

12 MINUTES OF COMMITTEES

12.1 Minutes: Audit, Risk and Improvement Committee Meeting - 27 February 2024

Responsible Director: Office of the Chief Executive Officer

Item 12.1

Attachments

- 1 Minutes: Audit, Risk and Improvement Committee - 27 February 2024 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Audit, Risk and Improvement Committee meeting held on 27 February 2024 be received and the recommendations therein noted.

Background

The Minutes of the Audit, Risk and Improvement Committee meeting held on 27 February 2024 are attached for Councillors' information.



MINUTES OF THE MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

commencing at 1pm on

TUESDAY 27 FEBRUARY 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 27 FEBRUARY 2024

**MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD IN THE COUNCIL CHAMBERS, KIAMA,
ON TUESDAY 27 FEBRUARY 2024 AT 1PM**

- PRESENT:** Mr D Pendleton (Chair) and Councillor Keast (non-voting)
- BY TEAMS:** Mr J Mitchell and Ms R Wheatley
- IN ATTENDANCE:** Michael Malone - Director Infrastructure and Liveability
Jessica Rippon – Director Planning, Environment and Community
Joe Gaudiosi - Chief Operating Officer
Sally Darragh - Internal Auditor
Olena Tulubinska – Chief Financial Officer
Renee Winston – Manager People and Performance
Galavizh Ahmadi Nia – Manager Community Hubs
- OBSERVERS:** Michael Kharzoo, Director-Financial Audit | Audit Office
Mubashshir Hassan, Audit Leader – Financial Audit | Audit Office
Mitchell Morley, Director | InConsult
Dane Parsons, Internal Audit Manager | InConsult

1 APOLOGIES

Jane Stroud - Chief Executive Officer

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3 DECLARATIONS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit, Risk and Improvement Committee meeting on 12 December 2023

24/001ARIC

Resolved that the Minutes of the Audit, Risk and Improvement Committee meeting held on 12 December 2023 be received and accepted.

(Members Mitchell and Wheatley)

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 27 FEBRUARY 2024

5 BUSINESS ARISING FROM THE MINUTES

Nil.

6 ARIC ACTIONS ARISING

6.1 Action items arising from previous meetings

24/002ARIC

Resolved that the Audit, Risk, and Improvement Committee notes the report on action items arising from previous meetings.

(Members Wheatley and Mitchell)

Noted:

- Item 7.6 regarding forecasts – the Committee has a year to date but not a full year forecast. This will be supplied at the April meeting noting that the quarterly budget review process effectively provides a revised full year forecast position.
- Item 7.7 regarding unrestricted funds calculation – this resulted from a typographical error which has been corrected.

7 ARIC STANDARD REPORTS

7.1 Update on internal audit activities

24/003ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. notes the findings and recommendations in the fraud and corruption internal audit report
2. notes the findings and recommendations in the Council papers internal audit report.
3. approves the amendment to the internal audit plan for the remainder of FY24.

(Councillors Mitchell and Wheatley)

InConsult presented their Internal Audit Report on Fraud and Corruption Prevention.

Noted:

- Concerns on the low level of staff awareness on who to report to and the process. It is unclear who, in the organisation, holds executive responsibility.
- Concerns on the low level of staff confidence that those who commit fraud or corruption experience any consequences.
- The workplan has been revisited to accommodate recommendations with some urgent steps being taken in March but other recommendations require further investment.
- There are 22 recommendations from this report and 11 are high risk. The committee needs assurance that the proposed timetable reflects this seriousness. InConsult advised they were comfortable with the implementation program but resourcing may affect progress.

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 27 FEBRUARY 2024

- **Action:** the Internal Auditor to arrange for a re-benchmarking on fraud and corruption prevention to occur at an appropriate time in the next 12 to 18 months to measure improvements
- The survey was completed by 79 staff from a broad cross section of the organisation.
- Staff worked with InConsult on messaging to encourage people to complete the survey, using noticeboards / newsletters / intranet, and visiting the depots.
- Amendments to the Internal Audit Plan were noted with the audit on delegations being brought forward.

The Chair thanked InConsult for the quality of the report and their presentation and the InConsult staff left the meeting at 1:40pm.

