12 MINUTES OF COMMITTEES

12.1 Minutes: Audit, Risk and Improvement Committee - 13 October 2026

Responsible Director: Office of the Chief Executive Officer

Attachments

1 13 October 2026 - Audit, Risk and Improvement Committee - Minutes⇩

Enclosures

Nil

RECOMMENDED

That the Minutes of the Audit, Risk and Improvement Committee meeting held on 13 October 2026 be received and noted.

Background

Attached for Councillors' information are the minutes of the Audit, Risk and Improvement Committee meeting held on 13 October 2026.

MINUTES OF THE MEETING OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE

commencing at 2 pm on

TUESDAY 13 OCTOBER 2026

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
HELD BY TEAMS
ON TUESDAY 13 OCTOBER 2026 AT 2:00 PM

PRESENT: Mr David Pendleton (Chair)
Ms Rhonda Wheatley
Ms Lisa Berwick
Councillor Melinda Lawton (non-voting)

IN ATTENDANCE: Jane Frawley - Chief Executive Officer
Darren Brady – Director Infrastructure and Operations
Ed Paterson – Director Strategies and Community
Kimberley Norton – Executive Manager Organisational Reform
Jose Diaz – Chief Financial Officer
Michael Kharzoo – Director – Financial Audit | NSW Audit Office
Eric Nathaniel – Associate Director – Financial Audit | NSW Audit Office

OBSERVER: Councillor Cameron McDonald, Mayor

1 APOLOGIES

Kiama Council's Director Corporate and Commercial, Joe Gaudiosi.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3 DECLARATIONS OF INTEREST

Nil.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit, Risk and Improvement Committee meeting on 25 August 2026

26/031ARIC

Resolved that the Minutes of the Audit, Risk and Improvement Committee meeting held on 25 August 2026 and submitted to the 15 September 2026 Council meeting be confirmed.

(Members Wheatley and Berwick)

5 BUSINESS ARISING FROM THE MINUTES

Nil.

6 ARIC ACTIONS ARISING

6.1 Actions arising from previous meetings

26/032ARIC

Resolved that the Audit, Risk and Improvement Committee notes the October 2026 report on action items arising from previous meetings.

(Members Berwick and Wheatley)

Noted:

- A report on the Service Review of Customer Services will be submitted to the December 2026 meeting and contains a recommendation on cash handling.

7 ARIC STANDARD REPORTS

7.1 Engagement closing letter and draft Financial Statements 2025-26

26/033ARIC

Resolved that the Audit, Risk and Improvement Committee:

1. Endorse the Draft Financial Statements for 2025-26 to be presented to Council for signing at the October 2026 Ordinary meeting of Council.
2. Congratulate the Finance Team on their work with the NSW Audit Office and achieving a great outcome.

(Members Wheatley and Berwick)

Noted:

- Some minor discrepancies appear from draft statements to the final version as adjustments are made through the audit process.
- Year on year changes in income (reduction) mainly relates to grants, and total expenses changes relate to reclassification of materials and services which have now been capitalised.
- Director Kharzoo from the NSW Audit Office (AO) presented the statements and thanked the Council team for their hard work and collaboration with the Audit Team. He advised there were no items in the Engagement Closing Report that would impact finalisation of the financial statements.
- The Management Letter will be tabled at the December 2026 ARIC meeting and there is nothing significant or of concern at this stage.

- The CEO thanked the AO team and the Council finance team, noting it was pleasing for all but one of the previous year issues required follow up, and Councill will continued to work on resourcing IT to close these out.
- The CEO thanked the ARIC members in particularly Members Pendleton and Wheatley for their incredible work on the Committee.

8 GENERAL BUSINESS

Nil.

9 CLOSURE

There being no further business the meeting closed at 2.31pm.

These Minutes were confirmed at the Ordinary Meeting of Council held on 17 November 2026.

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Chair

12.2 Minutes: Tourism and Economic Advisory Committee - 29 October 2026

Responsible Director: Strategies and Communities

Attachments

1 TEAC Minutes - 29 October 2026⇩

Enclosures

Nil

RECOMMENDED

That the Minutes of the Tourism and Economic Advisory Committee meeting held on 29 October 2026 be received and noted.

