



# INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE MEETING

To be held at 5.00pm on

**Tuesday 12 December 2023**

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 Discussion Items
- 6 General Business
- 7 Closure

## **Members**

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

8 December 2023

To the Chair and Members:

**NOTICE OF  
INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE MEETING**

You are respectfully requested to attend an **Infrastructure and Liveability Advisory Committee Meeting**, to be held in the **Council Chambers**

**11 Manning Street, KIAMA NSW 2533** on **Tuesday 12 December 2023**  
commencing at **5.00pm** for the consideration of the undermentioned business.

Yours faithfully

Michael Malone  
**Director Infrastructure and Liveability**

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**AGENDA FOR THE  
INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE  
TUESDAY 12 DECEMBER 2023**

**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, present and emerging.”*

Confirmation of Minutes of Previous Meeting

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### **3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

#### **3.1 Infrastructure and Liveability Committee Meeting on 14 November 2023**

##### **Attachments**

- 1 Minutes - Infrastructure and Liveability Advisory Committee - 14 11 23

##### **Enclosures**

Nil

#### ***RECOMMENDED***

That the Minutes of the Infrastructure and Liveability Committee meeting held on 14 November 2023 be received and accepted.

**Item 3.1**



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

commencing at 5.00pm on

## **TUESDAY 14 NOVEMBER 2023**

Council Chambers  
11 Manning Street, KIAMA NSW 2533

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**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY  
COMMITTEE** **14 NOVEMBER 2023**

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

**HELD AT KIAMA MUNICIPAL COUNCIL**

**ON TUESDAY 14 NOVEMBER 2023 AT 5.00PM**

**PRESENT:** Cr Mark Croxford  
Cr Stuart Larkins  
Dr Tony Gilmour  
Roy Rogers  
Jennifer Wulff (Chair)  
Michael Malone | Director Infrastructure and Liveability  
Alyson Hodgekiss - Minutes

**1 APOLOGIES**

Dr Fiona Mackie

**2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS**

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

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

**3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

**3.1 Infrastructure and Liveability Advisory Committee Meeting on 10  
October 2023**

The Minutes of the Infrastructure and Liveability Advisory meeting held on 10  
October 2023 were received and accepted.

**4 BUSINESS ARISING FROM THE MINUTES**

Nil

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**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY  
COMMITTEE** **14 NOVEMBER 2023**

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## **5 DISCUSSION ITEMS**

### **5.1 Election of Deputy Chair**

Councillor Larkins was selected as the Deputy Chair.

### **5.2 Committee Procedures**

TG suggested some procedures, and the following actions were discussed:

1. A shared drop box. It was decided that a Teams Group would be created to share documents and used for discussion.  
**Action: AH to create a Teams group for the Infrastructure & Liveability Committee members.**
2. Updates made to the Infrastructure & Liveability Committee page on the Council website, including extra information regarding each Committee member, and adding the agenda and minutes to the website.  
**Action: Committee members to email AH with the extra information that they would like on the website. AH will add the agendas and minutes onto the website.**
3. Extra informal meetings in between the monthly meetings scheduled in the Chambers were suggested, as the hour given for the official monthly meetings will not be sufficient to achieve everything.
4. Reference groups were suggested, there may be an option to set up sub groups for specific experts in the field. MM advised that there is no budget for extra groups, meetings or experts. The Committee advised that there could be people in the field willing to give their time and advice free of charge.
5. The Committee need to start a work plan with tops, dates due, and time frames of when we will focus on certain topics. At the next meeting, a draft workplan will be tabled for discussion.  
**Action: Draft workplan to be tabled for discussion at the December meeting.**
6. Committee will not be adopting the Kiama Municipal Council's Code of Meeting Practice, to encourage more candid discussions. However, we remain bound by Councils Code of Conduct.
7. The Committee decided that the Minutes of the Infrastructure and Liveability Committee could go on the website.

