

16 REPORT OF THE DIRECTOR INFRASTRUCTURE AND OPERATIONS

16.1 Endorse for public exhibition: Asset Management Plan - Footpaths and Cycleways

CSP Objective: Outcome 4.1 Public funds and assets are managed strategically, transparently and efficiently.

CSP Strategy: 4.1.2 Effectively manage assets and commercial investments, ensuring their relevance, lifecycle needs, and value are optimised in accordance with legislative requirements.

Delivery Program: 4.1.2.8 Review and update Asset Management Plan for Kiama Council, including policy, plans and procedures.

Summary

The draft Kiama Municipal Council – Asset Management Plan – Footpaths and Cycleways (30 June 2025) has been developed based on asset revaluation, financial reporting, and strategic planning. The assessment approach aligns with Australian Accounting Standards (AASB) and International Standards Organisation – Asset Management Standards (ISO 55000). The Asset Management Plan (AMP) communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planned period of 10 years.

Financial implication

The AMP facilitates the delivery of the objectives and strategies expressed in Council's Community Strategic Plan. The AMP is one of the key strategies including a 10-year financial forecast.

Risk implication

The purpose of the AMP is to communicate the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period of 10 years. The AMP details information about infrastructure assets with actions required to provide an agreed level of service in the most cost-effective manner while outlining associated risks.

Policy

The AMP Policy dictates that we require an AMP. The DRAFT – Asset Management Plan – Footpaths and Cycleways (30 June 2025) is based on guidelines provided by the Office of Local Government 'Integrated Planning and Reporting'.

Varied performance Improvement Order dated 23 May 2024.

Strategic Finance and Governance Improvement Plan.

Report of the Director Infrastructure and Operations

16.1 Endorse for public exhibition: Asset Management Plan - Footpaths and Cycleways (cont)

Consultation (internal)

Council's Audit, Risk and Improvement Committee receives regular reporting of Council's activity towards meeting the Local Government Act 1993, Section 438A Performance Improvement Order by updating its Asset Management Plans.

Executive Leadership Team.

Communication/Community engagement

The Draft Kiama Municipal Council – Asset Management Plan – Footpaths and Cycleways (30 June 2025) will be placed on exhibition for a period of 28 days. As this plan is based on a model plan, feedback will only be considered if it strengthens the plan strategy.

Attachments

Nil

Enclosures

- 1 DRAFT Kiama Municipal Council - Asset Management Plan - Footpaths and Cycleways (30 June 2025)

RECOMMENDATION

That Council:

1. Endorse the draft Asset Management Plan – Footpaths and Cycleways be placed on public exhibition for 28 days calling for submissions.
2. Following conclusion of the exhibition period in relation to the Asset Management Plan – Footpaths and Cycleways:
 - (a) Receive a further report for consideration, if any relevant submissions are received or if any substantial changes are proposed for any other reason, detailing the public exhibition outcomes and proposed changes with recommendations regarding adoption of the above documents, or
 - (b) Adopt the Asset Management Plan – Footpaths and Cycleways if there are no relevant submissions received and there are no substantial changes proposed for any other reasons.

Background

It is incumbent on Council to understand the internal and external risks that may impact the delivery of its services and the financial implications of maintaining a sustainable level of service to the community. Council needs to meet strategic objectives and have plans in place to identify, mitigate, manage, and monitor risks associated with the delivery of service through their assets.

Report of the Director Infrastructure and Operations

16.1 Endorse for public exhibition: Asset Management Plan - Footpaths and Cycleways (cont)

Council has developed Asset Management Plans consistent with ISO 55000 to identify actions required to provide an agreed level of service whilst meeting legislative and regulatory requirements and mitigating risks. The proposed AMP is based on guidelines provided by the Office of Local Government *Integrated Planning and Reporting*.

Item 16.1

16.2 Grant application for work on Council owned facility - Gerry Emery Reserve club house

CSP Objective: Outcome 4.1 Public funds and assets are managed strategically, transparently and efficiently.

