

12 MINUTES OF COMMITTEES

12.1 Minutes: Finance Advisory Committee - 6 June 2024

Responsible Director: Office of the Chief Operating Officer

Attachments

1 06/06/2024 - Finance Advisory Committee - Minutes [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Finance Advisory Committee meeting held on 6 June 2024 be received and accepted.

Background

Attached for Councillors' information are the minutes of the Finance Advisory Committee meeting held on 6 June 2024.



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

commencing at 3.00pm on

THURSDAY 6 JUNE 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

Item 12.1

Attachment 1

MINUTES OF THE FINANCE ADVISORY COMMITTEE

6 JUNE 2024

MINUTES OF THE
FINANCE ADVISORY COMMITTEE
HELD IN THE COUNCIL CHAMBERS, KIAMA,
ON THURSDAY 6 JUNE 2024 AT 3.00PM

- PRESENT:** Graeme Gherashe (Chair), Peter Currie, Mark Greaves, and Councillors Neil Reilly and Karen Renkema-Lang
- BY TEAMS:** Anna-Leena Risku and Elizabeth Kelly
- IN ATTENDANCE:** Acting Chief Executive Officer – Joe Gaudiosi
Acting Chief Financial Officer – Debra Webb
Director Planning, Environment and Communities – Jessica Rippon
Director Infrastructure and Liveability – Michael Malone
Head of Implementation – Edward Paterson
- OBSERVER:** Councillor Mark Croxford

1 APOLOGIES

- Chief Executive Officer – Jane Stroud
Chief Financial Officer – Olena Tulubinska

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Finance Advisory Committee on 4 April 2024

[24/038FAC](#)

Resolved that the Minutes of the Finance Advisory Committee meeting held on 4 April 2024 be received and accepted.

(Members Kelly and Risku)

Noted:

- The action tracker is not included in the agenda and this item should follow the confirmation of minutes item on the agenda. Noted that this is important to be included and include actions for future FAC meetings.
- The information requested by Mark Greaves on the Land Development Reserve is included in the Restricted Funds Policy.

MINUTES OF THE FINANCE ADVISORY COMMITTEE

6 JUNE 2024

4 DECLARATIONS OF INTEREST

Nil

5 FAC STANDARD REPORTS

5.1 Quarterly Budget Review (QBR3) and Monthly Financial Statements March 2024

24/039FAC

Resolved that the Finance Advisory Committee note:

1. The quarterly budget review statement for the quarter ending 31 March 2024 and the monthly financial statements for period ending 31 March 2024.
2. The quarter 3 capital works progress report.

(Members Renkema-Lang and Greaves)

Noted:

- Increase in operational revenue is a result of refinement of waste and hire services internal charging and better realisation of revenue
- Review of overtime has resulted in correction to costings and improved budgeting for the waste, commercial waste, cleaning and hire services. These operations necessitate weekend work and can be revenue raising and therefore commercially viable. Further refinement of internal allocation will be evident in next year's budget.
- Overtime is also impacted by weather events.
- Percentage changes are now far more accurate in the budgeting process and there is more integrity in the data however opening balances remain an issue.
- Capital works expenditure is \$13M from the budget of \$19M. There has been delays in works due to weather events which affect resources as they are applied to recovery and the availability of contractors.

5.2 Endorse for public exhibition: Restricted Funds Policy

24/040FAC

Resolved that the Finance Advisory Committee note the Restricted Funds.

(Members Reilly and Renkema-Lang)

Noted:

- A significant increase in the Crown Reserve is due to a lag in the accounting process and an opening balance issue which is being addressed.
- **Action:** CFO to include the "Security bonds, Deposits and Retentions" in the Restricted Funds Policy
- Some of the reserves are planned new items and have a nil balance but will be built up over time. Councillor Renkema Lang suggested that there should be a target amounts.
- **Action:** A/CEO to recommend target amounts for the new reserves.
- Blue Haven Bonaira reserves will be released when the sale is completed.
- **Action:** CFO to rename the Working Capital Reserve to be more meaningful.
- **Action:** Mark Greaves to provide wording / feedback to A/CEO on section 9 of the Policy regarding adding interest to earnings.

MINUTES OF THE FINANCE ADVISORY COMMITTEE

6 JUNE 2024

5.3 Statement of Investments: April 2024

24/041FAC

Resolved that the Finance Advisory Committee note and receive the information relating to the Statement of Investments as at 30 April 2024.

(Members Greaves and Renkema-Lang)

Noted:

- **Action:** CFO to request Arlo Advisory provide average yield to maturity and term to maturity of the original investment across the portfolio.
- **Action:** CFO to add an additional column to the restricted funds movement table to include a target for month to month movement.

5.4 Endorse for public exhibition: Draft Long Term Financial Plan 2024-25 to 2033-34

As this was discussed in depth at the briefing to Councillors on 4 June 2024 the Committee did not discuss or make a recommendation on this item.

