noted earlier, all the land included in this plan is classified as Community land under the Local Government Amendment Act 1998.

Under Section 36(4) of the Local Government Amendment Act 1998 all community land must be categorised as one of the following categories:

- Natural area
- Sportsground
- Park
- Area of cultural significance
- General community use

In accordance with the guidelines set out in the Local Government (General) Regulation 1999, the reserve included in this plan is categorised as “General Community Use”.

1.4 Function and Value

The beach has significant recreational values for visitors and especially for the local community due to the proximity to the surrounding residential areas. The area is utilised by the public for swimming, surfing, walking, cycling, picnicking and recreational fishing. There are picnic facilities, public amenities and a public carpark adjacent to the beach.

The adoption of the draft plan will form an integral component of efforts to protect and conserve the reserve and shoreline.

1.5 Preparation of a Plan of Management

The process undertaken in the preparation of a Plan of Management for Council owned community land must follow the steps and requirements set down under the Local Government Act 1993. These steps are:

- Prepare the draft plan.
- Council must give public notice of the existence of the draft plan.
- The draft plan is to be exhibited for at least twenty-eight (28) days and a submission period of at least 42 days during which submissions may be made to Council.
- Hold a public hearing in respect of the plan if the proposed plan categorises community land under Section 36(4) or (5) of the Local Government Amendment Act 1998.
- Consider all submissions made to the public hearing and any written submissions made to Council on the draft plan during the exhibition period. Council may then decide to amend the draft plan or to adopt the plan without amendment.
- Should the draft plan require amendment then the public consultation process (exhibition and submission period) must be re-held. Another public hearing is not required.
- Subject to no further amendments being required, the Plan of Management is then formally adopted by Council.

1.6 Community Participation

Community consultation is a fundamental source of information necessary to provide the most efficient and effective Plan of Management for community land.

Such participation creates the opportunity for interested parties to become actively involved in the development of a plan which reflects the needs, opinions and priorities of the people most affected by the plan itself.

Community participation will also result in an increased general awareness of Council's responsibilities, activities, policies and plans for land management.

2.0 PHYSICAL FEATURES AND CONDITION OF THE LAND AND STRUCTURE

The land included in this plan includes the run up area of the beach above the mean high water mark, the restored sand dune and the grassed reserve between the dune and the road

The beach faces almost directly east and is subject to storms from the north–east through to the south–east. Major dune stabilisation works were undertaken on this beach in the 1990’s. These works have been successful in rehabilitating the dune and hence in providing better protection to the public and private assets along Pacific Avenue as well as improving the amenity of the beach. Continued maintenance is required to ensure the native vegetation cover is maintained as this is vital in maintaining the stability of the dune.



Photo 1 – Pacific Avenue “grassed reserve”

The area at the north end of Pacific Avenue includes a carpark, amenities and picnic facilities and is named in memory of Lloyd Rees, the Australian landscape painter who resided at Werri Beach. A timber viewing platform was constructed on the dune adjacent to the car park in 1997; these facilities are in good condition.

The grassed area between the road and the dune includes some Norfolk Island Pines and picnic tables. The tables are in fair condition and additional shade trees and covered picnic tables would be desirable. The Werri Beach Progress Hall is located on this grassed area opposite Sandy Wha Road. This is a timber building in fair condition.

At the extreme northern end of the beach, adjacent to the headland, an open concrete channel was constructed in 1975 and a drainage pipe was installed prior to this in an endeavour to control the outlet flows from the lagoon. These structures are generally filled with sand and do not serve any function. Residents have raised concerns that there appears to be some active erosion occurring to the headland and the material eroded from this area is being deposited in the lagoon. This requires further investigation.



Photo - Outlet of old drainage structure

3.0 COUNCIL'S OVERALL PLANNING FRAMEWORK

Council has defined a number of fundamental or corporate goals that are to be addressed in any future development of their parks and recreation areas. These goals form an overarching framework for all the more detailed objectives and strategies in this plan.

3.1 Aim of this Plan of Management

- To develop a Plan of Management for the site to comply with the Local Government Act 1993 and the Local Government Amendment Act 1998 and which is consistent with Council's corporate goals and policies. The plan should also achieve a balanced, responsible and ecologically sustainable use of the land and ensure that it addresses the needs of both the local community groups and the broader community.

3.2 Corporate Goals

Parks and Recreation:

- To provide and maintain an open space system which meets the diverse needs of the community and enhances the quality of the natural environment and the quality of life.

Other:

- To provide an efficient and effective delivery of services which is responsive to the community's needs.
- To promote the principle of ecological sustainability in environmental planning through implementation of Council's environmental goals.
- To develop an organised culture which encourages innovation and flexibility and which strives for continual improvement.
- To exercise the regulatory functions of Council consistently and without bias.
- To encourage community participation in the processes of Council by consulting widely on its activities and policies.

4.0 COUNCIL POLICIES

Council has developed a number of general policies in the planning, management and maintenance of community land and Council reserves. Any proposed strategies and actions proposed in this plan must be consistent with these policies.

4.1 Planning

Council will:

- Consider and attempt to balance the need for community recreation facilities with the impact development of such sites will have on local residents;
- Attempt to balance the provision of active and passive recreational facilities;
- Consider access to recreational facilities for young families and disabled users;
- Integrate access for disabled users in plans for future developments;
- Limit facilities on the site to those facilities which are compatible with the objectives of the Plan of Management;
- Attempt to provide safe pedestrian links and corridors between components of the open space network; and
- Have regard to Council's Environmental Goals and Biodiversity Policy when approving works on the site.

4.2 Management

Council will:

- Reserve the right to control the use of, and access to, community land;
- Create opportunities for community consultation and participation in the planning and development of community land; and
- Facilitate a system whereby enquires and complaints from the public can be efficiently and promptly dealt with.

4.3 Development of New, and Improvement of Existing, Facilities

Council approval is required prior to any development or improvement made to community land.

All major developments and improvements to be funded (solely or partially) by Council will be approved through inclusion in Council's Capital Works Schedule.

Works included in Council's Capital Works Program will be funded from income generated from Council's entrepreneurial activities, general revenue, Section 94 contributions and external funds in the form of Government grants. If the anticipated yields from these sources are not achieved it will result in the proposed works being delayed to later dates.

Council will encourage community assistance in the development of new facilities, as well as maintenance of existing facilities, through the co-operation and assistance of local groups.

4.4 Weed Control

The control of noxious weeds in general shall remain with the Illawarra Noxious Weed Authority. Council will carry out the control of nuisance weeds or environmental weeds. This will involve the use of herbicides or mechanical methods as well as minimum disturbance methods where appropriate.

4.5 Maintenance

Council will:

- Carry out maintenance and inspection as detailed in the Strategic Asset Maintenance Program for Parks and Reserves, Recreational Facilities, Foreshores, Boat Ramps, Disused Quarries and Cemeteries;
- Review maintenance service levels outlined in the Strategic Asset Maintenance Program for Parks and Reserves to ensure that facilities are maintained efficiently and within budget constraints;
- Encourage community groups to assist with maintenance;
- Ensure the efficient and conservative use of water, pesticides, herbicides and fertilisers on Council ground; and
- Carry out bush regeneration in accordance with standard accepted practices for bush regeneration.

4.6 Fees

Council applies fees for the use of Council reserves. An application must be lodged with Council prior to the event. All applicable fees must be paid prior to the hire/use of the reserve.

The fees associated with the hiring of Council reserves for major events, concerts, functions etc, are detailed in Council's Fees and Charges Schedule. Council's fee structure is reviewed on an annual basis.

4.7 Uses and Activities Requiring Council Approval

- All activities defined in Part D Section 68 of the Local Government Act 1993;
- Fetes/cultural activities;
- Exhibition/displays;
- Commercial photographic/film shoots;
- Concerts/performances;
- Large, formal gatherings; and
- Recreational and environmental facilities under the care, control or management of Council, rehabilitation of wetland systems, essential public works.

4.8 Prohibited Activities

Activities in the view of Council which may be damaging, disruptive and/or may represent a danger to either users of the reserve, neighbouring properties or the site, or which are not consistent with the 6(a) zoning.

4.9 Sale of Alcohol

Council must approve the sale of alcohol on Council property. Before approval is sought, a Functions Licence must be obtained from the NSW Police Department. This licence must be produced in every instance where an application involving the sale of alcohol on Council property is sought.

Applications must meet the requirements set down by the Licensing Board, Courts of NSW and Council.

4.10 Signage

Council uses signs to regulate the activities carried out on community land and to provide educational information so as to provide a safe and enjoyable place for passive and active recreational pursuits.

Whilst signs are a crucial source of information, they have a significant impact on the aesthetics of a reserve. All signs must meet a design standard and be approved by the Manager of Environment. All signs must be sympathetic to their environment in their design, construction and location.

All Council signs erected under Section 632 of the Local Government Act and as part of the Strategic Asset Management Program (SAMP), plus reserve name signs and traffic and safety signs, are permissible. Council must approve all other signs before erection.

4.11 Easements

Council reserves the right to grant easements as required for utilities and access, bearing in mind the impact of such easements on the site.

4.12 Leases, Licenses and Other Estates

Council does not propose to grant any leases, licences or other estates (apart from easements as earlier noted) in respect of the community land except for those leases, licences and other estates permitted by Clause 25 of the Local Government (General) Regulation 1999.