CSP Strategy: 4.1.1 Public funds are managed in accordance with Financial Management Standards and the Local Government Act, with accurate and timely reporting.

Delivery Program: 4.1.1.1 Strengthen financial reporting, ensure legislative compliance, and promote long-term sustainability by enhancing scrutiny and oversight processes while optimising funding opportunities, and improving procurement practices.

Item 16.2

Summary

The purpose of this report is to seek Council's endorsement to support the grant applications for sport facilities upgrade at Gerry Emery Reserve, Gerringong.

Financial implication

Council has not budgeted for assets built outside of its strategic framework and long-term financial plan. Council needs to ensure that any new capital grant funded projects are consistent with Council's long term asset replacement and community needs.

In this instance the grant funding proposal meets these criteria in that it is for the finalization of an existing incomplete asset.

While the bulk of the project's costs are grant funded, the Council's project management cost has not been factored into the estimates. It is proposed that these costs will be recoverable from the Developer Contributions Reserve.

Risk implication

To effectively minimize risks associated with non-compliant works and assets it is important that Council adheres to its project management policy and ensures compliance with the Local Government Act. In the past there has been issues and learnings experienced with independently run grant funded works on Council land and assets. The audit and risk committee conducted an internal audit into three sporting and community facility related projects and provided a range of audit actions that have been adopted.

Consistent with the already exhibited lease and licence policy this report proposes that for all grant funded projects on Council land/facilities, a condition of landowner consent will be that the community group/grant recipient agrees for Council to project manage the works on their behalf and in close collaboration with user groups. This will help ensure governance and regulatory compliance and to minimize the overall risk to Council. Project steering groups will be established that include and provide collaboration with user groups and will be coordinated by KMC staff.

Report of the Director Infrastructure and Operations

16.2 Grant application for work on Council owned facility - Gerry Emery Reserve club house (cont)

Policy

- Local Government Act 1993
- Kiama Municipal Council Strategies and Plans:
- Code of Conduct
- Community Strategic Plan
- Council's Risk Management Framework
- Council's Project Management Framework
- Council's Lease and Licence Policy

Consultation (internal)

Director of Infrastructure & Operations, Director of Corporate & Commercial, Manager Property and Recreation, Grants Officer.

Communication/Community engagement

Recent Commonwealth and State government announcements of grant funding for these projects have been widely reported in the media. Council's Grants Officer has been liaising with the Gerringong District All Sports on the grant application process.

Attachments

Nil

Enclosures

- 1 10.2022.174.1 - PAN-258244- Stamped Approved Plans- Bridges Road Gerringong - Allan Price and Scarratts Pty Ltd
- 2 GERRINGONG District ALL SPORTS Inc CLUB HOUSE estimate_confidential

RECOMMENDATION

That Council:

1. Prior to the issue of the landowner consent, enters into an Agreement to Lease and a formal agreement with the Gerringong District All Sports Inc for Council to project manage the works on their behalf.
2. Delegate to the Chief Executive Office the authority to finalise and execute an Agreement to Lease, project management agreement and any landowner consents associated with the grant funding applications for the Gerry Emery Reserve clubhouse upgrades and completion.

Report of the Director Infrastructure and Operations

16.2 Grant application for work on Council owned facility - Gerry Emery Reserve club house (cont)

Background

Council has received notice that Gerringong District All Sports Inc (GDASI), has been invited to apply for Commonwealth grant funding of \$840,000 for the sport clubhouse upgrades and completion at Gerry Emery Reserve, Gerringong.

In 2022, grant funding of approximately \$466,000 was secured to undertake the redevelopment and extension of the sport clubhouse to substantially increase its size to provide accessible and female specific facilities, large storage areas and an upstairs meeting/function room. The building work was undertaken following the approved Development Consent 10.2022.174.2 which was managed by the GDASI, with Council support. Despite the best intent unfortunately the upstairs areas were unable to be completed and currently remains as a building shell. This proposal is for the completion of these areas and finalisation of the sports club building with full occupation certificate approval.

