

12 MINUTES OF COMMITTEES

12.1 Minutes: Infrastructure and Liveability Committee Meeting - 9 April 2024

Responsible Director: Infrastructure and Liveability

Attachments

- 1 Minutes - Infrastructure and Liveability Advisory Committee - 9 April 2024 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Infrastructure & Liveability Advisory Committee meeting held on 9 April 2024 be received and noted.

Background

The Minutes of the Infrastructure & Liveability Advisory Committee meeting held on 9 April 2024 are attached for Councillors' information.



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

commencing at 5.14pm on

TUESDAY 9 APRIL 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

DRAFT

MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE **9 APRIL 2024**

MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE

HELD AT KIAMA MUNICIPAL COUNCIL

ON TUESDAY 9 APRIL 2024 AT 5PM

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

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 Advisory Committee Meeting on 13 March 2024

[24/005IALAC](#)

Resolved that the Minutes of the Infrastructure and Liveability Advisory Committee meeting held on 13 March 2024 be received and accepted.

(Members Gilmour and Mackie)

4 BUSINESS ARISING FROM THE MINUTES

MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE **9 APRIL 2024**

4.1 Election of a new Committee Chair

24/006IALAC

Resolved that was acknowledged that there being no other nominations, SL declared that Tony Gilmour will be the Chair for the rest of the inaugural term of the Infrastructure and Liveability Advisory Committee.

The Committee would like to thank Jennifer Wulff for her contribution to the Committee.

Action: MM to provide a list of applicants to the Committee. Noted that the new applicant will need to be female to provide gender balance, as per the Terms of Reference.

(Members Mackie and Larkins)

5 DISCUSSION ITEMS

5.1 Updated Terms of Reference

The Committee noted the updated Terms of Reference, and chose not to make any further changes.

5.2 Council Land Review

The Committee chose to incorporate "Council Land Review" within the new topic, "Planning for Community Facilities".

5.3 Promote Innovation

The Committee chose to not continue with "Promote Innovation", and to move forward with three recurring items: Kiama Town Centre Traffic and Parking Strategy, Waste & Environmental Management and Planning for Community Facilities.

6 REPORT OF THE DIRECTOR INFRASTRUCTURE & LIVEABILITY

6.1 Kiama Town Centre Traffic & Parking Strategy

MC suggested to focus on what the Committee can realistically achieve with the current budget. FM suggested wayfinding and parking, and marking the entrances to the town.

MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE **9 APRIL 2024**

Action: RR to put forward a bullet point guide a week before the next meeting, on initial thoughts of what could be done for the Kiama Town Centre Traffic and Parking Strategy.

MC noted that he has requested a Report for Information on the ripple strip crossings on Terralong Street, which should address their regulatory compliance, potential Council liability, safety, community feedback and recommended actions.

SL suggested that the Committee has a look at the Shellharbour Council High Pedestrian Activity Area Road Safety Program, which is publicly available.

MM suggested that the Committee look in to a hierarchy for parking restrictions, before looking at a paid parking regime. SL advised that he needs more information on paid parking.

TG advised that the second part of this topic will be the Town Centre Parking and its related issues, and identifying data gaps, and any further findings from Committee members.

6.2 Waste & Environmental Management

MM advised that the Municipal Waste Strategy is being completed by a consultant at the moment, should be completed around May. This will be sent to the Committee once complete. SL advised he would also like to see the Waste Strategy when it is available.

6.3 Planning for Community Facilities

FM was concerned that the Leisure Centre was running at a loss. MM noted that in this case as a community service, the service review is showing the current cost of service subsidy.

FM advised that the programs that are running at a profit and a loss should be identified.

MM advised that it would be helpful if the Committee could provide consolidated feedback on the Service Review for the Leisure Centre, and relate to the fact that it can talk to the former RAC site, and the Community Gardens. Feedback that helps us to move forward with this Community Facility development would be appreciated.

Action: FM to put forward a bullet point guide a week before the next meeting, on initial thoughts of what could be done around community facilities issues.

