12 REPORT OF THE CHIEF EXECUTIVE OFFICER

12.1 Endorse for public exhibition: Draft Incoming Donations or Bequests Policy

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:	4.2.2.2 Information management is transparent and builds trust. Council's records are managed as per legislative requirements.

Summary

From time to time, Council receives unsolicited donations from organisations or individuals. Council does not currently have a policy to outline the assessment, approval and transparent reporting of incoming donations or bequests.

Financial implication

While donations are unsolicited and may not attract commercial benefit, clear documentation is required to ensure transparency, accountability, and probity. Council recognises incoming donations to enhance community programs, services, events and assets.

Risk implication

- Compliance – potential breaches of the Code of Conduct
- Transparency – lack of process, documentation and reporting
- Financial – no record keeping

Policy

Council does not currently have a policy in relation to incoming donations or bequests. A policy is required to ensure any donations or bequests made to Council are assessed, approved and reported in a transparent, consistent and ethical manner.

Consultation (internal)

Manager Community Outcomes

Senior Financial Accountant

Executive Leadership Team

Communication/Community engagement

It is proposed that the draft Incoming Donations and Bequests Policy will be publicly exhibited for a period of 28 days, seeking community feedback.

Attachments

Nil

Enclosures

1 DRAFT - Incoming donations and bequests policy⇨

RECOMMENDATION

That Council:

1. Endorse the draft Incoming Donations or Bequests Policy for public exhibition for a period of 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 Incoming Donations or Bequests Policy if there are no relevant submissions received and there are no substantial changes proposed for any other reasons.

Background

This Policy applies to financial, in-kind or material donations, or offers of donations to Council, with no expectation of any activity or benefit in return. It assumes a philanthropic motivation and is voluntarily and freely given.

Such contributions must always be accepted and managed in a way that upholds the highest standards of governance, probity, and transparency.

Council will maintain an Incoming Sponsorship and Donations Register, and record the following details:

- Name of the donor
- Nature and purpose of the donation or bequest
- Broad category of benefit (e.g. financial, in-kind, goods/services, joint promotion)
- Status (active, completed, refused, terminated), including documented reasons for refusals in accordance with this Policy.

Information from the Register may be made publicly available upon request, subject to Council's obligations under the *Government Information (Public Access) Act 2009* (GIPA Act) and relevant privacy or confidentiality considerations.

12.2 Expressions of Interest: Kiama Harbour Activation Working Group

CSP Objective:	Outcome 3.4: Our infrastructure is well planned, well managed, safe and inclusive.
CSP Strategy:	3.4.1 Advocate for better planned transport infrastructure to create safe travel routes whether we are walking, cycling, driving or using public transport to key destinations and facilities.
Delivery Program:	3.4.1.1 Work to improve Council's ability to meet increase in demand for public infrastructure and assets.

Summary

Following Council's resolution of the 17 June 2025 supporting the establishment of the Kiama Harbour Revitalisation Working Group (working group), an expression of interest process was undertaken for community membership.

This report provides an overview of the applications received and a recommendation to Council for the future membership of the working group.

Financial implication

Point 5 of the June 2025 resolution resolved that funds within the 2025–26 Council Budget would be reallocated to support the establishment and operation of the working group.

Risk implication

One of the advocacy initiatives in Council's State Government Advocacy Plan is for the implementation of the Kiama Harbour Revitalisation Action Plan. The creation of the working group will help meet this initiative and the organisational challenge listed in the Delivery Program and Operational Plan 2025-26, which also includes implementation of the plan and consideration of joint venture opportunities with the State to improve facilities and amenities at Blowhole Point.

Policy

Terms of reference for the Kiama Harbour Revitalisation Working Group

Transport for NSW Kiama Harbour Revitalisation Action Plan (2021)

Delivery Program and Operational Plan 2025-26

Council's State Government Advocacy Plan

Consultation (internal)

Councillors

Director Corporate and Commercial

Head of Implementation

Communication/Community engagement

Expressions of Interest were promoted through normal social media channels and Council's website. The online application closed on 15 March 2026.