4.13 Animals on Reserves

Existing Acts and Regulations regarding the prohibition of animals such as dogs and horses on community land including a public place or part thereof, without prior Council approval, must be enforced to keep these areas free of animals and excrement.

Council will enforce the Companion Animals Act 1998 and Regulations or equivalent which states that the owner of a dog found in a prohibited place is in breach of the law. In general, without prior approval of Council a dog is not permitted in the following places (whether or not they are leashed or otherwise controlled):

- Within 10 metres of any playing apparatus provided or part for the use of children;
- Within 10 metres of any apparatus provided for the preparation or consumption of food by humans;
- Public bathing areas including a beach that Council has ordered that dogs are prohibited and upon which there are signs notifying the Council order of prohibition;
- Any areas provided or set apart for public recreation or the playing of games that Council has ordered that dogs are prohibited and upon which there are signs notifying the Council order of prohibition.

4.14 Public Safety

As recommended by the LOGOV Risk Management Services report, Council has developed a Strategic Asset Maintenance Program (SAMP) for all its assets. SAMP has been developed to create and maintain all assets under the care, custody, control and management of Council to a safe standard and in a safe condition which is in fact the highest standard and condition that Council can reasonably afford in all of its circumstances and having regard to financial economic, environmental, aesthetic, social or political factors or constraints.

5.0 MANAGEMENT OBJECTIVES, ISSUES AND STRATEGIES

5.1 Management Objectives

- (i) **The core objectives of this Plan of Management are defined in Section 36 (1) of the Local Government Act 1993.**

The core objectives for management of community land categorised as general community use are to promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public.

- (a) *In relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public;*
- (b) *and in relation to purpose for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).*

Council's corporate goals, which are set out under Section 3.2 of this document, are also key management objectives that must be addressed under the Plan of Management.

- (ii) **Specific Management Objectives**

Specific management objectives have been set for this site. These are as follows:

- (a) To mitigate impact on the reserve by community use.
- (b) Protect and enhance all functions associated with the reserves role as a buffer between the residential development and the beach
- (c) Encourage the preservation of the ecological sustainable use of the beach.
- (d) To provide for passive recreational activities or pastimes or active recreation associated with surfing.

5.2 Management Issues

The management issues involved with the beach and its objectives are discussed together with possible options and solutions. Then strategies or performance targets have been established to achieve the desired outcomes.

5.2.1 Regeneration and Conservation of Native Plant Species

By the late 1980's virtually all of the indigenous vegetation on the beach had been removed and replaced by Bitou Bush. This loss of vegetation had led to severe degradation and erosion of the dune. As part of the works to stabilise the dune the reshaped dune has been replanted with native grasses and trees and shrubs which are suited to the harsh environmental conditions on the dune. It is critical to the stability of the dune system and hence the protection of private and public property along Pacific Avenue that this vegetation be conserved and regenerated.

Bitou Bush is now declared a Noxious Weed and as such is required to be controlled by the Illawarra Noxious Weeds Authority. The Authority has a program to control the weed but because of limited resources additional input is required to ensure that a reinvasion of the restored dune does not occur. The Werri Beach Dunecare Group has been assisting in this and should be encouraged in their work.

5.2.2 Protection of the Dune System

This issue relates to the management objectives that refer to the ecological sustainable use of the beach, the role of the beach as a buffer between the residential development and the sea and mitigating against the impact on the reserve by the community. The dune on the reserve is the remains of a frontal dune which is a remnant of an extensive dune system which would have extended back to the Werri Lagoon. This system would have been removed and flattened when the area was opened up for residential development. However, evidence of this system can still be seen in the form of small undulations on the private property, particularly between Renfrew Road and Pacific Avenue.

By the early 1980's, the frontal dune on the beach north of the Progress Hall was in a very degraded state. Virtually all the native vegetation on the dune had been removed and replaced by Bitou Bush. Serious blowouts had occurred in numerous places and the remnant dune was progressively moving west towards Pacific Avenue. Whilst the dune was two to three metres high at the northern end of the beach, in the middle it was level with the roadway in places. As a result, there was a reasonably high chance that the dune could be breached in a large storm. In consultation with the NSW Soil Conservation Service(now part of the Department of Land and Water Conservation), Council undertook major works aimed at stabilising the dunes. This involved removal of the Bitou Bush, including the seed bank in the surface layer of the sand, and complete reshaping of the dune to a stable profile and planting firstly with grasses and then with native trees and shrubs. This work was commenced in 1992 and completed in 1998 under the NSW Coastal Program. It was equally funded by Council and Department of Land and Water Conservation and has been successful in providing a more stable system which affords better protection to the public and private assets in Pacific Avenue and which has improved the general amenity of the beach.

It must be recognised that beaches, even in their most pristine state, are not fixed systems but are dynamic systems. Whilst it is impossible to restore the beach to one with a completely restored dune system (mainly because of the loss of sand from the system over the years), the restored dune will offer the best protection available against these storms. At times storms will damage the frontal dune. This however, is the part of the natural process and one of the functions of the dune. At times after severe storms works may be required to restore eroded areas but given time and suitable conditions, the vegetation collects sand and enhances the dune thereby providing improved protection against major storm events. Possible rises in sea level due to future climate change are an additional factor adding to the importance of protecting the dune system. For those reasons it is very important that these dunes be maintained by encouraging the vegetation cover, carrying out maintenance following storm attack and by providing defined access across the dunes. Any activities such as poisoning or removal of dune vegetation or which result in damage to the vegetation or the dune are very serious attacks on this system. Vehicle access to the beach must not be permitted except for Surf Rescue vehicles or Council vehicles.



Photo 3 – Stabilised dunes

5.2.3 Provision of Recreational Facilities

The reserve is used for passive recreation except for occasional surfing carnivals. These uses are appropriate bearing in mind the environmental and physical constraints of the site. The amenity of the grassed area could be improved by the provision of covered picnic tables, more shade trees and a shared pathway.

5.2.4 Access

Vehicle access is not permitted on the reserve except for emergency or maintenance purposes. There is adequate carparking provided in the parking bays along Pacific Avenue and at the Lloyd Rees Reserve. Pedestrian access to the beach across the dune is provided at defined accessways. Prior to the rehabilitation of the dune, pedestrian access was uncontrolled and was one of the prime causes of the serious erosion problems on the beach. In places residents have tried to establish additional pathways through the new vegetation. The accessways provided are generally not more than 100 meters apart leaving a maximum detour of approximately 50 meters. This is considered quite reasonable and no additional access across the dune should be permitted.

5.2.5 Erosion of the Northern Headland

As noted in Section 2.0, some local residents have expressed concern at the apparent erosion of the headland adjoining the Werri Lagoon and the possible adverse impact of this sediment on the lagoon. It is suggested that this is the result of removal of some of the large loose rock from around the base of the cliff when the concrete drainage channel was constructed in 1975.

The cliff is eroding and it is possible that it is due to the removal of this natural rock armouring at the base of the cliff. Further investigations are recommended to identify the process causing the problem, whether it is causing a significant adverse environmental impact and if required, the recommended method to minimise the erosion.



Photo 4 Werri Headland Erosion

5.2.6 Lagoon Opening

Werri Lagoon is typical of many coastal lagoons in that under natural operating conditions the entrance is generally closed to the sea and is only opened by flood water flowing out of the lagoon and breaking through the beach berm. Sea water enters the lagoon if the mouth is opened or during storms or very high tides depending on the height of the berm at the beach. However, experience has shown that the mouth of Werri Lagoon is not always opened by the flood discharge before it reaches a critical level where it is flooding private properties on the edge of the lagoon in Renfrew Road.

Attempts were made in the past to provide permanent openings to the lagoon by construction of a concrete channel and the stormwater pipeline. However, these were not successful due to the very dynamic nature of the area and the quick accretion of sand which naturally closes off the lagoon mouth and quickly makes any channel or drainage structure inoperable. As a result an agreement has been reached between Council, the residents and the NSW Fisheries to mechanically open the beach once the flood water reaches a critical height in the lagoon. The mouth is not opened for other purpose other than prevent flooding. This appears to be a satisfactory arrangement which is not interfering with the natural processes operating in the lagoon.

6.0 ACTION PLAN

The following table sets out a number of actions required to implement the identified Management Strategies and Performance Targets for the Werri Beach Reserves. These actions are the means of achieving the objectives of the Plan of Management. The actions will be developed and reviewed annually.

Unless otherwise noted, the responsibility for the implementation of these actions is with the Director of Engineering and Works for the remainder of the reserve area.

A clear indication of how the completion of the aims will be assessed is also provided in the tables under Performance Evaluation.

Because of the longer-term nature of the Objectives and the supporting Performance Targets as set out in the plan, these will need to be reviewed less frequently, approximately every five years.