### **5.3 Projects for the Committee**

RR spoke to the committee members prioritisation of existing spreadsheet of tasks against Kiama Community Strategic Plan Pillar 4 Outcomes (refer Attachment 1 which was tabled by RR at the meeting). RR noted that as community members we believe it is important that we reflect community priorities that align with Councils Strategic Plan and the 4 Pillar Outcomes, specifically:



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**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY  
COMMITTEE** **14 NOVEMBER 2023**

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1. Pillars 1 & 3 - Decommission strategy for Havilah Place (P1) - Undertake strategic review of all Council land holdings (P3) – **Summarised as Financial robustness and ratepayer value.**
2. Pillar 2 - Review priority actions from Draft Traffic and Parking Study including Paid Parking – **Summarised as Traffic, Transport, accessibly (including parking).**
3. Pillar 4 – Innovation we wanted to review what this meant for the community we are not at odds with development of employment strategies but thought Innovation was not coming thru – **Summarised as What will Innovation & Technology look like and what can it deliver.**
4. Pillar 1 & 3 – Housing strategy (P1) & Disability Inclusion (P3) – **Summarised as reflecting the values of our Community.**

TG suggested having one Committee member to work on each of the above items.

#### **5.4 Local Road Network Safety Plan**

SL spoke about the need for the Local Road Network Safety Plan, and that it needs to be developed as a priority, with a chapter about safety for pedestrian movements. SL advised that there is funding in the current budget for it. Shellharbour Council is concentrating on pedestrian safety, disability access and 30km per hour speed zones in some towns in their latest plan. Also, the national government has developed its first National Road Safety Action Plan, which focuses on heavy vehicles and vulnerable road users. There is a lot of grant funding coming out over the next 4 years for this.

TG and JW advised that this topic will fit into the tasks for this Committee.

#### **5.5 Committee engagement with Kiama community to hear all viewpoints**

JW proposed that members of the Committee attend the Farmers Markets on Wednesdays to listen to the community, and to discuss their concerns. This will be a good way of engaging face to face with the community.

MC suggested some giveaway bags for people, as a way of starting conversations and giving something to get something back.

Another way of engaging with the community is a more formal engagement, where we do a digital platform for a survey.

TG also suggested attending the community group meetings in the municipality.

JW advised that small steps will be taken to connect with the local community and listen to their requests and concerns.

**Action: JW will have a workplan in place for the next meeting to start engaging with the local community.**

**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY  
COMMITTEE** **14 NOVEMBER 2023**

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**6 CLOSURE**

There being no further business the meeting closed at 6.25pm

**Item 3.1**

**Attachment 1**

#### **4 BUSINESS ARISING FROM THE MINUTES**

Discussion Items

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## **5 DISCUSSION ITEMS**

### **5.1 Recommendations for 4 strategic projects**

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Tony Gilmour

#### **Attachments**

1 Infrastructure and Liveability tasks

#### **Enclosures**

Nil

**Item 5.1**



## Infrastructure and Liveability Advisory Committee

The committee's terms of reference are to 'review and monitor, as appropriate, the implementation of actions as outlined in Pillar 4 of the Kiama Community Strategic Plan 2022-2032'. Within Pillar 4 there are four outcomes.

The committee has selected four broad projects to be completed by September 2024. Each community committee member will help coordinate a task as a 'lead', with a Councillor supporting to ensure the project is in line with council motions. These tasks have been selected to align with Pillar 4 outcomes, and to focus on medium and longer term strategic issues.

Pillar 4: We are part of a connected and liveable community			
Outcome 1	Outcome 2	Outcome 3	Outcome 4
We love where we live; our housing reflects our values	We are well connected within our local community, and to our region	We are well connected within our local community, and to our region	Innovation and new technologies and resources that improve environmental and social outcomes are embraced
Project A Housing strategy (covers Outcomes 1&3)	Project B Transport strategy (covers Outcome 2)	Project C Council land review (covers Outcomes 1&3)	Project D Promote innovation (covers Outcome 4)
Plan for a housing strategy, including addressing affordability challenges, housing accessibility and potential future role for Bombo quarry	Review actions from Traffic and Parking Study. Consider paid parking, healthy transport (cycle and by foot), disability access and user safety	Strategic analysis of council's land holdings, with recommendations. To include consideration of future uses for Havilah Place	Build further on existing community input to think 'outside the box' on technology and innovation. To include a focus on employment lands & home working
Lead: <b>Tony</b>	Lead: <b>Fiona</b>	Lead: <b>Roy</b>	Lead: <b>Jen</b>
Councillor: TBC	Councillor: <b>Stuart</b> TBC	Councillor: TBC	Councillor: TBC

The Committee will promote wider community engagement with our work. This will include establishing at least one expert advisory group, and the use of alternative ways of gathering community input and wisdom.

