



# INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE MEETING

To be held at 5pm on

**Tuesday 12 September 2023**

Council Chambers, 11 Manning Street, KIAMA NSW 2533

## **Order of Business**

- 1 Apologies
- 2 Acknowledgement of Traditional owners
- 3 Business Arising From The Minutes
- 4 Report of the Director Infrastructure & Liveability
- 5 Reports for Information
- 6 Declarations of Interest
- 7 General Business
- 8 Closure

## **Members**

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

7 September 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 September 2023** commencing at **5pm** for the consideration of the undermentioned business.

Yours faithfully

Michael Malone

**Director Infrastructure and Liveability**

## TABLE OF CONTENTS

---

ITEM	SUBJECT	PAGE NO
1	APOLOGIES .....	4
2	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS .....	4
3	BUSINESS ARISING FROM THE MINUTES.....	4
4	REPORT OF THE DIRECTOR INFRASTRUCTURE & LIVEABILITY ..	5
	4.1 Terms of Reference (TOR) .....	5
5	REPORTS FOR INFORMATION .....	10
	5.1 Operational Plan - Discussion.....	10
6	DECLARATIONS OF INTEREST .....	15
7	GENERAL BUSINESS.....	15
8	CLOSURE .....	15

**AGENDA FOR THE  
INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE  
TUESDAY 12 SEPTEMBER 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 and present.”*

**3 BUSINESS ARISING FROM THE MINUTES**

## **4 REPORT OF THE DIRECTOR INFRASTRUCTURE & LIVEABILITY**

### **4.1 Terms of Reference (TOR)**

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

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

Delivery Program: 4.3.1.2 Implement maintenance and capital renewal and improvement programs for Council's built assets and infrastructure

**Item 4.1**

### **Summary**

This report reviews the Terms of Reference (TOR).

### **Financial implication**

The Committee structure will support the strategic direction of the organisation and align with available resources and priorities that need to be met for both the PIO and SIP2.

### **Risk implication**

Having Committees in place will enable risks and community needs to be managed through different contributions to adopted projects.

### **Policy**

The Committee will be managed through the Council Committee Policy and Framework Policy. It is expected that the Committee will also endorse a standard TOR. All Committee members will be required to strictly adhere with Council's Code of Conduct, Media Policy and other policies of Council.

### **Consultation (internal)**

N/A

### **Communication/Community engagement**

N/A

### **Attachments**

1 Draft TOR

### **Enclosures**

Nil

## **RECOMMENDATION**

[That the committee discuss and adopt the TOR \(as attached\).](#)

Report of the Director Infrastructure & Liveability

4.1 Terms of Reference (TOR) (cont)

---

**Background**

At its meeting held on 18 July 2023, Council received a report on the structure of the Infrastructure and Liveability Advisory Committee. The functions of the Committee included:

Functions of the Committee

- Meetings will comprise of a maximum of 8 participants to ensure effective meeting operations.
- Meetings will be held once a month.
- Each meeting will have a topic of focus related to the endorsed body of work captured in the Delivery Plan and Operational Plan.
- The focus of the Committee will be to provide expert advice to support the delivery of existing Council projects, programs and works already outlined within the delivery program.
- The intent is for Committee to ensure focus remains on the already agreed, exhibited and budgeted projects of Council.
- Agendas will be provided but will not consist of large reports or detailed documentation from staff.
- The Committee will form their own terms of reference (TOR) at their first meeting.
- Reporting of the Committee's work and progress will be included within the quarterly reports to Council.
- The intent is for the Committee to work collaboratively with the organisation and bring forward community views and expertise.
- The Committee will make recommendations and suggestions to staff and the Councillor representatives and these will be brought forward through reports or decisions required on the specific project or program to Council.

Attached is a copy of the draft TOR for discussion and adoption by the Committee.



