wollongong
city of innovation

BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held at 6.00 pm on

Monday 11 December 2017

Council Chambers, Level 10,
Council Administration Building, 41 Burelli Street, Wollongong

Order of Business

1 Acknowledgement of Traditional Owners
2 Civic Prayer
3 Apologies
4 Disclosures of Pecuniary Interest
5 Petitions and Presentations
6 Confirmation of Minutes - Ordinary Meeting of Council 20/11/2017
7 Public Access Forum
8 Call of the Agenda
9 Lord Mayoral Minute
10 Urgent Items
11 Notice of Motions
12 Agenda Items
13 Confidential Business

Members

Lord Mayor –
Councillor Gordon Bradbery OAM (Chair)
Deputy Lord Mayor –
Councillor David Brown
Councillor Cameron Walters
Councillor Cath Blakey
Councillor Chris Connor
Councillor Dom Figliomeni
Councillor Janice Kershaw
Councillor Jenelle Rimmer
Councillor John Dorahy
Councillor Leigh Colacino
Councillor Mithra Cox
Councillor Tania Brown
Councillor Vicky King

QUORUM – 7 MEMBERS TO BE PRESENT

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MINUTES ORDINARY MEETING OF COUNCIL

at 6.00 pm

Monday 20 November 2017

Present

Acting Lord Mayor – Councillor David Brown (in the Chair), Councillors Cameron Walters, Cath Blakey, Chris Connor, Dom Figliomeni, Janice Kershaw, Jenelle Rimmer, John Dorahy, Leigh Colacino, Mithra Cox, Tania Brown and Vicky King

In Attendance

General Manager – David Farmer, Director Infrastructure and Works, Connectivity Assets and Liveable City – Greg Doyle, Director Planning and Environment, Future City and Neighbourhoods (Acting) – Mark Riordan, Director Corporate Services, Connected and Engaged City (Acting) – Kylee Cowgill, Director Community Services, Creative and Innovative City (Acting) – Kerry Hunt, Manager Governance and Information (Acting) – Clare Phelan, Manager Finance – Brian Jenkins, Manager Property and Recreation – Peter Coyte, Manager Environmental Strategy and Planning (Acting) – Jason Brown, Manager City Works and Services – Mark Roebuck, Manager Project Delivery – Glenn Whittaker, Manager Infrastructure Strategy and Planning – Mike Dowd and Manager Community Cultural and Economic Development (Acting) – Sue Savage

Apologies

Min No.

139 COUNCIL'S RESOLUTION – RESOLVED on the motion of Councillor Vicky King seconded Councillor John Dorahy that the apology tendered on behalf of the Lord Mayor Councillor Gordon Bradbery be accepted.

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DISCLOSURE OF INTERESTS

Councillor Dom Figliomeni declared a conflict of interest in Item 11 (map on page 465 of the business paper – the change of the 1st West Wollongong Scout Hall licenced to the Scouts Association of Australia from Sportsground to Park). Councillor Figliomeni advised that he is the President of South Coast and Tablelands Scouts, however, he would remain in the Chamber during debate and voting on the matter.

Councillor Mithra Cox declared an interest in Item 3 as her residential home is currently listed on AIRBNB. Councillor Cox advised that she would depart the Chamber during debate and voting on the matter.

AWARD – WASTE AND RESOURCE RECOVERY PARK

The Acting Lord Mayor tabled an Award received by Council on 9 November 2017 from the Institute of Public Works – Engineering Australia in recognition of Council's work at the Waste and Resource Recovery Park at Whytes Gully.

CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON MONDAY, 30 OCTOBER 2017

140 COUNCIL'S RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Tania Brown seconded Councillor Vicky King that the Minutes of the Ordinary Meeting of Council held on Monday, 30 October 2017 (a copy having been circulated to Councillors) be taken as read and confirmed.

CONFIRMATION OF MINUTES OF EXTRAORDINARY MEETING OF COUNCIL HELD ON MONDAY, 6 NOVEMBER 2017

141 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Jenelle Rimmer seconded Councillor Tania Brown that the Minutes of the Extraordinary Meeting of Council held on Monday, 6 November 2017 (a copy having been circulated to Councillors) be taken as read and confirmed.

PUBLIC ACCESS FORUM – URBAN GREENING STRATEGY

Mr M Andrews advised that the 2010 LEP had increased residential density in the R3 zone around Corrimal Railway Station which resulted in a dramatic surge in property sales in the area, including subdivision of urban blocks and apartment development. He felt that this development posed a high risk of tree loss on private land and as a result, his community was losing shade at a rapid and increasing pace. Mr Andrews believed that Council should commence a project to strategically replace shade structures on public land, specifically through street planting. The walking thoroughfare from Corrimal Shopping Centre along Railway Street and then along Murray Road to East Corrimal Beach offers almost no shade trees and yet it is a highly walked route. He proposed a concerted street tree planting campaign along Corrimal's east-west spine, combined with footpath installation and upgrades, as well as the installation of bench seating under shady trees.

The project would not only increase the safety and comfort of families walking this route, but would provide a shaded environment to cool homes and encourage informal social interaction amongst residents. In conclusion, Mr Andrews urged Council to give serious consideration to his proposal as it takes time for street trees to grow and decades to achieve canopy establishment.

PUBLIC ACCESS FORUM – PLANNING PROPOSAL FOR FORMER CORRIMAL COKE WORKS SITE

Ms A Marett drew Councillors' attention to some of the impacts on residents of the above development. She said that the 700 dwellings planned for the site and the traffic generated, along with the 66 units at the Leagues Club site opposite, will significantly impact on local residents. She felt that Railway Street was not designed to cope with greatly increased traffic, nor overflow parking, and the current very poor rail service from Corrimal Station does not support the public transport focus of the proposal. The removal of some mature trees that currently shade part of Railway Street was not in keeping with the Urban Greening Strategy. Ms Marett said that at this stage the proposed development will offer much less than it could to enhance amenity for the residents of Corrimal.

Ms Marett said that this 18 hectare site could lend itself to innovative development that would serve as a model, provide real quality of life for the residents, as well as enhanced amenity for the area. In conclusion, she urged Councillors to carefully consider all community and environmental implications before deciding on rezoning.

142 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Jenelle Rimmer seconded Councillor Mithra Cox that all speakers be thanked for their presentation and invited to table their notes.

CALL OF THE AGENDA

143 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor David Brown seconded Councillor John Dorahy that the staff recommendations for Items 5, 11 to 16, and 19 to 23 inclusive, be adopted as a block.

MATTER OF GREAT URGENCY - SHUTTLE BUS FUNDING SHORTFALL

A PROCEDURAL MOTION was MOVED by Councillor Cameron Walters that Council consider a matter of great urgency in relation to the shortfall in funding for the Wollongong Shuttle bus. The PROCEDURAL MOTION on being PUT to the VOTE was LOST.

SUSPENSION OF STANDING ORDERS

144 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor David Brown seconded Councillor Dom Figliomeni that the Officers' report items be considered as the next items of business, followed by Items A to G, under Suspension of Standing Orders.

ITEM 1 - PUBLIC TREE MANAGEMENT POLICY

145 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Vicky King seconded Councillor Chris Connor that -

1 The draft Public Tree Management Policy be endorsed for public exhibition in early 2018 for a minimum period of 28 days.

2 Following the public exhibition period, a further report be provided to Council recommending adoption of the draft Public Tree Management Policy which includes a summary of submissions received and amendments proposed.

3 The technical manual include information on historical data showing that a species of plant that is considered being used is not just suited to that type of geographical area. It is indigenous to the specific area picked for planting.

Variation *The following variations were accepted by the mover and seconder –*

- *Councillor Leigh Colacino – the addition of Part 3.*
- *Councillor David Brown – change to the wording of Part 3 to say 'The technical manual include information'.*

ITEM 2 - DRAFT TREE AND VEGETATION VANDALISM POLICY

146 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor John Dorahy seconded Councillor Jenelle Rimmer that –

1 The draft Tree and Vegetation Vandalism Policy be placed on public exhibition for a minimum period of 28 days and reported back to Council for finalisation.

2 The matter be the subject of a Councillor Briefing following the exhibition period and prior to the matter being reported to Council for endorsement.

3 Greater consideration be given to –

a The signage and the size of the sign that can be installed as a deterrent.

b The length of time that the signage is insitu.

Variation *The variation moved by Councillor Colacino (the addition of Part 3) was accepted by the mover and seconder.*

DEPARTURE OF COUNCILLOR

Due to a prior disclosure of interest, Councillor Mithra Cox departed the Chamber and was not present during debate and voting for Item 3.

ITEM 3 - SHORT TERM HOLIDAY LETTING

147 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Leigh Colacino seconded Councillor Chris Connor that the General Manager be authorised to finalise the submission to the NSW Department of Planning and Environment on Short Term Holiday Letting in NSW (Attachment 1 of the report).

ITEM 4 - DRAFT PLANNING PROPOSAL POLICY

148 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor John Dorahy seconded Councillor Leigh Colacino that –

1 The draft Planning Proposal Policy and accompanying Application Form and Checklist be exhibited for a minimum period of 28 days for public comment.

2 A Briefing be provided following the exhibition period in relation to the categorisation of land for rating purposes in connection to amendments to the LEP.

ITEM 5 - DRAFT AGEING PLAN 2018-2022

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION –

1 Council receive the draft Ageing Plan 2018-2022 including the Consultation Snapshot and Discussion Paper.

2 Council endorse the public exhibition of the draft Ageing Plan 2018-2022 from 22 November to 20 December 2017 [inclusive].

3 Following exhibition the final version of the draft Ageing Plan 2018-2022 be presented to Council at its meeting on 19 February 2018 for consideration and endorsement.

ITEM 6 - APPOINTMENT OF COUNCILLOR DELEGATES TO THE AUDIT COMMITTEE AND CORPORATE GOVERNANCE COMMITTEE

149 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Dom Figliomeni seconded Councillor Janice Kershaw that -

1 Council invite nominations for two Councillor delegate positions on the Corporate Governance Committee and two Councillor delegate positions on the Audit Committee

2 Elections be held to appoint two Councillor delegates to the Corporate Governance Committee and two Councillor delegates to the Audit Committee for a term of up to one year

3 Election of Councillor delegates be conducted by means of open voting on a show of hands

4 Council consult with independent members and Councillor delegates to the Corporate Governance Committee and Audit Committee with a view to determining the Committees' structures and Charters for endorsement by Council no later than June 2018.

In relation to Part 3 of the resolution, nominations had been received from Councillor Vicky King for appointment to the Audit Committee, and Councillors Chris Connor and John Dorahy for appointment to the Corporate Governance Committee and there being no further nominations, the above Councillors were duly appointed.

ITEM 7 - APPOINTMENT OF COUNCILLOR DELEGATES TO COMMITTEES AND REFERENCE GROUPS

150 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor David Brown seconded Councillor Leigh Colacino that -

1 Council endorse the appointment of Ward 3 Councillors to the West Dapto Review Committee, in addition to the Lord Mayor as Chair.

2 Councillors be elected to the following Reference Groups and Committee:

a Aboriginal Reference Group – two Councillors;

b Sports and Facilities Reference Group – three Councillors, one to be elected Chair;

c Community Safety Reference Group – two Councillors;

d Performance Review Committee – one Councillor, in addition to Lord Mayor and Deputy Lord Mayor.

3 The appointments be for a term of up to one year, with the exception of the West Dapto Review Committee.

4 The elections be conducted by open means on a show of hands.

5 A review of other committees and reference groups be undertaken and reported back to Council within three months, which outlines ways of increasing and enhancing opportunities for the community to have input to Council in these areas.

In relation to Part 4 of the resolution –

a Aboriginal Reference Group (two Councillors) – Nominations had been received from Councillors Gordon Bradbery, Councillor Mithra Cox and Councillor Vicky King and upon a show of hands, Councillors Vicky King and Gordon Bradbery were elected.

b Sports and Facilities Reference Group (three Councillors, one to be Chair) – Nominations had been received from Councillors Janice Kershaw and Jenelle Rimmer and there being no further nominations, Councillors Kershaw and Rimmer were elected, with Councillor Kershaw being elected as Chair.

c Community Safety Reference Group (two Councillors) – A nomination had been received from Councillor Gordon Bradbery and there being no further nominations, Councillor Bradbery was duly elected.

d Performance Review Committee (one Councillor, in addition to Lord Mayor and Deputy Lord Mayor) – A nomination had been received from Councillor Mithra Cox and there being no further nominations, Councillor Cox was duly elected.

ITEM 8 - OFFICE OF LOCAL GOVERNMENT CONSULTATION ON DRAFT REVISED MODEL CODE OF CONDUCT AND DRAFT REVISED MODEL PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT

151 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor David Brown seconded Councillor Mithra Cox that -

1 Council authorises the General Manager to prepare a written response to the Office of Local Government as Council's submission on the draft revised Model Code of Conduct and Procedures for the Administration of the Code of Conduct. The submission will cover, but not be limited to, the following themes:

* *the subjective nature of the language;*

* *the compliance burden associated with implementing some of the requirements of the draft Code;*

* *how compliance might practicably be monitored, enforced, or proven in the event of*

an alleged breach; and,

* *variations in treatment of and access to Disclosure of Interest Returns*;
* *the Code be redrafted to make it more concise and factual*.

2 The draft response be circulated to Councillors, Corporate Governance and Audit Committee members prior to submission.

Variation *The variation moved by Councillor Figliomeni (the addition of the words 'the Code be redrafted to make it more concise and factual' was accepted by the mover and seconder.*

ITEM 9 - POLICY REVIEWS: CODES OF CONDUCT, AND PROCEDURES FOR THE ADMINISTRATION OF THE CODES OF CONDUCT

152 COUNCIL'S RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Leigh Colacino seconded Councillor John Dorahy that Council adopt the –

1 Code of Conduct for Councillors, subject to –

a Point 7.20 of the draft Code be amended to read 'You are entitled to have access to the Council Chamber, Lord Mayor's Office (subject to availability), Councillors' Room and public areas of Council's buildings';

b the removal of the word 'Administrator/s' from the policy.

2 Code of Conduct for Staff.

3 Codes of Conduct for Delegate of Council and Members of Council Committees.

4 Procedures for the Administration of the Codes of Conduct.

Variation *The variation moved by Councillor Kershaw (the addition of Part 4) was accepted by the mover and seconder.*

ITEM 10 - LEGISLATIVE COUNCIL INQUIRY INTO THE FIRE AND EMERGENCY SERVICES LEVY

153 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Chris Connor seconded Councillor John Dorahy that -

1 Council's response reflect the unanimous resolution of Council on 8 October 2012 that rejected a broad-based property tax as a funding mechanism and opposed a model that saw Council become 'the State Government's tax collector… and Council rejects collecting any additional taxes on behalf of the State Government'.

2 Council's response also include Section D of the draft submission in this business paper.

ITEM 11 - 2017 REVIEW OF THE GENERIC PLAN OF MANAGEMENT FOR COMMUNITY LAND

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION –

1 In accordance with Section 38 of the Local Government Act 1993, the revised Draft Generic Plan of Management for the Community Land of Wollongong City Council (includes Community Land categorised as Park, Sportsground, General Community and Natural Areas) (2017) be exhibited for a minimum period of 42 days. The exhibition to include a public hearing.

2 Following the exhibition period and public hearing, a further report be submitted to Council outlining the details of any submissions received.

ITEM 12 - POLICY REVIEWS: GIFTS AND BENEFITS AND CONFLICT OF INTERESTS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION – Council adopt the revised –

1 Gifts and Benefits policy.

2 Conflict of Interests policy.

ITEM 13 - POLICY REVIEW: RECRUITMENT OF EXTERNAL MEMBERS TO COMMITTEES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION – Council adopt the Recruitment of External Members to Committees policy.

ITEM 14 - POLICY REVIEW: PAYMENT OF LORD MAYORAL FEE TO DEPUTY LORD MAYOR

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION – Council adopt the revised Payment of Lord Mayoral fee to Deputy Lord Mayor policy.

ITEM 15 - POLICY REVIEW: CONFERENCE ATTENDANCE BY REFERENCE GROUP AND COMMITTEE MEMBERS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION – Council adopt the revised Conference Attendance by Reference Group and Committee Members policy.

ITEM 16 - POLICY REVIEW: SMOKE-FREE (RECREATION AREAS)

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION – Council adopt the revised Smoke-Free (Recreation Areas) Policy.

ITEM 17 - PROPOSED SALE OF PORTION OF ELLEN STREET, WOLLONGONG

154 COUNCIL RESOLUTION – RESOLVED on the motion of Councillor Vicky King seconded Councillor Dom Figliomeni that -

1 Council authorise the sale of a portion of Ellen Street road reserve to the adjoining owners of 47 Kenny Street, Wollongong.

2 Council authorise a sale price of $315,000 (GST exclusive) for the subject portion of Ellen Street road reserve.

3 Each party be responsible for their own costs associated with the matter.

4 The General Manager be authorised to sign any documentation necessary to complete the sale.

5 Authority be granted to affix the Common Seal of Council on any documentation necessary to complete the sale.

In favour Councillors Janice Kershaw, Jenelle Rimmer, David Brown, Tania Brown, Vicky King, Chris Connor, Leigh Colacino, Cameron Walters, John Dorahy and Dom Figliomeni

Against Councillors Mithra Cox and Cath Blakey

ITEM 18 - TENDER T17/23 - PARKS AND OPEN SPACES MAINTENANCE

155 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Mithra Cox seconded Councillor Janice Kershaw that in accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council:

1 Appoint Illawarra Grounds & Surrounds, Programmed Property Services, and Skyline Landscape Services Pty Ltd to the Panel of contractors for Parks and Open Space Maintenance of identified areas for a period of two years, plus three options to extend for a further duration of one year each, exercisable at Council's sole discretion.

2 Establish Parks and Open Space Maintenance panels for:

- Broad Area Mowing consisting of:

1 Skyline Landscape Services Pty Ltd
2 Illawarra Grounds & Surrounds
3 Prime Facility and Asset Management Pty Ltd
4 Asplundh Tree Expert (Australia) Pty Ltd trading as Summit Open Space Services
5 Waratah Lawncare and Garden Management

- Small Parks consisting of:
  1 Skyline Landscape Services Pty Ltd
  2 Programmed Property Services
  3 Illawarra Grounds & Surrounds
  4 Prime Facility and Asset Management Pty Ltd
  5 Nat's Neat Cuts Pty Ltd
- Maintenance Crew consisting of:
  1 Skyline Landscape Services Pty Ltd
  2 Programmed Property Services
  3 Illawarra Grounds & Surrounds

4 Prime Facility and Asset Management Pty Ltd
5 Nat's Neat Cuts Pty Ltd

for a period of two years, plus three options to extend for a further duration of one year each, exercisable at Council's sole discretion.

3 Council delegate to the General Manager the authority to finalise and execute the contracts and any other documentation required to give effect to this resolution.

4 Council grant authority for the use of the Common Seal of Council on the contracts and any other documentation, should it be required, to give effect to this resolution.

5 Council ensure that any use of contractors for these works is not displacing permanent staff and that contractors are used only where the capacity of Council cannot be achieved for the particular work.

ITEM 19 - TENDER T17/35 - STANWELL PARK CAFÉ REDEVELOPMENT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION –

1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Project Coordination (Australia) Pty Ltd for the design and construction of the new Stanwell Park Café Redevelopment, in the sum of $1,290,360.00, excluding GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 20 - TENDER T17/41 - TOURIST PARK LINEN SERVICES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION –

1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Flagstaff Group for the provision of linen services to Council's Tourist Parks, in the sum of $470,331, excluding GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 21 - TENDER T17/42 - CRINGILA COMMUNITY HALL REFURBISHMENT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION –

1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Batmac Constructions Pty Ltd for the refurbishment of the large Cringila Community Hall, in the sum of $562,708.19, excluding GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 22 - DRAFT QUARTERLY REVIEW STATEMENT SEPTEMBER 2017

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION –

1 The draft Quarterly Review Statement September 2017 be adopted.

2 The Budget Review Statement as at September 2017 be adopted and revised totals of income and expenditure be approved and voted.

3 Council endorse the application of $1.324M of Stormwater Management Charges externally restricted cash for operational and capital projects and $65K from City Parking Strategy internally restricted cash for City Centre Parking surveys.

4 Council endorse the transfer of net proceeds from land sales of $9.2M and the net improvement in the Funds Result for year ending 30 June 2017 of $4.4M to internally restricted cash for Strategic Projects.

ITEM 23 - CITY OF WOLLONGONG TRAFFIC COMMITTEE - MINUTES OF MEETING HELD ON 18 OCTOBER 2017

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 143).

COUNCIL'S RESOLUTION – In accordance with the powers delegated to Council, the Minutes and recommendations of the City of Wollongong Traffic Committee meeting held on 18 October 2017 in relation to the Regulation of Traffic be adopted.

ITEM A - NOTICE OF MOTION - COUNCILLOR FIGLIOMENI - RATE REVIEWS

156 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Dom Figliomeni seconded Councillor Leigh Colacino that -

1 Council in the planning and preparation of the budget for the financial year 2018-2019 request the General Manager to outline possible opportunities at a Briefing how Council can minimise rate increases provided there is no reduction in Council services and the capital works program.

2 This Briefing be given on or before 5 March 2018.

3 The General Manager continue to explore ways of delivering opportunities and efficiencies in the organisation to offset any 'rate peg' increases.

Variation *The variation moved by Councillor King to add the words 'opportunities and' to Part 3 was accepted by the mover and seconder.*

ITEM B - NOTICE OF MOTION - COUNCILLOR FIGLIOMENI - LAKE ILLAWARRA

157 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Dom Figliomeni seconded Councillor Vicky King that management provide a briefing on the impact -

1 on the possible transfer of land owned by the NSW Government, immediately surrounding Lake Illawarra and in the Wollongong Local Government Area, to Wollongong Council for $1 and hypothecating funds generated from Lake activities and associated developments towards the future management of the Lake falling within the Wollongong Local Government Area; and

2 if a single entity is given responsibility for water quality analysis and monitoring of Lake Illawarra;

3 on management of the Lake from the loss of State funding and options for funding the management of the Lake into the future.

Variation *The variation moved by Councillor Mithra Cox (the addition of Part 3) was accepted by the mover and seconder.*

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item C, Councillors Tania Brown and Leigh Colacino departed and returned to the meeting, the time being from 8.03 pm to 8.04 pm, and from 8.07 pm to 8.08 pm, respectively.

ITEM C - NOTICE OF MOTION - COUNCILLOR FIGLIOMENI - SEATS PETITION FOR PRINCES HIGHWAY

158 COUNCIL RESOLUTION – RESOLVED on the motion of Councillor Dom Figliomeni seconded Councillor Cameron Walters that -

1 Council support the South East Australia Transport Strategy Inc Petition calling on the

Federal Government to –

a have the status of the Princes Highway officially recognised as a Highway of National Importance as a major freight and tourist route under The National Land Transport Network Act 2014; and,

b secure the provision of additional funding for the planning and delivery of new infrastructure, the maintenance of existing infrastructure and vital safety upgrades.

2 The petition be promoted and made available for Councillors, staff and community information and involvement via Council's website, information desk, libraries and customer service centres.

In favour Councillors Janice Kershaw, Jenelle Rimmer, David Brown, Tania Brown, Vicky King, Chris Connor, Leigh Colacino, Cameron Walters, John Dorahy and Dom Figliomeni

Against Councillors Mithra Cox and Cath Blakey

ITEM D - NOTICE OF MOTION - COUNCILLOR RIMMER - UPGRADE OF EXISTING FIRE TRAIL LINKING PHILLIP STREET, THIRROUL TO FOOTHILLS ROAD, AUSTINMER

159 COUNCIL'S RESOLUTION - RESOLVED on the motion of Councillor Jenelle Rimmer seconded Councillor Janice Kershaw that –

1 A Councillor Briefing be held that examines options on how to improve the traffic flow between Bulli and Thirroul. These options include, but not be limited to –

a Examining the ability to upgrade the existing fire trail that links Phillip Street, Thirroul to Foothills Road, Austinmer for use in times of emergencies when Lawrence Hargrave Drive is blocked.

b The construction of the link road that was a condition of development approval for the ARV land at Sandon Point.

c Council land that could be used to enable slip lanes to be installed at pinch-points on the Princes Highway, for example at the intersection of the Princes Highway and Point Street, and the Princes Highway and Grevillea Park Road.

d Active and public transport options.

2 The briefing include a report detailing parking issues which already exist along Foothills Road.

Variation *The following variations were accepted by the mover and seconder –*

- *Councillor Colacino (the addition of Part 2); and,*
- *Councillor Blakey (the addition of 1 (d), as well as change to the wording in Part 1 from 'reduce traffic congestion' to 'improve the traffic flow'.*

In favour Councillors Janice Kershaw, Jenelle Rimmer, David Brown, Tania Brown, Vicky King, Chris Connor, Leigh Colacino, Cameron Walters, John Dorahy and Dom Figliomeni

Against Councillors Mithra Cox and Cath Blakey

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item E, Councillors Cath Blakey and Vicky King departed and returned to the meeting, the time being from 8.43 pm to 8.44 pm, and 8.44 pm to 8.47 pm, respectively.

ITEM E - NOTICE OF MOTION - COUNCILLOR DAVID BROWN - INCREASING PROCUREMENT FROM LOCAL BUSINESSES

160 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor David Brown seconded Councillor Mithra Cox that -

1 A Councillor Briefing be held that explores options to increase Council's procurement

from local businesses via recalibrating scoring systems in Council's tendering assessment.

2 The Briefing include data generated from re-weighting examples from historical tender assessments, and outline any legal and financial ramifications of such a change.

3 The Briefing also include options for calibrating an ethical purchasing policy.

Variation *The variation moved by Councillor Mithra Cox (the addition of Part 3) was accepted by the mover and seconder.*

ITEM F - NOTICE OF MOTION - COUNCILLOR TANIA BROWN - RED TAPE ERADICATION TASKFORCE

161 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Tania Brown seconded Councillor Chris Connor that –

1 A consultation process be developed to engage community stakeholders interested in participating in a Council red-tape eradication taskforce.

2 The matter be the subject of a Briefing in early 2018 which will outline the form and terms of reference of the Taskforce.

Variation *The variation moved by Councillor Colacino (the addition of Part 2) was accepted by the mover and seconder.*

The variation moved by Councillor Connor to change the word 'commenced' to 'developed' in Part 1, and the addition of the words 'which will outline the form and terms of reference of the Taskforce' to Part 2 was accepted by the mover.

ITEM G - ITEM LAID ON TABLE - ORDINARY MEETING OF COUNCIL - 30 OCTOBER 2017 - REVISED INTERNAL AUDIT CHARTER

A PROCEDURAL MOTION was MOVED by Councillor Chris Connor seconded Councillor Tania Brown that this matter be taken off the table. The PROCEDURAL MOTION on being PUT to the VOTE was CARRIED.

Councillors Figliomeni and Connor subsequently withdrew their motion of 30 October 2017.

162 COUNCIL RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Chris Connor seconded Councillor Tania Brown that Council adopt the revised Internal Audit Charter.

THE MEETING CONCLUDED AT 9.01 PM

Confirmed as a correct record of proceedings at the Ordinary Meeting of the Council of the City of Wollongong held on 11 December 2017.

_____

Chairperson

File: CO-910.01.007 Doc: IC17/664

ITEM A	NOTICE OF MOTION - COUNCILLOR WALTERS - FUNDING SHORTFALL - WOLLONGONG SHUTTLE BUS

Councillor Walters has submitted the following Notice of Motion –

"I formally move that –

1 Wollongong City Council request that the General Manager approaches Wollongong University to discuss meeting the 25% shortfall for the Wollongong Shuttle funding (Route 55A and 55C). (12.5% funding from University of Wollongong and Wollongong City Council.)

2 The General Manager report back to Council on the outcomes of the discussions with the University of Wollongong. This reporting occur in the form of a briefing to take place as soon as possible.

3 Wollongong City Council requests the official total costings from Transport for NSW for meeting the 25% proposed funding component so that Council and the University can consider the full implications of this fund-sharing agreement."

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File: CO-910.01.002 Doc: IC17/682

ITEM B NOTICE OF MOTION - COUNCILLOR COX - RUSELL VALE COAL MINE

Councillor Cox has submitted the following Notice of Motion –

"I formally move that –

Councillors be given a briefing on the Russel Vale coal mine, including but not limited to:

- The land use agreement between Wollongong Coal and Wollongong Council on the mine site and adjacent land in the Russell Vale Golf course;
- Unpaid security bonds, and what efforts council has made to recover those debts;
- Council's liability for site remediation in the event that Wollongong Coal goes bankrupt;
- Update on emplacement area Council conditions; and
- Environmental controls currently in place, both for the mine and also the emplacement area on Council land.

Background provided by Councillor Cox:

It has been reported in the media that Wollongong Coal owes several hundred thousand dollars in unpaid security bonds to Wollongong Council. These are intended to be kept by Council to cover the costs of site remediation in the event that the mine closes and in unable to pay for remediation. However, if these bonds have never been paid, there is a legitimate concern that Council bears the liability of clean up.

There have also been reports that there was a historical land swap agreement between Wollongong Coal and Wollongong Council. Wollongong Council owns some land that the mine is using as a stockpile for waste material, and the mine owns some land that is part of the golf course. The land owned by the mine and occupied by the golf course was supposed to be dedicated to Council - however it appears that this never happened. As a consequence, Council owns part of the slag heap and the coal mine owns part of the golf course. There is cause for concern that council may be left with a large stockpile of waste material and seriously degraded land, while the mine owns the golf course, which council has been maintaining over many years.

Residents have expressed concern that Wollongong Coal are not complying with environmental controls to prevent contamination of waterways, and airborne pollution in particular.

It would be helpful for Councillors to have a full understanding of the complexities of this matter.

File: CO-910.01.002 Doc: IC17/686

ITEM C NOTICE OF MOTION - COUNCILLOR COX - WOLLONGONG BECOMES A BIKE FRIENDLY CITY

Councillor Cox has submitted the following Notice of Motion –

"I formally move that –

Council develop a 30 year plan to transform Wollongong into a bike friendly city, with the ambition that by 2050:

1 Every road has a dedicated cycleway, that is physically separated from car traffic.
2 Bikes outnumber cars on our roads, and more trips are made by bike than by car.
3 Wollongong is recognised as a global leader in active transport.

The 30 year bike plan should include measurable targets and milestones that are embedded into our current strategic plan. These targets and milestones should be measurable, and should map out a clear path to reach achieve out ultimate 2050 goal of a cycleway on every street. The first milestone would be the completion of the 2014-2018 Bike Plan.

Background provided by Councillor Cox:

30 years was the time it took the city of Copenhagen to transform their road network to prioritise bikes and build a world class cycle network which is a sustainable, efficient transport system and a major tourism generator for Denmark.

Our 2022 strategic plan has 6 main goals. An integrated cycle network can significantly contribute to two of them.

One goal is "We are a healthy community in a liveable city". Unfortunately this is not currently the case. 64% of adults in the Illawarra Local Health District are overweight or obese, up from 48% in 2002. Our Local Health District has the third highest rate of obesity in NSW* This increase in obesity has coincided with an increase in car dependence over that same time frame. Incidentally, in the City of Copenhagen where 62% of people ride to work, the obesity rate is around 15%.**

Providing our citizens with a universal cycle network that is safe and accessible for everyone - from 6 year old kids, to pregnant women to pensioners - could be the most effective initiative we as city councillors can implement to improve the health of our population.

Another of those 6 goals is "We have sustainable, affordable and accessible transport." With one of the highest rates of car use in the world, we have a long way to go to achieve this goal. Council does not run the train network. We cannot build a light rail. We don't even run the free bus. But we are responsible for cycleways, and we have the capacity to transform our city to a bike friendly city - which is sustainable, affordable and accessible.

The 30 year plan should aim for separated bike lanes on every street, with bike lanes considered as essential as bitumen or curb and guttering. Any road being resurfaced, built or repaired should have separated bike lanes built in during that process.

Sources:

*****

http://www.healthstats.nsw.gov.au/Indicatorgroup/LocationBasedAllIndicatorGroup?code=beh_bmi&name=Overweight%20or%20obesity&locationcode=18393&LocationType=Local%20Health%20District

**** https://www.oecd.org/els/health-systems/Obesity-Update-2017.pdf**.

File: CO-910.01.007 Doc: IC17/705

ITEM D NOTICE OF MOTION - COUNCILLOR WALTERS - REOPENING OF BREAKWATERS AT PORT KEMBLA TO THE PUBLIC

Councillor Walters has submitted the following Notice of Motion –

"I formally move that –

1 Wollongong City Council request that the General Manager approaches NSW Ports to discuss the reopening of breakwaters at Port Kembla to the public. This would be to discuss the areas that were open to the public prior to the lease of Port Kembla.

2 Wollongong City Council Supports the opening of the breakwaters at Port Kembla to the public as it is utilised by locals and tourists for a range of activities.

3 Wollongong City Council supports the opening of the breakwater between dawn to dusk and closing them in severe weather conditions.

File: ESP-080.009 Doc: IC17/625

ITEM 1 DRAFT URBAN GREENING STRATEGY 2017 - 2037

Urban greening is about strategically improving the quality and quantity of vegetation in the built environment. The draft Urban Greening Strategy 2017-2037 (the Strategy) was placed on public exhibition for eight weeks from 10 August to 6 October 2017 and 105 submissions were received. This feedback has been considered in the updated draft Strategy being presented to Council.

The Strategy analyses Wollongong's urban trees and vegetation. It describes a set of principles, a vision, and four goals for urban greening within the Local Government Area. Each goal is supported by a series of prioritised actions which outline the steps required to realise a more strategic and holistic approach. A draft Urban Greening Strategy Implementation Plan 2017-21 has been prepared to inform key deliverables for resourcing both in the short term and within future Council Annual Plans.

This report is seeking endorsement of the draft Urban Greening Strategy 2017-2037 (Attachment 1) and the draft Urban Greening Strategy Implementation Plan 2017-21 (Attachment 2).

RECOMMENDATION

1 The updated draft Urban Greening Strategy 2017-2037 be adopted by Council.

2 Council note the draft Urban Greening Strategy Implementation Plan 2017-21.

REPORT AUTHORISATIONS

Report of: Renee Campbell, Manager Environmental Strategy and Planning
Authorised by: Andrew Carfield, Director Planning and Environment - Future City and Neighbourhoods

ATTACHMENTS

1 Draft Urban Greening Strategy 2017-2037
2 Draft Urban Greening Strategy Implementation Plan 2017-21
3 Engagement and Submissions Report

BACKGROUND

The Environmental Sustainability Strategy (2013) identified the need for an Urban Greening Strategy under Focus Area 3 – Improving our Urban Environment. The Annual Plan includes the preparation of an Urban Greening Strategy (the Strategy) as a funded priority.

Council manages the City's public spaces, street trees, parks and natural areas on behalf of our community. Privately owned and controlled property makes up the majority of land area, and the majority of urban vegetation in Wollongong.

Numerous cities in Australia and around the world are taking actions to measure the condition, diversity, and extent of urban greening, set targets and align their operational programs to improve urban vegetation. A commitment to urban greening may also deliver other benefits including reduced energy consumption and lower health costs, a boost to business, restoring natural ecosystem services, and purifying air and water.

Council has used the 202020 Vision approach in preparing the Strategy, following a process developed by a national network of practitioners collaborating to share expertise in urban greening across industry, business, government, academia and the not-for-profit sector.

As per the Council resolution of June 2015, Vegetation and View Management Guidelines were considered as part of the preparation of the Urban Greening Strategy. NSW coastal Councils have been benchmarked for their position on removing public trees for the creation, improvement or maintenance of views for private benefit. A draft *Tree and Vegetation Vandalism Policy* and a draft *Public Tree Management Policy* have been prepared to provide clarity and guidance on these issues. These policies will go on public exhibition in early 2018.

It is recommended that in areas of high public use and vantage points, such as lookouts, Plans of Management or Vegetation Management Plans are developed in collaboration with the community to manage views for public benefit.

PROPOSAL

The draft Urban Greening Strategy 2017-2037 delivers a vision, set of principles, key objectives and priority actions for managing the urban forest as a continuous resource regardless of ownership boundaries.

Recognising that trees and vegetation need to be managed and funded as critical public assets, the Strategy outlines the steps required to implement a program of planning and targeted investment in public urban greening in a way that will maximise the benefits, reduce risks and enable responsible and long term investment for the whole community. This is also supported by a range of strategies to protect and enhance the urban forest on private land.

The Strategy has identified a set of principles, a vision, and four goals for urban greening in Wollongong. Each goal is supported by a series of strategies and key actions.

The draft Implementation Plan 2017-21 identifies specific strategies and actions to support each of the four goals in the short term. It has been designed based on evidence and through collaboration across Council divisions to assist in moving towards best practice.

The Implementation Plan 2017-21 also includes a range of detailed actions to grow, manage and protect, diversify urban greening on all land types, and to engage and partner with our community.

The Strategy also provides a framework for urban greening and detailed actions to be considered for the next 20 years.

CONSULTATION AND COMMUNICATION

Strategy development has taken place over approximately 18 months and included collaboration and input from key internal and external stakeholders. Consultation prior to public exhibition included internal and external stakeholder workshops, consultation and input from the Environment and Sustainability Reference Group and a range of other expert stakeholders. Three primary school workshops were held, with children aged 9 to 12 years. The 202020 Vision project team, other councils, academics and key informants have provided invaluable insight into various aspects of the Strategy.

The Strategy and its development process has been externally reviewed and supported by an expert urban forest consultant. There has been consultation and collaboration with Council staff across the organisation, and an internal multi-disciplinary Urban Greening Strategy Advisory Group continues to provide oversight, technical and operational advice, and interim coordination. This has helped to ensure that the issues and opportunities identified are constructive, supported, and achievable.

The draft Urban Greening Strategy was endorsed by Council for public exhibition in July 2017, and was open for submissions from 10 August to 6 October 2017. Notably, 103/105 (98%) of submissions received were supportive of the draft Strategy. Our community provided insightful, practical and passionate feedback on the importance of urban greening and its role in helping to achieve better outcomes for our people and places.

The attached Engagement and Submissions Report (Attachment 3) includes a summary of submissions received and responses. The following themes recurred throughout the feedback:

- Support for urban greening and its important and wide-ranging benefits
- Species selection and the role of locally indigenous flora
- The need to address tree and vegetation vandalism
- The impacts of development, industry and urbanisation
- Preservation and protection of existing trees and vegetation

- Support for Principle 1: More strategic and targeted urban greening
- Support for Principle 5: Stronger leadership and partnerships with the community
- A desire for implementation to be expedited to ensure momentum from Strategy development and engagement is maintained

PLANNING AND POLICY IMPACT

Urban greening is driven by themes consistent with consultation on town and village planning, and in the overarching goals set by our community in the Wollongong Community Strategic Plan 2022. These include improving our City's amenity, recreation and liveability; adapting to and mitigating the impacts of climate change; delivering safe reliable and sustainable services to our community through asset management; quality urban renewal and growth, including in the West Dapto Urban Release Area, a strategic approach to selecting, planting and replacing trees, and supporting our unique biodiversity.

The Strategy contributes to the delivery of Wollongong 2022 goal "*We value and protect our environment*". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
1.3.3 Our community is proactively engaged in a range of initiatives that improve the sustainability of our environments	1.3.3.1 Develop and implement an Environmental Sustainability Policy and Strategy	Coordinate the Urban Greening Strategy

The Technical Guidelines action, once implemented, will include a review of Council's suite of existing tree and vegetation related planning and policy documents.

Ecological Sustainability

The Strategy delivers an identified action in the Environmental Sustainability Strategy and Action Plan: "Improving the sustainability of Wollongong's urban centres can be achieved through developing and promoting sustainable building policies and processes to facilitate sustainable building design for both Council and private buildings. Supporting green roofs and encouraging the use of light coloured building and street materials can increase sustainability and aesthetics in urban areas. Developing an urban greening and street tree strategy will also improve visual amenity, provide shade and other environmental benefits (such as cooling, filtering pollutants and reducing stormwater flows)." (ESAP 2013)

RISK ASSESSMENT

The Strategy proposes a risk-averse approach to delivering core Council services in tree and vegetation management through better policy, planning and coordination. Risk, in the context of urban greening, includes: immediate hazards (such as tree safety, trip hazards), perceptions (views, safety, amenity, responses to illegal vegetation removal, development assessment), environmental risks (climate change adaptation and mitigation, ecosystem services), and capital asset management (species selection and location, reducing the conflict between trees and infrastructure, efficient use of Council resources).

In moving towards an evidence-based, proactive public tree program, and reviewing the overall approach to technical management of the 'urban forest' on all land types Council will achieve improved services and more efficient outcomes for the community.

FINANCIAL IMPLICATIONS

The draft *Urban Greening Strategy 2017-2037* provides a vision for the future of urban greening in Wollongong. It sets the direction for future planning, including immediate and long-term priorities.

It is currently premature as to whether the Strategy's implementation can be fully funded from existing capital and operational budgets. Without further tree data and verification of budget requirements for

maintenance, planting and replacement programs, assumptions about the adequacy of existing funding and resources cannot be confirmed. The draft Implementation Plan 2017-21 therefore includes indicative costings to complete a series of staged actions, including undertaking a tree inventory (in priority areas) and completing the necessary suite of technical guidelines and documents to support best practice.

Existing operational and capital budgets allocated to street tree projects are adequate to commence Stage 1 and Stage 2. These include actions required to yield the necessary data (tree inventory), technical guidelines, and testing (pilot plantings including those undertaken within the capital works program) to formulate the business case for implementation (master planning and programming phases).

CONCLUSION

The draft Urban Greening Strategy 2017-2037 presents a vision and set of prioritised actions to achieve a world-class urban landscape. Our City's liveability and amenity is a key factor driving business and investment; our unique natural setting provides opportunity for ecological enhancement; and our people will be more prosperous, and healthy, with enhanced urban greening. Council has a leadership role in delivering quality streetscapes, improved public amenity and increased shade. Council also plays a significant role in protecting and enhancing urban vegetation on private land. Our City's future quality, success and performance can be cost-effectively and efficiently enhanced by well managed trees and vegetation. Wollongong will grow and nurture a healthy, diverse and well managed urban forest to deliver a renewed and resilient place for people, enterprise and the ecosystems that support us.

The draft Urban Greening Strategy 2017-2037 is a strategic document that will be used to shape the future of urban greening in Wollongong over the next 20 years. It sets the vision for a coordinated approach to managing urban vegetation and outlines the steps required to implement a program of planning and targeted investment in public urban greening. It is recommended that the draft Urban Greening Strategy 2017-2037 be adopted and the draft Urban Greening Strategy Implementation Plan 2017-21 be noted.

Urban Greening Strategy 2017-37

November 2017

wollongong
city of innovation

Acknowledgements

Wollongong City Council would like to show its respect and acknowledge the Traditional Custodians of the Land to which this Strategy applies, of Elders past and present, and extend that respect to other Aboriginal and Torres Strait Islander people.

Wollongong City Council would like to thank members of the community who contributed to this plan by providing feedback in engagement activities throughout 2015-17.

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Introduction

The role of the Urban Greening Strategy

This is the City of Wollongong's first Urban Greening Strategy. It is written at a time of significant urban renewal and growth. Wollongong's attraction as a location for business and investment is underpinned by superb liveability and a world-class natural setting.

The Strategy's key drivers include the City's current and emerging challenges along with the overarching goals set by our community. These include improved amenity and recreation, liveability, biodiversity, quality urban development, economic renewal, climate change, asset management and tree replacement. To achieve a world-class urban landscape to match our goals, we require investment in quality urban infrastructure.

Urban greening will deliver the following benefits to help achieve these priorities:

- Shade and cooling
- Storing and sequestering carbon
- Reduced sun exposure
- Increased sense of local identity
- Encouraging outdoor activity
- Reconnecting people with nature
- Reduced infrastructure costs
- Increased property values
- Attracting investment

Urban greening is about strategically increasing the quality and quantity of all vegetation and open green space on all land types in an urban setting. A component of this is the 'urban forest', the sum of all of the trees, plants and green space across all land types.

Forward-thinking cities in Australia and around the world are measuring the health, diversity and extent of their urban forests, setting targets and realigning their operational programs to work towards improving greening cover.

Wollongong's average urban tree canopy cover is well below the national average of 39% (ISF Benchmarking report). Optimal urban canopy cover is estimated at 35-40%. There is ample immediate opportunity to improve tree canopy cover on our streets and in our public spaces.

Our City's liveability and amenity is a key factor driving business and investment, our unique natural setting provides opportunity for ecological enhancement, and our people will be more prosperous and healthy with enhanced urban greening.

The Urban Greening Strategy 2017-37 presents a vision for a coordinated approach to managing urban vegetation and outlines the steps required to implement a program of planning and targeted investment in public urban greening. It is a strategic document that will be used to shape the future of urban greening in Wollongong over the next 20 years.

Council has a leadership role in delivering quality streetscapes, improved public amenity and increased shade. Council also plays a significant role in protecting and enhancing urban vegetation on private land.

Our City's future quality, success and performance can be cost-effectively and efficiently enhanced by well managed trees and other vegetation.

As our City transforms and grows, Council recognises the importance of working in partnership with our community.

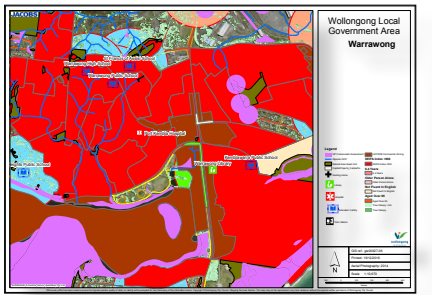
Together, we will plan, protect and grow a thriving, diverse and efficient urban forest which will underpin our City's future health and prosperity.

Vision and Principles

Wollongong will grow and nurture a healthy, diverse and well-managed urban forest to deliver a renewed and resilient place for people, enterprise, and the ecosystems that support us.

The following principles will inspire and inform Council's approach to Urban Greening in Wollongong

More strategic and targeted urban greening



Evidence-based decision making and programming

Enhanced amenity of public spaces

Maximisation of ecosystem services, waterway health and biodiversity connectivity

Stronger leadership and partnerships with the community

Greater diversity of greening

Background and Context

Scope

What is 'urban greening'?

Urban Greening is about strategically increasing the quality and quantity of all vegetation and open green space on all land types in an urban setting. A component of this is the 'urban forest', the sum of all of the trees, plants and green space across all land types.

Plants and trees cool our towns and cities, reduce pollution and attract investment. They also make us healthier, happier, and more productive. By recognising the value of the 'urban forest', we are able to plan to enhance and protect it in order to harness the benefits it provides for the whole City.

The urban forest is divided into the public and the private realm. Council manages the City's public spaces, street trees, parks, and natural areas. Privately owned and controlled property makes up the majority of the land area, and the majority of urban vegetation.

Council has an important influence on the whole urban forest, either through direct management, through planning controls and regulation, or providing opportunities for education and participation in greening initiatives.

Specific actions for natural areas and open space are outside of the scope of the Strategy, however those areas occurring within the study area do contribute to the analysis of tree canopy cover and opportunities for improved biodiversity connectivity and prioritisation of street tree planting.

Looking after and investing in our public trees and vegetation in a planned and coordinated way will maximise the benefits, reduce risks, and enable responsible and targeted long term financial investment for the whole community.

The Strategy will also discuss Council's ability to influence the protection of trees and enhancement of urban greening in the private realm and new developments.

The Strategy provides a snapshot analysis of the 'urban forest' as a whole.

It goes on to focus on the priority actions for greening our streets and public spaces.

202020 Vision Approach

202020 Vision is a network of organisations collaborating to create a 20% increase in urban green space by 2020.

The network shares expertise from industry, business, academia, government and NGOs in achieving best practice urban greening.

Council has followed the 202020 Vision approach in preparing the Strategy, and definition of the 'urban forest':

'An urban forest comprises all trees and other vegetation within the municipality and the soil and water that supports it. It incorporates vegetation in streets, parks, gardens, plazas, campuses, river and creek embankments, wetlands, railway corridors, community gardens, balconies and roofs.'

202020 Vision

There are some key differences from the status quo approach to tree management:

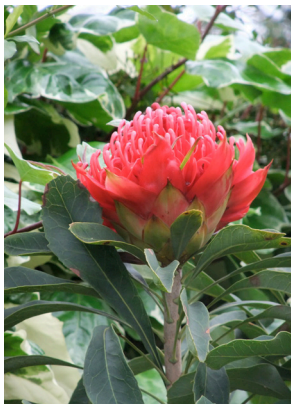
- The urban forest is considered a continuous resource, regardless of ownership
- Trees are valued as essential infrastructure, and afforded equal status
- Trees are valuable assets, and managed with financial rigor and commitment
- There is a focus on holistic, integrated design
- Diversity and context is important, yet there is a focus on large canopy trees
- Consistency and coordination across the whole 'urban forest'

Urban vegetation on public land

includes street trees, trees and vegetation in parks, natural areas, public spaces and town centres.

Urban vegetation on private land

includes trees and vegetation in residential backyards, residential subdivisions, shopping centre car parks, schools, university, and other privately controlled commercial and industrial places.



Drivers

Clear drivers for urban greening in Wollongong inform the priorities and opportunities outlined in the Strategy.

Why does Wollongong need an Urban Greening Strategy?

There is strong demand for a strategic approach to greening.
Some common themes that emerged during consultation with Council staff, key external stakeholders and the community include:

"brings quality of life and social cohesion to our community, will add vibrancy in a City that is starting to look homogenous and sterile"

"Council needs an agreed and understood vision and a plan to achieve it"

" Tree replacement is too ad hoc - we need a programmed approach to street tree planting"

" Shift our attitudes from trees being a nuisance by increasing awareness of the benefits of trees "

" Place an economic value on trees, and manage them like other infrastructure or assets"

" Look at the places that build their image around their trees like Grafton, Canberra, Newcastle...this has economic benefit and identifies the City"

"Like Gehl Architects showed us - A City for People should be a more comfortable and pleasant place to be"

The Strategy's key drivers include the City's current and emerging challenges along with the overarching goals set by our community.

Amenity, Recreation and Liveability

Our community values above all else 'Wollongong's natural beauty, access to our beaches and the coastline, the escarpment backdrop and the lifestyle and amenity this affords us' (Wollongong 2022 Community Strategic Plan).

In 2014, Council partnered with internationally acclaimed Gehl Architects to undertake a Public Spaces Public Life study. This study echoes the community's vision of creating a city for people, focusing on creating high quality city streets and spaces to encourage people to rediscover and reinvent the possibilities for living in our unique and beautiful place.

A liveable city is one that offers a variety of attractions and opportunities for people to work, live, play, learn, visit and invest. Public life is at the centre of planning for a liveable city. Achieving the liveliness, health, attractiveness, sustainability and safety of a City for People is not possible without quality urban greening.

'A City for People' (2016) sets a vision for the City Centre and the strategic direction to guide the delivery of Wollongong City Centre as a dynamic and vibrant regional city. Community feedback during the formulation of this plan consistently highlighted the importance of public space, and a desire to connect to our unique natural setting and foreshore.

Enhanced urban greening was identified as a key means of achieving a sense of place, liveability, and to increase shade and cooling.

Wollongong 2022 Community Strategic Plan (CSP) outlines high level goals relating to civic pride, meeting the needs of current and future communities, strengthening vulnerable communities, child-friendly and age-friendly design, and the creation of urban areas which provide a healthy living environment, which are all drivers for enhanced urban greening.

What does this mean for Urban Greening?

Trees and vegetation are critical to the amenity, recreation opportunities and liveability of our City - and the wellbeing of our residents. Without a planned and coordinated approach to urban greening, the quality of these attributes will decline. This will affect the success of Wollongong's economic transformation. The impacts will be borne by those most vulnerable.

"First we shape our cities. Then our cities shape us"
Jan Gehl

Climate Change

The NSW Office of Environment and Heritage has published a snapshot summarising key climate projections for the Illawarra (pictured right). These projections indicate the need to plan for significant changes in temperature, rainfall and fire risk in both the near and far future.

To imagine what these living conditions might be like, CSIRO has modelled future climate scenarios. This modelling suggests that the future climate of Wollongong will be more like the current climate of the Gold Coast by the end of this century (see below).

Council has a commitment to investigate and utilise methods to mitigate and adapt to the impacts of climate change (Climate Change Adaptation Strategy 2007).

Urban trees can help mitigate the impacts of projected changes. Well maintained trees live for many decades as part of our urban infrastructure. Trees we plant in the coming years will need to thrive in a very different future climate by the end of this century.

What does this mean for urban greening?

Care will need to be taken to select species that will continue to perform under changed climatic conditions. We must identify those species vulnerable to stress and decline in a changed climate, planning for renewal over time. Stormwater infiltration into soils must be prioritised in urban design to ensure water recharge.

Dangerous heatwaves will become more frequent. This prioritises the provision of shade to cool those areas where the most vulnerable - the very young and the elderly - gather.

Projected **temperature** changes	
Maximum temperatures are projected to **increase** in the near future by 0.4 - 0.9 C	Maximum temperatures are projected to **increase** in the far future by 1.6 - 2.3 C
Minimum temperatures are projected to **increase** in the near future by 0.4 - 0.7 C	Minimum temperatures are projected to **increase** in the far future by 1.5 - 2.4 C
The number of hot days will **increase**	The number of cold nights will **decrease**
Projected rainfall changes	
Rainfall is projected to **decrease in winter**	Rainfall is projected to **increase in summer and autumn**
Projected Forest Fire Danger Index (FFDI) changes	
Average fire weather is projected to **increase in spring**	Severe fire weather is projected to **increase in summer and spring in the far future**
'near future' average 2020-39 projections	*'far future' average 2060-79 projections*

The future climate of Wollongong will be more like the current climate of the Gold Coast (under mid-range emissions modelling) or Rockhampton (high-range) by the end of this century
(CSIRO Climate Change in Australia Analogues Explorer 2015).

Asset Management

Council is the custodian of a huge range of physical assets worth over 3 billion dollars. These include roads, land, buildings, playgrounds, natural areas, ocean pools, waste and recreational facilities, bridges - a myriad of assets which are used in the delivery of services to our community.

Significant effort over the past decade has been invested in establishing a policy framework and program of capital investment for the effective management of current and future assets to ensure that Council delivers safe, reliable and sustainable services to the community.

Trees and vegetation on public land form part of Council's physical assets portfolio. However, Council does not currently hold the necessary data to make informed decisions about the required service levels or resource allocation for this asset class.

The Asset Management Policy (2017) outlines the objectives and procedures for ensuring effective ongoing management of Council assets, and over time will guide the incorporation of trees into planning and information systems.

What does this mean for urban greening?

Trees are important, and valuable public assets as is the urban forest as a whole. It is necessary to undertake immediate work to assess the condition and risks associated with the current urban forest, understand service level requirements, monitor and predict future demand based on canopy targets, prioritise capital for renewal, and to incorporate this data into Council's Asset Management Plans and Information Systems.

Condition assessment of existing urban trees will inform maintenance schedules, ongoing financial implications and future community service level decisions.

West Dapto Urban Release Area

The Wollongong 2022 CSP includes the goal that: Urban density and expansion, such as West Dapto is carefully planned and balances economic, social and environmental considerations.

Planning for future streetscapes which deliver best practice amenity, environmental performance, and associated benefits is a major challenge for the future.

55,000+

19,000+ New homes proposed in West Dapto Urban Release Area

55,000+ Additional people living in West Dapto Urban Release Area

Tree Replacement

A business as usual approach will see the quality of the urban forest decline over time.

Trees on all land types are removed due to a range of reasons including poor health, to prevent hazards, or to accommodate infrastructure or development.

Compliance monitoring of the proper implementation of controls or conditions imposed on tree removal and replacement on private land needs improvement.

Currently, there is not a strategic approach to replacing trees on public land. Species selection, specifications and site-specific design for new or replacement plantings across all land types requires improvement.

Biodiversity

Wollongong has a unique natural environment, and Council has a clear commitment to protect and enhance local biodiversity. The CSP includes specific Goals to ensure that our urban environment minimises impacts on habitat and biodiversity and areas of high conservation value are protected; and that the community is actively involved in the expansion and improvement of our green corridors connecting the escarpment to the sea.

Council's extensive restoration works in natural areas can be supported by quality greening in the remainder of the public realm. Our community's commitment to enhancing biodiversity and habitat conservation through private effort and volunteer programs is another driver for urban greening in Wollongong.

Urban Development

Wollongong is experiencing significant urban renewal and growth. The City's attraction as a location for business and investment is underpinned by its liveability, and a world-class natural setting.

The CSP includes the goal that 'Development is functional, attractive and sympathetic with the environment, and avoids unnecessary use of energy, water or other resources'.

Urban development will deliver more positive social and economic outcomes through a proactive approach to greening.

Nature and green spaces increase workplace productivity.

Planning and Policy Context

Alignment with Wollongong 2022 Community Strategic Plan

The Strategy has been prepared to align with the community's vision:

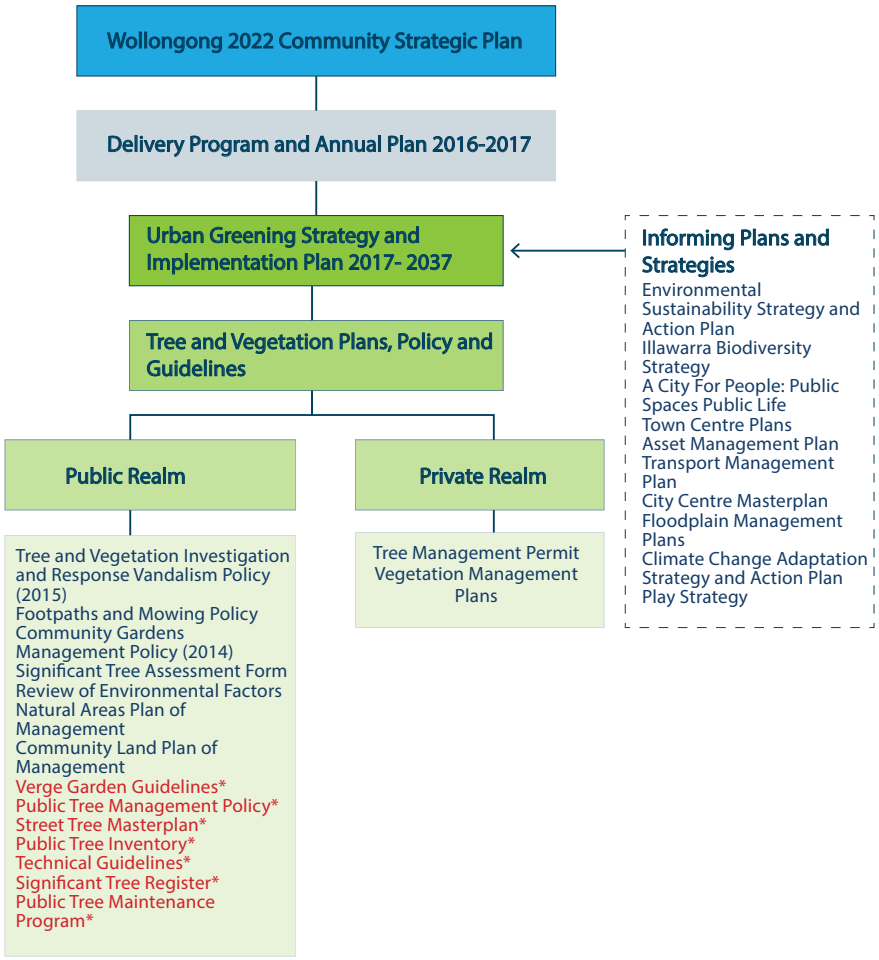
'From the mountains to the sea, we value and protect our natural environment and we will be leaders in building an educated, creative and connected community.'

Implementation of the Strategy will specifically help to achieve a range of interconnected community goals and objectives. These include reducing Wollongong's ecological footprint (1.3), improving the sustainability of the urban environment (1.6), increasing the physical and mental wellbeing of residents (5.1), a high standard of public domain (5.3), and increasing participation in recreation and lifestyle (5.5).

The development of the Urban Greening Strategy was identified in the 2012-17 Delivery Program.

This diagram illustrates where the Strategy sits within Council's broader planning and policy context. The Strategy proposes as a priority the review and establishment of consistent tree and vegetation plans, policy and guidelines for both the public and private realm.

Those items listed in red* are proposed or new.



Legislation and Plans

Council is guided by the following legislation and plans relevant to the regulation and management of trees and vegetation in Wollongong:

- Illawarra-Shoalhaven Regional Plan (5.1.1 and 5.1.3)
- Roads Act 1993
- Electricity Supply Act 1995
- Relevant State Environmental Planning Policies (eg., Vegetation SEPP in Non-Rural Areas, SEPP Infrastructure, SEPP 14 Coastal Wetlands, SEPP 26 Littoral Rainforests, SEPP 71 Coastal Protection)
- Civil Liability Act 2002
- 10/50 Vegetation Clearing Code of Practice for New South Wales
- Wollongong Local Environmental Plan 2009
- Wollongong Development Control Plan 2009
- Local Government Act 1993
- Environment Planning and Assessment Act 1979
- Biodiversity Conservation Act 2016
- Environmental Protection and Biodiversity Conservation Act 1999 (Commonwealth)
- Biosecurity Act 2015
- Fisheries Management Act 1994
- Crown Land Management Act 2016
- State Emergency and Rescue Management Act 1989
- National Parks and Wildlife Act 1974w
- Heritage Act 1977
- Rural Fires Act 1997

More green space nearby reduces the risk of having type 2 diabetes and promotes healthier durations of sleep

Benefits

Why is Urban Greening important for Wollongong?

Urban greening delivers a range of ongoing, long-term benefits to our City. Wollongong has the opportunity to establish an inspiring, innovative and more liveable City by harnessing the benefits of urban greening.

Research has quantified the dollar value of benefits delivered by urban greening. From reduced energy consumption and lower health costs to the boost to business, increased urban greening is a demonstrably good investment for our City. Environmental benefits include the relative efficiency of restoring natural ecosystem services, along with purifying air and water. Social benefits include a range of positive impacts on health and wellbeing. The following section cites interesting research demonstrating how proven benefits will deliver on Wollongong's identified drivers.

Street trees can improve retail spending in commercial areas by 20%

Amenity and Recreation

Trees and vegetation provide a sense of place and local identity

Trees and greenery play a key role in place making and defining the sense of place in a city (Arnold, 1980)

Well maintained urban green space has a positive effect on an area's image and the confidence of the community (Arnold, 1980)

Street trees are one of the most cost effective assets for improving quality and amenity of neighbourhood streets. (Jacobs, 1993)

Encourages outdoor activity

Environmental and lifestyle factors are major contributors to overweight and obesity. The Wollongong population has higher than NSW average rates of associated chronic health conditions, which have been steadily growing.

There is abundant evidence that community health and wellbeing improves with access to quality urban green spaces:

People walk and cycle more in greener, well-shaded places (Giles-Corti, et al., 2005; de Vries et al., 2003)

There are a lower levels of obesity in greener neighbourhoods (Bell et al. 2008)

There is increased likelihood of increased physical exercise in parks with trees and shade (Timperio et al., 2008)

Liveability

Provides shade and cooling

Urban greening can provide natural shade and shelter for people. Shade trees reduce daytime temperatures between 5 and 20 degrees Celsius (Akbari et al., 1997; Livesley, 2010)

Reduces people's exposure to the sun and harmful radiation

Through their provision of natural shade, dense canopy trees can reduce the exposure to UVA and UVB rays from the sun during summer. (Grant et al., 2002)

Improves mental wellbeing

Urban green spaces provide attachment to nature (Ulrich, 1986)

Green urban spaces promote recovery from stress in urban environments with their restorative effects: (Velarde et al., 2007)

Greater productivity at work when workers were able to view green spaces and nature from their window (Kaplan, et al. 1988)

Children have improved cognitive function in greener neighbourhoods (Wells, 2000)

Supports good health in children

More green space nearby reduces child asthma by protecting against traffic-related pollution (Feng and Astell-Burt, 2017)

More green space good for the health of all children, richer and poorer (Feng and Astell-Burt, 2017)

Urban Development

Reduces energy consumption, emissions and costs

By shading buildings in summer and allowing sunlight in during winter, trees can save energy use from heaters and airconditioners with buildings of up to 20% (Simpson and McPherson, 1996)

Achieves higher residential property values

Many studies show the link between the presence of and access to well maintained urban greenery and residential house prices. Studies in Australia and Perth recently suggest that the presence of street trees can add significant value to a residential property. (Pandit, 2013; Plant, 2016)

Markets the City

Investment in high quality urban greening can encourage and attract high value industry, entrepreneurs and skilled workers to a region through the creation of high quality, environmentally friendly living and working environments, adding value to local economies (ECOTEC, 2008).

The presence of high quality urban green spaces within retail and commercial precincts improves vitality and increases consumer spending (Wolf, 2005)

Improves asset longevity

Through their shading capacity from the suns UV rays, trees can improve the life span of asphalt, concrete and even paint on houses.

Why is Urban Greening important for Wollongong?

Biodiversity

Urban greening can improve connectivity between natural areas of biodiverse value (European Commission, 2012).

Street trees can provide habitat for local animal species (Fernandez-Juricic, 2000).

> Urban green space is an important investment local authorities can make on behalf of citizens and their well-being
>
> *World Health Organisation*

Climate Change

Reduces stormwater flows and nutrient loads

Tree canopies and permeable urban green space intercept and store rainfall, reducing stormwater flows and reducing the impact on stormwater infrastructure (Xiao, 1998).

Urban vegetation improves stormwater infiltration into urban soils increasing groundwater recharge (Xiao, 2002).

Vegetation and associated soil volumes remove nutrients and heavy metals from stormwater runoff (Read, 2008).

Reduces the Urban Heat Island Effect

Trees and vegetation can modify local microclimatic temperatures and reduce the urban heat island effect (McPherson, 1994).

Research has shown that a 20% increase in urban forest canopy cover can reduce ambient temperatures by 3-4 degrees Celsius (McPherson, 1993).

Shade, evapotranspiration and healthy urban green space directly reduces temperatures during heatwaves, helping to reduce heat related illness (Luber, 2008).

Reduces air-borne particulates and air pollution, including carbon

Trees and vegetation absorb and intercept polluting gases and particulate matter through their leaves including ozone, carbon and nitrous oxide (McPherson, 2010; Nowak, 2006).

The role of public green space

We often think about the environmental benefits of trees, or how they provide habitat for birds and animals. However, there is now a growing awareness of the role that trees play in taking pollution from our air and water, or storing carbon from the atmosphere.

One of the important services Councils deliver is to provide safe and healthy environments for our people, regardless of their circumstances.

Access to quality public green space is critical to a person's wellbeing and health. Streets, town centres and parks are places where people can gather to connect with each other, and nature. They are places for celebration, for recreation, for activity and respite.

Ensuring that these shared spaces have great landscape attributes, are efficient and inspiring, is critical to achieving our City's vision. It's also good for business.

The Strategy will use spatial analysis of demographic and other attributes to prioritise urban greening in areas where it is most needed.

> "Evidence suggests that green spaces help to restore our abilities, such as improving our mental alertness and enhancing recovery from stressful experiences. They can provide attractive settings for us to build capacities through physical and social recreation. Some types of greenery in our neighbourhoods may also help to mitigate the effects of wider environmental exposures, such as tree canopy providing shelter from heat island effects and road-side vegetation protecting us from traffic-related air pollution. All of these benefits accumulate and work in synergy to support child development and longer, healthier lives."
>
> A/Prof Thomas Astell-Burt and Dr Xiaoqi Feng Population Wellbeing and Environment Research Lab (PowerLab), University of Wollongong

New York's street trees return $5.60 for every $1 invested in their street tree program.

Motorists drive slower down tree-lined streets

Analysis

Overview

Good data is required to understand the context, challenges and opportunities for urban greening in Wollongong.

Evidence-based decision making is challenging without appropriate data. Council does not hold qualitative or quantitative data for individual trees or vegetation in streets, public spaces and parks.

Recognising this, Council has invested in creating a series of broad scale datasets to inform the Strategy.

Datasets created to inform this Strategy include:

1. An assessment of tree canopy cover across the urban area of Wollongong

2. Canopy cover distribution and land use categories across the City

3. Temporal land use analysis looking at vegetation cover changes in three sites

4. Desktop analysis of vacant tree sites on urban streets

5. Mapping of attributes including census-derived social vulnerability to determine areas of priority for tree planting and urban greening

Council holds data on biodiversity, transport, community facilities, water infrastructure and other key attributes.

These datasets feed into the Strategy's over-arching goals, and assist in communicating an appropriate and relevant business case for future urban forest management.

They also provide a benchmark against which implementation can be monitored and evaluated.

Some ways in which this data can be used are illustrated on pages 23 - 25.

The Study Area

Wollongong's stunning natural setting is defined by the Illawarra Escarpment, which rises sharply above a coastal plain fringed by iconic long sandy beaches and prominant headlands.

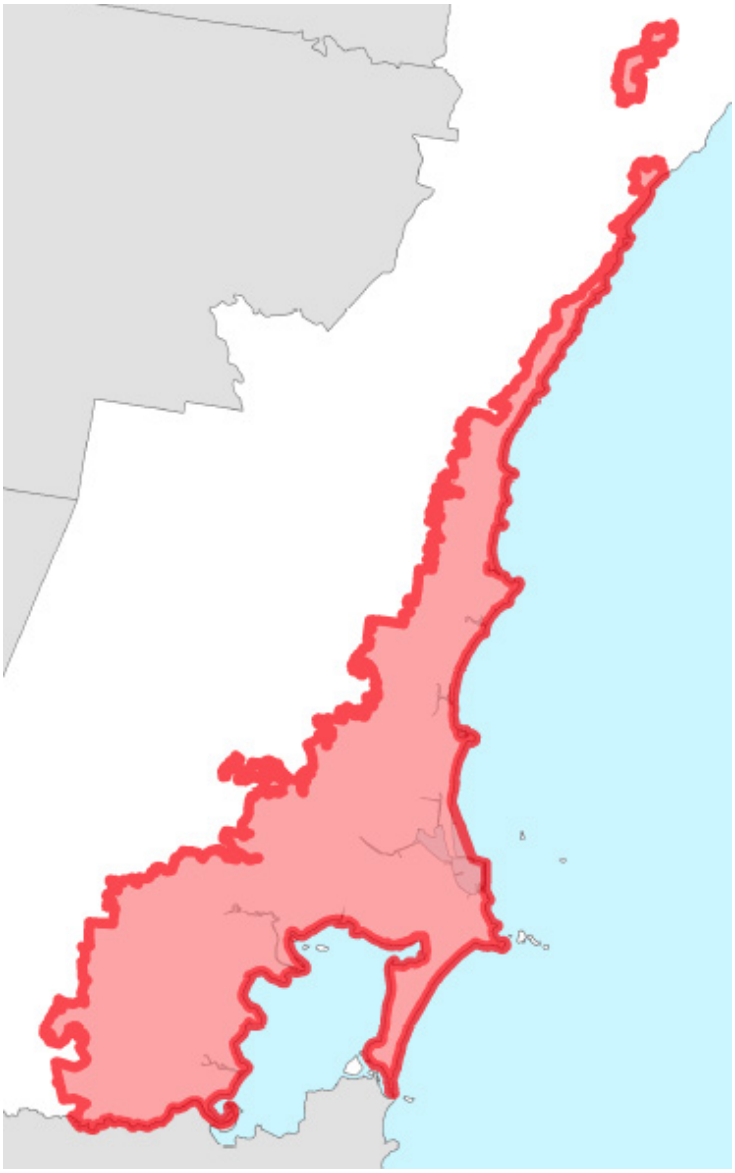
The variety of naturally occuring soils give rise to unique vegetation types across the City's coastal dunes, coastal plain and Escarpment foothills.

The Strategy has defined a study area which focuses broadly on trees and vegetation on all land types within the 'urban' setting. It excludes the rainforests and tall eucalypt forests occuring along the Illawarra Escarpment boundary.

The study area includes land across a range of zonings, public and private land. It comprises a total of around 178 km^2 including 59 separate suburbs.

Parks and Natural Areas comprise 10% of the study area and 3% of total canopy cover. These areas are vital to understanding the urban forest as a whole and contribute to the analysis of opportunities for improved biodiversity connectivity and prioritisation of street tree planting. The Strategy focuses on actions in the built or urban realm as a priority.

A Natural Areas Asset Management Plan is being prepared as a separate project to prioritise investment in restoration projects and monitor improvement in vegetation condition and quality.



Wollongong's Urban Greening Strategy provides a focus on delivering increased access to a network of green spaces for active living and relaxation, supporting ecological health and habitat, and helping to create resilient and adaptive built environments to provide cooling and shade into the future.

Historic Context

Wollongong's current urban landscape has a rich Aboriginal, cultural, farming and industrial history

For at least 30,000 years before white settlement, the Illawarra Aboriginal people, the Wodi Wodi, lived around Wollongong, making use of natural resources from the variety of habitats that stretch from the beaches, along the coastal plain, to the sharp slopes of the escarpment and the Hawkesbury Sandstone plateau.

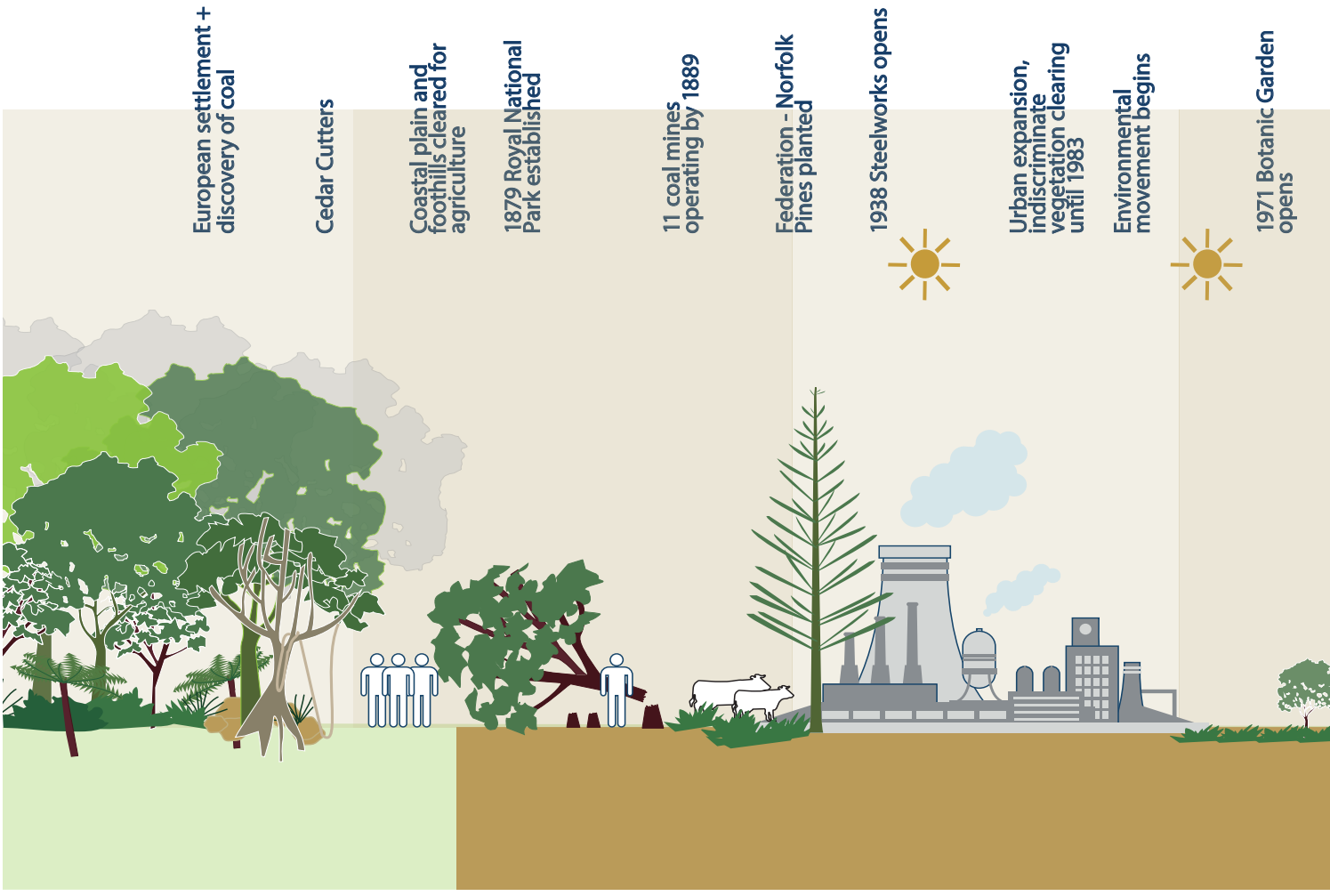
Apart from fauna – fish and shells from the ocean, or kangaroos and wombats in the woodlands – the flora, the original forest, provided much of value. They roasted mangrove seedlings to eat, made boomerangs from the Swamp Oak, ate many berries and made fishing lines from the Illawarra Flame Tree's bark.

Natural resources have continued to underpin our region's prosperity. Cedar cutters profited from the colony's demand for timber in the early 19th Century. Grazing and dairy were followed by the commencement of the local steelworks, supporting a growing population of people from a diverse range of community and cultural backgrounds.

Wollongong remains strongly identified with mining and manufacturing industries, yet is in the process of diversifying its economic base. Lifestyle-based industries including tourism, health services, telecommunications, hospitality, education and information technology will play an increasing role in the City's future.

In 1821 an early Cedar cutter remarked that *"...there was scarcely a creek or stream, valley, ravine or gorge, between Bulli and Broughton Creek, between the sea and the mountains, that was not dotted with cedar trees, many of them of great size and beauty...".*

By the 1840s the Illawarra forests had been cleared, and few of these once common giants remained.



Towards a greener Wollongong

Promoting a clean, green City was a key strategy emerging in the 1970s to combat Wollongong's reputation as a polluted, unattractive industrial City.

At that time, Council had a simple nursery operating out of Central Depot. Plants were grown in old tin cans, salvaged from the tip. Two plants per resident were available to be planted on verges in an effort to revegetate the City.

Political support, along with the funding and profile brought by national environmental initiatives from the late 1960s, is widely credited with providing the impetus for Wollongong to grow a civic greening program.

Wollongong's Botanic Garden was established in 1971, and a well-equipped Nursery facility was built in 1981. Council's Greenplan was introduced in 1986, offering residents 20 plants per year. The Nursery continues to support greening programs, providing plants to residents, schools and ecological restoration programs.

Since 1986, the Wollongong Botanic Garden has been distinguished by the technical collection, study, conservation and propagation of local native plant species.

Efforts to regenerate natural areas, with a particular focus on remnant vegetation and riparian areas, have evolved over the years to become major Council services in collaboration with other agencies and the community.

Key milestones in Wollongong's management of trees and vegetation are illustrated below.

Council's Bushcare and Rise and Shine programs have been supporting volunteer action to green Wollongong for over 30 years

Locally relevant canopy targets to support community health are being developed by the PowerLab at UOW to be fed into the Strategy in 2018-19

The Urban Forest Today

The public realm today is dominated by a relatively small palette of species, planted according to chance, fashion, street heirarchy and design. Water Gums, Melaleucas, Callistemon, Crepe Myrtle, Tuckeroos, Flame Trees, Planes and Palms tend to dominate. Large Eucalypts in suburban areas provoke the most calls for removal. Verges maintained by residents range from bare grass to dense plantings, and present a key opportunity for well-manged community greening.

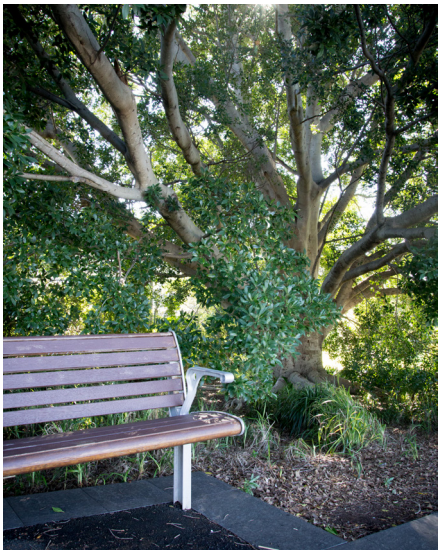
Historical photographs (see page 21) reveal the vegetation on the coastal plain changing over time. Land that was thoroughly cleared for timber, grazing and residential development has changed significantly, with a higher proportion of hard surfaces a key feature. Riparian areas have been slowly restored over time, with efforts to connect areas of biodiverse value through natural area restoration.

Council manages natural area restoration contracts worth approximately $1.2million per year

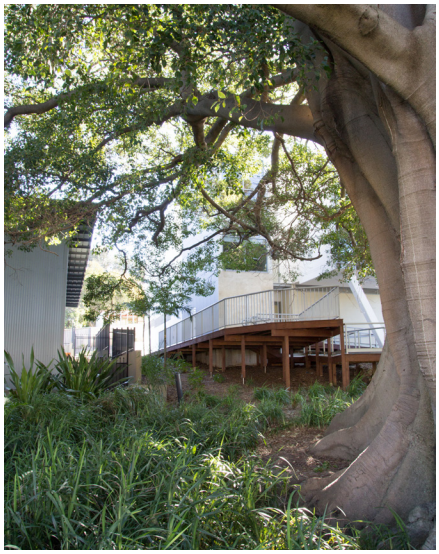
New plantings with footpath upgrades

Town, Village and City Centres

Established eucalypts, 50-60 years old



Public spaces



Significant Trees in the urban realm

Parks and Natural Areas

Where are all the trees?

Canopy Cover

Tree canopy cover is the measure of the area of tree canopy when viewed from above, and is recorded as a percentage of total land area.

Canopy cover is important to understand for strategic goal setting. It can be used to benchmark, manage and evaluate the urban forest as a whole.

How does Wollongong compare?

Two approaches have been used in developing the Strategy. It is worth noting that neither of these techniques can determine the species or condition of individual trees.

The online tool iTree Canopy was used to give a broad overview of baseline canopy cover, grass, shrubs and hard surfaces. iTree methodology estimates Wollongong's average urban canopy cover of 22%, well below the national average of 39% (ISF Benchmarking report).

A second, more accurate and detailed analysis, was commissioned using LiDAR and aerial imagery. Together, these give a 'big picture' of the height, density and distribution of canopy across the local goverment area. A 'canopy' tree is classified as one over 3 metres in height.

Wollongong's average urban canopy cover measures only 17%. Experts recommend an optimal urban canopy cover of 35 - 40%. Working towards an enhanced canopy goal will require significant commitment and investment over time.

There is considerable variation in canopy cover when looking at finer scales such as suburb or land use. For example, our suburbs range from 3% - 52%, and there are interesting correlations between high canopy cover and high median property prices in Wollongong (see image below).