Management Objectives	Management Strategies Performance Targets	Actions (means of achieving targets)	Performance Evaluation (how they will be assessed)
<ul style="list-style-type: none"> Mitigate impact on the reserve by community use 	<ul style="list-style-type: none"> Limit vehicle access to the reserve Control pedestrian access across the sand dunes 	<ul style="list-style-type: none"> Provide suitable car barriers at all at all entry points Carry out Council Ranger patrols of the reserves Provide defined access points at convenient locations along the beach 	<ul style="list-style-type: none"> Authorised vehicles only in reserve Authorised vehicles only on reserve Maintenance of existing pedestrian accessways
<ul style="list-style-type: none"> Protect and enhance functions of the site as a buffer between the public and private assets and the sea encourage the ecological sustainable use of the beach 	<ul style="list-style-type: none"> Ensure that works carried out on the reserve are in accordance with the aims and objectives of the NSW Coastal Policy Encourage community participation in dunecare and revegetation works 	<ul style="list-style-type: none"> Carry out maintenance works to the beach in accordance with the NSW Government Coastline Management Manual Undertake an investigation into the erosion of the north Werri Headland Provide financial and logistic assistance to appropriate local conservation groups 	<ul style="list-style-type: none"> Completion of works Completion of Investigation & implementation of recommendations Formation of groups and implementation of on ground works
<ul style="list-style-type: none"> Provide for passive recreational activities or pastimes or active recreation associated with surfing 	<ul style="list-style-type: none"> Provide facilities suitable for passive recreation and active recreation associated with surfing 	<ul style="list-style-type: none"> Provide and maintain suitable facilities such as picnic facilities on the reserve in accordance with Council's Strategic Asset Management Policy (SAMP) Provide additional covered picnic facilities and a shared pathway on the area between the dune and Pacific Avenue 	<ul style="list-style-type: none"> Provision of facilities and compliance with the SAMP Provision of facilities

7.0 REFERENCES

Kiama Municipal Council Kiama Council Draft Management Plan 2001/2004

NSW Government Coastline Management Manual September 1990

NSW Coastal Council NSW Coastal Policy 1997

Kiama Municipal Council Local Environment Plan 1996

16.10 Questions for Future Meetings Register as at 6 November 2020

Responsible Director: Office of the General Manager

Attached for Councillors' information is the Questions for Future Meetings Register as at 6 November 2020.

Communication/Community Engagement

N/A

Attachments

- 1 Questions for Future Meetings Register as at 6 November 2020 [↓](#)

Questions for Future Meetings Register

16/73192

No	Details	Actions
18 August 2020		
19.3	<p>Directorate staff numbers Councillor Reilly requested a report that specifically identifies staff numbers in each directorate and section, and how positions are funded. The matter was referred to the General Manager for investigation and report.</p>	<p>Directorate numbers are being reported to the November 2020 Council meeting and details on funding of positions will be reported on at a future Council meeting when the information has been collated.</p>
22 September 2020		
19.1	<p>Accessibility to South Bombo Councillor Brown requested a report on accessibility to south Bombo from Kiama. The matter was referred to the Director Engineering and Works for investigation and report.</p>	<p>Reporting to the December 2020 Council meeting</p>
20 October 2020		
19.1	<p>South Warri – Plan of Management Councillor Brown requested a report on the Plan of Management specific to South Warri. The matter was referred to the Interim Director Corporate and Commercial Services for investigation and report.</p>	<p>Reported to the November 2020 Council meeting.</p>
19.2	<p>Jamberoo Preschool – flooding Councillor Reilly requested a report on the mitigation of flooding at Jamberoo Preschool. The matter was referred to the Director Engineering and Works for investigation and report</p>	<p>Reporting to the December 2020 Council meeting</p>
19.3	<p>Tennis court maintenance Councillor Reilly requested a report on the ongoing maintenance of all Council tennis courts in the Local Government Area. The matter was referred to the Director Engineering and Works for investigation and report.</p>	<p>Reporting to the December 2020 Council Meeting.</p>

No	Details	Actions
19.4	<p>Future sporting land Councillor Rice requested a report on the investigation of future sporting land that was promised to the Kiama District Sports Association a couple of years ago. The matter was referred to the Director Engineering and Works for investigation and report.</p>	Reporting to the December 2020 Council Meeting.
19.5	<p>IT system improvement to Council Chambers Councillor Way requested a report on the IT system in the Council Chambers to include:</p> <ol style="list-style-type: none"> 1. Investigating the poor audio and visual performance in the Council Chambers and an upgrade of the system including online system performance 2. The sequencing of councillors speaking on subjects and motions to be taken into account with a new system 3. As a matter of urgency provision of a proposal to implement a new and updated system that is appropriate for use in today's and future IT applications 4. Provision of an estimate to implement the proposed new system as a matter of priority. <p>The matter was referred to the Interim Director Corporate and Commercial Services for investigation and report.</p>	Reported to the November 2020 Council meeting.

16.11 South Coast Cooperative - Annual General Meeting - 26 October 2020Responsible Director: Environmental Services

The Annual General Meeting of the South Coast Cooperative Libraries was held on Monday 26th of October 2020. Councillor Kathy Rice, Jessica Rippon Director Environmental Services and Manager Library Services Michelle Hudson attended the meeting.

It was resolved by the meeting that the presentation of the Annual Report 2019/2020 for the South Coast Cooperative Libraries be received for information. Library Managers from the two member libraries provided an overview of their library services during the reporting period.

Attached is a copy of the Annual Report 2019/20.

Communication/Community Engagement

N/A

Attachments

- 1 Annual Report [↓](#)

South Coast Cooperative Libraries

Annual Report
2019-20



Item 16.11

Attachment 1





**South Coast
Cooperative
Libraries**

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(02) 4429 3702





Cooperative Manager's Report

This year has been one of unprecedented change and uncertainty. However, it has also demonstrated, more than ever before, the value of public libraries in our communities. And whilst COVID-19 did temporarily close all the South Coast Cooperative Libraries' branches staff continued to work behind the scenes to provide library services to as many members of the community as possible.

Public libraries in Australia continue to thrive and prosper. In New South Wales (NSW) there are 363 public library buildings, and 23 mobile libraries servicing small and isolated areas. Key indicators show that they are highly valued. In 2018/19 there were:

- 34 million physical visits to NSW public libraries
- 40.3 million loans of collection items
- 12.1 million virtual visits to public library websites
- 10 million internet bookings (including Wi-Fi)
- 1,505,026 eBook loans, an increase of 84% from 2012-13 to 2018-19

The South Coast Cooperative Library Services continues to provide its customers with a range of resources both in physical and digital formats. In this financial year over 18,500 new physical items were added to the collection, offering customers a total physical collection of over 225,000 items. In addition to this there are over 31,000 eBook and eAudio titles to be borrowed, and over 450 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 resources required by our customers.

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 Library Services, which highlights the myriad services, resources and programs that are provided to the Shoalhaven through the public library system.

Sarah Taylor
Manager
South Coast Cooperative Libraries

Shoalhaven Libraries Annual Report 2019-20



2019-2020 has been unparalleled in the Shoalhaven with the devastating bushfires that swept through the area, followed by COVID-19, and then flooding. It has been a year of devastating damage and heartbreak but also compassion, innovation, and hope.

Shoalhaven Libraries, and libraries all over the world, have worked hard adapting to the ever-changing conditions to continue to provide much-valued library services to their communities. Despite being closed for over 9 weeks in early 2020 and then operating at reduced opening hours with a cessation of physical events and programs, we still had over 351,000 people visit our libraries and between them they borrowed more than 467,000 items. Library staff answered more than 81,000 questions, with more than a third of these related to technology and digital assistance, clearly demonstrating that libraries remain an important resource.

With the onset of COVID-19 staff responded quickly to the enforced shutdown and adapted to working from home and the office to provide as many library services as possible. The Digital Library was promoted, and additional electronic resources purchased to ensure borrowers could access a wide range of eBooks, eAudiobooks, eMagazines and databases from home. The Home Library Service continued to operate, with new stringent guidelines. After the lockdown, when the library branches were able to re-open, we did so with the health and safety of our staff and visitors as our top priority. We created a COVID-19 Safety Plan for all our libraries, which includes quarantining all returned items, enhanced cleaning, social distancing signage and record keeping all customers who visit our libraries.