## Terms of Reference

Committee:	Infrastructure and Liveability Advisory Committee
Status:	Committee of Council <input type="checkbox"/> Statutory committee <input type="checkbox"/> Advisory committee <input checked="" type="checkbox"/> (specify the end date .....) 
Purpose:	Role of the Committee is to: <ul style="list-style-type: none"> <li>act in an advisory capacity to council on matters relating to the development of strategies as outlined in Pillar 4 of the Kiama Community Strategic Plan 2022-2032.</li> <li>review and monitor the implementation of strategies as outlined in Pillar 4 of the Kiama Community Strategic Plan 2022-2032.</li> </ul>
Objectives:	Objectives of the Committee are to: <ul style="list-style-type: none"> <li>act as a conduit between the community and Council on Committee matters</li> <li>provide expert advice and make recommendations to Council on the development of specific strategies.</li> </ul>
Committee Meetings:	Meetings are held every second month on the fourth Wednesday of the month.
Venue:	Meetings will be held at the Kiama Council Chambers, other suitable venues as required or online.
Membership:	<ul style="list-style-type: none"> <li>2 x Councillors</li> <li>3 x community representatives</li> <li>1 x executive member</li> </ul> Subject matter experts, such as rangers, engineers, waste officers etc., should attend meetings to discuss any reports that they prepare. However, it is not recommended that these staff members be members of the Advisory Committee. All Councillors can attend meetings as an observer.
Term of membership	Non-Councillor membership of the Advisory Committee will be for the length of a Council term. NB: a specified term does not preclude an incumbent from reapplying to serve on consecutive terms.
Chairperson	Appointed by the Committee annually
Meeting quorum:	A Quorum will be deemed to have been met under the following criteria: <ol style="list-style-type: none"> <li>minimum of 50% plus 1</li> <li>or per statutory requirements (if required).</li> </ol>
Meeting administration:	<ul style="list-style-type: none"> <li>Meetings are to be chaired by the Chairperson or their alternate.</li> <li>Minutes will be taken by a representative of Council.</li> </ul>

Item 4.1

Attachment 1

23/40432

2

Committee:	Infrastructure and Liveability Advisory Committee
	<ul style="list-style-type: none"> <li>• Minutes are required to be submitted for the next Ordinary Meeting of Council immediately following the committee meeting.</li> <li>• Minutes and agendas will be circulated no less than five days prior to a scheduled meeting.</li> </ul>
Selection of members	<p>When positions become vacant the selection of new committee members will be undertaken:</p> <ol style="list-style-type: none"> <li>1. through a public invitation for EOI by applicants</li> <li>2. by consideration of applications by Council</li> <li>3. by Council approval of successful applicants.</li> </ol> <p>The following factors will be taken into consideration when determining members:</p> <ol style="list-style-type: none"> <li>1. the persons relevant experience and expertise</li> <li>2. whether the person is a resident of the Kiama Local Government Area</li> <li>3. there is a gender balance</li> <li>4. there is representation from across the full Kiama geographical area</li> <li>5. cultural and age diversity is represented</li> <li>6. committee members are able to demonstrate that they are connected and representative” of the community.</li> </ol>
Responsibility	<p>Committee members will:</p> <ol style="list-style-type: none"> <li>1. provide expert advice on the development of strategies as outlined in Pillar 4 of the Kiama Community Strategic Plan 2022-2032, including, but not limited to:               <ol style="list-style-type: none"> <li>a Plans of management</li> <li>b Asset management plans</li> <li>c Major projects</li> <li>d Sport and recreation plans.</li> </ol> </li> <li>2. review and monitor the implementation of strategies as outlined in Pillar 4 of the Kiama Community Strategic Plan 2022-2032.</li> </ol> <p>This committee has the authority to form, and call for nominations for membership of, project reference groups for specific advice on projects related to Pillar 4 of the Kiama Community Strategic Plan 2022-2032.</p>
Code of Conduct	<ol style="list-style-type: none"> <li>1. at all times committee members must comply with Council’s Code of Conduct for Council committee members, delegates of Council and Council advisers</li> <li>2. at all times contribute in a positive and respectful manner</li> <li>3. at all times avoid disruption, contrary conduct or being wasteful of time and resources.</li> </ol>
Termination of membership	<p>Non-Councillor member positions will be declared vacant/terminated when a member:</p>

