



EXTRAORDINARY MEETING OF COUNCIL

To be held at 5pm on

Thursday 24 February 2022

Council Chambers

11 Manning Street, KIAMA NSW 2533

Order of Business

- 1 Apologies
- 2 Acknowledgement of Traditional owners
- 3 Declarations of interest
- 4 Mayoral Minute
- 5 Report of the Chief Executive Officer
- 6 Closure

Members

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

18 February 2022

To the Chairman and Councillors:

NOTICE OF EXTRAORDINARY MEETING

You are respectfully requested to attend an **Extraordinary Meeting** of the Council of Kiama, to be held in the **Council Chambers, 11 Manning Street, KIAMA NSW 2533** on **Thursday 24 February 2022** commencing at **5pm** for the consideration of the undermentioned business.

Yours faithfully

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

Jane Stroud

Chief Executive Officer

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**AGENDA FOR THE
EXTRAORDINARY MEETING OF KIAMA MUNICIPAL COUNCIL
THURSDAY 24 FEBRUARY 2022**

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 DECLARATIONS OF INTEREST

4 MAYORAL MINUTE

4.1 Advocacy List

Attachments

Nil

Enclosures

Nil

RECOMMENDED

That Council adopt the following projects for advocacy to Federal and State Candidates for their consideration:

- Art gallery at old Council Chambers
- upgrade of change rooms and facilities at sports ground behind the Leisure Centre
- Upgrade and redevelop the Leisure Centre, re-spring courts and improve lighting
- Upgrade to youth and community hall at Jamberoo for signage etc, and a permanent pump track at Jamberoo
- Gerringong Surf Club rebuild and Werri Beach Holiday Park reconfigure
- Seed funding for innovation hub focused on agribusiness
- Better east to west road linkages, which are prone to failure and closure following heavy rain events
- Completion of the second stage of the coastal walking track to Gerroa, alongside exploration of options to connect through Shoalhaven, thereby creating a great walks experience for the region
- Re-development of the old Havilah Place building, incorporating affordable and mixed use housing
- Gerry Emery Oval women's change room and extension to club house
- Funding to assist with delivering the concept and masterplan for the South Werri Beach project, 'Connecting Our Community'
- Additional biking infrastructure to support healthy and active living
- Electric vehicle charging stations for Kiama, Jamberoo and Gerringong. Art gallery at old Council Chambers

Mayoral Minute

3.1 Advocacy List (cont)

Report

Kiama Municipal Council has benefitted from significant investment from both NSW and Federal Governments including upgrades of the Princes Highway, and the development of the Illawarra Shoalhaven Council Regional Plan and Regional Transport Plan. Continued investment in catalyst projects for our community will help with recovery from COVID and future prosperity of our region.

This is by no means an exhaustive list and presents concepts for consideration. Each concept is at differing stages of development and may require further work and planning to come to fruition. Concept projects are noted below:

- Art gallery at old Council Chambers
- upgrade of change rooms and facilities at sports ground behind the Leisure Centre
- Upgrade and redevelop the Leisure Centre, re-spring courts and improve lighting
- Upgrade to youth and community hall at Jamberoo for signage etc, and a permanent pump track at Jamberoo
- Gerringong Surf Club rebuild and Werri Beach Holiday Park reconfigure
- Seed funding for innovation hub focused on agribusiness
- Better east to west road linkages, which are prone to failure and closure following heavy rain events
- Completion of the second stage of the coastal walking track to Gerroa, alongside exploration of options to connect through Shoalhaven, thereby creating a great walks experience for the region
- Re-development of the old Havilah Place building, incorporating affordable and mixed use housing
- Gerry Emery Oval women's change room and extension to club house
- Funding to assist with delivering the concept and masterplan for the South Werri Beach project, 'Connecting Our Community'
- Additional biking infrastructure to support healthy and active living
- Electric vehicle charging stations for Kiama, Jamberoo and Gerringong.