Example of LiDAR tree canopy imagery.

canopy cover targets will be set at levels that are achievable - the Strategy aims to increase canopy cover in priority areas by 20% by 2020

The tallest tree in the study area is in Coledale, standing at 45m in height

GOAL 35-45%

3%	17%	35%	52%
Haywards Bay	Russell Vale	Mangerton	Wombarra
LOW	AVERAGE	IDEAL	HIGH

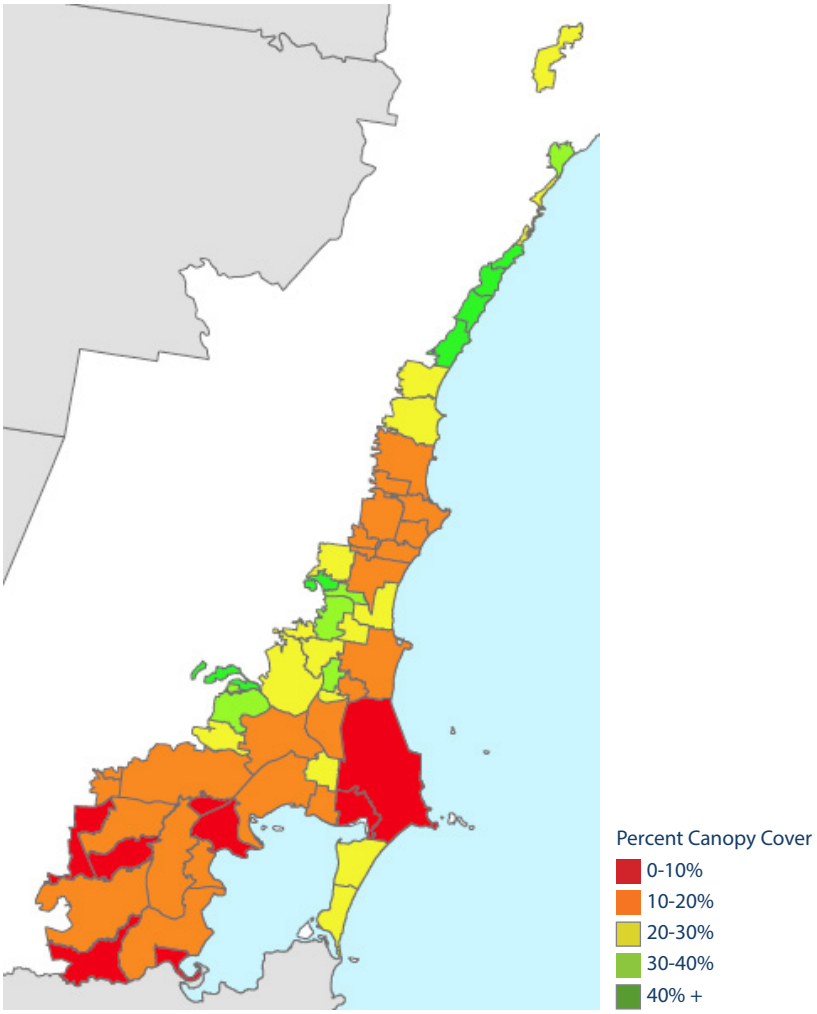
Canopy Cover by Suburb

** see Council's website for details of canopy cover in your suburb*

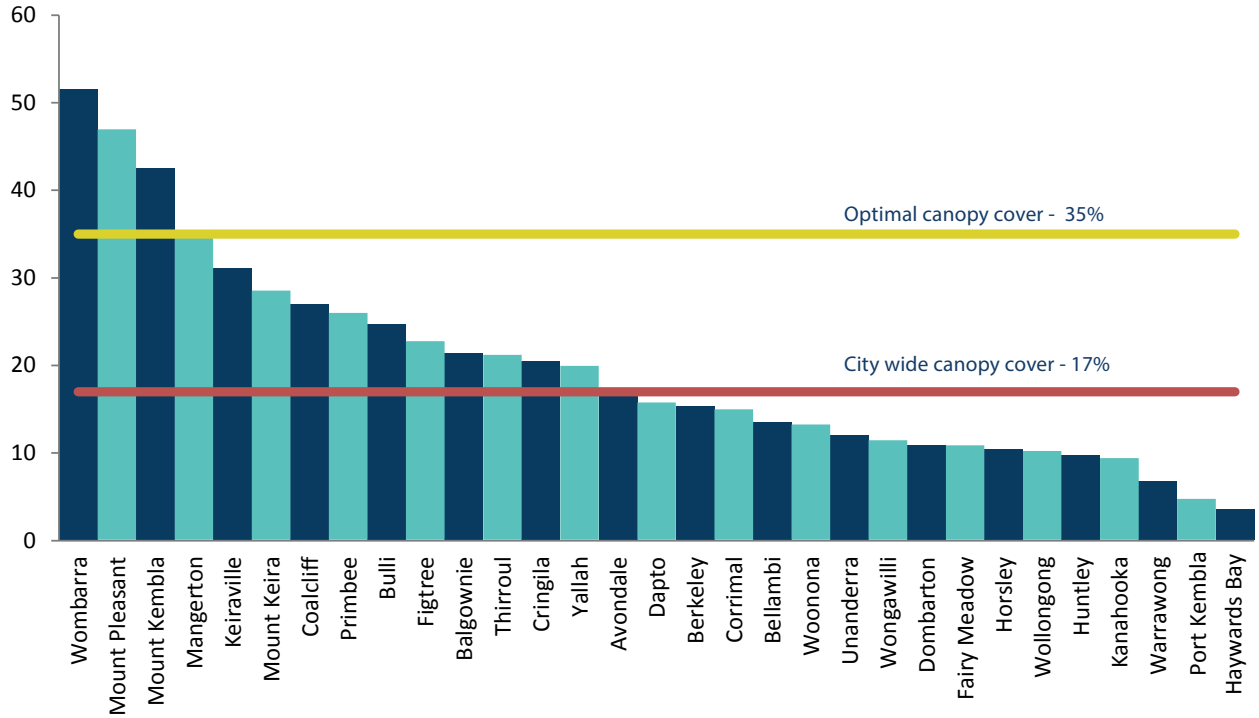
There are nine suburbs with existing optimal canopy cover: Wombarra, Kembla Heights, Scarborough, Coledale, Mount Pleasant, Austinmer, Mount Kembla, Mangerton and Stanwell Park. These suburbs are almost all adjacent to the Illawarra Escarpment, with development historically occuring in areas of extant or regenerating forest, with environmental or development constraints on larger lot sizes. Urban forest management in this context would focus on zero net reduction in existing canopy, balancing bush fire risks, minimising threats to biodiversity through weed management and appropriate species selection.

There are eight suburbs with less than 10% existing canopy cover, which is exceptionally low. There are a variety of factors influencing low canopy cover - agricultural history in areas such as Huntley, Marshall Mount and Cleveland. Intensive industry partly explains low canopy in Port Kembla.

Warrawong is an important town centre exhibiting low canopy cover across all land use areas. In the decade or so since the establishment of the new residential development of Haywards Bay, which is surrounded by reserve with a long waterfront, only 3% canopy cover has been achieved.



Variation in canopy cover across the City



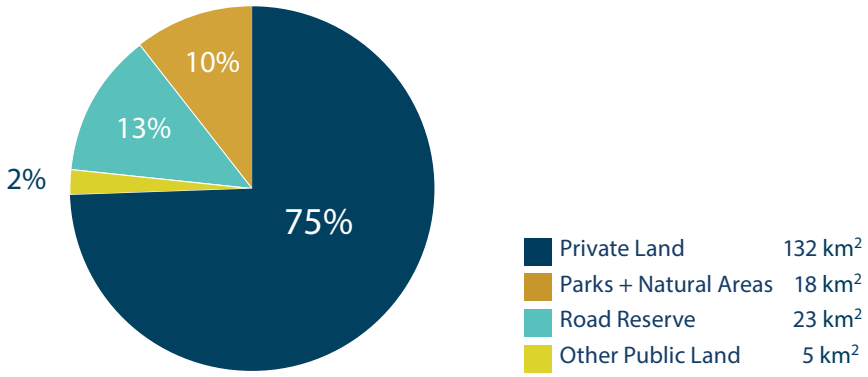
Land Use Analysis

What are the land uses in the Study Area?

The pie chart illustrates the breakdown of land uses in the private and public realm by percentage of the total study area of around 178 km^2

Three quarters of all land in the study area is privately owned and controlled.

Public land is broken down into Parks and Natural Areas, Road Reserves, and other Public Land such as vacant lots and town centres.

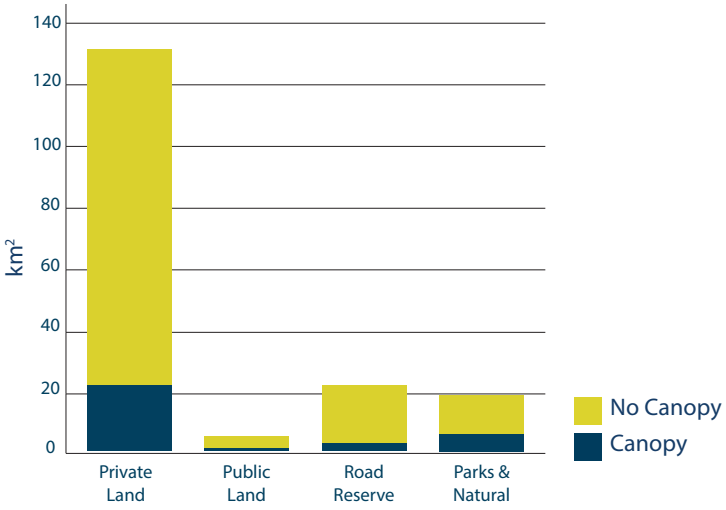


Canopy vs. No Canopy

The bar chart shows the relative proportion of canopy and no canopy cover by area within each of these land uses.

It illustrates that due to the high proportion of land area involved, both gains and losses in percentage canopy cover on private land have a major impact on overall canopy area.

The opportunity to avoid net loss on private land, whilst increasing canopy cover in the public realm, is clear.



Where is the canopy by land use category?

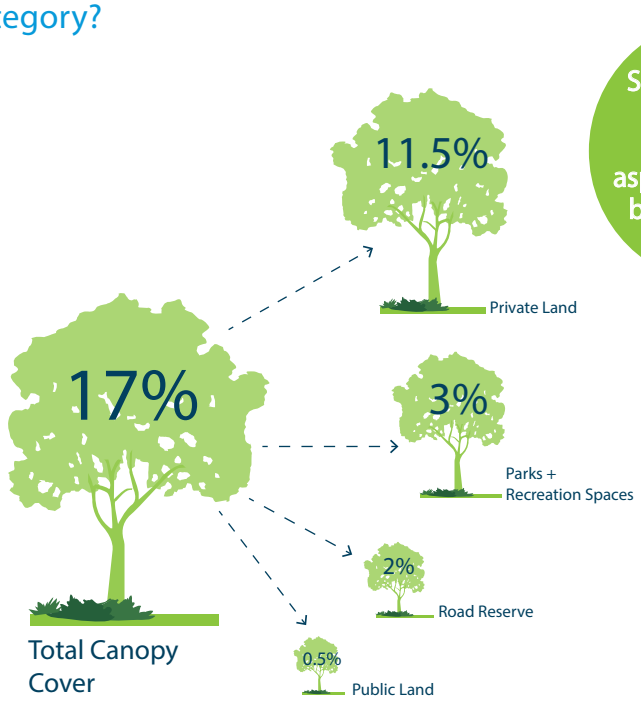
This picture illustrates the distribution of existing tree canopy over 3 metres across each of the land use categories.

Of the total 17% canopy cover in Wollongong, only 5.5% occurs on public land.

There are clear drivers for a new, asset based approach to public tree management and the priority actions for this Strategy must be those which are within Council's direct care and control.

However, as the majority of the existing canopy occurs on private land, the Strategy must provide a framework for a consistent approach to protecting and managing the urban forest as a whole.

The following section analyses the factors influencing canopy distribution across the City in order to identify opportunities for Council to increase canopy cover.



Shady trees can increase the useful life of asphalt pavement by at least 30%

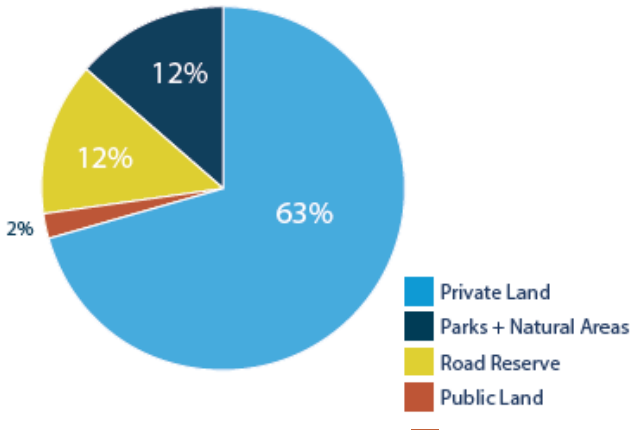
A Closer Look at Ten Suburbs

Ten suburbs were selected for further analysis to more closely understand the distribution of canopy on public versus private land. These suburbs were selected to illustrate a range of identified strategic priorities, canopy covers, demographics, size and geographical distribution.

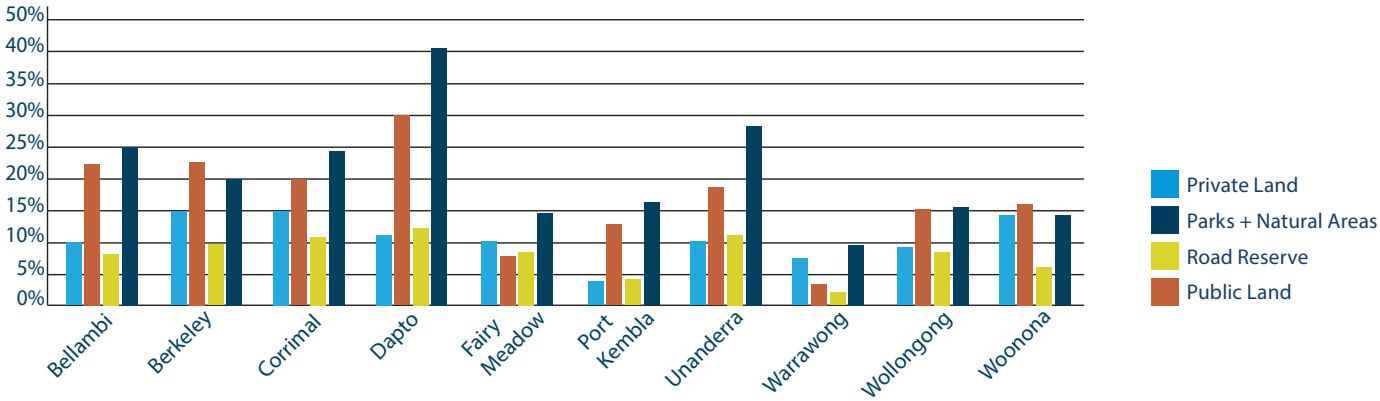
The majority of land area within each suburb is private. The road network consistently makes up between around 13% - 19% of the suburb area. Parks and natural areas comprise between 5% and 25%, with the public realm only a very small percentage of the total suburb area.

The pie chart shows the division of the entire tree canopy area for the ten suburbs into the different land use types. 63% of the tree canopy area occurs in the private realm, 23% in parks and natural areas, 12% from road reserves and 2% in public space.

The total area of canopy held in parks is only around a third of the area of private land canopy.



Tree canopy area by land use across all ten suburbs



Percentage of total tree canopy cover broken down by land use in each of the ten suburbs

The Public Realm

The chart above illustrates the canopy cover percentages for each of the land use types. This reveals that despite the relative size, both parks and natural areas and the public realm have much higher tree canopy coverage rates per square metre than the private realm. This is to be expected given that development is more likely to occur in the private realm.

This demonstrates firstly the long term importance of the public realm (the total of public, parks and road reserves) in providing canopy cover for the community. Secondly, it highlights the clear opportunity to increase canopy cover over the road network.

The Private Realm

Tree canopy cover percentages for the private realm range from 4% in Port Kembla to 15% in Berkeley and whilst these are well below optimum rates of 40%, the sheer size of these land areas and corresponding tree canopies remain the largest portion of the total urban canopy.

For example, in Unanderra, private tree canopy cover is only 10% and parks tree canopy cover is 28%. Yet, the total area of private tree canopy is 480,541m² and parks is 148,660m².

Analysis of these 10 suburbs reveals:

- Private tree canopy remains an important and majority contributor to the entire urban forest.
- Private tree canopy is probably not at optimum levels, given the large amount of land area categorised as private.
- Council should consider the planning and regulatory mechanisms required to protect the private realm tree canopy from diminishing in the face of urban renewal.
- There is ample opportunity for increasing tree canopy cover and other vegetation across the road network.

Changes in vegetation over time

Aerial photography from 1948 - 2016 is available on Council's website and provides an interesting tool to compare changes in morphology, land use and other attributes over time. The following examples illustrate significant changes in vegetation in three sites. Evidence of Council, agency and community efforts in greening natural areas along creeklines and public parks can be seen. The legacy of the major tree planting efforts coinciding with the commencement of Greenplan can also be seen.

	DAPTO	WOLLONGONG CBD	CORRIMAL
1948			
1977			
2016			

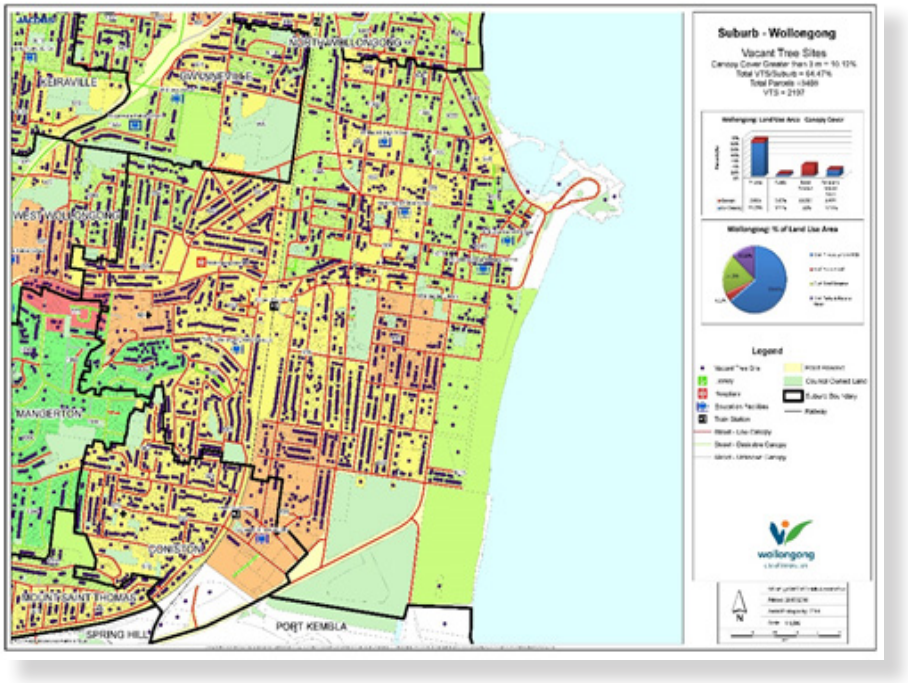
Vacant Tree Sites

A desktop study has revealed that Wollongong has potentially over 42,000 'missing' trees on road reserves in the study area.

On ground assessment has not been undertaken to determine the suitability of each site for planting. However, if we're to assume that every site were safe and amenable to planting, GIS analysis of existing canopy shows that there are over 42,000 parcels of land in the study area without trees in the adjacent road reserve.

As Council does not hold detailed tree inventory data, this analysis helps paint a picture of immediate opportunity to bring the City to a conservative full street tree stocking rate of one tree per property and likely costs.

Investment in urban greening needs to be targeted towards achieving the maximum public benefit. Using new technical guidelines and spatial analysis to ensure we're planting the right trees in the right place, well located vacant tree sites are potential 'windfalls' for planting in the short term.



Social Vulnerability

We work in partnership to build on opportunities to strengthen vulnerable communities (CSP). Weather and health risks, such as heatwaves, storms, obesity and diabetes are all factors to consider in planning for urban greening.

Urban greening has been shown to provide shade and cooling, whilst greener streetscapes increase the likelihood of physical activity.

Locations where there are concentrations of vulnerable people should be a priority for Council for urban greening.

Indicators of vulnerability include socio-economic disadvantage, age, and cultural background. Council has used Census data to spatially map these attributes, which can be analysed in conjunction with vacant sites and pedestrian usage data to target priority streetscapes for urban greening.

Priority Areas

To responsibly allocate budget and resources, it is important to make decisions about urban greening on public land which deliver maximum benefit to the community.

Priority areas include those with low canopy cover (high planting opportunity) high human activity (need for shade and amenity), and high levels of social vulnerability (need for shade and quality streetscapes).

The Strategy outlines an approach to prioritisation which uses spatial analysis to overlay the various data sets collected.

Spatial datasets which can be used to inform priority areas include:

- Tree Canopy Cover
- Vacant Tree Sites
- Census data
- Land use
- Transport routes
- Pedestrian activity
- Natural areas and biodiversity values
- Points of interest (schools, community facilities, playgrounds, sportsgrounds)
- Retail areas

Pilot plantings in priority areas will focus on establishing the capacity across Council to plan and deliver a broader, long-term program. Where possible, new plantings will be integrated into the design phase of the capital program of road and footpath renewal on priority streets.

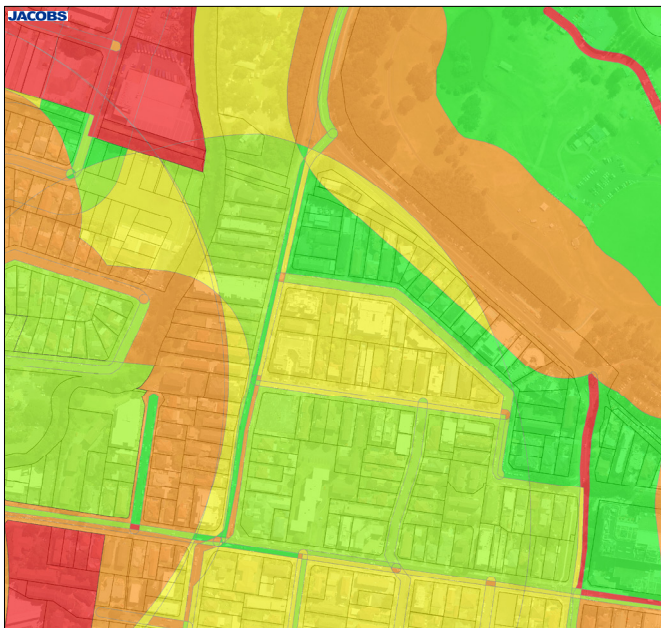
Existing data gathered can be used in the short-term to prioritise new plantings, establish and test new guidelines, processes and systems.

Longer term, tree inventory data will inform priorities and resources required to deliver a program of planned planting, maintenace and renewal of existing public tree assets.

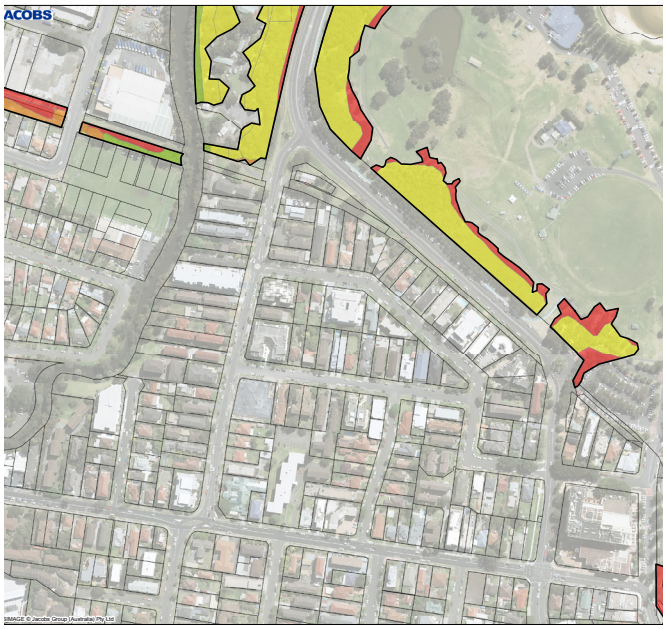
Vulnerable people die during extreme heatwaves. Urban vegetation can reduce heat-related mortality and is a key preventative health measure.

Spatial Analysis

The following maps illustrate the use of some spatially mapped attributes to undertake desktop analysis of factors influencing the prioritisation of urban greening.



Census data highlights areas of social vulnerability, where there is a higher need for shade and streetscape quality.



Biodiversity values include natural areas asset mapping methodology, riparian areas, waterways, corridors and conservation assessment layers.

Vacant tree sites highlight potential 'windfalls' for immediate planting.

LiDAR imagery illustrates existing canopy density, height and distribution.

Using these and other datasets (such as stormwater) allows us to design multi-purpose landscapes which integrate green space with urban development, creating a network of high quality greening to improve our City's performance and connect people with town centres, public transport, recreational areas, schools, natural areas - improving the beauty and performance of the places we live and work and play.

Council's Role

Council delivers services and decisions which impact on the quality of urban greening in our cIty every day.

Planning + Regulation

Development Applications
Strategies, policies and plans
Tree Mangement Permits
Planning proposals
Biocertification, BioBanking
Statutory legislative responsibilities
investigations of illegal vegetation clearing
Leases and licences
Environmental assessments

Public Programs

Environmental events and education
Botanic Gardens and Nursery
Demonstration sites
Greenplan
Volunteer programs
Bushcare, Dunecare, FireReady
Scientific conservation and collaboration

Natural Areas

Biodiversity and conservation programs
Restoration contract management
Weed and pest management

Streets + Parks

Tree maintenance, pruning
Arboriculture
Horticulture
Landscape design
Mowing
Tree removal
Tree planting
Tree procurement

Council's Role

Urban greening depends on best-practice management of the tree canopy and other vegetation as a whole.

Consultation has identified a range of longer term and immediate opportunities to improve current practice. To move towards best-practice, Council will need to focus initially on putting in place new public tree management plans and processes.

A staged approach enables Council to focus on actions which:

1. Establish and implement discrete plans and targeted programs to maximise the benefit of street trees, which strategically identify what to plant and where.
2. Identify resources for proactive public tree work, which is currently dominated by responding to immediate risks and requests for removal.
3. Collect the data required for monitoring and planning tree and vegetation issues across the City, and proactively invest in condition monitoring and enhancement.
4. Coordinate tree and vegetation management within Council to better manage risks and ensure greater consistency in outcomes across all approval or decision-making pathways on both private and public land. Improve the consistency and follow-through with compliance.
5. Support tree planting and maintenance with dedicated budgets linked to a targeted program.
6. Capitalise on the immediate opportunity of vacant tree sites and reviewing tree replacement protocols.
7. Manage trees as assets, recognising the economic value of trees, which unlike 'grey' assets, appreciate over time.

See the Implementation section for details of a staged approach to delivering priority actions for Council.

Council received almost 2500 enquiries relating to public trees in 2016/17

Council received 1497 applications to prune or remove private trees in 2016/17

Data is not available on trees removed as a result of development approval or unauthorised removal

What else do we need to know?

Public trees, on streets and in parks, largely fall within the care and control of Council. Council bears the risk, responsibility and cost of caring for these resources on behalf of the community.

Whilst canopy mapping is a valuable tool to understand spatial characteristics, it doesn't provide the qualitative data required to develop, budget for, and implement a robust public tree asset management plan.

Data such as species, age, structure, health, useful life expectancy and pruning requirements of individual trees are needed to ensure Council understands the quality and health of our tree assets.

This information, as well as the documented risk profile of each tree, helps to make evidence-based decisions for tree removal and replacement programs, pruning and maintenance scheduling as well as tree planting programs.

The data are collected in the form of a full public tree inventory which is undertaken by a qualified arborist. It is intended to be integrated, over time, into Council's asset register.

Issues

Issues for urban greening in Wollongong include the following:

Site Constraints
Our urban streets are highly variable with a range of site constraints, yet must all be safe, accessible, and functional. They need to house an array of infrastructure that can be easily accessed for maintenance and upgrade purposes.

Trees and vegetation must be compatible with the topography and context of the site. They must also accommodate overhead powerlines, stormwater drains, and underground services.

City and Town Centres
Our City and Town Centres drive the local economy, attract new business and provide places for people to connect. The amenity, environmental performance, business confidence and quality of urban centres is compromised by a lack of shade and greening.

Legacy Plantings
During the 1980's, a strong push for native street tree plantings saw a flush of Eucalypts, Melaleucas and Callistemons planted in our streets. Many of these trees only have a limited life span and, anecdotally, are triggering requests for removal across the City. There is no consistent or agreed approach to tree replacement.

Conflicts with Infrastructure
There is a significant population of trees that have outgrown their location and are causing damage or interference to infrastructure including footpaths, stormwater and sewer. Many trees under powerlines are being heavily pruned by contractors working for utilities, risking damage to their root systems. Compromised tree health from savage pruning limit a tree's ability to provide benefits.

Urban Renewal and Development
Current planning schemes for urban areas across Australia prioritise increasing urban density to cope with population growth and housing shortages. Wollongong's CBD will see a significant increase in residents over the next five years, bringing both renewed vibrancy and demand for improved amenity.

Subdividing traditional residential blocks is another means to accommodate urban growth, increasing housing density within the existing land parcel. This will decrease the amount of private tree canopy over time as larger lot sizes are cleared to make way for multi dwellings.

Compliance and enforcement, auditing of DCP controls, and ongoing administration of development and tree applications is likely to lead to increased resourcing costs for Council.

Public Perceptions
There continue to be challenges in managing the expectations of private residents around urban trees. Illegal tree clearing and vegetation vandalism are issues in many coastal areas. Wollongong has a spectacular natural setting, which has contributed to a prestige market for views. Conflicts arise around vegetation growth and views. Other issues include perceptions around coexisting with birds and animals, solar access, leaf and seed drop.

Education, consultation, good design, regulation, and clear guidelines will help to optimise the City's private and public vegetation for the benefit of all.

Council's Asset Management Programing
Currently street trees are not integrated with other capital asset management programming such as new or upgraded roadworks, footpaths and drainage works. Streamlining decision making for priority areas to integrate all relevant infrastructure - including trees - is an important step in gaining efficiencies and maximising the community benefit from financial resources.

101 breaches of Tree Management Orders were reported in 2016/17

Managing risks, including fire hazard

Pruning for powerlines

Vegetation vandalism

1980's era Melaleucas

Opportunities

Key opportunities for urban greening in Wollongong include:

More Urban Greening

The vacant sites data, canopy cover data and social vulnerability data all point to the need for more urban greening within Wollongong. Increased greening will help to deliver a range of priorities in the Community Strategic Plan, and is consistent with the objectives of A City for People.

Highlight Wollongong's World-Class Location and Setting

Wollongong is exceptional in many ways. The urban realm provides an opportunity not only to create a world-class urban landscape defined by our unique natural setting, but also to support local biodiversity.

Achieving canopy targets does require a focus on proven performers - those species which will integrate with existing infrastructure, provide deep shade, and be resilient in changing conditions. Quality trees on major arterial roads can define and 'announce' the quality of our City via enhanced entranceways.

Many of Wollongong's backyards already provide sanctuary for native birds, reptiles and frogs. They are stepping stones between our urban and natural areas, and help to provide important links for the City's biodiversity. There is potential to increase the representation of local native species through promoting biodiverse plantings in backyards, reviewing the overall species palette as part of the Technical Guidelines action, and also piloting cultivation and planting of endemic species with horticultural potential in the public realm.

Connectivity between urban and natural areas can be achieved by promoting appropriate local native species and avoiding weedy species across all land types - particularly those spatially identified as biodiversity corridors.

Gaining Better Knowledge

In obtaining a public tree inventory, Council will gain a baseline understanding of the asset, its deficiencies and opportunities. Investment can be targeted and prioritised towards locations that are in need of shade, amenity and neighbourhood character through a Street Tree Management Plan or 10 Year Tree Planting Program. Adequate maintenance budgets can be secured to ensure risk profiles of the tree assets are at acceptable levels for community safety, transitioning from a reactive to a proactive management approach.

Tree inventory data has far reaching uses, making it a necessary and worthwhile investment. From this data, Council can measure performance of the urban forest over time and its ability to provide the required benefits. It is also the basis of the business case to attract greater funding towards urban greening.

Coordination

There is a clear opportunity to review responsibilities for tree and vegetation issues across Council. A coordinated approach will ensure consistency across key areas of responsibility in both the public and private realm, as well as between divisions, through a multi-disciplinary approach to planning and implementation.

Public tree data can be used to inform other asset management programs, strategic plans and urban development and renewal by centralisation within the existing asset management system.

Align with Wollongong's Land Use Planning

Given that urban renewal is considered both a major driver and an issue for Wollongong's urban forest, there is a clear opportunity to align outcomes from the Strategy with Wollongong's planning instruments to ensure that trees, both public and private, are considered in all development. This includes a review of DCP controls relating to urban greening.

New residential developments provide a 'blank slate'. This is an opportunity to integrate a full stocking rate of quality street trees and vegetation at the build stage of future road reserves; reestablish connectivity in fragmented existing green or riparian corridors; and to ensure natural areas and parks are transferred to Council with high quality urban greening values.

Review Programs, Processes and Technical Guidelines

Developing a suite of policy and process documentation for urban tree management, including technical guidelines, will address a range of issues. Street tree issues, for example, include: selecting the right species for the right position; compatibility with powerlines and underground services; safety; pruning, maintenance and removal; replacement of mature trees; shade and solar access; pedestrian access; and habitat.

Once completed, guidelines will provide clear and consistent standards which will not only inform public tree work, but can be included within specifications for contractors, guidelines for developers or to help negotiate better tree outcomes with utility service providers.

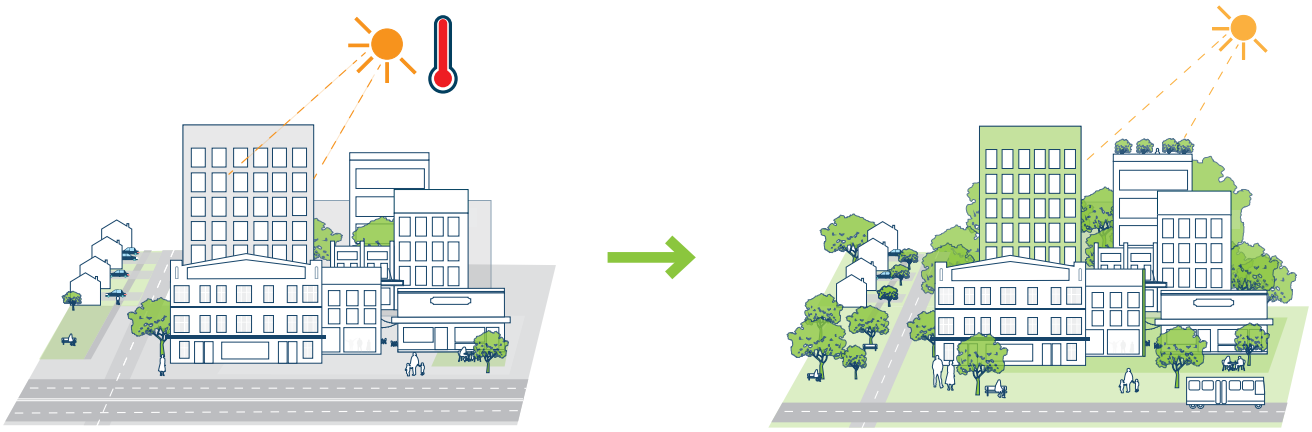
Community

The provision of clear and documented information regarding Wollongong's urban forest is an important first step in building awareness and recognition of its value. This will include engaging in constructive dialogue around the impacts of illegal tree removal, vegetation clearing and vandalism.

Our community values our natural environment above all else, and our City benefits from ongoing participation of our people in existing greening programs. Ensuring there are well-resourced opportunities for collaboration in decision making and programming is critical to the success of the Strategy.

Public and private carparks offer clear opportunity for greening.

Wollongong will grow and nurture a healthy, diverse and well-managed urban forest to deliver a renewed and resilient place for people, enterprise and the ecosystems that support us.



From this

To this

Goals

The Strategy has identified these FOUR goals for Urban Greening in Wollongong. Each goal is supported by a series of strategies and actions, described in the following section.

Grow

Green the City - Increase Canopy Cover

Grow the City's canopy cover through a targeted planting program to harness the economic, social and natural benefits of trees and urban greening.

Manage

Protect and Maintain Existing Vegetation

Manage existing vegetation through a coordinated regulatory, planning, design and maintenance program to deliver a quality, world-class urban landscape.

Improve

Diversify planting and improve urban ecology

Improve the ecological function of urban areas through design which is diverse in form, connects urban and natural areas, improves water management and supports biodiversity.

Engage

Educate and Partner with our community

Engage the community, business, agencies and private landholders to inspire care and connection to our unique natural setting.

01 Grow

Green the City - Increase Canopy Cover

Grow the City's canopy cover through a targeted planting program to harness the economic, social and natural benefits of trees and urban greening.

More and better quality green space nearby supports mental health in children

Objectives

- Increase canopy cover in priority areas to 35% by 2046 through a targeted tree planting program
- Reduce the number of vacant tree sites in priority areas to zero by 2046
- Increase tree numbers in industrial areas, public carparks, arterial and collector routes
- All new developments will have full tree stocking rates consistent with technical guidelines prior to handover to Council
- 20% increase in existing canopy cover in priority areas by 2020

Strategies

1.1 Establish baseline data and monitoring systems

Build our knowledge of the existing urban forest in order to make informed decisions about future goals, and monitor progress.

1.2 Invest in a targeted tree planting program to maximise the benefits of urban greening

A business case will support a proactive planting program which is supported by data and focuses on priority areas for greening.

1.3 Integrate tree planting into existing Council programs and works

Actively pursue opportunities to integrate new planting into the capital works program and Council facilities, across the whole cycle from planning to renewal.

1.4 Pursue a range of opportunities to increase canopy cover in the private realm

Opportunities and incentives to increase canopy cover on private land are identified and promoted.

Key Actions

1.1 Establish baseline data and monitoring systems

- 1.1.1 Establish a cross-disciplinary Urban Greening advisory group to coordinate short to medium-term decision-making
- 1.1.2 Collect Tree Inventory
- 1.1.3 Establish centralised data collection and record keeping for tree assessment, planting, maintenance and removal
- 1.1.4 Perform regular analysis of Wollongong's urban canopy

1.2 Invest in a targeted tree planting program to maximise the benefits of urban greening

- 1.2.1 Develop a priority tree planting program based on existing data
- 1.2.2 Allocate ongoing budget and resources to adequately deliver a coordinated tree planting program

1.3 Integrate tree planting into existing Council road, footpath, facilities and public space works

- 1.3.1 Use spatial mapping to identify synergies between scheduled works and urban greening
- 1.3.2 Develop a pilot planting program

1.4 Pursue a range of opportunities to increase canopy cover in the private realm

- 1.4.1 Technical Guidelines (action 2.1.1) will include a review of the Development Control Plan (DCP) and other relevant guidelines and incentives for developers and private landholders
- 1.4.2 Investigate and promote all opportunities to increase canopy cover in the private realm

02 Manage

Protect and Maintain Existing Vegetation

Manage existing vegetation through a coordinated regulatory, planning, design and maintenance program to deliver a quality, world-class urban landscape.

Objectives

- Council programs implement best practice urban tree and vegetation management
- New planted tree mortality is below 10%
- No net loss of vegetation on private land
- Consistent and clear management of trees and vegetation across all land types

Strategies

2.1 Establish clear policies and guidelines for the management, protection and maintenance of urban vegetation

A complete set of urban tree guidelines will be developed to provide an ongoing approach to resolve current mangement issues.

2.2 Implement a program of cost-effective, best practice, proactive tree management

A management plan will support an ongoing, scheduled program of street and park tree maintenance.

2.3 Collect and use high quality asset data to inform decision-making

Public tree data will link to Council's asset register, and be used to inform budget and resourcing requirements for an ongoing tree program.

2.4 Protect and maintain vegetation in the private realm

Opportunities and incentives to protect and maintain canopy cover on private land are identified and promoted.

Key Actions

2.1 Establish clear policies and guidelines for the management, protection and maintenance of urban vegetation

- 2.1.1 Develop a full suite of Technical Guidelines to inform tree selection, species, procurement, planting, replacement, maintenance, removal, risk management, habitat and best practice management.
- 2.1.2 Integrate the application of Technical Guidelines across the public and private realm

2.2 Implement a program of cost-effective, best practice, proactive tree management

- 2.2.1 Develop an ongoing, scheduled street and park tree maintenance program based on asset data and Technical Guidelines
- 2.2.2 Develop a business case and implement the proactive public tree maintenance, assessement and renewal program
- 2.2.3 Establish improved planning and management outcomes between public and private entities including utilities, service providers and asset managers with major tree resources or programs

2.3 Collect and use high quality asset data to inform decision-making

- 2.3.1 Report annually on trees planted and trees removed on public land
- 2.3.2 Integrate tree data into the asset management system
- 2.3.3 Develop a Significant Tree Register
- 2.3.4 Collect and interpret data to inform adequately fund and coordinate public urban greening programs

2.4 Protect and maintain vegetation in the private realm

- 2.4.1 Implement improved Development Control Plan (DCP) controls,and other relevant guidelines (1.4) to protect and maintain vegetation in the private realm
- 2.4.2 Review mechanisms to incentivise improved tree protection and management in the private realm

03 Improve

Diversify planting and improve urban ecology

Improve the ecological function of urban areas through design which is diverse in form, connects urban and natural areas, improves water management and supports biodiversity.

Objectives

- Increase tree corridors along urban streets providing habitat and linking areas of biodiversity value
- Increase the amount of stormwater passively filtered into the urban landscape
- Increase permeability across all urban areas, particularly the CBD
- Increase the diversity of vegetation form, height and species

Strategies

3.1 Urban design will enhance the diversity and ecological function of urban areas

Using great design, supported by quality guidelines, the public realm will play host to a healthier, more diverse urban ecology.

3.2 Urban areas will integrate and connect with natural areas where possible

Council's investment in our natural areas will be enhanced and supported by a thoughtful, integrated approach to greening nearby urban areas.

3.3 Stormwater will be more effectively managed for urban greening

Soil, waterway and vegetation health will be improved by incorporating water sensitive urban design.

Key Actions

3.1 Urban design will enhance the diversity and ecological function of urban areas

3.1.1 Through the pilot projects (action 1.3.2.1) and proactive planting program (action 1.2.2) identify and prioritise areas with ecological connection at the planning and design phase to include an improved palette of local native species

3.1.2 Develop design guidelines for green roofs, green walls and facades, rain gardens and other structural vegetation

3.2 Urban areas will integrate and connect with natural areas where possible

3.2.1 Logs, hollows, nesting boxes and other habitat in urban areas will be managed as per Technical Guidelines (action 2.1.1), with the opportunity to retain and relocate felled sections of tree hollows and logs pursued

3.2.2 Investigate and promote all opportunities to incentivise and promote integration and connectivity with natural areas in the private realm

3.3 Stormwater will be more effectively managed for urban greening

3.3.1 Review Water Sensitive Urban Design (WSUD) guidelines as part of Technical Guidelines (action 2.11)

3.3.2 Pursue opportunities to incorporate WSUD principles in scope and design phases of public works, and also in private development

04 Engage

Educate and Partner with our community

Engage the community, business, agencies and private landholders to inspire care and connection to our unique natural setting.

Did you know? Volunteers actively manage 65 Bushcare sites across the City.

Objectives

- Increase in resident requests to plant more trees
- Increase in resident satisfaction with the amenity of streets and open spaces
- Increased engagement of private landholders in supporting biodiversity
- Increased participation in community greening initiatives

Strategies

4.1 Increase awareness about the high value and importance of the urban forest

Trees and vegetation are valuable assets which underpin the health, wellbeing, prosperity and amenity of our City.

4.2 Provide opportunities to actively participate in urban greening.

The community is inspired and skilled up to care for, enhance, and connect with our unique natural setting.

4.3 Engage the whole community in designing and protecting urban landscapes

Genuine engagement will ensure that the community is actively involved in planning for quality green spaces.

Key Actions

4.1 Increase awareness about the high value and importance of the urban forest

- 4.1.1 Review environmental education programs, policy and strategy to improve and enhance urban greening goals and objectives
- 4.1.2 Deliver a diverse range of engagement opportunities across all platforms, targeting people across a range of clearly identified demographics and behaviours
- 4.1.3 Fund, develop and deliver a communications strategy to highlight Council's commitment and promote the benefits of urban greening

4.2 Provide opportunities to actively participate in urban greening

- 4.2.1 Support, enhance and resource existing hands-on community programs (Bushcare, Dunecare, Fiready, Landcare, community gardens) and enable community greening initiatives on public land
- 4.2.2 Adopt proactive Verge Garden Guidelines consistent with tree technical guidelines (2.1.1) and precinct or tree masterplans
- 4.2.3 Provide incentives and mechanisms to facilitate urban greening outcomes on private land including planting of appropriate canopy trees, riparian corridors, habitat enhancement and retention, and weed management

4.3 Engage the whole community in designing and protecting urban landscapes

- 4.3.1 Develop and maintain partnerships with external agencies
- 4.3.2 Directly engage local residents and stakeholders in design and planning processes for urban landscapes
- 4.3.3 Prepare a public tree community consultation and notification protocol/policy

Implementation

The role of the Implementation Plan

The Urban Greening Strategy provides a framework for a consistent approach to managing the urban forest as a whole, on both private and public land.

The Strategy identifies detailed specific strategies and actions to support each of the four goals. It will be a key supporting document to inform annual planning priorities and budgeting processes.

Not all actions identified in the Strategy are fully funded from existing capital and operational budgets.

The following summary describes a sequence for delivery of short term actions which have been identified as priorities. Further detail is contained within the Urban Greening Strategy Implementation Plan 2017-21.

The majority of these actions are concerned with public tree management, technical guidelines, and community engagement.

They have been identified as immediate and achievable oportunties to improve Council's current approach.

Long term resource implications for a new approach to public tree management can only be estimated following improved coordination, asset data collection, and proactive management programs.

Existing 2017-21 operational and capital budget is adequate to commence targeted actions to yield the necessary data and guidelines in the short term.

A business case will need to be prepared to fully analyse Council's current and future liabilities, to understand the resource capacity, and plan for the longer term implications of Implementation.

The Implementation Plan provides a refined list of action-based projects reviewed annually as part of the Council's business planning cycle.

The staged approach enables Council to focus on actions which:

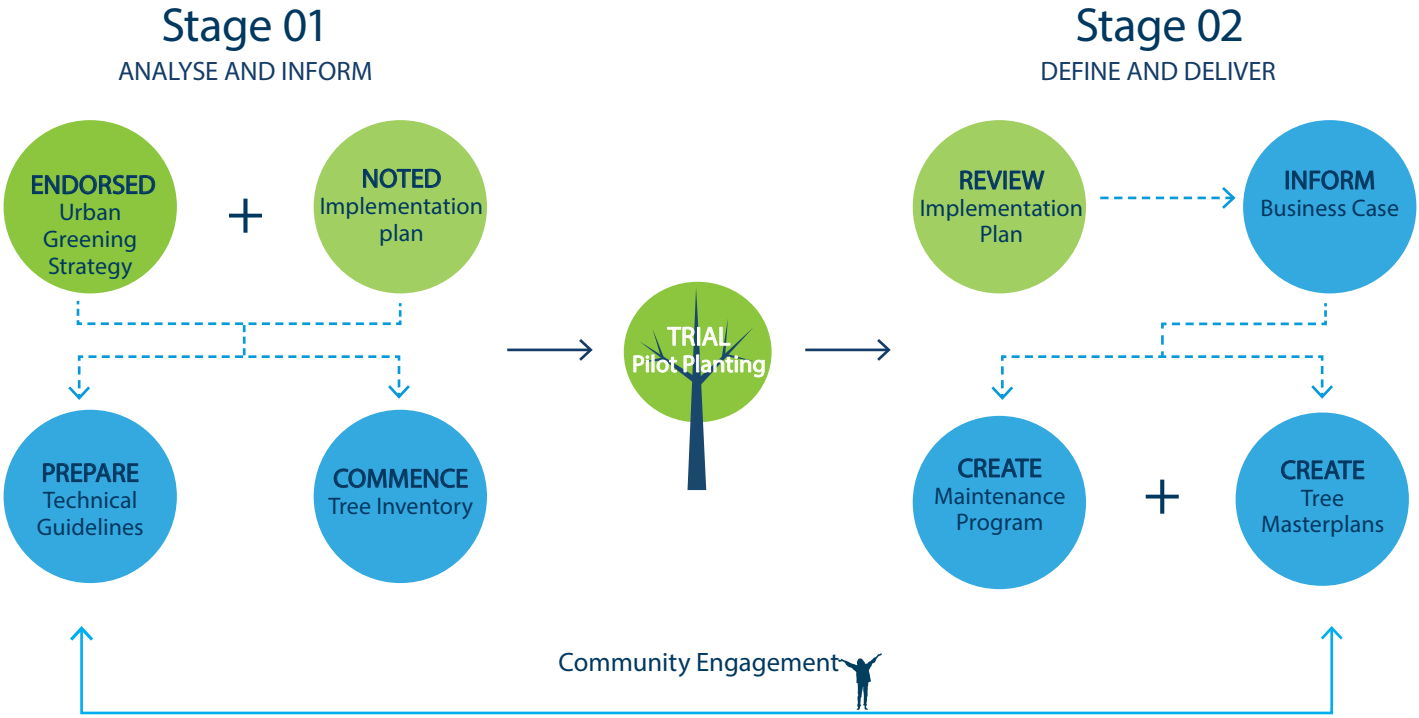
1. Establish and implement discrete plans and targeted programs to maximise the benefit of street trees, which strategically identify what to plant and where.
2. Identify resources for proactive public tree work, which is currently dominated by responding to immediate risks and requests for removal.
3. Collect the data required for monitoring and planning tree and vegetation issues across the City, and proactively invest in condition monitoring and enhancement.
4. Coordinate tree and vegetation management within Council to better manage risks and ensure greater consistency in outcomes across all approval or decision-making pathways on both private and public land. Improve the consistency and follow-through with compliance.
5. Support tree planting and maintenance with dedicated budgets linked to a targeted program.
6. Capitalise on the immediate opportunity of vacant tree sites and reviewing tree replacement protocols.
7. Manage trees as assets, recognising the economic value of trees, which unlike 'grey' assets, appreciate over time.

Local native White Aspen *Acronychia oblongifolia used* as a street tree in Fairy Meadow

Priority Actions 2017-2021

An overview of the staged approach to implementation

The diagram below outlines the process and sequence of actions to put in place the elements required for Council to deliver improved urban greening outcomes:



Urban Greening Strategy

This Stategy includes an endorsed vision and set of objectives, strategies, targets and actions for improving urban greening in Wollongong, with a focus on the urban forest. It provides the over-arching framework for strategic management of urban trees and vegetation in Wollongong.

Implementation Plan

This internal working document includes a detailed suite of actions for Council to work towards achieving the outcomes identified in the Strategy. It will include timeframes, funding, performance indicators and responsibilities for individual actions in a prioritised, staged format. Key actions against each of the four Goals are included on pp 31 - 39.

Technical Guidelines

Technical Guidelines will provide clarity and consistency for urban vegetation management. This body of work over time will form the 'how-to' guide: an Urban Greening Technical Manual. It may include a range of policy documents, reviews of existing planning and statutory tools, and processes. It may result in a centralised source of tree information, helping to deliver a consistent approach which is well publicised and creates clarity around compliance and reporting. Guidelines for application across the public and private realm will specify: site selection, ground preparation, tree planting, maintenance, pruning, risk assessment, removals, tree protection, tree replacement and infrastructure conflict management. It will include a comprehensive review of the preferred suite of species for selection in various urban settings.

Tree Inventory

Tree Inventory data will reveal the condition and resource implications for the existing public tree asset. **Together with the Technical Guidelines, it will** lay the groundwork to pilot, and put in place, an holistic public tree program. It will, over time, generate a complete set of data pertaining to every urban street and park tree in Wollongong. Data collected will include: species, height, health, age, useful life expectancy, hazards and pruning requirements. Data will be integrated into Council's asset management system.

Pilot Plantings

A pilot program will focus on establishing the capacity across Council to plan and deliver a broader, long-term program. This will help to test a new approach to site selection, design, planting and maintenance across a range of contexts. Trees and vegetation must be compatible with site constraints, accommodating an array of infrastructure, power-lines, drains and underground services. Planting will following best management practices to ensure quality plants are selected and provided with the conditions required to thrive. Pilot plantings may include: canopy-focused street trees integrated into the design phase of the capital program of road and footpath renewal on priority streets; trialling an expanded palette of local native species in various contexts; and high-impact town centre projects showcasing a diversity of urban greening approaches.

Business Case

The Strategy, Implementation Plan, Council and executive reports together form a Business Case outlining the true value of the public tree asset, identifying resourcing and funding required to achieve a more effective public tree management program for Wollongong.

Tree Masterplan

Potentially in the form of a proactive Tree Planting Program, a Tree Masterplan includes what type of tree will be planted, in what numbers, where and when. This action is closely linked to place, and will be developed in close consultation with the community to ensure desired neighbourhood characters and amenity are met through appropriate species selection and design.

Maintenance Program

As Tree Inventory data is collected, a maintenance program can be planned to transition towards proactive, risk-averse tree work. It specifies replacement and renewal protocols based on inventory data. Scheduled works include regular hazard assessments for relevant trees, cyclic pruning programs to ensure sightlines, road safety and visibility are maintained in streets and parks, pest and disease monitoring, plus reducing the conflicts between trees in infrastructure (canopy pruning, root pruning).

Community Engagement

A serious commitment to community participation underpins the entire approach to urban greening in Wollongong. This includes input into higher level strategy, providing inspiring opportunities to be involved and supported in greening programs, all the way down to involvement in the detail of precinct and street tree planning.

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Draft

Implementation Plan

Wollongong Urban Greening Strategy

2017 - 2021

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Acknowledgements

Wollongong City Council would like to show its respect and acknowledge the Traditional Custodians of the Land to which this Strategy applies, of Elders past and present, and extend that respect to other Aboriginal and Torres Strait Islander people.

Wollongong City Council would like to thank members of the community who contributed to this plan by providing feedback in engagement activities throughout 2015-17.

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How to read

Urban greening is about strategically improving the quality and quantity of all vegetation to harness its benefits in the built environment. It is one of the most dynamic and successful program areas for liveable, successful cities around the world. The Urban Greening Strategy 2017-2037 (the Strategy) has been prepared at a time of significant urban renewal and growth in Wollongong.

Enhanced urban greening will help to underpin our City's future liveability, attract investment, improve productivity and environmental performance, and deliver healthy and well-managed places for people and the ecosystems that support us.

The Strategy analyses the current status of Wollongong's urban trees and vegetation. It describes a set of principles, a vision, and four goals for urban greening in Wollongong. Each goal is supported by a series of actions which outline the steps required to move towards a more strategic and holistic approach to greening.

This document, the Urban Greening Strategy Implementation Plan 2017-21, has been prepared to inform key priorities for resourcing within future Council Annual Plans. It presents a refined list of actions identified as priorities for Council to deliver over the next four years.

The Strategy provides a snapshot analysis of the 'urban forest' as a whole.

This Implementation Plan includes detailed priority actions for urban greening over the next four years, with a focus on streets and public spaces.

The suite of documents

01

Urban Greening Strategy 2017 - 37

The Strategy analyses the current status of Wollongong's urban trees and vegetation. It describes a set of principles, a vision, and four goals for urban greening in Wollongong, with a series of prioritised actions for the next 20 years.

A

Engagement Report including Submissions

An analysis of what we heard from the community during the Draft exhibition period, and how this has impacted and influenced the final report. Outlines engagement undertaken by Council, submissions received and online survey results.

B

Implementation Plan

The Implementation Plan describes each action from the Strategy, and looks at these in terms of priority of delivery. These will be reviewed annually as part of the business planning cycle. A refined list of projects is presented for delivery 2017-21.

Strategic Document - To Be Endorsed by Council

Supporting Documents - To Be Noted by Council

Background

Why we've developed this Implementation Plan

The Urban Greening Strategy Implementation Plan has been developed to guide the programming and delivery of key projects and actions from the Urban Greening Strategy 2017-37.

This document will contribute to achieving the Vision by ensuring:

- **Actions** are informed by evidence and prioritised to facilitate efficient delivery
- **Priority** projects are defined in detail and sequenced to enable immediate implementation
- **Responsibility** is defined, resources allocated and clearly identified collaboration
- **Expectations** are managed – clarifying which actions are achievable within Council's current capacity, which have secured funding and timeframes for delivery, and clearly reporting unfunded priorities
- **Governance** is tested – with a requirement for Council to use the 2017-21 implementation phase to work towards developing the business case necessary for planning and resourcing implementation of the Urban Greening Strategy

Moving from the Strategy to an Implementation Plan

The Urban Greening Strategy provides a framework for a consistent approach to managing the urban forest as a whole, on both private and public land.

This Implementation Plan identifies detailed specific strategies and actions to support each of the four goals. It will be a key supporting document to inform annual planning priorities and budgeting processes.

Not all actions identified in the Strategy are fully funded from existing capital and operational budgets.

This document describes a sequence for delivery of short term actions from the Implementation Plan. The majority of these actions are concerned with public tree management, technical guidelines, and community engagement. They have been identified as immediate and achievable oportunties to improve Council's current approach.

Long term resource implications for a new approach to public tree management can only be estimated following improved coordination, asset data collection, and proactive management programs.

Existing 2017-21 operational and capital budget is adequate to commence targeted actions to yield the necessary data and guidelines in the short term.

A business case will need to be prepared to fully analyse Council's current and future liabilities, to understand the resource capacity, and plan for the longer term implications of Implementation.

Council will focus on actions to:

1. Establish and implement discrete plans and targeted programs to maximise the benefit of street trees, which strategically identify what to plant and where.
2. Identify resources for proactive public tree work, which is currently dominated by responding to immediate risks and requests for removal.
3. Collect the data required for monitoring and planning tree and vegetation issues across the City, and proactively invest in condition monitoring and enhancement.
4. Coordinate tree and vegetation management within Council to better manage risks and ensure greater consistency in outcomes across all approval or decision-making pathways on both private and public land. Improve the consistency and follow-through with compliance.
5. Support tree planting and maintenance with dedicated budgets linked to a targeted program.
6. Capitalise on the immediate opportunity of vacant tree sites and reviewing tree replacement protocols.
7. Manage trees as assets, recognising the economic value of trees, which unlike 'grey' assets, appreciate over time.

How we've developed this plan

The Strategy's vision and goals were co-created by Wollongong Council staff, expert stakeholders, and the community. The process followed the Vision 202020 approach, consistent with local government best practice. The process, data analysis and actions were reviewed by an expert urban forest consultant. The Strategy is guided by community aspirations and aligned with the vision and strategies of A City for People, and our Community Strategic Plan.

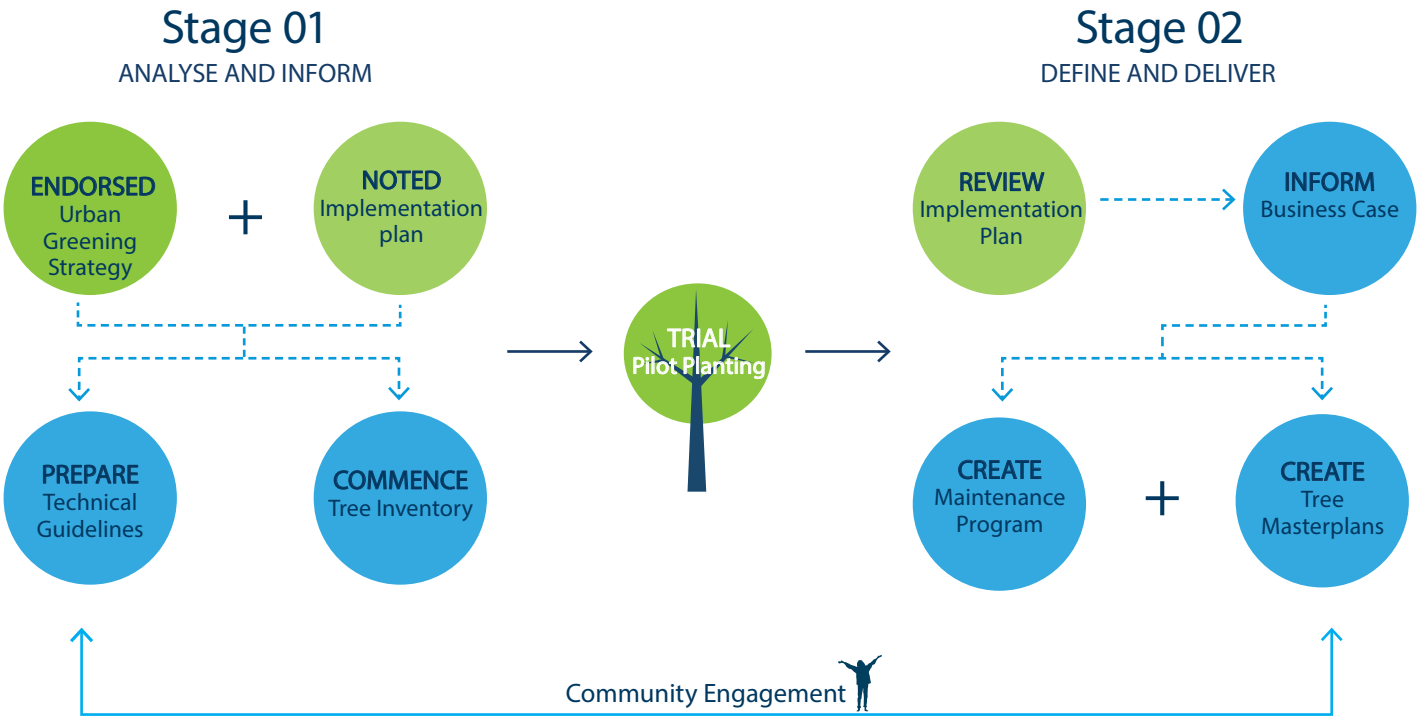
Invaluable feedback was received in drafting the Strategy from key informants and workshop participants, including arborists, ecologists, school students, community groups, businesses, residents, State Government agencies, landscape architects, and interested individuals. The draft Strategy was exhibited between 14 August and 6 October 2017, receiving overwhelming support from submissions, many of which included detailed comments on the benefits of urban greening. Submissions were characterised by a strong desire to commence implementation without delay.

An Implementation Plan provides a refined list of action-based projects reviewed annually as part of the Council's business planning cycle.

Priority Actions 2017-2021

An overview of the staged approach to implementation

The diagram below outlines the process and sequence of actions to put in place the elements required for Council to deliver improved urban greening outcomes:



Vision

The Urban Greening Strategy presents the following VISION for urban greening in Wollongong:

Wollongong will grow and nurture a healthy, diverse and well-managed urban forest to deliver a renewed and resilient place for people, enterprise and the ecosystems that support us.

The Implementation Plan is based on the following four goals for urban greening. Each goal is accompanied by a series of strategies and actions required to achieve it.

01

Grow

Green the City - Increase Canopy Cover

Grow the City's canopy cover through a targeted planting program to harness the economic, social and natural benefits of trees and urban greening.

Strategies

- 1.1 Establish baseline data and monitoring systems
- 1.2 Invest in a targeted tree planting program to maximise the benefits of urban greening
- 1.3 Integrate tree planting into existing Council road, footpath, facilities and public space works
- 1.4 Pursue a range of opportunities to increase canopy cover in the private realm

02

Manage

Protect and Maintain Existing Vegetation

Manage existing vegetation through a coordinated regulatory, planning, design and maintenance program to deliver a quality, world-class urban landscape.

Strategies

- 2.1 Establish clear policies and guidelines for urban vegetation management
- 2.2 Implement a program of cost-effective, best practice, proactive tree management
- 2.3 Collect and use high quality asset data to inform decision-making
- 2.4 Protect and maintain vegetation in the private realm

03

Improve

Diversify planting and improve urban ecology

Improve the ecological function of urban areas through design which is diverse in form, connects urban and natural areas, improves water management and supports biodiversity.

Strategies

- 3.1 Improved urban design enhances the diversity and ecological function of urban areas
- 3.2 Urban areas will support, integrate and connect with natural areas where possible
- 3.3 Storm water will be more effectively managed for urban greening

04

Engage

Educate and Partner with our community

Engage the community, business, agencies and private landholders to inspire care and connection to our unique natural setting.

Strategies

- 4.1 Increase awareness about the high value and importance of the urban forest
- 4.2 Provide opportunities to actively participate in urban greening
- 4.3 Engage the whole community in designing and protecting urban landscapes

01 Grow

Green the City - Increase Canopy Cover

Grow the City's canopy cover through a targeted planting program to harness the economic, social and natural benefits of trees and urban greening.

Strategies

1.1 Establish baseline data and monitoring systems

1.2 Invest in a targeted tree planting program to maximise the benefits of urban greening

1.3 Integrate tree planting into existing Council road, footpath, facilities and public space works

1.4 Pursue a range of opportunities to increase canopy cover in the private realm

Objectives

- Increase canopy cover in priority areas to 35% by 2046 through a targeted tree planting program
- Reduce the number of vacant tree sites in priority areas to zero by 2046
- Increase tree numbers in industrial areas, public car-parks, arterial and collector routes
- All new developments will have full tree stocking rates consistent with technical guidelines prior to handover to Council
- 20% increase in existing canopy cover in priority areas by 2020

Strategy 1.1

Establish baseline data and monitoring systems

Build our knowledge of the existing urban forest in order to make informed decisions about future goals, and monitor progress.

1.1.1 Establish a cross-disciplinary urban greening advisory group to coordinate short to medium-term decision-making

There is a clear opportunity to review policy settings, resourcing and decision-making for tree and vegetation issues across Council. A coordinated approach is critical to ensure consistency across key areas of responsibility in both the private and public realm, as well as between divisions. Many actions require ongoing, detailed collaboration. This group will draw on operational, arboricultural, ecological, strategic, engineering, engagement, assessment and technical expertise to provide a multi-disciplinary forum to inform planning and implementation of priority short to medium term actions.

1.1.1.1 Urban greening project coordination

Staff resources must be identified immediately to lead and deliver interim inter-divisional coordination of the Implementation Plan 2017-21. Dedicated operational and technical expertise are required to deliver funded elements of the Strategy (in particular actions 1.1.2, 1.2.1, 1.3.2, 2.1.1, 2.2.2, 2.2.3), in collaboration with internal stakeholders.

Project coordination will provide clarity and consistency across the organisation. Development of the business case for future urban greening is a key outcome.

1.1.2 Collect Tree Inventory

Council cannot properly manage a resource for which it does not have accurate data. Undertaken by a qualified arborist, a public tree inventory can be integrated over time into Council's asset register. Data such as species, age, structure, health, useful life expectancy and pruning requirements of individual trees will be collected, focusing initially on areas of highest need.

A Tree Inventory will ensure Council understands the current quality and health of our public tree assets. This information, as well as the documented risk profile of each tree, helps to make evidence-based decisions for tree removal and replacement programs, pruning and maintenance scheduling as well as tree planting programs.

Tree Inventory data will enable Council to anticipate, for example, those populations of trees of the same species which were planted at the same time and are likely to reach the end of their useful life together. It allows Council to adequately plan and prepare for the subsequent financial, community and workforce impacts of these predictable cycles of renewal and replacement.

1.1.3 Establish centralised data collection and record keeping for tree assessment, planting, maintenance and removal

Specialised systems have been developed to assist urban forest managers to collect, record and analyse individual tree data. Identifying gaps in existing record keeping, this action will also include trialling, developing and implementing new systems to meet the requirements of a renewed public tree program.

1.1.4 Perform regular analysis of Wollongong's urban canopy

An analysis of the study area's tree canopy should be performed at regular intervals to track its growth or decline. This will help measure our progress towards meeting planting and canopy targets, and to provide valuable information to inform future planning.

Remote sensing has a range of practical applications for monitoring and evaluation across Council services. Future expansion of these approaches will include consideration of urban greening analysis. The Strategy used aerial imagery, LiDAR data, land use analysis, demographics and other sources to provide evidence for developing goals and actions.

Strategy 1.2

Invest in a targeted tree planting program to maximise the benefits of urban greening

A business case will inform a ten year planting program which is supported by data and focuses on priority areas for greening.

1.2.1 Develop a priority tree planting program based on existing data

Use existing data to develop a proactive ten year planting program to harness the benefits of urban greening. Target the planting of new and replacement trees where they will provide the greatest immediate benefit, including areas where there is low canopy cover, high planting opportunity, high human activity, social vulnerability, and opportunities for biodiversity connectivity and enhancement.

1.2.2 Allocate ongoing budget and resources to adequately fund a coordinated ten year tree planting program

Dedicated long-term capital funding and staff resources for public tree planting should be secured to align with urban greening goals. This will complement the establishment of a maintenance and renewal funding program to ensure new trees are properly established, assessed and maintained over time.

Strategy 1.3

Integrate tree planting into existing Council road, footpath, facilities and public space works

Actively pursue opportunities to integrate new planting into the capital works program and Council facilities, across the whole cycle from planning to renewal.

1.3.1 Use spatial mapping to identify synergies between scheduled works and urban greening

Attributes influencing the prioritisation of urban greening can be overlaid with planned capital works to undertake desktop analysis to inform potential 'easy wins' for targeting new plantings, WSUD, and other forms of greening. Street trees can be integrated as 'green infrastructure' into the design for footpaths and roads which offer opportunites for connecting people with places. Natural shade, cooling and water can be integrated into the design of new and renewed Playspaces, for example.

1.3.2 Develop a pilot planting program

A pilot program will focus on establishing the capacity across Council to plan and deliver a broader, long-term program. This will help to test a new approach to site selection, design, planting and maintenance across a range of contexts. Trees and vegetation must be compatible with site constraints, accommodating an array of infrastructure, power-lines, drains and underground services. Planting will following best management practices to ensure quality plants are selected and provided with the conditions required to thrive.

Pilot plantings may include: canopy-focused street trees integrated into the design phase of the capital program of road and footpath renewal on priority streets; trialling an expanded palette of local native species in various contexts; and high-impact town centre projects showcasing a diversity of urban greening approaches.

Strategy 1.4

Pursue a range of opportunities to increase canopy cover in the private realm

Opportunities and incentives to increase canopy cover on private land are identified and promoted.

1.4.1 Technical Guidelines (action 2.1.1) include a review of the Development Control Plan (DCP) and other relevant guidelines and incentives for developers and private landholders

A set of urban greening guidelines for landholders and developers will include tree stocking rates and auditing processes. The aim is to ensure street trees and open space are developed in accordance with the principles of urban greening, delivering appropriate technical standards and high quality amenity to our future neighbourhoods.

1.4.1.1 Integrate urban greening principles and specific technical guidelines into planning controls and design for the West Dapto Urban Release Area

The Wollongong 2022 Community Strategic Plan includes the goal that: Urban density and expansion, such as West Dapto are carefully planned and balance economic, social and environmental considerations.

Planning for future streetscapes which deliver best practice amenity, environmental performance, and associated benefits is a major challenge for the future. 'Greenfields' sites can be designed with foresight, integrating urban greening principles from the beginning so that as our populations grow, they will reap the benefits of a growing urban forest.

55,000+

19,000+ New homes proposed in West Dapto Urban Release Area

55,000+ Additional people living in West Dapto Urban Release Area

1.4.2 Investigate and promote all opportunities to increase canopy cover in the private realm

Three quarters of all land in the Urban Greening Strategy study area is privately owned and controlled. Of the 17% canopy cover in Wollongong, only 5.5% occurs on public land. The majority of existing canopy cover occurs on private land. Due to the high proportion of land area involved, both gains and losses in percentage canopy cover on private land will have a major impact on overall canopy area.

Arresting losses and increasing canopy cover in the private realm is a key challenge for the future of our urban forest. Approaches may include compensatory plantings, targeted education, promotion and incentivisation for tree retention, continued access to quality and appropriate subsidised plants, and engaging all stakeholders to develop the skills, values and knowledge required to grow and nurture quality canopy and other vegetation.

02 Manage

Protect and Maintain Existing Vegetation

Manage existing vegetation through a coordinated regulatory, planning, design and maintenance program to deliver a quality, world-class urban landscape.

Strategies

2.1 Establish clear policies and guidelines for urban vegetation management

2.2 Implement a program of cost-effective, best practice, proactive tree management

2.3 Collect and use high quality asset data to inform decision-making

2.4 Protect and maintain vegetation in the private realm

Objectives

- Council programs implement best practice urban tree and vegetation management
- New planted tree mortality is below 10%
- No net loss of vegetation on private land
- Consistent and clear management of trees and vegetation across all land types

Strategy 2.1

Establish clear policies and guidelines for the management, protection and maintenance of urban vegetation

A complete set of urban tree guidelines will be developed to provide an ongoing approach to resolve current management issues.

2.1.1 Develop a full suite of Technical Guidelines to inform tree selection, species, procurement, planting, replacement, maintenance, removal, risk management, habitat retention and relocation, and best practice management

Technical Guidelines will provide clarity and consistency for urban vegetation management on all land types. This body of work over time forms the 'how-to' guide for urban forest management, an Urban Greening Technical Manual. It may include a range of policy documents to clarify Council's position on various aspects of public tree management and approaches to dealing with key challenges such as tree and vegetation vandalism. Development of guidelines will include review and updates of existing planning tools, including updating the Development Control Plan (DCP) to address Vegetation SEPP issues, along with a range of internal processes. It may result in a centralised source of tree information, ensuring a consistent approach which is well publicised and creates clarity around compliance and reporting.

Guidelines for application across the public and private realm (including new developments) will specify: site selection, ground preparation, tree planting, maintenance, pruning, risk assessment, removals, tree protection, tree replacement and infrastructure conflict management.

The guidelines will outline devices, conditions and safeguards to increase the protection of existing trees from development impacts. An important aspect of the work includes a comprehensive review of the species palette for application across various urban settings. Achieving canopy targets does require a focus on proven performers - those species which will integrate with existing infrastructure, pose no weed or safety threat, provide deep shade, and are likely to be resilient in changing conditions. There is potential to increase the representation of local native species in various contexts through promoting biodiverse plantings.

2.1.2 Integrate application of Technical Guidelines across the public and private realm

Targeted education and communication will provide information, support and training to identified stakeholders to improve awareness and skills around Council's policies and guidelines. Once finalised Council must actively promote and provide education for staff, residents, contractors, developers and other stakeholders on the application of the Technical Guidelines and policy positions. This action includes working to ensure that appropriate measures are in place to reduce the impact of development on public trees.

Strategy 2.2

Implement a program of cost-effective, best practice, proactive tree management

A management plan will support an ongoing, scheduled program of street and park tree maintenance.

2.2.1 Develop an ongoing, scheduled street and park tree maintenance program based on asset data and Technical Guidelines

Current tree work is dominated by responding to immediate risks and requests for removal. As Tree Inventory data is collected, a maintenance program can be developed to transition towards proactive tree management. It will specify replacement and renewal protocols based on inventory data. Scheduled works would include regular hazard assessments for relevant trees, cyclic pruning programs to ensure sight-lines, road safety and visibility are maintained in streets and parks, pest and disease monitoring, plus reducing the conflicts between trees in infrastructure.

2.2.2 Develop a business case and implement the proactive public tree maintenance, assessement and renewal program

Without stable, dedicated operational funding and skilled resources dedicated to programmed maintenance and renewal, our City's public trees will decline in both quality and number. Wollongong's future amenity and success as a place to live, work and play will be compromised without targeted investment.

Based on the maintenance program developed in action 2.2.1, and closely aligned to the planting program in action 1.2.1, a business case will need to be developed to outline appropriate resourcing to achieve an efficient and cost-effective plan for investment in urban greening.

2.2.3 Establish improved planning and management outcomes between public and private entities including utilities, service providers and asset managers with major tree resources or programs

There may be opportunities to develop partnerships with Endeavour Energy, for example, to deliver improved outcomes for streetscapes with vegetation beneath powerlines. The current pruning and maintenance regime of mature trees could be transitioned to a proactive program of renewal with appropriate species, as informed by action 2.1.1.

Strategy 2.3

Collect and use high quality asset data to inform decision-making.

Public tree data will be linked to Council's asset register, and be used to inform budget and resourcing requirements for an ongoing tree program

2.3.1 Report annually on trees planted and trees removed on public land

This action will be a key measure of performance, reporting numbers of trees planted and removed in the public realm. It may be meaningful to explore options to capture data on annual numbers of individual trees approved for removal on private land through development assessment, Tree Management Permits and other pathways.

2.3.2 Integrate tree data into the asset management system

This action establishes a centralised system of record keeping for individual trees, each of which will have a unique asset number. Over time, it will capture all data derived from the Tree Inventory in addition to details of individual tree assessments, planting, maintenance, renewal, service requests and other information as required.

2.3.3 Develop a Significant Tree Register

There are trees throughout Wollongong which hold a special place in our natural and cultural landscape, contributing to the unique character of our City. Recognising and protecting these trees in their setting is important for our heritage, and for future generations.

A Significant Tree Register will be a dynamic, living list compiled according to agreed assessment criteria. It will help to protect and celebrate outstanding individual specimens with identified heritage, cultural, ecological, aesthetic or botanical significance. It will be developed in consultation with the community to identify trees in both the public and private realm, guiding management objectives to protect them for the future.

2.3.4 Collect and interpret data to develop an approach to adequately fund and coordinate public urban greening progams

Reportable data on the removal and planting of public trees is essential to monitor, quantify and evaluate services. It will help to understand where current resources are directed, and to accurately predict and plan for future financial impacts.

Strategy 2.4

Protect and maintain vegetation in the private realm

Opportunities and incentives to protect and maintain existing canopy cover and vegetation on private land are identified and promoted.

2.4.1 Implement improved Development Control Plan (DCP) controls,and other relevant guidelines (1.4) to protect and maintain vegetation in the private realm

Council will continue to explore opportunities to improve compliance with existing regulations and guidelines governing trees and vegetation on private land, and enforcement where responsible. This action may include improved processes to ensure consistency in expert or technical assessment and referrals of development impacts on trees and vegetation.

2.4.1.1 Develop a set of urban greening guidelines for land holders and developers which includes tree stocking rates, technical guidelines and auditing processes

Linked to action 2.1.1, a set of urban greening guidelines for landholders and developers will include tree stocking rates and auditing processes. The aim is to ensure street trees and open space are developed in accordance with the principles of urban greening, delivering appropriate technical standards and high quality amenity to our future neighbourhoods.

2.4.2 Review mechanisms to incentivise improved tree protection and management in the private realm

Linked to action 2.1.1.

03 Improve

Diversify planting and improve urban ecology

Improve the ecological function of urban areas through design which is diverse in form, connects urban and natural areas, improves water management and supports biodiversity.

Strategies

3.1 Urban design will enhance the diversity and ecological function of urban areas

3.2 Urban areas will support, integrate and connect with natural areas where possible

3.3 Stormwater will be more effectively managed for urban greening

Objectives

- Increase corridors along urban streets providing habitat and linking areas of biodiversity
- Increase the amount of stormwater passively filtered into the urban landscape
- Increase permeability across all urban areas, particularly the CBD
- Increase the diversity of vegetation form, height and species

Strategy 3.1

Urban design will enhance the diversity and ecological function of urban areas

Using great design, supported by quality guidelines, the public realm will play host to a healthier, more diverse urban ecology.

3.1.1 Through the pilot projects (action 1.3.2) and ten year planting program (action 1.2.2) identify and prioritise areas with ecological connection at the planting and design phase to include an improved palette of local native species

Wollongong is exceptional in many ways. The urban realm provides an opportunity not only to create a world-class urban landscape defined by our unique natural setting, but also to support local biodiversity. There are streets and open spaces which can act as stepping stones between urban and natural areas, helping to provide important links for the City's biodiversity. There is potential to increase the representation of local native species through promoting biodiverse plantings in targeted areas, reviewing the overall species palette as part of the Technical Guidelines action 2.1.1, and also piloting cultivation and planting of endemic species with horticultural potential in the public realm.

3.1.2 Develop design guidelines for green roofs, green walls and facades, rain gardens and other structural vegetation

Urban greening is not just about planting street trees. The integration of diverse forms of greening into the built form can deliver improved building performance, support mental health and wellbeing, extend the lifespan of hard surfaces, and provide cooling to reduce the urban heat island effect. Our city will benefit from improved urban design which takes an innovative approach to greening, and a set of design guidelines will support building owners and developers to establish green roofs, walls, facades, rain gardens and other structural vegetation.

Strategy 3.2

Urban areas will integrate and connect with natural areas where possible

Council's investment in our natural areas will be enhanced and supported by a thoughtful, integrated approach to greening nearby urban areas.

3.2.1 Logs, hollows, nesting boxes and other habitat in urban areas will be managed as per Technical Guidelines (action 2.1.1) with the opportunity to retain and relocated felled sections of tree hollows and logs pursued

Simple measures can, if mandated, make a huge difference to the habitat outcomes of development. Opportunities to enhance wildlife habitat impacted by disturbance, for example through the re-use of natural hollows, will be considered as part of action 2.1.1.

3.2.2 Investigate and promote all opportunities to incentivise and promote integration and connectivity with natural areas in the private realm

Connectivity between urban and natural areas can be achieved by promoting appropriate local native species and avoiding weedy species across all land types - particularly those spatially identified as biodiversity corridors. Many of Wollongong's backyards already provide sanctuary for native birds, reptiles and frogs. They are stepping stones between our urban and natural areas, and help to provide important links for the City's biodiversity. There is potential to increase the representation of local native species through promoting biodiverse plantings on private land.

Strategy 3.3

Stormwater will be more effectively managed for urban greening

Soil, waterway and vegetation health will be improved by incorporating water sensitive urban design.

3.3.1 Review Water Sensitive Urban Design (WSUD) guidelines as part of Technical Guidelines (action 2.1.1)

Increasing the permeability of our urban areas (allowing for natural filtration, and support of ecological processes) is a key objective of the Strategy.

3.3.2 Pursue opportunities to incorporate WSUD principles into public works, and also in private development

Harvesting stormwater, improving permeability, reconnecting natural systems and re-engineering smart water management has inherent synergies with urban greening.

04 Engage

Educate and Partner with our community

Engage the community, business, agencies and private landholders to inspire care and connection to our unique natural setting.

Strategies

4.1 Increase awareness about the high value and importance of the urban forest

4.2 Provide opportunities to actively participate in urban greening

4.3 Engage the whole community in designing and protecting urban landscapes

Objectives

- Increase in resident requests to plant more trees
- Increase in resident satisfaction with the amenity of streets and open spaces
- Increased engagement of private landholders in supporting biodiversity
- Increased participation in community greening initiatives

Strategy 4.1

Increase awareness about the high value and importance of the urban forest

Trees and vegetation are valuable assets which underpin the health, wellbeing, prosperity and amenity of our City.

4.1.1 Review environmental education programs, policy and strategy to improve and enhance urban greening goals and objectives

Environmental education at its best finds pragmatic approaches to overcoming specific barriers to sustainability in particular groups. Community consultation has indicated a need to create a new, positive conversation around urban greening in Wollongong. Well-designed and resourced education can deliver the awareness, skills, capacity and commitment to positive change in attitudes and behaviour.

4.1.2 Deliver a diverse range of engagement opportunities across all platforms, targeting people across a range of clearly identified demographics and behaviours

Ensuring there are well-resourced opportunities for collaboration in decision making and programming is critical to the success of the Strategy.

4.1.3 Fund, develop and deliver a communications strategy to highlight Council's commitment and promote the benefits of urban greening

The provision of clear and documented information regarding Wollongong's urban forest is an important first step in building awareness and recognition of its value. This action aims to support and promote work across the Implementation Plan, publicising projects and opportunities to get involved. This will include engaging in constructive dialogue around the impacts of illegal tree removal, vegetation clearing and vandalism.

Strategy 4.2

Provide opportunities to actively participate in urban greening

The community is inspired and skilled up to care for, enhance and connect with our unique natural setting.

4.2.1 Support, enhance and resource existing hands-on community programs, and enable community greening initiatives on public land

Our community values our natural environment above all else, and our City benefits from ongoing participation of our people in existing greening programs such as National Tree Day, Bushcare, Dunecare, and community gardens.

4.2.2 Develop Verge Gardens Guidelines consistent with Technical Guidelines and tree masterplans

Guidelines will provide clarity for residents, and enable opportunities to partner with the community to deliver quality plantings in adjacent road reserves.

4.2.3 Provide incentives and mechanisms to facilitate urban greening outcomes on private land

Includes planting of appropriate canopy trees, riparian corridors, habitat enhancement and retention and weed management.

