



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

**commencing at 5.00pm on**

**TUESDAY 12 DECEMBER 2023**

Council Chambers  
11 Manning Street, KIAMA NSW 2533

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MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY  
COMMITTEE

HELD AT KIAMA MUNICIPAL COUNCIL

ON TUESDAY 12 DECEMBER 2023 AT 5.00PM

**PRESENT:** Cr Mark Croxford  
Cr Stuart Larkins  
Dr Tony Gilmour  
Dr Fiona Mackie  
Roy Rogers  
Jennifer Wulff (Chair)  
Michael Malone | Director Infrastructure and Liveability  
Joanne Skofic | Manager Information, Customers and Technology

**1 APOLOGIES**

Nil

**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 Committee Meeting on 14 November 2023**

[23/001IALAC](#)

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

(Councillor Croxford and Roy Rogers)

**4 BUSINESS ARISING FROM THE MINUTES**

Nil

## 5 DISCUSSION ITEMS

### 5.1 Recommendations for 4 strategic projects

TG recommended that each Community Committee member will take ownership of one of the four outcomes. Councillor Larkins to overlook Outcomes 1 and 2 (Housing Strategy and Transport Strategy), and Councillor Croxford to overlook Outcomes 3 and 4 (Council land review and Promote innovation). RR will look after Outcome 3 (Council land review) and JW will look after Outcome 4 (Promote innovation).

MM advised that Project A, under Outcome 4, the Housing Strategy actually falls under the Director of Planning, Environment & Communities, Jessica Rippon. This matter is also on the list of items for the Sustainable Communities Committee and that we need to be careful not to cross over or duplicate the same things as the Sustainable Communities Committee. JW advised that TG will build a link between this Committee and the Sustainable Communities Committee, to ensure a cohesive approach for the community.

MM advised that Project B, Outcome 2, be updated from the "Traffic and Parking Study" to the "Kiama Town Centre Traffic and Parking Study". MM advised that he is currently reviewing options for grant funding for the Kiama Town Centre Traffic and Parking Study, and would appreciate input from the Committee.

MM requested that under Project C, Outcome 3, Havilah Place, we edit the description to say "Havilah Place (Former RAC)". MM advised that Council is currently engaging a consultant for this project.

JW asked for relevant existing documents and history for each of the 4 projects to be shared with the responsible Committee members for their projects.

TG advised that he has been approached by The Bugle to write a series of articles on housing affordability issues in the Kiama LGA, which relates to Project A, Housing Strategy. MM reminded the Committee of the Code of Conduct, and managing conflicts of interests or perceived conflicts of interest.

**The Committee agreed that TG would not write for The Bugle at this time.**

### 5.2 Draft Committee workplan

JW spoke to the draft workplan which is organised around Forming, Action and Reflection phases. JW advised that some placeholders for BAU matters need to be included back into the workplan. A couple of matters have come to the Committee where they have been asked to comment, without knowing the background or being given any information, for example the Paid Parking without the Paid Parking Study being done. The committee members were supportive of the workplan with recommendations to adjust the Action Phase to compete one month earlier. This enables better timing of suggestions, on the four strategic projects, from committee to Council in the lead up to next local election.

MC asked if this Committee is expected to provide input into the Annual Report. MM advised that there is a Statutory format to the annual report, and considering an

annual report from Committees is not prohibited. It would have to go to Council via a Council report.

### **5.3 Community Energy Upgrade Fund**

SL gave a brief update about the Community Energy Upgrade Fund. This funding is available to Local Government, and is about to release \$100,000,000. Information will come out on the guidelines and application process shortly. The application process will be between January and April 2024. SL will send the link to Committee members. Noted by the Advisory Committee.

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

JW handed out a draft plan to each Committee member, for "Hearing Community Voice", and described each phase in the plan. JW advised that she needs a clear idea of what approval is needed from Council to have a straight forward explanation to the public about what the Community is trying to achieve.

MM advised the new Council will need to adopt the next Operational Plan and refresh the Community Strategic Plan. The style of questioning information will need to be generic. TG advised that he felt there is more of a need to be specific. JW advised we should hone in on the 4 projects. FM asked when the next meeting will be (13 February 2024) and requested that the timeline for community feedback at the Farmers Markets (forming phase) should be pushed back a month, so that she can get more of a background and knowledge on the projects.

### **5.5 File Sharing Platform - Objective Connect**

JS spoke to the Committee about options for sharing information. From an IT perspective, the preference is to use Objective Connect, as it is secure and auditable. MM confirmed that we can work out how to share documents such as this, at the time that we need to share it. JW advised that she is happy with just using Word and tracking changes for amendments, and sharing the document around. The Committee agreed that this will work.

### **5.6 Process for preparing and distributing minutes**

JW requested that once the minutes have been prepared, that they are first sent to MM and JW, for review and any corrections that are needed.

FM requested to know what agenda items will be for the next month, so that some research can be done with some notice beforehand on each item. MM suggested that Committee members put their efforts into the 4 strategic projects, as well as a 5<sup>th</sup> item, Communication. This should be the standing agenda. Anything else can go under General Business.

**6 REPORTS FOR INFORMATION**

Nil

**7 GENERAL BUSINESS**

**8 CLOSURE**

There being no further business the meeting closed at 6.07pm