5 REPORT OF THE CHIEF EXECUTIVE OFFICER

5.1 Audit, Risk and Improvement Committee - Councillor representation

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

CSP Strategy: 4.2 Council embraces good governance and better practice strategies

Delivery Program: 4.2.1 Manage effective risk framework across council

Summary

This report recommends the appointment of one external independent member to join the Audit, Risk and Improvement Committee and requests that Councillors determine the Councillor representative on the Committee.

Finance implications

The cost of the committee is funded within current budget allocations.

Risk implications

The risk relating to this information is Council failing to meet legislative requirements for Audit, Risk and Improvement Committees.

Policy

Council has an adopted Audit, Risk and Improvement Committee Charter and an Internal Audit Strategic Plan.

Consultation (internal)

Internal Auditor

Audit, Risk and Improvement Committee member recruitment panel

Communication/Community engagement

The community will be advised of the Committee membership through the usual media channels and the Council website.

Attachments

- 1 Audit Risk and Improvement Committee Charter [↓](#) 

Enclosures

Nil

RECOMMENDATION

That Council determine the Councillor representatives on the Audit, Risk and Improvement Committee for the period to September 2022.

Background

The Audit, Risk and Improvement Committee Charter (attached) states the Committee will consist of:

Report of the Chief Executive Officer

5.1 Audit, Risk and Improvement Committee - Councillor representation (cont)

3.1 Members (voting)

- Two members nominated by Council
- Three independent external members (not a member of the Council), one of whom shall be elected as the Chair and one as the Deputy Chair.

This report provides the opportunity to consider its representation on the Audit, Risk and Improvement Committee.

Item 5.1

Kiama Municipal Council Audit, Risk and Improvement Committee Charter

1. Objective

The objective of the Audit, Risk and Improvement Committee (Committee) is to provide independent assurance and assistance to the Kiama Municipal on risk management, control framework, external accountability, legislative compliance, internal audit, external audit and process improvement responsibilities.

2. Authority

The Council authorises the Committee, within the scope of its role and responsibilities, to:

- Obtain information it needs from any employee or external party;
- Discuss any matters with the internal auditor and external auditor or other external parties;
- Request of the General Manager the attendance of any employee at Committee meetings;
- Obtain external legal or other professional advice considered necessary to meet its responsibilities, including requesting their attendance at a meeting. Prior discussion with the General Manager must be obtained to determine appropriateness of any reimbursement by Council for external legal or other professional advice; and
- Have private meetings with the internal auditor, external auditor, or other personnel without management present.

3. Composition and Tenure

The Committee will consist of:

3.1 Members (voting)

- Two members nominated by Council.
- Three independent external members (not a member of the Council), one of whom shall be elected as the Chair and one as the Deputy Chair.

3.2 Attendee (non-voting)

- General Manager.
- Internal Auditor and staff responsible for providing secretariat services to the Committee.

3.3 Invitees (non-voting) for specific Agenda items

- Representative of any contracted internal audit service provider(s).
- Representatives of the external auditor.

- Other Council officers may attend by invitation from the Committee though the General Manager.

Initially, the Chair shall be appointed for a three year term and the other two independent members shall be appointed for two years.

An option for a two year extension will be considered following a formal review of performance.

The independent external members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Kiama Municipal Council. At least one independent external member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

4. Role and Responsibilities

The Committee has no executive powers, except those expressly provided by the Council.

In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the General Manager as defined by the Local Government Act.

Development and day-to-day maintenance of internal controls and risk management strategies and practices remains the function of Council's management.

The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committee's responsibilities are to assess the effectiveness of the Kiama Municipal frameworks, actions and controls as outlined below; and shall be supported by regulations and/or guidelines containing prescriptive detail.