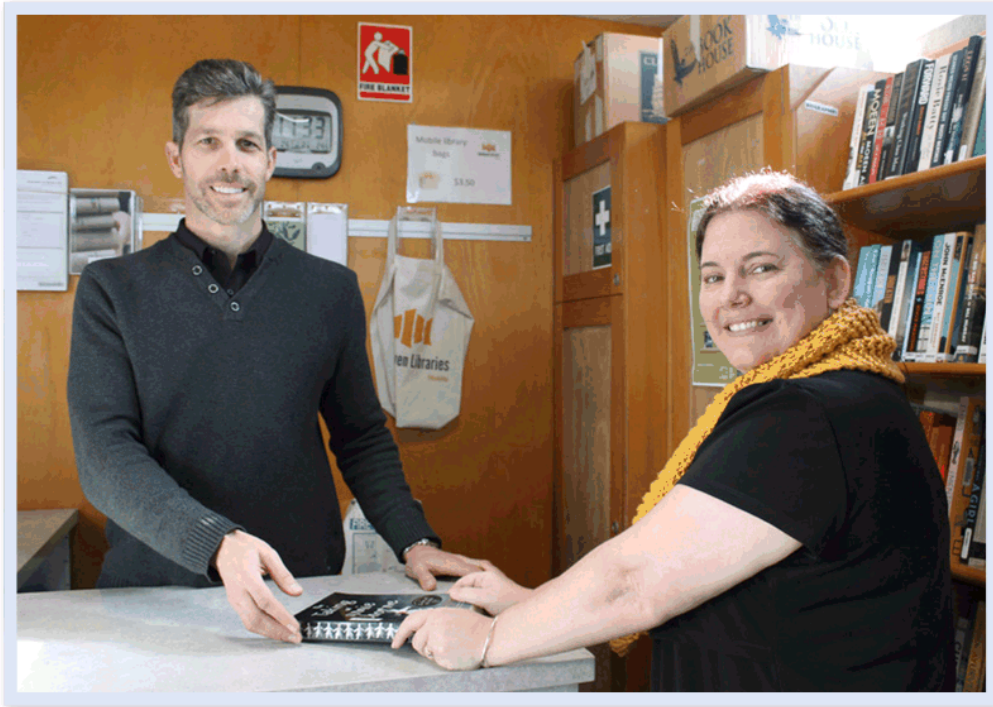
We also knew that there were some customers who would be unable to access our digital resources. With this in mind we launched the Doorstep Library service, where customers could order a delivery of library items direct to their door. In addition to this we also introduced a postal reservation service for customers who were requesting specific items. Staff were quick to adapt and modify or design new services and work processes to continue to operate. There was collaboration between teams from different areas and different branches.

Events & Programs

Perhaps the biggest changes we have seen were with the libraries' events and programs. Despite the lockdown, staff were determined to provide as many programs to our customers as possible and so very quickly our Children's Programming and Local Heritage Talks were moved online. Staff rapidly adjusted to this new world and created some great online programs learning new skills in performing, videoing, and editing along the way. There have also been some productive partnerships with other libraries and organisations to provide access to author talks and information sessions online. Despite being closed for a 9-week period over 520 events were held at our libraries this financial year with over 12,000 people attending. These figures are a combination of pre-COVID physical events as well as online events held.

Before COVID-19 there were some popular events held at our libraries. The Be Connected Morning Teas and Get Online Week Surf 'n' Turf events, held at the three main branches to promote Shoalhaven Libraries' digital resources and provide technology assistance to seniors, were very successful. During COVID-19 Shoalhaven Libraries also partnered with the ShoalCoast Community Legal Centre to deliver a Law Week 'COVID-19 presentation' which provided useful information to the general public.





Technology

We also ensured we made use of technology to assist ourselves and customers during this time. Libero, the Library Management System, was configured with increased loan amounts and automatic renewals so customers who were not able or did not want to visit the library were not penalised.

Our new Shoalhaven Libraries app – which was launched in mid-2019 - also assisted in providing services in lockdown. The app provides customers with an easy way to perform many of the functions available at our physical service desks. It allows them to search the catalogue, reserve a book, link family members, and check out books to borrow. We were also able to work with the developers to ensure that when our libraries reopened in June the app allowed customers to check out their own books, limiting contact with staff and providing greater flexibility and choice.

In response to COVID-19 we dedicated additional budget to our online collections. We added the Newsbank database, which provides free online access to local news publications, such as the South Coast Register, and hundreds of national newspapers. The State Library of New South Wales also launched its eBook platform Indyreads. This platform contains a collection of approximately 6000 eBook titles sourced from Australian independent publishers, and includes a selection of titles in languages other than English, international content including small press and indie genre fiction, reference, modern literary, classic fiction, and non-fiction titles. It's a great addition to Shoalhaven Libraries' eBook collection.

Branches

Whilst we were closed staff were busy completing and organising work that could be prioritised whilst we had no customers in our libraries. There was a complete stocktake of the entire Shoalhaven Libraries collection, which was a count of all items at all the library branches, with missing stock identified and removed from the catalogue. The completion of the stocktake will allow staff to complete a thorough analysis of the different collections held to ensure we are providing our borrowers with the resources that they require.

We were also able to complete sustainability initiatives at Nowra Library with the installation of new LED lighting throughout the building and solar panels on the roof. Each of these has increased sustainability credentials of the building and reduced running costs.

Ulladulla Library forms part of the vibrant multi-purpose Ulladulla Civic Centre and has been a focal point for the community over the past financial year. It served as the local Emergency Evacuation Centre for most of late 2019 and early 2020, before transitioning into the southern Disaster Recovery Centre. Staff did a wonderful job assisting all those who visited the Centre and providing access to information and resources during this time. The library continues to develop its programs and events and enhance its collection.

Sanctuary Point Library whilst small always provides a great library service to its local area. Work is moving ahead with the planned new Sanctuary Point Library and Council has selected the site on the corner of Kerry Street and Paradise Beach Road for the new library. Community consultation was conducted on the design and uses of the building, and detailed design will be developed. It is anticipated that the detailed library design will be finalised by the end of the 2021 financial year.

Sanctuary Point Library has been running a very popular Coding Club for the last year, which has moved online during COVID-19. The first online session corresponded with Moonhack, an international event that brings together kids from across the world for a week of coding. This year the Sanctuary Point Coding Club created a game and won \$3000 of STEM tech in prizes.

Milton Library continued to operate with additional hours provided by volunteers this year until the bushfires and COVID-19 impacted operations. Despite the fires that threatened the area, the library continues to run with staffed hours and provide a hub for residents and visitors.

The Mobile Library Service continues to go from strength to strength. The purpose of the mobile library has always been to visit those towns and villages that are not near a physical branch, and provide a library service to these communities, whilst also retaining flexibility to move with the ever-changing population. As the Shoalhaven changes and grows, new mobile library routes need to be considered. This year a complete review of the mobile library timetable was undertaken with a customer survey and review of timetable locations. The information provided from this review has assisted with the creation of a new and improved timetable which has allowed the inclusion of 4 new community locations and 14 additional pre-school stops to the timetable, which has been well received by our customers.



Staff

This year more than ever has demonstrated the outstanding work ethic, talent, and professionalism of Shoalhaven Libraries staff. It has been a difficult year of adversity and uncertainty however staff have continued to provide excellent customer service and are passionate about their work. Investment in staff's professional development is crucial to ensure that they can assist customers, develop in their roles, and stay up to date with the constant changes that are part of today's world. To this end, staff attend forums, conferences, seminars, and training courses, in addition to the regular in-house staff training program.

Staff also remain creative and like having some fun. Check out the YouTube video 'Get Your Motor Runnin' (<https://www.youtube.com/watch?v=j5qqcbFNZRo>) that staff created to promote the new Haynes Manuals AllAccess database.

We are also fortunate to have dedicated and talented volunteers who offer their time to the library, and it is wonderful that they are enthusiastic advocates for library services.

Throughout the year we have continued to work through the Shoalhaven Libraries Strategic Plan 2021, which outlines our four focus areas: Access, Education, Culture, and Inclusion. As we are coming to the end of this current Strategic Plan, we have begun working on a new plan that will guide us into the future. And the future? The last year has shown us that anything is possible. However, Shoalhaven Libraries staff have proven that they have the resilience, dedication and flexibility needed to deliver a fantastic library service, no matter what.

Sarah Taylor
Manager
Shoalhaven Libraries

Kiama Library Annual Report 2019-20



Kiama Library Services welcomed the news by the State Government that a significant funding commitment had been made to NSW public libraries and plans were soon made to put the extra funds to good use across a range of library programs. Baby Story time, Toddler Tales and our Gerringong Story Time programs were all increased from monthly to fortnightly sessions. Following feedback from youth in our community, who expressed the need for extended library hours, we have included another late-night opening until 8pm on Thursdays.

The Sod turning event for the Gerringong Library and Museum project took place on the 30th of August 2019 with much progress being made with the building project. The old School of Arts building has been carefully restored highlighting many of the unique heritage aspects of the lovely old building as well as incorporating discoveries made during the building process, including exposing the beautiful old bluestone foundations and symbols found on the back of the corrugated iron walls. The renovated space will provide a welcoming and sympathetic environment to display the carefully curated collection of the Gerringong & District Historical Society. Work continues on the new library building while library staff have prepared a whole new collection of resources for the new library and the ordering of shelving and furniture.

Our story time programs included some special visitors with our local lifeguards, Fire and Rescue officers captivating our audiences with special stories, and even being allowed to man the fire hoses of the fire truck! The summer school holidays saw Kiama Library transformed into a Harry Potter extravaganza with two weeks of amazing events ranging from Herbology, Astronomy and Potions classes, along with trivia events for muggles. The escape room sessions were a big hit with our younger community and our thanks go to our colleagues from Shellharbour City Libraries for providing some of the content and expertise involved in running this type of activity.

Our popular STEAM activities at Kiama Library continue to expand and this year we have been able to offer Robo Club, a robotics after-school program in partnership with RoboLink Education. Hands-on experiences are provided so that children learn coding and programming skills while having fun with a variety of robots. A 3D printer purchased by the Friends of Kiama Library (FOKL) group provided opportunities for our community to engage in 3D design and printing activities and a number of popular art activities included Rug making and Japanese Calligraphy.