Council have been working with the GDASI in preparing their grant application by the submission deadline of 1 December 2025. A review of the proposal has noted that the project estimate is based on a preliminary itemised cost estimate from a local builder and has included contingencies, but not project management. A copy of the approved plans and cost estimate is included as attachments.

Council acknowledges the works undertaken by the GDASI and community volunteers in completing the previous stage of construction, especially Mr John Trevenar whose advocacy and commitment have been outstanding. Staff did consider whether to allow the GDASI to complete the current final stage of construction was considered as a one-off approval but are unable to recommend this professionally to Councillors as it would not satisfy probity and governance requirements or meet the Local Government (General) Regulations for tenders, or comply with the audit findings, and two council policies specified above. Staff do acknowledge the significant change from previous models of completed projects, and the impact that change has community members and user groups. However compliance with policy and legislative requirements must be given precedence.

A condition of the grant application is that landowner's consent must be provided. As this project is for the construction of a community facility that is ultimately a Council asset, it is proposed that prior to the issue of a landowner consent, that the GDASI enters into an Agreement to Lease and an agreement for Council to project manage the works on their behalf, using a project steering committee to coordinate and collaborate with user groups and key stakeholders. The project management costs will be drawn from the grant funding (where available) and from the Developer Contributions Reserve to cover any shortfalls if required.

In addition, prior to the commencement of construction of the grant funded building, Council will require the GDASI to enter into a formal Lease Agreement. This will include the requirements under the Local Government Act to advertise the proposed lease on public land with this timeframe factored into the overall project completion timeline. A separate Council report will be tabled in future this item.

16.3 Endorse for public exhibition: Options for Jamberoo Fenced Dog Off Leash Area

CSP Objective: Outcome 1.2: We embrace the natural beauty of our area which fosters a healthy, active lifestyle and a diverse range of activities to sustain our mental and physical well-being, supported by the services and facilities we rely on.

CSP Strategy: 1.2.1 Foster accessible, inclusive and safe community spaces, facilities and services that cater to a range of physical, mental and social needs for different ages and abilities.

Delivery Program: 1.2.1.1 The community has access to equitable and affordable facilities that meet their needs.

Item 16.3

Summary

This report seeks Council endorsement to place on public exhibition various options for the fenced off-leash area (FOLA) on the community land on the corner of Churchill Street and Gibson Crescent, Jamberoo.

Financial implication

In late 2024 Council received grant funding of \$42,600 under the NSW Local Small Commitments Allocation for the creation of a small fenced off-leash dog park.

Following further consultation and negotiation, the grant was increased to \$75,600 for a larger fenced off-leash dog park, with Council co-contributing \$70,013 of developer contribution funds for the expanded project.

Risk implication

Although the current grant funding has until November 2026 to be utilised, extended time delays may result in expiration and loss of grant funding. Community dissatisfaction with the final project may result in low usage.

Policy

Dog Friendly Spaces Strategy (2025-2030) adopted 17 June 2025 – 25/187OC

Consultation (internal)

Infrastructure and Operations Directorate

Grants Officer

Strategic Planning Coordinator

Environment and Compliance team

Property Management.

Communication/Community engagement

Wider community consultation occurred during the development of the Dog Friendly Spaces Strategy. Further consultation on the draft proposal occurred with the Jamberoo Valley Ratepayers and Residents Association in May 2025. This public exhibition will provide a wider community consultation and feedback opportunity on the proposed options.

Report of the Director Infrastructure and Operations

16.3 Endorse for public exhibition: Options for Jamberoo Fenced Dog Off Leash Area (cont)

Attachments

Nil

Enclosures

- 1 Option 1 - Mixed dog park 30m x 30m footpath from Gibson Crescent
- 2 Option 2 - Mixed dog park 30m x 30m footpath from Churchill Street
- 3 Option 3 - Mixed dog park 35m x 35m path from Churchill Street
- 4 Option 4 - Segregated dog park 35m x 35m and 22m x 22m Small dog park in the eastern end of the reserve
- 5 Option 5 - Separated 30m x 30m small dog park in east and a 45m x 22.5m large dog park in the west of the reserve

Item 16.3

RECOMMENDATION

That Council:

1. Endorse the five (5) draft options for the Jamberoo off-leash dog area be placed on public exhibition for 28 days calling for submissions.
2. Following conclusion of the exhibition period of the draft Jamberoo off-leash dog area proposals, receive a further report on the outcomes of the public exhibition for consideration.