Part 4A Internal Audit

428A

Audit, Risk and Improvement Committee

- (1) *A council must appoint an Audit, Risk and Improvement Committee.*
- (2) *The Committee must keep under review the following aspects of the council's operations:*
 - (a) *compliance,*
 - (b) *risk management,*
 - (c) *fraud control,*
 - (d) *financial management,*
 - (e) *governance,*
 - (f) *implementation of the strategic plan, delivery program and strategies,*
 - (g) *service reviews,*
 - (h) *collection of performance measurement data by the council,*
 - (i) *any other matters prescribed by the regulations.*
- (3) *The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

Specifically, the Committee may review;

4.1 Risk Management

- Review whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud and corruption;
- Review whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- Review the impact of the risk management framework on its control environment and insurance arrangements; and
- Review whether a sound and effective approach has been followed in establishing business recovery and continuity planning arrangements, including whether plans have been tested periodically.

4.2 Control Framework

- Review whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- Review whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- Progressively review whether appropriate processes are in place to assess whether policies and procedures are complied with;
- Review whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- Review whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

4.3 External Accountability

- Satisfy itself the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements attesting the adequacy of internal controls;
- Review the external audit opinion, including whether appropriate action has been taken by Council in response to audit recommendations and adjustments;
- To consider contentious financial reporting matters in conjunction with Council's management and external auditors;
- Review the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- Satisfy itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations; and
- Satisfy itself there is a performance management framework linked to organisational objectives and outcomes.

4.4 Legislative Compliance

- Determine whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- Review the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

4.5 Internal Audit

- Act as a forum for communication between the Council, General Manager, senior management and internal audit;
- Review the internal audit coverage and Internal Audit Plan, ensure the plan has considered the Risk Management Plan, and approve the plan;
- Consider the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;
- Review all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- Monitor the implementation of internal audit recommendations by management;
- Annually review the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place; and
- Annually review the performance of Internal Audit, and ensure an independent external assessment is undertaken every five years.

4.6 External Audit

- Act as a forum for communication between the Council, General Manager, senior management and external audit;
- Provide input and feedback on the financial statements and performance audit coverage proposed by external audit, and provide feedback on the external audit services provided;
- Review all external plans and reports in respect of planned or completed external audits, and monitor the implementation of audit recommendations by management; and
- Consider significant issues raised in relevant external audit reports and better practice guides, recommend actions that should be implemented and ensure appropriate action is taken.

4.7 Business Process Improvement and Performance Management

- Review the business improvement activities as a means to support Council in achieving strategic objectives and meet the needs of the community more effectively and efficiently.
- Satisfy itself that the Council's program for transition and improvement of operational processes is appropriately managed.
- Satisfy itself that there is a performance management framework linked to organisational objectives and outcomes.

4.8 Responsibilities of Members

Members of the Committee are expected to:

- Understand the relevant legislative and regulatory requirements appropriate to Kiama Municipal Council;
- Contribute the time needed to study and understand the papers provided;
- Apply good analytical skills, objectivity and good judgment; and
- Express opinions frankly, ask questions that go to the fundamental core of issues, and pursue independent lines of enquiry.

5. Reporting

5.1. The Committee will provide a report (at least annually if not more frequently) to the Council on its operation and activities during the year including:

- A summary of the work the Committee performed to fully discharge its responsibilities (including a performance review of Internal audit and progress to the annual plan)
- A summary of managements progress in addressing the findings and recommendations made in internal and external reports
- An overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council.
- Details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.

5.2. Reports to be provided by the Internal Auditor to include:

- Regular routine reports to Council on Audit, Risk and Improvement Committee Update to be completed subsequent to each meeting or at least three times per year.
- By the first meeting after 30 June each year, Internal Audit via the General Manager will provide an annual performance report on Audit, Risk and Improvement Committee and Internal Audit activity for the previous audit year. Details of the Annual performance report will be included in Council's Annual Report.

5.3. The Committee must at all times ensure it maintains a direct reporting line to and from Internal Audit and acts as a mechanism for Internal Audit to report to Council on functional matters.

6. Administrative arrangements

6.1. Meetings

The Committee will meet at least four times per year, with one of these meetings to include review and endorsement of the annual audited financial statements and external audit opinion.

The need for any additional meetings will be decided by the Chair of the Committee, though other Committee members may make requests to the Chair for additional meetings.

A meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The meeting plan will cover all Committee responsibilities as detailed in this Charter.

6.2. Attendance at Meetings and Quorums

A quorum will consist of a majority of Committee voting members, including at least two independent external members. Meetings can be held in person, by telephone or by video conference

Any contracted internal audit provider(s) will be invited to attend each meeting unless requested not to do so by the Chair of the Committee. The Committee may also request, through the General Manager, for other employees to participate for certain agenda items, as well as the external auditor.

6.3. Secretariat

Council management will arrange to provide secretariat support to the Committee. The Secretariat will ensure the agenda for each meeting and supporting papers are circulated at least one week before the meeting, and ensure minutes of the meetings are prepared and maintained. Minutes shall be approved by the Chair and circulated to each member within three weeks of the meeting being held.

Once the minutes have been approved by the Chair, the Secretariat shall arrange for the minutes to be provided to Council.

6.4. Conflicts of Interest

Committee members must comply with the applicable provisions of Council's Code of Conduct.

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest shall be appropriately minuted.

Where members or invitees at Committee meetings are deemed to have a real or perceived conflict of interest, it may be appropriate they be excused from Committee deliberations on the issue where the conflict of interest may exist. The final arbiter of such a decision is the Chair of the Committee.

6.5. Induction

New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

6.6. Assessment Arrangements

The Chair of the Committee will initiate a review of the performance of the Committee annually. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from management and any other relevant stakeholders, as determined by the Chair.

6.7. Review of Audit, Risk and Improvement Committee Charter

At least once every two years the Committee will review this Charter.

Any change to the Charter is by endorsement of the Committee, and agreed to by Council.

7. Approval of the Charter

Endorsed:
Audit, Risk and Improvement Committee
5/2/2019

Approved:
Council
/ /

5.2 Blue Haven Advisory Board - Councillor representation

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

CSP Strategy: 4.2 Council embraces good governance and better practice strategies

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

Item 5.2

Summary

This report requests that Councillors determine representation to the Blue Haven Advisory Board.

Financial implications

Not applicable

Risk implications

The risk related to delegations is that the Blue Haven Board would not be constituted and functions impacted.

Policy

Blue Haven Advisory Board s355 Policy

Consultation (Internal)

Nil.

Communication/Community Engagement

Committee delegations are published on Council's website.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council determine its representatives to the Blue Haven Advisory Board for the period to September 2022.

Background

At the July 2021 Council meeting the Blue Haven Advisory Board Policy was endorsed. The Policy states at 6.2.1 that the Blue Haven Advisory Board shall comprise a total of 7 members each appointed by Council, of which 2 members must be Councillors.

Report of the Chief Executive Officer

5.2 Blue Haven Advisory Board - Councillor representation (cont)

At the November 2021 Council meeting the external members were appointed, being: John Cleary, Elizabeth Kelly, Joanne Sabena, Pearl Forrester and Richard Bialkowski. A community representative, Michael Forsyth, was also appointed.

To fulfill the membership requirements of the Policy two Councillor representatives are required. This report provides the Council the opportunity to consider this representation.

Item 5.2

5.3 Kiama Local Traffic Committee - Councillor representation

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

CSP Strategy: 4.2 Council embraces good governance and better practice strategies

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

Item 5.3

Summary

This report requests that Councillors determine representation to the Kiama Local Traffic Committee.

Financial implications

The administration of the traffic advisory committee is managed by Council staff. There is no dedicated budget for the committee.

Risk implications

The risk related to delegations is that Council would not be adequately represented on relevant bodies.

Policy

Council delegated functions under the Transport Administration Act 1988

Consultation (Internal)

Director Engineering and Works

Communication/Community Engagement

Committee delegations are published on Council's website.

Attachments

- 1 Pamphlet on "A guide to the delegation to councils for the regulation of traffic (including the operation of Traffic Committees)"  

Enclosures

Nil

RECOMMENDATION

That Council determine its representatives to the Kiama Local Traffic Committee for the period to September 2022.