Strategy 4.3

Engage the whole community in designing and protecting urban landscapes

Genuine engagement will ensure that the community is actively involved in planning for quality green spaces.

4.3.1 Develop and maintain partnerships with external agencies

Management of Wollongong's urban forest requires collaboration across various authorities, such as the Office of Environment and Heritage (OEH), to ensure an integrated approach to compliance with relevant legislation and management objectives.

4.3.2 Directly engage local residents and stakeholders in design and planning processes for urban landscapes

Action 1.2.1, the ten year Tree Planting Program, will include what type of vegetation will be planted, in what numbers, where and when. This action is may lead to the development of precinct-level Tree Masterplans, and over time will be developed in consultation with the community to ensure desired neighbourhood characters and amenity are met through appropriate species selection and design.

4.3.3 Prepare public tree community consultation and notification protocol/policy

Linked to action 2.1.1 and 4.1.3.

The Implementation Plan

Financial Impact Statement

This Implementation Plan will be used to inform annual planning priorities and budgeting processes. The actions described within the Implementation Plan contain funded and unfunded projects. Unfunded projects require budget and resourcing to be programmed.

The ultimate outcome of the Implementation Plan 2017-21 is to undertake priority actions required to inform the preparation of a business case for urban greening, which will be used to align actions and future capital works to strategic aspirations, clarify priorities, and inform funding proposals aligned with Council's business planning cycle.

The following pages outline the Urban Greening Strategy Implementation Plan 2017-21, assigning timeframes and responsibilities to those actions identified as priorities in the next four years.

Further details will be required, and actions refined, as implementation proceeds and we move closer towards developing a business case for urban greening.

Strategic Alignment

Relationship to Councils Strategic Planning

This report contributes to the delivery of Wollongong 2022 Goal 1. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
1.3.3 Our community is proactively engaged in a range of initiatives that improve the sustainability of our environments	1.3.3.1 Develop and implement an Environmental Sustainability Policy and Strategy	Coordinate the Urban Greening Strategy

List of abbreviations for Council Divisions

ESP	Environment Strategy Planning
CCED	Community Cultural + Economic Development
DAC	Development Assessment + Certification
PR	Property + Recreation
PD	Project Delivery
ISP	Infrastructure Strategy and Planning
FIN	Finance
LCS	Library + Community Services
RE	Regulation + Enforcement
GI	Governance and Information
CWS	City Works + Services

GOAL 1 GROW - GREEN THE CITY- INCREASE CANOPY COVER

	STRATEGIES	ACTIONS			PRIORITY	DELIVERY	RESOURCING	TIMEFRAME
1.1	**Establish baseline data and monitoring systems**	**1.1.1**		Establish a cross-disciplinary Urban Greening internal advisory group to coordinate short to medium-term decision-making	Stage 1	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	existing resources	2017-21
			1.1.1.1	*Urban greening project coordination staff resources to lead and deliver interim inter-divisional coordination of the Implementation Plan 2017-21.*	Stage 1	ISP, CWS, ESP, GI	business proposal	2017-18
			1.1.1.2	*Review and refine Implementation Plan targets and indicators to monitor and evaluate performance*	Stage 1	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	existing resources	2018-19
		1.1.2		Collect Tree Inventory	Stage 1	ESP, CWS, PD, ISP	part funded	2017-21
			1.1.2.1	*Pilot tree inventory in area aligned with capital works program*	Stage 1	ESP, CWS,	funded	2017-18
			1.1.2.2	*Commence Tree Inventory collection in priority locations*	Stage 1	ESP, CWS	funded	2018-21
			1.1.2.3	*Road Condition Assessment tender includes optional item in scope to record tree numbers as additional data set*	Stage 1	ISP	funded	2017-18
		1.1.3		Establish centralised data collection and record keeping for tree assessment, planting, maintenance and removal	Stage 1	CWS, IT, ISP, ESP, FIN	unfunded	2018-19
			1.3.1.1	*Develop and implement system to meet business requirements*	Stage 1	CWS, IT, ISP, ESP, FIN	unfunded	2018-19
1.2	**Invest in a targeted tree planting program to maximise the benefits of urban greening**	**1.2.1**		Develop a priority tree planting program based on existing data	Stage 1	ESP, CWS, PD, ISP	funded	2018-19
			1.2.1.1	*Deliver a priority tree planting program*	Stage 1	ESP, CWS, PD, ISP	part funded	2018-21
		1.2.2		Allocate ongoing budget and resources to adequately deliver a coordinated planting program	Stage 2	PD, ISP, GI, FIN, CWS	unfunded	2019-2029
1.3	**Integrate tree planting into existing Council road, footpath, facilities and public space works**	**1.3.1**		Use spatial mapping to identify synergies between scheduled works and urban greening	Stage 1	ESP, ISP	existing resources	Ongoing
		1.3.2		Develop a pilot planting program	Stage 1	ISP, ESP, CWS, PD	funded	2017/18
			1.3.2.1	*Review priority sites to complement planned civil asset program to identify areas with immediate potential for tree planting*	Stage 1	ISP, ESP	funded	Ongoing
			1.3.2.2	*Pilot plantings*	Stage 1	ISP, ESP, CW, PD	funded	2017-21
1.4	**Pursue a range of opportunities to increase canopy cover in the private realm**	**1.4.1**		Technical Guidelines (action 2.1.1) include review of DCP and other relevant guidelines and incentives for developers and private landholders	Stage 1	ESP, DAC, RE	unfunded	2018-19
			1.4.1.1	*Integrate urban greening principles and specific technical guidelines into planning controls and design for the West Dapto Urban Release Area*	Stage 1	ESP, ISP, PD, CWS, DAC	unfunded	2018-19

GOAL 2 MANAGE- PROTECT AND MAINTAIN EXISTING VEGETATION

	STRATEGIES	ACTIONS			PRIORITY	DELIVERY	RESOURCING	TIMEFRAME
2.1	**Establish clear policies and guidelines for the management, protection and maintenance of urban vegetation**	**2.1.1**		Develop a full suite of Technical Guidelines to inform tree selection, species, procurement, planting, replacement, maintenance, removal, risk management, habitat retention and relocation, and best practice management	Stage 1	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	unfunded	2018-19
			2.1.1.1	*Prepare a Public Tree Management Policy*	Stage 1	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	complete	2017-18
		2.1.2		Integrate application of Technical Guidelines across the public and private realm	Stage 2	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	unfunded	Ongoing
2.2	**Implement a program of cost-effective, best practice, proactive tree management**	**2.2.1**		Develop an ongoing, scheduled street and park tree maintenance program based on asset data and Technical Guidelines	Stage 2	ISP, CWS, ESP, GI	unfunded	2019-21
		2.2.2		Develop a business case and implement the proactive public tree maintenance, assessement and renewal program	Stage 2	PD, ISP, GI, FIN, CWS	unfunded	2019-37
		2.2.3		Establish improved planning and management outcomes between public and private entities including utilities, service providers and asset managers with major tree resources or programs	Stage 2	CWS, ISP, ESP	existing resources	Ongoing
2.3	**Collect and use high quality asset data to inform decision-making**	**2.3.1**		Report annually on trees planted and trees removed on public land	Stage 1	CWS, ISP, ESP, PD	existing resources	Ongoing
		2.3.2		Integrate tree data into the asset management system	Stage 1, 2	IT, ISP, CWS, PD	unfunded	2018-21
		2.3.3		Develop a Significant Tree Register	Stage 1, 2	ISP, PD, ESP, CWS	unfunded	2018-21
2.4	**Protect and maintain vegetation in the private realm**	**2.4.1**		Implement improved Development Control Plan (DCP) controls,and other relevant guidelines (1.4) to protect and maintain vegetation in the private realm	Stage 2	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	existing resources	ongoing
			2.4.1.1	*Develop a set of urban greening guidelines for developers and landholders which includes tree stocking rates, technical guidelines and auditing processes*	Stage 1	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	funded	2017-19

GOAL 3 IMPROVE - DIVERSIFY PLANTING AND IMPROVE URBAN ECOLOGY

	STRATEGIES	ACTIONS			PRIORITY	DELIVERY	RESOURCING	TIMEFRAME
3.1	**Urban design will enhance the diversity and ecological function of urban areas**	**3.1.1**		Through the pilot projects (action 1.3.2.1) and ongoing planting program (action 1.2.2) identify and prioritise areas with ecological connection at the planting and design phase to include an improved palette of local native species	Stage 2	ESP, CWS	existing resources	Ongoing
3.3	**Stormwater will be more effectively managed for urban greening**	**3.3.1**		Review Water Sensitive Urban Design (WSUD) guidelines as part of Technical Guidelines (action 2.1.1) and pursue opportunites to integrate WSUD into scope and design phases of new works	Stage 1, 2	ESP, ISP, PD, CWS	unfunded	Ongoing

GOAL 4 ENGAGE - EDUCATE AND PARTNER WITH OUR COMMUNITY

	STRATEGIES	ACTIONS			PRIORITY	DELIVERY	RESOURCING	TIMEFRAME
4.1	**Increase awareness about the high value and importance of the urban forest**	**4.1.1**		Review environmental education programs, policy and strategy to improve and enhance urban greening goals and objectives	Stage 1	ESP	existing resources	2018-19
		4.1.2		Deliver a diverse range of engagement opportunities across all platforms and targeting people across a range of clearly identified demographics	Stage 1, 2	ESP	existing resources	ongoing
		4.1.3		Fund, develop and deliver a communications strategy to highlight Council's commitment and promote the benefits of urban greening	Stage 2	ESP, CCED, CWS, ISP, PD	unfunded	2019-21
4.2	**Provide opportunities to actively participate in urban greening**	**4.2.1**		Support, enhance and resource existing hands-on community programs, and enable community greening initiatives on public land		ESP	existing resources	
		4.2.2		Adopt proactive Verge Garden Guidelines consistent with tree technical guidelines (2.1.1) and precinct plans	Stage 1	ESP, PR, CWS, ISP, PD, GI	unfunded	2019-21
			4.2.2.1	*Pursue opportunities to partner with community to deliver quality planting, for example in adjacent road reserves*		CWS, ESP	unfunded	Ongoing
4.3	**Engage the whole community in designing and protecting urban landscapes**	**4.3.1**		Develop and maintain partnerships with external agencies	Stage 1, 2	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	existing resources	Ongoing
		4.3.2		Directly engage local residents and stakeholders in design and planning processes for urban landscapes (Street Tree Masterplans, Precinct Plans)	Stage 2	ISP, PR, CWS, ESP	unfunded	2019-21
		4.3.3		Prepare public tree community consultation and notification protocol/policy (linked to 2.1.1)	Stage 1	ISP, ESP, DAC, CWS, PR, RE, PD, GI, PR	unfunded	2018-19

URBAN GREENING STRATEGY

ENGAGEMENT REPORT

November 2017

wollongong
city of innovation

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Executive Summary

The *Urban Greening Strategy* (UGS) is an LGA-wide initiative that describes Council's approach to urban vegetation. The *Draft Urban Greening Strategy 2017-2037* is a strategic document that will be used to shape the future of urban greening in Wollongong over the next 20 years. It sets the vision for a coordinated approach to managing urban vegetation and outlines the steps required to implement a program of planning and targeted investment in public urban greening.

Key stakeholders have been identified and consulted during the process of drafting the Strategy. They include LGA-wide residents and businesses, UGS Advisory Group, Environmental Sustainability Reference Group, NSW Office of Environment and Heritage, NSW Department of Planning and Environment, NSW Roads and Maritime Services, TAFE, University of Wollongong, Coniston Public School, Southern Habitat, Urban Biodiversity Illawarra, Allied Tree Consultancy, landscape architects, Neighbourhood Forums, Community Centres, Illawarra Greens, garden clubs, nurseries, Bushcare groups, Friends of the Botanic Gardens and community gardens. Council staff responsible for service delivery and strategy across key urban tree and vegetation responsibility are also included.

The draft *Urban Greening Strategy 2017-2037* was endorsed by Council for public exhibition from Thursday 10 August – Friday 22 September 2017 (6 weeks). Following a request for an extension of time to allow community groups extra time to provide comment on the draft Strategy, the deadline for submissions was extended a further 2 weeks to Friday 6 October 2017.

External stakeholders previously engaged through the Strategy development process were directly invited to comment on the draft Strategy once on exhibition, and provided with a link to Council's website which included a PDF copy of the Draft Urban Greening Strategy 2017-37, Frequently Asked Questions information and an online feedback form.

Information, including a copy of the draft Strategy, a Frequently Asked Questions sheet (Appendix A) and feedback form (Appendix B), was sent to Council's Customer Service Centre, Council libraries, and Neighbourhood Forums. A public notice was published in the Advertiser on 23 August 2017. Social media promotion of the exhibition was posted on Facebook on 30 August 2017 and Twitter on 31 July, 11 August, 17 August, 25 August, 21 September and 5 October 2017. Coniston Public School included an article on the consultation with students in their school newsletter (Appendix D). A number of media stories promoting the exhibition were published throughout July to October 2017 (Appendix E). The community were invited to have their say via Council's website, Customer Service Centre, and Council libraries.

A total of n=106 submissions were received; n=11 were open submissions, n=9 were group submissions, n=4 were hardcopy form submissions and n=82 were submitted via the online feedback form on Council's engagement website. N=573 people visited the project page on Council's engagement website, n=305 learnt more about the project online by downloading the draft Strategy and reading the Frequently Asked Questions, and n=82 submitted feedback via the online survey.

All submissions except one were supportive of the draft Strategy. Many requested minor additions, amendments or put forward other potential considerations for the Strategy. There is a significant level of support for the Principles in the draft Strategy, but slightly less for the priority actions' staged approach, largely because of concerns that this will delay implementation.

Key messages in the feedback include:

- There are many important benefits of urban greening and green spaces, in particular:
    - Aesthetic appeal and improvement to amenity
    - Cooling, climate control and mitigation of the 'urban heat island' effect
    - Community health and wellbeing – improves quality of life
    - Provides wildlife habitat
    - Shade and sun protection
- It is important for Wollongong City Council to have a Strategy to guide urban greening
- The preference is for planting local, native species rather than introduced or cultivar species
- Create and preserve wildlife habitat
- The Strategy should include how Council will better manage tree vandalism. Volunteer greening groups are frustrated with this ongoing issue and find it demotivating.
- There are concerns that development and urban sprawl is causing tree loss, and reduction in green space and wildlife habitat. As density increases, so does the importance of protecting open and green spaces from development, and ensuring existing trees, green corridors, remnants and habitat are preserved. Some respondents said that development applications should include provision for trees, especially natives, as well as offset for their removal.
- Target pilot plantings of local, native species in areas with low levels of canopy cover, in particular Wollongong's southern suburbs
- There was a particular focus on community engagement and education. This centred on:
    - Tree vandalism and removal will likely decrease if the community is educated about greening, high canopy-cover benefits and the importance of preservation
    - Desire for community involvement in planting decisions and the care of new plantings
- Better collaboration and coordination is needed between:
    - Council departments whose activities impact urban vegetation e.g. Planning, Development, Natural Areas (Bushcare support) and Works (open space maintenance)
    - Council and utilities on the maintenance of trees under powerlines
    - Council and State government agencies on road and rail reserve maintenance
- Desire for the implementation plan to be actioned as soon as possible. Some suggested "quick wins", such as the immediate commencement of pilot plantings in priority areas, to build on the momentum of this engagement.

How will these comments be considered?

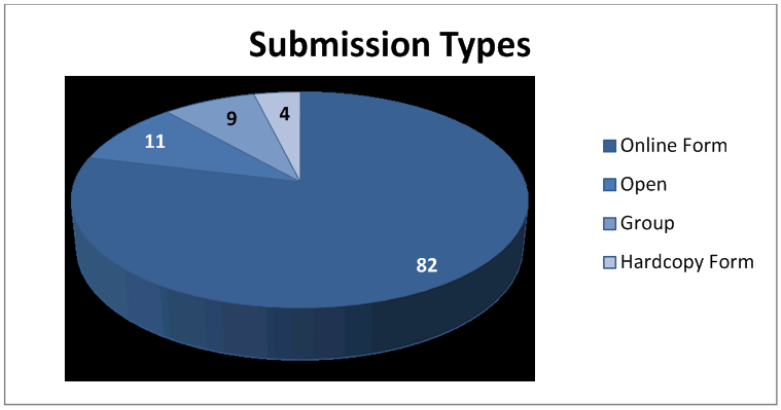
The project team are grateful for the invaluable insights, expert opinions and passionate contributions of our community not only during the exhibition period, but throughout the Strategy development process. All submissions have been carefully reviewed by the project team. Responses and proposed changes to the final Strategy are noted at the end of the Open Feedback Summary section. Additional amendments to the final Strategy have been made following internal feedback, largely to refine strategies and actions outlined in the 'Implementation' section of the document, to provide clarity in the scope and objectives, or to correct minor grammatical or context errors.

Methodology

Methods	Details of Methods	Stakeholders	Responsibility
Internal			
Councillor information	Information detailing the project and engagement activities was sent to the Lord Mayor and all Councillors	Lord Mayor and Councillors	Project officer
Internal stakeholder meetings	Meetings to discuss the project as required	Internal staff	All
Project brief	A project brief was developed and distributed to inform internal stakeholders	• Customer Service • Media	Engagement
External			
Information Pack	• Consisting of frequently asked questions, the draft Strategy and a feedback form • Distribute via Council's libraries and Customer Service Centre • Distribute to listed stakeholders by email or mail	• Residents in the LGA • Listed stakeholders	Engagement
Website	• All relevant documents to be made available via Council's website, with the opportunity to submit feedback online	• All stakeholders	Engagement
The Advertiser	• Promote exhibition period	• All stakeholders	Engagement
Social Media	• Promote exhibition period	• All stakeholders	Comms/Media

Results

All stakeholders and the wider community were invited to provide feedback on the proposal. A total of n=106 submissions were received; n=11 were open submissions, n=9 were group submissions, n=4 were hardcopy form submissions and n=82 were submitted via the online feedback form on Council's engagement website. Group submissions were received from Sandon Point and McCauleys Beach Resident's Group, Neighbourhood Forum 5, Northern Illawarra Residents Action Group, NSW Office of Environment and Heritage, National Parks Association Illawarra Branch, Urban Biodiversity Illawarra, North Windang Bushcare and Hewitts Creek Bushcare, with later submissions from Dapto Labor and the University of Wollongong.



Online Engagement

A total of n=82 submissions were received online. **Tables 1 and 2** present the statistics for the project webpage.

Table 1: Summary of Online Participation

Measure and Explanation	Usage
Aware – total number of visitors to the project page	573
Informed – total number of visitors who clicked a link, e.g. to download a document, view a photo or read the Frequently Asked Questions	305
Engaged – total number of participants who submitted a survey	82

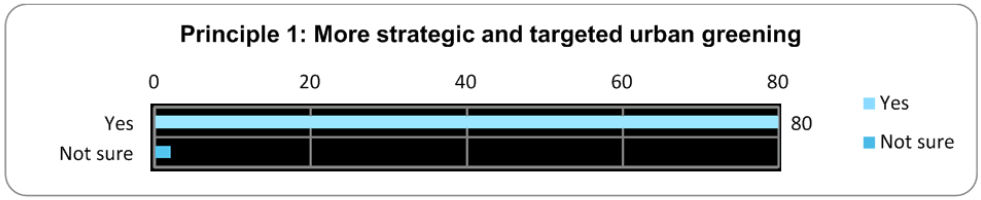
Table 2: Informed Visitor Downloads and FAQ Views

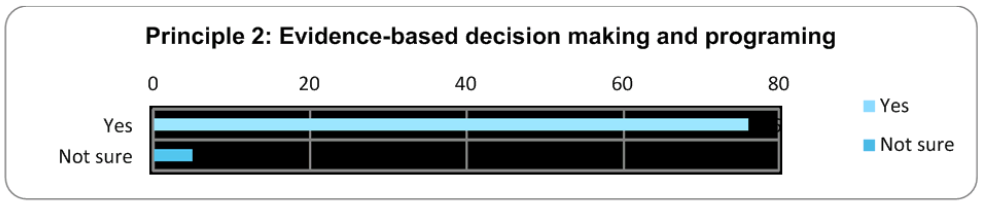
Type	Engagement Tool/Document Name	Visitors	Downloads/Views
Document	Draft Urban Greening Strategy 2017-37	141	161
FAQ	Frequently Asked Questions	39	40

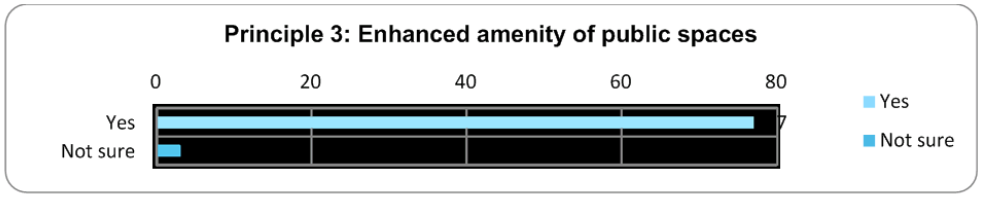
Online Feedback Form Results

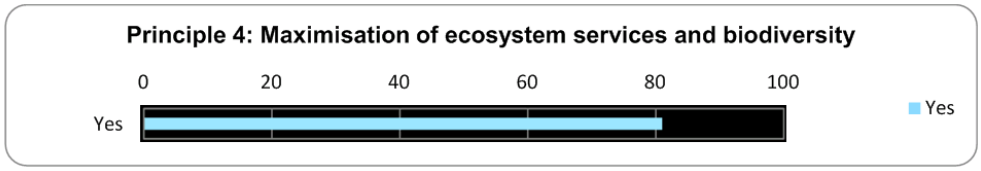
All respondents (n=82) indicated that they supported having an Urban Greening Strategy and that open space and vegetation should be managed as valuable community assets.

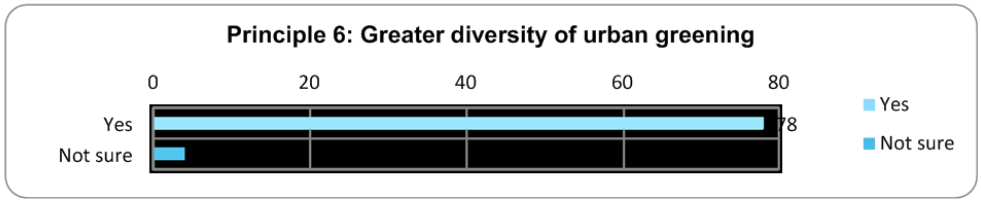
The level of support for each of the Principles and staged approach is shown as follows:

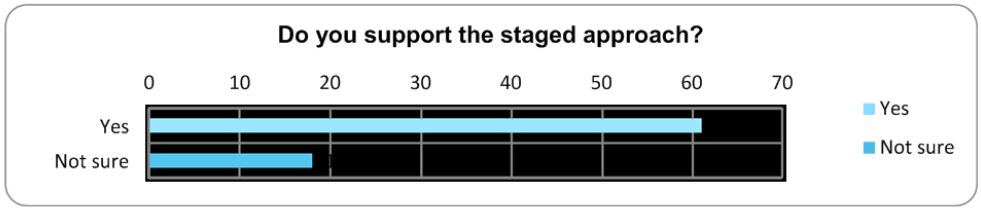








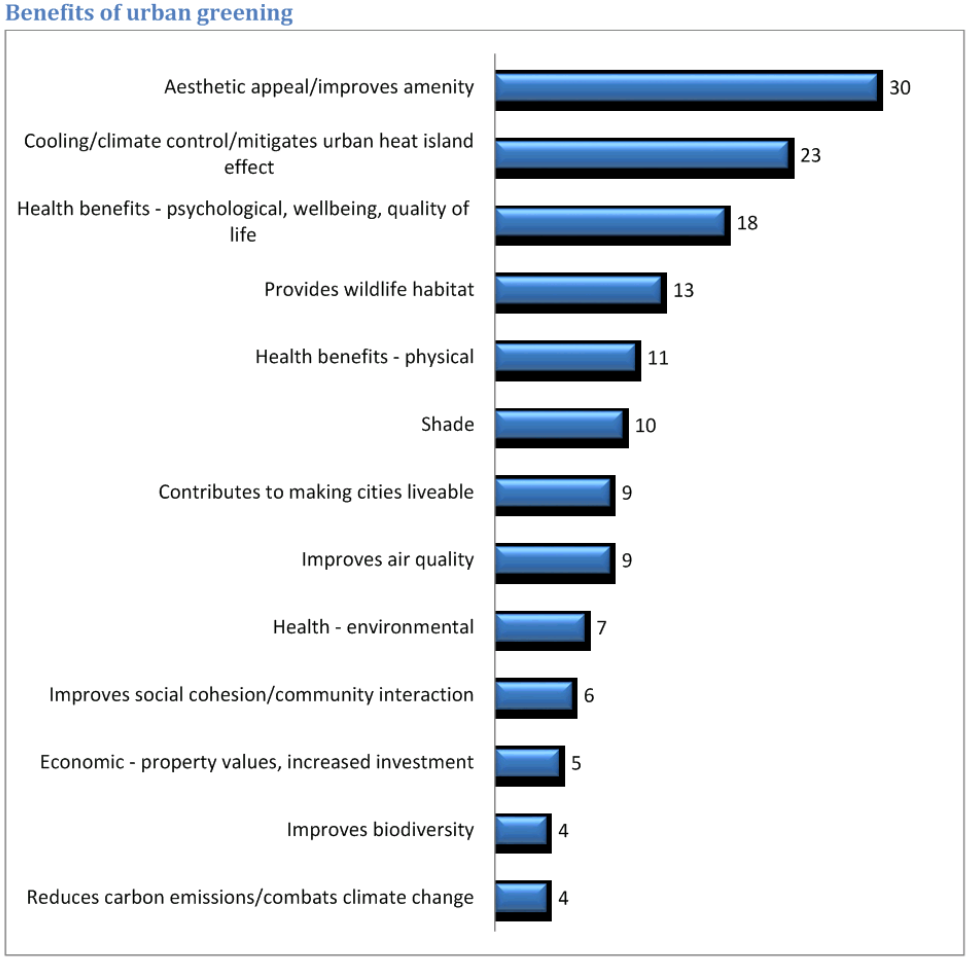




Open Feedback Summary

The following bar charts show the prevalence of recurring themes in the feedback (from all sources) and the tables present some of the comments relating to each theme. Respondents most commonly spoke about the benefits of urban greening, native flora and fauna, tree vandalism, urban sprawl/development/industry, preservation/protection, Principle 1 - More strategic and targeted urban greening, Principle 5 (stronger leadership and partnerships with the community) and priorities. Other comments for consideration are presented in **Table 3**. These cover shade, trees' suitability to its location, hazards, mess and damage, canopy cover, trees impacting private property ocean views, volunteer greening groups, waterway and creek vegetation, Aboriginal/Indigenous culture/values/knowledge, tourism and economic benefits, stakeholders that the Strategy should consider, research, incentives for trees on private property, Council accountability, unsuccessful or neglected greening, examples of successful greening activities, the remaining Principles, climate change, asset management and street tree planting.

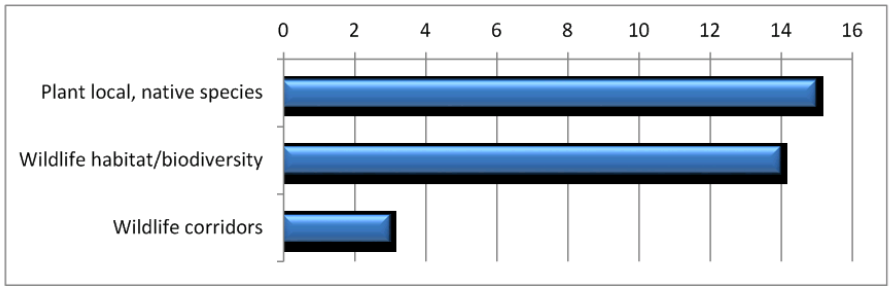
Benefits of urban greening



Community comments	
Brings quality of life and social cohesion to our community, will add vibrancy in a city that is starting to look like a very homogenous and sterile environment due to new development, and will liven our city with beautiful aesthetics. We need inspiring spaces to give people inspiration.	
Add to Strategy: a further benefit of urban greening, the capacity of urban forests to reduce carbon emissions through sequestration.	
Having warm, inviting spaces for our community has an effect on our psyche. By having these places, our community grows closer and flourishes - it has a positive impact on things like vandalism and petty crime.	
Critical for cooling and sequestering carbon. Also necessary for connecting people with the outdoors, building resilience and improving biodiversity.	
Parks and greenery are part of the community where we come together, kids can play and we can escape our more urban landscape	
Improves ambience of the environment, creates habitats for native animals, insects and birds, provides wildlife corridors, assists with cooling, provides wind breaks. Open space that is appropriate in size, designed for use by many different user groups, well managed and maintained is important to the wellbeing of people in densely-populated environments.	
Counters urban heat and provides much-needed shade when walking. It is also about a sense of place and emotional connection to that - Wollongong is special because of its green backdrop, street and garden trees, and the wildlife that they give homes to	
Green areas are the pulsing heart of any city, keep it cooler, warmer, encourage community interactions (picnics, birthday parties, sports...) and make just about any area look 100% more beautiful for the eyes	
Atmospheric health and climate management, aesthetics, community building and health, increased investment benefits. Urban green spaces, green roofs and green walls mitigate the Urban Heat Island effect.	
Increased property values - suburbs that have leafy street vegetation are highly sought after	
Group submissions	
Northern Illawarra Residents Action Group	Vegetation along the cycleway is important habitat for native birds and animals, and provides shelter from sun and wind
Office of Environment and Heritage	Expand on the link between tree cover and reduced energy consumption for buildings. Include details on how correctly located tree plantings can reduce the heat load on buildings. This in turn can dramatically improve building comfort where there is no space cooling installed, or reduce the energy consumption of the building where there is space cooling. Reduced cooling and heating reduces emissions, but also reduces energy consumption at peak load time which can be beneficial reducing the risk of power outages.
National Parks Association - Illawarra	Benefits the health and wellbeing of residents and visitors, increases the city's attractiveness and liveability. Shade trees provide respite from heat and climate extremes. Environmental benefits: trees stabilise the coast and the banks of waterways, and provide habitat to birds and other wildlife.

10

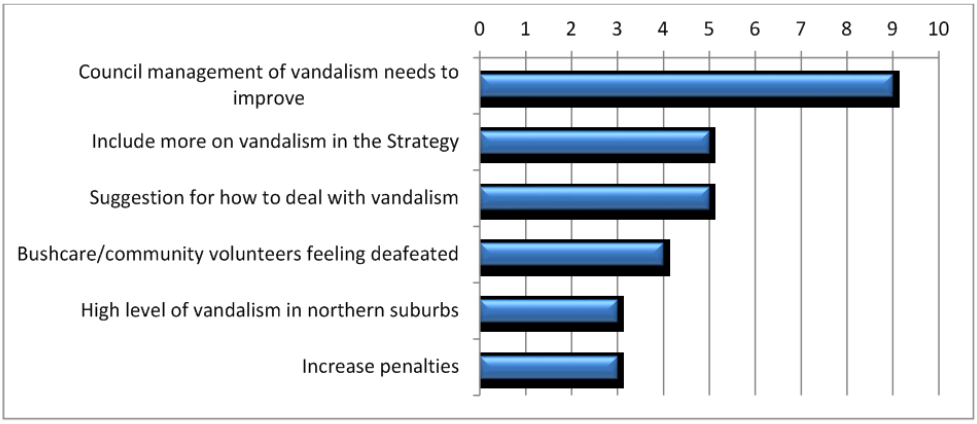
Native flora and fauna



Community comments	
Given the strategy's concern to enhance biodiversity, there should be a clear commitment to the planting of natives	
Use the work of "Growing Illawarra Natives" group to develop a suitable and diverse species palette	
More trees south of Wollongong will assist local bird and insect populations	
There needs to be a greater connection for wildlife corridors. Replace introduced and cultivar species with native, endemic species.	
Rehabilitate native vegetation. Provide more animal habitat, including mature trees and nesting boxes.	
The Strategy should commit to avoiding use of exotic species and removal of introduced, weedy trees	
Open space should be fringed with vegetation to make habitat for other species	
Grow local plant species to provide native wildlife habitat and feeding opportunities. Plant species specific to suburb areas (coastal plain, escarpment). Pay attention to our ecological communities.	
Plant bird feeding and bush tucker trees, only plant natives. Have themes in different parts of Wollongong to help create a sense of place. The Mens Shed could create miniature bat bedding boxes (this will help reduce mosquitoes too). Put up a (created) habitats display or walk in Botanical Gardens as an example for people who may then put some in their backyards.	
Group submissions	
National Parks Association - Illawarra	Advocates for suitable local tree species as the preferred option for street and park planting – to make the city more unique and interesting, a source of local pride. Draw on Leon Fuller's expertise (author of Wollongong's Native Trees). Some trees in public places need to be allowed to mature so that their presence is respected and they can provide wildlife habitat.
Urban Biodiversity Illawarra	Increase focus on using local native tree species to support biodiversity. Alternatives should only be considered when no local native species is feasible (e.g. where a medium-sized winter-deciduous tree is required). Ideally, the choice should focus on trees and other plants that would have grown naturally in the area in question. Avoid planting cultivars if possible, and also species that are present only in a very small part of the LGA, e.g. Tuckeroo (Cupaniopsis anarcardioides). Tuckeroos are already popping up all around the LGA in areas where they were not previously present (e.g. Puckeys Estate east of the UOW Innovation Campus) and appear to be a potentially problematic weed species. Wollongong Botanic Garden could be developed to support growing advanced trees for Council use, and for private sale. Prioritise the use of plant material from local genetic stock, which will give the best chance of resilient and well-adapted plants.

11

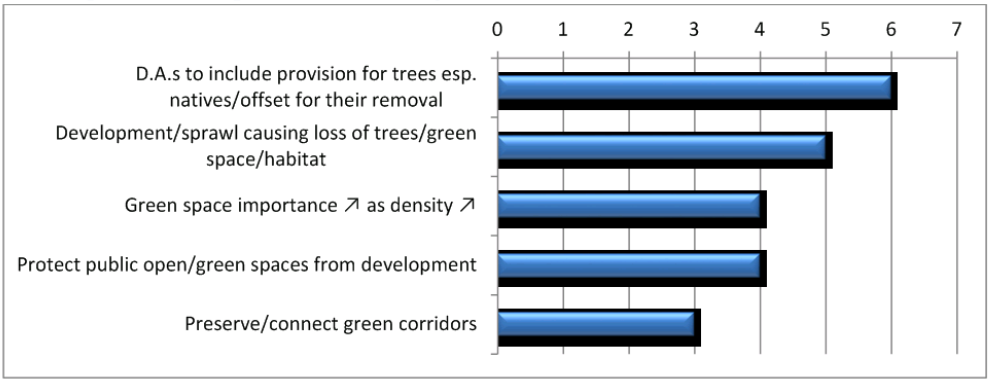
Tree vandalism



Community comments	
Collins Creek Bushcare - 6 attacks in 3 years. Council should get tough on ocean-side tree vandals. "I don't like to be beaten but I'm about to give it away. A bottle of roundup and half an hour on a moonless night can undo a hundred hours of volunteer planting, weeding & watering under the hot sun."	
I am appalled by the vandalism currently occurring in the northern suburbs. Install CCTV cameras at regularly-vandalised sites. One prosecution resulting in heavy fines would be a significant deterrent.	
Vandalism has been skimmed over. Bulli resident of 10 years & retired bush regen contractor coordinates a bush care site 300m inland, across which a few houses can glimpse coal ships on the horizon. Defeated by recent vandalism after 100s of hours work by them and their team.	
Highly important to address vandalism (Sandon Point, Primbee, Koonawarra, Coledale, Puckeys, etc). It is disappointing to see an increase in destruction of natural habitats and rehabilitated sites.	
There needs to be a way to stop residents from removing/damaging/poisoning native plants. This will keep happening in Port Kembla. It continues to occur on Tobruk Ave and at Leo's Seat.	
Group submissions	
Northern Illawarra Residents Action Group	Council's response to tree vandalism in coastal areas has been inadequate. Include a detailed plan for these areas, especially those where there is real or potential conflict with those who feel that their views and property values may be threatened. Include a definitive planting policy, or process to agree to a vegetation management policy, including vandal deterrence measures.
National Parks Association - Illawarra	Community education is essential to changing attitudes to tree value and removal, especially large, mature trees perceived to be obstructing human activity and vision. We see this in native forest and woodland destruction for development and recreational activities e.g. trail bikes, approach of utility companies seeking to 'tidy up' along roadways/around railway stations and in clearing under powerlines, removal of trees on public land that may drop branches or hinder views, as well as fires/clearing/plant removal at some Bushcare sites. We support volunteers frustrated by this. Council should take stronger action - erect prominent tree vandalism signs, initiate community engagement in affected neighbourhoods.
Hewitts Creek Bushcare	Who will investigate incidences of vandalism and how will investigations proceed? Veg Vandalism Policy should explicitly detail definitions of various types of vandalism experienced on WCC property. WCC should officially respond to Illawarra Mercury letters from the anti-tree resident to discourage vandals.

12

Urban sprawl, development and industry

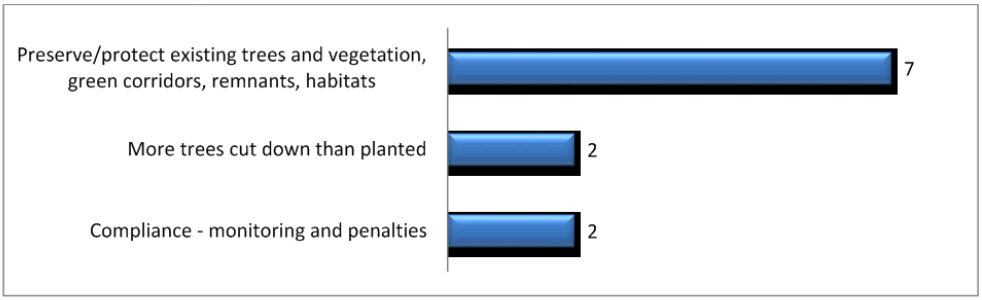


Community comments
Concerned that "data is not available on trees removed as a result of development approval or unauthorised removal". There is a vital need for ongoing monitoring of new developments after handover to ensure that plantings survive over the longer term - require annual submission online of photographs of the developed site.
West Dapto Urban Release Area p.9 - WCC's opportunity to show what urban greening can achieve for new developments. Focus on what's needed to ensure environmentally-safer developments for the area: more generous riparian zones and green corridors; greater protection and enhancement of EEC remnants; appropriate green infrastructure to improve permeability and effectively control soil erosion and sedimentation of streams and Lake Illawarra.
Needs clear guidelines that ensure that new development protects & plans for connectivity between green spaces with an explicit intention to link the escarpment to the sea in wide/multi corridors.
I suggest a small levy on developers to subsidise Council greening costs. Don't end up like Sydney, Bondi, Hurstville, Wolli Creek - concrete jungles.
Often when new developments are required to provide landscaping, as soon as the occupants move into these developments they remove trees. There needs to be greater compliance to deter this.
The current high-density development in Wollongong CBD shows little or no regard to trees and open space e.g. trees placed strategically along what is now the wind-tunnel of Kembla St between Burrelli and Crown seem fated to go the way of the Crown Street mall trees. Public seating is unwelcoming and unlikely to be used in such a stark space. Greater integration is needed.
An overarching policy, governed by a holistic strategy that is embedded across all Council controls on development is essential to protect the city, and ensure it remains liveable into the future. Many new high-rise buildings in Wollongong are pushing building-to-land ratio boundaries - no adequate provision to offset building impacts on surrounding environment. Open space is finite and once given over to development is irreplaceable. Management involves maintenance and preservation.
We need more green spaces not just apartment blocks. Don't rezone beautiful open spaces so that we lose them to housing.
Wollongong has heavy industry which needs to be offset by more green space. We have huge pollution problems from the steelworks, Ixiom, coke works, cement works, petroleum storage, BOC gas and industrial waste storage. In addition to this, we have large tracks (particularly in Port Kembla) of concrete which heats up.

Group submission	
Neighbourhood Forum 5	Include proposals to mandate some of the development suggestions which have been around for some time, such as green roofs or walls, and in particular the location of deep planting zones given their crucial importance to streetscape, health, microclimate and ecological connectivity

13

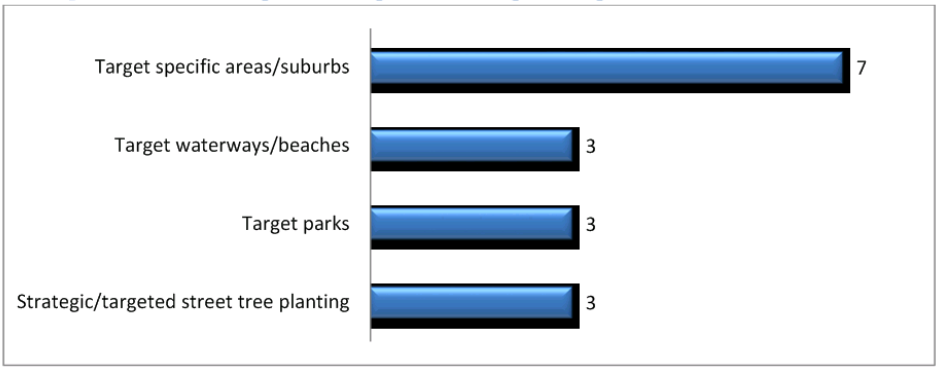
Preservation and protection



Community comments
Preserve/protect areas where vegetation improves land stability to support those green areas that exist
A beautiful, mature Syzygium paniculatum (an indigenous, endangered species) was recently removed in Woonona
The Illawarra is known for the diversity of its native species, fauna & flora, & the diverse number of ecosystems in a relatively small area. A progressive city would be careful to protect/preserve & improve the remnants for their intrinsic and economic values, community wellbeing & heritage benefits. Protection from coastal erosion & inundation as sea level rises is very important in the Wollongong area.
Is Wollongong City maintaining its mature trees? I see far more trees being removed or destroyed than planted.
Need harsher penalties and stricter policy on removing native vegetation from private property
Preserve/restore habitats for species other than humans
More compliance and monitoring of vegetation on private and public properties to ensure trees are retained and not lopped unnecessarily by nearby and adjoining land owners
Our unique escarpment and ocean draws visitors to our town - we should preserve it
I'd like to see a change in mindset that sees people move into a "leafy" suburb like Figtree and proceed to chop down the trees that give it character - there's little understanding of how to manage these mature beauties to be safe and continue living on.
There are some people who believe their interests are better served by clearing vegetation near their properties rather than encouraging. It would be poor planning on the Council's part to allow that view to dominate its thinking when planning for vegetation in Wollongong, partly because this is very much a minority view but mainly because it fails to address even their own interests in the medium term or longer.

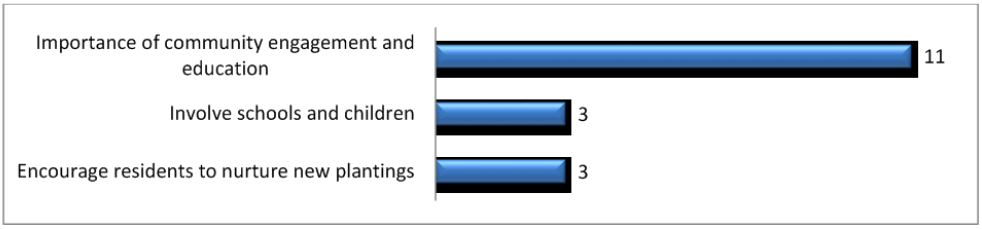
Group submission	
Office of Environment and Heritage	Further details on how compliance monitoring, tree removal conditions and community education about these will be achieved in the "Targets, Strategies and Actions" section of the report would be useful.

Principle 1: More strategic and targeted urban greening



Community comments	
Include reveg of all water courses with local native species to protect our water bodies from erosion, sedimentation and urban runoff. Connect green spaces to ensure best possible diversity of habitat.	
I would hate to see biased greening of the "richer" northern suburbs - unfair weighting and effort	
There is a lack of greenery in a lot of the southern suburbs of Wollongong	
Wollongong city (east of the railway line) seems to have especially low tree cover	
Street trees and greening of creek lines and underutilised park spaces is important as tree loss from subdivision of properties and new estates (huge houses, virtually no backyards) increases	
I would like well designed, strategic planting in the Helensburgh village	
Retain and enhance existing + new riparian corridors and urban remnant vegetation	
Suggest a trial or early planting site in the Dapto Town Centre	
Plant a few really big trees in every park, especially natives to our area	
Group submissions	
Neighbourhood Forum 5	Adopt far more specific targets (distinguishing between private property, parks and street trees, and general priority areas) and the number of trees planted, against which to judge the effectiveness of the actions set out in the Strategy
Northern Illawarra Residents Action Group	Need more trees at beaches for sun protection. Conduct some pilot plantings in areas where more shade would improve public amenity e.g. from the rockpool to the boat ramp at Bellambi (Robert Cram Drive), and the park in Ursula Road opposite Bulli High.
Office of Environment and Heritage	Target southern Wollongong first as it has the lowest levels of tree cover

Principle 5: Stronger leadership and partnerships with the community



Community comments	
Closer coordination and collaboration needed between WCC departments whose activities affect the urban forest e.g. Planning and Development, Bushcare support, open space maintenance. Collaborate with utilities to replace inappropriate plantings under powerlines with suitable ones in consultation with local residents, to reduce expensive annual lopping.	
Our community in Primbee tried to plant out some trees in the park, only to be mowed over	
Make opportunities meaningful, inclusive, accessible, widely-available - not everyone has computer access, or reads The Advertiser. Benefit whole community, not just private operators + developers.	
Use school grounds as community gardens	
Need more vigilance + support for bush care work and community education to stop vandalism	
Perhaps the community could be invited to participate in tree planting? e.g. kid's tree planting days	
Demonstrate to show value - use native Illawarra plants in Council-owned spaces. The community will see how unique and durable they are and be more inclined to plant them in their own gardens.	
Involve schools in propagating local tree species to develop the relationship between children and the living environment and a sense of ownership of the Strategy	
Encourage residents to participate in planting decisions and ongoing care of young trees	
Group submissions	
Neighbourhood Forum 5	Implementation Plan (the key document from the community's perspective) should be made publicly accessible to allow community input. Local objectives e.g. those in the Keiraville/Gwynneville Greening Strategy should be incorporated.
Office of Environment and Heritage	Partnerships with key government stakeholders (including OEH) should be further developed to ensure an integrated approach to compliance with relevant legislation regarding compliance monitoring and tree removal conditions.
National Parks Association - Illawarra	Involve community and seek their aspirations/choices in food tree, local parks and playgrounds projects - gives incentive to care for new plantings. Encourage appreciation of urban tree values e.g. large fig tree outside Thirroul Community Centre has heritage and habitat value and gives the village a character and focus, even if it isn't the species we would choose now.
Urban Biodiversity Illawarra	Implementation plan should detail how Council will engage with RMS and NSW Rail on currently-inadequate road/rail reserve maintenance (especially at the region's major entry points). Include a community engagement plan aimed at changing attitudes that devalue native trees on private land, and educating about high urban canopy cover benefits. Include approaches for stakeholders with interests other than trees/greening, e.g. those who want to lower energy bills or spend time outdoors. GreenPlan Nursery could provide free street trees to residents who show a rates notice. Use 'adopt a tree' program for street tree trials to improve planting survival rates – less planting/watering costs to Council. Could choose from a list of suitable local natives likely to do well with limited care e.g. Cheese Tree (Glochidion ferdinandi), Hairy-leaved Doughwood (Melicope micrococca), White Aspen (Acronychia oblongifolia), Illawarra Flame Tree (Brachychiton acerifolius).

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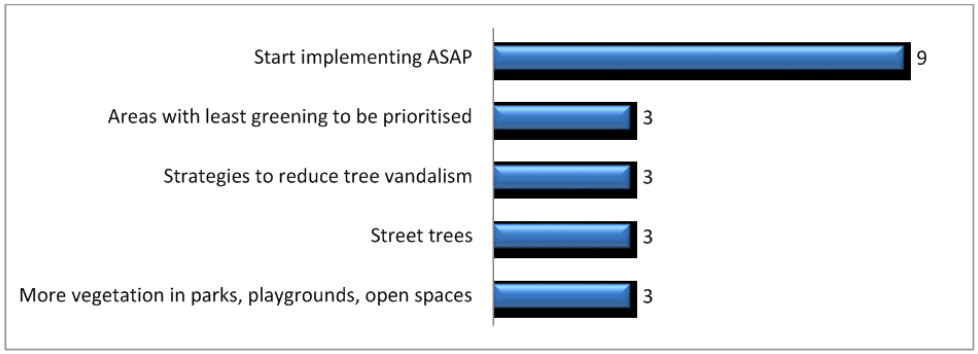
Priorities



Priorities	
North of Wollongong is green. South e.g. Coniston, Port Kembla, Warrawong, Primbee, Windang etc looks barren – small, isolated trees. Consider Warrawong CBD and surrounds for pilot tree-planting.	
I would love to see tree-lined streets and planting out of the barren area at the northern entrance to Primbee that only encourages graffiti	
Community education and publicity to attempt to eliminate tree vandalism	
In this plan, there is a lot of planning and not a lot of planting. Some simple projects could begin almost immediately - show residents that Council is serious and making progress. Community will disengage if they don't experience any benefits soon.	
Add Technical Guidelines to Strategy (which are key to implementation), otherwise it is just a fairly empty set of aspirations	
Open space vegetation needs to be a real focus for the future. The addition of trees and vegetation to park areas would be a wonderful thing for the community. Natural playgrounds are a great way for kids to learn about the environment.	
Street trees! We need to get them growing asap... And more trees around places kids play.	
A timeline for these stages would be good to see. It would be awful if this strategy got bogged down in bureaucracy.	
Implement basic bush regeneration principles in the plan and work from 'good' (suburbs already containing good native vegetation) areas into the 'bad'. Results will be more immediate and it will be a good place to start with data collection.	
Please start in Port Kembla!!	
Include some "quick wins" or pilots with actual plantings in Stage 01, otherwise the strategy will lose momentum as merely an analysis exercise with nothing happening	
Group submissions	
Neighbourhood Forum 5	Better define priority areas
Northern Illawarra Residents Action Group	Allocate funds in the next budget to implement stage 01 and conduct pilot tree plantings
Office of Environment and Heritage	Include biodiversity values data - add corridors, riparian and foreshore areas to the data used to prioritise urban greening works. Increase vegetation cover in these areas to help manage water quality impacts from urban areas.
National Parks Association - Illawarra	Establishment and maintenance of green corridors between the coast and the escarpment e.g. between Tallawarra through West Dapto to Calderwood should have more prominence in the Strategy

Table 3: Other Comments for Consideration

Shade
There is barely any shade to be had from Thirroul to North Wollongong
Many beaches would benefit from having trees for protection from the summer sun. Many visitors to Wollongong come to use the coastal cycleway, and vegetation along the cycleway is important in providing shelter from sun and wind.
Shade increases the longevity of road surface tarmac; hence reducing Council's annual roadworks budget. Walking routes from Collins St to Corrimal shopping centre, Corrimal railway station, East Corrimal shops and beach via Railway Street and Murrays Rd - passes several schools and pre-schools, mail boxes and community services. Propose a "spine" of street trees from Corrimal shopping centre to East Corrimal Beach to encourage more walking, reduce car use, facilitate social interaction. Put seating under shady trees located along the way so the elderly, pregnant or unwell can rest along the route.
Trees create safe places to be when out in our deadly Australian sun. The more safe, shady open spaces we have, the more the community will play and be outside. There is very little shade cover at the majority of parks in the Wollongong region (with the exception of Austinmer Beach Park which is shaded by the Norfolk Pines). I love to take my active daughter to parks but we are often limited to late afternoon/evening when the sun is less damaging.
With increasing temperatures in summer, substantial-sized trees provide shade so that walking around the city is more manageable.
Trees suitability to its location
Include in the Strategy justification for planting a tree in a proposed location, and consideration for: what will it be like in 5, 10, 20 years; whether or not it is likely to become dangerous; if it will detract from a view of the ocean; if it will be a fire risk; compliance with the rule that Council must be able to mow the area between all trees planted
Individual trees planted as part of new developments have a low survival rate (note the recent loss of close to half the trees in the Crown Street mall following strong winds). Individual trees seem to be planted as single objects, without thought to how they will interact with the surrounding environment.
There are many instances of inappropriate vegetation plantings across the City, spotted gums in the mall being the most recent, but also including many species of inappropriate trees and vegetation in residential areas, which damage both Council infrastructure and private property
Trees being planted should be an appropriate height so they don't cause problems
Can we do something about the way energy companies arbitrarily massacre trees under powerlines?
Climate change
In the "Projected temperature changes" graphic (p.8), could the specific yearly ranges for 'near future' and 'far future', if established by CSIRO, be given?
Identify specific projects to enhance our progress toward managing a changing climate. Without this, Council's challenge is to allocate targeted funding to deliver a safer and greener city.
Planting trees is essential as we adapt our city to the realities of climate change
Hazards, mess and damage
No fruit trees unless there is a community group contracted to fertilise, prune and pick the fruit. Stepping in mushy, fermenting dropped fruit is not nice. Fruit trees are hard work and need committed maintenance. Trees that drop bark, limbs, seed pods or fruit should not be in places with high foot traffic.
Strategy should mention safety and fire planning. Include who will maintain trees to be planted. We have a "plant and forget" policy.

Proper management of natural assets is an economically-sound strategy and reduces Council's liability for damage to private property.	
Group submission	
Neighbourhood Forum 5	Include a full discussion on how to deal with the fundamental problem of trees under powerlines

Trees impacting private property ocean views
You can't expect to succeed with an urban forest where a potential ocean view is an issue, and that's a large percentage of the Wollongong LGA
I mourn the loss of trees to house owners who see them as a danger to the value of their properties (e.g. when trees mature and block views)
In public reserves along the coastline - growth of new and existing vegetation is perceived as a threat to the views and property values of nearby residents
A high percentage of Wollongong's urban area has an ocean glimpse. There will be strong opposition to increasing greenery here. A target of plus 20% will require plus 25-30% in areas where ocean view is not an issue.
There is a sense of entitlement to unobstructed ocean views behind tree vandalism as property values increase and new housing developments are built

Group submissions	
Sandon Point McCauley's Beach Residents Group	Council has previously received feedback from the community who want to see a balance struck between vegetation management and the retention of views. The retention of views should be recognised and incorporated into the Strategy and not considered an issue.
Northern Illawarra Residents Action Group	Ongoing management of vegetation in public reserves along the coastline is not receiving proper attention. This is particularly relevant where the growth of new and existing vegetation is perceived as a threat to the views and property values of nearby residents.

Aboriginal/Indigenous culture, values and knowledge
Support Aboriginal community values and Aboriginal cultural value of the remaining flora and fauna, native vegetation, forests and green spaces
Aboriginal representation needed in Council's current Parks, Property and Planning staff (local Aboriginal knowledge)
Make studying "The Greatest Estate on Earth" compulsory for all involved

Group submission	
Office of Environment and Heritage	Combine urban greening aims with enhancing Aboriginal cultural heritage values in public spaces and working with the Aboriginal community. Parts of the study area has high Aboriginal cultural heritage values e.g. Windang, Hill 60, Bellambi Point, Sandon Point. Include in the Strategy important of ensuring OEH guidelines on Aboriginal heritage are followed when doing veg management work.

Volunteer greening groups
Ensure existing Bushcare/Landcare groups are supported to continue work on "priority attention" or "special value" sites
p.37 should include adequate background information about the vital role played by these volunteer groups in maintaining and expanding the urban forest in natural areas. At present, this is the best example of a partnership between Council and local community members which the Strategy advocates. It deserves to be given increased prominence in the document and increased resourcing.
Open space vegetation - often been heavily invested in by community volunteers who have put in

many hours over time e.g. Bushcare, Landcare, clean ups	
My Bulli Bushcare work was almost vandalised by Council workers pruning, mowing and 'maintaining' these vegetation areas. I'm assuming if vegetation and open space were to be managed as community assets, communication between council departments i.e. vegetation maintenance crews and Bushcare would include better communication and consideration of work being carried out. Mulch resources would be beneficial.	
Group submissions	
National Parks Association - Illawarra	Not being able to access seedlings for a number of species Leon Fuller advocates from Botanic Garden nursery is frustrating. Volunteer greening work is commonly misunderstood or not respected by some in the community.
North Windang Bushcare	In 5 years, we have planted approx. 1500 native plants where we have cleared Lantana and Bitou bush. Biggest problem: regular watering of new plantings - carrying water to these sites on a daily or weekly basis is extremely physically demanding. Please consider providing vehicular access for areas to be listed as a priority in the Strategy. WCC Natural Area Officer could better support through site visits to see work being undertaken + providing guidelines to maximise natural area improvements, rather than emailing and collecting work hour statistics. WCC employees employed to make the Strategy work should be aligned to specified job descriptions written within the Strategy documentation, so that volunteer Bushcare workers will be appropriately supported.

Waterway and creek vegetation	
Protect and enhance green corridors along creek lines to support natural biodiversity and interaction with escarpment to the coast. Educate and involve community about creek vegetation.	
Include a more detailed discussion of the value of greening our waterways - protection and enhancement of seagrass meadows, salt marsh, sedge lands, remnants of floodplain remnants, and the creation of artificial wetlands	
I would like to see more trees being planted for bank stabilisation at the creek on Hansen Avenue, Corrimal, as well as around other riparian zones	
Greening improves ecological health of creeks, lagoons, water resources, and overall health of remnant ecosystems in an over-developed landscape	
Group Submission	
Office of Environment and Heritage	Actions 5.4.2 and 5.4.3 in the Illawarra-Shoalhaven Regional Plan (ISRP) refer to a risk-based decision-making framework for managing water quality and waterway health. The ISRP identifies the Lake Illawarra catchment as a priority. In regard to any vegetated solutions within the WSUD framework, Key Action 3.3 under the Strategy would benefit from referencing the ISRP Actions and assist integrating improved water quality with environmental and social outcomes for the Lake.
Incentives for trees on private property	
The costs of a tree usually accrue to the landowner – loss of view, pipes/gutters/roof damage from falling branches etc. It's a fundamental cause of tension and conflict about removing trees. Council currently uses preservation orders etc, but this leads to conflict and unpleasantness. Incentive: rate rebates for properties with large trees (new purchases), and/or for improvement of trees on private land. Offset by a levy.	
Small rate reductions for those who are prepared to maintain or rehabilitate their land as urban forest should be considered	
Bring back free plants at the nursery	
Group submission	
Urban Biodiversity Illawarra	Include more detail on incentives and other strategies to encourage retention of vegetation on private land. The key actions relating to 'protect and maintain

	vegetation in the private realm' (p.329) focus primarily on the impact of larger-scale development. Much canopy loss comes from individual housing lot developments where construction of larger houses or urban infill is crowding out trees. There is an intrinsic conflict here about how to use the available land - incentives may be insufficient. Consider alternatives to incentives such as firmer, more strongly-enforced tree protection arrangements. A stipulated minimum proportion of land required as permeable space could be applied to redevelopment of individual small lots. People may require incentives or protection arrangements to retain established/particularly significant trees in areas where no development is occurring. See Michelle Lensink's analysis of tree protection laws around Australia: (https://www.treenet.org/wp-content/uploads/2017/06/Urban-Trees_Lensink.pdf)

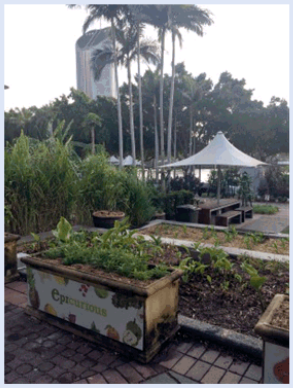
Stakeholders the Strategy should consider	
Local residents, casual users of the coastal areas, the tourist industry and local volunteer Bushcare groups	
"Our city" wording in Strategy should be changed to Wollongong LGA or similar, as future employees/Councillors etc could use this to focus only on the CBD	
Confer with permaculturalists when designing	
Group submissions	
Northern Illawarra Residents Action Group	Strategy needs a way of assessing the wishes of Wollongong residents not living in coastal areas but who visit them for the same reasons as tourists. Take into account the interests of all parties, including local residents, casual users of coastal areas, the tourism industry and local volunteer Bushcare groups.
Office of Environment and Heritage	Include targeted Aboriginal community consultation about the proposed greening strategy in Windang, Hill 60, Bellambi Point and Sandon Point. Consult with OEH regarding works in areas of Aboriginal cultural heritage sensitivity.
National Parks Association - Illawarra	Recommend that Leon Fuller and Urban Biodiversity Illawarra be utilised for their capacity to propagate and source suitable plants.
Urban Biodiversity Illawarra	Communities that may not initially support choice of sizeable, native street trees with spreading canopy are likely to do so after a consultation process that highlights that this is the best way to achieve benefits.

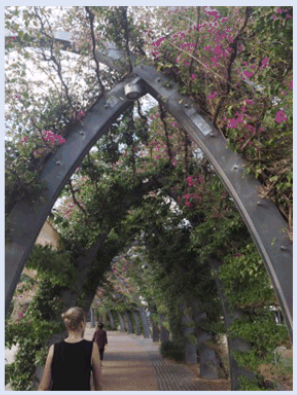
Tourism/economic benefits	
Much of the tourism to the Illawarra is connected with visiting the coastal areas, and yet this is hardly mentioned in the draft strategy. Wollongong residents who do not live in the coastal areas but visit for much the same reasons as tourists also receive the benefits of coastal greenery. The draft strategy appears to have no way of assessing their wishes in regard to Council policy in this area.	
Redeem the mall with some gorgeous plants. People might want to spend time there! And spend money and stuff.	
Trees are valuable for the economy, through tourism - if our spaces look beautiful and inviting maybe tourism in Wollongong will continue to rise	
Urban greening = liveable city = people encouraged to spend time and money in their city	
Group submission	
Northern Illawarra Residents Action Group	Many of the tourist attractions in the Illawarra are in coastal areas e.g. coastal cycleway and beaches, yet this is hardly mentioned in the draft strategy. Coastal vegetation is a critical aspect – more trees needed on popular beaches for sun protection.

Council accountability	
The plan should be supported from the top. Senior council officers should have responsibilities and KPIs related to the strategy. It won't work well if it is just tacked on to the side and not integrated with planning and maintenance dept responsibilities and priorities.	
Requires the full support of all departments in WCC, ongoing professional development for Council staff & efforts to change some cultural work practices	
Trees need planning, management and funding - which isn't mentioned in the Strategy. Provide a budget that shows how much to be spent and what on.	
Get experienced, qualified people to implement any green planning projects. "Do not send a brick layer to buy rubies!!!"	
Group submission	
Neighbourhood Forum 5	Adopt far more specific targets (distinguishing between private property, parks and street trees, and general priority areas) and the number of trees planted, against which to judge the effectiveness of the actions set out in the Strategy

Street tree planting	
Do not plant trees on hot summer weekends - requires a huge effort on the part of residents to water them	
Create an annual award for Greenest Street or greatest transformation	
I would love more street trees in Port Kembla	
Often street trees in the Illawarra are half dead-looking. There are many options for nice trees. More thought should go into the street as a whole.	
Don't just mass plant the same street vegetation - use a variety of flowering trees	
Group submission	
North Windang Bushcare	Would like a policy on increasing native nature-strip plantings in a planned manner
Dapto Labor	Adopt a policy of planting of kerbside fruit trees throughout the city. Plant trees on the Lakelands Drive, Dapto median strip.

Examples of successful greening activities
McCabe Park is an example of what you can achieve. Well done. Industrial Park Pt Kembla.
Brisbane's South Bank - urban greening built around community facilities (see photos on following page) – community benefits including a strong sense of social cohesion, inclusiveness, a sense of general wellbeing, and, most importantly, a sense that the community respected the space. Brisbane City - beautiful community gardens with fruit trees, herbs and native plants all along public footpaths. There are plant sculptures and colour through the area. Median strips with colourful and well-maintained native plants. Use greening for life and colour in public spaces instead of colourful buildings (usually awful e.g. Wollongong Hospital - short shelf-life in terms of aesthetics) - also done with new builds in Sydney CBD.





King George Oval Port Kembla – a greening initiative of local residents supported by Council. Successful in attracting native fauna back to the area. Provides a well-loved space for people walking dogs and for sporting activities. Some issues - negotiating space with local residents and grass-cutting equipment
Fond childhood memories of visiting Hay when the purple leaf plum trees were fruiting. The Southern Highlands is a wonderful place to visit and bring my daughter to play in the leaves in Autumn! It's a drawcard for the area.
Public spaces need more trees and care to thrive, even as food production areas. See Green Connect - great transformation of a barren Warrawong valley.
Thirroul Beach - the park with lovely large pine trees is swamped with visitors on weekends. The one with no trees isn't (unless no space in other park)
Too much grass in open space needs mowing (fuel, dust, noise etc) - plant community gardens and fruit trees there instead. I've seen this work well overseas.
Crepe myrtles in Unanderra - when they are flowering, they really add 'wow factor '

Group submission	
Urban Biodiversity Illawarra	Examples of good practice on tree protection laws from around Australia are included in this resource by Michelle Lensink, presented at the 13th National Tree Symposium in 2012 (https://www.treenet.org/wp-content/uploads/2017/06/Urban-Trees_Lensink.pdf). The provisions applied in the Australian Capital Territory have particular value and have resulted in a city that, particularly in older areas, has high levels of urban canopy.

Unsuccessful or neglected greening
Dismayed when council put Eucalyptus trees in the mall 4 years ago - they grow to be enormous
Areas where vegetation/planting needs to be better maintained: Sandon Point, Bulli Park, Hill 60, Slacky Creek and Whartons Creek (lantana), Bulli Beach, Puckeys (pedestrian danger beside the bike track), Stuart Park, Lake Illawarra, King St Primbee
Bulli High is an example of urban greening neglect. Students walk in on Ursula Road in full summer sun. The park boundary to the north has been crying out for street trees for 40 years! Organise students to do a tree planting exercise.
There are no trees down south. It's disgusting.

Street tree planting	
Do not plant trees on hot summer weekends - requires a huge effort on the part of residents to water them	
Create an annual award for Greenest Street or greatest transformation	
I would love more street trees in Port Kembla	
Often street trees in the Illawarra are half dead-looking. There are many options for nice trees. More thought should go into the street as a whole.	
Don't just mass plant the same street vegetation - use a variety of flowering trees	
Group submission	
North Windang Bushcare	Would like a policy on increasing native nature-strip plantings in a planned manner

Asset management	
p.8 change first sentence of Asset Management sub-section heading "What does this mean for urban greening?" to "Trees are important and valuable public assets, as is the urban forest as a whole" I understand that trees and the canopy they provide the city are central to the Strategy but at the same time the 'urban forest' concept and importance of increasing the full range of vegetation types can't afford to be lost.	
You first have to convince the community that trees are assets	
We can't rely solely on the public to manage vegetation as it is not informed enough to realise the value of these assets	
Community gardens and veg plots should be managed as community assets	
Invest more money into greening the Illawarra	
This strategy is as important as road maintenance	
Open space is a valuable public asset that should never be privatised, even as the population increases	
Group submission	
National Parks Association - Illawarra	Make a much higher commitment of resources to implement this Strategy than what is indicated. The notional figure of $100,000 per annum needs to be at least tripled, after all, this is investment in assets that will continue to appreciate in value.

Research
Include research or literature and publicity about the beneficial effect of trees on property values, effect of trees on urban hot spots/air-conditioning costs and food trees.

Technical details - group submissions	
Neighbourhood Forum 5	Some Technical Guidelines should be prepared e.g. changes to the Tree Management Policy or residents planting outside their property
Office of Environment and Heritage	Refer to additional legislation and plans relevant to tree retention and removal within the City when reviewing and establishing tree and vegetation plans, policy and guidelines for the public and private realm e.g. new biodiversity laws enacted on the 25th August 2017, Vegetation SEPP, Biodiversity Conservation Act 2016, Local Land Services Act 2016, Rural Fires 10-50 Code of Practice. Integrate this legislation where appropriate into local planning controls e.g. Council DCPs to address Vegetation SEPP issues. Actions within the Illawarra-Shoalhaven Regional Plan (5.1.1 and 5.1.3) refer to High Environmental Value mapping and Regional Biodiversity Corridor mapping - may be useful for development of Strategy's technical aspects. Tree cover benchmarking - compare with similar LGAs. Provide the date of LiDAR and aerial photography that was used for the analysis and a reference for the recommended 35-40% canopy cover.

Urban Biodiversity Illawarra	The budget for strategy development and implementation needs to be around triple what is currently proposed, and additional resources will therefore be required. Provide greater clarity on what is meant by key terms such as 'a cost-effective, best practice, proactive tree management policy'.

Canopy cover	
Make clear the meaning of the repeated statement that "specific actions for natural areas and open space" (pp. 6 and 13). These areas should be covered as there is a great deal of public land under Council control. They are part of the urban forest and have been included in the figures on percentage tree canopy cover at pp. 18-19. At p. 20, attention is drawn to "the long term importance of the public realm (the total of public, parks and road reserves) in providing canopy cover for the community". Surely this would include natural areas and open space.	
Concerned the street tree inventory will become pedantic, cumbersome, too time and resource hungry. Base it on successful projects in similar cities. Assessment of current street trees must include known 'weed' species i.e. Norfolk Is Hibiscus, as well as such species that have established on public land i.e. African Olive & the 2 species of Coral trees, because of the damage their invasive ability pose to native remnants. Assessment of their seed dispersal/vegetative reproduction impact to prioritise them for removal & replacement with suitable local species is very important.	
I am concerned that a canopy cover of more than 40% is regarded as too high. The strategy doesn't seem to take into account that the suburbs that do have greater than 40% canopy cover include large areas of the Illawarra Escarpment State Conservation Area.	
It is appalling how little green canopy we have in the area. 17%! We can do better than that! We can do better than the national average too!	
The difference is huge when you travel to a town or city with little tree canopy. People behave differently and the energy of the space is impacted.	
Group submissions	
National Parks Association - Illawarra	Concerned at the lack of a substantial implementation plan including the commitment of adequate resources for increasing canopy cover
Urban Biodiversity Illawarra	Include more focus on 'canopy cover' in the areas where it will bring maximum amenity and other benefits - over footpaths, public places, roads and buildings. Street tree canopy cover of over 50% of the footpath is a threshold for achieving significant health and amenity benefits (Reference - Lyndal Plant, cited on The Money podcast on ABC RN, publications listed at http://www.urbanforester.com.au/lyndal-plant-urban-forester/). A clear focus should be given to this target, and that local native trees with spreading canopy be chosen to achieve this.
Office of Environment and Heritage	Increase a variety of forms of vegetation, including groundcovers, shrubs and trees. We recommend that this goal include an objective to increase a diversity of vegetation forms, heights and species.

Principle 2 - Evidence based decision making and programming
Supports undertaking extensive updating of data and evidence-based management planning, while at the same time promising an immediate start by using existing data to implement planting trials in suitably-located vacant tree sites
I am confused about Principle 2. Gum trees in the mall not a good idea and a waste of ratepayer's funds - less than 2 years on, the trees need to be replaced with something that will not lose limbs in the wind. Please consider what your policies are in action.
Most of the broad questions posed in developing a strategy like this are addressed by available evidence so it should be used in decision making
When using evidence, considered each factor wholly in context and not in isolation

Principle 3 - Enhanced amenity of public spaces
Needs to be carefully tempered by such things as protection of veg remnants, water and species habitat
We want our urban spaces to remain upkept and beautiful for the community/tourists
Vegetation in parks, streetscapes, shopping centres etc should perform a variety of purposes - be pleasant to look at, provide shelter for people on hot days, habitat for animals and birds. These should be nurtured and maintained so that they do not die soon after planting.

Principle 4 - Maximisation of ecosystem services and biodiversity	
This is necessary in order to bring any balance to what would otherwise be a very hostile environment to most non-pest species, so although it is only one consideration I do support maximisation of what we can practically achieve in this contested space	
Hold a few school holiday workshops on creating habitats to help support biodiversity	
Group Submissions	
National Parks Association - Illawarra	We support Urban Biodiversity Illawarra in their emphasis on the value of local biodiversity and agree that the Strategy falls down in this area
Urban Biodiversity Illawarra	Biodiversity benefits are not sufficiently emphasised. Biodiversity conservation and restoration should be included as a criterion for identifying priority areas and Strategy should include how the biodiversity data available to Council was used to inform these choices. Clearly state what actions are planned to support biodiversity.

Principle 6 - Greater diversity of urban greening
We especially need to green up villages and sportsgrounds
Include assessment of playing/sporting field use. Reduce mowed areas, maintenance costs and nutrient runoff and increase areas for 'urban forest' development by getting different sporting groups to share use of infrequently used playing fields. Many of these fields are drained wetland sites - reveg on these areas will benefit wetland remnant protection and enhance the urban services in water protection that naturally come with functioning wetlands.
Don't just plant monocultures of flame trees and callistemon, there are so many good native species that could and should be used
Leon Fuller has done years of research into local tree species and can offer invaluable advice on appropriate species to plant
Grow vegetables as well as creating habitats
Broadly valuable, but if only a limited range of species is found to be suitable in an area, we should not make silly decisions for the sake of diversity alone
Don't increase the variety of trees and shrubs planted if this means using more exotics
Extreme weather conditions means we need resilient trees and plants that require as little intensive watering and maintenance as possible

Responses and proposed amendments

- The strong support for the Strategy is noted
- The wide range of benefits to pursuing an urban greening program are noted
- Technical Guidelines will review details of tree planting, including building performance
- Urban Biodiversity Illawarra submitted a comprehensive list of local native species with potential horticultural application in the urban landscape, which is greatly appreciated and will help to inform the Technical Guidelines action.
- The significance of remnant biodiversity, proactive management of existing vegetation and support for enhanced biodiversity outcomes is included in Goals 2 and 3**.**
- Whilst included in canopy and land use analysis, specific analysis and actions for natural areas, including coastal vegetation, were outside of scope for the Strategy.
- Comments recommending detailed plans for vegetation in contended coastal areas noted.
- Parks and Natural Areas comprise 10% of the study area and 3% of the total canopy cover. The Strategy does not exclude these areas, they are vital to understanding the urban forest as a whole. Focus on actions in the built or urban realm are a priority to put in place plans for these areas. Strategy 3.2 highlights importance of connectivity with natural areas.
- Comprehensive review of the preferred suite of species for selection in various urban settings (including for shade, amenity) proposed as part of action 2.1.1
- Comments relating to Bushcare and vegetation vandalism passed on to relevant teams for consideration
- Strategy acknowledges opportunity to clarify Council's position on a range of tree and vegetation issues, and to provide leadership in engaging our community.
- Draft *Tree and Vegetation Vandalism Policy* and draft *Public Tree Management Policy* endorsed for public exhibition by Council 20 November 2017
- Community engagement is recognised as critical to success of Strategy, see Goal 4
- Further refinement of priority areas will reveal best opportunities for successfully achieving targets at a smaller scale: p 15, 17, Goal 3 objectives: updated to clarify targets
- Shade acknowledged as contributor to amenity and increased physical activity
- Aboriginal cultural values will be considered in Goal 4
- Comments re: perceived impact of coastal vegetation on private views and property values noted. Provided to staff preparing draft *Tree and Vegetation Vandalism Policy* and draft *Public Tree Management Policy*
- Whilst included in canopy and land use analysis, specific analysis and actions for natural areas, including coastal vegetation, were outside of scope for the Strategy.
- Strategy 4.3 'Engage the whole community in designing and protecting urban landscapes' aims to ensures the community is actively involved in planning
- Draft *Urban Greening Strategy Implementation Plan 2017-21,* prepared and included for endorsement by Council 11 December 2017
- A business case outlining resource requirements will be prepared as the final outcome of the first suite of actions 2017-21, using information derived from Stage 1 &2 projects.
- P11 includes references citing link between greening and property values; energy consumption and shade and cooling.
- Action 2.1.1 will include a comprehensive review of species. Community Strategic Plan goal 1.5.1 and the Illawarra Regional Food Strategy outline Council's support for sustainable food initiatives.
- Consider reviewing opportunity to include KPIs in executive performance

- Strategy 1.4 'Pursue a range of opportunities to increase canopy cover in the private realm', and Strategy 2.4 'Protect and maintain vegetation in the private realm' which each require that opportunities and incentives are identified and promoted
- Indicators will be refined as part of the Implementation Plan.
- The Strategy prioritises the preparation of Technical Guidelines, a Tree Inventory, a Maintenance Program and Tree Masterplans to address specific issues around planting and on-ground outcomes
- The urban realm presents a wide range of contexts and opportunities for greening. Mowing beneath trees in park-like settings is only one of many landscape contexts.
- Goal 2 seeks explicitly to put in place a proactive program to manage risk and other tree management issues
- Aspirational 35% target in priority areas is supported by evidence. Targets will be refined to measure progress, and ensure maximum benefit where need is greatest.
- Strategy 1.3 highlights the efficiency of integrating appropriate planting at the design and build stage of footpath and road renewal and upgrades
- Council has numerous priorities. The need for an Urban Greening Strategy is clearly articulated.
- Council will continue to manage public views for public benefit in accordance with relevant plans, legislation and Policy
- Programs in natural areas have an existing level of resources, with dedicated staff and volunteer programs. The Strategy identifies other immediate needs which have been prioritised. These are in addition to, not at the exclusion of, maintaining and enhancing support for existing natural areas programs: to improve the quality of the built, public realm by providing shade, amenity and other benefits of trees through a targeted program of planting; to move towards proactive asset-based management of existing public vegetation.
- Action 2.3.2 will explore various methodologies for monitoring vegetation changes for the whole urban forest, including private land, over time.
- update table and figure p8 to include year ranges for climate projections
- New objective Goal 3 to increase a diversity of vegetation forms, heights and species p.8 text reviewed to include 'urban forest as a whole'
- proposed new stand-alone action for WDURA , current action 3.3.1, 2.1.1
- The current draft Lake Illawarra CMP aims to address erosion and sedimentation contamination into Lake Illawarra through a variety of management actions. As it falls within the Lake Illawarra catchment, all WDURA development will have to demonstrate regard to the CMP once it is endorsed by both WCC and SCC and certified by the State Minister.
- Goal 1 strategies and actions reviewed to include WDURA
- Tree inventory will be targeted to areas of immediate significance, following best practice ISA guidelines and informed by approach from other local government areas. Purpose of inventory is to build, over time, a robust program
- AHIP and legislation added to Strategic Context
- Strategy 2.4 updated to reflect collaboration and integrated approach to compliance
- ISF and LiDAR methodologies for canopy cover clarified, comparisons resolved, dates provided
- Table of all suburbs canopy cover results will be published on Council's website
- Biodiversity values data includes: NPWS vegetation mapping and other relevant layers including corridors, riparian and other elements
- Data actions 1.1.3/1.1.4/2.3.2 updated to include investigate feasibility of recording numbers from private land
- Council will prioritise planting based on need, determined by criteria including human activity, canopy cover, demographics, vacant tree sites and ecology

- Council's draft *Public Tree Management Policy* does not support the principle of private view retention/management
- Reject that view management be included as a guiding principle and objective. The existing principles and objectives are consistent with peer and expert reviewed urban forestry.
- As per the Council resolution of June 2015, Vegetation and View Management Guidelines were considered as part of the preparation of the Urban Greening Strategy. NSW coastal Councils have been benchmarked for their position on removing public trees for the creation, improvement or maintenance of views for private benefit. A draft *Tree and Vegetation Vandalism Policy* and a draft *Public Tree Management Policy* have been prepared to provide clarity and guidance on these issues. These policies will go on public exhibition in early 2018. The draft *Public Tree Management Policy* does not support pruning or removal of public trees and vegetation for private views.
- It is recommended that in areas of high public use and vantage points, such as lookouts, Plans of Management or Vegetation Management Plans are developed in collaboration with the community to manage views for public benefit.
- Recent changes to the Wollongong DCP include reference to deep soil zones, and will be reviewed as part of Technical Guidelines action 2.1.1
- include new action to review and refine targets as part of Implementation Plan
- review text p26 re scope of Strategy to ensure clarity
- p27, Goal 3, action 3.1.2 highlight importance of local biodiversity. Riparian areas, natural areas asset units and NP conservation assessment layers included in spatial analysis of priority areas.
- Council highly values local expertise. Procurement and provenance are important issues. Technical Guidelines action 2.1.1 will consider these issues in more detail
- University of Wollongong evidence on benefits of green space cited, A/Prof Thomas Astell-Burt and Dr Xiaoqi Feng will assist in refining targets based on local research 2018-19

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Appendix A: Frequently Asked Questions

Frequently Asked Questions (FAQ)

Draft *Urban Greening Strategy 2017-37*

Council has drafted a new Strategy to harness the benefits of urban greening in Wollongong over the next 20 years.

Feedback is due by 5pm, 22 September 2017

What is urban greening?

- Urban greening is about strategically increasing the quality and quantity of vegetation (trees and other plants) and open green spaces in an urban setting.

What is the Draft *Urban Greening Strategy 2017-37*?

- This is our City's first comprehensive strategy for urban trees and vegetation.
- It's a framework that will help develop a coordinated approach to managing urban vegetation and trees.
- It outlines the steps needed to plan, program and invest in quality urban greening, to ensure the long term liveability of Wollongong.

Why do we need an Urban Greening Strategy?

- We have the opportunity to establish an innovative, inspiring and more liveable city by harnessing the benefits of urban greening.
- Amenity, liveability, climate change, biodiversity, urban development, tree replacement and asset management are all important reasons to take a strategic approach to greening our city.
- Wollongong's average urban tree canopy cover of 17% is well below the national average of 39%.

Why do we need more trees – won't that mean more problems?

- Trees provide us with things we really can't do without, like oxygen, shade and shelter.
- The future appeal, resilience, value and amenity of urban Wollongong depend on proper planning and management of our vegetation.
- The Strategy is focussed on identifying opportunities to manage our trees better, to maximise benefits and minimise risks.
- Site constraints and conflicts with infrastructure need to be carefully managed - the wrong tree in the wrong spot can lead to problems.
- Many of our current public trees may be nearing the end of their useful life. We need a consistent and agreed approach to replacing these trees.

How will Council protect trees on private land?

- We want to work in partnership with our community. Protecting trees and enhancing urban greening in the private realm, including new developments, is important.
- Privately owned and controlled property makes up the majority of the land area, and the majority of urban vegetation.
- Existing planning control, regulation, and Tree Management Permits are the mechanisms for managing trees on private land.

What will Council do?

- To move towards best practice, Council will need to adopt a staged approach to implementing priority actions.
- Priority actions include creating a consistent set of Technical Guidelines, undertaking a public Tree

Inventory, and commencing pilot plantings to align with our capital works program. Details of immediate actions are outlined on page 39 of the Draft Strategy.

How can I get involved?

- Council is committed to working in partnership with our community, and there are a range of opportunities to get involved.
- Go to Council's website to:
  - subscribe to our Sustainable Wollongong newsletter
  - find out about events and workshops
  - find out about visiting the Greenplan Nursery for local native plants and advice
  - connect with a local Bushcare group to look after our natural areas
  - download the GROW LOCAL Edible and Native Garden guides – great resources for planning fabulous gardens using appropriate plants for your area.

How can I Have My Say?

You are invited to provide feedback on the Draft *Urban Greening Strategy 2017-37* by:

- taking an online survey
- emailing your submission to records@wollongong.nsw.gov.au or mailing it to:
  The General Manager
  Wollongong City Council
  Locked Bag 8821
  WOLLONGONG DC NSW 2500
- Filling out a feedback form, available at your local library and Council's Customer Service Centre, 41 Burelli St, Wollongong, Phone 4227 7111.

Appendix B: Feedback Form

Draft Urban Greening Strategy 2017-37

Community feedback form

Council has prepared a Draft *Urban Greening Strategy 2017-37*, which has been endorsed for public exhibition. This is a strategic document that will be used to shape the future of urban greening in Wollongong over the next 20 years.