Item 12.2

Attachments

Nil

Enclosures

1 FINAL Terms of Reference (TOR) - Kiama Harbour Revitalisation Working Group⇨

RECOMMENDATION

That Council:

1. appoint the following three (3) applicants to the Kiama Harbour Activation Working Group:
   - Sarah Streamer
   - Edward (Ned) Jeffries
   - Andrew Dooley
2. thank all community members that applied for the roles and encourage their participation throughout the term of the working group as invited subject matter experts where appropriate.

Background

At the June 2025 ordinary meeting of Council, the following was resolved:

> 25/192OC
>
> At the request of Councillor Matt Brown and by consent the amended motion was varied and resolved that Council:
>
> 1. Acknowledges the strategic importance of the Kiama Harbour as a vital community, cultural and economic asset.
> 2. Resolves to establish a Working Group to provide a mechanism for Council and the community to shape the future of the Kiama Harbour precinct, in alignment with Council's adopted strategies and community interests.
> 3. Notes that the Working Group will:
>   (a) Liaise with Council staff and key government agencies, including (but not limited to) Crown Lands and Transport for NSW (including NSW Maritime).
>   (b) Provide strategic input and community representation in the planning and development of the precinct.
> 4. Appoints the following members to a five-member Working Group:
>   (a) Councillor Mike Cains (Chair) and the Mayor, Councillor Cameron McDonald.
>   (b) Three community representatives to be identified through an expressions of interest (EOI) process.

5. Delegates to the CEO the authority to reallocate funds within the 2025–26 Council Budget to support the establishment and operation of the Working Group, in alignment with Council's Advocacy Plan.

(Councillors Cains and Tatrai)

The Terms of Reference (ToR) for the working group was developed and is available in the enclosures.

Expression of Interest process

An Expression of Interest process was undertaken to seek nominations for the three (3) community member positions on the working group, in accordance with the Terms of Reference.

Council received a strong pool of high-quality submissions from qualified and experienced applicants, demonstrating considerable interest from the community and a willingness to contribute to Council through the working group.

A total of 36 submissions were received. A selection panel comprising the working group Chair, Councillor Cains, the Deputy Mayor Councillor Matters (Acting Mayor), the Director Corporate and Commercial and the Head of Implementation confirmed the successful community members.

Given the high quality of submissions, the selection process was challenging. Applications were assessed against the following criteria:

- Qualifications and experience relevant to the working group.
- Reasons for joining and potential contribution to the working group.
- Outcomes applicants hoped to achieve through participation.

The following candidates were deemed to bring to the working group the most appropriate mix of industry experience, ties to the local community, level of ambition and ability to achieve the desired objectives of the committee:

- **Sarah Streamer** – Sarah's background includes senior-level project delivery within an international corporate environment, overseeing contractor performance, infrastructure implementation and multi-stakeholder engagement, including governance awareness, financial literacy, structured project delivery experience and long-term local insight relevant to a project of this scale.

- **Edward (Ned) Jefferies** – Ned owns a business in the local area and is involved in various community groups, ranging from men's mental health initiatives to adult sporting groups, children's sporting groups, and he is active in local schooling communities.

- **Andrew Dooley** – Andrew's background includes extensive experience in maritime infrastructure planning, waterfront precinct development and government project delivery. He has strong experience in strategic planning, stakeholder engagement, infrastructure funding, environmental approvals and the delivery of complex waterfront infrastructure projects involving government, community and industry stakeholders. This experience has required close collaboration between local councils, State government agencies and community stakeholders

The group will be chaired by the Councillor Cains, and the Mayor and Director Corporate and Commercial will form part of the working group.

Conclusion

Preferred applicants have been selected and are presented for Council approval. All applicants will be offered an opportunity to contribute to the committee and will be invited to contribute towards sessions / agenda items that relate to the area of their expertise.