7 REPORTS FOR INFORMATION

Nil

MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY COMMITTEE **9 APRIL 2024**

8 GENERAL BUSINESS

9 CLOSURE

There being no further business the meeting closed at 6.35pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 14 May 2024

12.2 Minutes: Performance Improvement Order Implementation and Oversight Committee - 9 May 2024

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 Minutes - PIO Implementation and Oversight Committee - 09/05/24 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Performance Improvement Implementation and Oversight Committee meeting held on 9 May 2024 be received and noted.

Background

The Minutes of the Performance Improvement Implementation and Oversight Committee Meeting held on 9 May 2024 are attached for information.



**MINUTES OF THE
PIO IMPLEMENTATION AND
OVERSIGHT COMMITTEE MEETING**

commencing at 11am on

THURSDAY 9 MAY 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

Item 12.2

Attachment 1

**MINUTES OF THE PIO IMPLEMENTATION AND OVERSIGHT COMMITTEE 9
MAY 2024**

**MINUTES OF THE
PIO IMPLEMENTATION AND OVERSIGHT COMMITTEE
HELD AT KIAMA MUNICIPAL COUNCIL
ON THURSDAY 9 MAY 2024 AT 11AM**

PRESENT: Councillors Neil Reilly, Imogen Draisma via Teams, Stuart Larkins and Mark Croxford

ATTENDEES: Jane Stroud – Chief Executive Officer
Joe Gaudiosi – Chief Operating Officer
Ed Paterson – Head of Implementation
Stephanie Salviejo – Legal and Governance Services
Implementation Lead
Emily Vaughan - Business Transformation Lead

OBSERVERS: Councillor Karen Renkema-Lang
Councillor Kathy Rice

1 APOLOGIES

Nil

Committee members agreed to Councillor Draisma attending via Teams.

Ed Paterson acted as Chairperson for the process of electing a Committee Chairperson.

Motion: Nomination of Chairperson

24/001PIO

Resolved that Mayor Reilly be elected Committee Chair.

(Councillors Croxford and Larkins)

The Chair, Mayor Reilly, accepted the nomination and took over running the meeting.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Mayor acknowledged the traditional owners:

**MINUTES OF THE PIO IMPLEMENTATION AND OVERSIGHT COMMITTEE 9
MAY 2024**

"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

Clr Lang raised a conflict in regard to legal matters that she would leave the room during any discussion.

4 BUSINESS ARISING FROM THE MINUTES

Nil

Motion: Accept Terms of Reference

[24/002PIO](#)

Resolved that the Committee accept the terms of reference as adopted at the April 2024 Ordinary Council meeting.

(Councillors Larkins and Draisma)

5 REPORT OF THE HEAD OF IMPLEMENTATION

5.1 Performance Improvement Order (PIO) update

[24/003PIO](#)

Resolved that the Committee note the establishment of the Implementation Team and their work schedule, including the ongoing preparation of the Strategic Finance and Governance Report and timely preparation of Service Reviews including Waste Services yet to be completed following the imminent receipt of the varied Performance Improvement Order from the Minister of Local Government.

(Councillors Larkins and Draisma)

Motion: Confidential Session

[24/004PIO](#)

**MINUTES OF THE PIO IMPLEMENTATION AND OVERSIGHT COMMITTEE 9
MAY 2024**

Resolved that the Committee form itself into a Confidential Committee of the Whole to deal with the Reports for Information that satisfied the Act regarding Confidential sessions.

(Councillors Croxford and Larkins)

The Chair asked Observers to leave the meeting.

6 REPORTS FOR INFORMATION

The following Reports for Information listed for the Committee's consideration are noted:

6.1 Current Legal Matters - Status Update

24/005PIO

Resolved that the committee receives and notes the Current Legal Matters – Status Update report, expressing profound concern and recommends that Council;

1. Pursues vexatious litigant designations where possible;
2. Continues to pursue cost recovery measures; and
3. The committee notes enduring concerns about staff resources in relation to legal matters.

(Councillors Larkins and Croxford)

Action: legal update briefing on Court matters to be provided to next meeting.

Motion

24/006PIO

Resolved that the Confidential Committee of the Whole revert to Open Committee.

(Councillors Croxford and Larkins)

12.26pm – Cllr Draisma left the meeting.