We want to work with you to understand what you think is important. You are invited to provide feedback on the Draft Strategy by completing this survey, or emailing your submission to records@wollongong.nsw.gov.au or writing a letter to: The General Manager, Wollongong City Council, Locked Bag 8821, WOLLONGONG, NSW 2500

The Draft Strategy, Frequently Asked Questions (FAQ), and survey are available on Council's website.

All feedback must be received by 5pm, Friday 22 September 2017.

1. Do you support Council having an Urban Greening Strategy for the Wollongong local government area?

☐ YES ☐ NO ☐ NOT SURE

Please tell us the reason for your answer above:

_____
_____
_____
_____

2. Do you think that open space and vegetation should be managed as valuable community assets?

☐ YES ☐ NO ☐ NOT SURE

Your comments:

_____
_____
_____
_____

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THE STRATEGY'S PRINCIPLES

The Draft *Urban Greening Strategy 2017-37* includes six principles to inspire and inform Council's approach to urban greening. Please indicate whether you support these principles.

Principle 1: More strategic and targeted urban greening

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Principle 2: Evidence-based decision making and programing

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Principle 3: Enhanced amenity of public spaces

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Principle 4: Maximisation of ecosystem services and biodiversity

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Principle 5: Stronger leadership and partnerships with the community

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Principle 6: Greater diversity of urban greening

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Do you have any comments you wish to make about the principles above?

_____
_____
_____

The Draft *Urban Greening Strategy 2017-37* identifies some important priority actions. These are included as Stage 01 and Stage 02 actions, on page 39 of the Strategy document. Do you support the staged approach described?

☐ **YES** ☐ **NO** ☐ **NOT SURE**

Do you wish to make any further comment about immediate priorities?

_____
_____
_____

Do you have any other comments you would like to make about the Strategy?

_____
_____
_____
_____
_____

Appendix C: Social Media

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City of Wollongong
30 August ·
We've put together a plan to make Wollongong greener over the next 20 years.
Check out the draft Urban Greening Strategy and have your say at http://www.haveyoursaywollongong.com.au/urban-greening-stra...
Like
Comment
Share
43
Most recent
3 shares
4 comments
Write a comment...
Mithra Cox I'm actually pretty excited about this
Like · Reply · 1 · 3 September at 21:32
Adam Sardy Can Steve Simpson be involved please?. That guy is an asset to Wollongong council!
Like · Reply · 30 August at 23:46
Marie Curbison How about consulting the horticulturalists on appropriate planting. Not just gum trees in the wrong places?So many options, like miniature flowering gums, and low growing flowering shrubs.
Like · Reply · 30 August at 18:58
Bruce Reyburn Oh yes - as our overdeveloped suburbs become end to end roofs, concrete driveways and black bitumen roads.
Like · Reply · 2 · 30 August at 17:02

Appendix D: Coniston Public School newsletter

Newsletter Date: 17th May 2017 **CONISTON PUBLIC SCHOOL**

The Cono Connection

Principal's Message

Dear Parents and Carers,

As I reflect on the first few weeks of this term, I am overwhelmed with a sense of pride to be the principal at Coniston PS. Every day, I am surrounded by great students, enthusiastic staff and a committed school community, all working together to make our school a fabulous place to be.

Last week saw our Year 3 and Year 5 students undertake NAPLAN (National Assessment Program, Literacy and Numeracy). All students appeared to take the assessments in their stride, but are pleased to have it completed. Results are expected between mid-August to September and should be viewed in conjunction with school-based assessment and reporting. A thorough analysis of our school-wide results will occur when data is available and will further inform our future directions and priority areas.

A big thank you to Mrs Kelly Judd who submitted a 'Tradies iPromise' grant application and was successful in gaining funds ($1450) to complement our gardening program and promote sustainability. Mrs Judd's class have also been selected to take part in the Bunnings 'Spud in the Bucket' competition. Harvest and competition night will take place on 31August, with a number of prizes for various categories on offer. Best of luck 1/2J!

Well done to our Year 4 and Year 6 students who passionately and creatively contributed to Wollongong Council's consultation centred on their 'Urban Greening Strategy'. Council representatives were highly impressed with the knowledge and interest shown by our students, (which comes as no surprise). Local canopy mapping by council reveals that only 15% of the local Coniston area has tree coverage above 3m, with 35% considered optimal for wellbeing. Our next step is to develop and design a local school plan with input from students and families. Stay tuned!

Thank you to the P&C volunteers for running the Mothers' Day stall last Friday, and special thanks to Katie for leading this initiative. I hope all our mums had a great day on Sunday and enjoyed receiving their special gifts. The next P&C meeting is on Monday 22 May at 7pm, we hope to see you there.

Congratulations to Mrs Jennifer Ratcliffe (3/4B), receiving 3 awards at the recent 'Illawarra Women in Business' Awards for her outstanding commitment to the community, networking and innovation. This is an amazing and well-deserved achievement!

Our new school sign is nearly here! All electrical work has been completed and work is to commence shortly to remove the existing sign and install the new electronic version. Also, we are in the process of getting quotes to upgrade our stage curtains, which will provide a more suitable backdrop for our assemblies and special events.

Please save the date (25th May) to come along and support our Biggest Morning Tea. This year has added significance for our school community and your support will be most appreciated.

Finally, if you haven't already visited Wollongong Art Gallery to view the Keirabald exhibition, it is well worth the visit. Finalists from across our Keira Community of Schools (CoS) have their portraits on display until 28 May.

Have a great week!
Mrs Karen Brown

Appendix E: Media Coverage

Date	Publication	Headline	Link / Page Number
28 July 2017	Illawarra Mercury	The Wollongong suburbs set to get a whole lot leafier	http://www.illawarramercury.com.au/story/4819755/the-wollongong-suburbs-set-to-get-a-whole-lot-leafier/
10 August 2017	Native Illawarra	Garden inspiration: Urban greening	http://nativeillawarra.blogspot.com.au/2017/08/garden-inspiration-urban-greening.html
12 August	Illawarra Mercury	Green Plan on Show	p.10
14 August 2017	Northern Illawarra	We Are Not Green Enough	http://northernillawarra.com.au/news/we-are-not-green-enough/
15 August	Illawarra Mercury	Have Your Say on City Trees	p.14
23 August 2017	The Environment Report	Wollongong plans its green future	https://www.environmentreport.com.au/single-post/2017/08/23/Wollongong-plans-its-green-future
7 September 2017	Illawarra Greens	How Illawarra council candidates plan to attract tourists to Wollongong and Shellharbour	http://www.illawarragreens.org.au/how_illawarra_council_candidates_plan_to_attract_tourists_to_wollongong_and_shellharbour
3 October 2017	Queensland Country Life	Illawarra water use soars as dry spell rewrites records | Council teams ready for heat	http://www.queenslandcountrylife.com.au/story/4962516/illawarra-water-use-soars-as-dry-spell-rewrites-records/
3 October 2017	Illawarra Mercury	Letters | Refuse to Learn	p.55

File: IW-250.37.004 Doc: IC17/670

ITEM 2 DRAFT CITY OF WOLLONGONG PEDESTRIAN PLAN 2017 - 2021

The draft City of Wollongong Pedestrian Plan 2017-21 aims to help Council to achieve its vision for walking across the local government area and address a number of factors that deter walking as a key mode of transport.

Council, at its meeting held on 31 July 2017, resolved to place the draft Plan on public exhibition for a period of six weeks. The draft Plan was exhibited from 14 August to 24 September 2017. Feedback obtained through a range of engagement methods has been considered and the Plan amended as appropriate.

This report seeks adoption of the City of Wollongong Pedestrian Plan 2017-21.

RECOMMENDATION

1 Council adopt the final draft City of Wollongong Pedestrian Plan 2017-21.

2 Council note the City of Wollongong Pedestrian Plan 2017-21 Implementation Plan

REPORT AUTHORISATIONS

Report of: Mike Dowd, Manager Infrastructure Strategy and Planning
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

1 Exhibition Feedback and Amendments
2 Final Draft City of Wollongong Pedestrian Plan 2017-21
3 Draft City of Wollongong Pedestrian Plan 2017-21 Implementation Plan

BACKGROUND

One of the six community goals in the Wollongong 2020 Community Strategic Plan is that "We have sustainable, affordable and accessible transport". One of the identified strategies to achieve this goal is the planning and delivery of "Interconnected and accessible cycleways and footpaths".

The draft City of Wollongong Pedestrian Plan 2017-21 was developed to help Council achieve the community's aspirations for walking and develop a range of strategies to address factors that deter walking as a key mode of transport. The plan includes the five broad goals listed below and contains objectives and strategies that underpin each one.

Goal1 – Encourage Walking

Objective 1.1 More children walking safely to school
Objective 1.2 More walking in everyday life
Objective 1.3 Information that supports walking is readily available
Objective 1.4 Initiatives that encourage walking are supported

Goal 2 – Create Pedestrian Friendly Places

Objective 2.1 Pedestrian activity centres have high quality walking environments
Objective 2.2 Pedestrian infrastructure is accessible

Goal 3 – Make Walking Safe

Objective 3.1 Pedestrian crossing opportunities are improved
Objective 3.2 Conflicts between pedestrians and other road users are reduced
Objective 3.3 Pedestrians feel safe in the city

Goal 4 – Make Walking Easy and Convenient

Objective 4.1 Walking is well integrated with other transport modes
Objective 4.2 Wayfinding is available in areas of pedestrian activity
Objective 4.3 Walkability in the city is increased

Goal 5 – Work Effectively to Implement the Pedestrian Plan

Objective 5.1 Good data is used to inform decision marking and monitoring
Objective 5.2 Pedestrian Infrastructure Capital projects contribute to Pedestrian Plan Objectives
Objective5.3 Work with the NSW Government to facilitate delivery of Pedestrian Plan and complimentary programs

At its meeting held on 31 July 2017, Council resolved to place the draft City of Wollongong Pedestrian Plan 2017-21 on public exhibition for a period of six weeks.

CONSULTATION AND COMMUNICATION

Council placed the draft Pedestrian Plan on public exhibition from 14 August to 24 September 2017. Stakeholder engagement activities included:

- Initial notification of the public exhibition of the plan via a media release issued on 15 August, and direct emails to targeted stakeholders and via Council's Advertiser notice page.
- Social media posts were issued several times during the period.
- A Frequently Asked Questions sheet and a Feedback Form as well as the draft Plan were made available to the community on Council's website, through all Libraries and via the Customer Service Centre.
- Pedestrian intercept sessions were held at Warrawong Town Centre, Thirroul Town Centre and in Wollongong City Centre between Tuesday 19 September and 22 September.

A total of 469 visits were made to the engagement website, with 251 people downloading the plan. 43 responses were received during the exhibition period with 37 of these being online. Pedestrian intercept interviews were held with 26 people. Face to face meetings were also held with key stakeholders, NSW Roads and Maritime Services and the Department of Education and Training which expressed their support for the draft Plan.

Summary of Community Feedback

There was strong positive feedback about the plan in regard to council having a plan to specifically address pedestrian needs. Feedback recognized that issues identified as barriers to walking will largely be addressed by the goals and objectives of the plan. A strong emphasis on the need for increased safety for pedestrians came through, with improvements in pedestrian infrastructure and vehicle driver behaviour viewed as areas for action.

One part of the feedback form asked respondents to rank seven nominated key priorities for investment in the planning and delivery of pedestrian infrastructure. The two highest ranked priorities were –

1 Walking routes to school.

2 Routes for peoples with disabilities to access government facilities and other services.

Key reasons given for these being a priority were concerns over safety and access for the very young, older people and people with a disability. However, many responses made the point that all seven listed

priorities were equally significant as everyone's ability to walk around easily and safely was considered important.

Attachment 1 provides a summary of the feedback received, responses to issues raised including resulting amendments made to the final draft Plan.

PROPOSAL

It is proposed that Council adopt the attached Final Draft City of Wollongong Pedestrian Plan 2017-21.

The appended Implementation Plan for the Pedestrian Plan provides timeframes and responsibilities for each of the key actions identified with the Plan.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We have sustainable, affordable and accessible transport". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
6.1.3 Interconnected and accessible cycleways and footpaths are planned and delivered	6.1.3.1 Improve the connectivity of the local government area through the upgrade in our network of footpaths and cycleways	Implement footpath and cycleway improvement programs and the development of city wide pedestrian plan

Ecological Sustainability

Council's vision for walking and its supporting goals, objectives and strategies provided in the draft City of Wollongong Pedestrian Plan 2017-2021 will support ecological sustainability through increased participation in all forms of walking. The expected resulting reduction in motor vehicle use resulting from a greater take up in walking, for commuting trips and short distance trips in particular, will reduce carbon emissions and noise pollution.

FINANCIAL IMPLICATIONS

The City of Wollongong Pedestrian Plan provides strategic direction, programs and actions to priorities the use of existing funds allocated for pedestrian safety and infrastructure improvements. The Plan itself does not identify specific financial allocations, gaps or commitments.

Funding for the projects and programs identified within the Plan will be considered and allocated on a priority basis through the annual planning and infrastructure program development process. Funding consideration will include external funding provided and available under various State and Federal grant programs. Identified maintenance issues will be funded by existing operational budget.

Existing budget allocations to programs supporting the implementation of the Plan include –

- Capital budget allocations for –
    - New footpaths and cycleways.
    - Renewal of footpaths and cycleways.
    - Grand Pacific Walk.
    - CBD and Town and Village Centre public domain upgrades.
    - Traffic Facilities (eg: pedestrian crossings, crossing signals, refuges, etc).
- Operational budget allocations for –
    - Maintenance of footpaths and cycleways.
    - Sweeping of footpaths and public domain.

- Maintenance of pram ramps, bus shelters, traffic facilities etc.
- Road Safety programs and campaigns.
- Disability access and inclusion program.
- Wayfinding signage.

Refinements to the forward budgets and programs will be considered as part of the Annual planning process and development of Council's new Delivery Program for 2018-2021.

CONCLUSION

The final draft City of Wollongong Pedestrian Plan sets out Council's vision for walking and recommends a range of strategies to address factors that deter walking as a key mode of transport. The plan will also contribute to the Wollongong 2022 – Community Strategic Plan goal for "sustainable, affordable and accessible transport". Community feedback received during the public exhibition of the draft Plan showed community support for the Plan's aims and strategies to promote improved walking safety and amenity in our city with an emphasis on prioritizing infrastructure to support walking to school and facilities for people with disabilities. It is recommended that Council adopt of the City of Wollongong Pedestrian Plan 2017-18 and note the accompanying implementation plan.

Attachment 1 - Exhibition Feedback and Council comments (including plan amendments)

Feedback provided in relating to specific street or intersection issues has been referred to the relevant Council division.

Issues raised during public consultation	Council comment
WALKING ROUTES TO SCHOOL	
Using the area I live in as an example, Most parents would not feel safe having their children walk to school in Primbee due to speeding cars and dangerous driving (the streets are covered in 'burnout' marks and cars drive at very high speeds). This increases the number of cars on the road as parents choose to drive. Thus making the problem worse. I think it is vital that we undo this trend and make it safer for	Agree that less driving of students to school will have many positive impacts
I support children walking to school, however this is restricted for us due to a busy/dangerous roundabout (Gilligans Island)	Referred to RMS as road manager for the Mt Ousley Road / Princes Highway intersection
There are very limited paths around much of Thirroul. It is an unsafe walk to school for my kids. For some of the journey they are forced to walk either in the road itself or grass banks beside the road which can be unsuitable for walking	Agree. Walking to school issues and measures covered in objective 1.1 of the plan.
Walking to school is not only a social opportunity; it also enhances learning capacity for the school day, and sets a great precedent for later life.	Agree. Covered in “Benefits of Walking” section of plan
Kids should be encouraged to walk or bike or scoot to school. If there are no safe footpaths then this won't happen.	Agree. Walking to school issues and measures covered in objective 1.1 of the plan.
Concerning to see children have to walk around cars onto the street in school areas.	Council rangers enforce parking restrictions in school zones. Refer to objective 3.2 of plan.
We live on Bulli Pass and although close to the local school it's not safe to walk down our road as there is no path. With a five year old and three year old in tow it's just too risky.	Agree. Walking to school issues and measures covered in objective 1.1 of the plan.
There is a lot of traffic associated with school drop off times and pick up times. To get more people walking would be great for all concerned, eg bike users, bus users, etc. Sometimes I am put off going out for a cycle if it coincides with a school start or finish time because of increased traffic on the road.	Agree. Walking to school issues and measures covered in objective 1.1 of the plan.
Schools and places disabled people use are most important for safety reasons	Objective 5.2 covers priorisation of infrastructure for these users
PATHS FOR PEOPLE WITH A DISABILITY	
I also believe that we need to provide people with limited mobility the easiest access paths possible.	Agree. Refer to Goal 2 for features of accessible pathways.

Issues raised during public consultation	Council comment
CBD AND MAJOR TOWN CENTRES	
Warrawong Town Centre is very poorly designed as it facilitates North/South Traffic movement over pedestrian safety. As a major urban centre in the state and Illawarra plans it is important that this area is redesigned to ensure the centre can reach its potential. From the information on the draft plan Warrawong is second only to Wollongong CBD in pedestrian related incidents. Given the huge amount of difference in transient population this highlights that	Council's Warrawong Town Centre Masterplan and Implementation Strategy aims to address the issues raised.
The footpaths of Wollongong City and surrounding suburbs are a mismatch of patches, materials and differing standards. For consistency and presentation, this area can be improved significantly	The Wollongong City Centre Public Domain Technical Manual provides a consistent approach for design, materials and construction practices throughout the Wollongong city centre public domain.
Encouraging people to walk into town centres can have a positive effect on businesses along the route. For example I purchased some flowers yesterday on my walk home along a side street.	*Amendment to Pedestrian Plan* - Added "Increase in passing trade" to "Benefits of Walking" section
Please invest some attention in the footpaths in North Wollongong. This area is one of the most densely populated areas in the LGA with census figures indicating the highest walking percentages as journey to work. The suburb is walking distance to Wollongong City Centre and to major transport hubs including North Wollongong Station.	*Amendment to Pedestrian Plan* - Add "Walking routes between high density residential precincts and local destinations" to prioritisation listing under objective 5.2
PUBLIC TRANSPORT AND BIKE PATH CONNECTIONS	
Connecting public transport routes with walking accessible areas will reduce traffic, as well as augment the finances of public transport, and especially in areas of education, seniors housing, or government services, will help to protect the socially or economically vulnerable and enhance the	*Amendment to Pedestrian Plan* - Add equitable form of transport to "social benefits" section on "benefits of walking"
Connections between public transport is vital. The main priority areas for me aren't included here. They are in the Bulli / Thirroul area and are about connections between key locations	The centres nominated align with Council's hierarchy of business centres as described in Wollongong DCP Chapter B4
Personally, navigating between trains and bus stops to the city centre is an issue I encounter regularly.	Plan acknowledges the importance of links that service public transport nodes and the Wollongong City Centre
It should also incorporate GOOD bicycle pathways connecting	Covered in City of Wollongong Bike Plan 2014-18
PRIOTISATION FACTORS LISTED FOR OBJECTIVE 5.2	
They are all very important and difficult to prioritise one over the other when you're talking about people's safety and ability to get around. People of all ages and abilities need this in equal measure.	Some members of the community are more reliant on pedestrian infrastructure than others particularly with respect to accessible pathways

Issues raised during public consultation	Council comment
All these areas are a high priority as they are frequented by the young, old and disabled citizens of the Illawarra and it is necessary to make walkways safe for them to avoid injury and prevent falls.	Different destinations attract different users. User needs will tend to vary around the walking network.
Walking options for all kinds of walking should be top priority for the council	Comment noted
Pedestrian routes encourage people to utilise a whole range of other facilities - and we need to cover the whole community from children to students and families to seniors	The plan aims to improve infrastructure for all these user groups
GENERAL COMMENTS	
If you are serious about encouraging walking and better catering to pedestrians in Wollongong you need to start making the experience of walking safe and pleasurable and	The pedestrian plan addresses each of these points
It is a priority for me that the lack of pavement is not the deterring factor when people choose cars over walking	Agree that more footpaths will encourage more walking over car use
Please consider Warrawong CBD as a priority due to high number of incidents at that location.	Refer to Council's Warrawong Town Centre Masterplan and Implementation Strategy
All footpaths should be wide enough for a baby stroller or wheelchair to pass each other. As in coming from opposite directions.	Footpaths widths are built in accordance with national guidelines that address passing manoeuvres
Can we also have a light rail plan? A bus plan? A train plan? We're decades behind. Let's raise some money and do some good stuff.	The NSW Government is responsible for the planning and delivery of public transport services. Refer to the NSW Government's Illawarra Regional Transport Plan.
I applaud the traffic count-down signals. It would also be beneficial to have vehicular traffic count-down signals.	Vehicular count down timers are yet to be adopted in Australia
1: Establish adequate Park & Ride facilities serviced by major bus route [s]. e.g. at Fairy Meadow bus route 55 and south of CBD 2: Schedule bus and train timetables so buses from main community hubs arrive to connect with trains. Right now it's not easy to return from Sydney and connect with bus services to Balgownie without a very long wait! 3: The short term ticketed parking in the CBD works well for me, but i would prefer to be able to park and ride, especially	The development of a Park and Ride Strategy is underway to address these issues
Encouraging people to walk could come from inspiring them to walk to see and experience new things. Notice new things. Like art, local history and culture. I believe public art should be included in development of pathways throughout the city	*Amendment to Pedestrian Plan* - New strategy relating to public art added refer to strategy 1.4.4

Issues raised during public consultation	Council comment
The issue of footpaths as problematic shared spaces (people with prams, mobility scooters, wheelchairs, cyclists, disability, walking dogs etc - uneven or non-existent paths, unsafe crossings, no kerb ramps etc) is recognised and complex/costly to rectify. But I think we should start working on it right now! Our cities and suburbs have been designed to make us dependent on cars. Road space has been given priority over pedestrian space, even though public transport can move a heckload more people around than cars can. We have an opportunity now to design cities and suburbs of the future in a way that prioritises people over vehicles, but we really need a top notch public transport system in place for this to work. One that gets people where they need to be, when they need to be there, and is accessible and affordable. We also need wider pathways, particularly those that connect to important points (like transport links) so that we can all share them comfortably. I think this Plan needs to make mention of Council's commitment to advocate for and petition State and Federal Government to fund better, regular public transport that has expanded capacity to accommodate our growing population in the Wollongong LGA. More trains, more often, and make all stations wheelchair accessible. On page 29, I think that you should add poor/inadequate/inaccessible public transport as a barrier to walking, because often getting to or coming from public transport is a reason people walk (or use pathways).	*Amendment to Pedestrian Plan* - Added public transport suggestions to list of "Challenges" and also added Strategy 5.3.5
I fully support the plan and use of budget to achieve plan objectives. Great that you have utilised pedestrian accident and fatality data. A great city engineers the environment to be more conducive to walking -it doesn't happen by accident. Include art and sculpture in some routes where possible	*Amendment to Pedestrian Plan* - New strategy relating to public art added refer to strategy 1.4.4
Completion of the walk path around Lake Illawarra should be a priority	*Amendment to Pedestrian Plan* - Add Lake Illawarra to special use activity centres listed under objective 5.2
Why are steeper streets seen as lower priority areas? They are surely the most in need of pedestrian infrastructure, and should not be seen as obstacles to school children, who are most able to handle them.	Steeper streets are less attractive for walking than other streets and can be problematic for children riding bicycles
If council is investing in CCTV infrastructure, surely safe routes to schools are high priority areas, in order to allay fears of abductions etc.	CCTV is generally installed in town centres. Furthermore such infrastructure suggests a history or potential for crime which could deter children walking on such routes.

Issues raised during public consultation	Council comment
Given the acknowledgement that pedestrian signalling priority in town and village centres reduces accident risk, and also that roundabouts increase accident risk, does council need to spend money on surveying this before taking action?	Roundabouts are suitable for certain numbers of vehicles and pedestrians. Certain design features can also enhance pedestrian safety and amenity
Footpaths I seen being built lately are way too wide. Less soil to absorb rainfall run off & contributed to the urban heat island effect. Some of the wide paths built don't even get 1 person an hour walking on them	Footpath widths are determined in accordance with national guidelines. Excessive path width is generally not supported as the capacity Council to provide additional new paths is reduced.
While having footpaths on streets is good, can one side be left grass as local runners do appreciate having some grass surfaces to run on. Increasing car driver's awareness of being pedestrian friendly when coming out of in of their driveways is always a good thing. I think pedestrians have the right of way here but some drivers do not follow this rule!	Footpaths on both sides provide a greater level of convenience for walkers and reduce the need to cross roads which benefits vulnerable road users such as children those with mobility issues.
It's important that there are alternate options for people to travel between public transport options. The walkways should be suitable for bicycles as well. As a resident of Bulli, I want pathways that are safe, pleasant and practical to travel around Thirroul/Woonona area to avoid driving.	Comment noted. Bicycle connections such as shared paths generally require greater width than what is provided for footpaths.
The lack of clean public toilets discourages walking, particularly for older people and people with a disability.	Agree. Covered in objective 2.1 of plan.
Can underground services be co-located in new footpaths to avoid uneven surfaces? More education needed around shared paths with bicycle users and walkers in this space.	New footpaths are either built to match existing utilities lids or lids are adjusted to meet new footpath levels. Plan includes strategy on shared path user behaviour.
Traffic light timing seen as a major deterrent for commuters in the CBD and suggests the easiest and most cost effective goal in the plan to implement would be to improve traffic signal timing for pedestrians. This would encourage usage, improve safety and make walking a viable and enjoyable alternative form of transport. They also cited the timed	Comment noted. Improvement to signal timings for pedestrians covered in objective 5.3

Issues raised during public consultation	Council comment
The City Centre should be pedestrian friendly; there is too much emphasis on motor vehicles. Pedestrians to have top priority in high density residential areas, around schools and major transport hubs especially train stations. There are pedestrian safety issues at roundabouts, timing of lights are too short for elderly pedestrians and there is a need for paved footpaths around schools. Seats needed at all bus stops, as older people can find standing painful. Reduce speed limits in city centre, high density residential areas, near schools, bus stops, retirement villages and train stations. Shelters needed in city centre and bus stops for shade and protection from weather to encourage walking. Strong action needed when cars are parked on footpaths eg Bourke St.	Comments noted. Various issues are addressed in a range of strategies and in the Plan.
Would like to see the priority area listed in objective 5.2 for the CBD and major town centres to be amended to include all properties zoned Business	Including all business zones in the city, which outnumber all the town and village centres, would weaken the prioritisation process

wollongong
city of innovation
CITY OF WOLLONGONG
Pedestrian Plan
2017-2021

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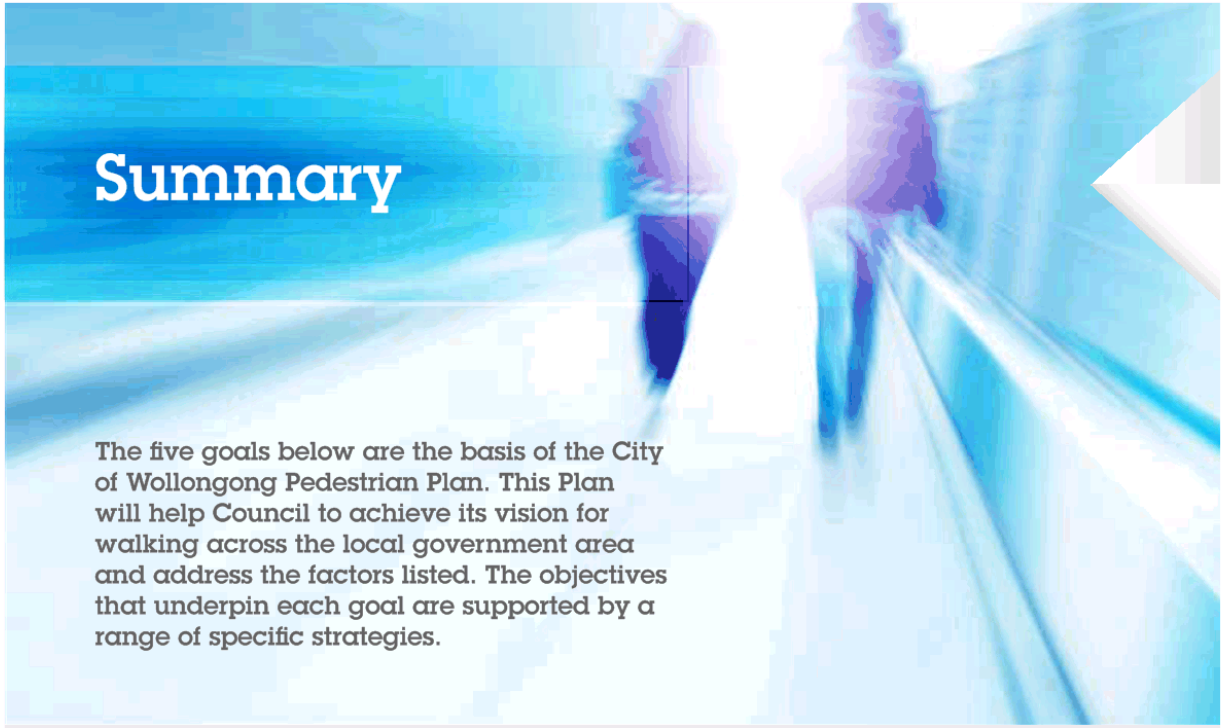
Summary

Walking is the cheapest, most equitable and sustainable form of transport. Despite walking's numerous health, social, economic and environmental benefits, travel and movement data has shown that over the past decade, walking rates in Wollongong have been in decline and car use has increased. Council is committed to the planning and the delivery of policy, services and infrastructure that can help to reverse this trend.

The City of Wollongong Pedestrian Plan sets out Council's vision for walking and recommends a range of strategies to address key walking issues facing the city, and contributes to the goal in the *Wollongong 2022 Community Strategic Plan* that we have *sustainable, affordable and accessible transport.* The Plan also seeks to support the Councillors' aspiration for walkability and connectivity identified in the *Delivering Wollongong 2022: A Summary Document.*

In the development of the Plan, the following factors were identified as deterring walking as a key mode of transport:

- Growing ageing population will increase the need for accessible pedestrian infrastructure
- Council has limited data on pedestrian volumes
- Traffic signal timings and phasings in major centres are optimised for vehicle movement rather than pedestrians
- Areas of high pedestrian activity have low numbers of pedestrian priority crossings
- Walking rates to school declined over the past few decades despite increases in footpaths
- Town centres have significant concentrations of road accidents involving pedestrians
- Road accidents involving pedestrians are mainly occurring away from designated crossings
- New footpaths along with maintenance and improvements are community priorities
- A large proportion of suburban streets lack footpaths
- Many residential streets are unsuitable for footpaths due to their steepness.
- The distance between many residential streets and public transport links and local destinations make walking unattractive, even if footpaths were available
- Some key town centres' accessibility is reduced by substandard kerb ramps
- Town centres lack wayfinding for pedestrians



Summary

The five goals below are the basis of the City of Wollongong Pedestrian Plan. This Plan will help Council to achieve its vision for walking across the local government area and address the factors listed. The objectives that underpin each goal are supported by a range of specific strategies.

GOAL 1 - Encourage Walking

Objective 1.1
More children walking safely to school

Objective 1.2
More walking in everyday life

Objective 1.3
Information that supports walking is readily available

Objective 1.4
Initiatives that encourage walking are supported

GOAL 2 - Create Pedestrian Friendly Places

Objective 2.1
Pedestrian activity centres have high quality walking environments

Objective 2.2
Pedestrian infrastructure is accessible

GOAL 4 - Make Walking Easy and Convenient

Objective 4.1
Walking is well integrated with other transport modes

Objective 4.2
Wayfinding is available in areas of pedestrian activity

Objective 4.3
Walkability in the city is increased

GOAL 5 - Work Effectively to Implement the Pedestrian Plan

Objective 5.1
Good data is used to inform decision making and monitoring

Objective 5.2

Introduction

Walking is the most equitable, environmentally friendly and cheapest mode of transport. It's part of almost every door-to-door trip and is defined as movement by foot, pram, wheelchair or motorised scooter.

The provision of a safe and convenient urban walking environment relies on a range of interconnected elements and can be either enhanced or hindered by other users of an area, including cars. The intention of this Plan is to help Council meet pedestrian needs and integrate them into a range of urban activities.

The following statement describes the Council's aspirations for walking in the City of Wollongong.

Vision

Walking is the preferred means of transport for short trips in the city and adjoins a public transport trip for longer journeys.

The walking network is accessible to all and is a safe, quick and pleasurable way to move to and through centres and other popular destinations in the city.

Purpose

The City of Wollongong Pedestrian Plan sets out a range of strategies to address key walking issues facing the city, and facilitate Council's contribution toward its vision for walking and the following community goal established in the Wollongong 2022 Community Strategic Plan:

We have sustainable, affordable and accessible transport

The plan also seeks to support the Councillors' walkability/connectivity aspiration identified in the *Delivering Wollongong 2022 A Summary Document:*

"improve the connectivity of the Local Government Area (LGA) through the upgrade of our network of footpaths and cycleways. ...this focus on our path and cycle network will ensure that necessary works are carried out to achieve an accessible and connected city"

The International Charter for Walking

Council is a signatory to *The International Charter for Walking* that was developed over a number of years at the International Walk21 Conference. The Charter includes the following strategic principles for walking:

1. Increased inclusive mobility
2. Well-designed and managed spaces and places for people

The Pedestrian Plan will also help Council meet the Walk21 principles.

To replicate other global cities' success in increasing walking to high levels, Council needs to use a wide range of approaches including programs, policy, urban design, signage, regulations, education and promotions[7].

Relationship to Key Strategic Council Documents

The City of Wollongong Pedestrian Plan is one of a number of supporting documents that will contribute to the achievement of the Wollongong 2022 Community Goals and guide Council's decision making throughout the development of its Delivery Program and Annual Plans.

The Plan is associated with several other supporting documents which relate to improving the walking environment of the whole city as well as specific precincts. The graphic below provides a number of examples and lists relevant NSW Government Plans and Delivery Programs.

NSW Government Plans:
Illawarra Shoalhaven Regional Plan
Illawarra Regional Transport Plan
Corridor Strategies
Draft Future Transport 2056 Strategy
Draft Regional NSW Services & Infrastructure Plan

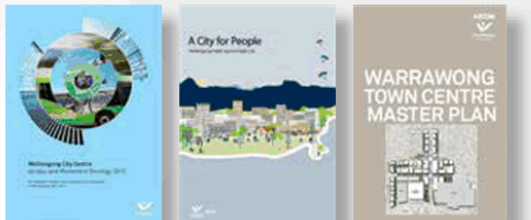
Wollongong 2022 Community Strategic Plan

LGA Wide Plans

- Disability Inclusion Action Plan
- City of Wollongong Bike Plan
- City of Wollongong Pedestrian Plan
- Urban Greening Strategy
- Play Strategy

Local Precinct Plans

- Town & Village Plans
- Access & Movement Strategies
- Local Area Traffic Management Plans
- Pedestrian Access & Mobility Plans



Health

- Lower risk of heart disease and stroke
- Reduced impact of high blood pressure, high cholesterol, joint and muscular pain or stiffness and diabetes
- Better balance and stronger bones
- Improved muscle strength and stamina
- Fall in body fat.[1]

Social Benefits

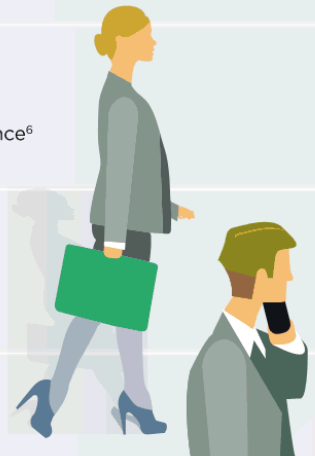
- Allows for casual social interaction
- Fosters community cohesion
- Increases passive surveillance
- Improves independence and resilience[6]
- Equitable form of transport

Economic

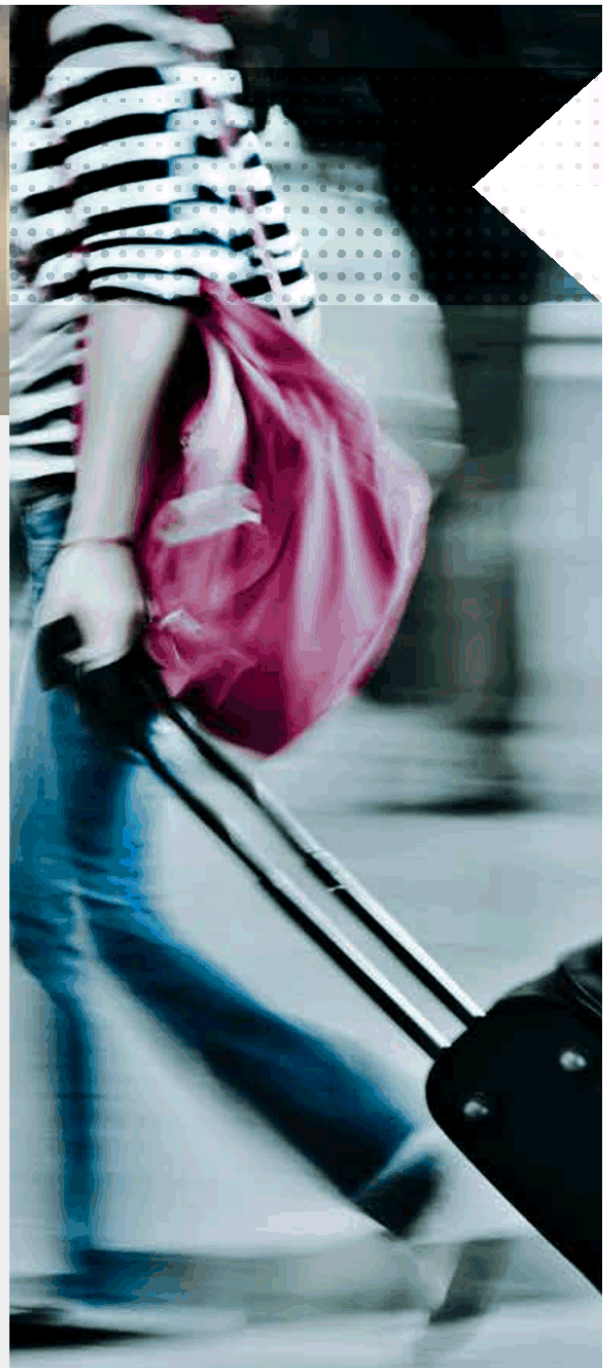
- Congestion cost savings
- Vehicle operating cost savings
- Less spent on roads
- Parking cost savings
- Increase in passing trade

Environmental

- Less noise pollution
- Cleaner air
- Fewer greenhouse gas emissions



Walking in the City of Wollongong



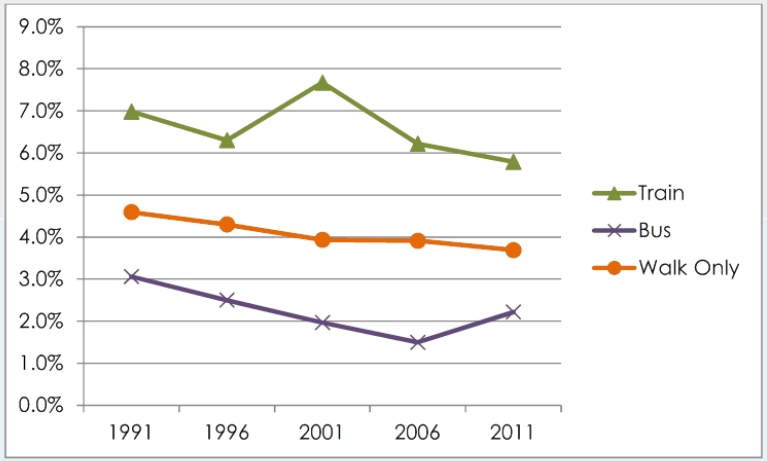
The state of walking in the city can be appreciated by considering the following aspects:

- The number and proportion of walking trips compared to other modes of transport
- Locations in the city which attract high levels of walking
- Information of road crashes involving pedestrians
- The magnitude and condition of footpaths and shared pathways
- The public transport network as each public transport trip has significant walking trips at either end
- The community's views and attitudes regarding walking in the city and in general

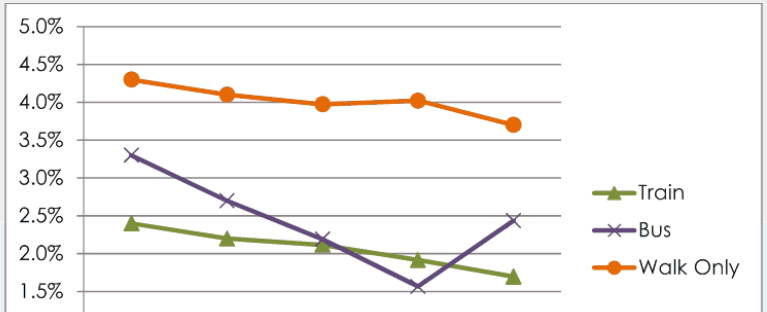
Mode of travel

Australian census data provides an indication of how much walking people do in our local government area when compared to other modes of travel, including cars. On census day, one of the key questions is on how people travelled to and from their workplace that day.

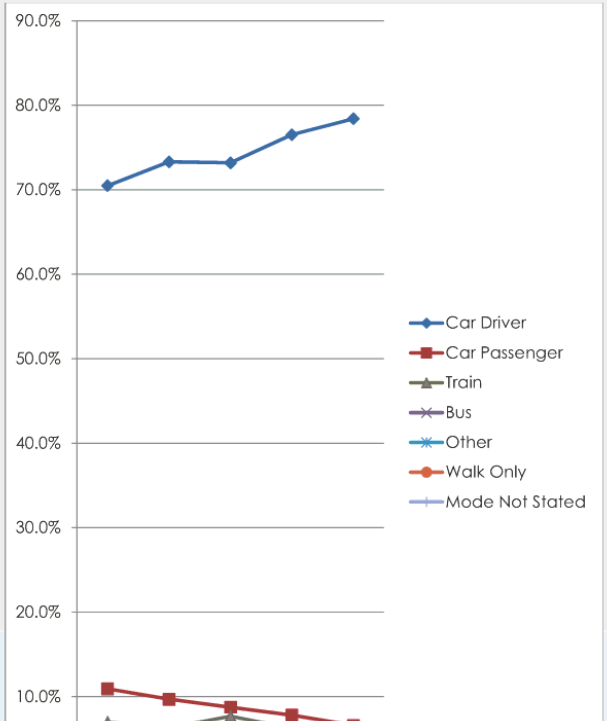
The data shows that over the past 20 years there has been a steady decline in walking as the only method used in a commute trip (around a 20% drop). As many public transport journeys are usually accompanied by significant walks at either or both ends, data related to public transport use

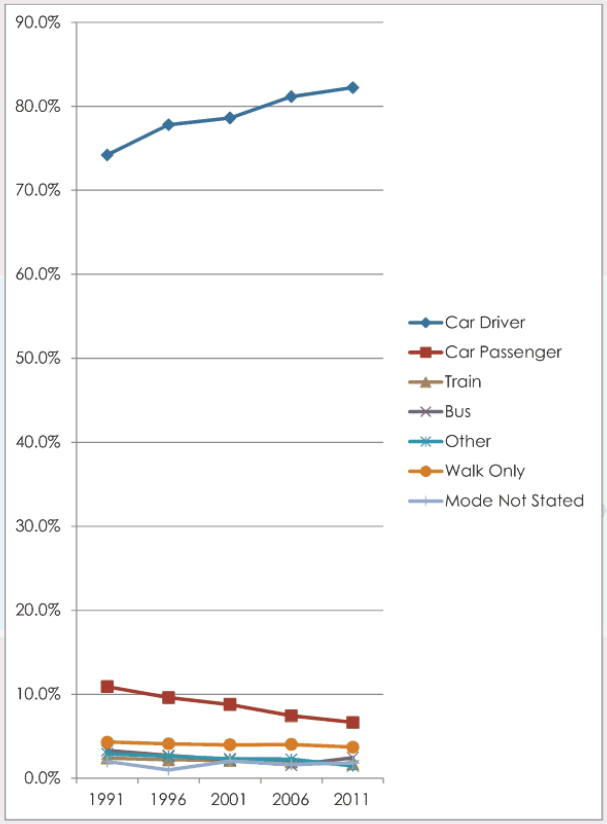


Public Transport and Walking Commuting Trips (Origin in Wollongong LGA)

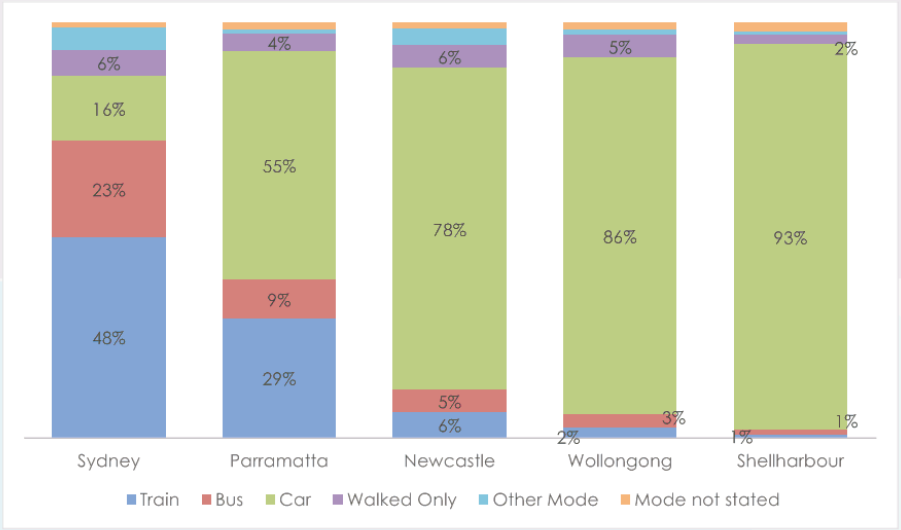


The following two graphs reveal that carpooling has also reduced over the same 20 year period with around a 65% fall in people travelling to work as a car passenger. While there has been a fall in the use of sustainable transport modes such as public transport, carpooling and walking, there has been a corresponding rise in car use. The most recent results show some 80% of commuters in the City of Wollongong drive their cars to work.





All Commuting Trips
(Destination in Wollongong LGA)



Commuting Trips – City Centre Comparisons

Areas of significant pedestrian activity

Activity centres are places that bring together a number of uses and attractions creating a range of social, environmental and economic benefits[12]. Subsequent to arrival, walking tends to be the main travel mode between uses within a centre. Accordingly, pedestrian networks play a major role in the success of an activity centre.

Key activity centres in the City of Wollongong include Wollongong City Centre, major town centres of Dapto and Warrawong and town centres including Corrimal,

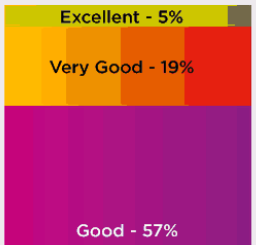
Areas of high pedestrian activity[18]

Existing Walking Infrastructure

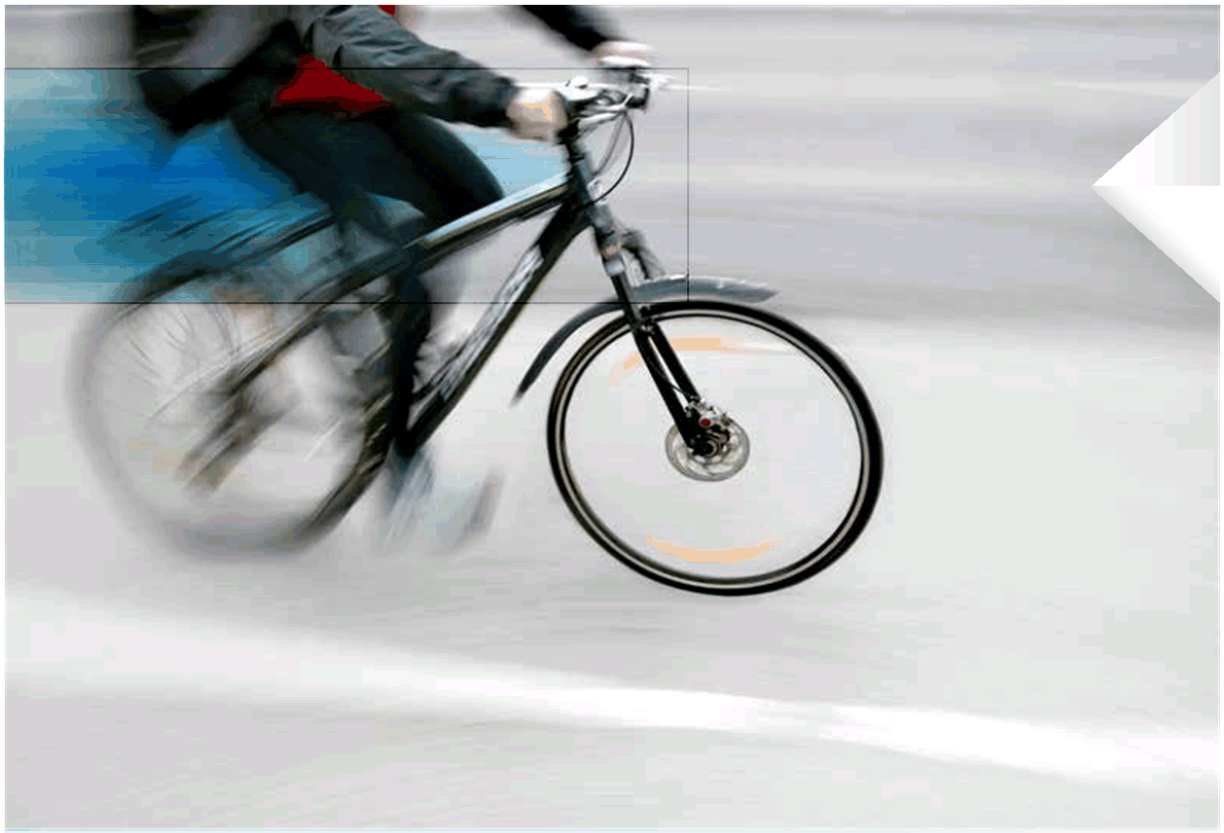
The existing walking infrastructure network in the city consists of paths, road crossings and associated infrastructure such as seating, bus shelters, awnings and signage.

Footpaths

Wollongong has some 420km of publicly owned footpaths that include paths on public roads and through open space. The figures below provide a snapshot of footpath quantities and condition in the city.



Asset Type	Quantity
Cycleway / Shared Paths	87km
Off-Road Footpaths	52km
Roadside Footpaths	368km
Roads	897km



The grade, cross fall, width and surface condition of footpaths are all critical aspects that, when combined with the surrounding environment, contribute to a favourable walking experience. Each year, Council spends up to $3M renewing footpaths to ensure they provide a safe and comfortable walking experience.

Many streets across the city don't have footpaths on one or both sides. Each year, Council plans and prioritises where new paths would most effectively help to achieve a safe and convenient footpath network that generally services the greatest number of users. Paths can also be built as part of larger projects including new developments, where there is population growth and significant road works projects.

Stairs

Some established urban areas of the city have a landscape that doesn't suit the provision of accessible pathways. That's why it has been necessary to build stairs to link pathways or connect footpaths to

Shared Paths

The vast majority of the city's bicycle path network is shared paths, which are used by both cyclists and pedestrians. On shared paths pedestrians have right of way, but are expected to keep left to allow other

Grand Pacific Walk

The vision of this major project is to create a pathway along our coastline, from the Royal National Park to Lake Illawarra. Council is currently working on Stage One which will establish a close to 3km walking and cycling connection between Coalcliff and Stanwell Park. This part of the route is considered a high priority by Council. There are no existing pathways for much of this section and it has steep and sometimes unstable land, narrow roads and a lack of provisions for pedestrians and cyclists.

Crossings

The footpath network is closely tied to a number of other systems including the road and bicycle networks and access points to properties. The following facilities aim to enable the safe overlap of these networks:

Pedestrian crossing aids
Refuge islands
Kerb blisters

Spatially Separated
Overpass
Underpass

With all these facility types, any ambiguity about who has right of way can significantly increase the risk of a collision. Accordingly, meeting relevant design standards, including the clear delineation of areas - such as where driveways cross a footpath - where pedestrians have priority over other road users is of particular importance to pedestrian safety.

Refuge Islands

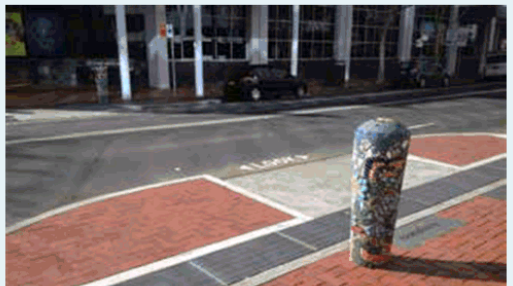
Refuge islands provide an area in the centre of the road where pedestrians can wait, making it easier to safely cross a road. The refuge area should be large enough to accommodate wheelchairs, mobility scooters, prams and bicycles and users should give way to vehicles.

Pedestrian Refuge

Kerb Blisters and Road Narrowings

These facilities reduce the crossing distance by bringing the kerb out into the road way. They significantly reduce the gap needed by pedestrians to cross safely, and provide better visibility for pedestrians and drivers. Kerb blisters or road narrowings are often used with other crossing types to improve safety outcomes.

If there is an increase in the number of pedestrians using these facilities, an upgrade to another type



Fencing

Fencing is often used to encourage the use of a designated crossing point rather than crossing at other less safe locations nearby. Fencing can create a safety hazard as a pedestrian, crossing at an incorrect location, may be trapped on the road behind the fence. Fencing can also hinder sightlines, reduce the appeal of business centres and the connectedness of land uses either side of the road.

Shared Zones

A shared zone is an area on a public road where pedestrians have right of way over vehicles. They have a 10km/hr speed limit, a road environment that strongly encourages low speed and forces pedestrians and vehicles to share the same space with a single continuous surface across the road (i.e. without kerb and gutter). Sight distance to pedestrians needs to be maintained throughout the shared zone. Shared zones are not usually suitable for large vehicles such as buses or trucks.

Marked Foot Crossings

Marked foot or 'zebra' crossings are a road area where pedestrians have right of way over all other road users. As these crossing types require vehicles to see and stop safely for pedestrians about to cross or crossing the road, there a number of requirements which need to be met. These include:

- Sufficient sight distance (often achieved through building kerb blisters and/or removing on-street parking)
- Appropriate street lighting
- Enough pedestrians using the crossing that motorists could expect pedestrians and are prepared to stop as necessary
- Location where pedestrians want to/must cross
- Lack of anticipated vehicle queuing over the crossing
- One vehicle travel lane each way

Current best practice sees marked foot crossings installed with supporting infrastructure such as a raised platform.

Marked foot crossing on raised platform

Children's Crossings

These are located outside primary and secondary schools. They operate around the start and finish of the school day during which timed parking is banned adjacent to the crossing and crossing flags are erected. Users have right of way over vehicles on the road and school crossing attendants often assist pedestrians.

Traffic Signals

There are many locations where the number of pedestrians and vehicles using the area and the sight lines mean traffic signals provide a safer pedestrian crossing option to roundabouts or stop/give way signs. Traffic signals allocate and visually convey the time during which pedestrians and vehicles use the part of the road over which the pedestrians cross. The time pedestrians wait for their turn to cross a road can significantly impact the convenience of a walking trip, particularly along a route with numerous traffic signal crossings. Adjustment of traffic signal timings can increase the throughput of pedestrians compared to motors vehicles. Walking routes in key activity centres which have or should have high numbers of pedestrians moving safely and quickly would benefit from this approach, even if vehicle trip times are increased.

Traffic signalised pedestrian crossings are occasionally provided midblock and away from road intersections. These provide a safe crossing opportunity in areas where there is significant pedestrian demand and high traffic volumes, or other factors that make other crossing types undesirable.

Pedestrian Countdown Timers

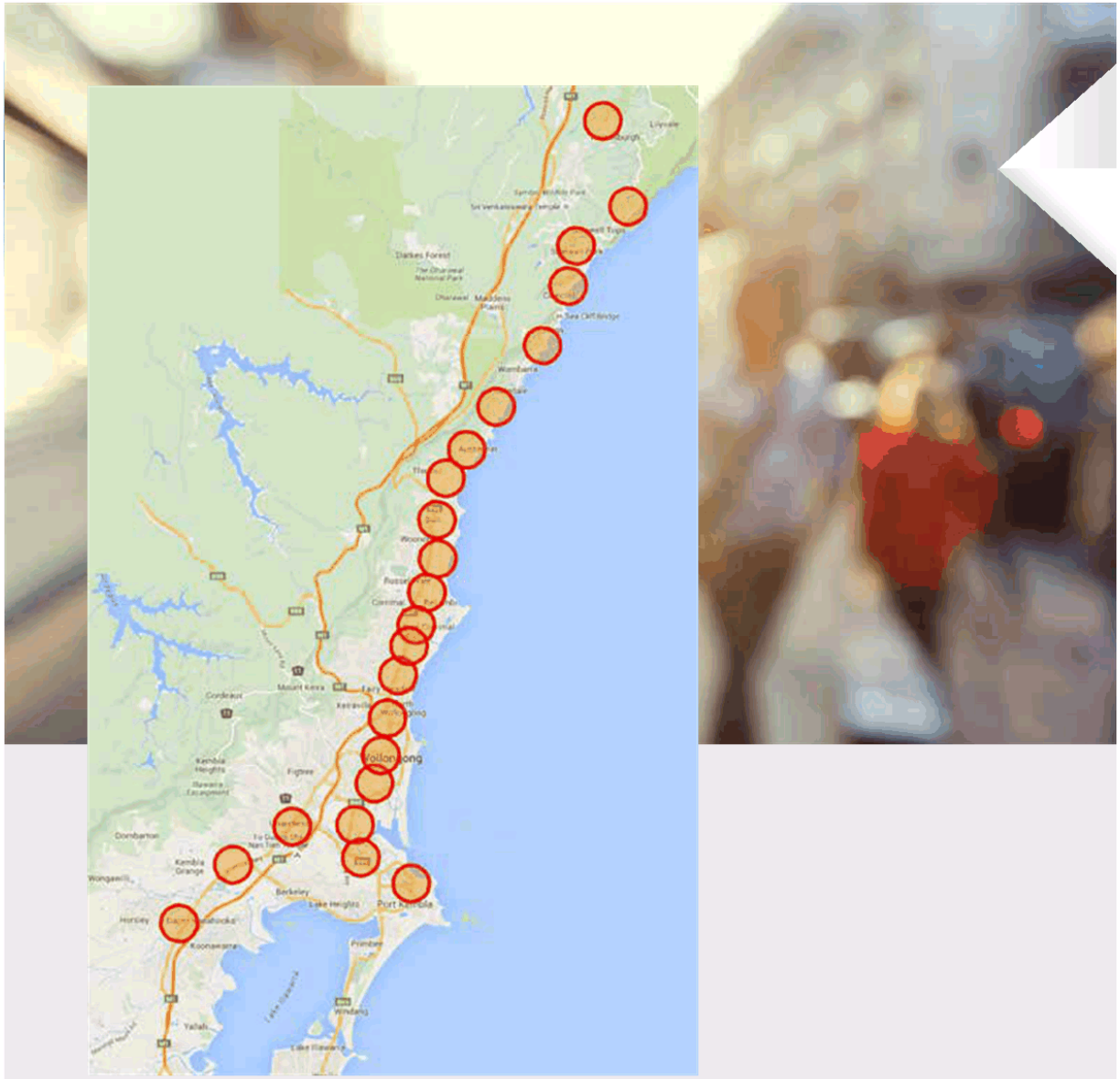
Pedestrian countdown timers were recently installed in three locations in Wollongong City Centre. These timers replace the flashing don't walk red person symbol with a number counting the seconds left to cross until vehicles get a green light. Trials in Sydney's CBD have indicated the majority of pedestrians using the crossings feel much safer and the crossings are easier to understand.[9]

Public Transport

Public transport plays a very important role in how much walking people do because people walk more at either end of a bus or train trip than when using a private vehicle. As a result, increasing public transport use will also significantly increase levels of walking. In suburban areas where housing is located outside the walkable catchment of key services and employment, public transport (usually bus transport) plays a key role in enabling active travel for a large part of the local community.

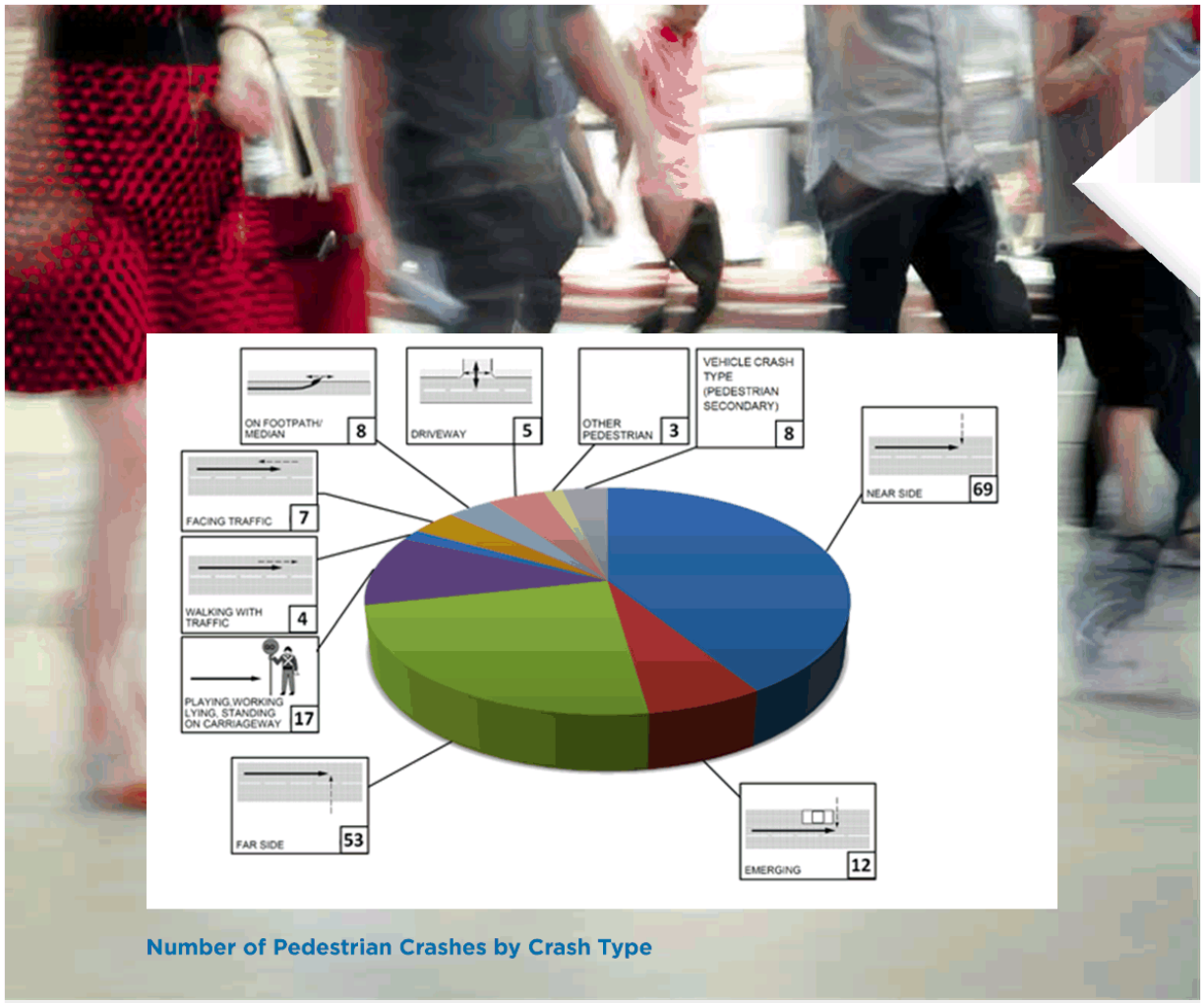
Pedestrian infrastructure that integrates with public transport includes bus shelters and seats, as well as paths and crossings that link to bus stops, railway stations and taxi ranks to residences and other land uses.

The generally accepted average distance a person is willing to walk to a railway station for transport is 800m. As shown in the figure on the next page,



800m Railway Station Catchments

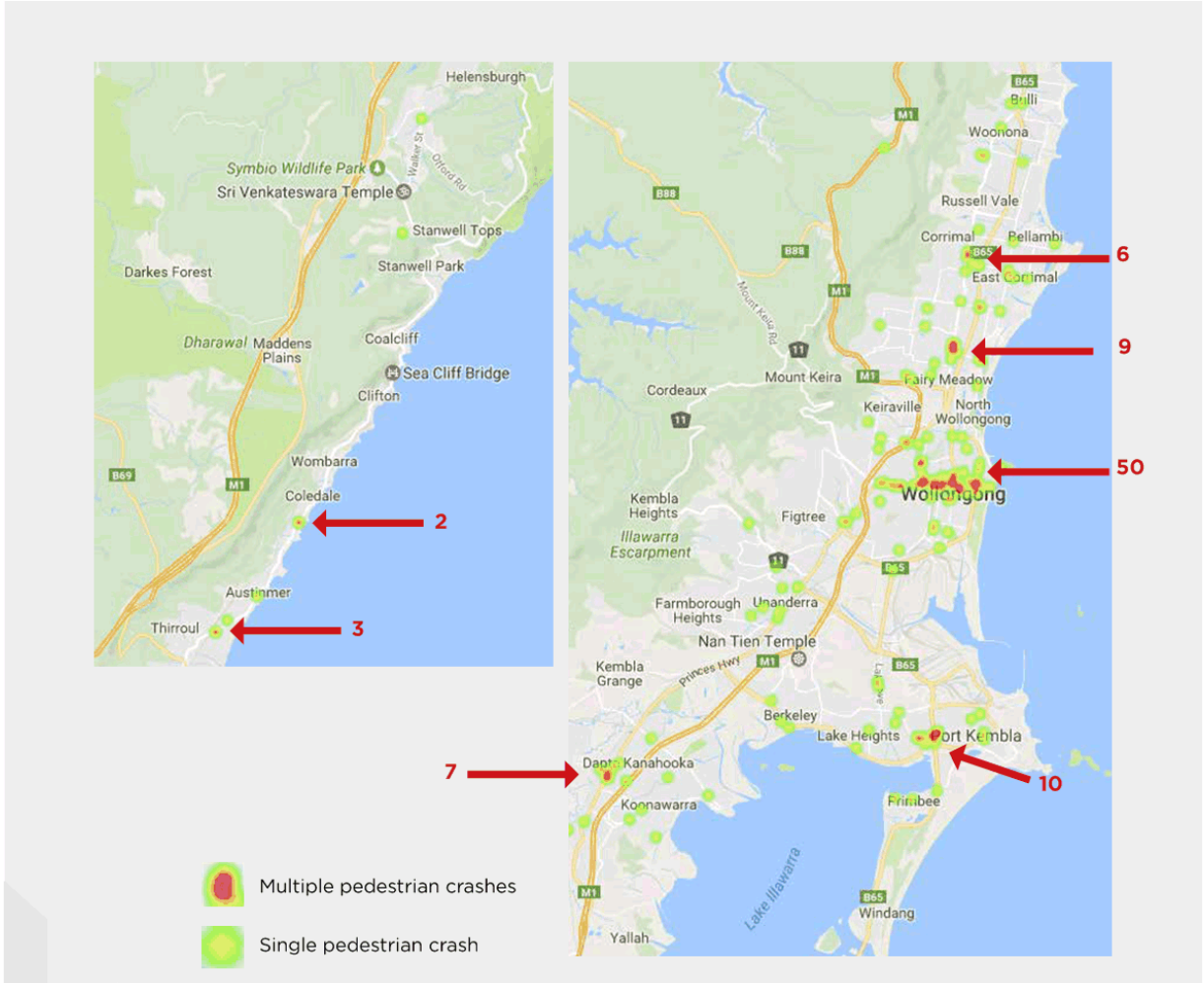
Map Data Source: Google



Number of Pedestrian Crashes by Crash Type

While the statistics show the majority of crashes occurred when pedestrians were crossing roads there were significant numbers of crashes where pedestrians were walking along roads (11) or were relatively stationary on a roadway (17). There were 13 crashes off the road and in areas where pedestrians have right of way. Analysis of the crossing road type crashes (near side, far side and emerging) shows that 80% occurred away from designated pedestrian crossings.

Measures that help reduce the severity and frequency of pedestrian accidents are varied and include crossing points, reducing vehicle speeds and volumes, and improving alternate routes by offering new or wider paths. Other proactive measures include safety, promotion and education campaigns such as the “look out before you step out” campaign.

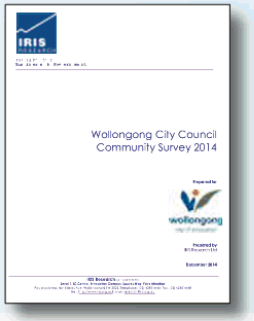

Helensburgh
Symbio Wildlife Park
Sri Venkateswara Temple
Stanwell Tops
Stanwell Park
Darkes Forest
Dharawal
Maddens Plains
Coalcliff
Sea Cliff Bridge
Clifton
Wombarra
Coledale
2
Austinmer
Thirroul
3
Woonona
Russell Vale
Corrimal
Bellambi
6
East Corrimal
9
Mount Keira
Fairy Meadow
Cordeaux
Keiraville
North Wollongong
50
Wollongong
Kembla Heights
Figtree
Illawarra Escarpment
Farmborough Heights
Unanderra
Nan Tien Temple
Kembla Grange
Berkeley
Lake Heights
Port Kembla
7
Kanahooka
10
Koonawarra
Windang
Yallah
Lake Illawarra
Multiple pedestrian crashes
Single pedestrian crash

Community Views

Community consultation has consistently shown that moving around the city safety and conveniently is a major concern for pedestrians. This sentiment has been reflected in a range of Council documents including our biannual Community Survey that indicated footpaths and their maintenance was of key importance.

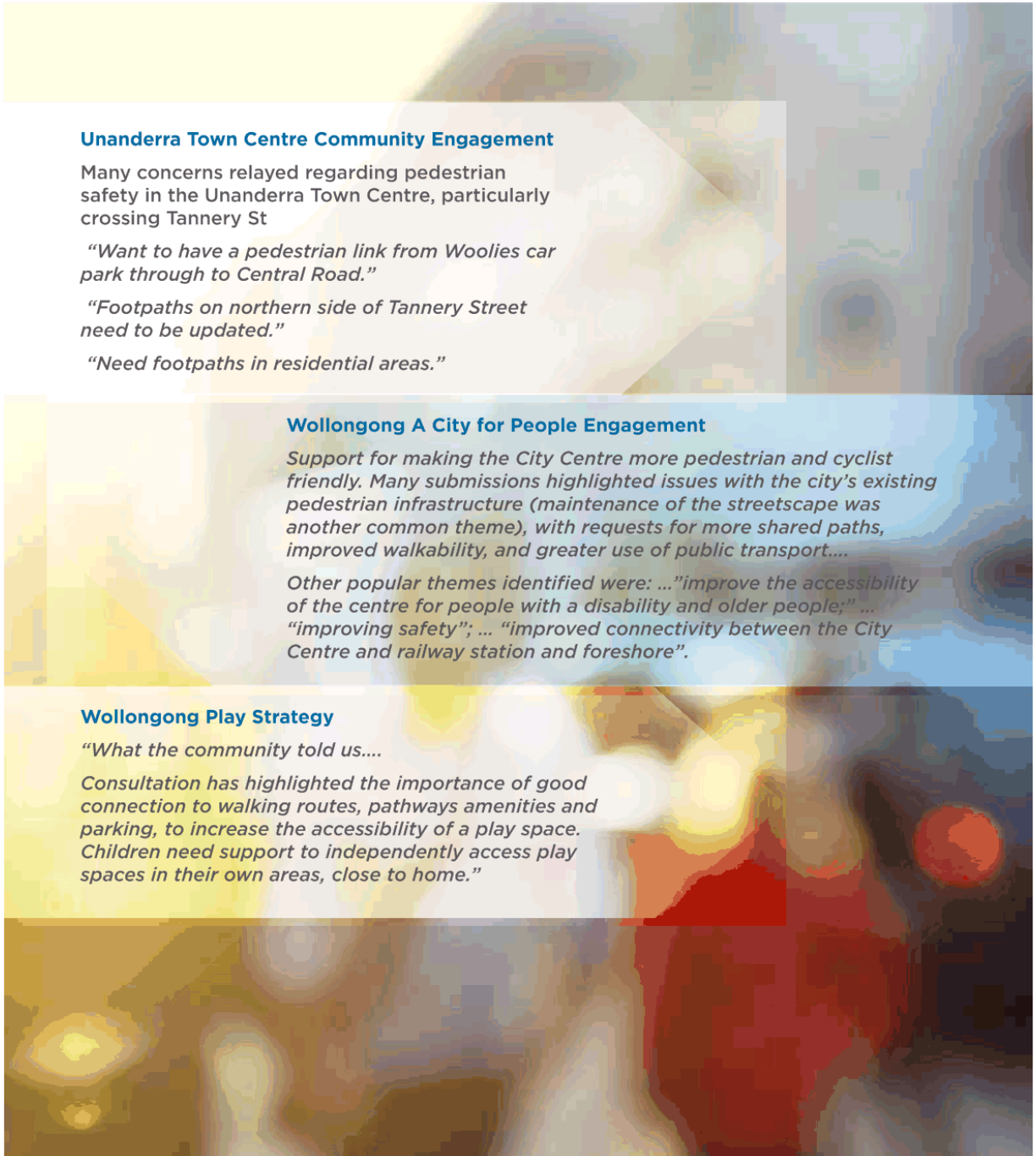
Wollongong City Council Community Survey 2012

- "Maintenance of footpaths" was as an area for improvement in 2008, 2010 & 2012
- "Maintenance of footpaths" was of high importance, with medium satisfaction
- Both "Footpath maintenance/improvement" and "more footpaths" were noted as being key priority issues



Wollongong City Council Community Survey 2014

- "Footpaths/cycleways" were listed as the 3rd highest "priority area" identified in the survey
- "Maintenance of footpaths" was noted in quadrant analysis of being an area for


Unanderra Town Centre Community Engagement
Many concerns relayed regarding pedestrian safety in the Unanderra Town Centre, particularly crossing Tannery St
"Want to have a pedestrian link from Woolies car park through to Central Road."
"Footpaths on northern side of Tannery Street need to be updated."
"Need footpaths in residential areas."
Wollongong A City for People Engagement
Support for making the City Centre more pedestrian and cyclist friendly. Many submissions highlighted issues with the city's existing pedestrian infrastructure (maintenance of the streetscape was another common theme), with requests for more shared paths, improved walkability, and greater use of public transport....
Other popular themes identified were: ..."improve the accessibility of the centre for people with a disability and older people;" ... "improving safety"; ... "improved connectivity between the City Centre and railway station and foreshore".
Wollongong Play Strategy
"What the community told us....
Consultation has highlighted the importance of good connection to walking routes, pathways amenities and parking, to increase the accessibility of a play space. Children need support to independently access play spaces in their own areas, close to home."

Warrawong Town Centre Community Engagement
"Confusing on (pedestrian) crossing near Westfield – this should be clear – a zebra crossing or nothing."
"Pedestrian crossings – need to make safe for elderly people to cross roads"
"The roundabout on Cowper Street and Shellharbour Road is too big and a nuisance to walk around."
Figtree Town Centre Study Community Engagement
"Need (safe) pedestrian crossings – especially along the Princes Highway."
"No footpaths on residential streets. It is too hard to walk to the town centre – I live up the hill."
"To be able to live in city area that is well connected and offers all services within a walkable distance."
"We need to walk on the road with prams in Figtree Heights."
"I would like to see one pedestrian crossing from Crinis to Westfield, instead of two."
"There needs to be better pedestrian connection across town, particularly east-west (across the highway)."
Disability Inclusion Action Plan Engagement
"Roadway crossings for people in motorised scooters are inadequate or too few"

Challenges

The following factors discourage or prevent individuals from choosing walking in the City of Wollongong as a key mode of transport:

- Our ageing population increases the need for accessible pedestrian infrastructure
- Council has limited data on pedestrian volumes
- Traffic signal timings and phasings in major centres are focused on vehicle movement rather than pedestrian throughput
- Areas of high pedestrian activity have low numbers of pedestrian priority crossings
- Walking rates to school have been in decline for decades despite increases in footpaths[11]
- Town centres have significant clusters of pedestrian accidents
- Pedestrian crashes mainly occur away from designated crossings
- Footpath maintenance/improvement and the need for more footpaths are key priority issues for the community
- A large proportion of suburban streets lack footpaths
- Many residential streets are unsuitable for footpaths due their steepness.
- Distance between residential streets and public transport or local destinations makes walking unattractive even if footpaths were to be provided
- Key town centres' accessibility is hindered by some substandard kerb ramps
- Town centres lack wayfinding for pedestrians
- Busy roundabouts prevent safe crossing by pedestrians
- Vehicles parking on nature strips or driveways obstruct pedestrians, with or without an adjacent footpath
- City's topography can be a hindrance to walkability
- Obstructions such as bins, vegetation, parked cars and signs impede pedestrian access in many parts of the city
- Limited access to frequent public transport.

General Barriers to Walking[11]
Distance
Terrain
Time
Carrying heavy bags
Lack of motivation

GOALS

The five goals listed below form the basis of the City of Wollongong Pedestrian Plan. These goals will assist Council to achieve its vision for walking in the city and address a series of issues that reduce participation in walking. A range of objectives and supporting strategies are proposed that will help achieve these goals.

Goal 1 - Encourage Walking

While there are numerous benefits of walking for individuals and there are extensive networks of paths to and within key activity areas around the city, travel by private motor vehicle is the most popular travel mode, even for short trips. Although optimising the layout of land use and surrounding transport networks as well as improving infrastructure will be necessary to increase walking, promotion and education are also effective ways of encouraging people to walk rather than use a car.

In order to increase the proportion of all trips completed by walking, the daily travelling routines which facilitate movement to schools and workplaces need to change. The following four objectives and supporting strategies seek to educate and promote walking in a way that targets these trips as well as provide information that makes walking more attractive and convenient.

Objective 1.1 More children walking safely to school	
	Strategies
1.1.1	Determine principal safe school routes to primary and secondary schools
1.1.2	Pilot safe routes to school programs at selected primary and secondary schools
1.1.3	Conduct education campaigns to change perceptions of walking to schools

Objective 1.2 More walking in everyday life	
	Strategies
1.2.1	Develop and conduct promotional campaigns that encourage more active travel to work
1.2.2	Provide information to the community about the various benefits of walking for individuals
1.2.3	Investigate mechanisms to increase off-site parking provision in Wollongong City Centre and town centres

Objective 1.3 Information that supports walking is readily available	

Objective 1.4 Initiatives that encourage walking are supported	
	Strategies
1.4.1	Support workplace walking initiatives including Walk to Work Day
1.4.2	Support local walking groups
1.4.3	Investigate the development of self-guided walks for locations outside of Wollongong City Centre and foreshore

Objective 1.1

More children walking safely to school

There are 66 primary schools and 19 secondary schools in the Wollongong local government area. It is considered that a student will generally walk up to 800 m from school to home and so provision of paths and crossings within this walking catchment is important with respect to walking levels. Given the sheer number of schools in the city as well as the often unfavourable local topography, it is unlikely to be feasible to deliver paths across the complete walking catchments of every school in the LGA in the short or even medium term timeframe. A more focussed approach is needed to deliver walking connections that will be feasible within a reasonable timeframe as well as located where they will be attractive to the most students and address the most safety risks.

Principal Safe Walking Routes to Schools

An emphasis on a small number of walking routes (i.e. principal routes) to schools will enable this focus. Once determined, a principal walking route to a school can be prioritised with respect to infrastructure improvements. Furthermore the route can be recommended to users within school communications and targeted education campaigns.

Identification of principal routes will involve consideration of a number of aspects including

- Traffic volumes on road
- Number of crossing points
- Density of school students along or close to walking route
- Passive surveillance
- Steepness
- Existing walking infrastructure
- School bus stop locations

Public schools tend to have higher proportions of students that live within the area surrounding a school whereas independent schools tend to have wider catchment areas. Other aspects being equal, the attractiveness of walking to schools is greater for public

Safe Routes to School Programs

Behaviour change will require specific programs to increase awareness of the benefits of active travel for the school community and involve students, teachers and parents. The programs will need to address issues that impede such travel to school such as existing travel patterns and preferred potential routes. Safe routes to school programs can facilitate these discussions and include the coordination of participation measures such as walking to schools days and walking buses.

Perceptions of walking to school

Walking and cycling to school rates have declined dramatically over the past couple of decades. Over this same time, pedestrian accident rates have fallen (more so than the reduction in walking), footpaths have improved significantly and vehicle speeds around schools have dropped with the implementation of 40km/hr school zones. The reduction in active travel to school has occurred in spite of these safety and amenity enhancements. A change in perceptions of the safety of walking to school is likely to be a major contributor to the reduction.

Fears relating to abduction of children walking to school and dangers arising from car accidents have contributed to the greater use of vehicle travel to school, which itself carries greater risk of injury and poor health outcomes over the longer term when compared to active travel. Promotional campaigns with messaging that highlights the many benefits and ultimately safer outcomes for children is needed as part of a suite of measures to raise walking and cycling rates to school.

Objective 1.2

More walking in everyday life

Promotion of active travel

Increasing the walking component of commute trips would result in a number of positive outcomes for individuals and communities. By reducing commuters' reliance on motor vehicles, there will be less peak traffic congestion in most activity centres in the city, and a reduction in traffic congestion, air pollution and lost productivity. The physical activity would, meanwhile, improve public health. Promotional campaigns have the potential to change attitudes of the travelling public and encouragement of active travel to work.

Similarly, promoting short non-work related trips, as another opportunity for individuals to increase the amount of walking they do is a valuable idea. Key messages could include highlighting a number of health benefits including social interaction, and fitness.

Off-site parking provision in major centres

Objective 1.3

Information that supports walking is readily available

Mapping of Pedestrian Infrastructure

Council's interactive maps provide a valuable resource for the community and include information on property and suburb boundaries, aerial photography, Local Environmental Plan (LEP) features and bicycle network infrastructure. The mapping of walking infrastructure including path and crossing points can be added to the interactive maps to improve their usefulness.

Walking Information on Council's website

Council's website receives some 2.9 million page views per year and is a destination for a wide range of information needs. New visitors and residents alike use the site when making decisions about places to visit and how to travel to them. The presence of useful and convenient active travel information on Council's website will be important for encouraging walking as a transport option. Examples of such information could include: this Plan, information on the benefits of walking, links to walking maps, safety messaging and information, walking to school promotions and walking event information.