7.2 Risk and Governance Report

24/004ARIC

Resolved that the Audit, Risk and Improvement Committee note and provide feedback on the risk management activity information contained in this report.

(Members Wheatley and Mitchell)

Noted:

- Risk appetite statements can be restrictive in what they say, effective statements need risk management embedded in the organisation.
- Suggested that the risk rating for Risk 7 be changed as implementation of some of the treatments has been pushed out to June 2025.
- It was explained that Council was somewhat to progressing the 8 cybersecurity guidelines but recent changes with differing requirements to satisfy maturity levels have delayed progress.
- **Action:** IT are to provide details and an update on the 8 cybersecurity guidelines and report to ARIC out of session.
- The Committee agreed to keep a watch on Risk 7 and changes that emerge from implementing the recommendations of the InConsult report.
- **Action:** Manager People and Performance to add additional treatments from the InConsult report to Risk 7 of the Strategic Risk Register.

7.3 Progress report on the implementation of audit recommendations

24/005ARIC

Resolved that the Audit, Risk and Improvement Committee notes the information in the progress reports for:

1. Internal audit recommendations
2. External audit recommendations
3. CRIP audit recommendations
4. Forsyths recommendations
5. Hopwood Governance Report recommendations
6. Child Safe Monitoring Assessment recommendations.

(Councillors Wheatley and Mitchell)

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 27 FEBRUARY 2024

Noted:

- **Action:** Internal Auditor to add the recommendations of the InConsult report on fraud and corruption to the Internal Audit Recommendations report.
- **Action:** Manager People and Performance to provide further information on the Hopwood report to show what items have been removed from the recommendation table and the reason why.

7.4 Office of Local Government Guidelines for risk management and internal audit - implementation plan

24/006ARIC

Resolved that the Audit, Risk and Improvement Committee notes the key requirements of the Office of Local Government guidelines for risk management and internal audit and approves the action plan for implementation.

(Members Mitchell and Wheatley)

Noted:

- **Action:** The Chair and Internal Auditor will work on the Workplan for the next 4 years and circulate to the Committee before June 2024.
- **Action:** Internal Auditor to send the final terms of reference document to the Committee, noting that the term of membership is still to be decided.

Manager People and Performance left the meeting at 2.25pm.

7.5 Quarterly Budget Review and Monthly Financial Statements December 2023

24/007ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. notes the quarterly budget review statement for the quarter ending 31 December 2023.
2. notes the operational revenue, expenditure, and capital budget adjustments as provided in the December quarterly budget review.
3. notes the monthly financial statements for period ending December 2023.

(Members Wheatley and Mitchell)

7.6 Statement of Investments: January 2024

24/008ARIC

Resolved that the Audit, Risk and Improvement Committee notes:

1. the information relating to the Statement of Investments as at 31 January 2024
2. the transfer of \$1,000,000 to the Land Development Reserve from Unrestricted Funds
3. the restricted funds position outlined in the report.

(Members Mitchell and Wheatley)

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 27 FEBRUARY 2024

Manager Community Hubs entered the meeting at 2:35pm.

7.7 Chief Financial Officer - verbal update on financial statements

24/009ARIC

Resolved that the Audit, Risk and Improvement Committee notes the verbal update at the meeting by the Chief Financial Officer on the progress of the 2022/2023 financial statements.

(Members Mitchell and Wheatley)

Michael Kharzoo from the Audit Office also gave a verbal update on progress with the financial statements.

Noted:

- There are issues with disclosures and values around the Blue Haven sale and the Akuna Street legal case – to be discussed with lawyers and the Audit Office to determine the extent of disclosure.
- CFO advised that the financial statements are progressing and the auditors will have a draft by the end of the week.
- **Action:** COO, CFO and the Audit Office to determine the timetable for presentation of the financial statements to the Committee.

8 GENERAL BUSINESS

Nil.

Audit Office staff left the meeting 2:48pm.

9 CONFIDENTIAL REPORTS

9.1 Kiama Leisure Centre - Service Review

Manager Community Hubs presented the findings of the Morrison Low report on the Kiama Leisure Centre service review.