Item 4.1

Attachment 1



23/40432

3

Committee:	Infrastructure and Liveability Advisory Committee
	<ol style="list-style-type: none"> <li>1. completes their designated term and retires from the committee</li> <li>2. completes their term and is not re appointed</li> <li>3. resigns their membership, in writing, to the Chairperson</li> <li>4. fails to attend more than 75% of meetings scheduled in a 12-month period unless granted special leave of absence by the Chairperson</li> <li>5. acts in a way that is contrary to their responsibility as outlined (above).</li> </ol> <p>NOTE: Council on the recommendation of the committee chairperson reserves the right to terminate appointments in instances where behaviour is considered excessively disruptive and contrary, is a breach of the Code of Conduct, is deemed inappropriate or is regarded as failing to provide productive and valued input.</p>
Process for termination of membership	<p>Where a (non-Councillor or staff) committee member’s behaviour is considered unsatisfactory and contrary to their responsibilities (identified above), the Chairperson will draw this to the attention of the relevant committee member and reinforce the required level of conduct. The Chairperson will make a written record of this and provide to a relevant council officer for recording. The committee member will be able to sight and sign the written record.</p> <p>Where there is re-occurrence of unsatisfactory behaviour the committee member will be warned formally in writing by the Chairperson. Counselling (to be provided by the General Manager or Public Officer) will reinforce the standard of conduct expected as well as the implications of the behaviour on the committee members and Council. In addition counselling will reinforce potential for termination from the committee should the behaviour continue. A written record shall be kept of the formal warning and counselling.</p> <p>If the committee member’s behaviour does not improve after the formal warning and counselling, the committee member’s appointment may, on the recommendation of the Chairperson, be terminated by Council resolution.</p>

Item 4.1

Attachment 1

## 5 REPORTS FOR INFORMATION

### 5.1 Operational Plan - Discussion

Responsible Director: Infrastructure and Liveability

---

Council's Director Infrastructure and Liveability, Michael Malone, will discuss with the Committee the contents of the Operational Plan.

The full Operation Plan is available via

<https://www.kiama.nsw.gov.au/files/sharedassets/public/council/community-plans/2022-2032/delivery-program-operational-plan-fy-24.pdf>

Attached to this report is a summary of the Infrastructure & Liveability projects from the Operational Plan.