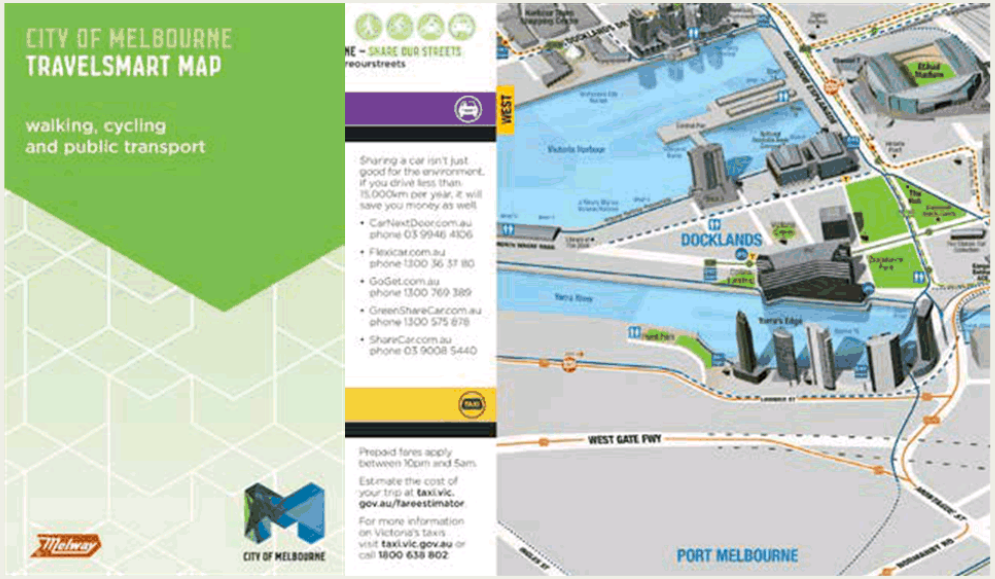
External Trip Planning Platforms

Many online applications on a range of platforms exist to guide motorists on their journey. The functionality and usefulness of an application for walking journeys is largely dependent on the quality of geographic information that feeds it. Trip planning or guidance applications that do not include path networks or crossing points may direct users to routes without sufficient infrastructure potentially causing safety risks. The provision of GIS information of footpath and crossing locations to key external trip planning platforms will allow for the creation of applications that can provide more meaningful and safe route recommendations.

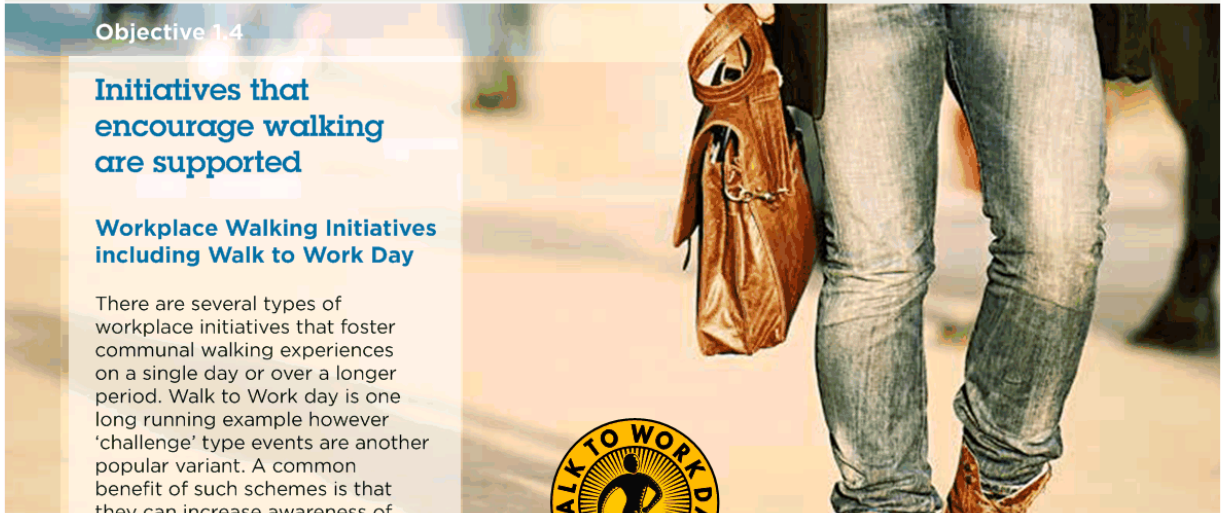
City of Wollongong Travel Smart Map

Making available information of the range of transport options aside from the private motor vehicle will significantly encourage walking, albeit indirectly. Public transport trips have more lengthy walking trips at the origin and destination as compared to private motor vehicles. Research of several major centres found that "Roughly half of the kilometres walked are associated with a public transport trip"[7].

'Travel Smart' maps have been developed in other locations around Australia to serve this purpose and provide a 'one stop shop' resource for active travel options in a city and are generally free and can be taken anywhere. A travel smart map for Wollongong would encourage walking directly by containing specific walking information but also indirectly



City of Melbourne TravelSmart Map



Local Walking Groups

Walking groups can provide an attractive option for people to increase their walking in a social context. A number of focuses for such groups can exist including recreation, social interaction, commuting and physical health.

Self-Guided Walks

The city centre heritage walk is a self-guided tour showcasing the history of Wollongong City Centre. Such tours provide tourism opportunities for visitors and residents and help to build connections between community members, heritage items and the city's history. Other aspects of the city which could be the basis for additional self-guided walks include:

- Wollongong City Centre architecture
- Heritage in locations outside Wollongong City Centre
- Street Art
- Escarpment and coastline views

In addition to showcasing the features of the city that are best experienced as a pedestrian, such tours would encourage walking for the

Goal 2 - Create Pedestrian Friendly Places

Walking more than other transport modes provides the opportunity to actively experience the surrounding environment while traveling. Walking speed and the level of exposure to the environment are the main factors that facilitate this characteristic.

Pedestrian friendly places provide an interesting and varied environment for walkers. Council's Town and Village Plans such as the Wollongong City Centre Planning Policy 'A City for People' emphasise these aspects and include proposals that aims to create vibrant places that are best enjoyed as a pedestrian. Main street improvements recommended in these plans form the basis for commercial centre upgrades listed on Council's Capital Works Program. Pathway renewals in special use activity centres also present opportunities to create new pedestrian friendly places such as the Blue Mile shared path upgrade.

Crown Street Mall.

"A pleasant environment can significantly extend (perhaps double) the distance people are willing to walk."[7]

Pedestrian friendly places are designed, built and maintained in ways that enable walking by the people with a wide range of mobility needs such as children, pram users, those in a wheelchair and mobility scooter users. In this respect, Council aims to provide footpath infrastructure that meets all relevant standards for accessibility.
For paths this means ensuring that they are:

- Wide enough to cater for the volume of expected pedestrians and that wheelchairs can easily pass other path users travelling in the opposite direction
- Unobstructed and reach their destination
- Not too steep
- Have smooth, non-slip surfaces
- Contain utility lids that are also smooth and non-slip
- Have narrow grid grates where stormwater inlets are unavoidable
- Avoid adjacent plantings that may create a hazard for path uses, for example spiked plants, vegetation that blocks important sight lines or sheds significant leaf matter onto paths

Ancillary walking infrastructure also features prominently in places that are conducive to walking for all abilities and include:

- Regularly spaced street furniture that allows rest such as seating
- Trees and structures that provide weather protection

These characteristics are important not only for existing areas of high pedestrian activity but also in new subdivisions and existing suburban areas.

The following objectives focus on a number of aspects raised above to help improve the amenity of key locations for pedestrians.

Objective 2.1 Pedestrian activity centres have high quality walking environments

Objective 2.2 Pedestrian infrastructure is accessible	
	Strategies
2.4.1	Ensure continuous accessible path of travel preferably along building lines
2.4.2	Replace non-compliant pedestrian crossing kerb ramps in Wollongong City Centre, town centres and village centres
2.4.3	Provide bus stop shelter seating with back and arm rests

Objective 2.1

Pedestrian activity centres have high quality walking environments

Pedestrian amenity and accessibility at and between Council buildings

Council provides many of its services to the community through a range of buildings across several activity centres in the city. Improving the walking linkages of these buildings to the surrounding pedestrian network, public transport nodes and local car parks will assist in improving the accessibility of the services provided in these buildings to the community.

Weather protection in major activity centres

Weather protection is a key element in increasing the amenity of the walking environment of a centre. Awnings along building frontages provide the main component of weather protection along footpaths in significant town centres.
DCP requirements for awnings on new buildings in particular locations do aim to expand the coverage of weather protection. However, there are many locations which do not have awnings and are unlikely to for decades until redevelopment occurs. An investigation of means to provide weather protection in the interim is needed. Covered walkways may provide an option in this respect however impacts on aesthetics and the creation of obstructions on the path to support such structures would need to be carefully considered.

Public art

Public art adds interest, makes places more memorable, creates a sense of fun and is an important part of urban renewal. It creates a welcome interface in the public domain that encourages pedestrian activity, enhances safety, and animates spaces for the pleasure of locals, workers and visitors.[19] Incorporation of public art into pedestrian and other infrastructure projects on key routes will assist in making walking more attractive than other transport modes and increasing the distance people will walk.

Objective 2.2

Pedestrian infrastructure is accessible

Continuous accessible path of travel

Fixed obstacles on paths can take many forms and include sign posts, overgrown vegetation, utility posts, seats, bus shelters, folding signs to name a few. These obstacles create, at best, an inconvenience for most users, but can be hazardous to impaired pedestrians or when volumes of pedestrians reach a significant level. A continuous accessible path of travel that is free from such obstructions should be incorporated as a key component of projects that include pedestrian connections. This concept also includes a requirement that the path of travel links an origin to the destination completely and is not broken up by an intermediate missing path section or that the path falls short of its destination.

Pedestrian Crossing Kerb Ramps

Kerb ramps, especially at pedestrian crossings are a critical element of an accessible pedestrian network. Ramps that don't meet the relevant design standards can be inconvenient or uncomfortable at best, or pose significant safety risks at worst. Problems can include steepness, misalignment, poor sizing or lack of definition. Numerous kerb ramps are either missing or in need of replacement in Wollongong City Centre, town centres and village centres around the city. A program of replacement at

Goal 3 - Make Walking Safe

Pedestrians represent the largest group of vulnerable road users. In an accident between a vehicle and a pedestrian, the latter often sustains severe injuries due to a lack of protection. There are around 40 pedestrian crashes a year in the city. Making improvements to crossing facilities will contribute greatly to making walking safer in the city.

Objective 3.1 Pedestrian crossing opportunities are improved	
	Strategies
3.1.1	Increase formal crossing opportunities including pedestrian priority crossings in area of high pedestrian activity
3.1.2	Increase formal crossing opportunities on principal walking routes to schools
3.1.3	Investigate opportunities for 'continuous footpath' treatments in Wollongong City Centre and in town centres of Dapto, Warrawong, Corrimal, Fairy Meadow, Figtree and Unanderra
3.1.4	Develop and implement proactive programs of zebra crossing maintenance and upgrades to address non-compliances and improve pedestrian safety

Objective 3.2 Conflicts between pedestrians and other road users are reduced	
	Strategies
3.2.1	Conduct audit of pedestrian safety at roundabouts and program improvements
3.2.2	Continue shared path user behaviour initiatives
3.2.3	Develop and deliver pedestrian safety education campaigns

Objective 3.3 Pedestrians feel safe in the city	
	Strategies
3.3.1	Undertake Crime Prevention Through Environmental Design (CPTED) assessments of major town centres and program priority recommendations
3.3.2	Street lighting improvements

Objective 3.1

Pedestrian crossing opportunities are improved

Formal crossing opportunities

Pedestrian crash data shows the majority of pedestrian accidents occur where there is no crossing facility. Formal crossings are located where there is demonstrated pedestrian crossing demand and are designed with safety as the key objective. Several crossing types are available for use and a range of characteristics such as vehicle volumes and movements, road geometry and numbers of pedestrians are considered when selecting the appropriate type.

Where pedestrian volumes are high and there is a desire to encourage walking over vehicle use there may be an opportunity to provide pedestrian priority crossings such as a marked foot crossing, traffic signals or a continuous footpath treatment. A number of crossing operation types can be used at traffic signals including exclusive pedestrian phases where all traffic is stopped and pedestrians can use all available crossings. Pedestrian refuges, kerb blisters and road narrowings are generally used in lower volume locations, but may also be useful in areas of high demand where site characteristics do not support the use of other crossing types.

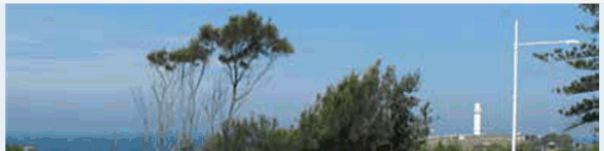
Crossings on walking routes to schools

Principal walking routes to school that are convenient and promoted by schools will concentrate walking activity. The provision of formal crossing opportunities along these routes will increase safety and amenity of these routes.

Marked Foot Crossing Safety

Marked foot crossings, also known as zebra crossings, provide the highest level of priority for pedestrians over vehicles. As pedestrians have complete right of way at such facilities, their safe operation relies on the driver's ability to detect the crossing or approaching pedestrian in time to stop safely. Infrastructure non-compliances may compromise pedestrian safety and a program of maintenance and upgrades is suggested for the city.

Placement of marked foot crossings on raised platforms is preferred as the treatment is effective at reducing vehicle speed and increasing driver awareness of the pedestrian crossing. The upgrade of an existing marked foot crossing can include placement on a raised platform if site conditions allow such a change.



Objective 3.2

Conflicts between pedestrians and other road users are reduced

Pedestrian Safety at Roundabouts

Roundabouts can hinder pedestrian amenity and safety for a number of reasons including:

- Unpredictable vehicle speeds and manoeuvring in a roundabout.
- Left turning drivers tend to check their right side only for approaching vehicles and not for pedestrians crossing on their left. Left turn manoeuvres can also happen more quickly that at a regular intersection.
- Where there is a lot of traffic, pedestrians will find crossing difficult as they are required to give way to vehicles on all sides of the roundabout.
- Pedestrian routes through a roundabout intersection tend to be less direct that at other intersection types.

These aspects can make crossing roundabouts less safe for pedestrians than give way or stop controls at cross or T intersections. Improvements can be made to roundabouts such as providing splitter islands that include a refuge area or moving crossing points away from the intersection edge. An audit of roundabouts in the city with respect to pedestrian safety would help to identify opportunities for improvements.

Shared path user behaviour initiatives

The shared path network provides an extensive set of paths along the coast and in key inland locations for a range of user groups. By not following key shared path rules, conflict can quickly arise due to the range of speeds between user types on these paths. Wollongong Council has worked in partnership with Shellharbour and Kiama Councils as well as the Illawarra Bicycle User Group and Healthy Cities Illawarra Inc to develop a 'Share the Track' education campaign encouraging user practices that result in a safe and convenient path environment. Council will continue to deliver material and events as part of this campaign leading into and during peak periods of shared path use. Furthermore, Council will continue to

Pedestrian Safety Education Campaigns

Road user behaviour has a major influence on pedestrian safety outcomes. As such, pedestrian safety is not only the responsibility of pedestrians but other road users including drivers and cyclists. Council regularly delivers education campaigns focusing on improving pedestrian, driver and cyclist behaviour to help reduce the number and severity of pedestrian injury crashes and address behaviour that hinders pedestrian access. Council will continue the delivery of a range of education campaigns that target specific user groups, problem behaviours and misunderstood road rules. Potential areas for future attention include:

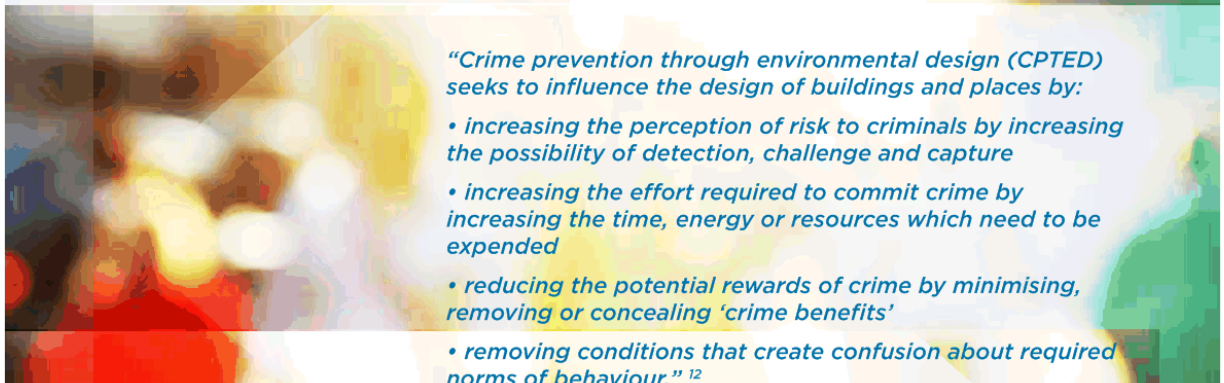
- Distraction caused by mobile devices
- Parking on nature strips and over driveways on the footway
- Drivers giving way to crossing pedestrians when turning at intersections
- Crossing at designated crossing facilities

Objective 3.3

Pedestrians feel safe in the city

Crime Prevention Through Environmental Design

How public places and the paths which connect them are designed can have an impact on crime rates. Carrying out an assessment of major town centres from a crime prevention perspective will identify locations where improvements could be made to make pedestrians feel safer and more likely to use city streets night and day.



"Crime prevention through environmental design (CPTED) seeks to influence the design of buildings and places by:

• increasing the perception of risk to criminals by increasing the possibility of detection, challenge and capture

• increasing the effort required to commit crime by increasing the time, energy or resources which need to be expended

• reducing the potential rewards of crime by minimising, removing or concealing 'crime benefits'

• removing conditions that create confusion about required norms of behaviour." [12]

Goal 4 - Make Walking Easy and Convenient

The simplicity and convenience of a footpath network is interlinked with users being able to choose suitable direct walking routes to their destination. This is often referred to as an area's walkability. The layout of paths in a way that maximises is the number of route options is of prime importance in a walkable precinct. Being able to see visual information conveying route options to local destinations is also crucial.

Convenient walking networks also need points where pedestrians can comfortably switch to other modes of transport for parts of their journey that are less suited to walking. There are several areas where Council can facilitate effective integration of pedestrian infrastructure with public transport systems and car parking.

"A major reason for walking in urban areas, is walking to and from transit. Better transit, including community or urban design to support such transit, can likely increase walking."[7]

Objective 4.1 Walking is well integrated with other transport modes	
	Strategies
4.1.1	Provide timetable information bus stops
4.1.2	Provide weather protection at taxi ranks
4.1.3	Provide footpath connections to bus shelters

Objective 4.2 Wayfinding is available in areas of pedestrian activity	
	Strategies
4.2.1	Develop and implement a wayfinding signage system for pedestrians in the town centres of Dapto, Warrawong, Corrimal, Fairy Meadow, Figtree, Unanderra
4.2.2	Develop a consistent city wide approach to wayfinding signage for pedestrians in key special use activity centres
4.2.3	Develop a consistent city wide approach to wayfinding signage for railway stations walking catchments

Objective 4.1

Walking is integrated with other transport modes

Timetable information at bus stops

Many bus stops around the city lack timetable information and/or the infrastructure to display information without it getting damaged by the sun and rain.

Timetable information can be improved by providing information that is legible for a range of users, and with supporting information such as a local map.

The city has a hierarchy of bus stops and more significant stops, such as those in town centres, have a higher level of infrastructure including seating, a larger bus shelter and a waste bin. Accordingly, the standard of timetable and other information should reflect the importance of the bus stop. Whichever standard is applied, consistent quality with respect to legibility and currency should be maintained for all stops.

Weather protection at taxi ranks

Taxis provide a service for many users, and the amenity of taxi ranks would be improved with weather protection, particularly where users have luggage or shopping.

Footpath connections to bus shelters

Council is running a bus shelter installation program that has seen approximately 350 bus shelters provided at the most used bus stops. In addition to this, the presence of good walking infrastructure at and around a bus stop is important for the safety, function and attractiveness public transport. Accordingly, new footpath connections should be provided between bus shelters and existing footpath networks and/or key local destinations.

Objective 4.2

Wayfinding is available in areas of pedestrian activity

Wayfinding helps people to understand where they are in a particular area, what destinations of interest are nearby and how to get to them. Generally wayfinding is provided via a number of different types of signs that have different functions including map signage, information signage (often combined with map signage) and directional signage at intersections of paths and/or roads.

Fundamental principles for wayfinding signage include:

- showing accessible paths to destinations, if different from main pathway
- maintaining a hierarchical level of information for the user

Distances to destinations should also be shown on directional signs. A system of wayfinding signage for pedestrians in the town centres of Dapto, Warrawong, Corrimal, Fairy Meadow, Figtree and Unanderra should be developed and implemented.

Special use activity areas such as popular tourist precincts or destinations also require wayfinding as they may have a significant public transport hub but no signage that directs people from their drop off point to the destination. Tourist precincts that contain a number of activities or uses would require wayfinding that is part of the gateways or main entry points to these areas that would direct visitors to the various destinations using a network of signs. Example locations include:

- Nan Tien Temple and University
- Blue Mile Precinct
- Lake Illawarra.

Many railway stations in the city have a range of services and attractions within walking distance. A consistent city wide approach to wayfinding signage for railway station walking catchments would simplify implementation and provide users with a level of familiarity across different locations.

Objective 4.3

Walkability in the city is increased

Pedestrian network permeability

A key aspect of walkability is the number of available pedestrian routes or permeability through a network which result in shorter and quicker walking trips for all users. This characteristic should be greater for pedestrians than for vehicles particularly in areas of high pedestrian activity such as our town centres. Laneways, arcades, public open space and shared zones are some options that increase permeability.

Ethel Hayton Walk increases pedestrian connectivity in Lower Crown Street

Much of Wollongong City Centre's pedestrian network is permeable through current and historic planning efforts. The investigation of opportunities to further increase pedestrian permeability in Wollongong City Centre as well as higher order centres such as Dapto, Warrawong, Corrimal, Fairy Meadow, Figtree and Unanderra is also needed.

Neighbourhood planning

Another feature of urban networks that impact walkability is distance between popular origins and destinations. In the residential neighbourhood context, local centres are often outside the walking catchment of many residences. Public spaces and smaller retail can be more numerous and service more residences if located correctly. Planning of neighbourhoods including local centres should seek to maximise the number of households within walking distance to 'everyday' services. A target for the number of households in walking distance of open space and corner shops or retail within new subdivisions can help to prioritise walkability in the planning phase. One way to increase the number of households within walking distance to local services is to increase the density of housing around these uses.

Goal 5 - Work Effectively to Implement the Pedestrian Plan

Implementation of this Plan will depend on the availability of local data and information relevant to pedestrian infrastructure planning and delivery. It will be necessary for Council to work with NSW Government partners where there is an impact on state property or infrastructure, and to secure grant funding to supplement Council's limited funds for new pedestrian infrastructure.

Objective 5.1 Good data is used to inform decision making and monitoring	
	Strategies
5.1.1	Establish ongoing pedestrian count data collection program
5.1.2	Collect Public Life Data at town centres, regional play spaces and key tourism destinations
5.1.3	Collect data on school student populations

Objective 5.2 Pedestrian Infrastructure Capital projects contribute to Pedestrian Plan Objectives	

Objective 5.3 Work with the NSW Government to facilitate delivery of Pedestrian Plan and complimentary programs	
	Strategies
5.3.1	Work with NSW Roads and Maritime Services to improve pedestrian amenity and safety at traffic signals
5.3.2	Work with Transport for NSW to improve pedestrian safety and amenity around railway stations and level crossings
5.3.3	Work with the NSW Government to progress Safe Routes to Schools initiatives
5.3.4	Work with NSW Roads and Maritime Services to reduce vehicle speeds
5.3.5	Pursue the provision of frequent and convenient public transport services emphasizing areas of high demand

Objective 5.1

Good data is used to inform decision making and monitoring

Ongoing pedestrian data collection

Council has a rolling program of traffic data collection that is used to plan, prioritise, design and implement a range of road works types. Council currently does not have such a program for pedestrian data. Instead, this information is collected on a site-by-site basis as part of specific planning studies or capital projects. A rolling program of pedestrian data collection would help to identify trends of pedestrian usage and high demand areas in need of attention. This information would also help to respond to community requests, prioritise pedestrian infrastructure delivery and assess the benefits of new infrastructure or education/promotion activities.

As well as collecting traditional pedestrian movement data like the number of pedestrians passing a certain location, gathering more holistic "Public Life Data" that records stationary activities as well as origins and destinations would help in the planning of quality streetscapes rather than just footpaths.

School population data collection

Increasing the numbers of pupils walking to schools will rely on a number of factors including the number of students that live within walking distance from the school. Data would help to identify schools with large numbers of students within walking distance and allow Council

Public Life Data

A Public Spaces Public Life Study was undertaken in Wollongong City Centre to inform the creation of the overarching plan for the centre called "A City for People". "Public Life" data not only included pedestrian movements in locations of interest but also stationary activities such as children playing, café seating, bench seating, waiting for transport and lying down.[18]

Public Transport Accessibility Level Mapping[17]

Objective 5.2

Pedestrian Infrastructure projects contribute to Pedestrian Plan Objectives

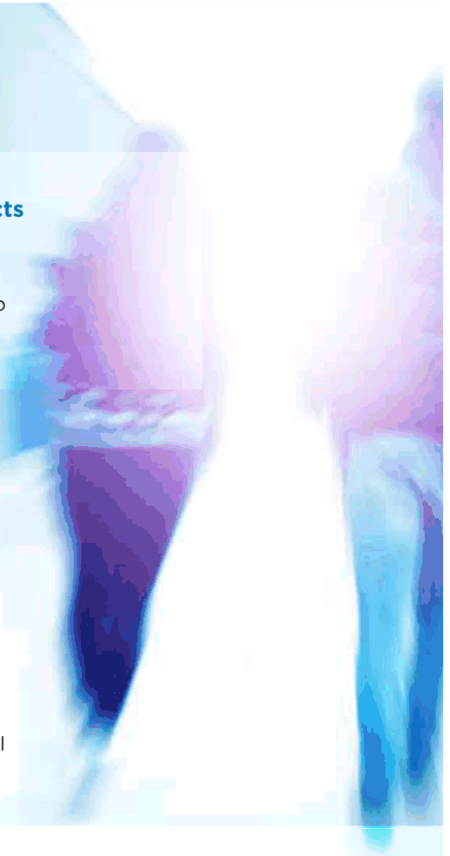
Pedestrian infrastructure project prioritisation

To support this Plan and meet its objectives it's suggested that projects within the following areas be targeted as priorities when developing of forward pedestrian related infrastructure programs:

- Walking routes to schools with significant student populations within 1km of the school
- Walking catchments of Wollongong City Centre , major town centres of Dapto and Warrawong and town centres including Corrimal, Fairy Meadow, Figtree and Unanderra
- Walking catchments of special use activity centres in the city including the University of Wollongong, Wollongong Hospital Precinct, Innovation Campus, Lake Illawarra, Blue Mile Precinct (Wollongong – North Wollongong Foreshore) and Nan Tien Temple & Institute.
- Walking routes from public transport nodes to significant education sites and seniors living developments
- 800m walking catchments of railway stations

Apportionment of funding for capital works footpath projects

In order to maximise the community benefit of infrastructure works, projects at high use sites are often prioritised. Quarantining of funding each year for works outside of activity centre catchments would help to ensure distribution of work across the local government area.



Objective 5.3

Work with NSW Government to facilitate implementation of strategies and complimentary programs

Traffic Signals

NSW Roads and Maritime Services is responsible for the operation of all traffic signal sites. Traffic signals that provide pedestrian crossings are very important as they enable safer crossing of roads with medium to high volumes of traffic.

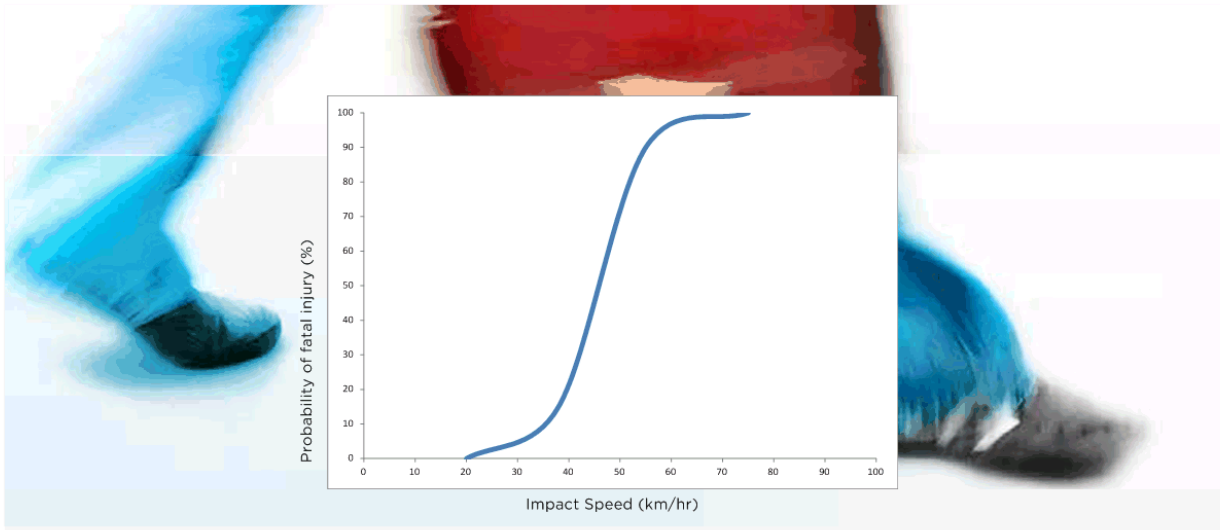
Suggested improvements to the operation of traffic signals include increases in pedestrian green times and automatic pedestrian call up in high demand areas, additional pedestrian crossings at existing signal sites and additional pedestrian count down timers at suitable sites.

"The pedestrian crossing times across the highway do not give people sufficient time to cross." Figtree Town Centre draft Study respondent.

Bus and Rail Services

Bus and Rail Services are essential for a significant portion of the community to access the services they need. For many others, the availability of convenient public transport can result in significant time spent walking to access bus or rail as part of everyday life. Council in its capacity as the local roads authority, works with the NSW Government and bus operators to ensure our road system supports efficient bus operations. Aside from these road network management aspects, bus and rail frequency, coverage and pricing are determined by the NSW Government. Council will continue to pursue the provision of frequent and convenient public transport services emphasizing areas of high demand.

Speed Limits



Probability of Fatally Injuring a Pedestrian by the Speed of the Car on Impact[15]

The Railway Network

Railway stations attract large numbers of pedestrians and, at minimum, require a corresponding level of pedestrian infrastructure to cater for this demand. An increase in the use of rail travel can be achieved by improving pedestrian amenity and safety at key locations surrounding railway stations throughout the city. Enhanced pedestrian connections and crossing opportunities are the key infrastructure measures that Council will seek to introduce in cooperation with Transport for NSW and NSW Roads and Maritime Services.

The railway network is also significant with respect to pedestrians at any interface between it and the road and/or pedestrian network. Bridges, underpasses and level crossings funnel vehicle and pedestrian traffic as they facilitate crossing points of railway lines. Railway level crossings present unique safety risks and although improvements have been made at a number of them in the city in recent years, there is a general consensus that new level crossings are not supported and ultimately sites with significant road or foot traffic will be closed either with or without some grade separated crossing for pedestrians and/or motor vehicles.

Council will continue to work with Transport for NSW and NSW Roads and Maritime Services on new bridges that cross railway lines or the improvement of existing underpasses or level crossings to enhance safety or all users including pedestrians.

Walking to School

Data on school populations will need to be obtained in order to determine the density of school students that live along or close to particular walking route. Collaboration with the NSW Department of Education will be necessary to acquire and analyse such data.

NSW Government Walking Communities Program

The NSW Government provides funding to local councils for improvements

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	Term	Description	Project Leader	Partners	Target Project Year				
					17/18	18/19	19/20	20/21	21/22
Goal 1 - Encourage Walking Objective 1.1 More children walking safely to school									
1.1.1	O	**Determine principal safe school routes to primary and secondary schools** Key routes will be identified by utilising data on school populations, transport network information and by engaging with schools directly	ISP	DoE					
1.1.2	S	**Pilot safe routes to school programs at selected primary and secondary schools** Council will work with schools directly to identify issues and preferred routes as well as carry out behaviour change measures such as walking to schools days and walking buses	ISP	DoE					
1.1.3	O	**Conduct education campaigns to change perceptions of walking to schools** Negative views of walking to school will be addressed and the benefits of active travel promoted using a range of methods	ISP	DoE					
Objective 1.2 More walking in everyday life									
1.2.1	O	**Develop and conduct promotional campaigns that encourage more active travel to work** Campaigns will promote the many benefits of increasing the amount of active travel for part or all of commuting trips	ISP	CCED					
1.2.2	S	**Provide information to the community about the various benefits of walking for individuals** Information to be made available online as well as in various Council publications	ISP	CCED					

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	Term	Description	Project Leader	Partners	Target Project Year				
					17/18	18/19	19/20	20/21	21/22
1.2.3	M	**Investigate mechanisms to increase off-site parking provision in Wollongong City Centre and town centres** Planning controls and other mechanisms to be explored that can facilitate more public parking that is shared by a range of users and increases street activity between these car parks and local destinations.	ISP	ESP					
Objective 1.3 Information that supports walking is readily available									
1.3.1	S	**Show footpaths and crossing points available on Council's interactive maps** New layers will provide Council website visitors with detailed information on the extent of the walking network in the public domain	ISP						
1.3.2	S	**Provide walking information on Council's website** Examples of such information could include: this Plan, information on the benefits of walking, links to walking maps, safety messaging and information, walking to school promotions and walking event information.	ISP	CCED					
1.3.3	S	**Provide GIS information of footpath and crossing locations to key external trip planning platforms** Better walking infrastructure data will enable apps and websites to provide better route recommendations	ISP						
1.3.4	M	**Produce a Travel Smart Map for the City of Wollongong** A paper map that will provide a 'one stop shop' resource for active travel options in our city	ISP	CCED					

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	Term	Description	Project Leader	Partners	Target Project Year				
					17/18	18/19	19/20	20/21	21/22
Objective 1.4 Initiatives that encourage walking are supported									
1.4.1	O	**Support workplace walking initiatives including Walk to Work Day** Information can be delivered on Council's website and other platforms. Initiatives also to be targeted to Council staff.	ISP	CCED					
1.4.2	O	**Support local walking groups** Information for local walking groups will be provided on Council's website and other relevant walking promotional material	ISP	CCED					
1.4.3	M	**Investigate the development of self-guided heritage walks** Potential walks could include: • Wollongong City Centre architecture • Heritage in locations outside Wollongong City Centre • Street Art • Escarpment and coastline views	ISP	ESP					
Goal 2 - Create Pedestrian Friendly Places Objective 2.1 Pedestrian activity centres have high quality walking environments									
2.1.1	O	**Improve the pedestrian amenity and accessibility at and between Council buildings** Walking linkages to be enhanced to the surrounding pedestrian network, public transport nodes and local car parks	ISP	PD					
2.1.2	O	**Improve weather protection in major activity centres** Covered walkways in lieu of building awnings will be investigated	ISP	PD					

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	Term	Description	Project Leader	Partners	Target Project Year				
					17/18	18/19	19/20	20/21	21/22
2.1.3	O	**Improve rest opportunities in major activity centres** Such facilities include seating, shade, water drinking facilities as well as public toilets	ISP	PD					
Objective 2.2		Pedestrian infrastructure is accessible							
2.2.1	O	**Ensure continuous accessible path of travel preferably along building lines** Such routes to be unobstructed, connect to relevant destinations and be in accordance with requirements for slope, width and finish	ISP	PR					
2.2.2	O	**Replace non-compliant pedestrian crossing kerb ramps in Wollongong City Centre, town centres and village centres** Ramp steepness, misalignment, poor sizing or lack of definition to be addressed as well as provision of missing ramps	ISP	PD					
2.2.3	O	**Provide bus stop shelter seating with back and arm rests** Bus stops in town centres, village centres and adjacent to seniors living communities to be prioritised in seat replacement program	ISP	PD					
Goal 3 - Make Walking Safe									
Objective 3.1		Pedestrian crossing opportunities are improved							
3.1.1	O	**Increase formal crossing opportunities including pedestrian priority crossings in area of high pedestrian activity** Potential facility types include marked foot crossings, traffic signals, shared zones, refuge islands, and kerb extensions	ISP	PD					

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	Term	Description	Project Leader	Partners	Target Project Year				
					17/18	18/19	19/20	20/21	21/22
3.1.2	O	**Increase formal crossing opportunities on principle walking routes to schools** Potential facility types include marked foot crossings, childrens' crossings, traffic signals, refuge islands and kerb extensions	ISP	PD					
3.1.3	M	**Investigate opportunities for 'continuous footpath' treatments Wollongong City Centre and in town centres of Dapto, Warrawong, Corrimal, Fairy Meadow, Figtree and Unanderra** Footpath level is maintained across road intersections where pedestrian demand is high and side road width is relatively small	ISP	PD					
3.1.4	M	**Develop and implement proactive programs of marked foot crossing maintenance and upgrades to address non-compliances and improve pedestrian safety** Measures could include signage and linemarking renewal as well as placement of the crossing on a raised platform.	ISP	PD					
Objective 3.2		Conflicts between pedestrians and other road users are reduced							
3.2.1	M	**Conduct audit of pedestrian safety at roundabouts and program improvements** Example works include the provision of splitter islands that include a refuge area for pedestrians or moving crossing points away from the intersection edge	ISP						
3.2.2	O	**Continue shared path user behaviour initiatives** Council's 'Share the Track' education campaign as well as continued roll-out of cycleway markings and signage	ISP	RMS					

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	Term	Description	Project Leader	Partners	Target Project Year				
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3.2.3	M	**Develop and deliver pedestrian safety education campaigns** Potential issues to target include: • Distraction caused by mobile devices • Parking on nature strips and over driveways on the footway • Drivers giving way to crossing pedestrians when turning at intersections • Crossing at designated crossing facilities	ISP	RMS					
Objective 3.3 Pedestrians feel safe in the city									
3.3.1	L	**Undertake Crime Prevention Through Environmental Design (CPTED) assessments of major town centres and program priority recommendations** Assessments to address the public domain to make pedestrians feel safer and more likely to use city streets night and day.	CCED	ISP					
3.3.2	O	**Street lighting improvements** These enhancements: • Improve passive surveillance potential • Enhancing visual perception of paths and other users • Make pedestrians more visible to drivers	PD	ISP					
Goal 4 - Make Walking Easy and Convenient Objective 4.1 Walking is well integrated with other transport modes									
4.1.1	M	**Provide timetable information bus stops** Information is to be legible for a range of users and with supporting information such as a local map	ISP	TfNSW					

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	Term	Description	Project Leader	Partners	Target Project Year				
					17/18	18/19	19/20	20/21	21/22
4.1.2	L	**Provide weather protection at taxi ranks** Shelter will improve amenity of taxi ranks particularly where users have luggage or shopping	ISP	PD					
4.1.3	O	**Provide footpath connections to bus shelters** Links between bus shelters and existing footpath networks and/or key local destinations	ISP	PD					
Objective 4.2 Wayfinding is available in areas of pedestrian activity									
4.2.1	L	**Develop and implement a wayfinding signage system for pedestrians in the town centres of Dapto, Warrawong, Corrimal, Fairy Meadow, Figtree, Unanderra** System components include map signage, information signage and directional signage at intersections of paths and/or roads	ISP	ESP, PD					
4.2.2	L	**Develop a consistent city wide approach to wayfinding signage for pedestrians in key special use activity centres** System components include map signage, information signage and directional signage at intersections of paths and/or roads	ISP	ESP					
4.2.3	M	**Develop a consistent city wide approach to wayfinding signage for railway stations walking catchments** System components include map signage, information signage and directional signage at intersections of paths and/or roads	ISP	ESP					
Objective 4.3 Walkability in the city is increased									
4.3.1	M	**Investigate opportunities to increase pedestrian permeability in the town centres of Dapto, Warrawong, Corrimal, Fairy Meadow, Figtree and Unanderra** Options include development of new laneways and new footpaths	ISP	ESP					

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4.3.2	S	**Establish targets for households within walking distance of open space and corner shops or higher order retail within new subdivisions** Neighbourhoods that include higher density housing around key local destinations can address such a target	ISP	ESP					
Goal 5 - Work Effectively to Implement the Pedestrian Plan Objective 5.1 Good data is used to inform decision marking and monitoring									
5.1.1	S	**Establish ongoing pedestrian count data collection program** Data to assist in: • identification of trends of pedestrian usage • identification of high demand areas in need of attention • prioritisation of pedestrian infrastructure delivery • assessment of benefits of new infrastructure or education/promotion activities.	ISP						
5.1.2	O	**Collect Public Life Data at town centres, regional play spaces and key tourism destinations** Data collection includes recording of stationary activities as well as origins and destinations to assist in the planning of quality streetscapes	ISP	ESP					
5.1.3	S	**Collect data on school student populations** Identification of schools with most students within walking distance to assist in pedestrian infrastructure prioritisation	ISP	DoE					

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					17/18	18/19	19/20	20/21	21/22
Objective 5.2 Pedestrian Infrastructure Capital projects contribute to Pedestrian Plan Objectives									
5.2.1	O	**Give priority to pedestrian infrastructure within walking catchments of activity centres, public transport hubs and along principal school routes** Future spending on pedestrian infrastructure to align with key recommendations of Pedestrian Plan	ISP						
5.2.2	O	**Provide separate funding allocations for pedestrian infrastructure works within and outside of activity centre catchments** To assist in distribution of works across of city rather than concentration in and close	ISP						
Objective 5.3 Work with the NSW Government to facilitate delivery of Pedestrian Plan and complimentary programs									
5.3.1	O	**Work with NSW Roads and Maritime Services to improve pedestrian amenity and safety at traffic signals** Potential projects include the addition of pedestrian crossings to existing traffic signals, pedestrian protection phasing (such as red signals for vehicles over part or all of the intersection while pedestrians cross), pedestrian count down timers and longer green signal time for pedestrians	ISP	RMS					
5.3.2	O	**Work with Transport for NSW to improve pedestrian safety and amenity around railway stations and level crossings** Such improvements include new footpaths, pedestrian crossing facilities and level crossing upgrades	ISP	TfNSW					

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	Term	Description	Project Leader	Partners	Target Project Year				
					17/18	18/19	19/20	20/21	21/22
5.3.3	O	**Work with the NSW Government to progress Safe Routes to Schools initiatives** Liaison and collaboration to include data sharing as well as planning, development and delivery of safe routes to schools initiatives	ISP	DoE					
5.3.4	O	**Work with NSW Roads and Maritime Services to reduce vehicle speeds** Arrangements that reduce speeds in areas of significant pedestrian demand include 40km/hr High Pedestrian Area schemes and 10km/hr Shared Zones	ISP	RMS					

File: ESP-100.05.002 Doc: IC17/591

ITEM 3 DRAFT WEST DAPTO SECTION 94 DEVELOPMENT CONTRIBUTIONS PLAN 2017 FOR ADOPTION

On 3 April 2017, Council endorsed the updated draft West Dapto Section 94 Development Contributions Plan (2017) following its review by the Independent Pricing and Regulatory Tribunal (IPART) for submission and approval by the Minister for Planning.

The Minister for Planning and the NSW Department of Planning & Environment have now (conditionally) approved the Plan. This enables Council to adopt the Plan and access available Local Infrastructure Growth Scheme (LIGS) funding to support the West Dapto urban land release. It is recommended that Council adopt the Section 94 Development Contributions Plan with the minor amendments required by the NSW Department of Planning & Environment.

It should be noted that on 1 June 2017, the Minister for Planning announced new arrangements for Section 94 local infrastructure contributions and the LIGS. In recent years, the state government has used LIGS funding in approved greenfield areas to make up the difference between the $30,000 per dwelling cap on development contributions and the full cost of local infrastructure in the relevant council contributions plan. The Minister's announcement that LIGS funding will be phased out over a 3 year period has direct implications for West Dapto. During this period, and starting on 1 January 2018, the cap on development contributions in approved plans will be incrementally lifted and LIGS funding incrementally reduced until 1 July 2020 at which time LIGS funding will no longer be available. As a result, the full cost of local infrastructure included within the West Dapto Section 94 Development Contributions Plan will be incrementally transferred to developers, as set out in the State Planning Circular PS17-002 (Attachment 1).

RECOMMENDATION

1 The advice from the Minister for Planning dated 21 September 2017 and the NSW Department of Planning & Environment letter dated 24 November 2017 be noted.

2 The revised draft West Dapto Section 94 Development Contributions Plan (2017) which incorporates the NSW Department of Planning & Environment requirements and other minor amendments, be adopted and the Plan publically notified.

3 Council note that the Yallah-Marshall Mount Planning Proposal has been forwarded to the NSW Department of Planning & Environment for review, finalisation and notification.

REPORT AUTHORISATIONS

Report of: David Fitzgibbon, Urban Release Manager (Acting)
Authorised by: Andrew Carfield, Director Planning and Environment - Future City and Neighbourhoods

ATTACHMENTS

1 Planning Circular PS17-002 - Changes to Section 94 Local Infrastructure Contributions
2 Letter from the Minister for Planning dated 21 September 2017
3 Letter from NSW Department of Planning & Environment dated 24 November 2017
4 Revised Draft West Dapto Section 94 Development Contributions Plan 2017

BACKGROUND

The current West Dapto Section 94 Development Contributions Plan has been in place since 23 December 2010 and was most recently updated in 2015. This Plan is a key document for the West Dapto Urban Release Area as it provides the mechanism to collect development contributions to fund the local infrastructure required to support new development in the future communities. On 30 November 2015, Council resolved to exhibit a new draft Plan that more accurately captures the cost

of local infrastructure in West Dapto that surpasses the current state imposed $30,000 per dwelling cap, and submit the Plan to the Independent Pricing and Regulatory Tribunal (IPART) if no significant issues were raised during the exhibition period.

The draft Plan was exhibited from 9 December 2015 to 10 February 2016 and submitted to IPART on 29 February 2016. IPART reviewed the draft Plan and published their assessment on 11 October 2016. The Draft West Dapto Section 94 Development Contributions Plan was modified in response to IPART's findings and reported back to Council on 3 April 2017. The Council report outlined the findings of IPART's assessment and the impact of their recommendations on the draft Plan and the changes made by Council staff in line with those recommendations. There were a number of notable changes made to the draft Plan (2016) to bring the draft Plan in alignment with the recommendations including:

1 Remove Community Centres (buildings) - land for community centres remains in the Plan, however buildings cannot be funded by Section 94 income and will need to be separately funded.

2 Remove the multi-modal interchange at Dapto Station – this remains an important component to the transport infrastructure and will need to be delivered to achieve mode shift targets and road network legibility – as highlighted within the AECOM West Dapto Urban Release Area Integrated Transport Plan 2010. However, state funding sources need further exploration.

3 Remove riparian land for purpose of stormwater management – requires further work as Council's supporting documents highlighted the environmental benefits, rather than drainage management functions.

4 Remove Home of Football (open space No. 14 on maps, and Stage 3 Cleveland Item 1 in Table 3.3 of Plan) – not adequately justified by the West Dapto Social, Cultural Recreation Needs Study (2007) as it predates the proposal.

5 Remove one Neighbourhood Park and one Local Park (Neighbourhood Park No.7 and Local Park No.11) – not adequately justified by the West Dapto Social, Cultural Recreation Needs Study (2007).

6 Remove the detention basins in Duck Creek as the stormwater infrastructure costs in Yallah-Marshall Mount were not considered to be adequately justified with supporting documentation. Additional technical studies are needed.

7 Revised apportions for transport, stormwater and administration costs between residential, commercial and industrial development which removes the 90% discount for employment lands.

It is noted that some of these items may be included in future version/s of the Plan following the preparation of additional supporting documentation and following decisions around the state infrastructure inclusions.

On 3 April 2017, Council resolved in part that:

2 Council:

a Following adoption of the West Dapto Section 94 Plan by the Department, expedite zoning of those lands with adopted structure plans, including Marshall Mount, which includes medium density housing and housing on smaller lots;

b Develop, concurrently with all of Part 1 (above), a Development Control Plan (DCP) that reflects the adopted structure plan and facilitates the targeted medium density and smaller lots at Marshall Mount as above, contributing to the diversity of choice of new housing stock in West Dapto;

c Following or in conjunction with the forthcoming Wollongong Housing Discussion Paper, a report be prepared that identifies the potential for Council to play a best practice role in the facilitation and delivery of suitable green-field and infill housing utilising Council-owned land

in partnership with housing providers to increase the local supply for sale and the local rental market of affordable and adaptable housing;

d *Following or in conjunction with the forthcoming Wollongong Housing Discussion Paper, a report be prepared that considers the pros and cons for the Wollongong LGA to be included in the amendments to SEPP 70.*

3 *The submissions received during the exhibition of the draft West Dapto Section 94 Development Contributions Plan 2016 be noted.*

4 *The changes made to the draft West Dapto Section 94 Development Contributions Plan to address the recommendations made by IPART, as outlined in the report, be endorsed.*

5 *The revised draft West Dapto Section 94 Development Contributions Plan 2017 be forwarded to the NSW Minister for Planning and Secretary of the NSW Department of Planning & Environment, to approve the Plan and determine how the funding will be met for infrastructure costs above the state imposed cap in the West Dapto Urban Release Area.*

6 *The revised draft West Dapto Section 94 Development Contributions Plan 2017 be adopted (and publicly notified) following approval by the Minister.*

The updated draft West Dapto Section 94 Development Contributions Plan 2017 was forwarded to the Minister for Planning and the Secretary of NSW Department of Planning & Environment on 6 April 2017 for consideration. Accompanying the draft Plan (2017) was a letter outlining some key remaining issues facing Council relating to financial contribution requirements associated with the West Dapto Urban Release Area. These included:

- Addressing the IPART recommendations, the NSW Department of Planning & Environment's advice and determination of the draft West Dapto Section 94 Contributions Plan.
- Promoting the division of local and state responsibilities for West Dapto's major internal roads and commitment to funding for costs above the $30,000 developer contributions cap.
- Requesting access to the LIGS or future funding equivalent.
- Identifying the need for the NSW Department of Planning & Environment to undertake further work reviewing and drafting the Special Infrastructure Contributions Plan to include items of regional importance and essential for the urban release area such as:
    - Upgraded connection of Yallah Road and the Princes Highway / M1.
    - Multi-modal Interchange – Dapto Station Multimodal interchange was removed from the West Dapto Section 94 Plan in response to IPART Recommendation 1 as it is considered to play a crucial role in future public transport facilities for the region.
    - Internal major spine roads connecting through stages of West Dapto and Calderwood.
    - Biodiversity Certification to ensure there is a fair and equitable strategic effort in conservation outcomes to protect threatened ecology across the West Dapto Urban Release Area with all developers and landowners.

On 11 May 2017, Council met with representatives of the NSW Department of Planning & Environment and the Minister for Planning's staff to discuss Council's concerns with local infrastructure funding arrangements to explain the changes to the Contributions Plan made by Council in response to IPART's assessment.

On 21 September 2017, the Minister for Planning responded and outlined support for Council to access the LIGS funding for development approvals in the Plan area on the proviso that Council has met and addressed 31 recommendations of IPART in the Plan (Attachment 2). Funding access will be granted from the date of the letter to the 30 June 2019 with the remaining nine IPART recommendations which need to be addressed by this date also (or in line with Council's review of the Plan, to be undertaken every two years as part of the regular review schedule recommended by IPART Recommendation 40).

On 9 November 2017, Council met with the Secretary of the NSW Department of Planning & Environment to confirm their correspondence and seek advice on any remaining concerns regarding Council's efforts to address IPART's recommendations from the Department's perspective.

On 24 November 2017, Council received advice from the NSW Department of Planning & Environment that the draft West Dapto Section 94 Development Contributions Plan could be adopted and confirming how the future funding shortfall would be met (Attachment 3).

The draft West Dapto Section 94 Development Contributions Plan 2017

The initial Draft Section 94 Development Contributions Plan submitted to IPART was the first step in addressing a significant funding shortfall for essential infrastructure required to support development of the Urban Release Area. It was a priority for Council to amend the draft Plan in line with the independent assessment and produce a draft Plan that would be supported by the NSW Department of Planning & Environment, aligned with all legal requirements and gave Council the ability to manage its financial risk associated with the release areas infrastructure costs.

The Plan estimates some $950,802,797 in development contributions towards the local infrastructure planned. This includes community and recreation, traffic and transport, stormwater infrastructure and administration of the Plan. Assuming there will be approximately 19,790 dwellings / lots, the Plan equates to around $48,168 per lot / dwelling. In the short term, this amount will be split between developers (to the $30,000 capped amount currently) with the LIGS funding making up the remaining contribution.

On 1 June 2017, the Minister for Planning announced the staged increase in Section 94 contributions above the $30,000 per dwelling cap in Greenfield areas and the phasing out of the LIGs funding over a 3 year period. From 1 January 2018, the cap will increase to $35,000 and the LIGs funding reduced by $5,000. From 1 July 2018, the cap will increase to $40,000. From 1 July 2019, the cap will increase to $45,000 and from 1 July 2020, the cap will be removed altogether.

The implications of this change is that the full cost of local infrastructure changes above the $30,000 cap will no longer be subsidised by the state government, but will need to be paid in full by developers.

PROPOSAL

There has been lengthy delay since Council last considered the amended draft Plan (2017) on 3 April 2017. During this time, the NSW Department of Planning & Environment has reviewed IPART's Assessment report (published and released on 11 October 2016) and Council's draft West Dapto Section 94 Development Contributions Plan 2017.

The correspondence received from the Minister for Planning on 21 September 2017 confirmed Council would have access to LIGS funding subject to 31 recommendations being met. The letter also acknowledged that the adopted version by Council on 3 April 2017 (draft Plan 2017) addressed most of these recommendations. On 9 November 2017, the Secretary of the NSW Department of Planning & Environment confirmed that there were only some minor changes required to be made by Council centred on recommendation 38 and 39 following their review. The need for these minor changes was formalised by the NSW Department of Planning & Department in their subsequent letter of 24 November 2017. These minor changes to the draft Plan have now been made by Council staff. The changes are shown in yellow highlight text on pages 2, 3, 4, 12 and 42 of the Contributions Plan (Attachment 4). These changes included:

- Update to the contents list to include figure numbers to help the reader find relevant mapped infrastructure inclusions.

- Additional wording added to *Section 2.21 Exemptions* in order to include contributions from Crown Development (schools) for stormwater management infrastructure contributions (in line with the

NSW Department of Planning & Environment's advice and in accordance with Circular D6 - Crown Development Applications and Conditions of Consent, 1995).

- Additional figure references added within the document.

- Additional figure labelling for the Section 94 Contributions Plan Infrastructure Items Map (p 44).

As reported to Council on 3 April 2017, Council was not in a position to adopt and implement a plan that resulted in greater contributions then the imposed $30,000 per lot cap. The Plan was subject to the Minister for Planning's approval for Council to seek additional funding above the capped amount and to provide direction as to where the funds would be sourced.

It is recommended that Council note the comments made by the Minister for Planning in his letter of 21 September 2017 and clarifications made by the Department in their letter of 24 November 2017, adopt the minor changes made in response to the Minister and the Department's comments to the draft West Dapto Section 94 Development Contributions Plan (2017) (Attachment 4) and authorise Council staff to give public notice of Council's decision.

It is noted that a number of other minor changes have been made to the Plan, including removing the track changes, correcting grammar, improving the readability and clarity.

This report is to satisfy requirements for Council to have adopted the Plan prior to formalisation with public notification of this within 28 days. This will ensure Council has addressed and delivered a Section 94 Plan in line with the Environment Planning and Assessment Act 1979 and the supporting Environment Planning and Assessment Regulation 2000.

Following Council's adoption of the draft West Dapto Section 94 Development Contributions Plan 2017 the Plan can be publicly notified and implemented.

Yallah-Marshall Mount Planning Proposal

On 19 October 2015, Council resolved (in part) to:

> *Proceed with finalisation of the Yallah-Marshall Mount Planning Proposal once IPART and the NSW Government determine how the shortfall in funding for required local infrastructure across the West Dapto land release will be met.*

On 3 April 2017, Council resolved (in part) that:

> *Council following adoption of the West Dapto Section 94 Development Contributions Plan by the Department, expedite zoning of those lands with adopted infrastructure plans, including Yallah-Marshall Mount, which involves medium density housing and housing on smaller lots.*

On 27 November 2017, following receipt of the NSW Department of Planning & Environment's letter of 24 November 2017 advising that the West Dapto Section 94 Development Contributions Plan could be adopted, the Yallah-Marshall Mount Planning Proposal was forwarded to the NSW Department of Planning & Environment. The Department will now review the Planning Proposal, organise for an amending Local Environmental Plan to be prepared and finalise and notify the amendment. Once notified, the Yallah-Marshall Mount precinct will be rezoned to permit urban development. Similar to other parts of West Dapto, landowners will be required to get together to prepare Neighbourhood Plans to guide future development in accordance with Chapter D16 West Dapto Release Area, of Wollongong Development Control Plan, 2009 (DCP). The DCP will then need to be amended to adopt the Neighbourhood Plan. This process will include public exhibition and consideration of public submissions prior to Council adoption.

CONSULTATION AND COMMUNICATION

Public consultation on the draft Contributions Plan was carried out prior to Council submitting the Plan to IPART. Since then, Council has periodically updated key stakeholders through information, community forums in West Dapto, Developer Forums held at Council between January 2016 and October 2017. Councillor Briefings have occurred on 19 September 2016, 27 March 2017 and 23 October 2017.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goals "We value and protect our environment", "We have an innovative and sustainable community" and "We have sustainable, affordable and accessible transport".

It specifically delivers on core business activities as detailed in the Land Use Planning Annual Service Plan 2017-18.

Illawarra-Shoalhaven Regional Plan (2015): The West Dapto Release Area is identified in the Illawarra-Shoalhaven Regional Plan as a regionally significant urban release area. Wollongong City Council has commitments to fulfil in providing housing for the Illawarra. This updated Section 94 Development Contributions Plan will assist in the delivery of that housing and Council's letter to the Minister for Planning and the NSW Department of Planning & Environment, is an important contribution and update to state government representatives working in collaboration with Council to plan and deliver the required growth infrastructure.

RISK ASSESSMENT

There is significant financial risk to Council without the progression of this Plan and its additional funding source above the Section 94 development contributions cap of $30,000 / dwelling. The shortfall in funding essential local infrastructure to support West Dapto has been estimated by IPART to be $428 million. Finalising this draft Plan will assist in addressing the risk by ensuring that the full cost of local infrastructure as estimated in the draft Plan can be included in future development levies and / or LIGS funding.

However, given the announcement that the contributions cap is to be repealed over the next three years and the LIGS funding will be phased out, Council will need to closely monitor a new risk that development (subject to the higher levies) may not remain feasible. This risk is also connected to the uncertainty of the draft West Lake Illawarra Special Infrastructure Contributions Plan (SIC), which is currently under review by the NSW Department of Planning & Environment.

FINANCIAL IMPLICATIONS

This report provides information and detail around the revisions to the proposed Section 94 Plan for West Dapto based on final recommendations of the Minister for Planning and NSW Department of Planning & Environment. The revisions are in addition to those made to the Draft West Dapto Section 94 Plan in response to IPART's findings reported to Council on 3 April 2017. The initial draft Plan submitted to IPART was the first step in bridging the significant gap between the proposed works required at West Dapto and the potential developer funding available that is restricted in Council's current Plan by the $30,000 per lot contribution rate.

The initial proposal sought to increase the value of works that are managed and partly funded through the Section 94 Plan from $817M to $1,430M. The Plan supported by IPART has a total works value of $1,123M with contributions of $951M, an additional $428M over and above the current Plan. IPART has also acknowledged that there is potential for further revisions of these numbers in conjunction with additional supporting information that can be addressed through future reviews of the Section 94 Plan.

While the figures referred to above have not changed since the Council adopted 3 April 2017 report, the Minister for Planning and the NSW Department of Planning & Environment's commitment to LIGS funding access has changed as outlined in the 21 September 2017 and 24 November 2017 letters.

CONCLUSION

The revised draft West Dapto Section 94 Development Contributions Plan (2017) has been assessed by IPART and considered by the Minister for Planning and the NSW Department of Planning & Environment to be acceptable. Minor changes have been made to the draft Plan (2017) (Attachment 4) to ensure it is in line with the Minister for Planning's requirements and agency advice. The report recommends that Council adopt the draft West Dapto Section 94 Development Contributions Plan (2017) for finalisation and public notification, as required in the Environment Planning and Assessment Act 1979 and the Environment Planning and Assessment Regulation 2000. Council will continue to work with the NSW Department of Planning & Environment regarding future reviews of Special Infrastructure Contribution Plans to fund state infrastructure across the region.

NSW GOVERNMENT Planning & Environment

Planning circular

PLANNING SYSTEM

Changes to section 94 local infrastructure contributions

Circular	PS 17-002
Issued	27 July 2017
Related	PS 11-012 (15 Mar 2011), PS 10-025 (23 Nov 2010)

Changes to section 94 local infrastructure contributions

This circular is to advise councils, industry and the community of changes to arrangements for section 94 local infrastructure contributions and the Local Infrastructure Growth Scheme.

Introduction

On 1 June 2017, the Premier announced a $4.3 billion Housing Affordability Strategy for NSW. The Strategy will facilitate the delivery of state and local infrastructure critical to deliver housing and give first home buyers more support to enter the housing market.

Commitment to funding the Local Infrastructure Growth Scheme

As part of the Housing Affordability Strategy the Government has committed $369 million to the Local Infrastructure Growth Scheme (LIGS) over the next three years. This funding is in addition to $239 million already provided by the Government to help fund essential local infrastructure since 2012 to unlock housing.

The LIGS will continue to support the cost of essential local infrastructure in the following eligible areas (the 'LIGS transition areas'):

- precincts in Blacktown (Alex Avenue, Area 20, Marsden Park Industrial, Riverstone, and Schofields) and The Hills (Balmoral Road, Box Hill, Box Hill North, and North Kellyville) local government areas (LGAs) where LIGS funding is currently in place;
- precincts in Wollongong (West Dapto), Bayside (Rockdale Urban Renewal), and Blacktown (Marsden Park) LGAs where contributions plans have been or are currently being reviewed by the Independent Pricing and Regulatory Tribunal (IPART) for LIGS funding; and
- rezoned precincts in the Priority Land Release Areas in Camden (Oran Park, Turner Road and Catherine Fields (Part)) and Liverpool (Austral, Edmondson Park, Leppington, East Leppington, and Leppington North) which have not yet sought IPART review or LIGS funding.

The contributions plans identified in the Ministerial direction and their relationship to relevant development precincts are listed in the table attached to this circular.

Changes to the cap on local infrastructure contributions

Under the *Environmental Planning and Assessment (Local Infrastructure Contributions) Direction 2012* dated 28 August 2012, section 94 infrastructure contributions are capped at $30,000 per dwelling in identified greenfield areas and $20,000 per dwelling across the rest of NSW (with some identified exemptions). These cap amounts have been fixed since September 2010.

The Minister for Planning has issued a new direction that amends the 2012 direction to put in place new thresholds for contribution rates both in the LIGS transition areas and across the rest of NSW.

LIGS transition areas

In the LIGS transition areas listed above, the caps will be lifted over the next three years to:

- $35,000 in greenfield areas and $25,000 in infill areas on 1 January 2018;
- $40,000 in greenfield areas and $30,000 in infill areas on 1 July 2018;
- $45,000 in greenfield areas and $35,000 in infill areas on 1 July 2019; and
- Lifted entirely on 1 July 2020.

The application of the cap is determined by the date of development consent being granted by a council or planning panel.

Precincts in the LIGS transition areas will only be able to charge the escalated cap once the relevant contributions plan has been assessed by IPART and the Minister has given advice on the outcome.

For precincts where LIGS funding is currently in place, this process has already been completed.

Other areas
In other areas, a threshold will be established consistent with the existing caps at $30,000 in greenfield areas and $20,000 in infill areas. In areas where a contributions plan is proposed that exceeds the thresholds, the council will be able to have the plan assessed by IPART in accordance with the Department's Development Contributions Practice Note (February 2014) to ensure the plan only contains essential local infrastructure. Once the assessment is finalised, council has adopted a final plan, and the Minister for Planning (or the Minister's delegate) has advised the council of the outcome, a council will be able to charge the full contribution amount as a condition of development consent.

This process will be detailed in the Ministerial direction and in further advice to be prepared by the Department in consultation with IPART.

Areas exempted from the cap
There will be no changes to arrangements for areas exempted from contribution caps in Schedule 1 of the 2012 direction.

Effect of the direction

The Ministerial direction will take effect on and from its date of publication in the NSW Government Gazette.

Councils will be able to seek assessment of contributions plans exceeding the cap amounts immediately (pending further process advice to be issued by the Department).

The direction will not apply to:

- section 94 contribution conditions imposed prior to the direction coming into effect;
- monetary contributions required under section 94A (fixed percentage levies) of the EP&A Act;
- affordable housing contributions under section 94F (affordable housing contributions) of the EP&A Act; and
- conditions requiring the dedication of land free of cost (section 94(1)(a)).

This direction does not affect the ability of councils to accept the dedication of land or provision of material public benefits in lieu of monetary contributions (section 94(5)).

Further Information

More information on the NSW Government's comprehensive package to improve housing affordability is available at https://www.nsw.gov.au/housingaffordability.

For further information please contact Service NSW on 13 77 18.

Department of Planning and Environment circulars are available from planning.nsw.gov.au/circulars

Authorised by:

Marcus Ray
Acting Secretary

Important note: This circular does not constitute legal advice. Users are advised to seek professional advice and refer to the relevant legislation, as necessary, before taking action in relation to any matters covered by this circular.

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Attachment – Lands included in the LIGS Transition Areas

Contributions plan as identified in the Ministerial direction	**Precinct name**	**Precinct name identified in in *the State Environmental Planning Policy (Sydney Region Growth Centres) 2006* (if applicable)**
Precincts where LIGS funding is currently in place		
The Hills Section 94 Contributions Plan (CP) No.13 – North Kellyville Precinct	North Kellyville	The precinct identified as North Kellyville in the Growth Centres SEPP
The Hills Section 94 Contributions Plan (CP) No.15 – Box Hill Precinct	Box Hill	The precinct identified as Box Hill in the Growth Centres SEPP
	Box Hill Industrial	The precinct identified as Box Hill Industrial in the Growth Centres SEPP
Contributions Plan No.12 – Balmoral Road Release Area	Balmoral Road Release Area	n/a
The Hills Section 94 Contributions Plan (CP) No.16 – Box Hill North Precinct	Box Hill North	n/a
Section 94 Contributions Plan No.20 – Riverstone & Alex Avenue Precincts	Riverstone	The precinct identified as Riverstone in the Growth Centres SEPP
	Alex Avenue	The precinct identified as Alex Avenue in the Growth Centres SEPP
Section 94 Contributions Plan No.24 – Schofields Precinct	Schofields	The precinct identified as Schofields in the Growth Centres SEPP
Section 94 Contributions Plan No.22 – Area 20 Precinct	Area 20	The precinct identified as Area 20 in the Growth Centres SEPP
Section 94 Contributions Plan No.21 – Marsden Park	Marsden Park Industrial	The precinct identified as Marsden Park Industrial in the Growth Centres SEPP
Precincts that have been or are currently being reviewed by IPART		
Draft West Dapto Release Area Section 94 Development Contributions Plan (2017)	West Dapto	n/a
Draft Rockdale Contributions Plan 2016 – Urban Renewal Area	Rockdale Urban Renewal Area	n/a
Section 94 Contributions Plan No.21 – Marsden Park	Marsden Park	The precinct identified as Marsden Park in the Growth Centres SEPP
Zoned precincts in the Priority Land Release Areas which have not yet sought IPART review or LIGS funding		
Liverpool Contributions Plan 2008 (Edmondson Park)	Edmondson Park	The precinct identified as Edmondson Park in the Growth Centres SEPP within the Liverpool LGA
Liverpool Contributions Plan 2014 Austral and Leppington North Precincts	Austral	The precinct identified as Austral in the Growth Centres SEPP
	Leppington North	The precinct identified as Leppington North in the Growth Centres SEPP within the Liverpool LGA
Liverpool Contributions Plan 2014 – East Leppington Precinct	East Leppington	The precinct identified as East Leppington in the Growth Centres SEPP within the Liverpool LGA
Oran Park and Turner Road Precincts Section 94 Contributions Plan	Oran Park	The precinct identified as Oran Park in the Growth Centres SEPP
	Turner Road	The precinct identified as Turner Road in the Growth Centres SEPP
Camden Growth Areas Contributions Plan	Leppington	The precinct identified as Leppington in the Growth Centres SEPP
	Leppington North	The precinct identified as Leppington North in the Growth Centres SEPP within the Camden LGA
Catherine Fields (Part) Precinct Section 94 Contributions Plan	Catherine Fields (Part)	Part of the precinct identified as Catherine Fields in the Growth Centres as released by the Minister for Planning and Infrastructure in the NSW Government Gazette No 79 on 5 Aug 2011

Anthony Roberts MP
Minister for Planning, Minister for Housing, Special Minister of State

Our ref: 16/14317

Mr David Farmer
General Manager
Wollongong City Council
Locked Bag 8821
WOLLONGONG NSW 2500

Dear Mr Farmer

I refer to the assessment undertaken by the Independent Pricing and Regulatory Tribunal (IPART) of Wollongong City Council's *Draft West Dapto Section 94 Development Contributions Plan 2016.*

Upon completing their assessment, IPART has recommended thirty-nine amendments to the contributions plan. I have considered these recommendations and request that Council address thirty-one of them before it is eligible to access the Local Infrastructure Growth Scheme, and the remaining eight by 30 June 2019. Please refer to the attachment for details.

I am advised that Council adopted a revised *West Dapto Section 94 Development Contributions Plan* in April 2017 that addresses most of the thirty-one amendments described above. Subject to the thirty-one of these amendments being made, you will be able to access LIGS funding for development approvals issued in the plan area from the date of this letter until 30 June 2019.

The remaining eight recommendations must be addressed by 30 June 2019 before to be eligible to apply for further LIGS funding after that date.

When the required amendments have been made I would be grateful if you could provide a copy of the revised plan to the Department of Planning and Environment.

Should you have any questions in relation to this matter, please contact Mr Martin Reason, Acting Executive Director, Infrastructure and Delivery at the Department on 8217 2065.

Yours faithfully

Anthony Roberts MP
Minister for Planning
Minister for Housing
Special Minister of State

21 SEP 2017

Encl: Amendments to Contributions Plan to be eligible for LIGS funding

GPO Box 5341 Sydney NSW 2001 ■ P: (02) 8574 5600 ■ F: (02) 9339 5544 ■ E: office@roberts.minister.nsw.gov.au

Attachment – Amendments to West Dapto Section 94 Contributions Plan to be eligible for Local Infrastructure Growth Scheme (LIGS) funding (includes page number from IPART Assessment)

Recommendations to be addressed before Council is eligible to access LIGS

IPART No.	Recommendation
1	WCC remove the apportioned cost of works for the upgrade to the multimodal interchange including car parking ($3,304,738) from the cost of essential works in the Draft West Dapto CP. p40
2	WCC remove the cost of the riparian land ($14,510,000) from the cost of essential works in the Draft West Dapto CP and review the need to acquire all of such land, in consultation with the Department of Planning and Environment (DPE). p40
3	WCC remove the apportioned cost of the community recreation and leisure centre ($8,573,318) from the cost of essential works in the Draft West Dapto CP, but include the apportioned cost of an outdoor tennis/netball court complex (minimum 12 courts) once it has estimated the reasonable cost for this such facility. p40
4	WCC remove the cost of capital works for three new multi-purpose community centres and for the enhancement of an existing community centre ($21,344,457) from the cost of essential works in the Draft West Dapto CP. p40 Capital works for: - a new multi-purpose community centre and children's centre in Darkes Town Centre - a new multi-purpose community centre including library (technology centre) in Cleveland Precinct - a new multi-purpose children's centre including community hall in Yallah-Marshall Mount, and - an enhancement to Wongawilli Community Hall. p41
6	WCC identify the cycleway network as transport infrastructure in the Draft West Dapto CP, rather than open space and recreation, to ensure that the planning for the cycleways forms an integrated part of the transport network. p40
7	WCC remove from the cost of essential works in the Draft West Dapto CP the local road works for: – the upgrade of the western section of Sheaffes Road ($2,585,000) – the upgrade of Paynes Road ($2,303,000) and bridge B52 ($393,211), and – new road NR100-NR103 ($11,084,020). p51
8	WCC reduce (by $19,365,854) the cost of the upgrade of Marshall Mount Road in the Draft West Dapto CP to reflect a 2-lane, rather than a 4-lane upgrade. p51
10	WCC review the number of bus stops needed for unidirectional services with a view to reducing the number and costs in the Draft West Dapto CP. p51
11	WCC remove the cost of the four duplicated enhanced storage areas ($17,559,419) from the cost of essential works in the Draft West Dapto CP. p58
12	WCC remove the cost of six detention basins in Yallah-Marshall Mount ($8,917,630) from the cost of essential works in the Draft West Dapto CP, until it can establish nexus for the stormwater management needs of this subprecinct by means of a technical study. Once done, WCC can include the reasonable costs of the necessary infrastructure (including GPTs) in the plan. p58
13	WCC remove the cost of ten gross pollutant traps ($550,000) from the cost of essential works in the Draft West Dapto CP. p58 - four GPTs from the plan, consistent with our recommendation to remove four double-counted detention basins; and - six GPTs associated with the six detention basin in Yallah-Marshall Mount for which nexus has not been established. p62
14	WCC remove $8,826,040 from the cost of essential works in the Draft West Dapto CP, being the cost for 15.56 hectares of excess open space land and its embellishment, comprising amounts of: – $2,409,112 for one sports park plus playground with an area of 9.56 hectares (50% of cost apportioned to the plan)

	– $4,066,816 for one neighbourhood park plus playground with an area of four hectares, and – $2,350,112 for one local park with an area of two hectares. p63
15	WCC remove $173,104,776 in costs from the transport essential works in the Draft West Dapto CP in line with the recommended adjustments in Table 3.9. 72 - $2,565,579 for the upgrade of Bong Bong Road; - $5,499,086 for the upgrade of West Dapto, Sheaffes, Wongawilli, Darkes, Avondale and Cleveland Roads; - $2,387,783 for the upgrade of West Dapto, Avondale, Cleveland, Huntley and Reddalls Roads; - $29,834,764 for the Fowlers Road extension; - $22,050,000 for bridges B9A, B9B and B9C on West Dapto Road; - $3,108,000 for bridge B1 on Bong Bong Road; - $8,211,000 for bridges B26A, B26B, B27, B28, B29A, B29B, B29C on road NR40-NR47A; - $57,023,959 for roadwork cost estimates in Stages 1-4; - $4,760,150 for roadwork estimates in Stage 5; - $12,680,814 for Stage 5 contingencies; and - $15,787,485 for Stages 1-4 contingencies; - $9,196,155 for Stage 5 indexing. p73
19	WCC rectify the discrepancies identified in Table 3.10 in relation to transport items so that relevant costs and descriptions in the Draft West Dapto CP and the West Dapto S94 Work Schedule are aligned. p72
20	WCC include in the West Dapto CP estimates for the cost of land acquisition for transport infrastructure in Stage 5, relying on up-to-date advice from a registered valuer. p72
22	WCC remove $2,795,594 from the cost of essential works in the Draft West Dapto CP for the unnecessary indexation of land acquisition estimates for the Mullet Creek basins. p80
23	WCC remove $2,539,484 for the unnecessary indexation of the cost of trunk drainage. p78
24	WCC remove the cost of 1.99 hectares of land for cycleways in the Cleveland precinct ($177,785) from costs in the Draft West Dapto CP. p83
25	WCC review the estimate for plan administration costs in the Draft West Dapto CP. 85 Administration costs are 0.7% of infrastructure costs (excluding land costs) in the draft plan. Local infrastructure benchmark administration costs are 1.5% p85
26	To index capital works estimates (but not actual costs) to current dollars, WCC apply more cost-reflective PPIs to the most recent period, as follows: – ABS PPI (Road and Bridge Construction) for transport and stormwater costs, and – ABS PPI (Non Building Construction) for open space costs. p86
28	WCC prioritise infrastructure delivery for each of the development stages beyond the 10-year capital works program, setting out in the Draft West Dapto CP and work schedules an indicative timetable for infrastructure provision in tranches of five or ten years. p89
30	WCC apportion costs for transport, stormwater and plan administration between residential and industrial development based on the relative NDA of the development type (currently a 91:9 split) such that 9% of contributions revenue for this infrastructure comes from industrial development and 91% comes from residential development. p103 IPART estimate the cost impact for industrial development, significant increase in the contribution rate from $68,499/ha of NDA to $433,259/ha of NDA. p103
31	WCC apportion costs to retail, office and business premises development (ie, in land zoned B1, B2 or B4) to represent its fair share of demand for infrastructure in the calculation of contribution rates for non-residential development. p103
32	WCC include an additional $17,040,037 in the Draft West Dapto CP for the cost of road NR1-NR3 which should be apportioned 64% rather than 50% to the WDURA. p107
33	WCC remove $1,407,158 from the Draft West Dapto CP for the combined costs of the signalised intersections on Cleveland Road (In23 and Int25), until it has assessed the benefits accruing to WDURA residents compared with outside precincts, so that it can then apportion a more reasonable share of their costs to development in West Dapto. p107

34	WCC include more information in the Draft West Dapto CP and work schedules to justify the specific apportionment of costs for various transport works to the WDURA, based on the estimated demand for the infrastructure (linked to its traffic modelling). 107 IPART recommend the inclusion of vehicle trip information (in line with the TRACKS model). p110
35	WCC apportion stormwater infrastructure costs to residential development on a per hectare basis rather than a per person basis, to better reflect the source of demand for the facilities. p111
36	WCC apportion only 25% (or $1,660,806) of the cost of a sports park in Darkes Town Centre to the Draft West Dapto CP. p112
37	WCC apportion only 50% of the cost of outdoor recreation facilities at the Community Leisure and Recreation Centre in Cleveland (being only that component of the centre which is on the Essential Works List), based on the estimated share of demand for the district-wide facilities from within the WDURA. p112
38	WCC exclude land from the precincts' NDA for development contribution purposes only where there is a Ministerial direction to that effect, reinstate 30 hectares of land for State schools into the precincts' NDA for the purpose of calculating development contributions and request the Department of Education to pay the relevant contribution when school development is approved. p114
39	WCC amend the Draft West Dapto CP to provide information in a way that more fully complies with the requirements of the Environmental Planning and Assessment Regulation 2000. p116 Improvements to be made to the plan: - Maps showing the proposed public amenities and services. - Apportionment of costs between residential, industrial and other non-residential development. - Apportionment to areas outside WDURA. - How projected employment figure was determined. - Timeframes for proposed infrastructure that demonstrate clear priorities for expenditure beyond council's 10 year capital works program. p117

Recommendations to be addressed prior to 30 June 2019

IPART No.	Recommendation
9	WCC remove Rail Bridge A ($7,955,472) on Marshall Mount Road from the cost of essential works in the Draft West Dapto CP. p51
15	WCC review the need to acquire 11.81 hectares of land for cycleways (a cost of $590,638) and consider opportunities to locate them on land that would be used for other infrastructure purposes (eg, open space or drainage land), thereby reducing costs in the plan. p63
16	WCC update the estimated costs of capital works in the plan, where outdated, with the assistance of a quantity surveyor if necessary. p69
18	Where possible, WCC replace the cost estimates for completed roadworks with the actual capital expenditure, indexed annually by CPI. p72 The relevant road works are: - Shone Ave upgrade, including intersection Int14 - Bong Bong Rd upgrade, including intersection Int16 - Cleveland Rd, including intersections Int23 and Int25 - Fairwater Dr upgrade, including intersections Int26 and Int42 and bridge B33, and - new roads NR14A and NR14B as 2-lane roads. Once the cost estimates have been updated to reflect the actual capital work completed, the cost estimate for the remaining work in the plan should not be based on a new build rate p78
21	WCC refine the estimates for land values and cost of facilities for stormwater infrastructure, once the locations of the basins are known. p80
27	To index land acquisition cost estimates between valuation years, WCC apply the NSW Valuer Generals' land valuation data for the Wollongong to derive an index for land acquisition cost estimates in the plan, and state this method in the plan. p87
29	To improve the links bet ween demand for infrastructure and contributions in different stages in the plan, WCC consider either:

	– removing Stages 4 and 5 from the plan for inclusion in a new or another section 94 contributions plan, or – introducing separate contributions in the Draft West Dapto CP for developments in Stages 1 to 3 and developments in Stages 4 and 5, that are more reflective of the cost of facilities to meet demand from the new development in each of the stages. p98
40	WCC review the West Dapto CP, at least every two years during the next 10 years of the plan, to take account of: – changes to the expected provision of infrastructure resulting from the neighbourhood planning process and resulting revisions to the capital works program – outcomes from the rezoning process for Stages 3 to 5 (if relevant), including any flow-on effects to the facility requirements in relevant areas, and – reconciliation of actual costs to forward cost estimates, such that any cost efficiencies can result in lower contribution rates. p118

NSW GOVERNMENT Planning & Environment

Your ref: IRF17/72

Mr David Farmer
The General Manager
Wollongong City Council
Locked Bag 8821
WOLLONGONG DC NSW 2500

Dear Mr ~~F~~ DAVID

Thank you for writing to the Hon Anthony Roberts MP, Minister for Planning, about Wollongong City Council's Draft West Dapto Section 94 Development Contributions Plan 2016 and funding under the Local Infrastructure Growth Scheme (LIGS). The Minister has asked me to respond on his behalf.

I note that the Minister advised you on 21 September 2017 that Council will be able to access LIGS funding from that date subject to Draft West Dapto S94 Plan being amended as required by the Minister. I can confirm that the only changes to the Plan which remain relate to IPART Recommendations 38 and 39.

In relation to Recommendation No. 38 Council is required to include 30 hectares of land for State schools in the total NDA of contributions plan for cost apportionment purposes. However, in accordance with the Department's Circular D6 – Crown Development Applications and Conditions of Consent, Council needs to amend the contributions formula for non-residential development to consider school land and apportion infrastructure costs for stormwater management only.

Recommendation No. 39 is about the way in which the West Dapto Contributions Plan addresses the statutory requirements in relation to providing information. This recommendation has been partially addressed by Council. However, there is the need for Council to provide additional information in relation to the basis of the apportionment of costs between residential, industrial and commercial development.

Once Council has approved the Contribution Plan with the necessary changes it will be able to claim LIGS funding for Development Approvals granted from 17 September 2017 onwards. This approval in relation to LIGS funding also gives Council permission to apply the contributions rates outlined in the Department's Circular PS 17-002 of 27 July 2017.

The Department appreciates your initiative in planning for the growth of the West Dapto community. I trust this advice is helpful and clarifies any outstanding issues for Council as it works to support the increasing demands on infrastructure in the area.

Should you have any further questions about this matter, please contact Mr Martin Reason, Executive Director, Infrastructure and Delivery, at the Department on 8217-2065.

Yours sincerely

Brendan Nelson 24/11/17
Deputy Secretary
Growth, Design and Programs

WOLLONGONG CITY COUNCIL

WEST DAPTO
SECTION 94 DEVELOPMENT CONTRIBUTIONS PLAN
2017

wollongong
city of innovation

WEST DAPTO RELEASE AREA

SECTION 94 CONTRIBUTIONS PLAN (2017)

WOLLONGONG CITY COUNCIL

Document Control

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1	Apr 2010	Draft for exhibition	DG	DG	DG	DG
2	Oct 2010	2nd Draft for exhibition	DH	DH	DG	DG
3	Dec 2010	In force (2010 version)	DH	DH	DG	DG
4	Aug 2011	Draft for exhibition (2011 version)	DH	DH	DG	DG
6	Dec 2011	In force (2011 version)	DH	DH	DG	DG
7	May 2015	Draft for exhibition (2015 version)	DG	DG	DG	DG
8	26 Oct 2015	In force (2015 version)	JP	MH	MH	DG
9	Nov 2015	Draft for Exhibition	EB	EB		
10	Mar 2017	Post IPART for reporting and DPE	EB/ES	EB/ES	DG	Council
11	Nov 2017	Post DPE, In force (2017 version)	EB/ES	EB/ES	DF	DF

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Part 1 – Summary Schedules

This Plan is the West Dapto Release Area Section 94 Development Contributions Plan (2017).