It was with a heavy heart that we closed our doors at 8pm on the evening of 24th of March in line with the Government directive. While many community members must have anticipated the closure, as over 3000 items were issued in our final days of opening, there was little time to let our community know what was happening. Following the closure, we were able to contact



Professional Development

Library staff have also embraced the opportunity to attend a number of online professional development programs including Readers Advisory, Local History sessions and marketing seminars. Kiama Library staff also contributed to the planning and presentations at the State Library for the Book Week Extravaganza in May.

some of our regular users and provide over the phone advice for connecting to our online platforms and later how to access our Click and Collect service. Incredibly, the demand for our Home Library delivery service increased by 47% and luckily, we were able to second Council staff to help with deliveries.

Staff were kept very busy during the COVID-19 closure providing selections of library resource for people in isolation and supporting our Click and Collect service which enabled our members to reserve items online and then pick them up in a contactless environment. A small team of library staff quickly adapted our children's programs to suit the online environment and we were soon able to provide all our programs online.

A science program and special webpages with links to free online activities also provided our community with lots of isolation activities.



Conclusion

While 2020 might be a year many would rather forget the challenges a world pandemic raised were ably met by our amazing staff. Many library programs were quickly adapted to suit an online audience with all three children's programs, school holiday activities and author events providing engaging and professional events that were enjoyed by many in our community. Library staff worked within the COVID-19 restriction parameters to ensure our community remained engaged with our services, collection, and programs wherever possible.

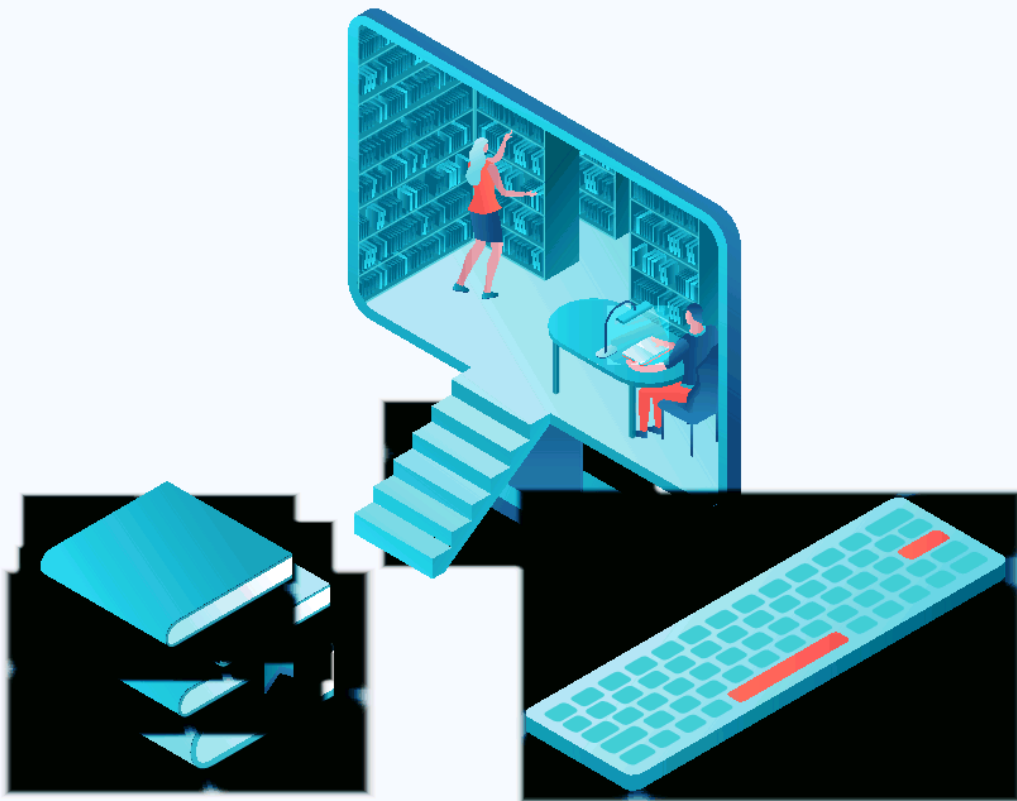
I sincerely thank our colleagues in the South Coast Cooperative for the flexibility provided and consultative approach taken to support library services in a challenging environment, as well as acknowledge the wonderful NSW libraries network that shared knowledge and experience across NSW during this difficult time.

Michelle Hudson
Manager Library Services
Kiama Library

Friends of Kiama Library (FOKL)

The writings of local born author Charmian Clift were celebrated in a special commemorative event organised by the library in partnership with FOKL and the Kiama Historical Society in July. Clift's biographer, Nadia Wheatley was the opening speaker for the *Remembering Charmian* event, and it was clear from the presentations that Charmian was strongly influenced by her experience growing up in Kiama. Displays in both the library and the Pilot's Cottage along with a walking tour app were also developed and will provide a lasting resource for the community to continue to engage with Charmian's writing. Other author highlights included Jacqueline Kent's presentation for her new book *Beyond words: A year with Kenneth Cook* and a readers theatre presentation to launch local author Ken Methold's book *In search of Jane Austen*.

Statistical Analysis – South Coast Cooperative Libraries- July 2019 – June 2020



Note: NSW Av figures taken from the Public Library Statistics 2018/2019

Expenditure & Subsidy 2019-2020

	Shoalhaven	Kiama
Total Expenditure voted	\$3,688,032	\$1,065,785
Total Expenditure per capita	\$34.91	\$45.57
Subsidy	\$316,229	\$112,576
Local Priority Grant	\$30,260	\$16,863

Item Purchases - South Coast Cooperative July 2019 - June 2020

*Donation & Grant material only includes those catalogued and processed by Shoalhaven Libraries

Book

Category	Number	Cost	Average Price	Donation / Grant*
Reference	17	\$1,219.90	\$71.76	3
Adult Non-Fiction	2,743	\$64,779.93	\$23.62	67
Literacy	0	\$0	\$0	0
Local Studies	8	\$202.45	\$25.31	102
Adult Fiction	4,370	\$95,566.99	\$21.87	89
Adult Paperback	118	\$861.73	\$7.30	275
Large Print	2,314	\$93,948.82	\$40.60	12
Young Non-Fiction	43	\$863.96	\$20.09	0
Young Fiction	477	\$6,683.52	\$14.01	8
Young Large Print	0	\$0	\$0	0
Young Graphic	143	\$3,003.09	\$21.00	2
Junior Non-Fiction	923	\$16,543.02	\$17.92	27
Junior Fiction	1,299	\$14,052.28	\$10.82	48
Junior Graphic	145	\$1,667.47	\$11.50	0
Junior Reader	115	\$711.90	\$6.19	11
Picture Books	1,572	\$22,771.52	\$14.49	69
Home Education	0	\$0	\$0	0
Total Book	14,287	\$322,876.58	\$22.60	713

Non Book

Category	Number	Cost	Average Price	Donation / Grant*
CDs	888	\$17,270.46	\$19.45	5
AudioBook (Junior/Youth)	219	\$4,451.82	\$20.33	0
AudioBook (Adult)	1,322	\$46,945.09	\$35.51	53
DVD (Adult)	1,152	\$30,441.54	\$26.42	108
DVD (Junior)	344	\$6,971.86	\$20.27	18
Games/Puzzles	0	\$0	\$0	1
Junior Kit	0	\$0	\$0	0
Playaways (Adult)	323	\$37,612.55	\$116.45	0
Playaways (Junior)	49	\$4,386	\$89.51	0
Playaways (Youth)	5	\$465	\$93.00	0
Total Non-Book	4,302	\$148,544.32	\$34.53	185
Grand Total	18,589	\$471,420.90	\$25.36	898

Item Purchases – Shoalhaven July 2019 - June 2020

Book

Category	Number	Cost	Average Price	Donation / Grant
Reference	16	\$1,169.00	\$73.06	3
Adult Non-Fiction	2,184	\$51,830.94	\$23.73	67
Literacy	0	\$0	\$0	0
Local Studies	8	\$202.45	\$25.31	102
Adult Fiction	3,162	\$69,567.10	\$22.00	89
Adult Paperback	118	\$861.73	\$7.30	275
Large Print	2,088	\$83,948.82	\$40.21	12
Young Non-Fiction	22	\$428.61	\$19.48	0
Young Fiction	304	\$4,119.08	\$13.55	8
Young Large Print	0	\$0	\$0	0
Young Graphic	143	\$3,003.09	\$21.00	2
Junior Non-Fiction	756	\$13,543.09	\$17.91	27
Junior Fiction	917	\$10,052.37	\$10.96	48
Junior Graphic	145	\$1,667.47	\$11.50	0
Junior Reader	115	\$711.90	\$6.19	11
Picture Books	1,230	\$17,771.17	\$14.45	69
Home Education	0	\$0	\$0	0
Total Books	11,208	\$258,876.82	\$23.10	713

Non Book

Category	Number	Cost	Average Price	Donation / Grant
CDs	888	\$17,270.46	\$19.45	5
AudioBook (Junior/Youth)	187	\$3,821.65	\$20.44	0
AudioBook (Adult)	1,171	\$41,575.26	\$35.50	53
DVD (Adult)	1,152	\$30,441.54	\$26.42	108
DVD (Junior)	344	\$6,971.86	\$20.27	18
Games/Puzzles	0	\$0	\$0	1
Playaways (Adult)	323	\$37,612.55	\$116.45	0
Playaways (Junior)	49	\$4,386.00	\$89.51	0
Playaways (Youth)	5	\$465.00	\$93.00	0
Total Non Book	4,119	\$142,544.32	\$34.61	185
Grand Total	15,327	\$401,421.14	\$26.19	898