7 GENERAL BUSINESS

The Committee raised planning and compliance for service review as part of service

**MINUTES OF THE PIO IMPLEMENTATION AND OVERSIGHT COMMITTEE 9
MAY 2024**

review framework planning.

8 CLOSURE

There being no further business the meeting closed at 12.28pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 11 July
2024

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Chair

Item 12.2

Attachment 1

12.3 Minutes: Sustainable Communities Advisory Committee - 23 April 2024

Responsible Director: Planning, Environment and Communities

Attachments

1 Minutes [↓](#)

Enclosures

Nil

Item 12.3

RECOMMENDED

That the Minutes of the Sustainable Communities Advisory Committee meeting held on 23 April 2024 be received and noted.

Background

The Minutes of the Sustainable Communities Advisory Committee Meeting held on 23 April 2024 are attached for information.



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

commencing at 5pm on

TUESDAY 23 APRIL 2024

Kiama Council
Manning Street, KIAMA NSW 2533

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE 23
APRIL 2024**

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY
COMMITTEE**

HELD AT KIAMA MUNICIPAL COUNCIL

ON TUESDAY 23 APRIL 2024 AT 5PM

PRESENT: Cr Neil Reilly, Mayor
Michael Bowden
Narreda Grimley
Alan Smith
Cr Mark Croxford
Cr Stuart Larkins
Cr Kathy Rice
Tony Gilmour
Roy Rogers
Jessica Rippon | Director Planning, Environment and Communities

1 APOLOGIES

Cr Imogen Draisma
Liam Pettigrew
Fiona Mackie

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Mayor 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

Roy Rogers declared an pecuniary interest for item 6.1 as he is the Chair of the Housing Trust.

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE 23
APRIL 2024**

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Sustainable Communities Advisory Committee on 26 March 2024

RECOMMENDED

That the Minutes of the Sustainable Communities Committee meeting held on 26 March 2024 be received and accepted.

5 BUSINESS ARISING FROM THE MINUTES

Alan Smith requested 1 small change to Item 7.1. The word Jamberoo to be replaced with Kiama.

6 REPORTS FOR INFORMATION

The following Reports for Information be received and noted.

6.1 Growth and Housing Strategy - Committee Workshop - Background Documentation:

Notes

- Jessica welcomed members of the Liveability Committee and gave an overview on the structure of the workshop.
- Members were split into 4 groups with Jessica asking the following questions and each group responding with their ideas and thoughts:

Question 1 - In the identified key areas for growth, what would you like to see eg facilities, lot size, diversity and infrastructure –

- South Kiama;
- Bombo;
- Dido Street;
- Jamberoo;
- Gerringong.

Question 2 – What are the areas for opportunity for future growth in the Kiama LGA, where, what and how?

Question 3 – What are your top 3 priorities for infrastructure? What are your 3 top priorities for other things?

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY COMMITTEE 23
APRIL 2024**

- Each member provided an example of what they thought was a good example of growth/housing that has been done well, keeping it in context to the Kiama LGA.
- Members were asked the following question - *If you were to be quoted speaking about growth for the LGA what would you say?*

7 GENERAL BUSINESS

- Nil

8 CLOSURE

There being no further business the meeting closed at 6.20pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 28 May
2024

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Chair

12.4 Minutes: Tourism and Economic Advisory Committee meeting - 2 May 2024

Responsible Director: Office of the Chief Executive Officer

Attachments

- 1 Tourism and Economic Advisory Committee minutes - 2 May 2024 [↓](#)

Enclosures

- 1 State of Our Economy Report 2024 [⇒](#)

RECOMMENDED

That the Tourism and Economic Advisory Committee receive and note:

1. The minutes of the Committee meeting held on 2 May 2024
2. The State of Our Economy Report 2024.

Background

Attached for Councillors' information are the Minutes of the Tourism and Economic Advisory Committee meeting held on 2 May 2024, together with the State of Our Economy Report 2024 which was presented to the Committee as an enclosure.