Director Infrastructure and Liveability left the meeting at 2:59pm

9.2 Blue Haven Update

24/010ARIC

Resolved that the Audit, Risk and Improvement Committee notes the information provided in the Blue Haven Update report.

(Members Wheatley and Mitchell)

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE 27 FEBRUARY 2024

10 CLOSURE

There being no further business the meeting closed at 3.07pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 19 March 2024.

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Chair

Item 12.1

Attachment 1

12.2 Minutes: Blue Haven Advisory Committee meeting - 19 February 2024

Responsible Director: Office of the Chief Executive Officer

Attachments

1 19/02/2024 - Blue Haven Advisory Committee - Minutes [↓](#)

Enclosures

Nil

RECOMMENDED

That Council note and receive the Minutes of the Blue Haven Advisory Committee meeting held on 19 February 2024.



**MINUTES OF THE
BLUE HAVEN ADVISORY COMMITTEE
MEETING**

commencing at 3.00pm on

MONDAY 19 FEBRUARY 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE BLUE HAVEN ADVISORY COMMITTEE 19 FEBRUARY 2024

**MINUTES OF THE BLUE HAVEN ADVISORY COMMITTEE HELD AT
KIAMA COUNCIL CHAMBERS, KIAMA, ON MONDAY 19 FEBRUARY
2024 AT 3.00PM**

PRESENT: Chair Elizabeth Kelly, Mayor, Councillor Neil Reilly, Paul Sadler,
Christine Petersen

ATTENDEES: Joe Gaudiosi (COO)
Rachel Hall (Manager Aged Care and Operations)

1 APOLOGIES

Jane Stroud (CEO)

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

“On behalf of those present, I would like to show my respect and acknowledge the traditional owners of the Land, of Elders past and present, on which this meeting takes place, and extend that respect to other Aboriginal and Torres Strait Islander people present.”

3 DISCLOSURE OF INTEREST

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Confirmation of the Minutes of the Blue Haven Advisory Committee Meeting on 24 October 2023

The Minutes of the Blue Haven Advisory Committee meeting held on 24 October 2023 were received and accepted.

5 BUSINESS ARISING FROM THE MINUTES

Nil

MINUTES OF THE BLUE HAVEN ADVISORY COMMITTEE 19 FEBRUARY 2024

6 RECOMMENDATION REPORTS

Nil

7 REPORTS FOR INFORMATION

7.1 Blue Haven Aged Care Update

- The Chair and committee members noted the improved reporting in this month's report
- The committee acknowledged the great accreditation result and the overturning of the 7 non-compliances
- The COO confirmed the unavailable rooms were due to defect rectification matters and this impacted occupancy although RAC currently operating at below full occupancy irrespective
- Further clarification on Leisure & Lifestyle care minutes to be provided in future reporting with respect to RN and care staff minutes requirements
- The Committee noted the decline in the ADL numbers and assessed that, in the context of the other performance information provided, it reflected the nature of the resident population rather than a risk of a declining quality of care.
- The Committee discussed the reporting of risk issues and how they are monitored within the context of particular agenda items rather than a standard-alone risk item.
- The COO to review ongoing reporting of key issues.

The report was noted by the Committee.

7.2 Blue Haven General Update

- The COO updated the committee on on the bathroom defect rectification works.
- There was general discussion on the financial performance update of the RAC and the review of occupancy, funding and roster costs (including agency). The impact of these matters was noted.
- COO noted that significant investment and resourcing is required to make substantive improvement in these key matters and others such as catering.
- The vertical or thin staff structure does not provide stability of support systems and processes further compounding operational performance
- The Committee noted that after considering the information provided about the major cost drivers at Bluehaven Bonaira RACF, it could not see the current operations running within the regulatory requirements without the financial loss currently being incurred.

The report was noted by the Committee.

MINUTES OF THE BLUE HAVEN ADVISORY COMMITTEE 19 FEBRUARY 2024

8 REPORT OF THE CHIEF OPERATING OFFICER

0.0 Draft Voluntary Assisted Dying Policy

The Blue Haven Advisory Committee reviewed the draft policy and will provide any feedback by 29 February 2024.