Background

The minutes of the Tourism and Economic Advisory Committee meeting held on 29 October 2026 are attached for Councillors' information.

KIAMA MUNICIPAL COUNCIL

MINUTES OF THE TOURISM & ECONOMIC ADVISORY COMMITTEE MEETING

commencing at 4:00 PM on

THURSDAY 29 OCTOBER 2026

Council Chambers, 11 Manning Street, KIAMA NSW 2533

MINUTES OF THE

TOURISM AND ECONOMIC ADVISORY COMMITTEE

HELD AT KIAMA MUNICIPAL COUNCIL

ON THURSDAY 29 OCTOBER 2026 AT 4:00 PM

PRESENT: Councillor Matt Brown (Chair), Councillor Yasmin Tatrai, Craig Hardy, Suzanne Mansfield, and Anne-Marie Esler

ATTENDEES: Sally Bursell – Manager Tourism and Events
Ed Paterson – Director Strategies and Communities

1 APOLOGIES

Apology

26/036TEAC

Resolved that apologies tendered from Simon Smith and Tom Abood be accepted and the leave of absence granted.

(Members Mansfield and Hardy)

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

The Chair acknowledged the traditional owners.

3 DECLARATIONS OF INTEREST

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Tourism and Economic Advisory Committee Minutes: 20 August 2026

26/037TEAC

Committee recommendation that the Minutes of the Tourism and Economic Advisory Committee meeting held on 20 August 2026 be received and accepted.

(Member Esler and Councillor Tatrai)

5 BUSINESS ARISING FROM THE MINUTES

Nil.

6 REPORT OF THE MANAGER TOURISM AND EVENTS

6.1 Reaffirming TEAC office holders

26/038TEAC

Committee Recommendation that the Tourism and Economic Advisory Committee reaffirm:

- Councillor Brown as the Committee's Chair, and
- Councillor Tatrai as the Committee's Deputy Chair

(Councillors Brown and Tatrai)

Discussion Points:

There was no discussion or comment for this item.

6.2 Major Event Update

26/039TEAC

Committee Recommendation that TEAC note the Major Events and Destination Event Funding Program update.

(Member Esler and Councillor Tatrai)

Discussion Points:

- Manager Bursell provided an update on destination marketing activities and major events that Council is supporting or delivering over the next six months.
- Council endorsed funding for the following events through its Grants, Donations and Sponsorship Program:
  - Kiama Seaside Veterans Tournament (Kiama Golf Club).
  - Kiama Jazz & Blues Festival 40th Anniversary (Kiama Jazz and Blues Festival).
  - Kiama Fringe (KISS Arts).
  - Kiama Art and Makers Festival (Olivia Deans).
- Previously endorsed multi-year funding recipients were also confirmed.
- Funding applications from MOSAIQUE Kiama and the Creative Business Summit were not endorsed in this funding round following assessment against the program criteria.
- Planning for the Kiama New Year's Eve Sky Show is well advanced with final preparations currently underway.
- Culture Fest 2026 was a significant success, attracting approximately 10,000 attendees and celebrating the diversity of the local community.

6.3 Visitor Economy Strategy 2035 Action Plan Prioritisation

26/040TEAC

Committee Recommendation that Council note the implementation status of the Visitor Economy Strategy 2035 and, in addition to ongoing business-as-usual actions and existing commitments, Council consider the following priority actions for inclusion in the 2027-28 Delivery Program and budget development process:

1. Action 4.2.2 / 4.3.6 - Progress planning for the Blowhole Point precinct through the Blowhole Point Masterplan, including experience and product development enhancements that reconnect and reimagine key visitor experiences, supported by improvements to interpretation, visitor servicing, wayfinding, activation and visitor information.
2. Action 4.3.1 - Undertake an accommodation audit and accommodation demand and feasibility assessment to inform strategic land use planning and support private sector investment in quality visitor accommodation that responds to identified market need.
3. Action 4.3.6 - Investigate opportunities through the Blowhole Point Masterplan to strengthen the harbour-to-town-centre visitor experience and explore opportunities for high-quality tourism infrastructure and visitor accommodation.
4. Action 4.4.2 - Develop a Visitor Economy Data Dashboard, or expand the Destination Kiama Partnership Program's Data Insights function, to support benchmarking, performance monitoring and evidence-based decision-making aligned with the NSW Visitor Economy Strategy 2035.
5. Action 4.4.4 - Prepare a business case for the Kiama Visitor Information Centre to investigate the delivery of Council-owned visitor experiences that address identified product gaps and enhance the visitor offering.
6. Continue implementation of the short-term priorities identified in the Kiama After Dark Night-Time Economy Strategy, including actions that support activation, business participation, programming and the establishment of the Kiama Town Centre Special Entertainment Precinct.

(Members Mansfield and Hardy)

Discussion Points:

- Manager Bursell advised that she is currently reviewing which priority actions could realistically be delivered within existing staffing and budget constraints.
- Projects beyond existing business-as-usual activities and can only be delivered if:
  - They are included in the 2026/27 budget and within current resources.
  - They are grant funded.
- The Visitor Economy Strategy 2035 contains 36 actions, with approximately 25 actions either underway, ongoing, complete or embedded within Council's existing programs and operations.

- Committee members discussed the need to focus future investment on actions that can deliver the greatest impact for the visitor economy while supporting community outcomes.
- Members highlighted the importance of advancing planning for the Blowhole Point precinct, including improvements to visitor experiences, interpretation, wayfinding, visitor servicing and activation, as part of future master planning and precinct renewal initiatives.
- Discussion also included opportunities to strengthen the connection between the harbour and town centre and investigate tourism infrastructure improvements that enhance the visitor experience.
- It was noted that many of these priorities may require a combination of Council funding, grant funding, partnerships and advocacy to progress.

7 REPORTS FOR INFORMATION

The following Reports for Information were received and noted

7.1 Destination Kiama Partnership: Update by member Suzanne Mansfield

7.2 Proposed Kiama Town Centre Special Entertainment Precinct.

7.1 Destination Kiama Partnership: Update by member Suzanne Mansfield

Discussion Points:

- Member Mansfield provided an update on the Destination Kiama Partnership Program and advised that membership continues to remain strong, with a high level of partner renewals received.
- The Partnership Program currently comprises 152 participating businesses and organisations.
- Several new partners have recently joined the program, including Trinita Ristorante, U-Tea Kiama, Sea Views and Ocean Shepherd, a new boat tour operator expected to commence operations in the coming weeks.
- Members were advised that 12 November 2026 is the deadline for partner inclusions in the next edition of the Kiama Visitor Guide, which is currently being finalised.
- New partners will continue to be accepted throughout the year on a pro-rata basis; however, businesses joining after the deadline will not be included in the 2027 Visitor Guide.
- The 2027 Kiama Visitor Guide is scheduled to be launched at the Tourism After Hours networking event on 1 December 2026.

7.2 Proposed Kiama Town Centre Special Entertainment Precinct

Discussion Points:

- The Chair advised that the planning proposal and supporting documentation for the proposed Kiama Town Centre Special Entertainment Precinct (SEP) have been submitted to the NSW Department of Planning, Housing and Infrastructure for Gateway determination.
- Manager Bursell provided an overview of the proposed sound management framework and proposed categories for businesses within the precinct and referenced the slides that were provided to members
- It was noted that, if Gateway approval is received, Council will undertake a formal community engagement process to seek feedback on the proposal.
- The proposed SEP would operate as a two-year trial, enabling Council and the State Government to assess outcomes and monitor community impacts before considering any longer-term arrangements.

8 GENERAL BUSINESS

Discussion Points:

- Member Esler provided an update on the successful KBN Partner Connect function that occurred through the week and their Christmas party planned at a venue to be confirmed on 10 December 2026.
- The Committee were reminded that Tourism After Hours will be held at Yves Social on Tuesday 1 December from 5.15pm.
- 2027 TEAC meeting dates will be circulated to members.

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 17 November 2026

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Chair