Background

The Kiama Local Traffic Committee (KLTC) is established to provide advice to Council and enables Council to meet its responsibilities to Transport for NSW (TfNSW) as part of the powers delegated to it by TfNSW under the *Transport Administration Act 1988*.

Report of the Chief Executive Officer

5.3 Kiama Local Traffic Committee - Councillor representation (cont)

The Committee is established in accordance with “*A guide to the delegation to councils for the regulation of Traffic (including the operation of Traffic Committees)*” (the Guidelines), published by TfNSW. The Committee is not a committee within the meaning of the Local Government Act 1993. Its operating arrangements are detailed in the Guidelines.

A Local Traffic Committee is made up of four formal (voting) members:

- A local council representative
- A NSW Police Force representative
- An TfNSW representative
- The local State Manager of Parliament (MP) or their nominee

Council staff including the Director Engineering & Works, Manager Design & Development, Road Safety Officer and Rangers (as appropriate) also attend the Committee meeting in a technical advisory capacity.

This report provides the Council the opportunity to consider its representation on the Kiama Local Traffic Committee. Previously the Mayor has been Council’s voting representative and another Councillor has been nominated as an alternate. The Director Engineering & Works has been a second alternative should both the Mayor and nominated alternative Councillor be absent.



A guide to delegation to councils for the regulation of traffic

Including the operation of Traffic Committees



→ For further enquiries

www.rta.nsw.gov.au

technical_directions_publication@rta.nsw.gov.au

131 782

Roads and Traffic Authority

March 07
RTAPub.xxxxxx

The Roads and Traffic Authority (RTA) is the legislated organisation responsible for the control of traffic on all roads in New South Wales (NSW). NSW has many roads, which range from motorways to local streets. All these roads require the control of traffic.

Traffic can be controlled by installing traffic control devices, such as regulatory signs, or through traffic control facilities, such as medians.

The most effective way to deal with traffic related matters on local roads is to deal with them locally. The RTA has therefore delegated aspects of traffic control on local roads to local councils.

The RTA manages the State's classified road network, and local government plays an important role by providing traffic input and advice when necessary.

While this brochure provides a brief reference guide, the RTA has also published detailed guidelines *A guide to the delegation to councils for the regulation of traffic, including the operation of Traffic Committees* which provides the policy and framework for councils to exercise their delegated traffic functions. The guidelines outline the delegated functions of councils, the limitations that apply to councils when exercising these functions, the responsibilities of the various parties involved in the process and the role of local and regional traffic committees.

These guidelines can be accessed from the technical manuals section of the RTA website – www.rta.nsw.gov.au.

What is a Local Traffic Committee?

The Local Traffic Committee (LTC) is primarily a technical review committee. It advises a local council on traffic control matters that have been referred to the local council. These matters must be related to prescribed traffic control devices or traffic control facilities for which council has delegated authority.

The LTC is made up of four formal (voting) members. The members are:

- A local council representative.
- A NSW Police Force representative.
- An RTA representative.
- The local State Member of Parliament (MP) or their nominee.

Item 5.3 - Kiama Local Traffic Committee - Councillor representation

A local council (in consultation with the formal members of the LTC) may also decide to have additional informal (non-voting) advisors to the LTC who can provide input into the process. These additional advisors can include a:

- Road Safety Officer
- NSW Ministry of Transport representative.
- NSW Fire Brigade representative.
- NSW Ambulance Service representative.
- Bus operator representative.
- Transport Workers Union representative.
- Chamber of Commerce representative.

Generally, informal advisors are not required to attend every LTC meeting. Their attendance is only required when an item appears on the agenda related to their area of expertise or responsibility.

What is a Regional Traffic Committee?

A Regional Traffic Committee (RTC) deals with appeals from the RTA on the NSW Police Force, members of the LTC, Local Councils, the local State MP or residents are not entitled to appeal to the RTC. Regional Traffic Committees operate across the state and consist of the following members:

- An Independent Chairperson (appointed by the RTA with concurrence from the Local Government and Shires Association).
- The LGSA nominee (usually a Local Government Engineer from the region).
- An RTA representative (usually the local Regional Traffic Manager).