Item Purchases – Kiama - July 2019 - June 2020

*Donation & Grant material only includes those catalogued and processed by Shoalhaven Libraries

Book

Category	Number	Cost	Average Price	Donation / Grant*
Reference	1	\$50.90	\$50.90	0
Local Studies	0	\$0	\$0	0
Adult Non-Fiction	559	\$12,948.99	\$23.16	0
Adult Fiction	1208	\$25,999.89	\$21.52	0
Large Print	226	\$10,000	\$44.25	0
Young Non-Fiction	21	\$435.35	\$20.73	0
Young Fiction	173	\$2,564.44	\$14.82	0
Young Large Print	0	\$0	\$0	0
Young Graphic	0	\$0	\$0	0
Junior Non-Fiction	167	\$2,999.93	\$17.96	0
Junior Graphics	0	\$0	\$0	0
Junior Fiction	382	\$3,999.91	\$10.47	0
Picture Books	342	\$5,000.35	\$14.62	0
Total Books	3,079	\$63,999.76	\$20.79	0

Non Book

Category	Number	Cost	Average Price	Donation / Grant*
CDs	0	\$0	\$0	0
AudioBook (Young)	4	\$113.98	\$28.50	0
AudioBook (Junior)	28	\$516.19	\$18.44	0
AudioBook (Adult)	151	\$5,369.83	\$35.56	0
DVD (Adult)	0	\$0	\$0	0
Junior Kit	0	\$0	\$0	0
Total Non Book	183	\$6000	\$32.79	0
Grand Total	3,262	\$69,999.76	\$21.46	0

Total Items Purchased

*Kiama purchase the majority of items for their DVD and CD collection

	No of Items purchased 18/19	No of Items purchased 19/20**	Average Cost per item 18/19*	Average Cost per item 19/20	Purchases per capita 19/20
Shoalhaven	18,335	15,327	\$22.32	\$26.19	0.15
Kiama	3,177	3,262	\$22.03	\$21.46	0.14
Total	21,512	18,589	\$22.18	\$23.83	0.15
NSW Av	15,714	-	23.64	-	-

*Includes expenditure on periodicals and donations counted as acquisitions

**Purchased as part of the Cooperative only

Total Loans – all formats – 2019-2020

	Loans	Population*	Per Capita
Shoalhaven	467,450	105,648	4.42
Kiama	139,781	23,386	5.98
Total	607,231	129,034	4.71
NSW Av	447,660	88,726	5.22

*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

Books Stock

	Adult Non Fiction	Youth Non Fiction	Junior Non Fiction	Adult Fiction	Youth Fiction	Junior Fiction	Picture Books	eBooks	Total
Shoalhaven	43,758	604	12,595	139,999	7,127	27,307	41,274	37,703	310,367
Kiama	12,794	194	3,507	47,005	2,495	10,692	12,856	10,041	99,584
Total	56,552	798	16,102	187,004	9,622	37,999	54,130	47,744	409,951
NSW Av	48,725	1,644	16,453	99,774	8,778	52,126	60,870	16,723	

Non Books

	Adult Audio Book	Youth Audio Book	Junior Audio Book	eAudio	Adult CD	Youth CD	Junior CD	CD ROM	Toys / Games	Total
Shoalhaven	18,581	275	1,740	34,745	10,119	0	897	0	456	66,813
Kiama	4,039	47	426	9,755	1,795	22	473	4	1,229	17,790
Total	22,620	322	2,166	44,500	11,914	22	1,370	4	1,685	84,603
NSW Av		9,000		13,210		7,851		67	3,063	

	Adult DVD	Youth DVD	Junior DVD	Adult Serial	Youth Serial	Junior Serial	eSerial	Other*	Total
Shoalhaven	45,245	9	11,335	13,741	25	876	19,004	35	90,270
Kiama	6,542	109	3,209	4,247	59	336	7,684	221	22,407
Total	51,787	118	14,544	17,988	84	1,212	26,688	256	112,677
NSW Av		74,854			31,531			2,650	

* Other includes devices, kits etc.



Total Stock* - 2019-2020

	Lending	Non Lending	Total
Shoalhaven	167,141	8,163	175,304
Kiama	79,290	2,009	81,299
Total	246,431	10,172	225,062
NSW Av	118,342	21,580	139,683

*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	32,066	757	7,808	31,038	4,381	10,556	8,430	22,681	117,717
Kiama	10,505	209	2,165	12,835	1,835	4,069	3,432	22,681	57,731
Total	42,571	966	9,973	43,873	6,216	14,625	11,862	22,681*	152,767
NSW Av	32,292	931	6,945	29,786	4,138	11,711	9,147	5,983	100,528

*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	6,628	177	786	8,407	5,676	355	0	403	22,432
Kiama	1,111	76	203	8,407	935	150	9	396	11,287
Total	7,739	253	989	8,407*	6,611	505	9	799	25,312
NSW Av		3,243		1,947	3,298		90	338	-

*eAudio is a shared collection.

	Adult DVD	Youth DVD	Junior DVD	Adult Serial	Youth Serial	Junior Serial	eSerial	Other*	Total
Shoalhaven	8,212	1	1,898	2,806	22	259	453	82	13,733
Kiama	1,886	57	552	1,499	37	76	453	111	4,671
Total	10,098	58	2,450	4,305	59	335	453**	193	17,951
Kiama		11,961		187	6	9	1,986	1,627	31,307

* 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	1,906	0	10,578	5,027	1,211	1,561	54	1,085	21,422
Kiama	923	159	5,139	1,086	0	303	0	0	7,610
Total	2,829	159	15,717	6,113	1,211	1,864	54	1,085	29,032
NSW Av	3,236	1,261	6,396	8,242	3,105	2,327	690	15,568	-

Donations and Discards – 2019-2020

	Donations*	Purchases**	Discards	Discards as a % of Acquisitions*	Discards as % of Total Stock*
Shoalhaven	651	15,327	20,321	132.58	11.59
Kiama	630	3,262	6,177	189.36	7.60
Total	1,281	18,589	26,498	142.55	11.77
NSW Av	1,006	15,714	20,376	130.77	14.28

*Includes serials

**Cooperative purchases only

Library Membership – Active Members - 2019-2020

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	31,919	4,646	2,137	159	43	554	39,458	37.35
Kiama	9,426	2,227	481	7	28	54	12,223	52.27
Total	41,345	6,873	2,618	166	71	608	51,681	-
NSW Av	32,490	3,688	-	128	473	6,083	41,443	-

*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	1.66	26.37	2.80
Kiama	3.26	22.23	1.76
NSW Av	2.28	34.06	3.13

Document Delivery

	Inter Library Loans request sent to other libraries	Inter Library Loan requests received from other libraries
Shoalhaven	215	182
Kiama	21	36
NSW Av	447	461

Visits, Access and Information Requests

	Library Visits	Internet Access	Information Requests
Shoalhaven	351,160	96,939	81,005
Kiama	66,688	8,064	14,222
NSW Av	381,339	120,867	-

Members of Staff as at June 2020 Shoalhaven Libraries

Shoalhaven Libraries

Name		Position
Sarah Taylor	BA (Hons) International Business Master InfStudies	Library Manager, Shoalhaven Libraries
Derrilin Roberts	BAppSci (Info)	Librarian - Local Heritage
Kelly Woods	BA (Eng.Lit & Creative Writing) Grad Dip InfStudies	Information Access Librarian
Ursula Rentz		Library Assistant – Collection Services – Part time
Gemma Luxford	BA (Honours)	Customer & Community Resource Manager (from 9/9/19)
Damien Bottle	DipLib Tech (Info Services)	Library Technician - Systems (From 2/9/19) Acting Customer & Community Resources
Tracey Myers	Grad DipAppScLIM	Acting Library Technician – Systems (from 28/1/20)
Carla James	BA (Eng. Lit & History) Dip (Lib& Info Services)	Library Technician Children & Youth
Susan Jones	Bachelor of Education	Customer Service Assistant (casual) Library Technician – Children & Youth (from 12/3/20) - Part Time
Michelle Chapman		Library Assistant - Part Time
Bronwyn Gollan	DipLibTech (Info Services)	Library Assistant Customer Service – Part time
Kerry Johnson	B.HSc	Customer Service Assistant (Casual)
Carol Andrews		Customer Service Assistant (Casual)
Laura Sultana		Customer Service Assistant (Casual)
Sharon Petterson	BPrimEd	Customer Service Assistant (Casual)
Michelle Marshall	Dip (Community Services)	Customer Service Assistant (Casual)
Benz Inthra		Customer Service Assistant (Casual) Library Assistant – Outreach Support (From 11/11/19)
Ruby Price		Library Assistant – Outreach Support (Until 27/9/19)
Emma Lawrence		Library Assistant Outreach Support – Fixed Term (From 6/12/19)
Robin Sharpe	AssDipArts (LibPrac); BApp Sci Lib & Inf Mgt	Outreach & Digital Resources Manager
Neville Bourke	BA; GradDipLib	Librarian – Collection Services (Until 01/08/19)
Carissa Glynn	BA; Dip (Lib & Info Services)	Librarian – Collection Services (From 30/09/19)
David Caton		Library Assistant – Collection Services
Denise De Strang		Library Administration
Cher Murphy		Library Assistant – Collection Services
Nicole Lonesborough	AssDipAppSci (Tech)	Collections & Resources Manager
Debra Nettle		Library Assistant – Branch Support
Paul Poulsen		Mobile Library Officer – Part time (until 28/2/20)
Jim Hines		Mobile Library Officer – Part Time (FT from 3/3/20)
Gemma Luxford	Graduate Diploma of Information Studies	Customer & Community Resources Manager (on Maternity Leave from 06/01/20)
Jennifer Lyttle	Diploma of Library & Information Studies	Library Assistant – Outreach Services