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

commencing at 5pm on

THURSDAY 2 MAY 2024

Tilda and Cacao, 2 Victoria Street, Gerringong NSW 2534

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 2 MAY 2024

MINUTES OF THE
TOURISM AND ECONOMIC ADVISORY COMMITTEE
HELD AT TILDA AND CACAO, GERRINGONG
ON THURSDAY 2 MAY 2024 AT 5PM

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

ATTENDEES: Sally Bursell – Manager Tourism and Events
Robert Spinks – Economic Development Coordinator
Cheryl Lappin – Manager Planning and Economic Development
Jane Stroud – Chief Executive Officer

1 APOLOGIES

Jessica Rippon – Director Planning, Environment and Communities.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3 DECLARATIONS OF INTEREST

Craig Hardy declared an interest in item 6.4 The Pavilion Kiama – service reviews as he is an employee of a business in direct competition with The Pavilion. Mr Hardy remained in the room for discussion and abstained from voting.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Tourism and Economic Advisory Committee on 14 March 2024

24/020TEAC

Resolved that the Minutes of the Tourism and Economic Advisory Committee meeting held on 14 March 2024, and reported to the 16 April 2024 Council meeting, be received and accepted.

(Members Mather and Brown)

5 BUSINESS ARISING FROM THE MINUTES

Nil

6 REPORT OF THE MANAGER TOURISM AND EVENTS**6.1 Terms of reference - Tourism Economic Advisory Committee****24/021TEAC**

Resolved that Terms of Reference for the Tourism and Economic Advisory Committee are adjusted to align the 'Term of membership' of non-councillors with the end of the council term and to include the change in 'Meeting administration' subject to retaining that the Chair is a Councillor.

(Members Hill and Mather)

Cr Steel entered the meeting at 5.13pm

6.2 Destination Event Funding Program

Resolved that the Tourism and Economic Advisory Committee:

1. receive and approve the post event reports for:
 - (a) Red Hot Summer Tour
 - (b) Kiamasala
2. balance any outstanding Destination Event Funding payments to applicants.

(Members Mather and Steel)

Noted:

- The Chair noted the good quality of the post event reports.
- As previously resolved the remaining Destination Event Funding will be put to EOI before the end of the financial year. This also gives opportunity for Council to partner with an event organiser.

6.3 Kiama Major Events Impact Review and Recommendations Report - Tilma Group 2024**24/022TEAC**

Resolved that the Tourism and Economic Advisory Committee endorse the Kiama Major Events Impact Review and Recommendations Report and implement the procedural adjustments to enact its recommendations.

(Members Body and Hill)

Noted:

- The CEO provided an overview of the major events impact review:
 - It is imperative that Council presents a balanced budget this year to comply with the Performance Improvement Order.
 - Councillors have some difficult decisions to make to achieve this and will be workshopping the budget on 3 May 2024 – considering fees and charges, discretionary v regulatory services (DAs, EHOs v tourism/events, donations/grants, library leisure centre services)
 - A number of options will be put the Councillors and this Committee will need to reinforce to the Councillors the importance of tourism/events for this local government area, and impacts on the many businesses that rely on events.

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 2 MAY 2024

- The strategy behind the major events review:
 - The Tilma review to clearly explain economic benefit and impact on the town
 - Service review of The Pavilion and opportunities
 - Service review of events team to find efficiencies
- Tilma report findings:
 - Mix use facility is a challenge
 - Insufficient accommodation in the local government area
 - Noise management can be an issue and ideas for the team to work with event operators on this eg direction of speakers
 - Communication with the community – letting people know of the benefits of events – find ways to bring the community on board, be an ambassador
- The Chair provided the history of Destination and the growth to 220 partner members
- The VIC is one of the most used in Australia and is a crucial service that is hard to quantify.
- Anthony Body commented on the reduction in funding available at all levels of government and that improvements in coordination and strategies of the Events Team means they are targeting the correct elements such as tourism and overnight stays, etc.
- The Chair indicated that funding events mean that organisers are marketing Kiama/Gerringong for us
- Discussion on other income streams included VIC ticketing for events, paid parking, etc.

The CEO left the meeting at 5:52pm.