Attachment 1 - Pamphlet on "A guide to the delegation to councils for the regulation of traffic (including the operation of Traffic Committees)"

When a notice of appeal and relevant information is lodged with a RTC, the Chairperson will convene a meeting in which the appeal matter is discussed. Meetings are generally held in the offices of the local council. The Chairman shall determine whether if anyone, shall be permitted to address the RTC. If anyone does, documented evidence presented by each party prior to the appeal. Generally only the members of the RTC and each party who lodge the appeal attend the meeting.

The LGSA and RTA representatives provide advice required by the Chairman but do not vote. The decision of the RTC is supported in regard to such matters is final and binding on all parties.

Item 5.3 - Kiama Local Traffic Committee - Councillor representation

Can a member of the public attend a Local Traffic Committee meeting?

LTC meetings do not have public galleries. However, the LTC may allow residents or other interested stakeholders to address the committee.

The LTC may agree to limit the number of public presenters on any particular item and/or place time limits on them. This should be conveyed to the presenters at the time they are notified of the LTC's agreement for them to address the committee.

Under no circumstances should residents or other non-member stakeholders remain at the meeting while the proposal is debated and a vote taken.

Can the media attend a Local Traffic Committee meeting?

Should the media be interested in a proposal being considered, they are to be treated in the same manner as residents and other non-member stakeholders. They may attend a meeting while the public is addressing the committee but should not be permitted to remain during LTC discussions and voting on a proposal.

General traffic advice

Local councils often require advice on, or information on, options for difficult traffic problems. Councils may wish to consider traffic issues, which are outside the scope of delegation (eg installation of speed limits or traffic signals). As these problems or issues do not require the exercise of delegated functions at that point in time (though they may or may not require it in the future) they should not be dealt with as formal items by the LTC. However, council may take advantage of the knowledge and experience of the LTC members to help them resolve or clarify an issue.

The LTC agenda should only contain items which require the elected local council to exercise its delegated functions. If no action is required or advice only is being sought or the issue does not require the exercise of delegated functions then the issue should not appear on the LTC agenda and should be dealt with as general traffic advice.

Items which do not appear on the agenda (ie items without notice) should only be considered if the elected local council has referred the issue and council officers have been able to prepare a summary on the proposal in the normal manner. Items raised without notice must be referred to the next meeting (or dealt with separately between meetings) if any member of the committee requests time to consider the issue.

All LTC meetings require the preparation of minutes. Local council must prepare the minutes of the meeting and copies forwarded to all LTC members for their concurrence prior to the recommendations either being presented to the elected local council or acted on by the council's sub-delegate.

Council officers may also need to prepare a report to the elected local council. This report must indicate the type of support from the LTC (ie unanimous or not unanimous). Where the advice is not unanimous, dissenting votes should be noted.

All proposals recommended by the LTC must still be formally approved by the elected local council (or their sub-delegate), subject to certain limitations.



Meetings

The LTC is not a committee under the Local Government Act, 1993. The operating arrangements for the LTC are contained within the RTA guidelines. A guide to the delegation to councils for the regulation of traffic, including the operation of Traffic Committees.

The most common format for LTC meetings is a monthly face-to-face meeting held in the offices of the local council. The council can determine the following:

- Conduct at the meeting
 - Frequency of meetings.
 - Format of meetings (within the RTA guidelines).
- The LTC meeting is to be convened by a local council representative. The convenor may be the council's voting member or may be an additional non-voting member of the committee.

While there is no need for a specific quorum to allow an LTC meeting to proceed, any advice can only be returned to the elected council or their sub-delegate by the LTC if the views of the RTA and the NSW Police Force have been obtained.

Acceptable alternative meeting formats include:

- Electronic meetings – where the advice of the members is sought via facsimile or email.
- A combination of electronic (for minor issues) and face-to-face meetings.

