

13 REPORT OF THE CHIEF EXECUTIVE OFFICER**13.1 Council Advisory Committees - Work Health & Safety requirements and Committee composition**

- CSP Objective: Outcome 4.2: Our governance is transparent and trusted, supported by the right structures, technology and processes to effectively serve the community.
- CSP Strategy: 4.2.2 Communicate transparently to inform, build trust and respect.
- Delivery Program: 4.2.2.4 Effectively communicate the projects, plans, actions and outcomes of Council (and relevant government departments) to inform our community in a timely and accessible way.

Item 13.1

Summary

With the recent formation of Council's Finance and Major Projects Advisory Committee, Council now operates the following committees:

- Finance and Major Projects Committee – Council Advisory Committee
- Tourism and Economic Advisory Committee – Council Advisory Committee
- Kiama Local Transport Forum – Statutory Committee
- Audit, Risk and Improvement Committee – Statutory Committee
- Performance Review Committee – Statutory Committee

This report seeks to update the Terms of Reference for the Council advisory committees to ensure that they include the necessary work health and safety, Code of Conduct and Media Policy obligations.

This report also recommends that the Councillor membership on the Tourism and Economic Advisory Committee revert back to two (2) Councillors to ensure an appropriate balance of Councillors and community members.

Financial implication

Nil

Risk implication

Ensuring the relevant Terms of Reference outline that Committee members have obligations under the Work Health and Safety Act, Council's Code of Conduct and Media Policy may potentially reduce any arising code of conduct matters as expectations will be clear and evident to all members.

Policy

Work Health and Safety Act 2011.

Code of Conduct for Councillors.

Code of Conduct – Council Staff, Contractors & Volunteers.

Media Policy.

Report of the Chief Executive Officer

13.1 Council Advisory Committees - Work Health & Safety requirements and Committee composition (cont)

Consultation (internal)

Executive Leadership Team.

Public Officer.

Communication/Community engagement

The proposed amendments to the Terms of Reference for the Council Advisory Committees is operational in nature and no broader community consultation is required.

Attachments

Nil

Enclosures

- 1 Tourism & Economic Advisory Committee - Draft Terms of Reference⇒
- 2 Finance & Major Projects Advisory Committee - Draft Terms of Reference⇒

RECOMMENDATION

That Council:

1. Adopts the updated Terms of Reference for the following advisory committees to ensure they include the necessary *Work Health and Safety Act 2011*, Code of Conduct and Media Policy obligations:
 - (a) Finance and Major Projects Advisory Committee.
 - (b) Tourism and Economic Advisory Committee.
2. Adopts the updated Terms of Reference for the Tourism and Economic Advisory Committee to amend the membership as follows:
 - (a) Two (2) Councillor representatives.
 - (b) Four (4) skill-based industry representatives.
 - (c) One (1) Kiama Business Network representative.
3. Endorse the following Councillor representatives to the Tourism and Economic Advisory Committee:
 - (a) Councillor 1 - TBD
 - (b) Councillor 2 - TBD

Background

With the recent formation of Council's Finance and Major Projects Advisory Committee, Council now operates the following committees:

- Finance and Major Projects Advisory Committee – Council Advisory Committee
- Tourism and Economic Advisory Committee – Council Advisory Committee.

Report of the Chief Executive Officer

13.1 Council Advisory Committees - Work Health & Safety requirements and Committee composition (cont)

- Kiama Local Transport Forum – Statutory Committee.
- Audit, Risk and Improvement Committee – Statutory Committee.
- Performance Review Committee – Statutory Committee.

The Kiama Local Transport Forum, Audit, Risk and Improvement Committee (ARIC) and the Performance Review Committee all operate under standard Terms of Reference or Guidelines issued by the NSW Government.

The two (2) advisory committees operate under Council issued Terms of Reference. This report seeks to update the Terms of Reference for the Council advisory committees to ensure they include the necessary work health and safety, Code of Conduct and Media Policy obligations.