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	Library Assistant
Shelly McGuire	Diploma in Library & Information Assistant Services	Library Assistant (resigned 27/03/20)

Milton

Name		Position
Naomi Bojec	Cert III Tourism; Dip Lib/Info Services	Library Assistant – Milton (Part time)

Ulladulla Library and Visitors Centre

Name		Position
Roslyn Holmes	BA; Grad Dip of Information	Customer & Community Resources Manager
Susan Cartwright		Customer Service Assistant (Full time)
Kathy Rogers	AssDegSc (LibTech)	Customer Service Assistant (Part time)
Pauline Mackie	Dep Teaching (Primary) Grad Dip Ed (Lib Sci)	Customer Service Assistant (Part time)
Janelle Smith	BA (Library Science) Grad Dip Ed (Primary) Cert IV Training & Assessment	Library Technician
Lynne Fricke	BA (LibSc)	Customer Service Assistant (Casual)
Kim Richards		Customer Service Assistant (Casual)
Kristin Moller	AssDipArts (LibPrac)	Customer Service Assistant (Casual)
Alan Arnold	BA; GradDipApp Sci (Lib & Inf Studies)	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 (Part time)



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	BA(CommStud) M (InfoStudies) Librarianship	IT Librarian (Limited term)

Library Officers

Valentine Crome	DipLibInfo Services B.Arch; Dip.Arts.Arch.	Outreach Services & Home Library Officer
Elizabeth Skorulis	DipLibInfServices	Children's Services Officer (Part time)
Karan Oldershaw	DipLibInfServices	Reader Services Officer (Part time)
Jane Thompson	DipLibInfServices	Reader Services Officer (Part time)
Lauren Watkins	Graduate Diploma of Applied Science (Library & Information Management)	Gerringong Library Officer (Limited term)

Family History Officers

Susan Lark	AdDipLocAppHist AAGRA	Part time
Russell Halverson		Casual

Library Assistants

Jenny Marshall	DipOT; DipLibInfServices
Fleur Creighton	BEd Teacher-Librarian
Mandy Thorpe	DipLibInfServices
Angela Braham	DipLibInfServices
Arthur McConnachie	BA, DipContinuing Ed, MEd GradDipLibrarianship
Lauran Mills	BEd, MEd (Teacher Librarianship)





**South Coast
Cooperative
Libraries**

2019-20 A Quick Glance

417,848
Library Visits

51,681
Members

 South Coast
Cooperative
Libraries

18,589
New Items

14,287 **4,302**
Books Non Book

225,062
Total Stock


Books
157,979

eMaterials
31,541

Non-Books
35,542

607,231 Items borrowed

105,003
Internet
Sessions



95,227
Information
Requests



**Highlights of
2019 - 20**

- New Shoalhaven Libraries App launched**
- Additional State funding for increased opening hours and programming at Kiama Libraries**
- New Mobile Library Timetable**
- Gerringong Library and Museum build started**

16.12 Update on Planning Proposal to rezone and reclassify part of Iluka Reserve, Kiama DownsResponsible Director: Environmental Services

Background

At its meeting held on 15 September 2015, Council considered a report from the Revenue Sub-Committee, where the following recommendation was endorsed:

Revenue Sub-Committee Recommendation (15/327)

...that Council formally proceeds with a planning proposal for part of the Iluka Reserve at Kiama Downs to create up to nine residential lots including open space embellishment over the remainder of the public reserve to meet community needs for future recreation activities in the area based on a master plan including community consultation.

Council supported the preparation of this Planning Proposal for rezoning as it will add to the development potential within Kiama and will assist Council in meeting its obligations under the Illawarra-Shoalhaven Regional Plan.

Gateway Determination

Council requested a Gateway Determination from the NSW Department of Planning, Industry and Environment (DPIE) on 24 August 2016. The Department granted a Gateway Determination for this proposal on 20 October 2016.

Council was required to update the prepared PP to address all the matters raised in Practice Note 16-001, which was published on 5 October 2016. The DPIE also noted that part of Iluka Reserve that was not subject to this proposal (i.e. Tennis Courts) is currently zoned R2 Low Density Residential under Kiama LEP 2011. The DPIE outlined that they would be willing to consider a revised proposal or a new proposal to rezone these lands within Iluka Reserve from R2 Low Density Residential to RE1 Public Recreation.

Council prepared the updated PP to satisfy the requirements of Practice Note 16-001 as well as preparing the required zoning and development control maps in accordance with the Department's 'Standard Technical Requirements for Spatial Datasets and Maps, 2015' prior to exhibiting the PP. As per the DPIE's suggestion Council also updated the PP to include the land currently zoned R2 Low Density Residential (i.e. Tennis Courts) in order to rezone to RE1 Public Recreation.

Following lengthy discussions with the DPIE regarding what constitutes an 'interest' Council requested an amendment to Gateway Determination PP_2016_KIAMA_005_00 on 2 May 2017. An amended Gateway Determination was issued by the Department on 23 May 2017.

As the amended Gateway Determination did not amend the timeframe for completing this PP Council requested an extension to the Gateway Determination timeframe on 31 July 2017. On 14 August 2017 the DPIE altered the Gateway Determination by extending the timeframe by another 6 months.

Public Exhibition

Reports for Information

16.12 Update on Planning Proposal to rezone and reclassify part of Iluka Reserve, Kiama Downs (cont)

In accordance with the conditions of the original determination Council placed the PP and supporting information on exhibition on 19 June 2017. Pursuant to Section 29 of the Local Government Act 1993 two public hearings were held, in June and July, to discuss this matter. Fourteen (14) verbal submissions were made in regards to the subject site at the June hearing and eight (8) verbal submissions were made at the July hearing. Twenty-six (26) written submissions were received in regards to the subject site. Twenty-four (24) submissions objected to the proposal, two (2) submissions supported the proposal, and one (1) submission expressed their desire to see the reserve utilised.

As the issues raised by the verbal and written submissions were adequately addressed by a report to the 19 September 2017 meeting Council resolved to with this amendment to Kiama LEP 2011.

LEP Amendment

As this Proposal sought to discharge interests in public land under section 30 of the *Local Government Act 1993* plan making powers could not be delegated to Council. As Council were not granted plan making powers, Council requested that the DPIE prepare the draft amendment in conjunction with the NSW Parliamentary Counsel's Office.

Council requested that the preparation of the draft amendment on 27 November 2017.

On 22 September 2020 Council received the attached correspondence from the Department outlining that the Minister did not consider the proposal for the reclassification of Iluka Reserve to be in the public interest and did not support the reclassification. The Department subsequently determined that the part of the planning proposal to rezone part of the reserve from RE1 Public Recreation to R2 Low Density Residential and apply development controls did not have merit.

An Alteration of Gateway, attached, was issued to Council on 22 September 2020. The Alteration of Gateway has resulted in the proposal to now only include the rezoning of part of Lot 243 DP 30200 (i.e. the Tennis Courts) from R2 Low Density Residential to RE1 Public Recreation.

Council received confirmation from the Department that the LEP amendment had been published 23 October 2020. The published LEP amendment does not include rezoning any of the reserve from RE1 Public Recreation to R2 Low Density Residential and does not include the reclassification of part of the reserve from community land to operational land.

The images below show the original zoning, the zoning which was original included in the Proposal and the published zoning.