All LTC meetings require the preparation of an agenda which should be prepared by the local council and circulated to all formal members and informal advisors prior to the meeting. It is recommended that this occur at least one week before the meeting to allow members time to fully consider the issues and undertake a site visit if necessary.

For each agenda item, there should be a brief summary of the issue, details of the proposed solution including a plan if the proposal involves signs, lines or structures, details of the policies, guidelines, and standards used (if any) and the proposed recommendation to the elected local council. Meeting papers should also include a summary of the final decisions made on items addressed at the previous meeting or on any items addressed since the last meeting.



How does a Local Traffic Committee operate?

The local council must refer all traffic related matters to the Local Traffic Committee (LTC) prior to exercising its delegated powers. Matters related to classified roads or functions that have not been delegated to the council must be referred directly to the RTA or relevant organisation, not the LTC. However, the RTA will generally seek the views of the council on classified road traffic issues via the general traffic advice process.

The LTC considers the technical merits of each proposal it receives and ensures that the proposal meets current technical guidelines. When considering a proposal, each formal member of the LTC is entitled to one vote. These votes must be recorded as part of the meeting minutes if the decision is not unanimous.

The LTC has no decision-making powers and a council is not bound by the advice of its LTC.

However, should a council decide to proceed with a proposal that does not have the unanimous support of the LTC, then council must notify the RTA and the NSW Police Force in writing and wait 14 days from that point before proceeding.

5.4 Council Committees - appointment of committees and memberships

CSP Objective: 4 Responsible Civic Leadership that is Transparent, Innovative and Accessible

CSP Strategy: 4.1 Ensure we remain a strong, independent and sustainable local government authority to plan, deliver and advocate for the needs of our community

Delivery Program: 4.1.1 Undertake a program of engagement with State, regional and local authorities and organisations, and community members to ensure Council remains an independent and viable entity

Item 5.4

Summary

This report requests that Councillors determine the Committee structure and nominate Councillor membership of those Committees.

Financial implications

Not applicable.

Risk implications

The risk relating to this information is ensuring suitable representation on each committee leads to productive and positive outcomes, and meeting the terms of reference for each committee.

Policy

Each Committee has its own Terms of Reference

Consultation (Internal)

Director Environmental Services

Communication/Community Engagement

Committee representation is published on Council's website.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council determine the committee structure and nominate the Councillor membership of those Committees for the period to September 2022.

Background

This report gives Council the opportunity to review and examine its committee structure. Several matters should be critically examined – firstly the continuing need for the committees, and secondly, the membership thereof.

Report of the Chief Executive Officer

5.4 Council Committees - appointment of committees and memberships (cont)

Representations are normally reviewed annually, in September.

The list of committees that Council has previously established and which are still relevant is below. The list includes proposed dates and times at which meetings have traditionally been held.

Committee	Who	Meeting times	Membership
Committee of the Whole	All Councillors	3 rd Tuesday every month (except January), 5pm	All Councillors
Access		1 st Friday every 2 nd month, 10am	1 Councillor (Chair) and 1 alternate
Australia Day		As required	Mayor and 2 Councillors (including Chair)
Catchment and Flood Risk Management		As required	2 Councillors
Community Safety (CCTV requirement)		As required	1 Councillor 1 alternate
Companion Animals Management Advisory		Every 6 months or as required	1 Councillor
Cultural Board		Bi-monthly or as required	Mayor, 2 Councillors and CEO
Destination Kiama Tourism Advisory		Bi-monthly	2 Councillors and CEO
Economic Development		4 th Tuesday every month, 5.30pm	3 Councillors (including Chair)
Health and Sustainability Advisory		Bi-monthly	2 Councillors
Hoi An Friendship		As required	4 Councillors and General Manager

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5.4 Council Committees - appointment of committees and memberships (cont)