At the beginning of the current term of Council, Council resolved to increase the Councillor representative of the Tourism and Economic Advisory Committee (TEAC) from two (2) to three (3) and the skill-based industry representative from four (4) to five (5).

Recently, one of the industry representatives resigned from the TEAC. This report recommends that the Councillor membership on the TEAC revert back to two (2) Councillors to ensure an appropriate balance of Councillors and community members. Currently Councillors Brown, Tatrai and Warren are the Councillor representatives on the TEAC as per the previous resolution.

Item 13.1

13.2 Endorse: 2024-25 Annual Report

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

CSP Strategy: 4.1.3 Council delivers local government functions and sustainable services that meet community expectations, with regular service reviews per Integrated Planning and Reporting requirements.

Delivery Program: 4.1.3.1 Maintain compliance with all relevant legislation and requirements, including the Office of Local Government risk management and framework, the Audit, Risk and Improvement Committee and internal audit operation.

Item 13.2

Summary

This report presents the 2024-25 Annual Report which has been prepared in accordance with the Integrated Planning and Reporting (IP&R) guidelines and section 428 of the Local Government Act 1993.

Financial implication

The annual report is aligned with the adopted budget.

Risk implication

The information in the report illustrates that Council is meeting the requirements of the Community Strategic Plan (CSP) and that demonstrating compliance with the Local Government Act.

Policy

Local Government Act 1993

Consultation (internal)

All Council departments contributed to the development of the Annual Report.

Communication/Community engagement

The Annual Report informs the community on Council's achievements in implementing its Delivery Program and Operational Plan.

Attachments

Nil

Enclosures

1 2024-25 Annual Report [📄](#)

RECOMMENDATION

That Council receives and endorses the 2024-25 Annual Report for publication by 30 November 2025, as required by section 428 of the *Local Government Act 1993*.

Background

The Annual Report is one of the key points of accountability between Kiama Municipal Council and its community. It focuses on Council's implementation of the Delivery Program and Operational Plan because these are the plans that are wholly the Council's responsibility.

The Annual Report also includes some information that is prescribed by the *Local Government (General) Regulation 2021* (the Regulation). This information has been included in the Regulation because the State Government believes that it is important for community members to know about it – to help their understanding of how Council has been performing both as a business entity and a community leader.

Section 428 of the *Local Government Act 1993* requires all councils to prepare an Annual Report within 5 months of the end of the financial year. The report is to outline the council's achievements in implementing its Delivery Program through that year's Operational Plan.

The audit of Council's financial statements for 2024-25 has been completed. This report outlines the actions taken to deliver under our Community Strategic Plan and Operation Plan and Delivery Program actions.

Annual Report

The Annual Report is an important means of communication between Council and the Community, providing information on progress made towards achieving the objectives and strategies contained in the Community Strategic Plan and the combined Delivery and Operational Program.

This year's Annual Report incorporates the following:

- Blue Haven update 2024-25
- Audit, Risk and Improvement Committee (ARIC) Annual Report

The report also includes other information, which is prescribed by legislation, including:

- Attendance at Council meetings and activities
- Councillor induction, training and ongoing professional development
- Councillor fees
- Senior staff remuneration
- List of current delegates to other bodies 2024-25
- Amounts of rates and charges written off for the 2024-25 year
- Service review program
- Stormwater management services provided (levied)
- Money granted – financial assistance
- Section 7.11 and 7.12 contributions
- Annual reporting of labour statistics – relevant date of 4 December 2024

Report of the Chief Executive Officer

13.2 Endorse: 2024-25 Annual Report (cont)

- Contracts over \$150,000 awarded in 2024-25
- External bodies, companies and partnerships
- National competition policy
- Declared business activity
- Statement of ordinary expenses
- Obligations under the Modern Slavery Act 2018
- Child Safe Organisation
- Swimming Pool inspections
- Workforce management plan including Equal Employment Opportunity (EEO)
- Policies and practices that promote fairness and equity
- Companion animals
- Governance:
 - Legal Proceedings
 - Public Interest Disclosure Act 2002
 - GIPA Annual report 2024-25

Item 13.2

It is to be noted that information that is not applicable to Council activities has not been included in the report.