GENERAL BUSINESS

- The COO updated the Committee on the locality of the gym and availability for ILU residents.
- The gym has been reinstated in the RAC facility within the Wellness Centre.
- This poses some challenges regarding RAT resting requirements and hours of access.

The Committee acknowledged the information provided and noted the decision was operational, emphasising the importance of maintaining adequate meeting space for staff usage.

9 CONFIDENTIAL ITEMS

9.1 ILU Resident Request for Price Reduction

The Blue Haven Advisory Committee does not support the resident price reduction request however supports a resolutions approach based on the options provided in the report.

6 CLOSURE

There being no further business the meeting closed at 4.30pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 19 March 2024

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Chair

12.3 Minutes: Finance Advisory Committee meeting - 14 February 2024

Responsible Director: Office of the Chief Operating Officer

Attachments

- 1 Finance Advisory Committee Meeting Minutes 14 February 2024 [↓](#)

Enclosures

Nil

RECOMMENDED

That Council receive and note the Minutes of the Finance Advisory Committee meeting held on 14 February 2024.



**MINUTES OF THE
MEETING OF THE FINANCE ADVISORY
COMMITTEE**

commencing at 3.00pm on

WEDNESDAY 14 FEBRUARY 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE FINANCE ADVISORY COMMITTEE 14 FEBRUARY 2024

**MINUTES OF THE
FINANCE ADVISORY COMMITTEE
HELD IN THE COUNCIL CHAMBERS, KIAMA,
ON WEDNESDAY 14 FEBRUARY 2024 AT 3.05PM**

PRESENT: Graeme Gherashe (Chair), Anna-Leena Risku, Elizabeth Kelly,
Mark Greaves, and Councillors Neil Reilly and Karen
Renkema-Lang

IN ATTENDANCE: Chief Executive Officer – Jane Stroud
Chief Operating Officer – Joe Gaudiosi
Chief Financial Officer – Olena Tulubinska
Special Projects Officer – Daryl Hagger

1 APOLOGIES

Nil

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

“On behalf of those present, I would like to show my respect and acknowledge the traditional owners of the Land, of Elders past and present, on which this meeting takes place, and extend that respect to other Aboriginal and Torres Strait Islander people present.”

RESIGNATION OF JIM THOMSON

The Chair acknowledged the resignation of Jim Thomson from the committee due to health reasons. The Chair thanked Jim for the extensive contribution he made to the Finance Advisory Committee.

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

3.1 Finance Advisory Committee Meeting on 16 November 2023

The Minutes of the Finance Advisory Committee meeting held on 16 November 2023 were received and accepted.

- An update on the Divestment Policy was requested including whether it had been adopted by Council.
- The COO advised it had not been to Council but an update on it was provided at the February 2024 Council meeting and it will be put to Council as part of the budget process in April 2024.
- Update minutes to reflect departure time for Anna-Leena Risku and questions asked in General Business earlier in the meeting.

MINUTES OF THE FINANCE ADVISORY COMMITTEE

14 FEBRUARY 2024

4 DECLARATIONS OF INTEREST

Mark Greaves – A less than significant pecuniary interest as he is a personal shareholder of TechnologyOne. Intends to stay and vote.

5 FAC STANDARD REPORTS

5.1 Payroll Cycle

The Financial Advisory Committee reviewed the report and will provide feedback.

- It was noted that the pay period is not specified in the Award and that most Councils pay fortnightly.
- Special Projects Officer advised that there is a need to pay a week in advance when changing to a fortnight cycle as pays would otherwise be in arrears.

5.2 Terms of Reference for the Finance Advisory Committee

The Finance Advisory Committee approved the amended Terms of Reference for the Committee and the Terms of Reference will be submitted to Council for endorsement.

- Vacant Committee role will be advertised via Council website and social media channels.
- Applications will be received, reviewed and a recommendation made to Council.
- Following completion of the Performance Improvement Order the schedule of FAC briefings to Council would revert to 3 times per year as per the Terms of Reference.

5.3 Key financial matters update

The Finance Advisory Committee received and noted the updates provided on key financial matters.