5.5 Continuous Improvement Framework

24/042FAC

Resolved that the Finance Advisory Committee:

1. Note the update provided by this report.
2. Workshop Finance Advisory Committee member involvement in Service Reviews.

(Members Gherashe and Greaves)

Noted:

- 7 service reviews have been undertaken or almost completed – Waste Services, Holiday Parks, The Pavilion, Kiama Leisure Centre, Libraries, Tourism and Events and open spaces.
- The Chair strongly recommended submitting recommendations to Council following the 'urgency principle' and what can be achieved.
- The FAC sponsor should be involved at the beginning with scope, at interview and review the report.
- Relevant benchmarking needs to be included in the service review reports
- A continuous improvement framework is being developed that will direct all service reviews going forward.
- The Performance Improvement Order requires a review of timing for service reviews with a particular focus on revenue and saving opportunities.
- A catalogue of services will be developed.
- Once the 7 service reviews reach the same stage (by August) recommendations will be reviewed for synergies and impacts across the organisation, and implemented in the 2024-25 operational plan.
- Urgency is important.

MINUTES OF THE FINANCE ADVISORY COMMITTEE

6 JUNE 2024

5.6 Blue Haven Update

24/043FAC

Resolved that the Finance Advisory Committee note the Blue Haven update.

(Members Greaves and Kelly)

Noted:

- Positive to see a reduction in agency hours and improvement in vacancy rates.
- Review of pricing strategies for Blue Haven Terralong will consider refurbishment costs and market value.
- The subdivision for Blue Haven Terralong, adjusting the boundary for the community garden and excising Havilah on a separate parcel is progressing to the next DAU meeting.

6 REPORTS FOR INFORMATION

The Finance Advisory Committee received the information report on the monthly cashflow forecast.

Action: COO to move the item on cash flow forecasting to sit with the finance items on the agenda.

7 GENERAL BUSINESS

For future consideration: Is there a better way to present financial documents and reporting that would be simpler and easier to understand for the community?

8 CLOSURE

There being no further business the meeting closed at 4:48pm.

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

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Chair

12.2 Minutes: Infrastructure and Liveability Advisory Committee meeting - 14 May 2024

Responsible Director: Infrastructure and Liveability

Attachments

- 1 Minutes - Infrastructure and Liveability Advisory Committee - 14 May 2024 [↓](#)

Enclosures

Nil

RECOMMENDED

That the Minutes of the Infrastructure and Liveability Advisory Committee meeting held on 14 May 2024 be received and accepted.

Background

The Minutes of the Infrastructure & Liveability Advisory Committee meeting held on 14 May 2024 are attached for Councillors' information.



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

commencing at 5pm on

TUESDAY 14 MAY 2024

Council Chambers, 11 Manning Street, KIAMA NSW 2533

**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY
COMMITTEE** **14 MAY 2024**

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

HELD AT KIAMA MUNICIPAL COUNCIL

ON TUESDAY 14 MAY 2024 AT 5PM

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

1 APOLOGIES

Cr Stuart Larkins

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 9 April 2024

Resolved that the Minutes of the Infrastructure and Liveability Advisory Committee meeting held on 9 April be received and accepted.

(Member Gilmour and Councillor Croxford)

4 BUSINESS ARISING FROM THE MINUTES

MM advised that the Waste Service Report was received on Friday afternoon, however it is currently being checked for errors and reviewed. MM advised that it is his intention to send it to the group once it has been checked. MM will aim to have it for the Committee at the next meeting.

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

14 MAY 2024

Committee members agreed that focussing each meeting on a specific topic/theme helps improve the way the committee works. Ideally this would involve a summary background paper prepared in advance, by a community committee member, and a follow-up paper summarising conclusions. The committee would then agree where best this follow-up paper should be directed.

5 DISCUSSION ITEMS

5.1 Declarations of Conflict of Interest

Nil

5.2 New Applicants for the Committee

The Committee agreed that they would like to fill the position as soon as possible, and if possible, to reflect the diversity/gender balance of the Committee, as per the Terms of Reference.

5.3 Planning for Community Facilities - Main discussion

The Community members that attended the walk through of the Leisure Centre and Quarry Sports Fields spoke about their summary of findings. RR advised that this precinct would be a great place to develop. MC added that the Committee need a long term future plan for this precinct, and to be visionary rather than a 'bandaid' fix for now. FM added that Council need to think about having a social infrastructure plan, to tie everything together.

MM requested broader views and a Committee based collective response to the community consultation on the Leisure Centre Service Review. Also, now that the Committee know a bit more about the site, whether there is any comments regarding the master plan process.