Included in the annual report is an update on the progress of Council's Delivery Program and Operational Plan activity progress demonstrates via a pie chart on how many actions are complete/ near complete, significant progress made or commenced.

13.3 Ordinary meeting schedule for 2026

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

CSP Strategy: 4.1.3 Council delivers local government functions and sustainable services that meet community expectations, with regular service reviews per Integrated Planning and Reporting requirements.

Delivery Program: 4.1.3.1 Maintain compliance with all relevant legislation and requirements, including the Office of Local Government risk management and framework, the Audit, Risk and Improvement Committee and internal audit operation.

Item 13.3

Summary

This reports seeks Council's endorsement for the scheduling of the 2026 Ordinary Council meetings.

Financial implication

Costs associated with staffing and overtime for meeting coordination are included in the annual budget.

Risk implication

The risk of not determining dates in advance is lack of adequate communication with the community to allow public access to council business. Determining dates also assists staff with future planning for associated meetings.

Policy

Local Government Act 1993 Section 365

Council's Code of Meeting Practice

Consultation (Internal)

N/A

Communication/Community Engagement

The dates of Council meetings are published on Council's website and advertised through normal media platforms.

Attachments

Nil

Enclosures

Nil

RECOMMENDATION

That Council set the 2026 dates for Ordinary Council meetings, with meetings commencing at 5pm, as follows:

Tuesday 17 February

Report of the Chief Executive Officer

13.3 Ordinary meeting schedule for 2026 (cont)

[Tuesday 17 March](#)
[Tuesday 21 April](#)
[Tuesday 19 May](#)
[Tuesday 16 June](#)
[Tuesday 21 July](#)
[Tuesday 18 August](#)
[Tuesday 15 September](#)
[Tuesday 20 October](#)
[Tuesday 17 November](#)
[Tuesday 15 December](#)

Item 13.3

Background

Traditionally, Ordinary Council meetings have been scheduled for the third Tuesday of each month, commencing at 5pm.

In 2026 the third Tuesday of the month falls on the following dates:

- 20 January
- 17 February
- 17 March
- 21 April
- 19 May
- 16 June
- 21 July
- 18 August
- 15 September
- 20 October
- 17 November
- 15 December

January meeting

It is not recommended to hold a January meeting in 2026. January is school holidays and many staff and councillors take this time as annual leave. It can therefore be difficult to prepare agendas and hold meetings during this time.

The 2025 December meeting is scheduled for 16 December 2025 and the February 2026 meeting is scheduled for the third Tuesday of the month which is 17 February. There are 9 weeks between the December 2025 and the February 2026 meeting. The February meeting could be moved forward should the Councillors wish to reduce the time between meetings.

Conflicts

It is good practice to ensure that ordinary Council meetings do not fall on the same dates as the Local Government NSW annual conference and the Australian Local Government Association (ALGA) National General Assembly so that Councillor attendance is not impacted.

Report of the Chief Executive Officer

13.3 Ordinary meeting schedule for 2026 (cont)

Local Government NSW have advised that the 2026 conference is scheduled for 24-26 November and therefore will not clash.

ALGA prefers to align the National General Assembly (NGA) with a Parliamentary sitting week which unfortunately is not released until late in the year. Currently the preference for dates are:

1. Monday 15 June to Friday 19 June 2026,
2. Monday 1 June to Friday 5 June 2026, or
3. Monday 22 June to Friday 26 June 2026.

The third Tuesday of June 2026 is the 17th, which would clash with ALGA's first preference. Councillors can choose to move the June meeting to the second Tuesday of the month, being the 10th, which would not clash with any of the proposed dates or wait until the ALGA have confirmed the dates for the NGA.