

16 REPORT OF THE DIRECTOR INFRASTRUCTURE AND OPERATIONS

16.1 Endorse for public exhibition: Asset Management Plan - Recreation, Open Space and Other Structures

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 – Recreation, Open Space and Other Structures 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 – Recreation, Open Space and Other Structures 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 - Recreation, Open Space and Other Structures (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 – Recreation, Open Space and Other Structures 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 AMP - DRAFT Kiama Municipal Council - Asset Management Plan - Recreation, Open Space and Other Structures - 30 June 2025⇒

RECOMMENDATION

That Council:

1. Endorse the draft Asset Management Plan – Recreation, Open Space and Other Structures 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 – Recreation, Open Space and Other Structures:
 - (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 - Recreation, Open Space and Other Structures 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 - Recreation, Open Space and Other Structures (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 Endorse for public exhibition: Draft Asset Disposal Policy

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: 4.1.2.3 Asset Recycling Strategy finalised and implemented.

Item 16.2

Summary

The Asset Disposal Policy will provide a framework when disposing of Council assets, including land, buildings, plant, machinery and equipment when it comes to the end of useful life spans and is required to be replaced or disposed of.

Financial implication

The current asset disposal practices lack a formal policy and procedure, for the management of ensuring the best value from the re-use, recycling, resale or disposal of old assets and maintaining accurate asset records to meet financial reporting requirements.

Risk implication

The Audit Office of NSW Interim Management Letter for the year ended 30 June 2025, had identified a lack of formal disposal procedures for plant and equipment assets. It was recommended a formalised disposal procedure be developed to address this risk.

Policy

Council has not previously had an Asset Disposal Policy.

Consultation (internal)

Executive Leadership Team

Director Infrastructure and Operations

Manager Engineering and Technical Services

Manager Operations and Maintenance

Manager Waste Services

Acting Chief Financial Officer

Head of IT Service Delivery

Senior Asset Engineer

Communication/Community engagement

It is proposed that the draft Asset Disposal Policy will be publicly exhibited for a period of 28 days, seeking community feedback.

Attachments

Nil

Enclosures

- 1 Draft Asset Disposal Policy [⇒](#)

RECOMMENDATION

That Council:

1. Endorse that the draft Asset Disposal Policy be placed on public exhibition for 28 days calling for submissions.
2. Following conclusion of the exhibition period:
 - (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 draft Asset Disposal Policy if there are no relevant submissions received and there are no substantial changes proposed for any other reasons.

Background

The Asset Disposal Policy provides clear requirements for the disposal of Council assets; obtain the best value from those assets; and to maintain accurate asset records to meet financial reporting requirements.

The disposal of Council assets is guided by the following principles:

- Investigate alternative reuse of recycling of assets before disposal; and improve the utilisation of existing assets and storage spaces.
- Promote a transparent process that encourages open and fair public competition.
- Achieve the best possible net return based on current market value and conditions of the assets at the time of disposal.
- Support fraud prevention measures and minimise losses.
- Compliance with Council's sustainability and environmental practices.
- Documentation of all asset disposal transactions.
- Compliance with the requirements of the disposal procedures.

There is currently no formally adopted policy or procedure for the disposal of Council assets. Current practices are not meeting typical asset management or governance processes in recording the approval of disposals, the asset details, written-off values, and disposal dates of redundant assets. Adoption of the Policy will ensure Council maintain accurate valuation records for assets management and financial reporting requirements and satisfy the Audit Office of NSW recommendations.

Report of the Director Infrastructure and Operations

16.2 Endorse for public exhibition: Draft Asset Disposal Policy (cont)

This policy is supported by an internal *Asset Disposal Procedure* document which details the operational processes for asset disposals.

Item 16.2

16.3 Master Locksmiths Access Key (MLAK) for public toilets

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: 1.2.3 Maintain and enhance our public gardens, parks and green spaces, cultivating a strong sense of pride and ownership and appreciation of beauty.

Delivery Program: 1.2.3.3 Modernise and standardise the cleaning services provided to all Council facilities.

Summary

This report seeks Council's endorsement to return to the previous arrangement of locking the accessible adult change rooms with Master Locksmiths Access Key (MLAK) to minimise vandalism and associated repair costs.

Financial implication

Nil cost to implement. The locking of the accessible amenities will significantly reduce the risk of vandalism repair costs currently borne by Council.

Risk implication

The current arrangements has resulted in a reduction in the availability of the adult change rooms for people with a disability. The proposed locking of the adult change rooms will significantly reduce this risk of vandalism.

Policy

Disability Inclusion Action Plan 2023 - 2027

Consultation (internal)

Manager Operations & Maintenance, Director Infrastructure & Operations, Manager Community Outcomes.

Communication/Community engagement

The 'DisAbility' page on Council website will be updated to inform procedure for access to MLAK by residents and visitors.

Attachments

Nil

Enclosures

1 Damaged adult lifts⇒

RECOMMENDATION

That Council:

1. Endorse the locking of the two adult change rooms located at Kevin Walsh Oval, Jamberoo and Kiama Harbour to ensure people with a disability have access to secure and functional facilities.
2. Arrange for a Master Locksmiths Access Key (MLAK) to be available to borrow from Council's Customer Services and Visitor Information Centre, along with the Jamberoo IGA and widely promote this change.

Item 16.3

Background

The Master Locksmiths Access Key (MLAK) system is a nationwide initiative designed to provide people with disabilities access to public facilities and plays a vital role in promoting accessibility and inclusion, particularly in public toilets.

The MLAK system ensures people with disabilities can access clean, secure and functional public amenities at any time.

To obtain a MLAK individuals must have a disability or mobility impairment, provide documentation from a medical professional or disability organisation and apply directly with the Master Locksmiths Association of Australasia.

Kiama LGA currently has two MLAK public toilets located at Kevin Walsh Oval, Jamberoo and Kiama Harbour. Both MLAK bathrooms are equipped with specialised inclusions to help people with a disability to use the facilities with security and dignity. This equipment includes electric hoists and adult change tables that were installed at considerable expense following receipt of previous grant funding.

Several months ago, a decision was taken to unlock adult change rooms with a view to providing greater access to the wider community. This unfortunately has resulted in the bathroom at Kiama Harbour being vandalised and the electric hoist being damaged beyond repair. Council had to close the bathroom and are currently in the process of replacing the electric hoist at a cost of \$7,715.

This has not only had a financial cost to Council but also negatively impacted on access to this important facility by people with a disability.

It is therefore proposed to keep these adult change rooms locked and only be accessible to those with a MLAK to ensure people with accessibility issues are provided with practical and dignified access to clean and safe facilities that are designed to meet their needs. Whilst most eligible individuals or their carers would have their own MLAK, Council will re-implement the previous arrangement to other users to borrow a MLAK from Council's Customer Services and Visitor Information Centre, along with the Jamberoo IGA.