FM advised that if we were building a new Leisure Centre facility, it would have to be built first, before the old one was removed as the Community really need the Leisure Centre to keep running. Also, the new pool should be a 50 metre pool rather than 25 metres as that was is required for competition swimming. FM also noted that there are some short term financial gains that can be done, such as a pop up coffee van to sell coffee to parents whilst they are waiting for their children to finish swimming lessons.

MC suggested that we keep the current facility operating, whilst we build something side by side or nearby. That way everything keeps running, whilst the new facility is being developed.

FM suggested that there is a 'supply and demand' analysis, so that we know what is required of the new facility, according to the future demographics of the community. MM advised that the Director of Planning, Environment & Communities

**MINUTES OF THE INFRASTRUCTURE AND LIVEABILITY ADVISORY
COMMITTEE** **14 MAY 2024**

will working on this, it is known as the Growth Management Strategy, which is done for the community as a whole.

MM advised that the Committee call their summary of findings from the Leisure Centre facility a 'Submission', and to submit this to the officer that is looking after the service review for the Leisure Centre, and to MM's team for the recreational planning, and to Ed Paterson, the Head of Implementation who has an oversight for the Havilah site.

Action: TG to finalise the Submission before the next meeting, and to make sure everyone is in agreement on the submission.

6 REPORTS FOR INFORMATION

Nil

7 GENERAL BUSINESS

7.1 Kiama Town Centre & Parking Strategy

TG advised that the next meeting will focus on the Kiama Town Centre and Parking Strategy. TG suggested that the Committee get together again, and drive around the town centre and look for any issues or changes that might be needed.

Action: RR to prepare some background information on this topic for the committee for the next meeting.

8 CLOSURE

There being no further business the meeting closed at 6.25pm

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

12.3 Minutes: Sustainable Communities Advisory Committee - 4 June 2024

Responsible Director: Planning, Environment and Communities

Attachments

1 Minutes - 4 June 2024 [↓](#)

Enclosures

Nil

Item 12.3

RECOMMENDED

That the Minutes of the Sustainable Communities Advisory Committee meeting held on 4 June 2024 be received and accepted.

Background

The minutes of the meeting are attached for Councillors' information.



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

commencing at 5pm on

TUESDAY 4 JUNE 2024

Kiama Municipal Council
Manning Street, KIAMA NSW 2533

**MINUTES OF THE SUSTAINABLE COMMUNITIES ADVISORY
COMMITTEE**

HELD AT KIAMA MUNICIPAL COUNCIL

ON TUESDAY 28 MAY 2024 AT 4PM

PRESENT: Cr Neil Reilly, Mayor
Michael Bowden
Narreda Grimley
Liam Pettigrew
Alan Smith
Cr Karen Renkema-Lang (observer)
Cr Stuart Larkins (observer)
Jessica Rippon | Director Planning, Environment and Communities

1 APOLOGIES

Cr Imogen Draisma

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

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Sustainable Communities Advisory Committee - 23 April 2024

RECOMMENDED

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

(Alan Smith/Narreda Grimley)

MINUTES OF THE SUSTAINABLE COMMUNITIES COMMITTEE4/6/24

5 BUSINESS ARISING FROM THE MINUTES

Nil

6 REPORT OF THE DIRECTOR PLANNING, ENVIRONMENT AND COMMUNITIES**6.1 Short Term Holiday Rentals*****RECOMMENDATION***

That:

1. The Committee note the contents of the report.
2. At the next meeting a further workshop be held on Short Term Holiday Rentals.

NOTES:

- The Committee discussed the contents of the report and the request provided by Alan Smith following his recent attendance at the South Precinct Meeting.
- The Mayor attended the 2024 Coastal Australian Coastal Council's Conference held on 29-31 May where a Professor Nicole Gurrán had compiled a research paper on "Short Term Rentals in Urban and Coastal Communities: Impacts and Policy Responses". An overview of findings presented at the conference was provided by the Mayor.
- A detailed discussion about STRA impacts and also work that was already being undertaken was carried out during the meeting.
- In order to explore the topic further the Committee agreed to hold a workshop at the next meeting.

6.2 Post exhibition endorsement: Kiama Coastline Coastal Management Program***RECOMMENDATION***

That the Committee note the contents of the report to Council.

MINUTES OF THE SUSTAINABLE COMMUNITIES COMMITTEE

4/6/24

7 REPORTS FOR INFORMATION

The following Reports for Information be received and note

[7.1 Growth and Housing Strategy - Verbal Update:](#)

NOTES:

- A verbal update was provided on the progress of the Strategy.
- Discussion about dwelling targets was also held.
- The Committee was advised that the Community Engagement Report would be provided to the June Council meeting.

8 GENERAL BUSINESS

Council Policies

- Discussion took place on the upgrading of policies on Council's website.

9 CLOSURE

There being no further business the meeting closed at 4.56pm

These Minutes were confirmed at the Ordinary Meeting of Council held on 25 June 2024

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Chair