The contributions received from this Plan will provide for active and passive open space pedestrian/cycle links, parks, playgrounds, roads, bridges, stormwater management drainage and administration costs.

The open space, road works and stormwater management to be provided will contribute toward satisfying the needs of the incoming population of the West Dapto Urban Release Area. The net developable area of the plan is 1981 hectares of residential land including 180 hectares of industrial land. The expected population is 57,433 persons and approximately 19,794 dwellings.

The cost of required open space, road works, stormwater management drainage and administration tasks are summarised below.

Table: 1.1 Work Schedule: Cost Per Category (base cost)

Community & Recreation	Amount $
Land	$45,452,750
Works	$27,815,683
Sub Total	**$73,268,433**

Transport & Traffic	Amount $
Land	$29,634,062
Works	$723,592,648
Sub Total	**$753,226,710**

Stormwater Management	Amount $
Land	$29,813,648
Works	$80,442,733
Sub Total	**$110,256,381**

Administration	Amount $
Sub Total	**$14,051,273**

Development Timetable

It is anticipated that the expenditure will occur on a pro-rata basis over the life of the development for the West Dapto release area.

Table 1.2 Development Timetable

Years	% of Development
2010-2019	9.18%
2020-2029	19.45%
2030-2039	29.00%
2040-2049	30.52%
2050-2059	9.89%
2060-2069	1.97%

Contribution Summary

The following tables 1.3, 1.4, 1.5 and 1.6 demonstrate the breakdown of contributions into rates. Although there are a number of ways to distribute the costs, the West Dapto Section 94 Contributions for residential development will be collected on a per-dwelling or per- lot basis and for all non-residential uses, a per hectare rate will be applied.

The transport, stormwater management and administration costs are apportioned in this Plan to residential, commercial and industrial development based on the percentage of the total developable area within each land use area. The community facilities and open space costs are 100% apportioned to residential development. Although commercial development represents 0.33% of the total developable area and Industrial represents 9.11% of the total developable area, the percentage of costs is lower due to the open space and community facilities costs only being recovered from residential development.

Table 1.3 - Contribution by Category – Per Person (Residential Development)

Facility Type	Contribution per person
Community & Recreation - Land	$788.21
Community & Recreation - Capital	$482.36
Transport - Land	$465.41
Transport - Capital	$11,364.17
Stormwater Management - Land	$468.23
Stormwater Management - Capital	$1,263.37
Administration	$220.68
Total	$15,052.42

Table 1.4 - Contribution Rate: Residential, Commercial and Industrial Development

Zoning	Contribution per Hectare
Residential	
R3 Medium Density	$1,240,932
R2 Low Density	$611,290
R5 Large Lot Residential	$240,839
RU2 Rural Landscape	$8,128
E3 Environmental Management	$3,131
E4 Environmental Living	$123,384
B2 Local Centre	$583,962
B1 Neighbourhood Centre	$383,837
B4 Mixed Use	$1,535,347
Commercial	
B2 Local Centre	$440,948
B1 Neighbourhood Centre	$440,948
B4 Mixed Use	$440,948
Industrial	
IN3 Heavy Industry	$440,948
IN2 Light Industry	$440,948

Table 1.5 - Contribution by Development Type (Residential Development)

Development Type	Contribution per Dwelling or Lot	Average Occupancy Rate
Subdivision, Dwelling House, Dual Occupancies	$48,167.74	3.2
Multi-Unit Housing 4+ Bedrooms	$43,652.02	2.9
Multi-Unit Housing 3 Bedrooms	$37,631.05	2.5
Multi-Unit Housing 2 Bedrooms	$33,115.32	2.2
Multi-Unit Housing 1 Bedrooms	$25,589.11	1.7

Table 1.6 - Contribution Rate: Crown Development Educational Establishments

Crown Development	Contribution per Hectare
Crown Development (Schools)	$55,647.17*

*The rate is based on the per Hectare contribution rate required for stormwater management consistent with the Department of Planning and Environment Circular No.D6 – Crown Development Applications and Conditions of Consent

Part 2 – Administration and Operation of the Plan

2. INTRODUCTION

2.1. What is a Section 94 Development Contribution?

Development contributions are contributions made for the purpose of public amenities and services required because of development and are paid by those undertaking development.

Section 94 of the Environmental Planning and Assessment Act 1979 (EP&A Act) enables Councils to seek contributions from developers where development is likely to increase the demand for public facilities. These are levied at the time of development consent.

The EP&A Act establishes that a Council can only require a Section 94 contribution if:

- The development will or is likely to require the provision or increase the demand for public amenities and services within the area;
- There is an adopted contributions plan; and
- The contribution is reasonable.

The contribution can either be:

- Land dedication;
- Monetary contribution for the cost of works or facilities to be provided in the future;
- Monetary contribution for the cost of works or facilities already provided in anticipation of development;
- Material public benefit (works in kind); or
- A combination of the above.

The ability to levy and recoup costs for the provision of public amenities and services is critical in the West Dapto Urban Release Area as the land is being transitioned from rural to residential. West Dapto will support a population of approximately 57,433 and the levy system will significantly reduce the financial burden on Council and existing residents.

It is therefore important that the contributions levied are reasonable and are a direct consequence of the development. These contributions are therefore limited to the essential works and facilities considered necessary by Council and IPART in accordance with the IPART benchmarks.

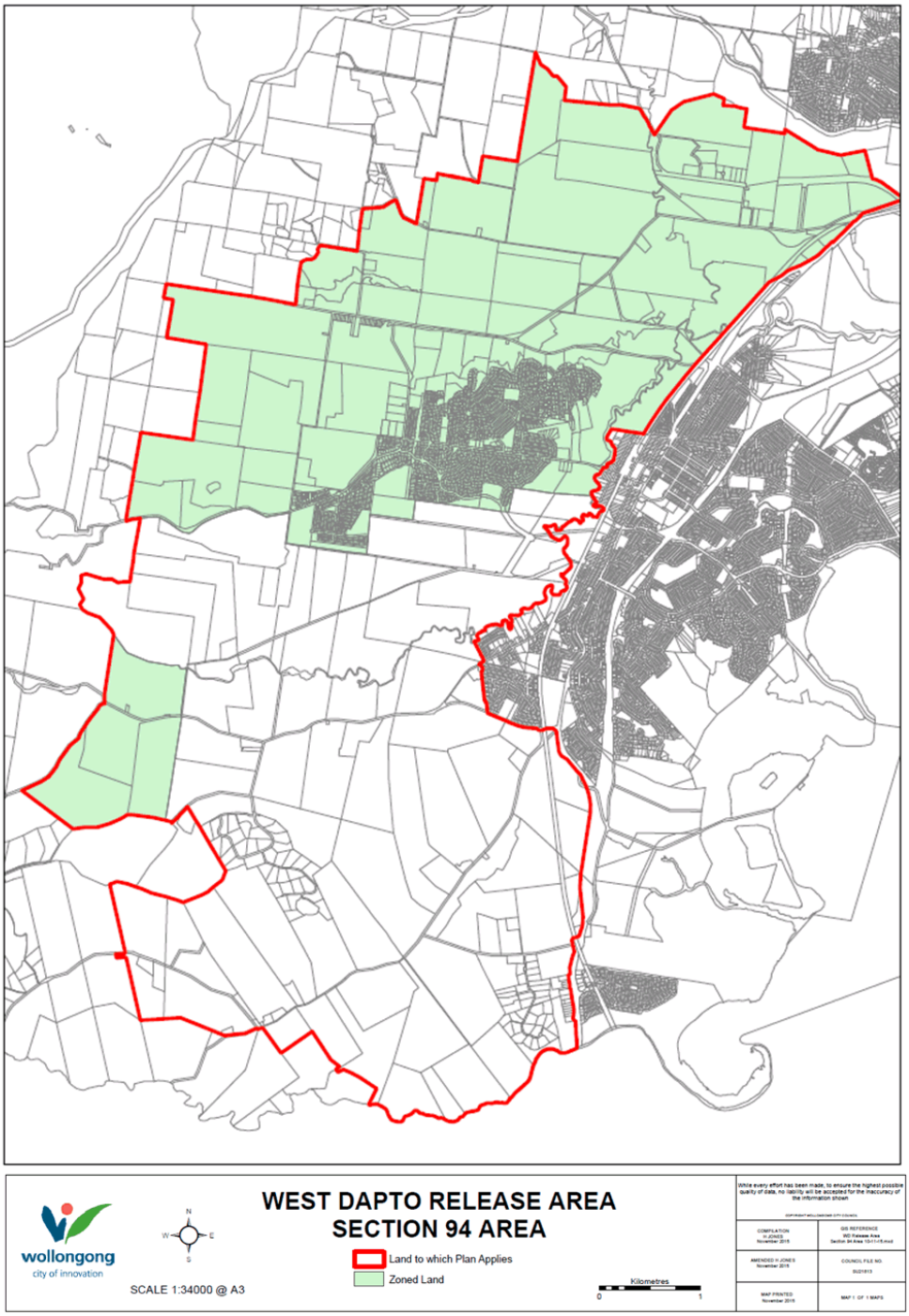
2.2. What is the Name of this Plan?

This Contribution Plan is called West Dapto Section 94 Development Contribution Plan 2017.

2.3. Where does this Plan Apply

The plan applies to all land with West Dapto Release Area as identified in Figure 1.

Figure 1. Where this Plan Applies



2.4. What is the Purpose of this Plan?

The purpose of the Plan is to:

a. Authorise Council to impose conditions under Section 94 of the EP&A Act for a contribution to the provision, extension or augmentation of public amenities and services, when granting consent to development on land to which this Plan applies.
b. Outline the anticipated demand for public facilities and servicing as a result of new development in West Dapto.
c. Provide a framework for the efficient and equitable determination, collection and management of development contributions.
d. Ensure that development makes a reasonable contribution towards the provision of services and facilities.
e. Ensure existing community is not burdened by the provision of amenities and public services required as a result of future development.
f. Ensure Council's management of development contributions complies with relevant legislation and guidelines.

2.5. Application of This Plan

When a development application is lodged and relates to land to which this plan applies, Council shall levy contributions on development in accordance with the provisions of this Plan.

A Contributions Plan becomes part of the development control process under the EP&A Act by virtue of Sections 80A and 94. The provisions of this plan are one of a number of considerations that are relevant when Council determines a development application in accordance with Section 80 of the Act.

2.6. Development to which this Plan Applies

The following types of development are required to make a contribution:

- Subdivision for residential purposes; construction of a dwelling, a dual occupancy, multiple dwelling housing, multi-unit housing, seniors housing or any other dwellings; and
- Development of Industrial land, including subdivisions, and other industrial or commercial development.

2.7. Commencement of the Plan

This development contributions plan has been prepared pursuant to the provisions of Section 94 of the EP&A Act and Part 4 of the EP&A Regulation 2000 and takes effect from the date on which public notice was published, pursuant to clause 31(4) of the EP&A Regulation.

2.8. Relationship to Other Plans and Policies

This plan repeals the following section 94 / 94A contributions plans applying in that part of the Wollongong local government area as referred to in section 2.3:

- West Dapto Release Area Section 94 Development Contributions Plan (2015) – this plan repealed the following plan:
- West Dapto Release Area Section 94 Development Contributions Plan (2011) – this plan repealed the following plan:
- West Dapto Release Area Section 94 Development Contributions Plan (2010) – this plan repealed the following plan:
- Wollongong Section 94A Contributions Plan (2010 version) – this plan repealed the following plan:
- Horsley Section 94 Contributions Plan.

Any other contributions plan approved by Council (and in force under Division 6 or Part 4 of the EP&A Act at the time this Plan commenced) does not apply to development that is subject to a requirement to pay a contribution under this Section 94 Plan.

2.9. Relationship to Special Infrastructure Contribution

This Plan does not affect the determination, collection or administration of any special infrastructure contribution levied under section 94EF of the EP&A Act in respect to development on land to which this Plan applies.

Applicants should refer to details of Special Infrastructure Contributions issued by the Department of Planning in relation to the West Dapto release area.

DEVELOPER CONTRIBUTIONS

2.10. Policies and Procedures on the Levying and Payment of Contributions

The following sections describe the policies and procedures involved in levying and payment of developer contributions under this plan including method/timing of payment, planning agreements, deferred/periodic payment, obligations of accredited certifier with respect to construction certificates/complying development, savings and transitional provisions, credits/offsets for works-in kind, calculation of contributions rates and the review and monitoring process of the plan.

2.11. Method of Payment

Council will accept Section 94 payments in one or a combination of the following methods:

Monetary Contribution:
This is the most common method. However it can be offset by providing a material public benefit as identified in the Contributions Plan.

Material Public Benefit (Works-in-Kind):
Where an applicant makes a request and Council in its absolute discretion determines that it is appropriate, an applicant may provide a material public benefit (commonly referred to as works-in-kind) in part, or full, satisfaction of a monetary contribution.

Any request must demonstrate that the works in kind are of equivalent or greater benefit to the community compared to what has been identified under this Contributions Plan. The proposed works in kind offset must be included in the conditions of consent or a S96 modification of the consent, to reflect the proposed offset.

The works must be included in the works schedule as set out in Section 4. The cost of the work will be offset against the contribution required for the same facility category only.

The amount of the offset will be as agreed by Council and will not exceed the cost allocation for the works included in the Contributions Plan.

In assessing such a request, Council will generally take into account the following:

- whether the proposed work in kind will be to a suitable standard for Council to eventually accept;
- finalisation of, or consistency with, the detailed design of the facilities;
- the submission of plans and cost estimates to Council of the proposed works to be undertaken by the applicant;
- whether the location, siting and design of the proposed works has regard to the Development Control Plan that applies to the West Dapto Urban Release Area and this Contributions Plan;

- the timing of completion and future recurrent costs including staffing and maintenance and future management (particularly if work to a higher standard is proposed);
- Council may consider works to a higher standard than the Contributions Plan allowance, however no reimbursement of additional costs will be provided;
- the financial implications for cash flow and whether the proposed works pre-empt the future orderly implementation of works as identified in the works schedule; and
- future dedication, handover and management arrangements.

All agreements will include, but not limited to, the following:

- the works to be undertaken;
- the timing of the works;
- the quality of the works;
- the cost of the works;
- the applicant's rights and responsibilities; and
- Council's rights and responsibilities.

Dedication of Land:

Council may accept the dedication of land (identified for public purposes under this plan) to offset the required monetary contribution. The value of land will be negotiated between the applicant and Council, and any monetary contributions payable will be reduced by the value of the land formally agreed upon. An appropriate condition will be included in any consent applying to land identified for public purposes to ensure that the land is transferred to Council at no cost.

Value of Works:

The value of works will be determined utilising the following method:

a. Any Credit will be calculated based on the actual cost of works or the agreed cost estimate, whichever is the lesser. The agreed cost estimate will be determined by a review of the costs submitted by the applicant via Council's Infrastructure Team or a Registered Quantity Surveyor at Councils discretion;
b. The agreed cost estimate can be amended by submission of a variation request by the applicant which will be reviewed and certified by a registered Quantity Surveyor;
c. The actual cost of works is required to be evidenced and verified by a registered Quantity Surveyor;
d. The Quantity Surveyor to act on the project will be chosen by Council from a list of 3 recommended by the applicant all of whom are to be members of Panels for The NSW Department of Commerce or Local Government Procurement; and
e. Quantity Surveyor service costs are to be borne by the applicant.

Value of Land:

Developers of land to which this Plan applies will be required to provide either:

- sufficient, usable and (where appropriate) embellished land for the particular facilities identified in this Plan to meet the needs of the population attributable to the proposed development; or, alternatively
- an equivalent monetary contribution to Council for the acquisition and embellishment of land for the particular facilities identified in this Plan.

Council will, wherever appropriate, require developers to dedicate land free of cost for the facilities identified in this Plan. Where the development does not, or cannot provide the full land area required as a contribution the shortfall will be required as a monetary

contribution. The contribution rates included in this Plan reflect the monetary contribution required where land is not dedicated free of cost.

Where the contribution required is by way of dedication free of cost, the land:

- is to have an associated draft plan of management prepared in accordance with Part 2, Division 2 of the Local Government Act 1993 and Part 4, Division 2 of the Local Government (General) Regulation 2005 and prepared at full cost to the developer (This applies only where the dedication relates to the provision of community or open space and recreation facilities); and
- The value is determined in accordance with either section 2.13, the Land Acquisition (Just Terms Compensation) Act 1991 or if listed for sale on the open market potentially by way of negotiation in accordance with Councils obligations and polices. This will be offset against monetary contributions required under this Plan.

2.12. Planning Agreements

In accordance with Section 93F(1) of the EP&A Act, a planning agreement is a voluntary agreement or arrangement between a planning authority and a developer under which the developer agrees to make contributions towards a public purpose. A planning agreement may wholly or partly exclude the application of Section 94 to the development that is subject of the agreement.

This offer may include a monetary contribution, dedication of land, the carrying out of works, or another material public benefit for public purposes. Those purposes need not wholly relate to the impacts of the applicant's development but need to be consistent with the items listed in Section 4.

The provisions of Sections 93F to 93L of the EP& A Act and accompanying Regulation prescribe the contents, form, subject matter and procedures for making planning agreements.

Any person seeking to enter into a planning agreement should refer to Council's policy on Planning Agreements and in the first instance submit a proposal in writing to Council, documenting the planning benefits and how the proposal would address the demands created by development for new public infrastructure, amenities and services. The submission may include a copy of the draft agreement.

Public purposes are defined in the EP&A Act as (without limitation) the provision or recoupment of the cost for providing:

- public amenities or public services;
- affordable housing;
- affordable housing or transport or other infrastructure;
- transport or other infrastructure relating to land;
- funding of recurrent expenditure relating to the provision of public amenities or public services;
- monitoring of the planning impacts of development; and
- conservation or enhancement of the natural environment.

2.13. When must a Contribution be paid?

A contribution must be paid to the Council at the time specified in the condition that imposes the contribution. It would be outlined as a condition to a development consent, complying development certificate, subdivision certificate or construction certificate. If no such time is specified, the contribution must be paid prior to the issue of a subdivision certificate, construction certificate or complying development certificate.

2.14. Deferred or Periodic Payment

Council will only permit deferred or periodic payment where development is staged and only with approval of the Council Officer(s) whose position(s) holds the required Council delegations.

The stages of development and relevant contribution payment for each stage must be clearly documented in the conditions of consent. In this regard a Section 96 modification of consent is required if proposed staging of development is not reflected in the original consent.

For development which is staged, Section 94 contributions must be paid at the rate applicable at the time of subdivision or construction certificate, for at least the number of additional lots/dwellings for which subdivision or construction certificate release is sought.

For each stage, the calculation of the number of lots/dwellings for which contributions are payable will count any residue lot as a single lot.

The circumstances for deferred or periodic payments are as follows:

- Compliance with the provisions is unreasonable or unnecessary in the circumstances of the case.
- Deferred or periodic payment of the contribution will not prejudice the timing or the manner of the provision of public facilities included in the works program.
- Where the applicant intends to make a contribution by way of a planning agreement, works in kind or land dedication in lieu of a cash contribution, and Council and the applicant have a legally binding agreement for the provision of the works or land dedication.
- There are circumstances justifying the deferred or periodic payment of the contribution.

If Council does accept a deferred or periodic payment Council may require the applicant to provide a bank guarantee by a bank for the full amount of the contribution or the outstanding balance. The conditions for deferred or periodic payment and the requirements of the bank guarantee will be set in the conditions of consent.

2.15. Construction certificates and the obligation of accredited certifiers

In accordance with Section 94EC of the EP&A Act and clause 146 of the EP&A Regulation 2000, a certifying authority must not issue a construction certificate for building work or subdivision work under a development consent unless it has verified that each condition requiring the payment of monetary contributions has been satisfied.

In particular, the certifier must ensure that the applicant provides receipts confirming that contributions have been fully paid and copies of such receipts must be included with copies of the certified plans provided to the Council in accordance with clause 142(2) of the EP&A Regulation 2000. Failure to follow this procedure may render such a certificate invalid.

The only exceptions to the requirement are where a works in kind, material public benefit, dedication of land, or deferred payment arrangement has been agreed by the Council. In such cases, Council will issue a letter confirming that an alternative payment method has been agreed with the applicant.

2.16. Complying development and the obligation of accredited certifiers

In accordance with Section 94EC of the EP&A Act and Part 7, Division 2A of EP&A Regulations 2000, accredited certifiers must impose a condition requiring monetary contributions in accordance with this Contributions Plan for the following development types:

- Dwelling houses on an allotment where no previous contribution under Section 94 has been made.

The conditions imposed must be consistent with Council's standard Section 94 consent conditions and be strictly in accordance with this Contributions Plan. It is the professional responsibility of the accredited certifiers to accurately calculate the contribution and to apply the Section 94 condition correctly.

2.17. Credit and Offsets for Works in Kind

There may be cases where an applicant carries out works in kind, which are included in the Schedule of Works in this Contributions Plan but the cost of which exceeds the contribution required for that facility category. In these situations the applicant will be reimbursed for the cost of the works that:

- exceed the contribution due within that facility category, and
- have been approved by Council as being consistent with the contributions plan.

2.18. Credit for Existing Development

Council will determine any applicable credit(s) based on the number & type of lawful existing development i.e. Residential Lot or Dwelling and Industrial Land area.

2.19. Savings and Transitional Arrangements

A development application which has been submitted prior to the adoption of this plan but not determined shall be determined in accordance with the provisions of the plan which applied at the date of determination of the application.

2.20. Pooling of Contributions

This plan authorises monetary Section 94 contributions paid for different purposes to be pooled and applied (progressively or otherwise) for those purposes. The priorities for the expenditure of levies are shown in the works schedule.

2.21. Exemptions

The only exemptions allowed are:

a. Those that are subject to a Direction from the Minister for Planning under Section 94E of the EP&A Act 1979;

b. An application by or on behalf of the Council for community infrastructure, such as but not limited to libraries, community facilities, child care facilities, recreational areas, recreational facilities or car parks;

c. An application by, or on behalf of, the NSW Government for public infrastructure, such as but not limited to hospitals, police stations, fire stations, educational facilities and public transport infrastructure, if supported by a comprehensive submission; and

d. Any other development for which Council considers an exemption is warranted, where the decision is made by formal ratification of the Council at a Council meeting, if supported by a comprehensive submission.

For an exemption to be considered where a comprehensive submission is required, any such development will need to submit a comprehensive submission to justify the exemption and providing a case for the exemption by including, but not limited to, the following information:

- Justification for the exemption;
- The mechanism ensuring that such development will remain in the form proposed in the future (ie not to increase future demand on public amenities and services), note: where a further development application or application for complying development

under the EP&A Act is required for any changes to the development no mechanism is required. However, if a change of use is available by way of exempt development then the requirements for a mechanism remains;

- Part exemption is also available for Crown Development Educational Establishments in accordance with Department of Planning and Environment Circular No. D6 – Crown Development Applications and Conditions of Consent. Detail of the part exemption is provided at Table 1.6;
- Other items if applicable:
  - How the Development will incorporate the maintenance of the item of heritage significance;
  - How the development will contribute to the public benefit of the community;
  - Works in the public domain included in the development; and
  - How the residents/users will utilise existing private facilities attached to the development that replicate those types provided by Council.

Exemptions (part or full) as outlined above will only to be granted with the approval of the Council Officer(s) whose position(s) holds the required Council delegations.

2.22. Calculation of Contributions

2.22.1. Contribution Formula

West Dapto covers a large area and is anticipated to be developed over a long period of time. It is extremely difficult for Council to accurately determine the staging and provision of infrastructure over such a large area with potential multiple development fronts. This uncertainty makes it difficult to assign inflation and discounting rates to specific infrastructure items. Therefore, Council will be utilising the traditional 'nominal' dollar value approach for the West Dapto release area Section 94 Plan.

2.22.2. Land Acquisition Index

Contribution rates for land acquisition will be indexed based on the average of the annual percentage change in the Established House Price Index for Sydney, published by the Australian Bureau of Statistics.

Land specifically identified within the Plan for infrastructure and facility requirements that have already been acquired by Council will be indexed quarterly in accordance with the Consumer Price Index – All groups Sydney (CPI). This index is published by the Australian Bureau of Statistics on a quarterly basis.

2.22.3. Capital Expenditure and Administrative Cost Index

Contribution rates for capital expenditure and administrative costs will be indexed quarterly in accordance with the Producer Price Index (PPI). This index is published by the Australian Bureau of Statistics on a quarterly basis.

Contributions towards transport and stormwater costs will be indexed in accordance with PPI (Road and Bridge Construction). Contributions towards open space costs will be indexed in accordance with PPI (Non Building Construction).

The method of indexing the contribution rates is to multiply the base contribution rate by the most recently published PPI at the time of payment.

2.22.4. Formula

2.22.4.1. Contribution rates for all Capital Expenditure, Land already acquired and Administrative Costs

For changes to the ABS PPI (Road and Bridge Construction), the contribution rates within the Plan will be reviewed on a quarterly basis in accordance with the following formula:

$$\$C_A + \frac{\$C_A \times ([\text{Current Index} - \text{Base Index}])}{[\text{Base Index}]}$$

where:

$\$C_A$	is the contribution at the time of adoption of the plan expressed in dollars
Current Index	is the ABS PPI (Road and Bridge Construction) as published by the Australian Bureau of Statistics available at the time of review of the contribution rate
Base Index	is the ABS PPI (Road and Bridge Construction) as published by the Australian Bureau of Statistics at the date of adoption of this plan.

Note: In the event that the current PPI is less than the base PPI, the current PPI shall be taken as not less than the previous PPI.

2.22.4.2. Contribution rates for works schedule items involving land yet to be acquired

For changes to land values, the Council will publish at least on an annual basis the revised land index values that are to be used to change the base land values contained in the Plan which will be determined in accordance with the following formula:

$$\$C_{LV} + \frac{\$C_{LV} \times ([\text{Current LV} - \text{Base LV Index}])}{[\text{Base Index}]}$$

where:

$\$C_{LV}$	is the land values within the plan at the time of adoption of the plan expressed in dollars
Current LV Index	is the land value index as published by the Council available at the time of review of the contribution rate
Base LV Index	is the land value index as published by the Council at the date of adoption of this plan.

Note: This clause does not cover the adjustment of a contribution between the time of consent and the time payment is made. This is covered by clause 2.21.4.3.

2.22.4.3. How are contributions adjusted at the time of payment?

The contributions stated in a consent are calculated on the basis of the section 94 contribution rates determined in accordance with this plan. If the contributions are not paid within the quarter in which consent is granted, the contributions payable will be adjusted and the amount payable will be calculated on the basis of the contribution rates that are applicable at time of payment in the following manner:

$$\$C_P = \$\,C_{DC} + [\$\,C_{DC} \times \{(\$\,C_Q - \$\,C_C) / \$\,C_C\}]$$

where:

$ C_P	is the amount of the contribution calculated at the time of payment
$ C_{DC}	is the amount of the original contribution as set out in the development consent
$ C_Q	is the contribution rate applicable at the time of payment
$ C_C	is the contribution rate applicable at the time of the original consent

The current contributions are published by Council and are available from Council offices. Should the Council not validly publish the applicable contribution rates, the rate applicable will be calculated in accordance with the rate prevailing in the previous year.

2.23. Review and Monitoring of Plan

This plan will be subject to regular review by Council in accordance with the provisions of the EP&A Regulation. The purpose of such a review is to ensure that:

- levels of public service and amenity provisions are consistent with population trends and community needs;
- contribution levels reflect changes to construction costs and land values;
- the works program can be amended if the rate of development differs from current expectations.

The contribution rates and works program for this plan have been formulated using information available at the time of writing. A number of variables will be monitored to facilitate the review process. Some of these variables include:

- lot production and dwelling construction;
- construction costs;
- land costs; and
- anticipated population.

The contribution rates will be reviewed by reference to the following specific indices:

- construction costs by reference to the Australian Bureau of Statistics Producer Price Index.
- land acquisition costs by reference to the Australian Bureau of Statistics Established House Price index for Sydney.
- changes in the capital costs of various studies and activities required to support the strategies in the plan by reference to the actual costs incurred by council in obtaining these studies.

Any changes to the Contributions Plan, apart from indexing and minor typographical corrections, will be placed on public exhibition in accordance with the requirements of the EP&A Act and Regulation.

2.24. Contributions Register

A Contributions Register will also be maintained for this Contributions Plan in accordance with the EP&A Regulation and may be inspected on request. This Register will include:

(1) details of each consent for which a Section 94 condition has been imposed;
(2) the nature and extent of the contribution required by the condition for each facility category;
(3) the name of the Contributions Plan the condition was imposed under; and
(4) the date any contribution was received and its nature and extent.

At the end of the each financial year, the Council is required to make an annual statement within the yearly budget. This statement must include the following:

(1) Opening and closing balances of money held in the Section 94 Contributions Plan by the Council for the accounting period;
(2) Total amounts received by way of monetary contribution under this Plan;
(3) Total amount spent in accordance with this Plan; and
(4) Outstanding obligations of the Council to provide works for which contributions have been received.

2.25. Inforce Date of Plan

This Plan was adopted by Council and came into force on XX/XX/XXXX.

Part 3 - Strategy Plans

This section sets out the strategies that Council intends to follow to cater to the needs of future population growth and development in the West Dapto release area. It identifies the resulting demand for public services and public facilities and the costs and timing of provision of the works that the Council intends to provide to cater to that demand.

It is important to note that the West Dapto area will develop over many years and planning for facilities at this stage of the development must recognise that population demands will vary over time, and may possibly vary from the assumptions that are used to determine the contributions that are set out in this plan. The Council will continually monitor population growth and demand, and where necessary, will appropriately adjust the timing and provision of the infrastructure to ensure it is delivered to meet the demands of the population.

3. Residential Development Nexus

Anticipated development: dwelling structure and population

Table 3.1 – Anticipated Dwelling Structure and associated Population

	Developable Area (ha)	Average Density	Yield	Average Occupancy Rate	Estimated Population
Residential					
B1 Neighbourhood Centre	4	15	60	1.7	101
B2 Local Centre	10	19	176	2.1	387
B4 Mixed Use	2	60	135	1.7	230
E4 Environmental Living	229	3	585	3.2	1,873
R2 Low Density	1,132	14	15,330	3.0	45,972
R3 Medium Density	102	28	3,365	2.5	8,412
R5 Large Lot Residential	24	5	120	3.2	384
E3 Environmental management	251	0	16	3.2	52
RU2 Rural Landscape	40	0	7	3.0	22
Residential Total	**1,794**	**15**	**19,794**	**2.7**	**57,433**
Industrial					
IN2 Light Industry	136		-		
IN3 Heavy Industry	44		-		
Industrial Total	**180**		**-**		
Commercial					
B1 Neighbourhood Centre	4				
B2 Local Centre	2				
B4 Mixed Use	0				
Commercial Total	**6**				
Grand Total	**1,981**	**15**	**19,794**	**3**	**57,433**

Demography:

Existing Characteristics

The following is a snapshot of relevant statistics for the Wollongong area from the 2006 Census.

- Lower rates of population growth compared to Sydney but comparable to other LGAs in the Illawarra region.
- An increasingly older population, with the proportion of children and young adults decreasing as a percentage of the overall population.
- A higher proportion of family households with children (62%) as compared to other household types.
- An average household size of 2.5 persons per dwelling (occupancy rate).
- Low proportions of indigenous people and people from non-English speaking backgrounds as compared to the rest of NSW.
- Relatively high proportions of residents in low to middle income brackets as compared to the rest of NSW and higher rates of unemployment.
- Similar proportions of people employed in professional occupations, with higher rates working in trades and lower rates in managerial positions.
- Higher rates of home and car ownership but similar rates of renters to the rest of NSW.

The current population of Dapto has characteristics which differ from the wider Wollongong area. The characteristics of the population living in the Precincts may be summarised as follows:

Dapto Precinct
- Negative population growth.
- An older age profile to that of Wollongong, with a small increase in people between the ages of 65 and 84.
- The instance of home ownership has dropped 7.6% between 2006 and 2001.
- Weekly household income levels have high levels of occurrence at both the lower brackets ($0-699) and the highest bracket ($2000+).
- In 2006 the unemployment in Dapto was 2.8% above the National average.

Horsley Precinct
- A high population growth rate, with a 24.3% increase in population between 2001 and 2006.
- There has been a 1.5% increase in population aged between 65 and 84
- There has been a minor drop in population between the ages of 0 and 17.
- A 5% drop in home ownership is seen across 2001 to 2006, with a minor increase in those with mortgages.

Future Characteristics

Features of projected population change and future characteristics of the West Dapto resident populations are summarised below and generally reflective of new release areas. The characteristics are indicative in nature and should be read with some caution.

- The existing predominantly rural populations of West Dapto are likely to be displaced by the population attributable to the expected development in those precincts.
- In the early stages a high proportion of first and second time buyers in their late 20s and 30s, with young children or about to start a family.
- Projected future occupancy rates[1] at five years after dwelling occupation of:
  - 3.2 persons per dwelling for large houses on lots greater than 600m²;
  - 2.9 persons per dwelling for standard houses on lots 450-600m²;
  - 2.5 persons per dwelling for small houses on lots 350-450m²;
  - 2.2 persons per dwelling for townhouse/villas;
  - 1.7 persons per dwelling for apartment dwellings.

[1] Elton (2007), p. 9

- A proportion of empty nesters can be expected which will build up over time given the proposed diversity in housing stock and once district wide services and public transport become well established.
- Over time, the peaks in the age distribution associated with a predominance of young families will reduce and the population will become more diverse.
- Low levels of single person households and group households are estimated.
- Most dwellings are likely to be owner-occupied (around 90%) with well over half being mortgaged
- The numbers of young children aged 0-4 are likely to build up over the first ten years of each major stage to an anticipated maximum of 12% of overall population and then decline. The number of children aged 5-11 are likely to be higher than the number of 0-4 year olds, building up to about 14%, whereas the proportion of 12-17 year olds is likely to be less than younger age groups, building up to around 11% after about 15 years.
- Adults aged 25-39 are likely to be the biggest age group, around 30%.
- The proportion of older people is likely to be low for the first ten years or so, but will rise over time.
- Over time, it can be expected that the population profile will come to more closely approximate that of an established area with a variety of age and household characteristics, particularly if there are a range of housing types and affordability available in the release area.

3.1. Rationale for New Facilities and Services

A key principle of Section 94 is to demonstrate a relationship between the anticipated development and the demand for additional open space, community facilities, drainage and road works. The demonstration of a relationship between new development and such demand is a core requirement of a valid Contributions Plan.

The expected development and resulting population and employment workforce within the West Dapto Release Area will create an increased demand for various public facilities and services.

The estimated increase in population at West Dapto to some 57,433 people will increase Wollongong's overall population from the current 206,794 (Estimated Resident Population as at 30 June 2014 from Community Profile – www.wollongong.nsw.gov.au) to 264,227.

Existing recreation and community facilities in Dapto and Horsley do not have the capacity to serve the future population growth and new facilities are required to service the new population.

The studies listed in Section 4 of this plan have identified that the expected development in the West Dapto Release Area will generate the following impacts on public services and public amenities:

- increased demand for local active and passive recreation facilities, such as playing fields, playgrounds, and bike paths;
- increased demand for facilities that will support safe and convenient travel such as new roads and public transport facilities; and
- increased demand for water cycle management facilities as a result of the extra stormwater runoff generated by impervious surfaces associated with urban development.

A range of facilities and services have been identified as being required to address the impacts of the expected development, including:

- traffic and transport management facilities;
- water cycle management facilities;
- open space and recreation facilities; and
- community facilities.

The following section of the Contributions Plan identifies the nexus between the proposed urban release and the facilities or services listed above, specifies the appropriate level of apportionment (if any), and provides a brief description of the proposed works and their timing.

3.2. Cost of Facilities

Costs for facilities included in this Plan were derived from the services of a qualified quantity surveyor and/or from Council's experience of facility costs in other areas. Assumptions used to derive estimated costs of facilities included in this Plan are detailed in the following Sections.

At the time this Plan was prepared, the planning of facilities was carried out at a strategic level. That is there were few, if any, facility concept plans upon which estimated costs could be based. As a result, a contingency allowance equivalent to 20 percent of the base cost in stage 1-4 and 15 percent of the base cost in Stage 5 was added to all works included in this Plan (excluding land acquisition).

The contingency allowance is considered reasonable given the early stage of planning of most facilities included in the Plan.

For an item of work that is to be provided through a works-in-kind agreement or a planning agreement, the credit for the item will include any contingency amount provided for in the plan.

3.3. Timing of Infrastructure

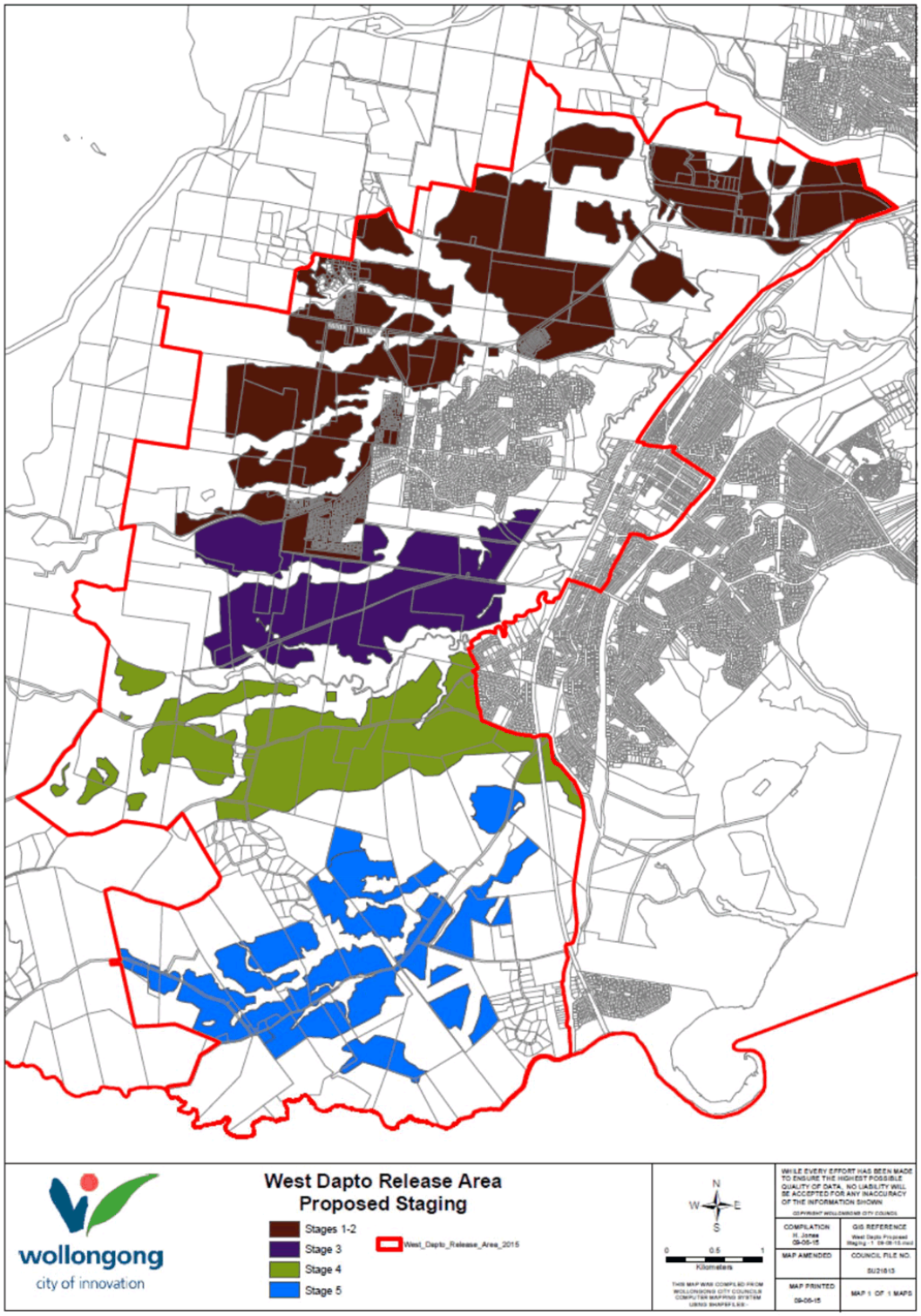
The West Dapto Urban Release Area has been divided into five development area stages. Stages 1 and 2 have been zoned for development. These stages are the current focus for infrastructure development in line with preparing the area for increasing residential occupation. Table 3.2 provides an estimated guide to timing of infrastructure in the Plan. Figure 2 shows the development stages of West Dapto Urban Release Area. The locations of infrastructure items included in the Plan are shown on the map in Figure 3.

Table – 3.2 – anticipated timing of infrastructure (Indicative only)

Year	Stage	Road Sections	Land Open Space/Community
2011-16	1-2		
2016-21	1-2	- Wongawilli Rd - Fowlers to Fairwater Drive - West Dapto Road(part) - Hayes Lane (likely VPA) - Shone Avenue	Ridge Top Park Land – 10ha
2021-26	1-2	- West Dapto Rd - Sheaffes Rd - Darkes Rd - (NR4-NR9) North/South Link between Bong Bong Rd and Cleveland Rd	
2026-31	1-2 & 3	- Cleveland Rd - Northcliffe Drive Extension - Reddalls Rd	Darkes Town Centre Sports Park and Community Centre - 9.8ha plus 0.6 ha in the town centre
2031-36	1-2 &	- Marshall Mount Road	Cleveland Community Centre

	5	- (NR40-NR43) Jersey Farm Road between Wongawilli and Bong Bong Rd	- 1 ha
2036-41	1-2	- (NR43-NR47) Jersey Farm Road cont. - (NR19-NR22) North South Link Road between Bong Bong Rd to Darkes Rd	Bong Bong Town Centre Park - 3 ha in the town centre
2041-46	4-5	- Avondale Road - Yallah Road	
2046-51	4-5	- Stage 4 and 5 Link Road - (NR12-NR15) North South Link Road between Avondale and Bong Bong Road	
2051-56	5	- NR45/46/47 - Marshall Mount M4 to M5	
2056-61			YMM Community Centre Land 0.6ha

Figure 2. Stages of the West Dapto Urban Release Area



3.4. Community Facilities

3.4.1. Community Facilities Demand

The residential development in the West Dapto Release Area will result in additional demands for community facilities. Council will need to facilitate the provision of a range of community facilities to meet the expected population, including:

- child care centres and facilities;
- meeting rooms;
- library; and
- spaces for organised activities, cultural events and private functions.

These uses are best provided for in a multipurpose community centre which can incorporate a variety of large and smaller spaces suitable for a range of social, leisure and cultural activities. While this Plan documents the community facilities requirements pertaining to expected development of the release area, the Plan only recoup money for the land component of the community centres. This is in line with the items on the Essential Works List prepared by the Department of Planning and Environment.

3.4.2. Summary of Existing Facilities

The following existing community facilities and services are currently provided in the area covered by the Plan:

- Horsley Community Hall (Bong Bong Road, Horsley), was constructed to serve the Horsley community, and cannot be expanded to serve the future population.
- The Wongawilli Community Hall (Wongawilli road, Wongawilli) is a small facility that serves the local population. It is proposed to be expanded as part of the development of stages 1 & 2.
- Marshall Mount Progress Association Hall (Marshall Mount Road, Marshall Mount) is a small privately owned facility.

3.4.3. Proposed Community Facilities

The key strategies to provide for the incoming community needs of the West Dapto Release Area are as follows:

- Medium sized multipurpose community centres are to be located in Stages 1 and 3;
- Each of these multipurpose community centres to have a different focus such as art, recreation, technology or health, with the specific focus to be determined when emerging community characteristics and needs are more clearly recognised;
- A smaller Neighbourhood Centre type facility is proposed for the smaller, more local neighbourhood centres (Stages 2 and 4);
- The multipurpose community centres would act as community resource hubs in the larger centres, while the neighbourhood centres, combined with multipurpose children's centres, would serve the same function in the smaller centres;
- Although a specifically focused cultural facility could also be justified (Elton Consulting, 2007), it is proposed that each of the community and neighbourhood centres include cultural components within them.
- Multipurpose Children's Centres are proposed for the main centres to contain a full range of child care options from long day care, pre-school, occasional care and playgroup in a one stop shop.

Table 3.2 – Community Facilities

Stage	Facility	Floor Area (m^2)	Land Area (ha)
Stage 1/2 – Darkes Town Centre	Multipurpose Community Centre and Children's Centre	1500	0.6
Stage 1/2 – Wongawilli	Enhancements to Wongawilli Community Hall	200	NA
Stage 3 – Cleveland Precinct	Multipurpose Community Centre including Library and Technology Centre	2500	1
Stage 5 – Yallah-Marshall Mount	Multipurpose Community Hall with Children's Centre	2500	0.6
Total		**6700**	**2.2**

The requirements for community facilities above were determined as part of the Social, Cultural and Recreational Needs Study for the West Dapto New Release Area prepared by Elton Consulting (July 2007). Further revision of community facility needs of the release area was also undertaken by the Growth Centres Commission.

It is important for Council to plan for and deliver these centres despite the capital cost of these centres not being included in the Section 94 Plan. The planning for the specific location of facilities is yet to be finalised although each multipurpose facility is to be located within a local or town centre. Council will prepare design concepts for the facilities as they are required. An Indication of general locations for facilities to service the different stages is shown in Figure 3.

3.4.4. Apportionment:

The need to provide a community facility identified in this part of the plan is generated by the residential development of the West Dapto Release Area. It is therefore appropriate that residential development within the Release Area be subject to the full cost of providing the land that these centres will occupy.

3.4.5. Schedule of Works and Cost Estimates:

A schedule of community facilities to be levied under this plan is included in Table 4.1 – Works Schedules. Cost estimates included area for land acquisition associated with the community facility.

3.4.6. Contributions Formula:

The method used to calculate the contributions rates required for the community facilities is set out in Section 2.22.4. The land acquisition costs for community facilities are set out in Table 4.1.

3.5. Open Space Facilities

3.5.1. Demand for Open Space

The residential development in the West Dapto release area will result in additional demands for open space and recreation facilities. Council will need to facilitate the provision of a range of open space and recreation facilities to meet the expected population, including:

- playgrounds;
- ovals and fields for a variety of sports;
- passive open space areas, including bushland; and
- recreation centres.

This Plan identifies the facilities requirements pertaining to expected development of the release area.

3.5.2. Summary of Existing Facilities

Within the Horsley/West Dapto area, there are currently 176.2 ha of open space which equates to 33 ha per 1,000 people. The following facilities existing within Horsley are not part of this Section 94 Plan:

- Reed Park (Bong Bong Road), which contains 4 cricket fields / rugby league fields and 3 tennis courts;
- Dimond Bros Park (Bong Bong Road) which contains a skate park;
- Horsley Park (Homestead Drive) which contains a basketball court
- Purrungully Woodland Reserve – bushland reserve for passive open space;
- Integral Energy Recreation Park which contains a running track for Kembla Joggers, passive recreation bushland, picnic facilities and a motor museum;
- The land surrounding the detention basins at Fairwater Drive, Glen-Ayre Avenue and Glenwood Grove provide for passive open space;

A network of cycle paths was developed in Horsley through the Horsley Section 94 Plan.

3.5.3. Proposed Open Space Facilities

The Social, Cultural and Recreational Needs Study for the West Dapto New Release Area prepared by Elton Consulting (July 2007) sets the requirements for open space and recreation facilities as a result of the expected development of West Dapto. While Wollongong Planning People Places – A Strategic Framework for Open Space, Recreation Facilities and Community Facilities (Suter & Associates, April 2006) provides an overall assessment of existing open space and recreation facilities currently provided in the wider area, future demand for facilities has implications for planning of open space. Further analysis of open space needs of the release area was also undertaken by the Growth Centres Commission.

Planning People Places makes the following comments with respect to open space provision in the Horsley/West Dapto area:

- The number of sporting fields is greater than the average provision for Wollongong but not significantly greater. Also, demand could be higher than the average due to the family focus in the area. This highlights the need for adequate fields to be provided for the new population.
- There is a good supply of playgrounds in the area although demand could be higher than the estimate due to the family focus in the area;

- There are no netball courts in the area, although there is regional provision of 48 courts in Fred Finch Park, Berkeley.
- There is no swimming pool in the area, although there is a 50m outdoor pool in Dapto located on the eastern side of the Freeway.

In terms of demand for open space, the Social, Cultural and Recreational Needs Study (Elton Consulting, 2007) found the following demand patterns:

- High demand for recreation programs for all age groups;
- A need for recreation opportunities that complement rather than replicate existing opportunities;
- A need for opportunities to increase incidental exercise through design of footpaths and street networks as well as accessible, safe, well-lit walking and cycling tracks (Infrastructure included in Section 3.6 Transport Facilities to ensure integrated planning);
- Adequate public transport to facilities is important especially for youth;
- Quality of facilities and open space is as important as quantity;
- Need for flexibility in design to allow for community maturation, changing needs, priorities and preferences;
- Need for more multipurpose indoor facilities that combine community and recreation opportunities;
- High demand for walking and cycle networks, especially linking into the Lake Illawarra foreshore pathways and the Escarpment, and
- Demand for more recreation opportunities for young people beyond skate parks and BMX facilities. There is also demand for entertainment opportunities (including commercial) programs and events that target young people (including arts and culture) and public spaces that are safe and welcoming to young people (beyond shopping malls). (Elton Consulting, 2007, p.32)

The amount of land proposed for local open space and recreation facilities in West Dapto has been determined taking account of the following issues:

- the extent of existing open space in the area;
- increasing difficulties faced by Council in maintaining parks to a standard that meets community expectations;
- the need to plan for fewer but larger neighbourhood and local parks; and
- the need for accessible open space within 400 to 600 metre walking distance from most residential areas.

The facilities listed will be complemented by the provision of existing natural passive open space areas and along and adjacent to riparian corridors in the release area. Indication of facility locations is shown in Figure 3, although depending on stage, there is some flexibility in these locations and will be subject to further planning and design.

There is a need for a total additional 68.0 ha of open space at West Dapto. This is in addition to the existing 176.2ha (including 106ha of natural areas), bringing the total provision of open space in West Dapto to 244.2ha. Based on an estimated ultimate population this equates to 3.9ha per 1,000 population.

The quantum of additional open space proposed for the West Dapto area population is 61 ha, this allows for 50% of the 2 proposed sports parks being city wide shared facilities. Therefore the total estimated open space for West Dapto is 237.2ha which equates to 3.8ha per 1,000 population, an addition of 1.3ha per 1000 people. Notwithstanding the very high rate of open space provision in Wollongong as a whole, the rate of 3.9ha per 1,000 at West Dapto is considered appropriate given that:

- the generally accepted standard rate of open space provision is 2.83 ha per 1,000 people;
- it is Council's objective to focus on the quality rather than quantity of open space; and
- 45% of total final open space consists of natural areas & the additional open space proposed equates to only 26%.

Table 3.3 – Open Space and Recreation Facilities

Map No.	Facility	Location	Description	Area
Stage 1-2 Darkes Town Centre				
1	Sports park plus playground (district level)	Adjacent to Darkes Town Centre and adjacent to conservation land	Provides city wide competitive sporting facilities including AFL, rugby and cricket fields (Apportionment = 50%)	9.4ha
2	Ridge park	On Ridge opposite Darkes Town Centre	Passive open space	9.75ha
3	Local park	Within residential area	1 field	2ha
Stage 1-2 Sheaffes - Wongawilli				
4	Neighbourhood park plus playground at neighbourhood level	Adjacent to Village centre	2ha Active (fields) and 2ha passive	4ha
5	Local park	Within residential area	1 field	2ha
6	Local park	Within residential area	1 field	2ha
8	Local park	Within residential area	1 field	2ha
Stage 1-2 West Horsley				
9	Local park	Within residential area	1 field	2ha
10	Neighbourhood park plus playground at neighbourhood level	Adjacent to Village centre	2ha Active (fields) and 2ha passive	4ha
12	Local park	Within residential area	1 field	2ha
13	Town Centre park plus playground at neighbourhood level	Bong Bong Town centre	1 field plus passive	3ha
Stage 3 Cleveland				
15	Community Leisure Recreation Centre (outdoor component only apportionment 50%)	North west of E3 adjoining Reed Park	Provide district level indoor and outdoor recreation facilities, indoor sports hall, basketball courts, outdoor tennis/netball courts (minimum of 12 tennis court complex) plus a Community meeting space (outdoor component only apportionment 50%)	
	Neighbourhood park with a playground at neighbourhood level	Adjacent to town centre		4ha
	Local Park	Within residential area	1 field	2ha
	Local Park	Within residential area	1 field	2ha
Stage 4 Avondale				
	Neighbourhood park with	Adjacent to town centre	2ha Active (fields) and 2ha	4ha

	a playground at neighbourhood level		passive	
	Neighbourhood park with a playground at neighbourhood level	Within residential area	2ha Active (fields) and 2ha passive	4ha
	Local park	Within residential area	1 field	2ha
	Local park	Within residential area	1 field	2ha
Stage 5 Yallah Marshall Mount				
16	Neighbourhood park with a playground at neighbourhood level	Adjacent to town centre	2ha Active (fields) and 2ha passive	7.71ha
17	Local park	Within residential area	1 field	1.45ha

3.5.4. Neighbourhood Parks

It is expected that the Neighbourhood Parks will contain a mix of hard and soft landscapes and may offer areas for performance, community events and celebrations, occasional markets and informal ball game areas. Located to maximise access especially for pedestrians and cyclists and take advantage of the Conservation Areas.

The parks would be evenly split between active and passive recreational uses. The active component would be in the form of sports fields to accommodate demand for local sport training and competition including multipurpose fields, amenities including toilets, and parking.

The playgrounds will be integrated into the neighbourhood parks with 1 playground located in the sports park in Stage 1 as well as one located in the town centre park in Stage 2. The play areas should cater for children of 2-10 years.

Seating, water and shade need to be an integral part of the design consideration for the comfort of children and carers. Access to the playground should be universal to allow ease of access for people with disabilities and carers with prams/strollers.

3.5.5. Local Parks

It is expected that the Local Parks will provide locally available open space. These parks, in accordance with Council's requirements, will be a minimum of 2 hectares in size and provide both active and passive recreation. They have been planned based on a 400-600 metre walking distance to enable most residents within West Dapto to walk to a park.

Basic amenities such as toilets (including disabled access toilets) will be required in all parks. The design of local parks should be flexible and provide an area suitable for 1 field.

3.5.6. Apportionment

All Neighbourhood Parks and Local Parks are 100% apportioned to West Dapto with the exception of the following:

- Darkes Road Sports Park – apportionment 25%
- Community Leisure and Recreation Centre – outdoor component only apportionment 50%

The need for open space facilities is generated by residential development. Therefore, Residential development within the Release Area will be subject to the full cost of providing the open space facilities apportioned to the plan.

3.5.7. Schedule of Works and Costs Estimates

A schedule of recreation facilities to be levied under this plan is included in Table 4.2 – Works Schedules.

3.5.8. Contributions Formula

The method used to calculate the contributions rate required for the open space facilities are set out in Section 2.22.4.

The contributions for open space facilities are set out in Table 4.2.

3.6. Transport Facilities

3.6.1. Transport Facilities Demand

Wollongong City Council has developed a LGA wide traffic model to assist in establishing the required road network to service the future population of West Dapto and adjoining Release Areas. This model, combined with practical planning experience establishes the need for infrastructure works resulting from the development of the West Dapto Release Area, namely:

- Capacity improvements to existing road and intersection infrastructure;
- Intersection treatment upgrades (i.e. priority controls, roundabouts, or traffic signals);
- Road widening, and condition improvements;
- Bridging structures over creek lines, railway corridors and major roads;
- Bus accessible routes through West Dapto and connections to Dapto, and bus stop facilities; and
- Optimising of public transport routes and infrastructure.

The majority of the existing road network in the West Dapto release area is dominated by east west road alignments (following topographic ridgelines) and was largely developed to cater for rural traffic volumes only. The works are considered necessary to facilitate development, whilst ensuring an acceptable level of access, safety and convenience for all road users within the release area.

Based on the traffic modelling, the major road network proposed for the West Dapto Release Area consists of two road types, being major and minor collectors. Both these road types are suitable to cater for bus routes. The proposed road network has taken into consideration the heavily constrained nature of the release area, including flooding, and road and rail corridor infrastructure. The road network therefore needs to provide flood accessible route for the residential areas, bridging structure over creek lines, railway corridors and major roads.

3.6.2. Proposed Transport Facilities

Indication of proposed transport facility locations is shown in Figure 3. Please note, the locations are indicative only and exact alignments will be subject to further planning and design work. The following infrastructure works will be required to facilitate the development of the West Dapto Release Area:

3.6.2.1. Roads

This Plan includes a total of fifty one (51) km of funded collector roads.

Transport Facilities					
Item	Item Identification	Description	Quantity (lin m)	24HR volume range	Apportion to Plan

			(vehicles per day)	
Existing local roads				
West Dapto Rd	2 lanes/4 lanes	5066	335 - 19789	100%
Sheaffes Rd	2 lanes	2005	1520 - 10595	100%
Smiths Lane	2 lane	93	5346	100%
Wongawilli Rd	2 lanes/4 lanes	590	6661 - 11756	100%
Darkes Road	2 lanes	1476	0 - 9124	100%
Shone Ave	2 lanes	1256	3408 - 5898	98%
Bong Bong Rd rail crossing	2 lanes	20	8296	100%
Bong Bong Rd	2 lanes	1450	8296 - 12456	100%
Avondale Rd	2 lanes	3436	2849 - 13845	100%
Cleveland Rd	2 lanes/4 lanes	5080	2845 - 25380	100%
Huntley Road	4 lanes	1144	12728 - 28720	100%
Yallah Road (15% construction contingency)	4 lane	1200	10947 - 20433	79%
Marshall Mount Road (15% construction contingency)	2 lanes	5600	6428 - 19711	46%
Paynes Rd	2 lanes	937	2267	100%
New local roads				
Northcliffe Dr - Reddalls Rd - West Dapto Rd extension	4 lanes	3482	19468 - 21972	43%
Fairwater Drive	2 lanes	758	6396 - 11605	100%
Fowlers Rd (20% construction contingency in new table for designed Road)	4 lanes	795	30184 - 37031	76%
NR12-NR22	2 lanes	3942	9910 - 23405	100%
NR40-NR47A	4 lanes	4947	10862 - 19161	99%
NR4-NR9	2 lanes	2290	6733 - 12418	100%
NR49-NR50	2 lanes	500	4944 - 5196	100%
NR1-NR3 (with 15% construction contingency)	4 lanes	2500	6318 - 15537	77%
Town Centre Bypass Road (with 15% construction contingency)	2 lanes	2300	7115	24%
Design and Project Management		10%		
Construction Contingency		20%		

Note: Council has received the following funds:

- *Grant of $600,000 from Department of Planning towards the design of Fowlers – Fairwater link.*
- *Grant of $22.5 million from Restart NSW towards the construction of the Fowlers – Fairwater link.*

3.6.2.2. Bridge Crossings

This Plan includes sixty one (61) funded crossings.

Bridge Crossings						
	Road No &/or name	***Link Description***	***Link Length (m)***	***Link Lanes***	***Width (m)***	***Type***

Watercourse Bridges						
B1	Bong Bong Road	Between Horsley & Dapto	60	2	14	super T over 20m upgrade
B2	Darkes Rd (Mullet Ck western tributary)	Road No.1 to Princes Hwy	30	4	21	super T over 20m upgrade
B3	Darkes Rd (Mullet Ck eastern tributary)	Road No.1 to Princes Hwy	20	4	21	super T over 20m upgrade
B6A	West Dapto Rd (between WD6-WD7)	West Dapto Rd to Northcliffe Dr ext	25	2	14	super T over 20m upgrade
B6B	West Dapto Rd (between WD5-WD6)	West Dapto Rd to Northcliffe Dr ext	15	2	14	plank up to 20m upgrade
B7	West Dapto Rd (tributary n/o Sheaffes Rd)	east of Catholic Cemetery to rail line	10	4	21	plank up to 20m upgrade
B8	West Dapto Rd (tributary n/o rail line)	east of Catholic Cemetery to rail line	10	4	21	plank up to 20m upgrade
B9A	West Dapto Rd (3 x Mullet Ck tributaries)	rail line to Jersey Farm Rd	150	2	14	super T over 20m upgrade
B9B	West Dapto Rd (3 x Mullet Ck tributaries)	rail line to Jersey Farm Rd	150	2	14	super T over 20m upgrade
B9C	West Dapto Rd (3 x Mullet Ck tributaries)	rail line to Jersey Farm Rd	50	2	14	super T over 20m upgrade
B10A	West Dapto Rd (2 x Mullet Ck tributaries)	Reddalls Rd to Northcliffe Dr ext	15	2	14	plank up to 20m upgrade
B10B	West Dapto Rd (2 x Mullet Ck tributaries)	Reddalls Rd to Northcliffe Dr ext	45	2	14	super T over 20m upgrade
B42	Wongawilli Rd	Shone Ave to Smiths Lane	30	4	21	plank up to 20m upgrade
B43	Smiths Lane	West Dapto Rd to Wongawilli Rd		2	14	super T over 20m new
B11	Shone Ave (Mullet Ck northern tributary)	West Dapto Rd to Bong Bong Rd	45	2	14	super T over 20m upgrade
B12	Shone Ave (Mullet Ck southern tributary)	West Dapto Rd to Bong Bong Rd	75	2	14	plank up to 20m upgrade
B13A	Cleveland Rd (2 x Mullet Ck tributaries)	Princes Hwy to Road No.1	50	2	14	plank up to 20m upgrade
B13B	Cleveland Rd (2 x Mullet Ck tributaries)	Princes Hwy to Road No.1	6	2	14	super T over 20m upgrade
B14A	Cleveland Rd (2 x Mullet Ck tributaries)	Road No.5 to Road No.8	6	2	14	plank up to 20m upgrade
B14B	Cleveland Rd (2 x Mullet Ck tributaries)	Road No.5 to Road No.8	6	2	14	plank up to 20m upgrade
B15	Cleveland Rd (Mullet Ck tributary)	Cleveland Rd to Avondale Rd	32	2	14	plank up to 20m upgrade
B16	Avondale Rd (Mullet Ck tributary)	Road No.8 to Road No.9	20	2	14	plank up to 20m upgrade
B17	Avondale Rd (Mullet Ck tributary)	Road No.9 to Road No.5	6	2	14	plank up to 20m upgrade
B18A	Marshall Mt Rd (2 x Duck Ck tributaries)	Yallah Rd to Huntley Rd	62	2	14	plank up to 20m upgrade
B18B	Marshall Mt Rd (2 x Duck Ck tributaries)	Yallah Rd to Huntley Rd	125	2	14	super T over 20m upgrade
B19	Marshall Mt Rd	Yallah Rd to LGA boundary	62	2	14	plank up to 20m upgrade
B20A	Yallah Rd (3 x Duck Ck tributaries)	Marshall Mt Rd to F6 freeway	50	4	21	plank up to 20m upgrade
B20B	Yallah Rd (3 x Duck Ck tributaries)	Marshall Mt Rd to F6 freeway	16	4	21	plank up to 20m upgrade
B53	Paynes Rd	Paynes Rd to NR27	6	2	14	plank up to 20m upgrade
Bridges for New Roads						
B23A	Northcliffe Dr ext (2 x tributaries)	Reddalls Rd to Wylie Rd	6	4	21	plank up to 20m new
B23B	Northcliffe Dr ext (2 x tributaries)	Reddalls Rd to Wylie Rd	6	4	21	plank up to 20m new

B24	Northcliffe Dr ext (nthn tributary)	West end Reddalls Rd to West Dapto Rd	175	4	21	super T over 20m new
B25	Northcliffe Dr ext (sthn tributary)	West end Reddalls Rd to West Dapto Rd	150	4	21	super T over 20m new
B26A	Road No.5	West Dapto Road to Road No.7	6	2	21	super T over 20m new
B26B	Road No.5	West Dapto Road to Road No.7	40	2	14	plank up to 20m new
B27	Road No.5 (Mullet Ck tributary)	Road No.7 to Bong Bong Rd	60	2	14	super T over 20m new
B28	Road No.5 (Mullet Ck tributary)	Bong Bong Rd to Cleveland Rd	27	2	14	super T over 20m new
B29A	Road No.5 (3 x Mullet Ck tributaries)	Cleveland Rd to Avondale Rd	60	2	14	super T over 20m new
B29B	Road No.5 (3 x Mullet Ck tributaries)	Cleveland Rd to Avondale Rd	100	2	14	super T over 20m new
B29C	Road No.5 (3 x Mullet Ck tributaries)	Cleveland Rd to Avondale Rd	6	2	14	plank up to 20m new
B30A	Road No.8 (2x Duck Ck tributaries)	Avondale Rd to Marshall Mt Rd	125	4	21	super T over 20m new
B30B	Road No.8 (2x Duck Ck tributaries)	Avondale Rd to Marshall Mt Rd	16	4	21	Culverts
B30C	Road No. 8 (part of Duck Creek Catchment)	Avondale Rd to Marshall Mt Rd	75	5	21	super T over 20m new
B31	Road No.1 (Mullet Ck tributary)	Avondale Rd to Cleveland Rd	160	2	14	super T over 20m new
B32	Road No.1 (Mullet Ck tributary)	Cleveland Rd to Bong Bong Rd	60	2	14	super T over 20m new
B33	Fairwater Dr (Mullet Ck tributary)	Sierra Dr to Road No.1	48	2	14	super T over 20m new
B34	Road No.1 (2 x Mullet Ck tributaries)	Bong Bong Rd to Wongawilli railway line	80	2	14	super T over 20m new
B36	Road No.1 (Mullet Ck tributary)	Wongawilli rail line to Darkes Rd	60	2	14	super T over 20m new
B37	Road No.1	Fairwater Dr to Cleveland Rd	6	2	14	plank up to 20m new
B38	Road NR30	Sheaffes Rd to Smiths Lane	100	2	14	super T over 20m new
B39A	Road No. 6	Avondale Rd to Cleveland Rd to Road No.5 to Cleveland Road	46	2	14	super T over 20m new
B39B	Road No. 6	Avondale Rd to Cleveland Rd to Road No.5 to Cleveland Road	33	2	14	super T over 20m new
B39C	Road No. 6	Avondale Rd to Cleveland Rd to Road No.5 to Cleveland Road	75	2	14	super T over 20m new
B39D	Road No. 6	Avondale Rd to Cleveland Rd to Road No.5 to Cleveland Road	6	2	14	super T over 20m new
B39E	Road No. 6	Avondale Rd to Cleveland Rd to Road No.5 to Cleveland Road	20	2	14	super T over 20m new
B40	Road No. 7	Iredell Rd to Road No.5	100	2	14	super T over 20m new
B45	Fowlers Rd	NR14C	50			Inc. rail crossing.
B46	Local Rd	Marshall Mount Rd to Yallah Rd	12	2	14	Culverts
B47	Local Rd	Marshall Mount Rd to Yallah Rd	45			
	Rail Bridges					
B41	Huntley Rd (rail bridge)	over rail line	30	4	21	rail 1
B21	Bong Bong Rd (switchback over rail line)	Mullet Ck to Station St	16	2	14	rail 3

B35	Road No.1 (bridge over railway line)	At Wongawilli railway line	16	2	14	rail 1

3.6.2.3. Intersections

This Plan contains fifty two (52) funded intersections.

Site number	*Road 1*	*Road 2*	*Facility*
Int 1	Princes Hwy	Northcliffe Dr	large signals
Int 2	Northcliffe Dr extension	Wylie Rd	large signals
Int 3	Northcliffe Dr extension	Reddalls Rd	large signals
Int 4	Reddalls Rd	West Dapto Rd	small roundabout
Int 5	Wylie Rd	West Dapto Rd	small roundabout
Int 6	Northcliffe Dr extension	Reddalls Rd (west)	large roundabout
Int 7	Northcliffe Dr extension	West Dapto Rd	large roundabout
Int 8	Sheaffes Rd	West Dapto Rd	large signals
Int 9	Darkes Rd	West Dapto Rd	large signals
Int 9A	NR24	West Dapto Rd	large signals
Int 9B	NR23	West Dapto Rd	large signals
Int 10	Darkes Rd	Road No.1	large signals
Int 12	Shone Ave	West Dapto Rd	small signals
Int 13	Road No.2	West Dapto Rd	large signals
Int 14	Horsley Dr	Shone Ave	small roundabout
Int 15	Bong Bong Rd	Shone Ave	small signals
Int 16	Fairwater Dr (west)	Bong Bong Rd	small roundabout
Int 17	Road No.7	Road No.5	large roundabout
Int 18	Road No.1	Bong Bong Rd	small signals
Int 20	Bong Bong Rd	Station St	small signals
Int 21	Fowlers Rd extension	Marshall St	large roundabout
Int 22	Fowlers Rd extension	Princes Hwy	large signals
Int 26	Fairwater Dr (east)	Road No.1	small roundabout
Int 27	Cleveland Rd	Road No.1	small signals
Int 28	Cleveland Rd	Road No.6 (east)	small roundabout
Int 29	Bong Bong Rd (west)	Road No.5	large signals
Int 30	Road No.6	Road No.5	large signals
Int 31	Cleveland Rd	Road No.5	large signals
Int 32	Avondale Rd	Road No.1	small roundabout
Int 33	Cleveland Rd	Road No.6 (west)	small roundabout
Int 34	Cleveland Rd	Avondale Rd	small roundabout
Int 35	Avondale Rd	Road No.6	small signals
Int 36	Avondale Rd	Road No.8	large signals
Int 37	Avondale Rd	Huntley Rd	large signals
Int 38	Huntley Rd	Marshall Mount Rd	small signals
Int 39	Huntley Rd	Princes Hwy	large signals
Int 40	Marshall Mount Rd	Yallah Rd	large signals
Int 41	Princes Hwy	West Dapto Rd	large signals
Int 42	Fairwater Dr	Sierra Dr	small signals

Int 43	Bong Bong Rd	Marshall St / Osborne St	small signals
Int 100	S1 Sheaffes Rd	NR26	small roundabout
Int 101	S2 Sheaffes Rd	P1	small roundabout
Int 102	S3 Sheaffes Rd	NR29	small roundabout
Int 104	SL1 (Smiths Lane)	W2 (Wongawilli Rd)	small signals
Int 105	Bong Bong Rd	NR15	small signals
Int 106	Bong Bong Rd	Sierra Dr	mini roundabout
Int 107	Local Rd	MM2	small signals
Int 108	Local Rd	Y2	small signals
Int 109	MM1	NMM1	small signals
Int 111	Cleveland Rd	NR14A	small signals

3.6.2.4. Bus Shelters

Public Transport	No.
Bus shelters	214
Bus transport kiosks	7

3.6.3. Apportionment

The need to provide the traffic and transport facilities identified in this part of the Plan is predominately generated by the residential development of West Dapto. The future employment development within the proposed industrial and business zonings will also generate demand for this critical infrastructure.

It is therefore appropriate that the costs be apportioned between the land uses as follows:

Residential – 91.3%

Commercial – 0.3%

Industrial – 8.4%

3.6.4. Schedule of Works and Costs Estimates

A schedule of transport facilities to be levied under this plan is included in Table 4.3 – Works Schedules.

3.6.5. Contribution Formula

The formula used to calculate the contributions rate for transport facilities costs is set out in Section 2.22.4

The contribution for transport facilities costs are set out in Table 4.3.

3.7. Water Cycle Management

3.7.1. Water Cycle Facilities Demand

The urbanisation of the West Dapto Release Area will require significant investment in a new, comprehensive water cycle management system to cater for the increase of impervious surfaces which affect the hydrological cycle.

Bewsher Consulting have prepared a Water Cycle Management Strategy for the West Dapto Release Area to:

- Minimise the impact of flooding;
- Reduce the impacts of urbanisation on receiving streams, creeks and Lake Illawarra;
- Remove stormwater pollutants to improve overall storm water quality;
- Retain and enhance riparian habitats;
- Reduce potable water demand to conserve potable water supply; and
- Recognise the importance of stormwater as a valuable resource.

The stormwater management strategy proposed for the release area focuses on minimising the impacts of the development on the total water cycle and maximising the environmental, social and economic benefits achievable by utilising responsible and sustainable stormwater management practices.

3.7.2. Summary of Demand Existing Facilities

3.7.3. Proposed Drainage Facilities

To manage stormwater quantity and quality to acceptable levels, a multi treatment approach is proposed to detain and treat stormwater flows as a result of urbanisation. The devices that have been selected to mitigate the expected pollutant loads and stormwater volumes are conscious of land take requirements; the future maintenance requirements; and ensure water quality that discharges into Lake Illawarra meet the prescribed targets. Works to be provided under this Contributions Plan are set out below and indicated on the map in Figure 3:

Table 3.4: Proposed Stormwater Treatments within West Dapto Release Area

Treatment Type	Description
Enhanced Storage Areas	There are five proposed enhanced storage areas, which will be on-line and largely confined to land zoned for riparian corridor. The design will involve embankments across the floodplain to the tops of the banks of the existing low flow channel, so that the ecological connectivity of the low flow channel and its habitat would not be comprised. The location of the five enhanced storage areas are: • Forest Creek (12 hectares) • Robins Creek (9 hectares) • Reed Creek (10.5 hectares) • Mullet Creek (14 hectares) • Duck Creek (19 hectares)
Detention Basins	Detention basins will temporarily store floodwater from upper catchment areas during floods, releasing water the water at a controlled rate. This treatment reduces the peak flows and levels downstream of the basin sites. There are fifty four (54) detention basins to be constructed within the release area. Developers will be responsible for the construction, maintenance and ownership of any temporary detention basins required as a result of their development prior to provision of the overall stormwater cycle management network, including the 54 basins identified above.
Gross Pollutant Traps (GPTs)	GPT devices are to be provided at the outlet to stormwater pipes leading to stormwater basins. These systems operate as a primary treatment to remove litter, vegetative matter, free oils and grease and coarse sediment prior to discharge to downstream treatment devices. It is envisage each detention basin will contain one GPT to a total of fifty four (54) GPTs.
Bio-retention Systems and Raingardens	Bio-retention systems and raingardens are proposed within the release area. Raingardens are large scale, non-linear bio-retention systems. These systems will be appropriately sized to achieve the nutrient reduction targets. These systems will also attenuate first flush flows to reduce the risk of stream erosion within the watercourses.

3.7.4. Apportionment

The need to provide the traffic and stormwater cycle management identified in this part of the Plan is predominately generated by the residential development of West Dapto. The future employment development within the proposed industrial and business zonings will also generate demand for this critical infrastructure.

It is therefore appropriate that the costs be apportioned between the land uses as follows:

Residential – 91.3%

Commercial – 0.3%

Industrial – 8.4%

3.7.5. Schedule of Works and Cost Estimates

The schedule of stormwater cycle management costs is included in Table 4.4 – Works Schedule.

3.7.6. Contribution Formula

The formula used to calculate the contributions rate for stormwater cycle management costs is set out in Section 2.22.4.

The contributions for stormwater cycle management costs are set out in Table 4.4.

3.8. Plan Administration

3.8.1. Administration and Plan Preparation

The preparation, on-going review, and implementation of this Contributions Plan requires significant Council resources. This includes allocation of time from strategic planning, services delivery and community development staff together with professional fees, to prepare and review the Contributions Plan.

Once the Plan is in place, further staff time will be required to manage the contributions system which includes the calculation and recording of contribution payments, monitoring development, population growth, works expenditure and indexation. The costs associated with the preparation and administration of this Plan will therefore be levied for under this Contributions Plan.

Administration and Plan preparation costs have been assumed at a rate of 1.5% of the total cost of the Plan.

3.8.2. Apportionment

The need for administration of the Contributions Plan is predominately generated by the residential development of West Dapto. The future employment development within the proposed industrial and business zonings will also generate demand for this critical infrastructure.

It is therefore appropriate that the costs be apportioned between the land uses as follows:

Residential – 91.3%

Commercial – 0.3%

Industrial – 8.4%

3.8.3. Contribution Formula

The formula used to calculate the contributions rate for administration costs is set out in Section 2.22.4.

The contributions for administration costs are set out in Table 1.1, a rate of 1.5% of the total cost of the plan.