Background

In June 2022, a 500 signature petition "*Kiama needs a fenced off-leash dog park*" was tabled to Council demonstrating a strong interest in the establishment of a fenced dog off-leash facility. Subsequent community surveys undertaken as part of the development of the 'Dog Friendly Spaces Strategy', highlighted a strong demand for a fenced off-leash area, with Jamberoo identified as having a particularly high level of need given it is the only township in the Municipality that does not currently have a dog off-leash area. In addition, the majority of respondents expressed a preference for the area to be segregated, providing separate spaces for small and large dogs.

An analysis of potential sites in Jamberoo was undertaken that included:

1. Unoccupied land next to Jamberoo Cemetery
2. Community land adjacent to Jamberoo Tennis Courts
3. Reid Park
4. Kevin Walsh Oval
5. Keith Irvine Oval
6. Community land on the corner of Gibson Crescent and Church Street

Sites 1) - 5) were deemed unsuitable for various reasons including current usages, licenses, size, parking, accessibility and risk. Site 6) was deemed suitable, as it is

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16.3 Endorse for public exhibition: Options for Jamberoo Fenced Dog Off Leash Area (cont)

unused community land that is not utilised for sporting events, but is occasionally used as an overflow parking area for events in the adjacent Kevin Walsh Oval. This use is informal and not officially sanctioned by Council, though it has been occurring for some time and is seen as an expectation from some parts of the community. Parking on any footpaths damages the surfaces and results in more frequent maintenance / replacement.

In 2024 Council received grant funding of \$42,600 under the NSW Local Small Commitments Allocation for the creation of a fenced off-leash dog park at Site 6) that included the supply and installation of approximately 120m of chain wire fencing, gates, small shade shelter, seating, bins, footpaths and non-potable water tanks, with Council co-contributing \$70,013 of developer contribution funds.

Following further consultation and negotiation, the grant was increased to \$75,600 for a revised fenced off-leash dog park. The new scope included removal of the water tanks and connection into Sydney Water mains supply, installation of a water bubbler and all associated plumbing works, upsized shade shelters and larger fenced area.

Initial installation of a 30m x 30m enclosed area has occurred which resulted in a few community submissions and comments on the impacts of the dog-off leash proposal at this location. Residents wrote to Council staff and Councillors seeking improved consultation on the amenity, location and size / functionality of the dog park). Whilst other residents wrote to Council expressing concerns about the locations negative impact on informal, overflow sports / event parking at the existing site.

After having reviewed and considered the range of feedback from residents and councillors, staff have determined that more consultation on the size, location and ancillary services (such as shade, water, footpaths) would be sensible to invest in prior to formally opening the park and /or finalizing the grant. As this is Council's first dog park staff would like to achieve an outcome that is most appropriate for the community and is therefore seeking an opportunity to further engage with residents on proposed options.

On this basis, five (5) options were developed that remain compliant with the Funding Agreement and intended to be used to seek community feedback and preferences. The options are:

- Option 1 – Mixed dog park 30m x 30m footpath from Gibson Crescent
- Option 2 – Mixed dog park 30m x 30m footpath from Churchill Street
- Option 3 – Mixed dog park 35m x 35m path from Churchill Street
- Option 4 – Segregated 35m x 35m large dog park & 22m x 22m small dog park in the eastern end of the reserve
- Option 5 – Separated 30m x 30m small dog park in east and a 45m x 22.5m large dog park in the west of the reserve.

It is proposed to publicly exhibit the five options and seek community feedback which will be reported to a future Council meeting for adoption and resolution of the preferred option to be constructed.