#### Attachments

- 1 Summary Infrastructure & Liveability Operational Plan Projects 2023-24

ction code	Action	Annual Outcome	Annual Measure	Responsible	Possible project areas
2.1.2.1	Finalise and implement Open Spaces and Recreation Strategy.	Open Space and Recreation Strategy project plan developed.	Identifying and prioritise capital works or upgrades to existing or new infrastructure.	Manager Property & Recreation	possible input areas
2.2.1.1	Develop and deliver Seasonal Beach Patrol Program, beach access and patrol.	Undertake scheduled patrol program for Council beaches.	Deliver lifeguard service and provide annual report on usage.	Manager Property & Recreation	
1.3.2.2	Undertake scoping of Kiama Coastal Walk extension from Gerringong to Gerroa to support the lodgement of a funding submission with State Government.	Support funding submission to State Government through scoping work, including risk analysis and costings.	Scoping work that includes risk analysis and costings. State Govt funding submission prepared.	Manager Engineering & Technical Services	possible input areas
3.1.1.1	Develop Waste Strategy 2023-2033 and complete a site masterplan.	Strategy and Action Plan developed.	Master plan for waste site completed. Strategy and Action Plan adopted.	Manager Waste Services	possible input areas
3.1.1.2	Undertake Service Review of Waste Services and operations.	Service Review of Waste Services and operations.	Service Review of Waste Services and operations and Action Plan endorsed.	Manager Waste Services	possible input areas
3.1.1.3	Undertake Waste Audits to establish baseline data to assist with future waste education programs.	Waste audits conducted to establish baseline data.	Minimum number of waste audits conducted.	Manager Waste Services	
3.1.1.4	Maintain and develop waste related content for website to support customer needs and expectations.	Current, relevant waste information available on website for customer usage.	Website reviewed and updated.	Manager Waste Services	
3.1.1.5	Design, develop and conduct waste, recycling and resource recovery education and promotion events, workshops and activities.	Waste, recycling resource recovery education program of activities.	Calendars produced and available through website. Activities undertaken to agreed timetable. Project specific outcomes measured and reported.	Manager Waste Services	
3.1.1.6	Apply for waste and resource recovery funding programs (former Better Waste Recycling Fund).	Application/s for appropriate waste and resource recovery funding programs submitted to fund improvement strategies.	Funded programs implemented.	Manager Waste Services	
3.1.1.7	Implement actions identified in the Regional Community Recycling Centre Communications Strategy.	Regional Community Recycling Centre Communications Strategy actions implemented.	Minimum number of actions undertaken.	Manager Waste Services	
3.1.2.1	Establish Household Chemical Clean Out Collection requirements.	Household Chemical Clean Out Collection.	Number of events held.	Manager Waste Services	
3.1.2.2	Conduct Household Bulky Waste Drop Off Events for urban and rural households.	Household Bulky Waste Drop Off Events.	Number of events held.	Manager Waste Services	
3.1.2.3	Provide high quality cleaning services	High quality cleaning services provided.	Monitoring of areas cleaned. Regular checks and monitoring the CRM's received for	Manager Waste Services	
3.1.2.4	Provide weekly recycling and organics and fortnightly garbage collections to residents of the Municipality.	Regular waste collection to residents.	Provided measures in quarterly report	Manager Waste Services	
3.1.2.5	Provide and maintain a suitable site for the acceptance of green waste, steel and items received at the Community Recycling Centre site at Mimmamura Depot.	Green waste, steel and items received at the Community Recycling Centre site at Mimmamura Depot.	Monthly EPA reports and public reporting of statistics published.	Manager Waste Services	
3.1.2.6	Undertake all monitoring and reporting to maintain Waste Depot Licence.	Maintain Waste Depot Licence.	Licensee reports submitted.	Manager Waste Services	
3.1.2.7	Undertake Waste Depot Rehabilitation as required.	Monitor and rehabilitate waste depot as required.	Monthly reports provided for ground water and gas monitoring as per EPA requirements.	Manager Waste Services	