Short Term Rental Accommodation (STRA)

- CEO provided an update on her meeting with AirBnB.
- There is a review being undertaken under the office of the Minister for Housing, The Hon. Rose Jackson MLC, but terms of reference have not been finalised yet.
- There was a discussion about the ineffectiveness of compliance by AirBnB. AirBnB see it as a government issue.

MINUTES OF THE FINANCE ADVISORY COMMITTEE

14 FEBRUARY 2024

- The Mayor and CEO also met with Byron Bay Council today.
- CEO will also request a meeting at LGNSW conference on this issue.
- Cllr Renkema-Lang raised the issue regarding responsibility for regulating STRA and what is described by Dept of Planning as to Council's role.
- CEO advised it is the Dept of Fair Trading. Council is not involved in that aspect, but Council does keep a record of complaints.
- Council has a role in planning in terms of Development Application requirements.
- Council is also participating in a study with Sydney University on STRA.

The Chair thanked staff for the significant work that has been done on all financial reports and the comparison to two years ago.

Unrestricted cash position

- Cllr Renkema-Lang suggested there was value in an updated report on the cash flow similar to the three options that were presented in the Feb 2023 Council meeting.
- CEO advised this was outlined in the Long Term Financial Plan.
- Mark Greaves questioned whether the \$600,000 depreciation is a catch up figure and the CFO explained that the figures presented are based on an external valuation figure completed in 2022.

IPART Review

- CEO outlined that other councils were in similar situations in regard to financial sustainability.
- The ability for NSW Councils to create levies etc is very limited compared to other states.
- CEO – As an example: Waste Services is a regulated industry that is governed at state level.
- Cr Renkema-Lang suggested that Council's financial challenges would benefit from an increase in Financial Grants back to 1% from the current 0.5%.
- The CEO advised this has been an ongoing issue for over 20 years at a State and National level.
- The CFO advised LTFP includes an option for SRV but need to look at where costs are being incurred before seeking SRV.
- Mapping of services against budget has been completed and will be distributed after the meeting. Former State adviser's presentation was used as the basis for the analysis.
- The CEO advised that operational savings will not be the solution to the financial challenges and needs to be in conjunction with asset divestment. This will restore a cash balance but not necessarily build the cash reserve in the first instance.
- The Chair questioned where does the Special Rate Variation (SRV) sit and the CEO advised that will be a decision for the new Council.
- Any SRV will take considerable consultation and extensive review of costs before this is considered as per the Performance Improvement Order.

MINUTES OF THE FINANCE ADVISORY COMMITTEE

14 FEBRUARY 2024

8 CONFIDENTIAL REPORTS

This report was brought forward to 4pm.

8.1 Kiama Leisure Centre - Service Review

Galavizh Ahmadi Nia, Manager Community Hubs, presented to the committee.

8.2 Documents in support of item 8.1 Kiama Leisure Centre - service review

5.4 Quarterly Budget Review and Monthly Financial Statements December 2023

The Finance Advisory Committee noted the quarterly budget review statement for the quarter ending 31 December 2023 and the monthly financial statements for period ending December 2023.

- Mark Greaves questioned addressing the issue of asset divestment and the CEO advised that until the structural deficit issue is addressed, asset divestment needs to continue as part of overall strategy.
- The Chair asked what the operational and strategic plan for Blue Haven Terralong was following the Blue Haven Bonaira divestment. The COO explained that this piece of work is part of the remit to be undertaken.

5.5 Statement of Investments: January 2024

The Finance Advisory Committee noted the information relating to the Statement of Investments as at 31 January 2024.

6 REPORTS FOR INFORMATION

Kiama Major Events Impact review

- The CEO outlined the work being done to review major events and the impact and return to the community.
- An economic health check has also been completed for January 2024 and a report can be provided to FAC.

The report was received and noted.

PIO Report

The report was received and noted.

FAC Action Tracker

The report was received and noted.

MINUTES OF THE FINANCE ADVISORY COMMITTEE 14 FEBRUARY 2024

Monthly Cashflow Forecast

The report was received and noted.

Overtime Analysis Report

The report was received and noted.

7 GENERAL BUSINESS

Anna-Leena Risku expressed concern about the level of security of Dropbox. Noted and portal options are under review.

6 CONFIDENTIAL REPORTS

This report was dealt with earlier in the meeting.