6.4 The Pavilion Service Review - draft report

24/023TEAC

Resolved that Tourism and Economic Advisory Committee:

1. review the Morrison and Low draft report on the Service Review of The Pavilion Kiama and provide feedback to the Manager Tourism and Events by 8 May 2024 prior to the report being submitted to Council for endorsement.
2. thank the staff at The Pavilion for their hard work and commitment in managing the facility.
3. prior to exploring a private operator option, review the current KPIs to allow staff to operate The Pavilion on a commercial basis, noting there are other facilities within the local government area that can be used by community groups such as the Joyce Wheatley Community Centre and the local surf clubs.
4. investigate an EOI for a Public Private Partnership to expand offerings such as a developing a hotel on site.

(Members Body and Mather)

Craig Hardy abstained from voting due to a conflict of interest.

Noted:

- The review highlighted improvements needed in strategic/business/marketing planning and monitoring and collecting usage data
- Multi use of the complex creates difficulties
- Operations are currently impacted by the requirement to provide 40% of bookings for community use at a significantly reduced fee, and these KPIs should be reviewed

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 2 MAY 2024

- Suggested that in this prime location a hotel could be developed, which would complement The Pavilion.
- Important to note that The Pavilion is on council-managed Crown land and any revenue contributes to the Crown land reserve rather than operational funds.

7 REPORT OF THE MANAGER PLANNING AND ECONOMIC DEVELOPMENT**7.1 Economic Relationship between Kiama and Shellharbour****24/024TEAC**

Resolved that the Tourism and Economic Advisory Committee receive and note the findings of this report on the economic relationship between Kiama and Shellharbour.

(Members Hardy and Steel)

7.2 State of Our Economy Report**24/025TEAC**

Resolved that the Tourism and Economic Advisory Committee:

1. endorse the State of our Economy Report 2024
2. submit the Report to Council when reporting these minutes.

(Members Steel and Hill)

Noted:

- Gross regional product peaked in 2017 declined in 2018-2020 and then plateaued.
- Construction was the key driver of growth and there was a large number of development applications approved in 2016-2017.
- The Municipality continues to have a low unemployment rate which contributes to local businesses struggling to find workers.
- There has been a steady growth in the number of registered business in the local government area
- Visitation to the area is back to pre-COVID rates
- Biggest limitation to growth is the high cost and quantity of housing
- Lack of commercial space is also challenging and there needs to be work done on maximising commercial space
- Growth and housing strategy is looking at employment lands and the relationship of mixed used shop top housing and an additional storey of office space

Cameron MacDonald entered at 6:30pm.

8 REPORTS FOR INFORMATION**8.1 Destination Kiama marketing report**

- Winter campaign has begun and the slogan is: Coast in. Chill out.
- Using existing imagery.
- Destination Kiama partners have been asked to submit winter deals and packages.

MINUTES OF THE TOURISM AND ECONOMIC ADVISORY COMMITTEE 2 MAY 2024

- Kiama has reached the finalists for NSW's top tourism town
- Chair suggested that data on filming could be gathered to ascertain level of local imagery being broadcast.
- Work is being completed on an Aboriginal culture tourism trail overlay for Grand Pacific Drive.

8.2 Visitor Information Centre report

- 2,500 more visitors than March last year and 1,100 more than April
- Retail profit is increasing.

8.3 Kiama Winter Street Festival

- Received \$149,000 funding from Transport for NSW.
- Investigating further road closures but would be more expensive and the cost and disturbance would more likely be prohibitive.

Information Reports**24/026TEAC****Resolved** that the Tourism and Economic Advisory Committee:

1. Notes the information reports.
2. Thanks the Manager Tourism & Events and the team and volunteers at the Visitor Information Centre for their efforts.
3. Thanks Transport for NSW for the funding grant of \$149,000 to assist with the organisation of the Kiama Winter Street Festival on 13 and 14 July 2024

(Members McDonald and Hardy)

9 GENERAL BUSINESS**9.1 Report from the Kiama and District Business Chamber**

Running a business resuscitation event at The Pavilion to provide attendees with a snapshot of available government assistance and packages, assistance with accounting information and a general wellbeing check to help alleviate some of the stresses.

9.2 Tourism after hours

The Coop has not received its occupation certificate and Tourism after hours has been moved to the Cutter Bar at the Leagues Club.

Calendar invites will be sent out early next week.

10 CLOSURE

There being no further business the meeting closed at 6.48 pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 21 May 2024

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Chair