ction code	Action	Annual Outcome	Annual Measure	Responsible	Possible project areas
4.2.1.1	Seek funding for Catchment Flood Studies and associated Risk Management Studies/Plans.	Have sufficient funding to prepare and adopt contemporary Catchment Flood Studies to ensure that land use planning decisions, relating to flood prone areas, are made using contemporary data.	Funding received.	Manager Engineering & Technical Services	
4.2.1.2	Deliver Priority actions from Gerringong and Jamberoo Flood investigations.	Funded Gerringong and Jamberoo Flood study priority actions delivered.	Funded Gerringong and Jamberoo Flood study priority actions delivered.	Manager Engineering & Technical Services	
3.1.1.1	Identify priorities within the Open Space and Recreation Strategy for capital works program.	Enable staged delivery of priority actions in future works programmes.	Priority actions incorporated into Operational and Capital Works programs for staged delivery as resources allow.	Manager Engineering & Technical Services	
3.1.1.2	Maintain currency of information about the accessibility of Council's public toilets, on the National Public Toilets Register.	Current information about accessible toilets available in LGA is available to the public.	Data on updates provided to National Public Toilet Register.	Manager Engineering & Technical Services	
3.1.1.3	Improve accessibility of recreational facilities including wheelchair access to seating, shaded areas, outdoor exercise and play equipment.	Incorporate accessible features into planned new or upgraded facilities under the Capital Works Program.	Where feasible, Accessible Standards achieved for new or upgraded facilities.	Manager Engineering & Technical Services	
3.1.2.1	Deliver the approved recreation and open space programs to meet community needs.	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard.	100% completion of approved recreation and open space programs.	Manager Operations & Maintenance	
3.1.2.2	Deliver community building asset maintenance and capital programs.	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard.	100% completion of approved community building asset maintenance and capital programs.	Manager Operations & Maintenance	
3.1.2.3	Deliver stormwater asset maintenance and capital programs.	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard.	100% completion of approved stormwater programs.	Manager Operations & Maintenance	
3.1.3.1	Manage and maintain the three operating cemeteries.	Three operating cemeteries managed and maintained.	100% completion of approved maintenance programs.	Director Infrastructure & Liveability	
3.2.1.1	Implement footpath and cycleway asset maintenance and capital programs.	Percentage of Council approved program completed on time, within approved scope, within budget and to agreed standard.	100% completion of approved footpath and cycleway asset maintenance and capital programs.	Manager Operations & Maintenance	
3.2.1.2	Review and extend the footpath and cycleway renewal and upgrade schedule.	Revised footpath and cycleway renewal and upgrade program.	Works program developed and published.	Manager Engineering & Technical Services	possible input areas
3.2.1.3	Apply for appropriate grants to fund improvements to the footpath and cycleway networks with less impact on Council's budget capacity.	Apply for suitable and appropriate grants.	Grants applied for.	Manager Engineering & Technical Services	
3.2.2.1	Manage Roads Act permits to ensure safety standards maintained.	Roads Act permits managed to ensure safety standards maintained.	Roads Act inspections carried out within 48 hours.	Manager Engineering & Technical Services	
3.2.2.2	Implement local funded Road Safety projects and programs.	Completion of annual road safety projects and programs.	Implement local road safety projects and programs.	Manager Engineering & Technical Services	
3.2.2.3	Prepare Local Road Safety Action Plan.	Action Plan developed to allow inclusion on funded works programs and grant applications.	Action Plan developed.	Manager Engineering & Technical Services	