8.1 Kiama Leisure Centre - Service Review

4pm

Galavizh Ahmadi Nia, Manager Community Hubs, presented to the committee.

8.2 Documents in support of item 8.1 Kiama Leisure Centre - service review

7 CLOSURE

There being no further business the meeting closed at 5.07pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 19 March
2024

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Chair

12.4 Minutes: Sustainable Communities Committee - 27 February 2024

Responsible Director: Planning, Environment and Communities

Attachments

1 Minutes - 17 February 2024 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Sustainable Communities Committee meeting held on 27 February 2024 are received and noted.

Background

Attached for Councillors information is a copy of the minutes of the Sustainable Communities Committee held on 27 February 2024.



**MINUTES OF THE
SUSTAINABLE COMMUNITIES
ADVISORY COMMITTEE MEETING**

commencing at 5pm on

TUESDAY 27 FEBRUARY 2024

Joyce Wheatley Centre
Terralong Street, KIAMA NSW 2533

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE 27
FEBRUARY 2024**

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY
COMMITTEE**

**HELD AT KIAMA MUNICIPAL COUNCIL
ON TUESDAY 27 FEBRUARY 2024 AT 5PM**

PRESENT: Michael Bowden
Narreda Grimley
Liam Pettigrew
Alan Smith
Jessica Rippon | Director Planning, Environment and Communities

1 APOLOGIES

Cr Neil Reilly, Mayor
Cr Imogen Draisma

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Director Planning, Environment & Communities declared the meeting open and acknowledged the traditional owners:

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

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Confirmation of Minutes of Committee Meeting - 28 November 2023

RECOMMENDED

That the Minutes of the Sustainable Communities Advisory Committee meeting held on 28 November 2023 be received and accepted.

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE 27
FEBRUARY 2024**

5 BUSINESS ARISING FROM THE MINUTES

Nil

6 REPORTS FOR INFORMATION

The following Reports for Information be received and noted:

- 6.1 Priorities and Strategies for 2024
- 6.2 Growth and Housing Strategy
- 6.3 Economic Health Check

6.1 Priorities and Strategies for 2024

- Caretaker period to commence in August.
- Priorities for now until August:
 - Growth and Housing Strategy;
 - Coastal Management;
 - Community Hubs – Leisure Centre Review has been completed. Next step to provide the report to the public.
 - Compliance Policy.

6.2 Growth and Housing Strategy

- Media release on 29 February 2024.

6.3 Economic Health Check

- Document to be circulated to Committee members.

7 GENERAL BUSINESS

NIL.

8 CLOSURE

There being no further business the meeting closed at 6.00pm

12.5 Minutes: Tourism and Economic Advisory Committee - 30 January 2024

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 30/01/2024 - Tourism and Economic Advisory Committee - Minutes [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Tourism and Economic Advisory Committee Meeting held on 30 January 2024 be received and the recommendations therein noted.

Background

The Minutes of the Tourism and Economic Advisory Committee meeting held on 30 January 2024 are attached for Councillors' information.



**MINUTES OF THE
TOURISM & ECONOMIC ADVISORY
COMMITTEE MEETING**

commencing at 5pm on

TUESDAY 30 JANUARY 2024

held in the Council Chambers
11 Manning Street, KIAMA NSW 2533

Item 12.5

Attachment 1

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE

30 JANUARY 2024

**MINUTES OF THE
TOURISM AND ECONOMIC ADVISORY COMMITTEE
HELD AT KIAMA MUNICIPAL COUNCIL ON
TUESDAY 30 JANUARY 2024 AT 5PM**

PRESENT: Councillor Matt Brown (Chair), Councillor Warren Steel, Kate Mather, Craig Hardy and Leah Hill (online)

ATTENDEES: Jessica Rippon – Director Planning, Environment and Communities
Sally Bursell – Manager Tourism and Events
Cheryl Lappin – Manager Planning and Economic Development

OBSERVER Councillor Mark Croxford

1 APOLOGIES

Anthony Body | Committee member
Jane Stroud | CEO
Robert Spinks | Economic Development Lead

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 and present."