Part 4 – Work Schedules

Table 4.1 Community Facilities (Land Only)

Ref	Facility	Stage	Quantity	Unit	Land Acquisition Cost	S94 Cost
	Darkes Town Centre					
a	Multi Purpose Community Centre and Childrens Centre	1/2	1,500	m^2	420,000	420,000
	Wongawilli					
b	Enhancements to Wongawilli Community Hall	1/2	200	m^2	-	-
	Cleveland precinct					
c	Multi Purpose Community Centre including Library (Technology centre)	3	2,500	m^2	700,000	700,000
	Yallah - Marshall Mount					
d	Multi Purpose Childrens Centre including Community Hall	5	2,500	m^2	420,000	420,000
					1,540,000	1,540,000

Table 4.2 Open Space and Recreation

Map No.	Facility	Location	Description	Stage	Quantity	Total Area (ha)	Acquisition Cost	Construction Cost	Total Cost	Section 94 Cost
Stage 1/2	**Darkes Town Centre**									
1	Sports park	Edge of centre and adjacent to conservation land	2 cricket/AFL or 4 fields	1/2	1	9.40	2,303,000	4,392,733	6,695,733	1,673,933
1	Playground - District level	Within Sports park	Playground within Sports park	1/2	1	-	-	448,750	448,750	448,750
2	Ridge Park (Local park)	On ridge opposite Darkes Town centre	Passive open space	1/2	1	9.75	6,825,000	1,089,821	7,914,821	7,914,821
3	Local park	Within residential area	2ha, 1 field	1/2	1	2.00	1,400,000	961,607	2,361,607	2,361,607
Stage 1/2	**Sheaffes - Wongawilli**									
4	Neighbourhood park	Adjacent to Village Centre	2ha Active (fields) + 2ha Passive	1/2	1	4.00	2,800,000	1,282,143	4,082,143	4,082,143
4	Playground - Neighbourhood level	Within neighbourhood park	Playground within park	1/2	1	-	-	256,429	256,429	256,429
5	Local park	Within residential areas	2ha, 1 field	1/2	1	2.00	1,400,000	961,607	2,361,607	2,361,607
8	Local park	Within residential areas	2ha, 1 field	1/2	1	2.00	1,400,000	961,607	2,361,607	2,361,607
6	Local park	Within residential areas	2ha, 1 field	1/2	1	2.00	1,400,000	961,607	2,361,607	2,361,607
Stage 1/2	**West Horsley**									
10	Neighbourhood park	Adjacent to Village Centre	2ha Active (fields) + 2ha Passive	1/2	1	4.00	2,800,000	1,282,143	4,082,143	4,082,143
10	Playground - Neighbourhood level	Within neighbourhood park	Playground within park	1/2	1	-	-	256,429	256,429	256,429
9	Local park	Within residential areas	2ha, 1 field	1/2	1	2.00	1,400,000	961,607	2,361,607	2,361,607
12	Local park	Within residential areas	2ha, 1 field	1/2	1	2.00	1,400,000	961,607	2,361,607	2,361,607
13	Town Centre Park	Bong Bong Town Centre	3ha, 1 field + passive	1/2	1	3.00	2,100,000	3,525,893	5,625,893	5,625,893
13	Playground - Neighbourhood Level	Within town centre park	Playground within park	1/2	1	-	-	256,429	256,429	256,429
Stage 3	**Cleveland**									
a	Netball & Tennis Courts	Community Leisure, Recreation Centre	6 Netball Courts + 6 Tennis Courts	3	12	-	-	1,380,000	1,380,000	690,000
b	Playground	Within neighbourhood park	Playground within park	3	1	-	-	384,643	384,643	384,643
c	Neighbourhood park	Within or adjacent to Town Centre	2ha Active (fields) + 2ha Passive	3	1	4.00	2,800,000	1,282,143	4,082,143	4,082,143
d	Playground	Within neighbourhood park	Playground within park	3	1	-	-	384,643	384,643	384,643
e	Local parks	Within residential areas	2ha, 1 field	3	2	4.00	2,800,000	1,923,214	4,723,214	4,723,214
Stage 4	**Avondale**									
f	Neighbourhood parks	Town Centre and within residential areas	2ha Active (fields) + 2ha Passive	4	2	8.00	5,600,000	2,564,286	8,164,286	8,164,286
g	Playgrounds	Within neighbourhood parks	Playground within park	4	2	-	-	769,286	769,286	769,286
h	Local parks	Within residential areas	2ha, 1 field	4	2	4.00	2,800,000	1,923,214	4,723,214	4,723,214
Stage 5	**Yallah - Marshall Mount**									
16	Neighbourhood park	Close to hamlet centre	2ha Active (fields) + 2ha Passive	5	1	7.71	5,397,000	1,282,143	6,679,143	6,679,143
16	Playground	Within neighbourhood park	Playground within park	5	1	-	-	384,643	384,643	384,643
17	Local park	Within residential areas	2ha, 1 field	5	1	1.45	1,015,000	961,607	1,976,607	1,976,607
							45,640,000	**31,800,233**	**77,440,233**	**71,728,433**

Note: Ref 7 & 11 removed as per IPART recommendation 11/10/2016
Home of football as well (15)

Table 4.3 Transport Facilities

Road Section	Stage	Lanes	Quantity	Unit	Acquisition Cost	Pavement Cost	Intersection Cost	Bridge Cost	Rail Crossing Cost	Total Cost	Section 94 Cost
Existing Local Roads											
West Dapto Road	1/2	2 Lanes / 4 Lanes	5,066	Lin M	567,486	24,529,178	4,238,543	57,831,103	-	87,166,309	87,166,309
West Dapto Road Rail Crossing	1/2	2 Lanes	87	Lin M	-	482,044	892,412	-	-	1,374,455	1,374,455
Sheaffes Rd	1/2	2 Lanes	1,455	Lin M	1,141,920	7,375,658	490,178	-	-	9,007,756	9,007,756
Paynes Rd	1/2	2 Lanes	441	Lin M	316,992	2,410,219	-	463,548	-	3,190,759	3,190,759
Smiths Lane	1/2	2 Lanes	93	Lin M	2,046	-	613,489	4,380,807	-	4,996,342	4,996,342
Wongawilli Rd	1/2	2 Lanes	590	Lin M	94,440	2,838,741	-	4,901,780	-	7,834,962	7,834,962
Darkes Road	1/2	2 Lanes	1,476	Lin M	343,666	6,980,262	892,412	9,159,892	-	17,376,232	17,376,232
Shone Ave	1/2	2 Lanes	1,256	Lin M	107,072	6,787,398	1,390,370	13,665,569	-	21,950,409	21,498,017
Bong Bong Rd rail crossing	1/2	2 Lanes	20	Lin M	-	-	-	30,392,216	3,007,085	33,399,301	33,399,301
Bong Bong Rd	1/2	2 Lanes	1,450	Lin M	41,160	4,845,194	2,735,236	7,327,914	-	14,949,504	14,949,504
Avondale Rd	4	2 Lanes / 4 Lanes	3,436	Lin M	948,178	18,322,142	2,725,097	2,832,140	55,407	24,882,965	24,882,965
Cleveland Rd	3	2 Lanes / 4 Lanes	5,080	Lin M	1,722,280	25,888,190	2,446,175	10,972,066	-	41,028,710	41,028,710
Huntley Road	4	4 Lanes	1,144	Lin M	352,352	6,435,031	1,505,900	8,513,721	-	16,807,004	16,807,004
Yallah Road	5	4 Lanes	1,200	Lin M	624,700	11,762,049	-	4,703,305	-	17,090,054	13,483,796
Marshall Mount Road	5	2 Lanes	5,600	Lin M	3,794,599	35,115,923	1,809,377	14,359,882	-	55,079,782	25,178,926
New Local Roads											
NR29, 30 & 31 - Bridge Only	1/2	2 Lanes	100	Lin M	10,200	-	-	6,601,724	-	6,611,924	6,611,924
Northcliffe Dr -Reddalls Rd - West Dapto Rd extension	1/2	4 Lanes	3,482	Lin M	1,062,000	18,167,120	3,019,346	103,955,935	-	126,204,401	53,978,514
Fairwater Drive	3	2 Lanes	758	Lin M	-	4,436,123	776,881	3,168,828	-	8,381,832	8,381,832
Fowlers Rd Extension	3	4 Lanes	795	Lin M	128,800	17,235,797	1,234,522	55,031,278	-	73,630,397	55,959,102
NR12-NR22	3	2 Lanes	3,942	Lin M	5,798,292	20,637,461	-	26,542,232	-	52,977,985	52,977,985
NR40-NR47A	3	4 Lanes	4,947	Lin M	7,064,316	25,498,452	3,019,346	19,359,556	-	54,941,670	54,628,513
NR4-NR9	3	2 Lanes	2,290	Lin M	3,013,080	11,690,946	-	11,883,103	-	26,587,130	26,587,130
NR49-NR50	1/2	2 Lanes	500	Lin M	581,400	2,216,293	-	6,601,724	-	9,399,417	9,399,417
NR1-NR3	5	4 Lanes	2,500	Lin M	5,250,000	14,410,017	-	14,092,356	-	33,752,374	25,989,328
Town Centre Bypass	5	2 Lanes	2,300	Lin M	2,658,880	12,630,268	523,751	2,763,228	-	18,576,128	4,497,722
Design & Project Management		Stages 1- 5: 10%								11,217,016	6,273,396
Construction Contingency		Stages 1- 4: 20% Stage 5: 15%								126,005,961	104,175,460
Public Transport											
Bus Shelters			214	Item						3,748,210	3,748,210
Bus Transport Kiosk			7	Item						1,237,823	1,237,823
Cycleways											
Stage 1/2 Cycleways	1/2		20.25	km	253,138	6,863,627				7,116,764	7,116,764
Stage 3 Cycleways	3		10.00	km	125,000	3,389,278				3,514,278	3,514,278
Stage 4 Cycleways	4		10.00	km	125,000	3,389,278				3,514,278	3,514,278
Stage 5 Cycleways	5		7.00	km	87,500	2,372,495				2,459,995	2,459,995
TRANSPORT TOTALS					**36,214,497**	**296,709,182**	**28,313,035**	**419,503,909**	**3,062,493**	**926,012,126**	**753,226,710**

Table 4.4 Water Management

Item	Item Identification	Quantity	Unit	Acquisition Cost	Construction Cost	Total Cost	S94 Cost
	Detention Basins	37.9	ha	20,138,648	29,465,460	49,604,108	49,604,108
	Enhanced Storage Areas	64.5	ha	9,675,000	22,988,147	32,663,147	32,663,147
	Trunk Drainage	various	item		25,000,000	25,000,000	25,000,000
	Gross Pollutant Trap	54	item		2,989,126	2,989,126	2,989,126
				29,813,648	**80,442,733**	**110,256,381**	**110,256,381**

Part 5 – Supporting Material

The following documents were prepared for the original West Dapto Vision and Master Plan:

- West Dapto Local Environmental Study, WCC, 2007.
- Social, Cultural and Recreation Needs Study – Elton Consulting, 2007
- Energy and Communications Study - Maunsell Australia Pty Ltd, 2004
- Water Cycle Management Study - URS, 2004
- Transport Management and Access Plan - KBR Pty Ltd, 2007
- West Dapto T-Map extension Study – Connell Wagner 2008
- Infrastructure & Economic Assessment Report - GHD, 2006

The following documents were prepared as part of the NSW Growth Centres Commission Review:

- West Dapto Market Assessment and Demographics Peer Review - Colleen Coyne Property Research Pty Ltd, 2008
- West Dapto Land Value Assessment – Hill PDA, 2008
- West Dapto Release Area Urban Design Analysis – Urbis, 2008
- West Dapto Review – Flooding & Stormwater Strategy – Bewsher Consulting Pty Ltd, 2008
- West Dapto Retail Study Peer Review – SGS Economics & Planning, 2008
- West Dapto Masterplan Traffic & Transport Review – Urbanhorizon Pty Ltd, 2008
- West Dapto Release Area Access Review – Cardno, 2008
- West Dapto Transport Link Review – Cardno, 2008
- Peer Review – Urbanhorizon Traffic & Transport Report – Northrop, 2008
- Flood Access Strategy for West Dapto – Molino Stewart Pty Ltd, 2008
- Review of the West Dapto Section 94 Contributions Plan – Newplan, 2008

The following documents were completed after the adoption of the NSW Growth Centres Commission recommendation:

- Mullet Creek Flood Study – West Dapto Release Area (Bewsher 2009)
- Road Infrastructure (Section 94) Estimates Review (GHD 2010)
- Mullet Creek Flood Extension Investigations (Bewsher 2011)
- Marshall Mount and Yallah Road Upgrade – Strategic Concept design (SMEC 2015)
- West Dapto Development Area Mullet Creek Flood Modelling (Bewsher December 2009)
- TRACKS Land Use/Transport models
- West Dapto Urban Release Area – Integrated Transport Plan (Aecom, October 2010)
- West Dapto Urban Release Area Stages 1 & 2 – Road Network Infrastructure needs Study – Transport Modelling & Analysis (WCC, Oct 2010)
- Yallah Marshall Mount Precinct Draft Structure Plan and Infrastructure Costs Report (WCC 2015)

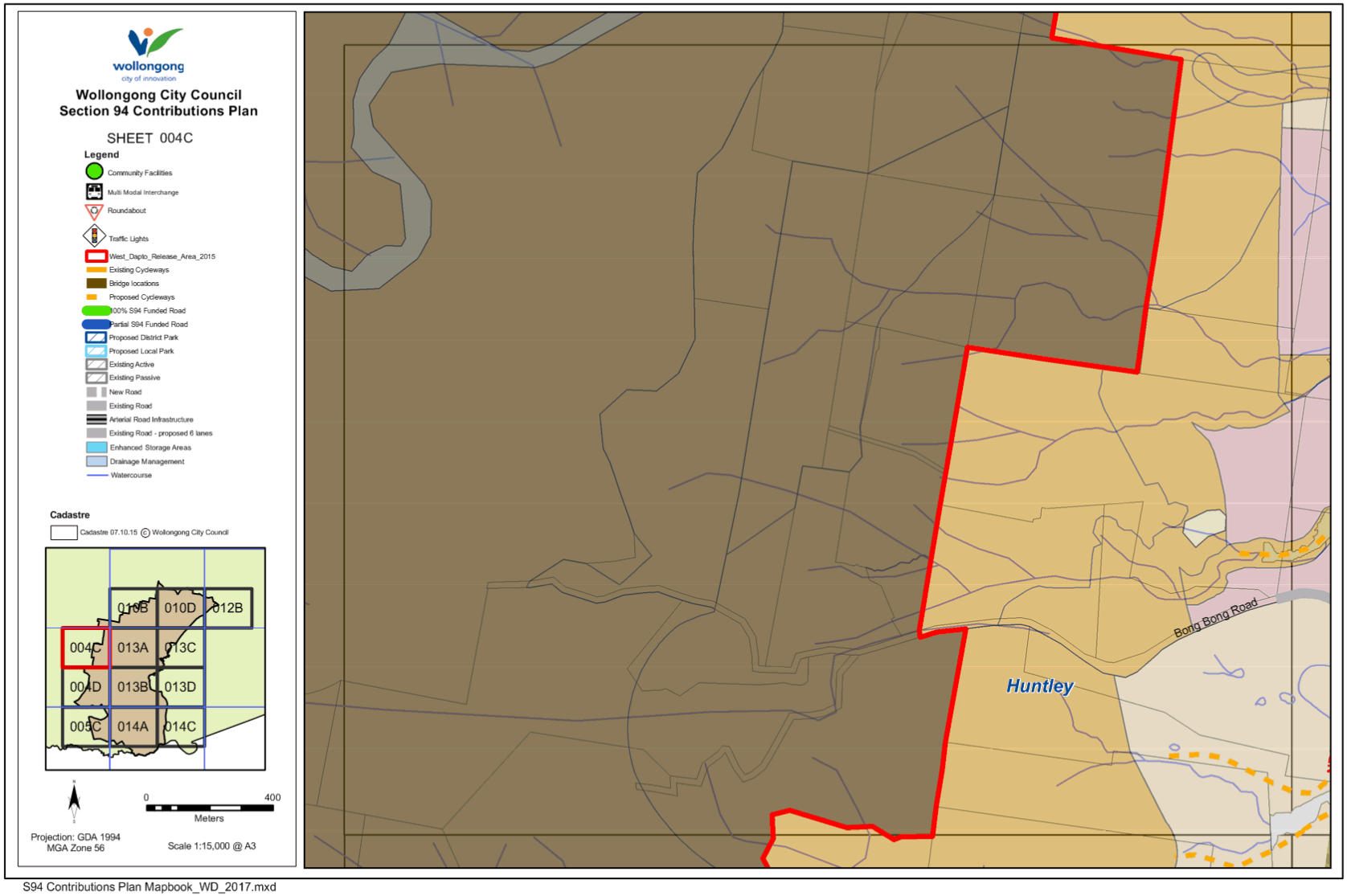
Part 6 –Definitions

In this Plan, the following words and phrases have the following meanings:

Applicant	means the person, company or organisation submitting a development application.
Attributable cost	means the estimated cost for each item in the works schedules set out in Part 4 of this Plan, which may differ from the final actual cost of the item. It will be the value used in determining the amount of any offset of monetary contributions as a result of any works-in-kind proposal.
Contribution	means the dedication of land, the making of a monetary contribution or the provision of a material public benefit, as referred to in Section 94 of the EP&A Act.
Council	means the Council of the City of Wollongong.
CPI	means the All Groups Consumer Price Index (Sydney) as published by the Australian Bureau of Statistics.
Embellishment	means the enhancement of any public facility provided by the Council by the provision of services, facilities or works.
EP&A Act	means the *Environmental Planning and Assessment Act 1979* as amended.
EP & A Regulation	means the *Environmental Planning and Assessment Regulation 2000* as amended.
LEP	means a local environmental plan made by the Minister under Section 70 of the EP&A Act.
LGA	means local government area
Net developable land	means all land within West Dapto that can be used for economic purposes plus half the width of any adjoining access roads that provide vehicular access, but excluding land: • that has been identified by the [NSW Department of Planning] to be required for the provision of infrastructure utilising the special infrastructure contributions under section 94EF of the EP&A Act; • set aside for publicly owned community facilities and/or community services provided or to be provided under this Plan or another contributions plan prepared under section 94 of the EP&A Act; • set aside for roads provided or to be provided under this Plan or another contributions plan prepared under section 94 of the EP&A Act; • used as regional RTA roads; • used as existing roads to be included as part of the proposed road network; • identified in the Wollongong Development Control Plan 2009 Chapter D16 as being set aside for public open space; • that is flood affected, below the 1 in 100 year flood level; • that is located in a high hazard flood zone; • that is within a core riparian zone or riparian buffer area; • for public schools and TAFE colleges only where there is a Ministerial direction to that effect;

	• for publicly owned health facilities; • for ambulance stations, fire stations & police stations; • for bus depots, bus/rail interchanges; • for rail corridors, rail stations & associated parking facilities; and • facilities provided by Sydney Water, Integral Energy or equivalent water, sewer or energy provider. For the purposes of this Plan, economic purposes are residential purposes and retail, commercial, business, industrial, education and other employment purposes.
Planning Agreement	means a voluntary planning agreement referred to in Section 93F of the EP&A Act.
Public facility	means any public amenity or public service, as referred to in section 94 of the EP&A Act, the need for which has increased or been created by development.
Recoupment	means the payment of a monetary contribution to the Council to offset the cost (plus any interest) that the Council has already incurred in providing public facilities in anticipation of development.
Settlement	means the payment of a monetary contribution, the undertaking of a work in kind or the exchange of documents for the dedication of land required as a result of new development.
Special Infrastructure Contribution	means a contribution imposed as a condition of development consent in accordance with Section 94EF of the EP&A Act.
Works in kind	means the undertaking of a work or provision of a facility by an applicant which is already nominated in the works schedule of a contributions plan.
Works schedule	means the schedule of the specific public facilities for which contributions may be required, and the likely timing of provision of those public facilities based on projected rates of development, the collection of development contributions and the availability of funds from supplementary sources, as set out in this Plan.

Figure 3. Section 94 Contributions Plan Infrastructure Items Map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city of innovation
Wollongong City Council
Section 94 Contributions Plan
SHEET 004C
Legend
Community Facilities
Multi Modal Interchange
Roundabout
Traffic Lights
West_Dapto_Release_Area_2015
Existing Cycleways
Bridge locations
Proposed Cycleways
100% S94 Funded Road
Partial S94 Funded Road
Proposed District Park
Proposed Local Park
Existing Active
Existing Passive
New Road
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Arterial Road Infrastructure
Existing Road - proposed 6 lanes
Enhanced Storage Areas
Drainage Management
Watercourse
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Cadastre 07.10.15 © Wollongong City Council
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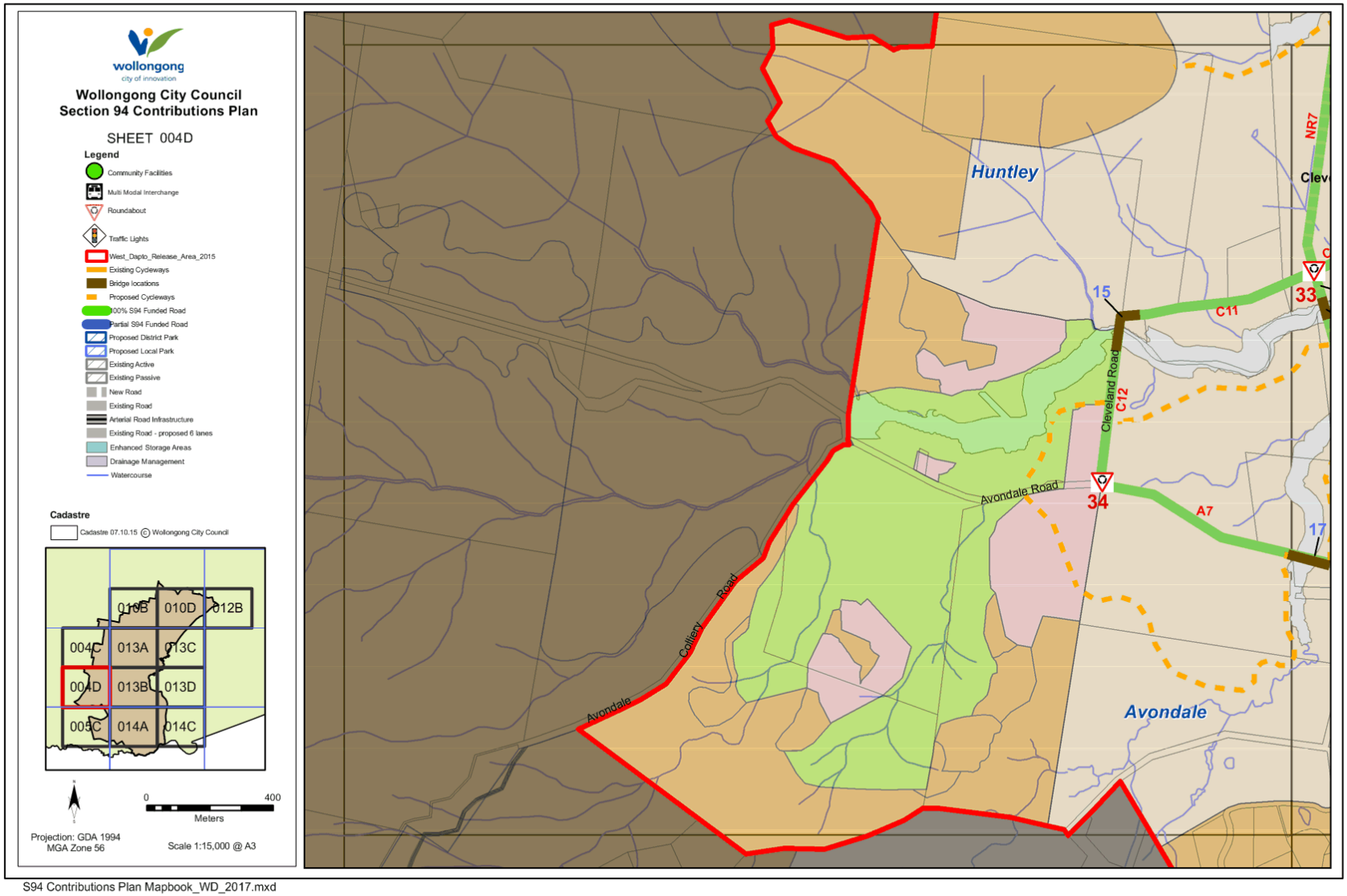

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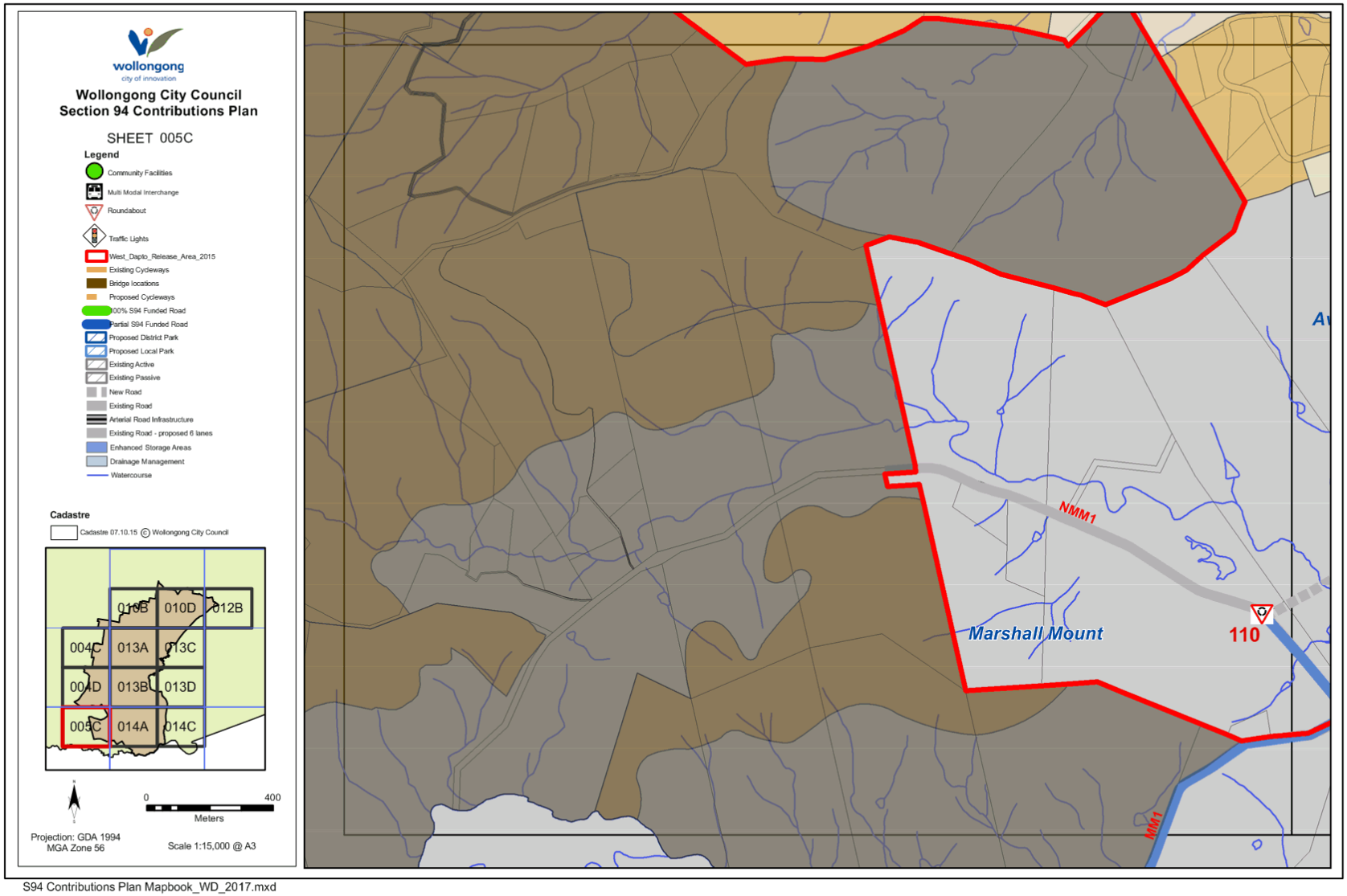
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Existing Road - proposed 6 lanes
Enhanced Storage Areas
Drainage Management
Watercourse
Cadastre
Cadastre 07.10.15 © Wollongong City Council
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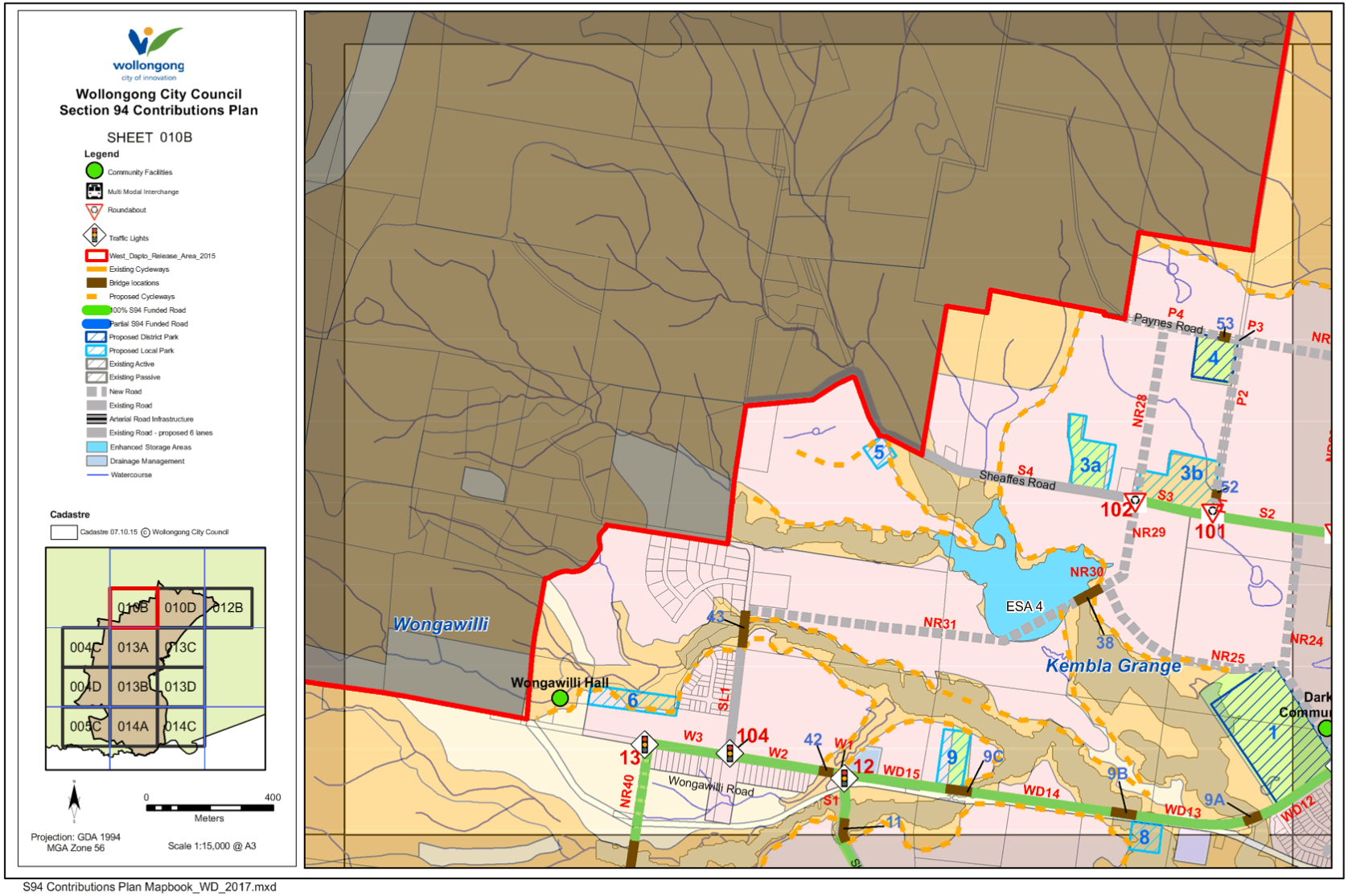

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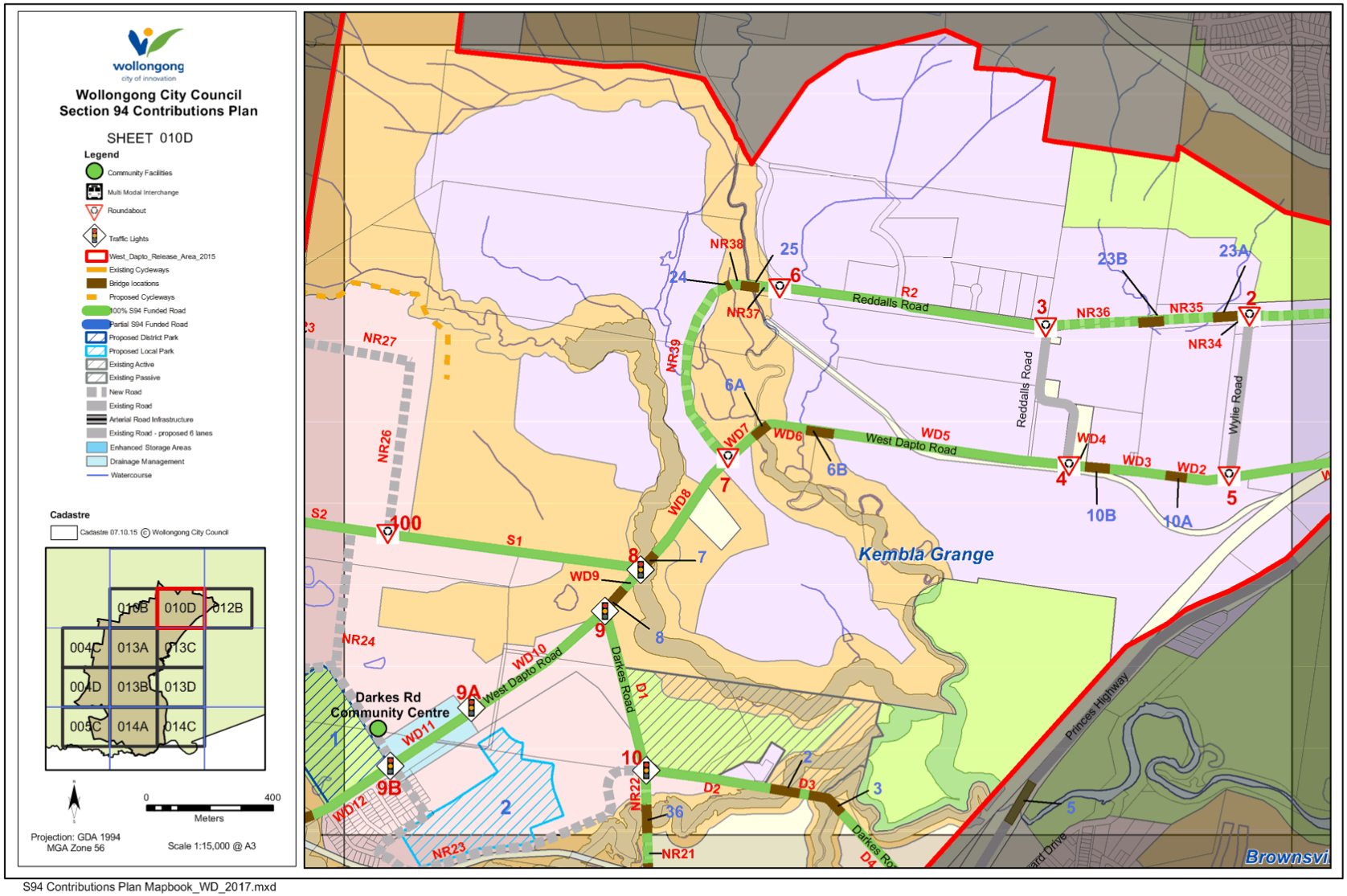

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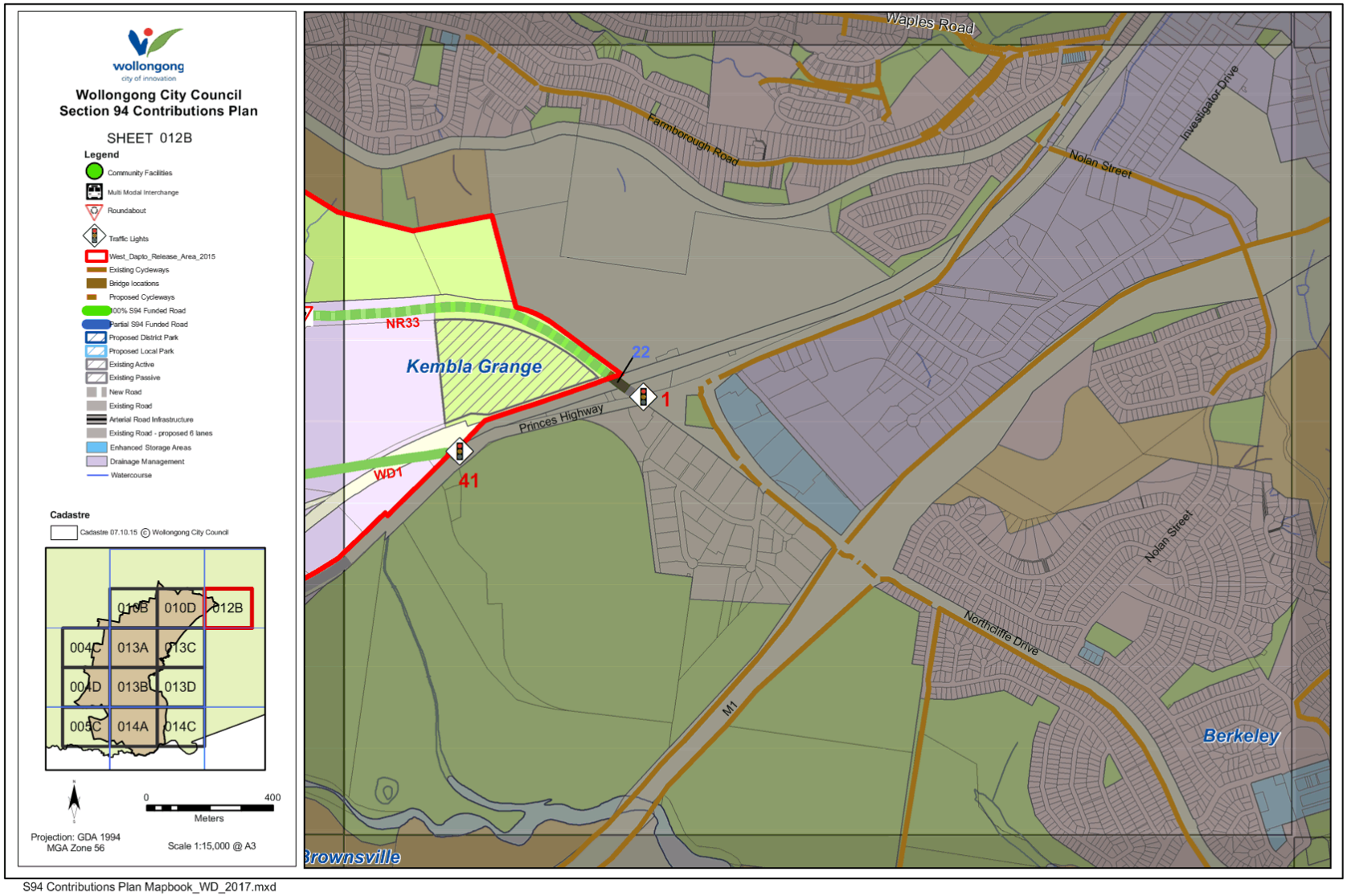

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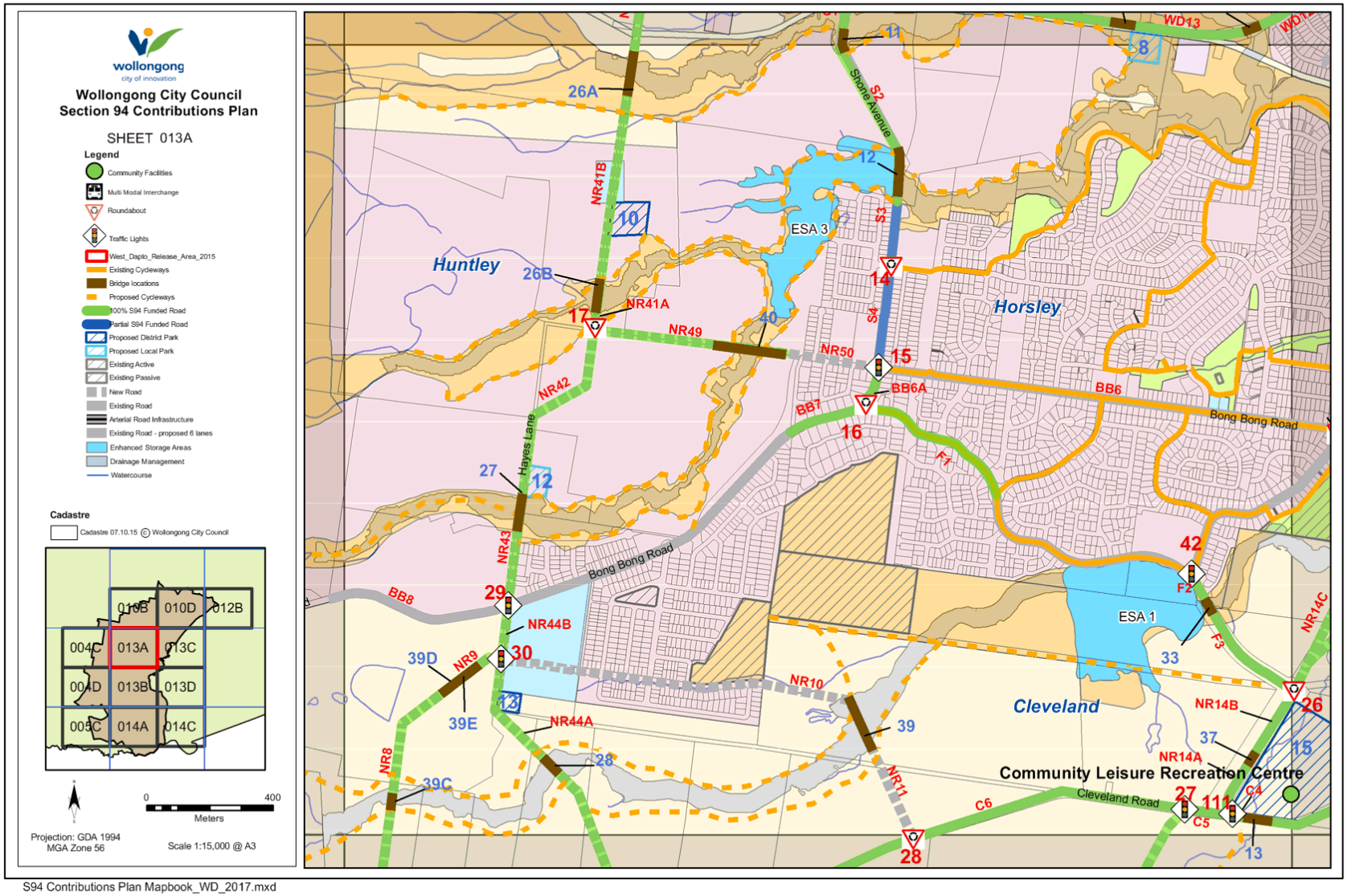

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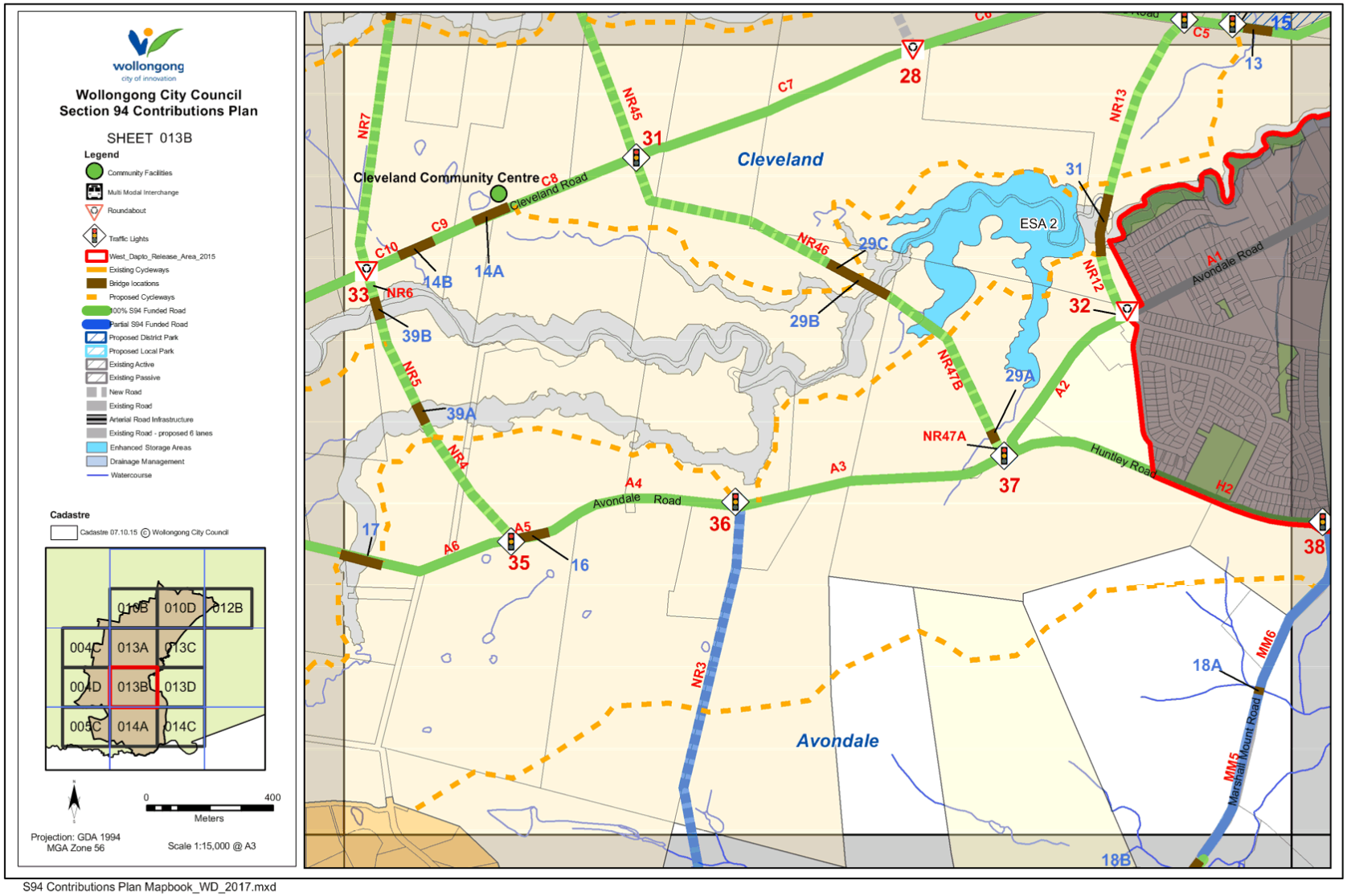

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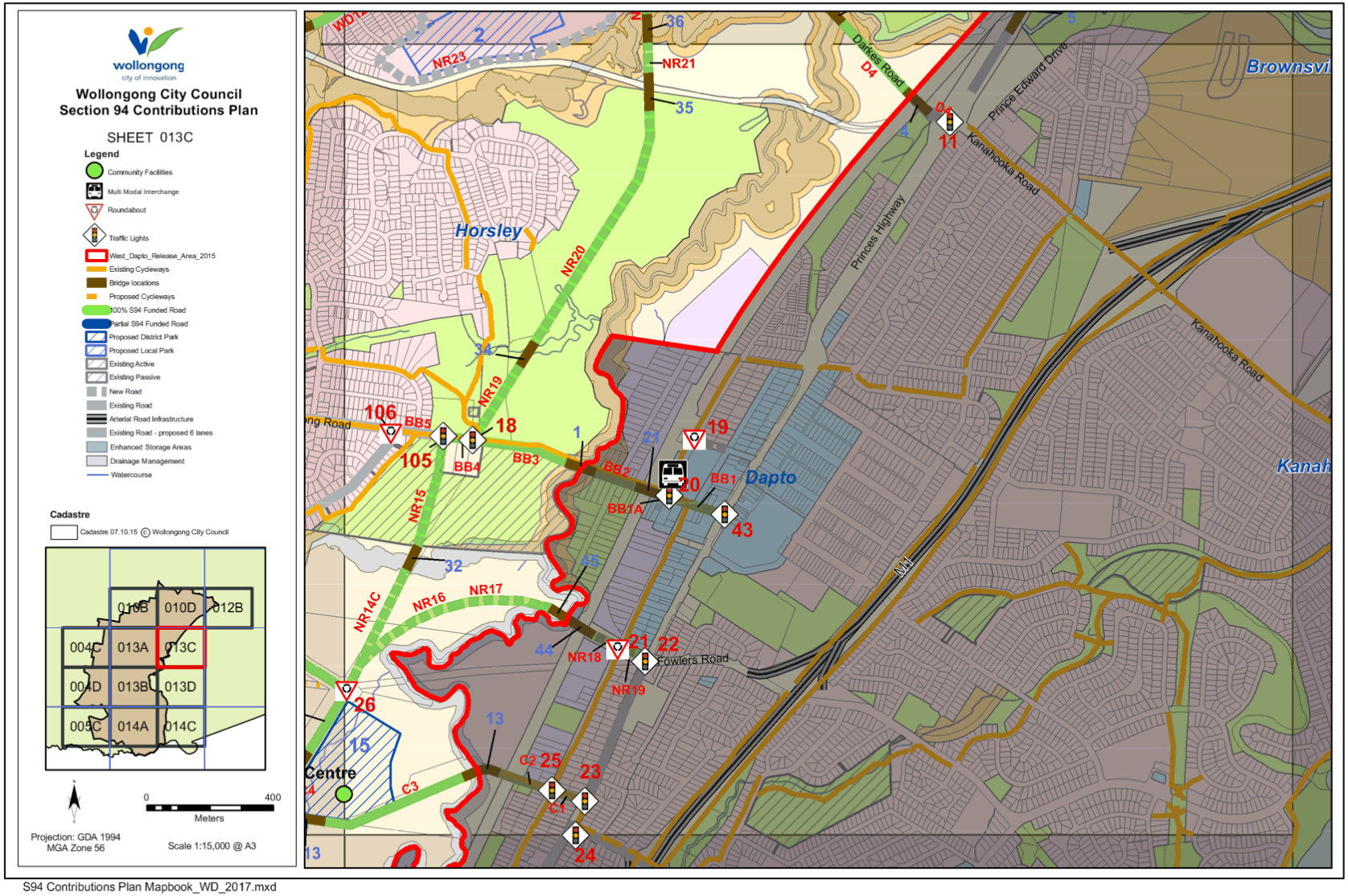

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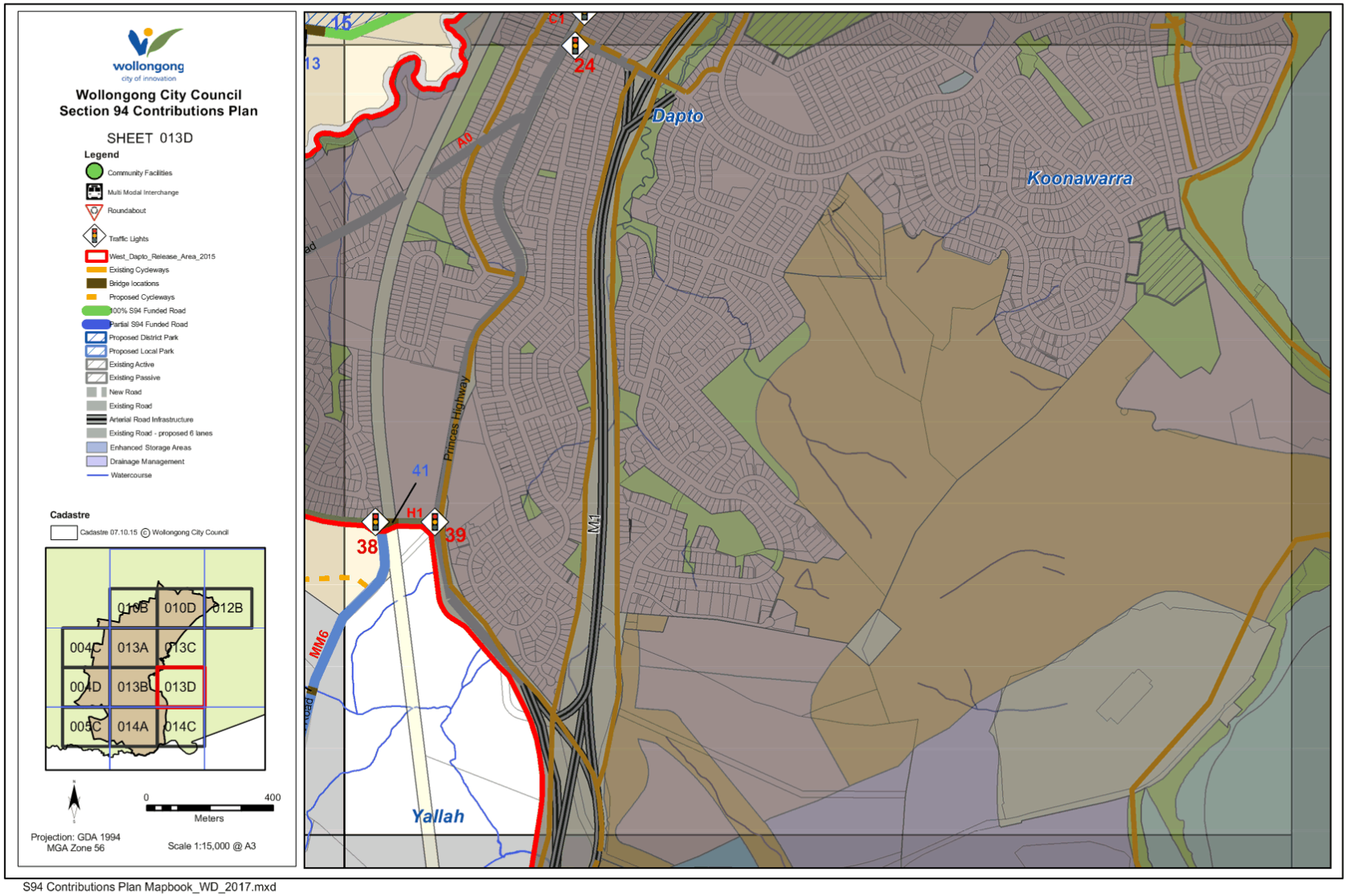

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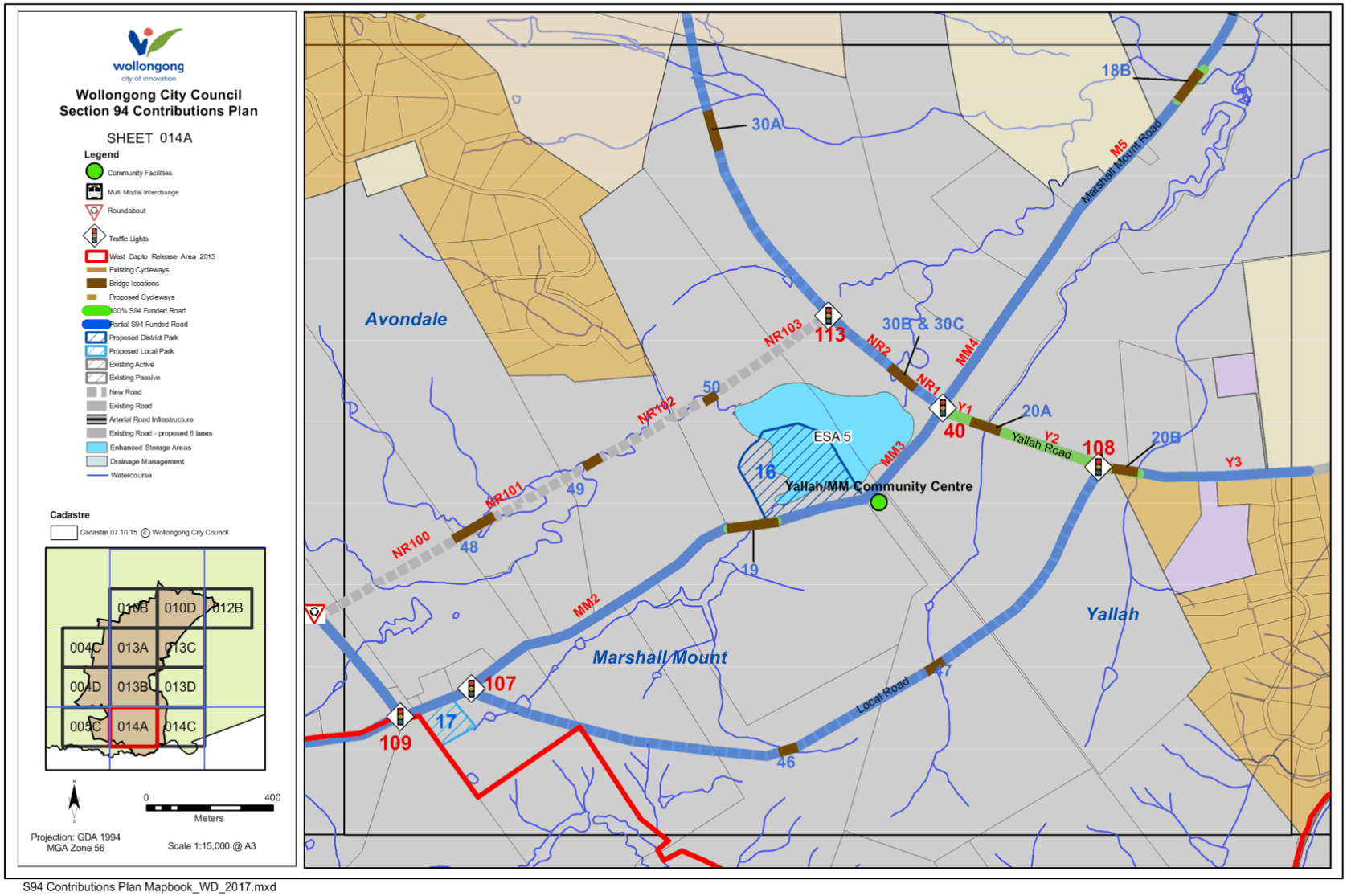

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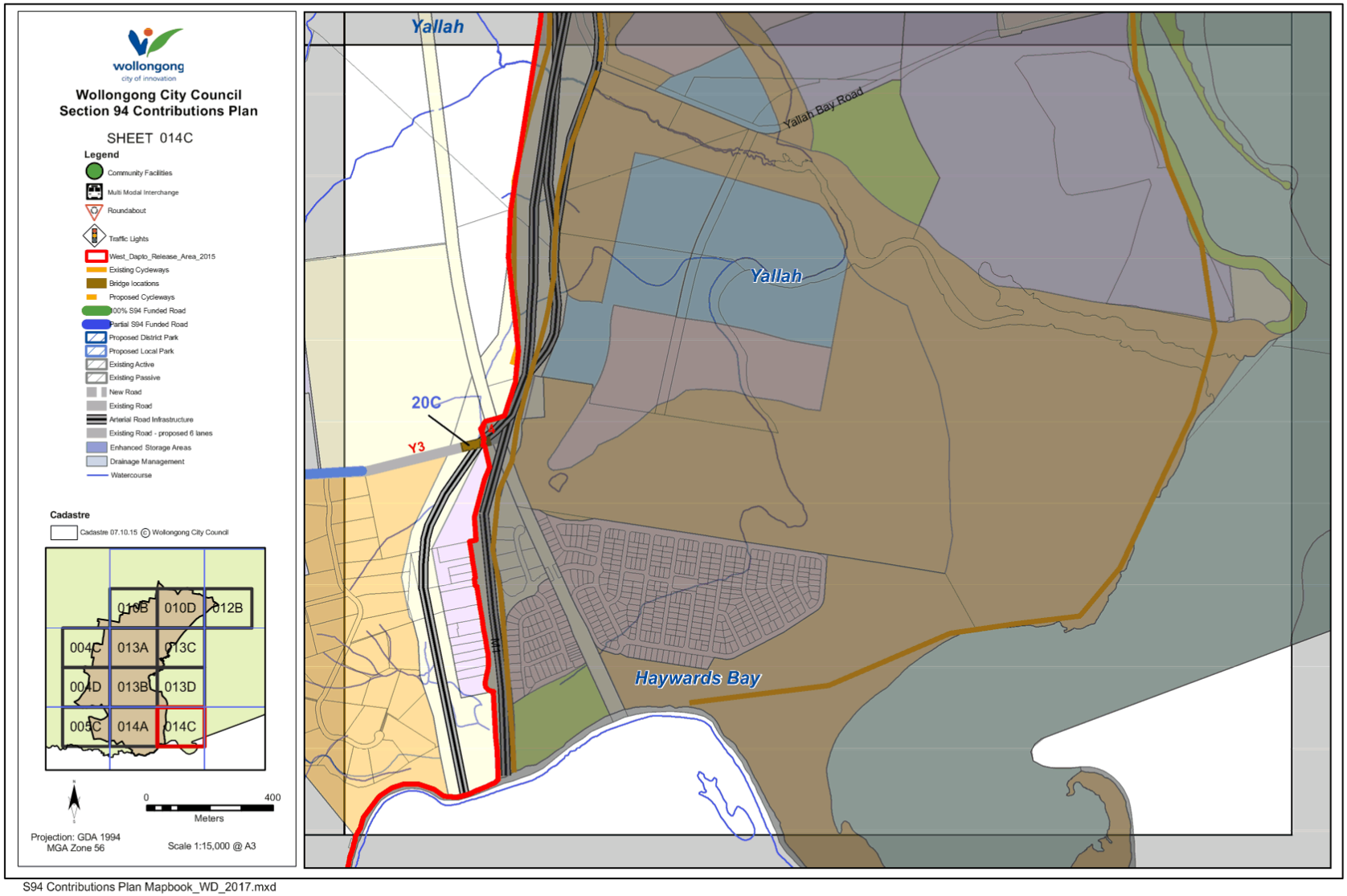

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ITEM 4 SUBMISSION ON THE NSW GOVERNMENT'S FUTURE TRANSPORT 2056 STRATEGY

The State Government has released the Draft Future Transport 2056 Strategy as Transport for NSW's new 40 year vision led approach to planning for and provision of transport services and infrastructure in NSW. This report seeks Council's endorsement of a submission to Transport for NSW, commenting on the Draft Future 2056 Strategy. Council's submission on the Draft Plan is due by COB Wednesday 13 December 2017.

RECOMMENDATION

1 The General Manager be endorsed to finalise the attached submission on the Draft Future Transport 2056 Strategy and forward to Transport for NSW by 13 December 2017.

REPORT AUTHORISATIONS

Report of: Mike Dowd, Manager Infrastructure Strategy and Planning
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

1 Wollongong City Council Submission Draft Future Transport 2056 Strategy

BACKGROUND

The Future Transport 2056 Strategy (the strategy) is Transport for NSW's new 40 year vision led approach to planning for and provision of transport services and infrastructure in NSW. It builds on the achievements of the 2012 NSW Long Term Transport Master Plan that contained some 700 projects, of which 438 are reported to, have been completed and 200 under construction.

The Strategy is underpinned by two key documents, the **Draft Regional NSW Services & Infrastructure Plan and the Greater Sydney Services and infrastructure Plan**. These in turn are supported by a number of plans including the Road Safety Draft Plan, Tourism and Transport Draft Plan, Freight and Ports Draft Plan, Maritime Safety Plan and the Disability & Inclusion Action Draft Plan; the latter three plans yet to be released for public comment. The Greater Sydney Plan is linked to the Greater Sydney Commission's draft Regional Plan (2017), which does not include Wollongong.

Future Transport 2056 is claimed to be a ground breaking new transport vision for NSW and is the first transport plan in Australia to harness technology to improve customer outcomes. The Strategy is focused on six key outcomes:

1 Customer Focused.
2 Successful places.
3 Growing the economy.
4 Safety and performance.
5 Accessible services.
6 Sustainable.

PROPOSAL

The Draft Future Transport 2056 Strategy represents a comprehensive coverage of state-wide transport issues and deals with all transport modes it is nevertheless by necessity a high level strategic document with the majority of initiatives "subject to business case development".

Council's submission contains six key issues that primarily respond to the Regional NSW Services and Infrastructure Plan which includes Wollongong and the Illawarra. These six points and how they are

addressed in the documents on exhibition are discussed below and are summarised in the attached submission.

Wollongong as a Satellite of Sydney or Global Gateway City?

The Strategy identifies Wollongong as one of 19 Regional cities throughout NSW and, along with Gosford, Wollongong is classified as a "Satellite City" of Sydney. Within NSW there are also three "Global Gateway Cities" identified, Sydney, Newcastle and Canberra. The rationale in identifying Gosford and Wollongong both as Satellite Cities is not evident in the Strategy documentation and therefore appears based only by their proximity to Sydney.

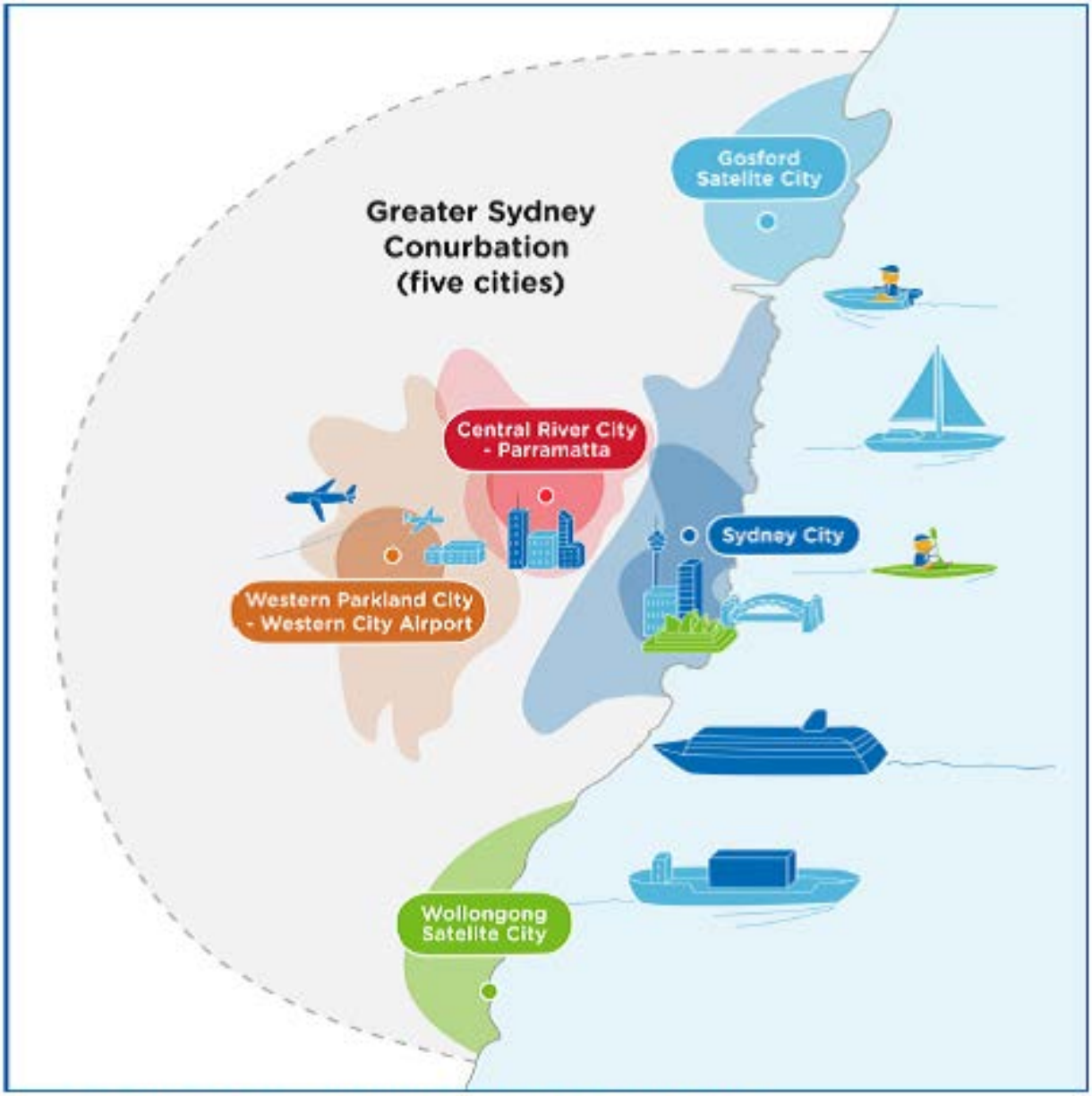

Figure 29: The five metropolitan cities of Greater Sydney by 2056

Ref: Regional NSW Services and Infrastructure Plan. (Page 54)

Wollongong provides significantly greater contribution nationally and internationally than Gosford and therefore should also be recognised as a "Global Gateway City" for land use and transport planning purposes. This has significant credibility through the following:

- World class Global Gateway at Port Kembla (growing freight task and cruise ship visits).
- Proximity to Mascot & future Badgery's Creek international airport.
- Globally recognised high-tech research, education and industry.
- Potential population growth beyond predictions subject to improved links with Greater Sydney.

Links between Greater Sydney and "Regional" Wollongong.

Future Transport 2056 reiterates the NSW Government's longstanding thinking of the Maldon to Dombarton transport link as a "Rail Freight Line" only. This proposed rail line will link Wollongong's future population of 500,000 to South Western Sydney having a population similar to Adelaide of some 1.5 million. The Badgerys Creek "Aerotropolis" precinct itself is estimated by the Western Sydney Commission to support up to 60,000 jobs when fully operational. As proposed in the Strategy, the Maldon to Dombarton freight line would link these two major urban centres (passing directly under the future Wilton town centre) which begs the question; "why not include passenger services?".

The completion of the Maldon to Dombarton rail link as a dual freight/passenger line is considered by many expert authorities to be the catalyst to unlock the Illawarra, not just as a recreation and tourism destination but importantly, as both an employment destination and source of skilled workers supporting the growth of Western Sydney and vice versa.

The dual function Maldon to Dombarton rail link is now known as the "**S**outh **W**est **I**llawarra **R**ail **L**ink" or more commonly as just the "**SWIRL**". An efficient rail link as now being suggested places Wollongong just 30 minutes from the Macarthur growth area's proposed Wilton Town Centre and possibly under 50 minutes to the proposed Badgery's Creek "Aerotropolis" and surrounding development.

Key Local Initiatives within Regional NSW Services & Infrastructure Plan

Key initiatives within the Regional Plan relevant to the Illawarra are generally included under the Plan's Customer Outcome 10 – "Improved efficiency of the network to/from/within the two Satellite Cities of the Greater Sydney by 2056 – Gosford and Wollongong". With the objectives of –

- Connecting the Illawarra to Greater Sydney (Central City).
- Connecting the Illawarra to Greater Sydney (Western City).
- Connecting the Illawarra with other Capital Cities.
- Improved network efficiency within … Wollongong.

Key identified initiatives include –

1 Committed Initiatives (0-10 years)

   a Princes Highway upgrade to 4 lanes & town bypasses.
   b New Intercity Fleet (rail rolling stock).
   c Ongoing roll out of state wide programs.

2 Initiatives for investigation (0-10 years)

   a Rail improvements with Sydney (new fleet & track re-alignment).
   b Smart Motorways program (M1 Princes Motorway).
   c Public transport investment in Wollongong.
   d Upgrade of key road corridors into the Illawarra including Picton Road and Appin Road.

3 Initiatives for investigation (10-20 years)

   a Electrification of rail line to Bomaderry/Nowra.

b More efficient Illawarra escarpment crossing for freight.
c Investment in Maldon to Dombarton Freight rail line.

4 Visionary initiatives for investigation (20+ years)

a Outer Sydney Orbital Stage 2 to Illawarra from Western Sydney.
b Illawarra Highway / Macquarie Pass improvements for better connections to South Coast and Port Kembla.

It is believed that the Plan's identified Initiative 2.c "Public Transport investment in Wollongong" is directly contradicted by the State Government's recent decision to introduce fees on the Free Gong Shuttle. Council's resolution in this regard is included within the attached draft submission, together with reference to the Lord Mayor's representations to the Premier asking for the decision to be reversed.

It is considered that a number of key regional initiatives are missing or not appropriately represented or prioritised within the Regional Plan. These are detailed in the attached submission and in addition to the matters referenced earlier in this report include –

- The Plan includes commitments to develop cruise ship terminals at Newcastle and Eden but does not mention cruise ship services or facilities at Port Kembla. It is understood that the State Government is preparing a state-wide study into cruise ship facilities (the Collins Report) and that this may include reference to Port Kembla. The Collins Report is not referenced in the draft Strategy or Regional Plan.
- No mention of South coast rail line duplication between Waterfall and the Illawarra or south of Unanderra to support dedicated freight lines to and from Port Kembla.
- Minimal reference to public transport or mass transit services or infrastructure between Greater Sydney (Western Sydney) and the Illawarra – only road upgrades.
- No mention of the NSW Ports 30 year Masterplan for Port Kembla.
- Dapto is shown incorrectly on a number of maps as appearing adjacent to the Hume Highway.
- The Plan does not recognise Wollongong as a "Hub". The 'hub and spoke' vision for NSW is supported, prioritising connections from town and centres to the nearest Regional City (as shown on the figure below). However it is vital that Wollongong is recognised as a Hub with spoke links from Sydney, the South Coast and Southern Highlands.

Figure 4: Regional NSW transport network

- It is also concerning that the Princes Highway is not recognised as being a "State Link" on the above figure and that its cross-border function into Victoria is non-existent. Although not directly impacting on Wollongong, this could further impact on the eligibility for State or Federal funding of safety upgrades on the Princes Highway further south.

Local Illawarra and Shoalhaven Initiatives

The Regional Plan also lists a number of Illawarra and Shoalhaven local initiatives for investigation including the following. Many of these investigations have been previously identified within the Illawarra and Shoalhaven Regional Transport Plan (2012) however timeframes are not included within this Plan. Many listed are current Council projects, with only some receiving State funding or in-kind support–

Policy/ Planning Initiatives

- Car parking review for Wollongong to evaluate and prioritise car parking availability/use within centres, including car share parking arrangements (Council project with no State funding to date).
- Key Precinct Access Plans for Wollongong (Council projects with no State funding to date).
- Connected Autonomous Vehicle (CAV) and active transport only areas for Wollongong.
- Travel Demand Management (TDM) policies and tools to support car sharing as well as to assist workers and employers to better manage travel.

- Corridor protection for Outer Sydney Orbital Stage 2 – M31 Hume to Illawarra, noting that the corridor is not yet defined.

Service Initiatives

- New rail & bus service improvements for Wollongong.
- Rapid Bus Package for Illawarra / Shoalhaven.
- Bus Headstart Program for growth suburbs of Wollongong – possibly referring to West Dapto.
- Improved rail travel times to Sydney through faster rail connections – no detail provided of how.
- Investigate new servicing patterns and associated enabling infrastructure requirements with a focus on travel between Regional Cities and Centres to accompany new diesel fleet to enable better connections and day return opportunities for regional communities!!!

Illawarra Shoalhaven – Infrastructure Initiatives

- Upgrade cycle network in Wollongong (Council responsibility with some State funding support).
- Completion of Wollongong 2 km pedestrian network (Council responsibility).
- Mount Ousley Bypass / Illawarra Escarpment Crossing long term solution.
- Upgrade roads between Sydney & Satellite City of Wollongong.
- Intelligent Transport Systems (ITS) enable greater safety and can optimise management of pedestrian movement & vehicular traffic.
- Electrification of the South Coast Line from Kiama to Bomaderry, duplication of the South (Coast?) line.
- Port efficiency, Access & Integration Package.
- M1 Princes Motorway - Mt Ousley Interchange (improved access to University of Wollongong).
- M1 Princes Motorway – Bulli Tops to Picton (Road?).
- Albion Park Rail Bypass.
- M1 – Princes SMART Motorway (Monitoring + Flow Management).
- Maldon to Dombarton freight link.
- Picton Road / Appin Road and Illawarra Highway / Macquarie Pass Improvements.
- South freight capacity enhancements in collaboration with ARTC.
- Moss Vale to Unanderra and Coniston Junction rail improvements in collaboration with ARTC.

It is considered a number of key local initiatives are missing within the Plan, including –

- Upgrades to local Railway Station facilities and accessibility – eg: improved pedestrian accessibility at Unanderra railway station.
- Upgrades or replacement of railway level crossings (eg: Bong Bong Rd).
- Dapto railway station multi-modal facility, which is part of the integrated transport planning for the West Dapto Urban Release Area.
- Extension of the Northern Distributor (Memorial Drive – Princes Highway) to Bulli Pass or the M1 Motorway (Bulli bypass).
- Widening of the M1 Motorway around Unanderra or interchange upgrades to support connectivity to West Dapto (eg: south facing ramps at Fowlers Rd).
- M1–Masters Rd intersection improvements for northbound heavy vehicle access to Port Kembla.

CONSULTATION AND COMMUNICATION

On 17 November 2017, Council representatives together with a range of Government and industry representatives were invited to a Transport for NSW stakeholder engagement session in Wollongong. The Future Transport 2056 strategy was presented by Senior Government Officers and opportunity was given to ask questions. Following collation of community submissions in late 2017, the final document will be released in early 2018. Opportunity for elected Councillors to contribute to the submission was provided at a confidential briefing session on 27 November 2017. Final opportunity for elected Councillor input is through consideration of this report.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 objectives *Walking, cycling and public transport is an accessible and well-resourced means of transport, and the use of private cars is reduced and Wollongong is supported by an integrated transport system and Transport disadvantaged communities have increased access to services* under the Community Goal *We Have Sustainable Affordable and Accessible Transport.*

It is understood that following adoption of the Future Transport 2056 Strategy and supporting Regional NSW Plan, Transport for NSW will seek to review the Illawarra and Shoalhaven Regional Plan to align with the new Strategy.

CONCLUSION

This report and attached draft submission on the draft Future Transport 2056 Strategy provides Council the final opportunity to put forth its views on this visionary and innovative strategic transport planning and policy document before it is finalised by Transport for NSW early in 2018.

DRAFT

Wollongong City Council Submission
DRAFT Future Transport 2056 Strategy
11 December 2017

Wollongong City Council (Council) greatly appreciates the opportunity to provide input to the preparation of the State Government's Future Transport 2056 Strategy. This submission provides Council's feedback and comments on the Draft Strategy. It is understood that the final strategy will be released early in 2018 and Council looks forward to the final document with evidence of due consideration given to this and other submissions. Council's elected representatives, Executive or Senior Officers would be pleased to meet with Transport for NSW to further discuss or clarify any issues or comments raised in this submission.

This submission was endorsed by Council resolution (Ordinary Meeting of Council on 11 December 2017; Minute No TBC.

Following Council's review of the Strategy and supporting documents, six (6) key issues have been identified for consideration and review by Transport for NSW. These are detailed below. Overall, Council commends the State Government and Transport for NSW for the structure, direction and framework established by the draft Strategy and supporting Plans. We believe that it establishes a solid framework under which effective delivery of transport policies, services and infrastructure programs can be achieved and looks forward to working with Transport for NSW under the "new integrated whole of Government approach to transport planning".

1. **Council believes that Wollongong should be reclassified as a "Global Gateway City" rather than a "Satellite City".**

We do not believe there is a valid rationale for classifying Wollongong the same as Gosford as "Satellite Cities" other than their proximity to Greater Sydney. The very different demographic and economic function and international connectivity of these two cities demands differentiation. The definition to Global Gateway Cities as referenced on page 21 of the Draft Strategy references "access to major service precincts, advanced industries and international infrastructure for the purposes of travel and trade". The definition also references a Global Gateway City as provides state level services and facilities to support a broad population catchment while also having international connections through their airport and/or port.

Council believes that Wollongong fits this definition as a "Global Gateway City", substantiated by the following aspects that are not recognised within the Draft Strategy –

- World class Global Gateway Port (long standing and growing international freight/task and a growing demand for cruise ship visits and associated services)
- Proximity to Mascot and future/mass transit links to Badgery's Creek international airports – Wollongong is closer (in travel time) to Mascot than much of NW Sydney
- Proximity to and provision of services to support major population centres in South Western Sydney (Macarthur area) and across the Illawarra.

DRAFT

- Globally recognised high-tech research, education and health industry
- Expected population growth beyond predictions subject to improved links with Greater Sydney.

Recognition of Wollongong as a Global Gateway City should be supported by its direct inclusion in the planning of greater Sydney along with its three cities, Eastern Harbour City - Sydney CBD, Central Inner City - Parramatta and Western Parkland City – Western Sydney Airport. The appropriate transport links between each city, including Wollongong must integrate land use planning, rapid mass transit and freight movement in order to achieve sustainable outcomes for Greater Sydney and the State of NSW.

2. Council believes that the Strategy and supporting Plans need to be updated to prioritise multi-modal transport links with Greater Sydney in the short-medium term (10-15 years).

Page 21 of the Draft Strategy states that "*By 2056, economic and housing growth around Greater Sydney will drive integration across the city's hinterland, establishing Gosford and Wollongong as 'Satellite Cities' and connecting them to Greater Sydney with fast transit*".

Council strongly believes that the demands on economic and housing growth exists now and that in order to reflect and support Wollongong and the broader Illawarra's role in supporting the expanding demands and economic growth of Greater Sydney, appropriate multi-modal transport links with Greater Sydney are essential. This relates to connections to both Southern Sydney and to South Western Sydney. Specifically:

1. Council together with regional organisations and business groups see the completion of a Maldon to Dombarton dual function passenger/freight rail line as the key to "unlocking" numerous land use and transport opportunities. A 30 to 50 minute rail trip from Wollongong to either Sydney Central/Mascot Airport or the proposed Badgery's Creek Aerotropolis not only opens up attractive commuting and business trip opportunities to Wollongong residents but also improves Wollongong's accessibility to Greater Sydney to encourage an efficient "contra-flow" to emerging economic and employment growth in the Wollongong area. The dual purpose (freight and passenger) Maldon to Dombarton rail link to Western Sydney is now referred to locally as the South Western Illawarra Rail Link or "SWIRL". Council strongly supports this proposal, which has the potential to transform and provide mutual benefits to the local economies of both Wollongong and South Western Sydney.
2. Acceleration of the Maldon to Dombarton rail link will also support the Draft Strategy's commitments for freight as outlined on page 38 to "Maximise the long term capacity and performance of the state's three ports, expand intermodal rail capacity in Western Sydney, and improve east-west connections to support the regional export task."
3. In addition, duplication of the South coast rail line is considered essential to cater for both the growing rail freight demand and enable an increase in the public transport modal shift for Illawarra – Sydney commuters. Rapid transit/high speed rail links are required in the

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short to medium term with implementation in the 10 to 15 year timeframe, with investment in the M1 Motorway upgrades taking into account consideration of South Coast rail infrastructure improvements as viable complementary or alternative options.

4. Public Transport services and infrastructure to South Western Sydney is currently limited to infrequent bus services between Campbelltown and Wollongong utilising inadequate road corridors. Council welcomes the inclusion with the Draft Strategy reference to planning for 'mass-transit' upgrades between Campbelltown and Wollongong in the long term (Figure 55, page 83). However, this commitment does not appear to be reflected in the listed initiatives within either the Greater Sydney Plan or Regional NSW Plan. Council therefore seeks a commitment within the supporting Plans to investigate and plan for mass-transit between Wollongong and SW Sydney.

3. Council believes that the Strategy and Regional Plan needs to be updated to include a commitment to Cruise Ship Infrastructure at Port Kembla/Wollongong.

Council notes the Government's provision of Cruise Ship infrastructure in Newcastle and Eden however has found no recognition within the Draft Strategy or Plans of the existing and ongoing commitment to the cruise ship industry to Port Kembla/Wollongong or improvements to facilities to provide a 'turn around' port. Port Kembla is perfectly placed as an overflow port given the intense pressures on berthing availability in Sydney. This, together with opportunities in Port Kembla for ship provisioning and heavy marine engineering ships maintenance, ensures an ongoing need for quality local cruise ship facilities at Port Kembla. Three international cruise ship providers have existing commitments to stop-over at Port Kembla. Recent cruise ships visits have brought significant economic and social benefits to the region and proved extremely popular both with the visitors as well as being enthusiastically supported by the local population. Cruise ship operators have publically praised Wollongong and all interests involved in making their visits such a success.

Through consultation with Transport NSW officers, it is understood that a seperate review is underway (the Collins Report) in relation to the rationalisation and future of cruise ship services for the Greater Sydney region and ports along the entire NSW coast. Importantly the findings of that report will include reference to Port Kembla and what it offers. Council eagerly awaits the findings of the Collins Report and feels it is extremely important, for the future growth of this regional opportunity, that the Draft Strategy and Plans include reference to the provision of dedicated cruise ship facilities within Port Kembla Harbour.

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4. Council welcomes and seeks additional detail and involvement in planning identified actions within the Strategy and Plans supporting "Metro Wollongong".

Wollongong is a major regional centre identified as "Metro Wollongong" in the NSW Planning & Environment's Illawarra Shoalhaven Regional Plan. Metro Wollongong includes the Wollongong CBD with a business and public sector core, together with medical, tertiary education, innovation and arts and entertainment precincts having some 34,000 jobs. The Regional Plan Action No.3.2.1 states "Investigate options to improve public transport service levels which better link centres to Metro Wollongong". The number of jobs and high density development in Metro Wollongong is unique within the Illawarra Region which is currently serviced by the Free Gong Shuttle bus that "ties" this intense development together. The outstanding success of this free bus service may well be unprecedented in NSW with the significant transport related social, environmental and economic benefits only limited by the Government's limit on fleet capacity.

Council strongly believes that the introduction of fees on the Free Gong Shuttle contradicts and significantly detracts from the effectiveness of Initiatives within the Regional NSW Plan relating to 'Public Transport investment in Wollongong'. At an Extraordinary Council Meeting on 6 November 2017, Wollongong City Council resolved unanimously (in part) to –

1. *Opposes any move to introduce a fee for the Gong Shuttle, noting that the NSW Government committed to 'continue to operate the free shuttle bus in the Wollongong City Centre, with strong patronage which continues to rise' as identified in the Illawarra Regional Transport Plan 2014;*
2. *Urges Premier Berejiklian to reverse the move to charge a fee on the Shuttle;*
3. *Recognises the Gong Shuttle has been a huge success since such a service was proposed in Wollongong's City Centre Revitalisation Strategy as was adopted in 2006 of which elements were gazetted in 2007;*
4. *Write to the Premier, Minister for Transport, Minister for Tourism and Major Events, Minister for Roads Maritime and Freight, Parliamentary Secretary for The Illawarra, and Local Members of Parliament advising them of our stance and request their support in keeping the Shuttle free;*
5. *Recognises that the free Gong Shuttle helps promote the local tourism industry and is a vital tool in our ability to market and showcase the City to international tourists, enabling them to move freely about the region, spending their tourist dollar in our community;*
6. *Recognises that the growing medical precinct in and around Wollongong Hospital has limited parking options. The free Gong Shuttle Bus is vital for the staff, patients, visitors, volunteers and carers who frequent the service daily;*
7. *Also recognises that the free Gong Shuttle plays an important role as an economic driver in the local economy, through linking Wollongong's Education Precinct, Health Precinct, Commercial Core, Waterfront Precinct and Innovation Campus together as "Metro Wollongong" as identified in the Illawarra Shoalhaven Regional Plan. Metro Wollongong*

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currently supports 34,000 jobs in sectors as diverse as tertiary health and education, business, the public sector, innovation and research and development

The Future Transport 2056 Strategy (Page 37 of the Regional NSW Plan) proposes a number of important initiatives for investigation including a number that relate to Metro Wollongong.

- Car parking review for Wollongong to evaluate and prioritise car parking availability/use;
- Key precinct access plans for Wollongong;
- Upgrade cycle network in Wollongong
- Completion of Wollongong 2KM pedestrian network
- Development of place-based transport plans
- Connected Autonomous Vehicle (CAV) and active transport only areas for Wollongong;
- New rail and bus service improvements for Wollongong

All of the above initiatives interest Council greatly however, matters such as what, when and who takes the lead and funds these actions is not clear. In fact, Council is of the view that the first five (5) of the initiatives listed above are Council responsibility and is already well advanced in planning and delivering associated programs. It is hoped the final document elaborates on cross-Government involvement and funding commitments to these initiatives and to provide clear direction as to Council's expected involvement and role. This is of particular importance to Council now with the imminent commencement of a major review of the Wollongong City Centre's Access & Movement Strategy and the recent commencement of the Keiraville / Gwynneville Access & Movement Strategy, which includes the University of Wollongong precinct. These Strategies will deliver multi-model plans that addresses public transport, pedestrians and cyclists, traffic movement and car parking. Active involvement from Transport for NSW and the Roads & Maritime Service is sought in these major projects to ensure integration with the Regional Plan.

Furthermore, Council notes that the following initiatives appear not to be included within the Regional NSW Plan and ask that they are added in order fully reflect the Local and State Government's existing commitments to Metro Wollongong as recognised in existing plans –

- Upgrades to local railway stations to improve pedestrian accessibility – eg: access for people with a disability (eg: lifts at Unanderra Railway Station)
- Upgrades to railway level crossings to improve safety (eg: Bong Bong Rd, Dapto)
- Provision of a multi-model facility at Dapto Railway Station to support the West Dapto Urban Release area – bus/rail interchange
- Extension of Memorial Drive (Princes Highway) to connect to Bulli Pass or the M1 Motorway (Bulli bypass)
- M1 Motorway widening and interchange improvements at various locations between Wollongong and Albion Park to support heavy vehicle access to Port Kembla and commuter access to/from West Dapto.

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5. Council gives strong support for the identified Regional initiatives in the Draft Strategy and asks that the Strategy and Plans are amended to reflect the Regional, State and National significance of the Princes Highway.

Council strongly supports the inclusion of the following regional initiatives identified in the Draft Strategy and Plans and looks forward to working with the State Government to scope, plan and deliver these programs -

- Electrification of rail line to Bomaderry/Nowra
- Smart motorway program implementation (M1 Princes Motorway)
- Outer Sydney Orbital Stage 2 connection to the Illawarra
- Illawarra Highway / Macquarie Pass improvements
- New Intercity Fleet (rail rolling stock)
- Ongoing roll out of state wide programs (EG: Albion Park Rail Bypass, Mount Ousley Road Interchange)
- Illawarra/Shoalhaven initiatives for investigation – Policy/Planning Initiatives, Service Initiatives and Infrastructure Initiatives.
- Transport system that adapts to and embraces new technology.

It is disappointing to note that the **Princes Highway** is not recognised within the draft Strategy or Regional NSW Plan as being a Regional, State and National link of significance. The South Eastern Australian Region embraces south east NSW, eastern Victoria and the Australian Capital Territory and is bounded by the Hume Highway corridor between Sydney and Melbourne and the coastal strip between Wollongong and Westernport Bay in Victoria. Inadequate transport infrastructure has long been identified as a major impediment to the growth and prosperity of this region, which supports a population of over one and a half million people and is one of the fastest growing regions in Australia. This region has enormous potential and opportunities that major improvements to the Princes Highway would undoubtedly unlock.