ction code	Action	Annual Outcome	Annual Measure	Responsible	Possible project areas
3.2.2.4	Review priority actions from Draft Traffic and Parking Study for Klama Town Centre for further investigation and action including paid parking options.	Analyse Draft Traffic and Parking Study for Klama Town Centre with further investigation on paid parking and confirmation of priority actions.	Revised Study and Priority Actions adopted.	Manager Engineering & Technical Services	possible input areas
3.2.4.1	Identify and prioritise asset infrastructure renewal and upgrade projects for inclusion in the Capital Works Program together with other appropriate funding sources.	Asset infrastructure renewal and upgrade projects identified and prioritised.	Preparation of annual capital upgrades works program within available budget allocations.	Manager Engineering & Technical Services	
3.2.4.2	Identify and seek available appropriate external funding opportunities for infrastructure programs to improve Council's infrastructure portfolio with lower impact on Council's budget.	Appropriate external funding opportunities for infrastructure programs identified and applied for.	Grants applied for and successful projects included in the appropriate Capital Budget and Program.	Manager Engineering & Technical Services	
3.2.4.3	Implementation of priority actions from the Gerringong and Jamberoo Flood Investigation Study.	Completion of identified works within adopted budget allocations.	Completed adopted actions to program.	Manager Engineering & Technical Services	
3.2.5.1	Deliver Hindmarsh Park Redevelopment.	Completion of funded works.	Adopted stages of project completed.	Manager Engineering & Technical Services	
3.2.5.2	Deliver Jamberoo Cycleway and other Active Transport funded projects.	Completion of funded works.	Adopted stages of project completed.	Manager Engineering & Technical Services	possible input areas
3.2.5.3	Deliver priority actions from the Gerringong and Jamberoo Flood Investigation Study.	Completion of identified works within adopted budget allocations.	Adopted stages of project completed.	Manager Engineering & Technical Services	
1.3.2.1	Review and update Asset Management Policy and Plans.	Asset Management Policy and Plans up-to-date and comply with the Local Government Act.	Asset management policy developed and endorsed by Council.	Manager Engineering & Technical Services	possible input areas
1.3.2.2	Undertake asset re-evaluations on all classifications of assets to address the mandatory and statutory requirements of the Act to the agreed schedule.	Scheduled asset re-evaluations on all classifications of assets undertaken to comply with the Local Government Act.	Asset re-evaluations completed.	Manager Engineering & Technical Services	
1.3.2.3	Utilise Asset Management Plan to guide lifecycle management and decision making in capital and maintenance program development.	Lifecycle management informed by Asset Management Plans.	Asset Management Plans inform Capital Works Program.	Manager Engineering & Technical Services	
1.3.3.1	Undertake strategic review of all Council land holdings.	Assets identified for divestment or future investment are identified.	Property Divestment Plan is reviewed and any new sites added. Capital works program reflects land holdings requiring investment.	Manager Property & Recreation	
1.3.3.2	Coordinate actions for the sale of Council land and property including investigations and acquisition of new Council land/property in accordance with Annual Public Land Management Program and Strategic Improvement Plan.	Implementation of Property Plan and Divestment Strategy in accordance with Council resolutions.	Annual priorities of Property Plan implemented. Annual divestment program of works implemented.	Manager Property & Recreation	
1.4.2.4	Prepare and execute a decommission strategy for the disused aged care facility at Havilah Place.	Prepare decommission strategy including sub-division options.	Completion by June 2024	Director Infrastructure & Liveability	
1.4.2.5	Finalise the Asset Management Plan for Blue Haven and its components to adequately plan and fund replacement/renewal and repairs and maintenance for the facilities.	Asset Management Plan developed and endorsed for lifecycle asset management.	Asset Management Plan developed and endorsed for lifecycle asset management.	Blue Haven Financial Controller	
1.5.2.2	Undertake service review of Waste Services and operations.	Service Review completed.	Service Review completed and action plan approved.	Director Infrastructure & Liveability	
1.5.2.3	Undertake service review of Holiday Park operations.	Service Review completed.	Service Review completed and action plan approved.	Director Infrastructure & Liveability	

ction code	Action	Annual Outcome	Annual Measure	Responsible	Possible project areas
1.5.2.4	Conduct Council's Hire Services to provide high quality contracted services to clients.	High quality Hire Service provision.	Monitoring the expenses and income in the budget on a monthly basis. Comparing pricing to external companies.	Manager Waste Services	
2.231	Maintain strong strategic connections to develop and deliver regional and local priorities with Regional Partners and key stakeholders including: ISJO, ISLHD, State Government Agencies, Greater Cities Commission	Attendance of relevant forums and participating in relevant consultation or advocacy opportunities to advocate for agreed actions for Kiama and the region.	Collaborative involvement and actions reported to Council and Community through Communications and Annual Report	Director Infrastructure & Liveability contributor	
3.2.1.1	Undertake strategic review of all Council land holdings in accordance with SIP2 Property Plan	Strategic review completed.	Strategic review completed and priority actions programmed.	Manager Property & Recreation	
3.2.1.2	Implement priorities identified in Council's adopted divestment strategy in accordance with SIP2 property plan	Identified divestments progressed to agreed program	Identified divestments progressed to agreed program	Manager Property & Recreation	
pecific roject	Possible funded project - road reserve investigations and initial management options: Jamberoo Mtn Rd, Swamp Rd, Foxground Rd, and Wallaby Hill Rd			Manager Engineering & Technical Services	possible input areas
pecific roject	Kiama Paid Parking "how paid parking for visitors can be implemented in a similar manner to Byron Bay Council"			Manager Engineering & Technical Services	possible input areas

**6 DECLARATIONS OF INTEREST**

**7 GENERAL BUSINESS**

**8 CLOSURE**