By September 2024 the Committee will have made direct, practical and clear recommendations to Councillors on all four Projects. We will also provide an assessment on how well Council is progressing implementing Pillar 4 of the Community Strategic Plan.

Discussion Items

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**5.2 Draft Committee workplan**

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Jen Wulff

**Attachments**

1 Draft Workplan for ILAC-Year1

**Enclosures**

Nil

**Item 5.2**

**Draft Workplan for Infrastructure & Liveability Advisory Committee (ILAC) as at 6/12/2023**

**Forming Phase**

2023	Aug- Sept	Oct	Nov	Dec
	<ul style="list-style-type: none"> <li>Committee Forming and clarification of role and scope.</li> </ul>	<ul style="list-style-type: none"> <li>Confirm community member as Chair of ILAC.</li> <li>Feedback to KCDIL* on current tasks in operational I&amp;L spreadsheet of tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Identify 4 strategic areas for ILAC attention                             <ol style="list-style-type: none"> <li>Housing strategy</li> <li>Transport strategy</li> <li>Council land review</li> <li>Promote innovation</li> </ol> </li> <li>1 year ILAC workplan drafted</li> <li>'Hearing Community Voice' channels for input on 4 strategic areas agreed and get started by:                             <ul style="list-style-type: none"> <li>ILAC members attend Kiama Markets.</li> <li>Advertise emails to ILAC via <a href="mailto:council@kiama.nsw.gov.au">council@kiama.nsw.gov.au</a> with ILAC in message subject.</li> <li>Monitor ILAC emails.</li> <li>Informal ILAC network conversations with Kiama Community.</li> <li>Social media engagement.</li> </ul> </li> </ul>	

**Action Phase**

2024	Jan-Feb	Mar	Apr	May	Jun	Jul	Aug
	<ul style="list-style-type: none"> <li>Background research 4 strategic areas                             <ul style="list-style-type: none"> <li>Review existing reports, advice, body of knowledge.</li> </ul> </li> <li>Pro-bono engagement of experts for input on 4 strategic areas</li> <li>ILAC Chair &amp; Deputy Chair report to Council on progress and community voice on 4 strategic areas.</li> </ul>		<ul style="list-style-type: none"> <li>Check effectiveness of ILAC operation.</li> <li>Progress report from KCDIL on operational I&amp;L tasks.</li> </ul>	<ul style="list-style-type: none"> <li>Draft, initial recommendations to ILAC.</li> <li>Seek feedback from community and experts on initial recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>Consider feedback and prepare a report for council on 4 strategic infrastructure and liveability matters.</li> </ul>		<ul style="list-style-type: none"> <li>Chair &amp; Deputy Chair presentation of initial recommendations on 4 strategic priority areas to Kiama Council meeting.</li> </ul>

**Reflection Phase**

2024	Sep	Oct	Nov	Dec
	<ul style="list-style-type: none"> <li>Check effectiveness of ILAC operation.</li> <li>Reflect on August presentation to Council.</li> </ul>	<ul style="list-style-type: none"> <li>Plan next phase of ILAC operation.</li> <li>Continued consideration of 4 strategic areas.</li> <li>Review ILAC Chair &amp; Deputy Chair roles.</li> </ul>		<ul style="list-style-type: none"> <li>Continued consideration of 4 strategic areas.</li> </ul>

- KCDIL – Kiama Council Director Infrastructure & Liveability

- KCDIL – Kiama Council Director Infrastructure & Liveability



Discussion Items

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**5.3 Community Energy Upgrade Fund**

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Councillor Stuart Larkins

**Attachments**

Nil

**Enclosures**

Nil

**Item 5.3**

Discussion Items

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**5.4 Communication channels for 'Hearing the Community Voice'**

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Jennifer Wulff

**Attachments**

Nil

**Enclosures**

Nil

**Item 5.4**

Discussion Items

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**5.5 File Sharing Platform - Objective Connect**

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Tony Gilmour

**Attachments**

Nil

**Enclosures**

Nil

**Item 5.5**

Discussion Items

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**5.6 Process for preparing and distributing minutes**

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Jen Wulff

**Attachments**

Nil

**Enclosures**

Nil

**Item 5.6**

**6 GENERAL BUSINESS**

**7 CLOSURE**