3 DECLARATIONS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Tourism and Economic Advisory Committee meeting on 2 November 2023

24/001TEAC

Resolved that the Minutes of the Tourism and Economic Advisory Committee meeting held on 2 November 2023 be received and accepted.

(Members Steel and Mather)

5 BUSINESS ARISING FROM THE MINUTES

Nil.

6 REPORT OF THE MANAGER TOURISM AND EVENTS

6.1 Destination Kiama Event Report

24/002TEAC

Resolved that the Tourism and Economic Advisory Committee:

1. receive the Post Event Reports.
2. approve the final funding instalment be paid to:
 - (a) Jamberoo Jam Street Festival
 - (b) KISS Arts Festival
 - (c) Kiama NYE Sky Show 2023
 - (d) An Evening with the Artists – Seven Marks Gallery
 - (e) Clearly Music and Arts Festival
 - (f) A Terry Christmas
 - (g) Changing Tides Festival.
3. note the general professionalism and high standard of the post events reports submitted, however noting a more reliable tracking method is to be employed to measure attendees at the KISS Arts Festival.

(Members Steel and McDonald)

Noted:

- The Changing Tides Festival post event report has been received and circulated.
- The Committee noted some possible discrepancies on the reported attendance figures for the KISS Arts Festival. When comparing the recorded attendance of 19,000 (over two festival days) to the NYE Sky Show crowd, which recorded 15,000 attendees, there was concern regarding accuracy of the record. Furthermore, when considering *Spendmapp* spend data for the weekend of the Festival, it does not align with the reported high attendance number.
- The Committee requested that event organisers find a method to be more accurate in the statistics they report, as decisions on future funding, and security and policing requirements are impacted by these figures.
- **Action:** Cr Croxford will send drone footage of the Kiss Arts Festival to Sally Bursell.

Motion

24/003TEAC

Resolved that the Tourism and Economic Advisory Committee thank Kristy Young for her work during her time with the Destination Kiama team and welcomes Kearna Memister to the Destination Kiama team and Council.

(Members McDonald and Hardy)

6.2 Destination Event Funding Program - Round 2

24/004TEAC

Resolved that the Tourism and Economic Advisory Committee

1. is impressed with the consensus scoring and funding recommendation matrix provided by Council's *Internal Assessment Panel*.
2. provide a recommendation to Council to fund each of the nine events to the value below (this will exhaust the remaining budget).
3. provide contracts to applicants that detail funding obligations as per the Destination Event Funding Guidelines.

Event name	Funding allocation
Melvo Baptiste	\$ 2,000.00
DISTILLED	\$ 5,220.00
Winter Wine Festival	\$ 5,220.00
Kiama Coastal Classic Running Festival	\$ 4,000.00
Kiama Readers Festival - Books by the Sea	\$ 4,500.00
Jamberoo Music Festival	\$ 7,200.00
KISS Arts Festival	\$ 8,000.00
Jamberoo Car Show and Family Day	\$ 5,000.00
Clearly Music Local Artists 2024 Campaign	\$ 6,000.00

(Members Hardy and Mather)

Noted:

- This is the second and final round of Destination Event Funding for 2023/24.
- Four Council staff members from different departments make up the internal grants assessment panel and they score applications independently. An average score is calculated and funding allocated aligning to the positive impact determined through the criterion.
- The funds that are recommended to be distributed, exhaust this program budget.

Leah Hill left the meeting at 5:50pm

7 REPORT OF THE MANAGER PLANNING AND ECONOMIC DEVELOPMENT

7.1 State of the Kiama economy - status update

24/005TEAC

Resolved that the Tourism and Economic Advisory Committee receive the confidential working draft of the Kiama State of the Economy / Kiama Economic Health Check for discussion and review, noting that further consultation and engagement will occur on this document.

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(Members Mather and Hardy)

Noted:

- Employment lands analysis is being undertaken by the consultants and this will feed into the work on housing and growth strategy, facilitating employment lands in any growth.
- Interesting that the 2 different companies – REMPLAN and .id – have similar results.