Committee	Who	Meeting times	Membership
Jamberoo Youth Hall s355 Committee		Monthly	1 Councillor liaison
Kiama Walking Tracks and Cycleways		As required	1 Councillor (including Chair) and Mayor ex-officio
Long Term Financial Planning and Revenue		As required	4 Councillors
Performance Review		Every 12 months	Mayor, Deputy Mayor and 2 Councillors
Planning Committee		As required	Mayor, Deputy Mayor and 3 Councillors
Seniors' Week		As required	1 Councillor (including Chair)
Staff Consultative		Monthly, no set date, 11.30am	Mayor (ex officio)
Streets and Reserves Naming		As required.	1 Councillor and 1 alternate
Work Health and Safety		Quarterly	Mayor (ex officio)
Youth Advisory		Scheduled Thursdays, 10.40am at Kiama High School	2 Councillors

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There is also the Finance Advisory Committee (FAC), which at this point has a resolution that appoints the Mayor to the group. Councillors may wish to consider if further Councillor participation on the FAC is appropriate.

It is also noted that some of the listed committees may no longer be relevant or could be changed. Some of these committees have not met frequently. The following committees may need reconsidering:

- Long Term Financial Planning and Revenue
- Hoi An Friendship
- Economic Development Committee

5.5 Council delegates to outside bodies, appointments to regional and other organisations

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

CSP Strategy: 4.2 Council embraces good governance and better practice strategies

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

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Summary

This report requests that Councillors determine representatives to outside organisations for the period to September 2022.

Financial implications

Not applicable

Risk implications

The risk related to delegations is that Council would not be adequately represented on relevant external bodies.

Policy

Not applicable

Consultation (Internal)

Nil

Communication/Community Engagement

Committee delegations are published on Council's website.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council determine its representatives to external organisations for the period to September 2022.

Background

A list of the current outside organisations to which Council is required to appoint a delegate or representative is provided below. This report provides the newly elected Council the opportunity to consider its representation and delegations to these committees.

Representations are normally reviewed annually, in September.

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5.5 Council delegates to outside bodies, appointments to regional and other organisations (cont)

Committee	Meetings	Councillor	Nature of appointment	Delegates
CivicRisk Mutual	Quarterly		Council	1 Councillor CEO
Cleary Bros Community Consultative Committee	As required		Council	2 Councillors
Friends of Kiama Library	Monthly		Council	1 Councillor 1 Alternate
Healthy Cities Illawarra Management Committee and International Healthy Cities Alliance (including Australian Chapter)	Bimonthly		As Mayor	Mayor 1 Alternate
Illawarra Academy of Sport	Bi-monthly		As Mayor	Mayor / delegate 1 Alternate
Illawarra Bush Fire Management Committee	Quarterly		Councillor delegate Staff	1 Councillor Director Engineering and Works
Illawarra Connection	As required		Council	1 Councillor
Illawarra District Weeds Authority Committee	Quarterly		Council	1 Councillor 1 Alternate being the Landscape Officer
Illawarra Regional Airport Management Advisory Committee	As required		As Mayor	Mayor
Illawarra Regional Information Service	No longer exists			
Illawarra Rural Fire District Service Agreement Committee	Quarterly		Councillor Delegate Staff	1 Councillor Director Engineering and Works

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5.5 Council delegates to outside bodies, appointments to regional and other organisations (cont)

Committee	Meetings	Councillor	Nature of appointment	Delegates
Illawarra Shoalhaven Joint Organisation	Bi-monthly	Neil Reilly Karen Renkema-Lang Alternate - Matt Brown	Councillor delegate	Mayor 1 Councillor 1 Alternate CEO
Kiama and District Sports Association	Bi-monthly		Council	1 Councillor Director Engineering and Works
Kiama Liquor Accord	As required		Council delegate Staff	2 Councillors Road Safety Officer
NSW Public Library South East Zone Committee	Quarterly		Council delegate Staff	1 Councillor Director Environmental Services Manager Library Services
South Coast Co-operative Library Service	Annually		Council	1 Councillor
Southern Regional Planning Panel	As required		Council delegates	Mayor 1 Councillor 1 Alternate
Sydney Catchment Authority's Local Government Reference Panel	As required		1 Councillor Staff	1 Councillor 1 Alternate Director Environmental Services

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6 CLOSURE