Reports for Information

16.12 Update on Planning Proposal to rezone and reclassify part of Iluka Reserve, Kiama Downs (cont)

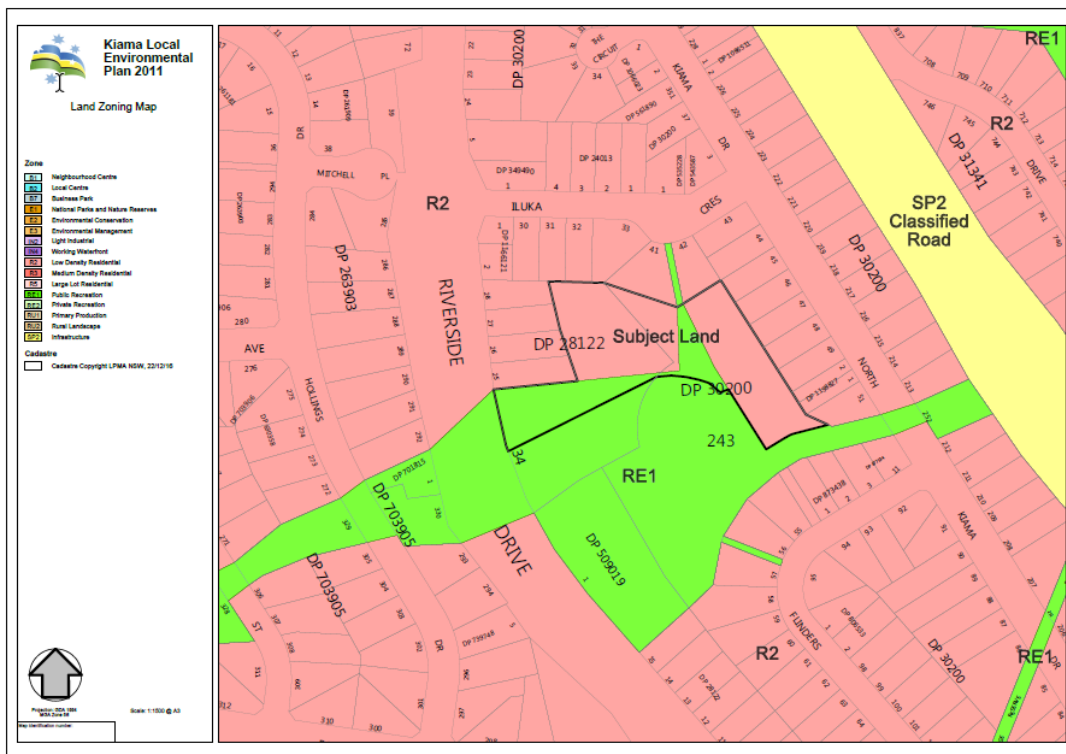


Figure 1: Original Zoning

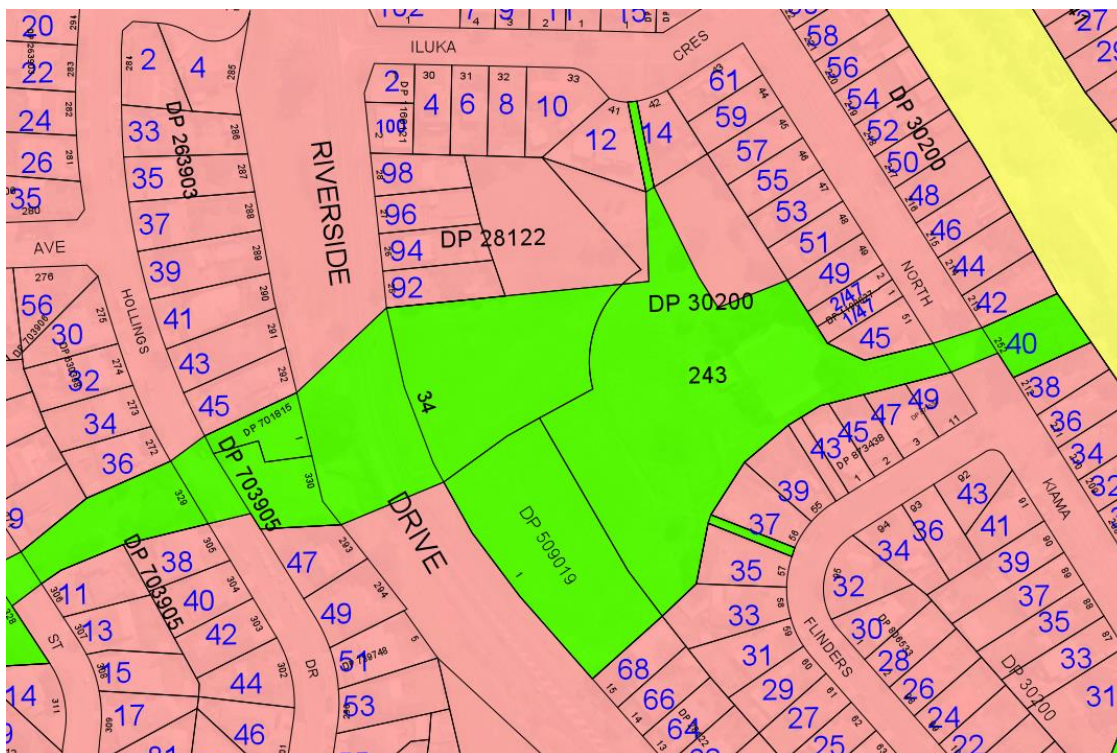


Figure 2: Published Zoning

Item 16.12

Reports for Information

16.12 Update on Planning Proposal to rezone and reclassify part of Iluka Reserve, Kiama Downs (cont)

Communication/Community Engagement

The Planning Proposal was exhibited in accordance with the Gateway Determination and two (2) public hearings were held.

Notification of the publication of the LEP amendment has been made on the NSW legislation website and Council's website.

Attachments

- 1 Letter from Executive Director - Notification of Alteration to Gateway Determination [↓](#)
- 2 Alteration of Gateway Determination [↓](#)

Item 16.12



**Planning,
Industry &
Environment**

PP_2016_KIAMA_005_04/
(IRF20/3548)

Mr Kerry McMurray,
General Manager
Kiama Municipal Council
PO Box 74
KIAMA NSW 2533

Attention: Edward Paterson, Manager Strategic Planning

Via email council@kiama.nsw.gov.au

Dear Kerry

Planning proposal PP_2016_KIAMA_005_04 – Alteration of Gateway Determination

I refer to your letter in relation to revisions to planning proposal PP_2016_KIAMA_005_02 which seeks to reclassify (from community to operational land and change interests) and rezone part of Iluka Reserve, Kiama Downs to enable future residential development and correct a mapping anomaly. I note that Council wishes to progress with the planning proposal with the exception of the reclassification component.

I have determined as the delegate of the Minister, in accordance with section 3.34(7) of the *Environmental Planning and Assessment Act 1979*, to alter the Gateway determination dated 20 October 2016 (since altered). The Gateway determination has been altered to allow the correction of a mapping anomaly by rezoning part of Iluka Reserve, Kiama Downs zoned R2 Low Density Residential to RE1 Public Recreation Public Recreation. The Alteration of Gateway determination is enclosed.

The Minister did not consider the proposal for the reclassification of Iluka Reserve to be in the public interest and did not support the reclassification. I have therefore determined that the part of the planning proposal to rezone part of the reserve from RE1 Public Recreation to R2 Low Density Residential and apply development controls does not have merit.

The NSW Government is committed to ensuring communities have access to parks and open spaces. As such I encourage Council to continue to review and further develop the delivery of improved public spaces for the local Kiama community.

The Department will continue with the legal drafting of the LEP Amendment. Council's assistance is sought in redrafting the accompanying maps and Map Cover Sheet to reflect the new Gateway determination alteration and to allow the Department to make and notify the Amendment.

Should you have any questions in relation to this matter, please contact Mr Graham Towers, Manager, Southern Region on 4247 1821.

Yours sincerely



22/9/2020
Monica Gibson
Executive Director
Local and Regional Planning

Encl: Alteration of Gateway Determination



Alteration of Gateway Determination

Planning proposal (Department Ref: PP_2016_KIAMA_005_04)

I, the Executive Director Local and Regional Planning at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(7) of the *Environmental Planning and Assessment Act 1979* to alter the Gateway determination dated 20 October 2016 (since altered) for the proposed amendment to the Kiama Local Environmental Plan 2011 as follows:

1. Change the name of the planning proposal
from
Planning Proposal (Department Ref: PP_2016_KIAMA_005_00): to rezone part of Iluka Reserve, Kiama Downs to enable future residential development and to correct a mapping anomaly by rezoning part of the Reserve zoned Residential to Public Recreation.
to
Planning Proposal (Department Ref: PP_2016_KIAMA_005_04): to correct a mapping anomaly by rezoning part of Iluka Reserve, Kiama Downs zoned Residential to Public Recreation.
2. Change the description of the planning proposal
from
Planning proposal (Department Ref: PP_2016_KIAMA_005_00) for part of Lot 34 DP28122 and part Lot 243 DP30200, Iluka Reserve, Kiama Downs to amend Kiama LEP 2011 to:
 - reclassify part of the land from community to operational land and change interests;
 - rezone part of the land from RE1 Public Recreation to R2 Low density Residential and amend the minimum lot size, building heights and floor space ratio control maps; and
 - rezone part of the land from R2 Low Density Residential to RE1 Public Recreation and amend the minimum lot size, building heights and floor space ratio control maps.to
Planning proposal (Department Ref: PP_2016_KIAMA_005_04) for part of Lot 243 DP30200, Iluka Reserve, Kiama Downs to amend Kiama LEP 2011 to:
 - rezone part of the land from R2 Low Density Residential to RE1 Public Recreation and amend the minimum lot size, building heights and floor space ratio control maps.

Dated 22nd day of September 2020.

Monica Gibson
Executive Director
Local and Regional Planning
Department of Planning, Industry and Environment

Delegate of the Minister for Planning and Public
Spaces

PP_2016_KIAMA_005_04 (IRF 20/3548)

17 ADDENDUM TO REPORTS

18 NOTICE OF MOTION

Nil

19 QUESTIONS FOR FUTURE MEETINGS

20 CONFIDENTIAL SUMMARY

21 CONFIDENTIAL REPORTS

Nil

22 CLOSURE