7.2 Data subscription and data analysis – REMPLAN and Spendmapp

24/006TEAC

Resolved that the Tourism and Economic Advisory Committee:

1. note that the Spendmapp subscription has been renewed for 2024, with data available from 30 January 2024.
2. support the Economic Development quarterly budget review request for \$6,340 to be provided from operational savings (the cost of Spendmapp).
3. note the data analysis provided in the form of the “Kiama Economic Profile” from our REMPLAN data subscription.
4. consider the findings of the “Kiama Economic Profile” in the context of the State of the Economy Report and use the data to assist in the development of actions and strategies for 2024.

(Members Mather and Hardy)

Questions on notice:

- A. Is the strength of the construction industry an anomaly during COVID or is it expected to be the primary economic driver in the Local Government Area?
 - B. Does the construction industry present more jobs than tourism in the LGA?
 - C. Is there evidence of escape spending increasing since the Woolworths development commenced? And can it be assumed that once the development is completed this will reduce?
- **Action:** DPEC and MPED will schedule a workshop / consultation session for the Committee, Councillors and Chamber members on Spendmapp and the Kiama State of the Economy / Kiama Economic Health Check.
 - **Action:** MTE to provide Spendmapp comparison data for each year from 2018 onwards for the time when the Winter Festival is usually held.

7.3 Business Development Applications – approved and under assessment

24/007TEAC

Resolved that the Tourism and Economic Advisory Committee note and receive the Business Development Application Update report, and thank the Development Assessment Team for their efforts.

(Members McDonald and Hardy)

8 REPORT OF THE ECONOMIC DEVELOPMENT LEAD

8.1 Economic Development Lead update for November 2023 to January 2024 and Workplan review

24/008TEAC

Resolved that the Tourism and Economic Advisory Committee note the Economic Development Lead workplan and update provided for information only.

(Members Steel and Mather)

Noted:

- State Government is driving changes for B2 zone opening hours and controls through SEPPs and the night time economy strategy.
- A broad review of the LEP is scheduled for 2025 following completion of the growth strategy.
- New businesses/starters will have the benefit of the new conditions and the Economic Development Lead will work with current operators.

9 REPORTS FOR INFORMATION

The following reports are provided for the Committee's information:

- 9.1 Kiama Visitor Information Centre
- 9.2 Destination Kiama Marketing Report
- 9.3 Kiama Event Impact Review.

Motion

24/009TEAC

Resolved that the Tourism and Economic Advisory Committee notes the Kiama Visitor Information Centre report, welcomes the new volunteers and thank staff for their efforts.

(Members McDonald and Hardy)

Noted:

- The Visitors Guide was officially launched today.
- The Tilma Group are consultants employed to develop research to assist Council in better understanding the impacts of major events in our local government area. Since late December, Tilma Group have reviewed Council documents and processes, undertaken an audit of all major events, surveyed major event attendees, developed a steering group, engaged with major stakeholders, considered Spendmapp data and developed a resident survey, which went live today.

10 GENERAL BUSINESS

- Transport for NSW announced their Open Streets program, part of their \$15M Vibrant Streets Package. The Open Streets program encourages councils to hold more community events by assisting with the costs of street closures and

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traffic planning for events. Under Open Streets, councils can apply for up to \$150,000 to facilitate the closure of streets to vehicles to host creative and cultural events that are free to access and safe to enjoy. Council's Tourism, Community Hubs and Cultural Development teams are working through the application for funding and its prospective uses.

- The Kiama and District Business Chamber will provide a letter of support for the application.

Motion

24/010TEAC

Resolved that the Tourism and Economic Advisory Committee support an application to Transport for NSW for Vibrant Streets Package funding for up to \$150K, in particular for closing Terralong Street for the proposed Winter Festival 2024.

(Members McDonald and Hardy)

Motion

24/011TEAC

Resolved that the Tourism and Economic Advisory Committee:

1. include as a standing item on the agenda an update from the Kiama and District Business Chamber.
2. thank Natalie Spowart for her work as Executive Officer of the Chamber.
3. welcomes Nicole O'Brien to the position of Executive Officer of the Chamber and looks forward to working with her.

(Members McDonald and Mather)

- Committee members noted the advantages of merging the tourism and the economic development committees and the synergies emerging from the economic and tourism reports.

11 CLOSURE

There being no further business the meeting closed at 6.41pm.

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Chair