Council is an active member of the South Eastern Australia Transport Strategy Inc. (SEATS), a cross-border, strategic partnership between Councils, State and Federal Governments, industry, business and communities.

SEATS has released a Petition to the Federal Government regarding the recognition of the Princes Highway and urgent funding required for the development and upkeep of this vital transport network. The petition calls on the Federal Government to officially recognise the importance of the Princes Highway between East Sale and Wollongong as a major freight and tourist route and commit additional and on-going funding to address the condition of this vital transport network which covers over 739 kms.

With Transport for NSW and the Roads & Maritime Services being member of SEATS, it is essential that the NSW State Transport Strategy and all relevant supporting State Plans specifically show the Princes Highway as being a major Regional, State and National transport link. Council therefore asks that all figures and references to the Princes Highway are amended to reflect the National significance of this road. Recognition of the importance of the Princes

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Highway locally, regionally and nationally will provide the same attention and support that other networks like the Hume Highway has received for many decades from both the State and Federal Governments.

Furthermore, Council believes that the list of regional programs could be strengthened by including the planning for a 'roll-on, roll-off' road-rail freight interchange within the Region, to support more efficient use of trains for freight movement and support the Government's objectives relating to freight mode share shift.

6. Council notes a number of formatting and legibility issues for review and correction.

Council notes a range of editorial issues with the draft documents and highlights the following as examples and of particular relevance to the Wollongong and Illawarra -

- Many figures appear quite fuzzy while others very difficult to get much meaning from as they are not referenced effectively within adjacent text. For example, in the Regional NSW Plan, page 70, figure 43 discussing journey to work information is of little value in its current form.
- Many maps show Dapto incorrectly on a link somewhere between Sydney and Canberra. Dapto is located adjacent to the Princes Highway between Wollongong and Shellharbour and this should be reflected on all figures.
- References to the Sydney to Wollongong South Coast rail link as the Illawarra Line is incorrect as the Illawarra Line terminates at Cronulla. In other areas of the Plan the South Coast line is also incorrectly referenced as the Southern Line (which travels to Melbourne).
- It is also noted that there are no numbered references within the associated text directing readers to the relevant figure numbers.

Thank you for the opportunity to provide feedback on the Draft Future Transport 2056 Strategy and supporting documents. We would welcome the opportunity to further discuss the contents of our submission to support making any amendments to the final documents. Please contact Council's Manager Infrastructure Strategy & Planning Mike Dowd on telephone 4227 7111 in this regard.

Yours sincerely

David Farmer
General Manager

File: GI-80.06.03.003 Doc: IC17/577

ITEM 5 POLICY REVIEW: CODE OF MEETING PRACTICE AND PUBLIC ACCESS FORUM

Following the September 2017 local government elections, the Code of Meeting Practice and Public Access Forum policy were reviewed. This report outlines key amendments proposed for the Code and Policy, and recommends it being placed on Public Exhibition.

RECOMMENDATION

1 Council place the draft revised Code of Meeting Practice and Public Access Forum policy on public exhibition from 13 December 2017 to 14 February 2018, inviting submissions from the public.

2 Council receive a further report following the conclusion of the public exhibition and submission period, with a summary of submissions received, to consider adoption of the revised Code of Meeting Practice and Public Access Forum policy.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

1 Draft revised Code of Meeting Practice
2 Draft revised Public Access Forum Policy

BACKGROUND

Section 360 of the *Local Government Act 1993* allows councils to adopt a Code of Meeting Practice which incorporates the provisions for council meetings contained within the *Local Government Regulations 2005*. Council may also supplement those regulatory provisions with further provisions that are not inconsistent with them. In the attached draft Code of Meeting Practice, these supplementary provisions are referred to as “Council Protocols”.

This section of the *Local Government Act* also states that Councils and Committees of the Council, of which all the members are Councillors, must conduct its meetings in accordance with the Code of Meeting Practice adopted by it.

The Code of Meeting Practice does not apply to Committees where not all members are Councillors, or briefings or workshops attended by Councillors that are facilitated by Council staff.

Section 361 of the *Local Government Act 1993* states that before adopting a Code of Meeting Practice, Council must prepare a draft Code (such as that attached) and further, give public notice of the draft Code after it is prepared, with a period of public exhibition not less than 28 days. The public notice must also specify a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to the council.

Code of Meeting Practice

The Code of Meeting Practice was last reviewed and adopted by Council in August 2015.

As part of this current review of the Code of Meeting Practice, consultation was undertaken with the Councillors from the previous term of Council, in order to identify what worked well and what areas of the Code could be improved.

Comments received predominantly related to the Order of Business, with a view to dealing with Notices of Motion after staff reports had been considered.

Public Access Forum

The Public Access Forum policy was last reviewed and adopted by Council in August 2015. At that time the Council added the "eligibility criteria" for acceptance of applications to the Forum.

Addresses on matters not included on a Council agenda

In reviewing the Public Access Forum policy, consideration was given to whether addresses should continue to be heard on matters not on the Council meeting agenda. In order to best achieve the objectives of the policy, the provision to address Council at an ordinary meeting relating to any matter falling within the jurisdiction and Charter of Council should remain. However, the draft Policy recommends that this provision only be retained for ordinary meetings of Council, and extraordinary meetings be exempted.

Addresses on Lord Mayoral Minutes and Notices of Motion

Further consideration was given to only allowing addresses on staff reports to Council, and not on either Lord Mayoral Minutes or Notices of Motion, as is the case at some other councils. It was not considered that excluding addresses on Councillor business would enhance the quality of, or assist in Council's decision making processes, or portray Council as an open and accessible organisation. This draft recommends continuing to allow Council to hear addresses on Councillor Notices of Motion and Lord Mayoral Minutes, where they are included on an agenda.

Acceptance of a Public Access Forum application outside scope of policy

The draft Policy includes provisions to reinforce that Council has ultimate jurisdiction over the conduct of the Forum and that nothing within the policy precludes Council from allowing a Public Access Forum Application outside the scope of the policy.

PROPOSAL

Code of Meeting Practice - The proposed changes to the Code are outlined below:

Proposed inclusion	Current version	Comment
Distribution of agenda and business paper 4.3(8) Councillors will receive Agendas and Business Papers at least ten calendar days prior to an Ordinary Council meeting.	Not included in current version of Code	It has been Council's practice to distribute Business Papers and agendas at least ten calendar days before a meeting, however this was never specified as part of any policy or procedure.
4.3(9) Council will publish Agendas and Business Papers to Council's website seven calendar days prior to an Ordinary Council meeting, except where that day is a Public Holiday. In such cases Council will publish the Agenda and Business Papers on the following working day.	Not included in current version of Code	

Proposed inclusion	Current version	Comment
Order of Business - rename heading 4.5(1) "Conflict of Interests Disclosures	Heading currently reads "Disclosures of Pecuniary Interests"	This section of the Agenda calls for any disclosures of a conflict of interests in any matter included on the Agenda, not only those of a pecuniary nature.
Order of Business – re-ordering of list of items 4.5(1) move the Agenda items to before Notices of Motion, and Urgent items (in an Ordinary meeting) to after all other business has been dealt with.	Notices of Motion are currently considered before staff reports on the Agenda.	This proposed amendment was raised by Councillors to ensure that matters on the agenda, subject to staff reports, are dealt with prior to consideration of Notices of Motion.
4.5(1) move Urgent items (in an Ordinary meeting) to after all other business has been dealt with.	Matters without notice are currently listed following Lord Mayoral Minutes, which take precedence on the Agenda.	The *Local Government Regulation 2004* s242(2-3) require matters without notice (urgency motions) at an Extraordinary Council meeting may only be considered after all other business notified in the Agenda has been disposed of. This is not required for an Ordinary meeting, however this amendment brings consistency to both.
Dealing with matters without notice at an Ordinary meeting 4.7(1) Despite Clause 4.6 (1) business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However this can happen only if: a a motion is passed to have the business transacted at the meeting; and b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be	4.7(1) Despite Clause 4.6 (1) business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However this can happen only if: a a motion is passed to have the business transacted at the meeting; and b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency. Such a motion can be moved without notice.	There is currently no requirement at an Ordinary meeting of Council to dispose of all other matters on the agenda before considering if Council will allow business without notice (urgent business) to be transacted. In contrast, matters without notice at an Extraordinary meeting may only be considered after all other business has been disposed of under the Regulations. Consistency is achieved with the addition of the words "but only after the business notified in the agenda for the meeting has been disposed of."

Proposed inclusion	Current version	Comment
moved without notice, **but only after the business notified in the agenda for the meeting has been disposed of**.		
6.4 Motions to be seconded Include list of all Procedural motions not requiring a seconder	The current Code only lists two in the table.	This inclusion is to provide a more comprehensive listing in a single location in the Code, of procedural motions that do not require a seconder.
7.5 Table of Procedural Motions	Not included in current version of Code	The Table lists all Procedural Motions referred to tin the Code and each's corresponding clause in the Code.
Recording of Council and Committee meetings 14.3(5) Video and audio of full Council meetings will be streamed live through Council's website.	5 Digital audio recordings of Council and Committee meetings may be made by Council staff for the purpose of: a assisting in the preparation of minutes; and b verifying the accuracy of minutes prior to their confirmation.	This, and the following two amendments, bring the Code up to date with current practices since the introduction of live webcasting and publication of Council meetings on Council's website.
14.3(6) Copies of the video and audio recording of full Council meetings will be made available to the public for viewing on Council's website, as soon as practicable following the date of a meeting.	6 Audio recordings will be stored until the minutes from the meeting to which they relate have been confirmed by Council as required by State Records General Authority 39 (GA39).	

Proposed inclusion	Current version	Comment
Removal of 14.3(7)	7 Access to the audio recordings will only be provided for the purpose of: a preparing and verifying the accuracy of the minutes of meetings; and b complying with court orders, warrants, subpoenas or legislation where the recordings are still in existence.	

In late 2016, the Office of Local Government (OLG) advised councils that they had commenced work on a Model Code of Meeting Practice. To date, the Model has yet to be released, and the OLG have not provided any further formal indication of anticipated timing.

The proposed changes outlined above are relatively minor in nature. It is recommended a further review of Council's Code be undertaken once the OLG releases a Model Code of Meeting Practice.

Public Access Forum Policy - The Public Access Forum policy supports the Code of Meeting Practice insofar as it informs how the Public Access Forums at Council meetings are to be conducted.

Proposed inclusion	Change	Comment
Objective 2 Establish processes and to ensure consistency in relation to the procedures for determining applications for the Forum.	Additional to current policy objectives outlined	This inclusion does not change the way in which the Public Access Forums are conducted.
Applications 2.1 Applications may be made to address either Ordinary or Extraordinary meetings of Council.	Not specified in the current policy	Makes clear that both Ordinary and Extraordinary meetings may be addressed through a public access forum.
2.2 Applications to address an Ordinary meeting of Council must i be made in writing on the application form attached to this policy and be received by Council, no later than 12 noon on the working	2.2 Applications to address an Ordinary meeting of Council must i be made in writing on the application form attached to this policy and be received by Council, no later than 12 noon on the working day prior to the	Provides clarity around the timeframes for submitting an application to address Council in the Forum and those applications received after that time will not be accepted.

Proposed inclusion	Change	Comment
day prior to the day of the meeting. **Applications received after this time will be refused.**	day of the meeting.	
Removal of provision	2.2 ii Wherever possible, a person or group who supports an opposite view to the applicant must be notified and given the opportunity to speak.	This assumes that Council knows where a person or persons hold an opposing view on any matter. The removal of this provision does not prevent a person with an opposing view from making application to address Council in the Forum.
Removal of provision	2.2 iii Any documentation to be provided to Councillors shall either accompany the application or be available for distribution to Councillors prior to the meeting. include any documentation to be distributed to Councillors. No written material is to be circulated during the presentation.	The provisions are inconsistent with clause 4.4 where material to be distributed may be provided at a time prior to commencement of the Council meeting.
2.3 Applications to address an Extraordinary meeting of Council, in addition to points (i) and (ii) above, must relate only to the business included in the Extraordinary meeting business paper.	Not included in current policy	The purpose of an Extraordinary Meeting is to address what is generally urgent business outside of the usual Council meeting cycle. It is recommended that addresses in Public Access Forum at Extraordinary meetings be restricted to matters on the agenda only.
Exclusions 3.1 Addresses will not be permitted on: vi Procurement matters, such as formal tenders, quotations, expressions of interest, or calls for proposals.	3.1 Addresses will not be permitted on: vi All representations in respect of formal tenders and/or quotations	Expands on the definitions to better represent the types of procurement activities that come before Council.
Conduct of Public Access Forum 4.1 The forum will be limited to a period of 30 minutes,	4.1 The forum will be limited to a period of 30 minutes, with a maximum of six addresses per meeting	Clarifies the intention of this provision is to allow both Council and the General Manager some discretion with the Public Access

Proposed inclusion	Change	Comment
with a maximum of six addresses per meeting subject to: i Council having discretion to extend the allocated Forum time at any meeting, where it is considered appropriate to do so, by way of a Resolution of Council; and ii the provisions of clause 2.4 of this policy.	unless extended by Council.	Forum, when it is appropriate to do so.
4.2 Each speaker will be permitted to address Council on one or more business paper items, for a maximum total time of five (5) minutes.	4.2 Each address shall be limited to five (5) minutes.	Clarifies the intention of this provision to limit each speaker's total speaking time to five minutes only. This ensures that each speaker has an equal opportunity to address the Council.
4.4 Due to time constraints, speakers cannot use technology as part of their address, however, can distribute hard copies of information prior to the commencement of the meeting. The Minute Clerk can assist with the distribution of such information. **Speakers are responsible for ensuring enough copies are provided for the Lord Mayor, each Councillor and the General Manager at a minimum.**	4.4 Due to time constraints, speakers cannot use technology as part of their address, however, can distribute hard copies of information prior to the commencement of the meeting. The Minute Clerk can assist with the distribution of such information.	With the removal of 2.2 iii it makes clear that speakers are responsible for ensuring adequate copies are provided for councillors, particularly where provided immediately before a meeting.
6 Minutes The Minutes will record the name of the speaker and group represented (if applicable), the subject matter of the address and where it relates to a matter on the Agenda, whether the speaker was in favour or against the recommendation/s made	6 Minutes must include a brief synopsis of the presentation/s. Wherever possible, speakers should provide the Minute Clerk with a written summary of their presentation, prior to commencement of the meeting.	The current provision to include a synopsis, was introduced prior to the full Public Address being made available to the public via Council's website. It is considered there is a risk of the synopsis mis-representing what a speaker has intended to convey as part of their address to the Council. The public availability of the actual address via the webcast adequately

Proposed inclusion	Change	Comment
in the report.		addresses this issue.
Webcasting 7.2 Video and audio recordings of full Council meetings, including addresses made in Public Access Forums, will be made available to the public for viewing on Council's website, as soon as practicable following the date of a meeting.	Not included	This inclusion updates the policy in line with current technologies.
Request for public access outside scope of policy Nothing in this policy prevents Council from resolving at a Council meeting to allow an application for Public Access Forum outside the scope of this policy.	Not included	This provision reinforces that Council has the discretion to determine any application outside of the scope of this policy.

It is proposed that the draft policies be placed on Public Exhibition for an extended period of time, of at least 63 days, to make allowance for the Christmas and school holiday periods. This exceeds the minimum period for exhibition (minimum 28 days) and invitations of submissions from the public (minimum 42 days).

CONSULTATION AND COMMUNICATION

Community engagement is proposed for an extended period to account for Christmas and school holiday periods.

The exhibition period will be promoted online through Council's website, with notices placed in a local newspaper prior to Christmas, and during the first week of February 2018.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a connected and engaged community".

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.

CONCLUSION

The draft Code of Meeting Practice and draft Public Access Forum policy remain consistent with their objectives and the requirements of the Local Government Act 1993 and Local Government (General) Regulation 2005, and it is appropriate they are now placed on exhibition for an extended period of time.

CODE OF MEETING PRACTICE
COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

As part of its Charter, Council is to involve Councillors, Council staff, members of the public and others in the development, improvement and coordination of local government. The way in which meetings are conducted is an important part of achieving this goal.

OBJECTIVE

The objectives of this Code of Meeting Practice are:

- to ensure that all meetings of Council and its Committees are conducted in an orderly and proper manner;
- to ensure that all meetings of Council and its Committees are conducted according to the principles of procedural fairness and due process;
- to assist with the conduct of discussion and debate during Council and Committee meetings;
- to increase Council's professionalism, transparency and accountability to the community;
- to ensure that all Councillors understand their rights and obligations during Council and Committee meetings;
- to ensure that all Councillors have an equal opportunity to participate fully in the meeting;
- to ensure that Councillors participate in meetings that engender a positive meeting environment that is without malice and avoids insulting, improper or defamatory statements; and
- to be an effective aid to good governance.

POLICY STATEMENT

Council and Committee meetings comprising of Councillors only are to be conducted in accordance with this Code of Meeting Practice.

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CODE OF MEETING PRACTICE

COUNCIL POLICY

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CODE OF MEETING PRACTICE COUNCIL POLICY

DEFINITIONS

Amendment	in relation to an original motion, means a motion moving an amendment to that motion.
Code/the Code/this Code	means the Wollongong City Council Code of Meeting Practice
Committee	means a Committee of the Council established under clause 33 of the Regulation or when the Council has resolved itself into a Committee of the Whole.
Consent of the Council/Meeting	means with the consent of a majority of those Councillors present at a meeting
DMB	Dunhill Madden Butler Guideline Series – Council Meeting Guidelines Aug 1999
Extraordinary Meetings	Extraordinary Meetings are additional meetings to those in the adopted Council meeting cycle and include those called in an emergency.
Foreshadowed Amendment	a proposed amendment foreshadowed by a Councillor during debate on the first amendment.
Foreshadowed Motion	a motion foreshadowed by a Councillor during discussion on an original motion that is predominately the opposite to that proposed in the motion or where it is proposed to alter the motion more drastically than that permissible in an amendment.
General Manager	means the General Manager of Wollongong City Council
LGA	means the Local Government Act 1993. Where used, this abbreviation will be followed by numbers and/or letters, which are references to a section of the Act.
Motion	a proposal put forward by a Councillor or a Committee member calling for a specific action to be taken or a decision to be made on a particular matter before the meeting.
OLG Circular	Office of Local Government Circular 10 – 21 May 2010
OLG C of C 2015	Office of Local Government Model Code of Conduct – March 2015
OLG C of C 2015 Guidelines	Office of Local Government Model Code of Conduct Guidelines – June 2015
Practice note	Office of Local Government Meetings Practice Note No 16 – August 2009
Reg	Local Government (General) Regulation 2005
Relative	relative, in relation to a person, means any of the following; (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or the person's spouse or de facto partner; (b) the spouse or de facto partner of the person or of a person referred to in paragraph (a).
Variation to a Motion	is where a Councillor seeks to vary a motion by obtaining the consent of the mover of the motion and the consent of Council to have the proposed variation included in the motion.

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CODE OF MEETING PRACTICE

COUNCIL POLICY

APPLICATION OF THE CODE

Conduct of Meetings of Council and Committees

1 The regulations may make provisions with respect to the conduct of meetings of Council and Committees of Council of which all members are Councillors.

2 Council may adopt a Code of Meeting Practice which incorporates the regulations made for the purpose of this section and supplement those regulations with provisions that are not inconsistent with them.

3 Council and Committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the Code of Meeting Practice adopted by it.

LGA 360

AMENDMENT OF THE CODE

Preparation, Public Notice, and Exhibition of Draft Code

1 Before adopting a Code of Meeting Practice, Council will prepare a draft Code.

2 Council will give public notice of the draft Code after it is prepared, with a period of public exhibition *not less than 42 days* during which time submissions may be made by the public.

5 Council will publicly exhibit the draft Code in accordance with its notice.

LGA 361 and Council protocol

Adoption of the Code

1 After considering all submissions received concerning the draft Code, Council may decide to:

a amend those provisions of its draft Code that supplement the Regulations made for the purposes of this section of the Code; or

b adopt the draft Code as its Code of Meeting Practice.

2 If the Council decides to amend its draft Code, it may publicly exhibit the amended draft in accordance with this section of the Code or, if the Council is of the opinion that the amendments (arising from the public submissions only) are not substantial, it may adopt the amended draft Code, without public exhibition, as its Code of Meeting Practice.

LGA 362

The only exception is when an amendment is triggered by a change in the Local Government Act or the Local Government (General) Regulation 2005. In such cases the legislation effectively amends a Code of Meeting Practice.

OLG Circular

PUBLIC AVAILABILITY OF THE CODE

1 The Code of Meeting Practice adopted under this section by a Council must be available for public inspection free of charge at the office of the Council during ordinary office hours.

2 Copies of the Code will be available free of charge.

LGA 364

NOTE – The Code is published on Council's website.

DRAFT

CODE OF MEETING PRACTICE COUNCIL POLICY

PART 1 – NOTICE OF MEETINGS

1.1 Frequency of Ordinary Meetings

1 Council is required to meet at least 10 times each year, each time in a different month.

LGA 365

2 Council and Committee meetings may be held in different locations from time to time if circumstances deem it necessary provided that the venue:

a is accessible for people with disabilities
b is adequate in size
c has adequate facilities for the convenience and comfort of Councillors, staff and members of the public, and
d has suitable acoustic properties.

Practice Note

1.2 Notice to Councillors for Ordinary Meetings

1 Notice of Meetings – the General Manager must send to each Councillor, at least seven days before each meeting of the Council (or Committee), a notice specifying the time and place at which and the date on which the meeting is to be held and the business to be transacted at the meeting.

LGA 367(1) and Council Protocol

2 Form of Notice – a notice under this section, and the agenda and business paper for the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business paper in that form.

LGA 367(3)

1.3 Notice to Councillors for Extraordinary Meetings

1 If the Lord Mayor receives a request in writing signed by at least 2 Councillors (the Lord Mayor can be one of the two Councillors), the Lord Mayor must call an Extraordinary Meeting of the Council to be held as soon as practicable but in any event within 14 days after receipt of the request.

LGA 366 and Practice Note

2 If the Lord Mayor refuses or delays to call an Extraordinary Meeting of Council after receiving a request under Clause 1.3(1) of this Code, those Councillors may, in writing, request the General Manager to call the Extraordinary Meeting of Council. The General Manager must call the meeting as soon as it is practicable.

3 The General Manager, in consultation with the Lord Mayor, may call an Extraordinary Meeting of Council if considered necessary and appropriate.

Council Protocol

4 Notice of less than seven days may be given of an Extraordinary Meeting called in an emergency.

LGA 367(2) and Council Protocol

1.4 Public notice of Meetings

1 Council must give notice to the public of the times and places of meetings of Council and Committees of which all members are Councillors.

LGA 9 (1)

2 A notice of a meeting of Council or a Committee must be published in a newspaper circulating in the Wollongong local government area before the meeting takes place.

NOTE – An advertisement indicating dates of scheduled Council and Committee meetings will be included on Council's website at www.wollongong.nsw.gov.au and on Council's page in the Wollongong Advertiser.

Reg 232 (2)-(5) and Council Protocol

PART 2 – QUORUM AND ATTENDANCE

2.1 Quorum for a Meeting

The quorum for a meeting of Council is a majority of the Councillors who hold office for the time being and are not suspended from office.

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LGA 368

2.2 Participation in Council Meetings

A Councillor cannot participate in a meeting of Council unless personally present at the meeting.

Reg 235

2.3 Quorum not present

1 A meeting of Council must be adjourned if a quorum is not present:

a within half an hour after the time designated for the holding of the meeting; or

b at any time during the meeting.

2 In either case, the meeting must be adjourned to a time, date and place fixed;

a by the Chairperson; or

b in his or her absence – by the majority of the Councillors present; or

c failing that, by the General Manager.

3 The General Manager must record in the Council minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of Council, together with the names of the Councillors present.

Reg 233

Where a quorum is not present, Councillors are able to discuss the agenda and make notes on the discussion however Council is not able to make binding decisions.

Council Protocol

2.4 Attendance at Council Meetings

A civic office becomes vacant if the holder (Councillor):

1 is absent from 3 consecutive ordinary meetings of the council (unless the holder is absent because he or she has been suspended from office under the LGA or because the council has been suspended under the LGA or as a consequence of a compliance order under section 438HA of the LGA) without:

a prior leave of Council; or

b leave granted by Council at any of the meetings concerned.

LGA 234 (1) (d)

NOTE – Tendering an apology does not constitute a formal leave of absence.

2.5 Application for leave of absence

1 A Councillor's application for leave of absence from Council meetings should, where practicable, be made in writing, including by electronic means, and identify (by date) the meetings from which the Councillor intends to be absent and the reason the absence is sought. This application is to be lodged with the General Manager and submitted to the next meeting of Council for determination

Reg 235A (1) and Council Protocol

2 For the purposes of Clause 2.5 of this Code, a Councillor applying for a leave of absence from a meeting of Council does not need to make the application in person and the Council may grant such leave in the absence of that Councillor.

LGA 234 (2)

2.6 Meeting attendance whilst on leave of absence

1 If the holder of a civic office attends a Council meeting (whether or not an ordinary meeting) despite having been granted leave of absence, the leave of absence is taken to have been rescinded as regards to any future Council meeting.

2 Subsection (1) above does not prevent Council from granting further leave of absence in respect of any future Council meeting.

LGA 234 (3)-(4)

3 A Councillor who intends to attend a Council meeting despite having been granted leave of absence should, if practicable, give the General Manager at least two (2) days' notice of his or her intention to attend.

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Reg 235A (2)

2.7 Who is entitled to attend Council or Committee meetings

1 Except as provided elsewhere in this Code:

a everyone is entitled to attend a meeting of the Council and those of its Committees of which all the members are Councillors; and

b a Council must ensure that all meetings of the Council and of such Committees are open to the public.

2 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or of a Committee if expelled from the meeting:

a by a resolution of the meeting; or

b by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

3 A person may be expelled from a meeting only on the grounds specified in, or in the circumstances prescribed by the Regulations – refer Part 8 of this Code.

LGA 10

2.8 Attendance of General Manager

1 The General Manager is entitled to attend, but not vote at, a meeting of the Council or at a meeting of a Committee of the Council of which all the members are Councillors.

2 The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.

3 However, the General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager.

LGA 376

PART 3 – PRESIDING OVER MEETINGS OF COUNCIL

3.1 Who presides at meetings of Council

1 The Lord Mayor or, at the request of or in the absence of the Lord Mayor, the Deputy Lord Mayor presides at meetings of the Council.

2 If the Lord Mayor or Deputy Lord Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

LGA 369

3.2 Councillors to preside at Council meetings

1 If no Chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.

2 The election must be conducted:

a by the General Manager or, in their absence, the Public Officer to conduct the election; or

b if neither of them is present at the meeting or there is no General Manager or Public Officer – by the person who called the meeting or a person acting on their behalf.

3 If, at an election of a Chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the Chairperson is to be the candidate whose name is chosen by lot.

4 For the purposes of subclause (b), the person conducting the election must:

a arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and

b then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

DRAFT

5 The candidate whose name is on the drawn slip is the candidate who is to be the Chairperson.

Reg 236

3.3 Chairperson to have precedence

When the Chairperson rises during a meeting of the Council:

1 any Councillor then speaking or seeking to speak must, if standing, immediately resume his or her seat, and;

2 every Councillor present must be silent to enable the Chairperson to be heard without interruption.

Reg 237

3.4 Chairperson's duty with respect to motions

1 It is the duty of the Chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

2 The Chairperson must rule out of order any motion that is unlawful or the implementation of which, would be unlawful.

3 Any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected.

Reg 238

4 The Chairperson is to ensure that motions and amendments are clearly stated for the benefit of all present and may request a Councillor to repeat the motion or amendment if unclear or inaudible.

Council Protocol

3.5 Mode of address

1 To facilitate debate, Councillors, with the exception of the Chairperson, are to stand in their place when speaking at a meeting of Council, unless prevented from doing so by disability or injury. This procedure does not need to be followed at Committee meetings or in circumstances where the Chairperson rules that standing is not required.

2 In addressing Council, Councillors and other persons addressing the Council will use the appropriate mode of address to the Lord Mayor (being My Lord Mayor or Mr or Madam Chair), Deputy Lord Mayor, fellow Councillors, Council employees and members of the public in attendance.

3 Councillors will at all times conduct themselves in accordance with the general conduct obligations contained within Council's adopted Code of Conduct. Councillors will respect the right of their fellow Councillors to speak without interruption, will only speak when called upon by the Chairperson and should speak through the Chairperson, or the General Manager when addressing a question to staff.

Council Protocol

PART 4 – MEETING AGENDA AND BUSINESS PAPER

4.1 Agenda and business paper for Ordinary meeting

1 The General Manager must cause the agenda for a meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the meeting.

2 The General Manager must ensure that the agenda for a meeting of the Council states –

a all matters to be dealt with arising out of the proceedings of former meetings of the Council;

b if the Lord Mayor is the Chairperson – any matter or topic that the Chairperson proposes, at the time when the agenda is prepared, to put to the meeting; and

c subject to subclause (3), any business of which due notice has been given.

3 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.

DRAFT

4 The General Manager must ensure that the details of any item of business to which section 9 (2A) of the Act applies are included in a business paper agenda for the meeting concerned – ie items considered in Closed Council.

5 Nothing in this Clause limits the powers of the Chairperson under Clause 4.8 of this Code.

Reg 240

6 Confidential items on both Council and Committee Business Paper Agenda's for open meetings are to be listed after all non-confidential items.

Council Protocol

4.2 Agenda and business paper for closed session of Council

1 In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:

a the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item); and

b the agenda for the meeting must also indicate the reason the item will be dealt with in the closed session of Council which must be one of the following –

i personal matters concerning particular individuals (other than Councillors);

ii the personal hardship of any resident or ratepayer;

iii information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;

iv commercial information of a confidential nature that would, if disclosed –

- prejudice the commercial position of the person who supplied it; or
- confer a commercial advantage on a competitor of the Council; or
- reveal a trade secret;

v information that would, if disclosed, prejudice the maintenance of law;

vi matters affecting the security of the Council, Councillors, Council staff or Council property;

vii advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege;

viii information concerning the nature and location of a place or an item of Aboriginal significance on community land;

ix alleged contraventions of any Code of Conduct requirements applicable under section 440.

LGA 9 (2A) and 10A (2)

c the requirements of Clause 4.3 (1) with respect to the availability of business papers does not apply to the business papers for any item of business referred to in Clause 4.2 of this Code.

LGA 9 (2A)

2 The General Manager must ensure that the details of any item of business to which Clauses (a) and (b) apply are included in a business paper for the meeting concerned together with the reasons why it is not in the public interest to discuss the matter in open Council.

Council Protocol

4.3 Distribution of agenda and business paper

1 A Council and each such Committee of which all members are Councillors must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business paper (such as correspondence and reports) for the meeting.

2 The copies are to be available to the public as nearly as possible to the time they are available to Councillors.

3 The copies are to be available free of charge.

4 A notice given under this section or a copy of an agenda or of a business paper made available under this section may in addition be given or made available in electronic form.

LGA 9 (2)-(5)

DRAFT

5 Four copies of the agenda and business paper will be provided at Council and Committee meetings.

6 Council's agenda and business paper are available on the Council website at www.wollongong.nsw.gov.au.

7 Council's agenda and business paper or individual reports may be obtained from Council's Customer Service Centre or the Libraries free of charge.

8 Councillors will receive Agendas and Business Papers at least ten calendar days prior to an Ordinary Council meeting.

Council Protocol

9 Council will publish Agendas and Business Papers to Council's website seven calendar days prior to an Ordinary Council meeting, except where that day is a Public Holiday. In such cases Council will publish the Agenda and Business Papers on the following working day.

Council Resolution – Min 242 of 10/09/2012 and Council Protocol

4.4 Removal of items from the agenda and business paper

1 Once the agenda for a meeting has been sent to Councillors, an item of business on the agenda cannot be removed from the agenda prior to the meeting.

2 If it is proposed that an item of business which is on the agenda not be dealt with at the meeting, Council should resolve to defer that business to another meeting or resolve not to consider the matter, as the case may be.

OLG Practice Note 16/2009 – Pg 8

4.5 Order of business

1 The Order of Business at Ordinary meetings of Council, other than Extraordinary meetings, where required will be –

- Acknowledgement of Traditional Owners
- Civic Prayer
- Apologies
- Conflict of Interests Disclosures
- Petitions and Presentations
- Confirmation of Minutes of Ordinary Council meeting
- Confirmation of Minutes of Extraordinary Council meeting
- Confirmation of Minutes of Council Committee meeting
- Public Access Forum
- Call of the Agenda
- Lord Mayoral Minute
- Agenda Items
- Items Laid on the Table
- Notice of Motion(s)
- Notice of Rescission Motion(s)
- Urgent Items
- Confidential Business

Note – All questions without notice and tabling of letters are to be submitted by way of the Councillor request process.

2 The order of business fixed under subclause (1) may be altered if a motion to that effect is passed. Such a motion can be moved without notice.

3 Despite Clause 7.4 only the mover of a motion referred to in subclause (2) may speak to the motion before it is put.

Reg 239

4 Where a Council meeting has not concluded by 10 pm, the Lord Mayor will move a Procedural Motion that the meeting be either extended or adjourned. In accordance with Clause 7.1 (3) of this Code this Procedural Motion does not require a seconder. If the motion is to adjourn, debate will take place as to a date and time for the meeting to reconvene to consider all business not transacted at the adjourned meeting.

Council Protocol

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Council does not need to issue a new agenda and business paper for the adjourned meeting and business not already on the agenda could be dealt with only if the urgency procedure in Clause 4.7 of this Code.

If the meeting is adjourned to a different date, time or place, each Councillor and the public (where practicable) should to be notified of the new date, time or place.

OLG Prac Note

5 A Councillor may move a Procedural Motion that an Item 'lie on the table'. If the motion is successful no further debate can be undertaken until there is a Procedural Motion for the Item to be 'taken off the table'. Such a motion is not debatable and there can be no amendments or right of reply. This motion can be moved only once during the discussion of any substantive motion and if the motion is carried while an amendment is before the Chair, both the amendment and the original motion are laid on the table.

At the end of the Council meeting at which the Item was 'laid on the table' the Chairperson will remind Councillors that there are matter/s 'on the table' which Council may now wish to consider. Otherwise the matter/s will appear on the agenda and business paper for the next Ordinary Council meeting.

If and when the Item is 'taken off the table' debate resumes where it left off, with Councillors who have already spoken (other than the mover in reply) having no further right to speak.

Council Protocol

4.6 Giving notice of business

1 Council must not transact business at a meeting of the Council:

a unless a Councillor has given notice of the business in writing no later than 5.00 pm on the Tuesday 13 calendar days prior to the Ordinary Council meeting in accordance with the Council meeting schedule or five (5) calendar days in the case of Extraordinary Council meetings; and

b unless notice of the business has been sent to the Councillors in accordance with Clause 1.2 of this Code.

2 Subclause (1) does not apply to the consideration of business at a meeting if the business:

a is already before, or directly relates to a matter that is already before the Council; or

b is the election of a Chairperson to preside at the meeting as provided by Clause 3.2 of this Code; or

c is a matter or topic put to the meeting by the Chairperson in accordance with Clause 4.7 of this Code; or

d is a motion for the adoption of recommendations of a committee of the Council.

Reg 241 (1)-(2)

4.7 Dealing with matters without notice at an Ordinary meeting

1 Despite Clause 4.6 (1) business may be transacted at a meeting of Council even though due notice of the business has not been given to the Councillors. However this can happen only if:

a a motion is passed to have the business transacted at the meeting; and

b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice, but only after the business notified in the agenda for the meeting has been disposed of.

Reg 241 (3) and Council protocol

Note – If, after the Councillor has addressed the Council, the Chairperson has ruled the matter is of great urgency, then the motion is moved, seconded, debated and voted on.

If the Chairperson rules the motion is not urgent, no further debate on the matter is permitted.

If the Chairperson rules the motion is not urgent, a Councillor may move a motion of dissent.

Council Protocol

2 Despite Clauses 6.5 and 7.4 (2) of this Code only the mover of a motion referred to in subclause (1) above can speak to the motion before it is put.

Reg 241 (4)

DRAFT

4.8 Lord Mayoral Minute

1 If the Lord Mayor is the Chairperson at a Council meeting, the Chairperson, is by minute signed by the Chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of Council or of which the Council has official knowledge.

Reg 243

2 Lord Mayoral Minutes should not be used to introduce, without notice[1], matters that are routine, not urgent, or need research or a lot of consideration by the Councillors before coming to a decision. These types of matters are better placed on the Agenda with the usual period of notice given to the Councillors.

OLG Prac Note

3 Such a minute, when put to the meeting, takes precedence over all business on the Council agenda/business paper for the meeting. The Chairperson (but only if the Chairperson is the Lord Mayor) may move adoption of the minute without the motion being seconded.

4 A recommendation made in a minute of the Chairperson (being the Lord Mayor) or in a report by a Council employee is, so far as adopted by Council, a resolution of Council.

Reg 243

5 A Late Business Lord Mayoral Minute prepared prior to the Council meeting will be added to the business paper agenda in accordance with the Order of Business as stated in Clause 4.5 of this Code.

Council Protocol

4.9 Agenda and business paper for Extraordinary meeting

The General Manager must ensure that the agenda for an extraordinary meeting of Council deals with only with the matters stated in the notice of meeting.

Reg 242(1)

4.10 Dealing with matters without notice at an Extraordinary meeting

1 Despite Clause 4.9, business may be transacted at an extraordinary meeting of Council even though due notice of the business has not been given to the Councillors. However this can only happen if:

a a motion is passed to have the business transacted at the meeting; and

b the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.

2 Despite Clauses 6.5 and 7.4 (2), only the mover of a motion referred to in subclause (1) above can speak to the motion before it is put.

Reg 242 (2)-(3)

4.11 Public access forum – members of the public addressing Council

Members of the public will be permitted to address Council or a Committee of Council on matters falling within the jurisdiction and Charter of Council as outlined in the Local Government Act 1993.

All addresses must comply with Council's Public Access Forum Policy.

Council Policy

4.12 Questions to Councillors and employees

1 A Councillor:

a may, through the Chairperson, put a question to another Councillor; and

b may, through the General Manager, put a question to a Council employee.

2 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and in particular, sufficient notice to enable reference to be made to other persons or to documents.

3 The Councillor must put every such question directly, succinctly and without argument.

[1] "without notice" meaning the matter is not included on the Agenda.

DRAFT

4 The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this Clause.

Reg 249

PART 5 – DECLARATIONS OF CONFLICT OF INTERESTS

A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

If you are unsure as to whether or not you have a conflict of interests in relation to a matter, you should consider these six points:

1 Do you have a personal interest in a matter you are officially involved with?

2 Is it likely you could be influenced by a personal interest in carrying out your public duty?

3 Would a reasonable person believe you could be so influenced?

4 What would be the public perception of whether or not you have a conflict of interests?

5 Do your personal interests conflict with your official role?

6 What steps do you need to take and that a reasonable person would expect you to take to appropriately manage any conflict of interests?

You must avoid or appropriately manage any conflict of interests. The onus is on each Councillor to identify any conflict of interests and take the appropriate action to manage the conflict in favour of their public duty.

Any conflict of interests must be managed to uphold the probity of Council decision-making. When considering whether or not you have a conflict of interests, it is always important to think about how others would view your situation.

Private interests can be of two types: pecuniary or non-pecuniary.

OLG C of C 2015 – Part 4.

5.1 What is a pecuniary interest?

1 For the purposes of this Part, a pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person.

2 A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter or if the interest is of a kind specified in Clause 5.7 of this Code.

LGA 442

5.2 Who has a pecuniary interest?

1 For the purposes of this Part, a person has a pecuniary interest in a matter if the pecuniary interest is the interest of:

a the person; or

b the person's spouse or de facto partner or a relative of the person, or a partner or employer of the person; or

c a company or other body of which the person, or a nominee, partner or employer of the person, is a member.

2 However, a person is not taken to have a pecuniary interest in a matter as referred to in subclause 5.2 (1) (b) or (c) of this Code:

a if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative, partner, employer or company or other body; or

b just because the person is a member of, or is employed by a Council or a statutory body or is employed by the crown; or

c just because the person is a member of, or a delegate of a Council to, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares or the company or body.

LGA 443

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5.3 Disclosure of pecuniary interests and attendance at meetings

1 A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.

2 The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:

a at any time during which the matter is being considered or discussed by the Council or Committee; or

b at any time during which the Council or Committee is voting on any question in relation to the matter.

3 For the removal of doubt, a Councillor or a member of a Council Committee is not prevented by this Clause from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the Councillor or member has an interest in the matter of a kind referred to in Clause 5.7 of this Code – matters that don't have to be disclosed.

4 Subsections (1) and (2) do not apply to a Councillor who has a pecuniary interest in a matter that is being considered at a meeting, if:

a the matter is a proposal relating to:

i the making of a principal environmental planning instrument applying to the whole or a significant part of the Council's area; or

ii the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area; and

b the Councillor made a special disclosure under this section in relation to the interest before the commencement of the meeting.

5 The special disclosure of the pecuniary interest must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the Council and must:

a be in the form prescribed by the regulations; and

b contain the information required by the regulations.

LGA 451

5.4 What is a non-pecuniary interest?

1 Non-pecuniary interests are private or personal interests the Council Official has that do not amount to a pecuniary interest as defined in Clause 5.1 of this Code.

2 Non-pecuniary interests can be an actual or perceived interest where a reasonable and informed person would perceive a conflict exists. These commonly arise out of family, or personal relationships, or involvement in sporting, social or other cultural groups and associations and may include an interest of a financial nature.

3 The matter of a report to Council from the Conduct Review Committee/reviewer relates to the public duty of a Councillor or the General Manager. Therefore, there is no requirement for Councillors or the General Manager to disclose a conflict of interests in such a matter.

4 The political views of a Councillor do not constitute a private interest.

OLG C of C 2015 – Part 4 page 9

5.5 Types of non-pecuniary interests

There are three types of non-pecuniary conflicts of interest:

1 **Significant** – as a general rule a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

a a relationship between a Council Official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household;

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b other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship; or

c an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

2 **Less than significant** – matters not involving the issues identified in Clause 5.5 (1) of this Code.

3 **Political donations** – Councillors should take all reasonable steps to ascertain the source of any political contributions that directly benefit their election campaigns.

A Councillor must declare a non-pecuniary conflict of interests where the Councillor or the Councillor's 'official agent' has received 'political contributions' or 'political donations', as the case may be, within the meaning of the Election Funding Act 1981 exceeding $1,000 which directly benefit their campaign:

a from a political or campaign donor or related entity in the previous four years; and

b where the political or campaign donor or related entity has a matter before Council.

OLG C of C 2015 – Part 4 pages 9-10

5.6 Disclosure of non-pecuniary interests and attendance at meetings

1 A Councillor or a member of a Council Committee who has disclosed a **significant** non-pecuniary conflict of interests in accordance with Clause 5.5 of this Code in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered is required to disclose the nature of the interest to the meeting as soon as practicable.

The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:

a at any time during which the matter is being considered or discussed by the Council or Committee; or

b at any time during which the Council or Committee is voting on any question in relation to the matter.

2 A Councillor or a member of a Council Committee who has disclosed a **less than significant** non-pecuniary conflict of interests in accordance with Clause 5.5 of this Code in any matter with which the Council is concerned may determine that it does not require further action, and if so, must provide an explanation of why it is considered that the conflict does not require further action in the circumstances.

3 A Councillor or a member of a Council Committee who has disclosed that he/she or their official agents have received, in the previous four years, a political donation **exceeding $1,000** that has directly benefited their campaign, from a donor who has a matter before Council, must disclose this fact to the meeting as soon as practicable.

The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:

a at any time during which the matter is being considered or discussed by the Council or Committee; or

b at any time during which the Council or Committee is voting on any question in relation to the matter.

This applies to all Councillors, regardless of whether they are independent Councillors or a member of a political group or party.

4 Where a Councillor or a member of a Council Committee or their official agents have received, in the previous four years, a political donation **under $1,000** that has directly benefited their campaign, from a donor who has a matter before Council, it may give rise to a non-pecuniary conflict of interests. In such cases Councillors should consider the perceptions of influence that might be created and consider the six points at the commencement of Part 5 of this Code.

If the Councillor or a member of a Council Committee determines that a non-pecuniary conflict of interests may exist, they need to consider whether or not the conflict of interests is significant as defined in Clause 5.5 (1) of this Code.

a If the conflict of interests is deemed significant the Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:

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i at any time during which the matter is being considered or discussed by the Council or Committee; or

ii at any time during which the Council or Committee is voting on any question in relation to the matter.

b If the conflict of interests is deemed less than significant it remains open for the Councillor or member to take additional steps to manage any perception of a conflict of interests.

This applies to all Councillors, regardless of whether they are independent Councillors or a member of a political group or party.

OLG C of C 2015 Guidelines – Pgs 19/22

Written declarations of pecuniary interest

A Councillor who has a pecuniary interest or non-pecuniary interest in accordance with Clauses 5.3 (1), 5.6 (1) and (3) of this Code, in a matter being considered at a Council or Committee meeting must disclose the existence of the interest and also the nature of that interest.

Councillors are requested to make such a disclosure in writing and provide the written disclosure to the General Manager by 12 noon on the day of the meeting. A Councillor, having disclosed a pecuniary interest, must not be present at the meeting when the matter is being considered, discussed or voted on.

This requirement does not prevent a Councillor from disclosing a pecuniary interest at a Council or Committee meeting at which the matter is being considered.

Council Protocol

A Councillor with a pecuniary interest, and not capable of voting on the business before the Council, is regarded as being absent from the meeting for the purpose of determining whether or not a quorum is present.

OLG Practice Note 16/2009 – Pg 29

Example 1: Club membership

A Councillor is a member of a club in a small community. The Councillor is very active in the running of the club. While not an office holder, he is well known to all club members.

The club has recently submitted a development application to the Council for a major extension of its facilities.

In this instance, there may be a public perception that the Councillor's activities with the club would make it difficult for the Councillor to view the matter before the Council as a representative of residents and ratepayers generally. This may meet the definition of a significant non-pecuniary conflict of interests.

If so, the Councillor should disclose their conflict of interests in the matter when it comes up for consideration. The Councillor must then refrain from participating in Council's discussion and voting on the matter. The Councillor must leave the room when the vote is being taken to ensure that the vote is not recorded in the negative.

OLG C of C 2015 Guidelines – Pg 23

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Example 2: Club membership

A Councillor is a member of a local registered club. However, she is not active in the club or involved with the management of the club. In this situation, the Councillor merely enjoys the facilities of the club as a privilege of membership.

In this example, should a matter relating to the club arise at Council, it is appropriate that the Councillor informs the Council of her membership (ie declares a non-pecuniary conflict of interests that is less than significant). However, it is unlikely that her interest as a club member would influence her role as a Councillor representing the view of residents and ratepayers generally. Therefore, she could participate in the decision-making process.

In both situations, the Councillors have two different interests in the matters. The first is their interest as a Councillor representing residents and ratepayers generally; the second is as club members who are keen to see the club prosper and provide better facilities for its members. There is nothing wrong with a Councillor having community as well as civic interests, though there are times when these interests may be perceived as a significant conflict of interests.

The distinguishing features of examples 1 and 2 are that:

- The Councillor's interests as a club member in example 1 are likely to influence their role as a representative of residents and ratepayers generally. This would make it difficult for him to be impartial; and
- The public perception of a lack of impartiality would be stronger in the first example particularly given the size of the community and the visibility of the councillor in the club's activities.

If a Councillor is an office holder in a club or other organisation, the interest may constitute a pecuniary interest.

OLG C of C 2015 Guidelines – Pg 23

Example 3: Political support

A local ratepayer has made a campaign donation to a group of local Councillors through their official agent in the last two (2) years. The ratepayer lodges a development application with Council to build a block of units on the land she owns. The development is controversial and receives a lot of media attention.

A potential conflict of interests could arise for a Councillor, or group of Councillors, when a campaign donor, who contributes financially to their election campaign, has a matter before the Council for determination. The conflict of interests arises even when a donation is made through the official agent.

Where the donation exceeds $1,000 and has been donated within the last four (4) years, the Councillors must declare a non-pecuniary conflict of interests, disclose the nature of the interest and have no further involvement in the matter by absenting themselves and not taking part in any debate or voting on the matter in accordance with section 451(2) of the Act.

In the circumstances where a donation is less than $1,000 or the donation is made over four (4) years ago, then the Councillors would still need to consider whether or not a reasonable and informed person could perceive that a conflict of interests exists and take the appropriate action.

The Councillors would also need to consider whether such a political donation gives rise to a reasonable perception of influence in relation to their vote.

If there is a conflict of interests then the Councillors would need to determine whether or not it is significant. If the Councillors had a close relationship with the donor, then it may be a significant non-pecuniary conflict of interests.

If the Councillors consider that there is a non-pecuniary conflict of interest, but it is minimal, then the Councillors would need to disclose the interest and its nature and provide an explanation of why further action is not required.

OLG C of C 2015 Guidelines – Pg 22

5.7 Interests that do not require disclosure

The following interests do not have to be disclosed for the purposes of Chapter 14 of the Local Government Act:

a an interest as an elector;

b an interest as a ratepayer or person liable to pay a charge;

c an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this Part;

d an interest in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to a relative of the person by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part;

e an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not);

f an interest of a member of a Council Committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee;

g an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument other than an instrument that effects a change of the permissible uses of:

i land in which the person or a person, company or body referred to in Clause 5.2 (1)(b) or (c) of this Code has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise); or

ii land adjoining, adjacent to or in proximity to land referred to in subparagraph (i);

if the person or person, company or body referred to in Clause 5.2 (1)(b) or (c) of this Code would by reason of the proprietary interest have a pecuniary interest in the proposal;

h an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a Company that does not exceed ten per cent of the voting rights in the company;

i an interest of a person arising from the proposed making by the Council of an agreement between the Council and a Corporation, Association or Partnership, being a Corporation, Association or Partnership that has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a Director) of the Corporation or is a member (but not a member of the Committee) of the Association or is a partner of the Partnership;

j an interest of a person arising from the making by the Council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreements as have been made, or as are proposed to be made, by the Council in respect of similar matters with other residents of the area:

i the performance by the council at the expense of the relative of any work or service in connection with roads or sanitation;

ii security for damage to footpaths or roads;

iii any other service to be rendered, or act to be done, by the Council by or under any Act conferring functions on the Council or by or under any contract;

k an interest relating to the payment of fees to Councillors (including the Lord Mayor and Deputy Lord Mayor);

l an interest relating to the payment of expenses and the provision of facilities to Councillors (including the Lord Mayor and Deputy Lord Mayor) in accordance with a policy under section 252 of the Local Government Act;

m an interest relating to an election to the office of Lord Mayor arising from the fact that a fee for the following twelve (12) months has been determined for the Office of Lord Mayor;

n an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person;

o an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor or member of a Council Committee;

p an interest arising from appointment of a Councillor to a body as representative or delegate of the Council, whether or not a fee or other recompense is payable to the representative or delegate.

LGA 448

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5.8 General disclosure

A general notice given to the General Manager in writing by a Councillor or a member of a Council Committee to the effect that the Councillor or member, or the Councillor's or member's spouse, de facto partner or relative, is:

a a member, or in the employment, of a specified company or other body; or

b a partner, or in the employment, of a specified person;

is, unless and until the notice is withdrawn, sufficient disclosure of the Councillor's or member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the Council or Council Committee after the date of the notice.

LGA 454

5.9 Disclosure by advisor

1 A person who, at the request or with the consent of Council or a Council Committee, gives advice on any matter at any meeting of the Council or Council Committee must disclose the nature of any pecuniary interest the person has in a matter to the meeting at the time the advice is given.

2 The person is not required to disclose the person's interest as an advisor.

LGA 456

5.10 Circumstances where disclosure rules are not breached

A person does not breach Clauses 5.3 and 5.9 of this Code if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

LGA 457

5.11 Disclosure to be recorded in the minutes

A disclosure made at a meeting of Council or a Council Committee must be recorded in the minutes of the meeting.

LGA 453

PART 6 – MOTIONS

6.1 Lodgement of notices of motion

A Councillor may lodge a Notice of Motion for inclusion on the agenda/business paper for a forthcoming ordinary or extraordinary meeting of the Council:

a A Notice of Motion for an Ordinary Council meeting must be submitted in writing and be received by the General Manager no later than 5.00 pm thirteen (13) calendar days prior to the scheduled Ordinary Council meeting date.

b A Notice of Motion for an Extraordinary Council meeting must be submitted in writing and be received by the General Manager no later than 5.00 pm five (5) calendar days prior to the proposed meeting day. In the event that the business is of an urgent nature, as determined by the Lord Mayor or General Manager, no notice is required.

c The Notice of Motion must be signed by at least one (1) Councillor. A Councillor submitting a Notice of Motion may include in the Notice of Motion the names of other Councillors who have indicated support for the Notice of Motion. This will serve to indicate that an item has broader approval and support to allow debate to occur. It does not bind any Councillor to voting in favour of the motion.

Council Protocol

d If requested by the Councillor who has lodged a Notice of Motion, the General Manager may provide factual information on the Notice of Motion to assist in discussion of the motion.

OLG Circular 10-10

6.2 Notice of motion – absence of mover

In the absence of a Councillor who has placed a Notice of Motion on the agenda for a meeting of Council:

a any other Councillor may move the motion at the meeting; or

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b the Chairperson may defer the motion until the next Council meeting at which such motion can be considered.

Reg 245

6.3 Formulation of motions

1 A motion is a proposal put forward by a Councillor or member of a Committee calling for a specific action to be taken or a decision to be made on a particular matter before the meeting.

2 A motion should be simple, easy to understand and specific in its intention.

3 Motions should be well structured and if it involves a number of different aspects, there should be different parts to the motion.

4 If a motion is complex in its wording and intent, the motion must be submitted in writing and made available to other Councillors, the General Manager and Minute taker.

DMB Pg 13 and Council Protocol

5 In submitting a Notice of Motion, Councillors must balance their civic responsibility for representing the interests of their community with their obligation to use Council's resources effectively and efficiently.

OLG Practice Note 16/2009 – Pg 33

6.4 Motions to be seconded

A motion or an amendment cannot be debated unless or until it has been seconded.

Reg 246

This clause is subject to the following clauses of this Code where seconding is not required:

Clause	Type of Motion
4.5(4)	Motion for extension of meeting time beyond 10 pm.
4.8(2)	Lord Mayoral Minute, put to the meeting without notice, where the adoption of the minute is moved by the Lord Mayor (as Chairperson)
7.2	Point of Order
7.3(4)	Motion of dissent
7.4(2)	Motion to close debate on a Motion or Amendment

Council protocol

6.5 Speaking to motions

1 A Councillor, who during a debate at a meeting of Council moves an original motion, has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment. Remarks in reply must be limited to discussion of issues raised in debate and no new material may be introduced.

Council Resolution – Min 373 of 27/10/03

2 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

Reg 250 (1)-(2)

3 A Councillor who moves an original motion may exercise his or her right to speak to the motion at any point in the debate, prior to the right of reply.

Council Resolution – Min 7 of 25/2/02

4 A Councillor must not, without the consent of Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on that specific motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

Reg 250 (3)

Such statements or explanations will be limited to no longer than three (3) minutes unless Council's consent is given for a specified extension of time.

Council Resolution – Min 8 of 28/1/14

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The Chair may accept a motion that an additional time of up to five (5) minutes be given to the speaker to continue debate, with the number of minutes specified by the Councillor moving the motion. The Chair may accept a further Motion for an additional extension of time, limited to one (1) minute only, to permit the Councillor to conclude their debate on an item.

Council Protocol

6.6 Varying a motion

1 A Councillor may seek to vary a motion by:

a obtaining the consent of the mover and seconder of the motion; or

b proposing an amendment to the motion.

2 If a Councillor proposes a variation to a motion, the Chairperson will seek the consent of the mover and seconder of the motion to have the variation included in the motion. If there is no objection, the proposed variation is adopted into the motion and the minutes will include the name of the Councillor proposing the variation.

3 If there is an objection, the proposed variation must be dealt with as an amendment and seconded and voted on accordingly.

4 If the variation is proposed by the seconder to the original motion, but not accepted by the mover of the motion, then a new seconder should be sought for the original motion. This is consistent with the common law rule that a seconder to a motion cannot move an amendment but enables a seconder to move a variation.

Council Protocol

6.7 Amendments to motions

1 An amendment may propose that some words be omitted from the motion or added to the motion but it should not contradict the motion.

2 Amendments that create a direct negative are not permissible. The proper means of opposing a motion is to vote against it.

3 Amendments cannot be moved until the original motion has been seconded.

4 Amendments must be moved and seconded.

5 The amendment must be moved before debate on the motion has been concluded and the right of reply of the mover of the motion has been exercised.

6 It is not in order to propose an amendment which is, in effect, the same as one already rejected or which reserves the intention of one already adopted.

7 Not more than one (1) motion and one (1) amendment can be before Council at any one time.

8 Once an amendment has been moved and seconded, it cannot be withdrawn without the consent of the meeting.

DMB

6.8 Subsequent amendments to motions

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.

Reg 247

6.9 Foreshadowed motions and foreshadowed amendments

1 a Foreshadowed Amendments – once an amendment has been moved and seconded and during debate a Councillor or Committee member may 'foreshadow' an amendment, without a seconder, proposed to be moved following consideration of the first amendment.

There is no limit to the number of foreshadowed amendments before Council at any time. However, no discussion on foreshadowed amendments can take place until the previous amendment has been dealt with.

b Foreshadowed Motions – a foreshadowed motion can be proposed by a Councillor or Committee member, without a seconder, during debate on the original motion. The foreshadowed motion will

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only be considered if the original motion is lost or withdrawn and once moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

2 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they were notified however foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

3 Foreshadowed motions and foreshadowed amendments are required to be moved and seconded before debate can commence.

DMB and Council Protocol

6.10 Splitting motions for debate

Where Council is considering a report of a complex nature or contains multiple recommendations a Councillor may move a Procedural Motion that the motions before the meeting be split and determined either in groups or individually. In this instance Council will record the names of the Councillors supporting and those opposing each of the split motions however only one Minute number for the report will be included in the Council Minutes.

Council Protocol

PART 7 – PROCEDURAL MOTIONS

7.1 General procedure

1 A procedural motion is a motion that refers to the conduct of a meeting.

2 Procedural motions are not subject to the notice of motion requirements referred to in clause 6.1.

3 A procedural motion requires a seconder unless stated otherwise in this Code.

4 There is no debate on a procedural motion unless stated otherwise in this Code.

5 A procedural motion has precedence over substantive motions and must be put to the meeting for a decision in accordance with this clause.

Council Protocol

7.2 Point of order

1 A Councillor may draw the attention of the Chairperson to some irregularity in the meeting proceedings.

2 The Councillor does this by raising a 'point of order'.

3 A point of order does not require a seconder and must be raised immediately and the speaker at the time may be interrupted.

4 The Chairperson must suspend business before the meeting to allow the Councillor raising the point of order to state the meeting procedure/s he/she believes have been infringed.

5 The Chairperson will subsequently either uphold the point of order or overrule it and the business before the meeting can then continue.

DMB Pgs 16 & 53 and Council Protocol

7.3 Motions of dissent

1 A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

2 If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.

3 Despite Clause 6.5 of this Code, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Reg 248

4 A Motion of Dissent does not require a seconder.

Council Protocol

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7.4 Limitation as to number of speeches

1 Despite Clause 6.5 (1) and (2) of this Code, a Councillor may move that a motion or an amendment be 'now put':

a if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or

b if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.

2 The Chairperson must immediately put to the vote, without debate, a motion moved under subclause (1). A seconder is not required for such a motion.

3 If a motion that the original motion or an amendment be now put is passed, the Chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under Clause 6.5 (1) of this Code.

4 If a motion that the original motion or amendment be now put is rejected, the Chairperson must allow the debate on the original motion or the amendment to be resumed.

Reg 250 (4) – (7)

Table of Procedural Motions	Seconder	Clause
• Adjourn a meeting	YES	9.1
• Call of the agenda	YES	4.5(1) and (2)
• Extend a speaker's speech time	YES	6.5
• Extend meeting time	NO	4.5(4)
• Lay Motion on the Table, take a motion off the table	YES	4.5(5)
• Limit the number of speeches (motion or amendment be now put)	NO	7.4
• Motion of dissent	NO	7.3
• Point of order	NO	7.2
• Split motions for debate	YES	6.10
• Suspend standing orders	YES	4.5(1)

PART 8 – ORDER AT MEETINGS

8.1 Need for order

1 The Chairperson, whose authority is derived from the meeting itself, is ordinarily responsible for preserving order at the meeting. In doing so the Chairperson must be impartial and consistent.

2 The rationale for the need for order to be preserved is to give all persons entitled a reasonable opportunity of participating in the discussion and voting on matters before the meeting.

3 It is the role of the Chairperson to ensure that the proceedings are conducted in a proper manner and that the 'sense of the meeting' is properly ascertained with regard to any question which is properly before the meeting.

DMB Pgs 36-37

4 Councillors, Council staff and other persons attending the meeting are required to observe the Code of Meeting Practice and Code of Conduct at all times.

5 Members of the public gallery are:

a not permitted to interrupt meeting procedures or to engage in any disorderly conduct;

b not permitted to address or approach Councillors during the meeting, unless addressing Council via the Public Access Forum;

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c not permitted to bring any items which are deemed to potentially cause discomfort or a safety risk to Councillors, Council staff or other members of the gallery;

d required to switch all mobile phones to 'off' or 'silent' during the course of the meeting;

e not permitted to take any food or drink into the Council Chambers.

Council Protocol

8.2 Questions of order

1 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.

2 A Councillor, who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the Chairperson to the matter.

3 The Chairperson must rule on a question of order immediately after it is raised but before doing so may invite the opinion of the Council.

4 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Reg 255

8.3 Acts of disorder

1 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council:

a contravenes the Act or any regulation in force under the Act; or

b assaults or threatens to assault another Councillor or person present at the meeting; or

c moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee, or addresses or attempts to address the Council or Committee on such a motion, amendment or matter; or

d insults or makes personal reflections on or imputes improper motives to any other Councillor; or

e says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into contempt.

2 The Chairperson may require a Councillor:

a to apologise without reservation for an act of disorder referred to in subclause (1) (a) or (b); or

b to withdraw a motion or an amendment referred to in subclause (1) (c) and, where appropriate, to apologise without reservation; or

c to retract and apologise without reservation for an act of disorder referred to in subclauses (1) (d) or (e).

3 A Councillor may, as provided by section 10 (2) (a) or (b) of the Local Government Act, be expelled from a meeting of a Council by the Chairperson for having failed to comply with a requirement under subclause (2). The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Reg 256

4 The Chairperson may conclude that a Councillor commits an 'act of disorder' pursuant to this Clause if, for example, the Councillor:

a insults or makes personal reflections on or imputes improper motives to any member of staff or a member of the public; or

b repeatedly ignores a request by the Chairperson to resume his or her seat; or

c brings up matters which are irrelevant or extraneous to the matter being discussed or are of a superfluous nature; or

d engages in tedious repetition; or

e converses aloud, repeatedly interjects or makes any noise or other disturbance whilst any other Councillor is speaking, or

f shows deliberate disrespect towards the Chair; or

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g refuses or fails, in any case, to withdraw and apologise, without reservation, for an 'act of disorder' when required to do so by the Chairperson.

DMB Pgs 38-39

8.4 Disorder at meetings – adjournment/expulsion

1 If disorder occurs at a meeting of the Council, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the Chair. The Council, on reassembling, must on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This Clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

2 A member of the public may, as provided by section 10 (2) (a) or (b) of the Local Government Act, be expelled from a meeting of a Council for engaging in or having engaged in disorderly conduct at the meeting.

Reg 257

8.5 Effect of expulsion

A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a Committee of the Council if expelled from the meeting:

a by resolution of the meeting; or

b by the person presiding at the meeting, if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

LGA 10 (2)and DMB Pg 40

8.6 Warning to Councillors

If the Chairperson is of the view that the ongoing behaviour of a Councillor is disruptive to the good order of the meeting, the Chairperson:

a will warn the Councillor that he/she could face a motion to authorise removal from the meeting if he/she continues to breach the Code of Meeting Practice; and

b if a further breach occurs, seek the views of the meeting as to the removal of the Councillor.

Council Protocol

The Regulations do not specifically refer to the need for a 'warning', although it is clear that the power of expulsion may only be exercised after the Councillor in question has been given an opportunity of apologising without reservation and has failed to do so. In that sense, a 'warning' is still required.

DMB Pg 40

8.7 Power to remove persons from Council meeting

If a Councillor or member of the public fails to leave the place where a meeting of a Council is being held:

a immediately after the Council has passed a resolution expelling the Councillor or member of the public from the meeting; or

b where the Council has authorised a person presiding at the meeting to exercise the power of expulsion - immediately after being directed by the person presiding to leave the meeting;

a police officer or any person authorised for the purpose by the Council or person presiding, may by using such force as is necessary remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re-entering that place.

Reg 258

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8.8 Defamatory statements

The NSW Ombudsman publication Better Service and Communication for Councils provides information about defamation. It states:

"A statement may be defamatory of a person if it is likely to cause an ordinary reasonable member of the community to think less of a person or to shun or avoid the person."

Councillors acting within their official capacity at meetings of Council or Council Committees may have a defence of 'qualified privilege' to actions in defamation. This recognises that you may need to speak freely and publicly in carrying out your duties.

However qualified privilege needs to be treated with great caution. It only covers statements made at a Council or Committee meeting when you are carrying out your duties and on business relevant to the Council. Statements also need to be made with good intentions, not malice.

Council Protocol

A statement made outside a Council or Committee meeting will not be protected by qualified privilege, but may be protected under the Defamation Act 2005.

Councillors need to be guided by their own legal advice on defamation issues.

OLG Practice Note 16/2009 – Pgs 19/20

PART 9 – ADJOURNMENT OF MEETINGS

9.1 Motion to adjourn meeting

1 An adjournment of a meeting means a postponement of a meeting. No meeting can be postponed without first being held. Thus in order to postpone a meeting, the meeting must first be held and then adjourned.

2 A Councillor may move a procedural motion 'that the meeting be adjourned'.

3 This has the effect of stopping further debate for the time being.

4 The motion and any subsequent amendment must be seconded before being put to the vote.

5 Discussion can take place in order.

6 The mover of the motion must wait until the speaker/s has finished before speaking to the motion.

7 No further debate on the motion is permitted.

DMB Pgs 21 & 52

9.2 Amendment to adjourn meeting motion

Amendments to the motion are permitted, but only to the extent that they relate to the time, place and date of the adjourned meeting.

DMB Pg 52

9.3 Reconvening an adjourned meeting

1 The notice of meeting provisions do not apply to a reconvened meeting. However as a matter of practicality it is desirable to give notice of the date, time and place of the adjourned meeting.

2 Once a date and time have been fixed and notice of the adjourned meeting has been given, there is no power to refix the date and time of the adjourned meeting.

3 An adjourned meeting is not a new meeting but, when it is resumed, simply a continuation of the original meeting.

DMB Pgs 21-22

4 Only business already on the Agenda for the adjourned meeting can be dealt with at a reconvened meeting except for business of great urgency raised in accordance with Clause 4.7 (1) of this Code.

OLG Practice Note 16/2009 – Pg 31

PART 10 – CLOSED MEETINGS

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10.1 Motion to close part of a meeting

A Council, or a Committee of Council of which all the members are Councillors, may close to the public so much of the meeting as comprises:

a the discussion of any of the matters listed in Clause 10.2 of this Code; or

b the receipt or discussion of any of the information so listed.

LGA 10A (1)

10.2 Grounds to close a meeting or part of a meeting

1 The matters and information referred to in Clause 10.1 of this Code are the following:

a personal matters concerning particular individuals (other than Councillors);

b the personal hardship of any resident or ratepayer;

c information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business;

d commercial information of a confidential nature that would, if disclosed:

- prejudice the commercial position of the person who supplied it; or
- confer a commercial advantage on a competitor of the Council; or
- reveal a trade secret;

e information that would, if disclosed, prejudice the maintenance of law;

f matters affecting the security of the Council, Councillors, Council staff or Council property;

g advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege;

h information concerning the nature and location of a place or an item of Aboriginal significance on community land; and

i alleged contraventions of any Code of Conduct requirements applicable under section 440.

2 Council, or a Committee of the Council of which all the members are Councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

LGA 10A (2)-(3)

10.3 Limitations to closing meetings

A meeting is not to remain closed during the discussion of anything referred to in Clause 10.2 (1):

a except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security; and

b if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

LGA 10B (1)

10.4 Discussion of legal matters

A meeting is not to be closed during the receipt and consideration of information or advice referred to in Clause 10.2 (1) (g) of this Code unless the advice concerns legal matters that:

a are substantial issues relating to a matter in which the Council or Committee is involved; and

b are clearly identified in the advice; and

c are fully discussed in that advice.

LGA 10B (2)

10.5 Motion to close other parts of a meeting

If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in Clause 10.2 (2) of this Code), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in Clause 10.2 (1) of this Code).

LGA 10 B (3)

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10.6 Matters of public interest

For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

a a person may misinterpret or misunderstand the discussion; or

b the discussion of the matter may:

- cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council; or
- cause a loss of confidence in the Council or Committee.

LGA 10B (4)

10.7 Departmental guidelines

In deciding whether part of a meeting is to be closed to the public, the Council or Committee concerned must have regard to any relevant guidelines issued by the Director General.

LGA 10B (5)

10.8 Notice of closure not required in urgent cases

Part of a meeting of Council or of a Committee of the Council of which all the members are Councillors may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:

a it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in Clause 10.2 (1) of this Code; and

b the Council or Committee, after considering any representations made under Clause 10.9 of this Code, resolves that further discussion of the matter:

i should not be deferred (because of the urgency of the matter); and

ii should take place in a part of the meeting that is closed to the public.

LGA 10C

10.9 Representations by members of the public before a meeting is closed

1 A Council, or a Committee of a Council of which all members are Councillors, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

LGA 10A (4)

2 A representation at a Council meeting by a member of the public as to whether a part of a meeting should be closed to the public can only be made for a fixed period immediately after the motion to close the part of the meeting is moved and seconded.

3 That period is as fixed in Clause 10.9 (4) of this Code. Different periods can be fixed according to the different types of matters to be discussed or received and discussed at closed parts of meetings.

Reg 252

4 A maximum period of ten minutes has been allocated by Council, or a Committee of Council, to allow for the verbal receipt of representations as to whether a part of a meeting should be closed to the public, immediately after the motion to close the part of the meeting is moved and seconded. Individual verbal presentations can only be made for a maximum of five (5) minutes.

Council Resolution – Min 94 of 14/4/98

10.10 Minutes to specify grounds for closing meetings

1 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.

2 The grounds must specify the following:

a the relevant provision of Clause 10.2 (1) of this Code;

b the matter that is to be discussed during the closed part of the meeting;

c the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a

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resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

LGA 10D

A Motion could look like:

"Moved Councillor X, seconded Councillor Y, that the meeting is closed during the discussion of the matter 'Item 1: Annual Tenders for Goods and Services' in accordance with 10.2 (1) (c) of this Code on the basis that:

- the discussion of the matter in an open meeting could prejudice the commercial position of tenderers; and
- on balance, the public interest in preserving the confidentiality of commercial information supplied by tenderers outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in an open meeting."

OLG Practice Note 16/2009 – Pg 45

10.11 Public attendance at closed council meeting

1 Council is able to invite members of the public to address Closed Council meetings on specific matters where it is necessary for the provision of advice. Invited members would be required to leave the meeting prior to voting being undertaken on the matter.

2 In undertaking such action Council needs to be mindful that invitations may affect its appearance of impartiality and improper conduct in a matter.

3 All persons invited to a Closed Council meeting in accordance with this Clause are subject to the non-disclosure provisions of section 664 of the Act.

OLG Practice Note 16/2009 - Pg 47

10.12 Conclusion of closed meeting

At the conclusion of business in Closed Council, Council must resolve that the meeting be open to the public.

OLG Practice Note 16/2009 - Pg 47

10.13 Resolutions to be made public

If a Council passes a resolution during a meeting, or part of a meeting, that is closed to the public, the Chairperson must make the resolution public as soon as practicable after the meeting or part of the meeting has ended.

Reg 253

10.14 Adoption of closed council resolutions in open council

Council is not required to re-make the resolutions made in Closed Council when reverting back to Open Council.

The only matters a Council would adopt are the recommendations made by the Committee of the Whole or recommendations of another Council Committee.

OLG Practice Note 16/2009 - Pg 46

PART 11 – VOTING

11.1 Voting entitlements of Chairperson and Councillors

1 Each Councillor is entitled to one vote.

2 However, the person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

LGA 370

11.2 Method of voting at Council meetings

Voting at a Council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices, by show of hands or such other electronic means as determined by Council). However, the Council may resolve that the voting in any election by Councillors for Deputy Mayor is to be by secret ballot.

Reg 251 (5)

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11.3 Failure to vote on a motion

A Councillor who is present at a meeting of a Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

Reg 251 (1)

11.4 Record of voting

1 For all motions on the agenda and business paper Council will record the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion with the exception of Procedural Motions.

2 This Clause extends to a meeting or part of a meeting that is closed to the public.

3 Council will record all voting in a voting register available on its website at www.wollongong.nsw.gov.au.

Council Protocol and LGA 375A

PART 12 – DECISIONS OF COUNCIL

12.1 What constitutes a decision of Council

A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

LGA 371

12.2 Invalidation of Council and Committee decisions

Proceedings at a meeting of a Council or a Council Committee are not invalidated because of:

a a vacancy in a civic office; or

b a failure to give notice of the meeting to any Councillor or Committee member; or

c any defect in the election or appointment of a Councillor or Committee member; or

d a failure of a Councillor or Committee member to disclose a pecuniary interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council meeting in accordance with section 451 of the Local Government Act or

e a failure to comply with the Code of Meeting Practice.

LGA 374

12.3 Rescinding or altering Council resolutions

The intention here is that the later resolution replaces the earlier one.

OLG Practice Note 16/2009 – Pg 38

1 A resolution passed by a Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with regulations made under section 360 of the Local Government Act and Council's Code of Meeting Practice.

Note – The effect of this is that items are not able to be 'recommitted'.

2 If Notice of Motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note – Council is not able to 'recommit' an item at the same Council meeting at which the resolution was carried.

The only means of doing this is to lodge a Rescission Motion, signed by three Councillors and for Council to resolve to deal with the Rescission Motion at that meeting.

3 If a motion has been negatived *(lost)* by a Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with Council's Code of Meeting Practice.

4 A Notice of Motion to alter or rescind a resolution and a Notice of Motion which has the same effect as a motion which has been negatived by the Council, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was negatived, as the case may be.

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5 If a motion to alter or rescind a resolution has been negatived or if a motion which has the same effect as a previously negatived motion is negatived, no similar motion may be brought forward within three (3) months. This Clause may not be evaded by substituting a motion differently worded but in principle the same.

6 A motion to which this section applies may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

7 The provisions of this section concerning negatived motions do not apply to motions of adjournment.

LGA 372

12.4 Rescinding or altering part of a Council resolution

While not specifically covered in section 372 of the Act, it would appear that a Council could rescind part of a resolution (without rescinding the whole resolution). This view would be subject to any determination of a Court.

OLG Practice Note 16/2009 - Pg 41

12.5 Dealing with rescission motions

Resolutions may be rescinded or altered in accordance with the following guidelines:

1 A 'Notice of Motion to Rescind' given at the same Council or Committee meeting at which the original resolution proposed to be rescinded was carried will be –

a In writing addressed to the General Manager and be signed by at least three (3) Councillors.

b Handed to the General Manager during the course of the meeting.

c Any such 'Notice of Motion to Rescind' will, when handed to the General Manager, be examined by the General Manager who will assess whether it is in order having regard to this Clause.

d Where any such 'Notice of Motion to Rescind' is considered by the General Manager to be in order in terms of this Clause, the Chairperson will as soon as practicable during the course of the meeting announce that such Notice of Motion has been received. In doing so, the Chairperson will invite special attention to the resolution proposed to be rescinded and will seek the leave of Council or the Committee, as the case may be, to have the full contents of the document read to the meeting by the General Manager.

e Consideration will then be given to and a determination made in respect of the question as to whether the 'Notice of Motion to Rescind' is to be dealt with at the current meeting or the next Council meeting.

2 A 'Notice of Motion to Rescind' lodged after the meeting at which the original resolution proposed to be rescinded was carried, will in all instances be considered at the next meeting of Council. In such circumstances no further action to carry the original resolution into effect may be taken (unless already implemented) until the Notice of Rescission has been dealt with.

Council Resolution - Min 178 of 28/6/06

PART 13 – COMMITTEES OF COUNCIL

13.1 Committee of Council

A Council may resolve itself into a Committee to consider any matter before the Council.

LGA 373

This refers to a 'Committee of the Whole' which is a Committee of Council comprised of all Councillors.

13.2 Committee of the Whole

1 This Policy applies to the conduct of a meeting of Council when in 'Committee of the Whole', except the provision limiting the number and duration of speeches.

2 The General Manager or Public Officer is responsible for reporting to the Council any recommendations from the 'Committee of the Whole'.

3 Any recommendations of the Committee must be recorded in the Council's minutes. The Council must move a motion to adopt the report of the Committee.

Reg 259

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13.3 Council may establish committees

1 A Council may by resolution establish such Committees as it considers necessary.

2 Such a Committee is to consist of the Lord Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

3 In electing Committee members, a Councillor may be nominated or elected in his or her absence.

OLG Practice Note 16/2009 – Pg 53

4 The quorum for a meeting of such a Committee is to be –

a such number of members as the Council decides; or

b if the Council has not decided a number – a majority of the members of the Committee.

Reg 260

5 If a Council Committee consists of Councillors only, the relevant meeting provisions of the Local Government Act, the Regulation and this Code of Meeting Practice govern its procedure.

OLG Practice Note 16/2009 – Pg 54

Note – In almost all cases, reference to Council Committees in the Act specifically state, 'a Committee of which all the members are Councillors'. These can be 'Committees of the Whole' (that is all Councillors including the Lord Mayor only), or a Committee established under Clause 260 of the Reg (that is the Lord Mayor and some Councillors only).

Sections 355(b) and 376(2) of the Act refer to Committees whose members include people who are not Councillors.

OLG Practice Note 16/2009 – Pg 53

13.4 Functions of committees

A Council must specify the functions of each of its Committees when the Committee is established, but may from time to time amend those functions.

Reg 261

Committees of Council comprised of Councillors only may have specific functions delegated to them by Council. Council may also be supported by Liaison and Advisory Committees which comprise Councillor and external membership and act in an advisory capacity.

Council Protocol

13.5 Notice of committee meetings to be given

1 The General Manager of the Council must send to each Councillor, at least three (3) days before each meeting of the Committee, a notice specifying:

a the time and place at which and the date on which the meeting is to be held; and

b the business proposed to be transacted at the meeting.

2 However, notice of less than three (3) days may be given of a Committee meeting called in an emergency.

Reg 262

13.6 Non-members entitled to attend committee meetings

1 A Councillor who is not a member of a Committee of a Council is entitled to attend and speak at a meeting of the Committee.

2 However, the Councillor is not entitled:

a to give notice of business for inclusion in the agenda for the meeting; or

b to move or second a motion at the meeting; or

c to vote at the meeting.

Reg 263

13.7 Chairperson and Deputy Chairperson of Committees

1 The Chairperson of each Committee of the Council must be:

a the Lord Mayor; or

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b if the Lord Mayor does not wish to be the Chairperson of a Committee – a member of the Committee elected by the Council; or

c if the Council does not elect such a member – a member of the Committee elected by the Committee.

2 Council may elect a member of a Committee of the Council as Deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson.

3 If neither the Chairperson nor the Deputy Chairperson of a Committee of the Council is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be acting Chairperson of the Committee.

4 The Chairperson is to preside at a meeting of a Committee of the Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the Deputy Chairperson is able or willing to preside the acting Chairperson is to preside at the meeting.

Reg 267

13.8 Voting procedure in committees

1 Subject to subclause (3), each Committee of the Council may regulate its own procedure.

2 Without limiting subclause (1), a Committee of the Council (consisting of Councillors only) may decide that, whenever the voting on a motion put to a meeting of the Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote. Without such a decision of the Committee, a casting vote cannot be exercised by the Chairperson.

3 Voting at a Committee meeting is to be by Open means (such as on the voices, by show of hands or such other electronic means as determined by Council).

Reg 265

4 For all motions and recommendations on a Committee agenda and business paper the names of those Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion will be recorded.

This Clause extends to a Committee meeting or part of a Committee meeting that is closed to the public.

Council Protocol and LGA 375A

13.9 Absence from committee meetings

1 A member (other than the Lord Mayor) ceases to be a member of a Committee if the member:

a has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or

b has been absent from at least half of the meetings of the Committee held during the immediately preceding year (beginning 1 July and ending 30 June) without having given to the Committee acceptable reasons for the member's absences.

2 Subclause (1) does not apply if all of the members of the Council are members of the Committee.

Reg 268

13.10 Reports of committees

1 If in a report of a Committee of the Council distinct recommendations are made, the decision of the Council may be made separately on each recommendation.

2 The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council.

3 If a Committee of a Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the Chairperson must:

a make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and

b report the resolution or recommendation to the next meeting of Council.

Reg 269

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13.11 Disorder in committee meetings

The provisions of this Code relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council.

Reg 270

13.12 Certain persons may be expelled from committee meetings

1 If a meeting or part of a meeting of a Committee of a Council is closed to the public in accordance with Clause 10.1 of this Code, any person who is not a Councillor may be expelled from the meeting as provided by Clause 2.7 (2) of this Code.

2 If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer or any person authorised for the purpose by the Council, Committee or person presiding, may, by using only such force as is necessary, remove the first mentioned person from that place and, if necessary, restrain that person from re-entering that place.

Reg 271

13.13 Committees to keep minutes

1 Each Committee of a Council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, a Committee must ensure that the following matters are recorded in the Committee's minutes –

a details of each motion moved at a meeting and of any amendments moved to it;

b the names of the mover and seconder of the motion or amendment;

c whether the motion or amendment is passed or lost;

Reg 266

d the names of the Councillors who supported the motion and those who opposed (or are taken to have opposed) the motion.

Council Protocol

2 As soon as the minutes of an earlier meeting of a Committee of the Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

Reg 266

3 There is nothing to stop a Council from considering and adopting the recommendations of a Committee before the Committee's minutes are confirmed.

OLG Practice Note 16/2009 – Pg 56

PART 14 – MINUTES AND ACCESS TO INFORMATION

14.1 Minutes of council meetings

1 The Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council.

2 The minutes must, when they have been confirmed at a subsequent meeting of the Council (being the next ordinary meeting of the Council), be signed by the person presiding at that subsequent meeting.

LGA 375

14.2 Matters to be included in the minutes of council meetings

The General Manager must ensure that the following matters are recorded in the Council's minutes:

a details of each motion moved at a Council meeting and of any amendments moved to it;

b the names of the mover and the seconder of each motion or amendment;

c whether the motion or amendment is passed or lost;

Reg 254 (a)-(c)

d the circumstances and reasons relating to the absence of a quorum together with the names of the councillors present;

Reg 233 (3)

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e the dissenting vote of a councillor, if requested;

Reg 251 (2)

f the names of the councillors who supported the motion and those who opposed (or are taken to have opposed) the motion;

Council Protocol and Reg 251 (4)

g the grounds for closing part of a meeting to the public;

LGA Sec10D

h the report of a Council committee leading to a rescission or alteration motion;

LGA 372 (6)

i the disclosure to a meeting by a councillor of a pecuniary interest;

LGA 453

j a report of the proceedings of the committee of the whole, including any recommendations of the committee;

Reg 259 (3)

k sufficient detail to indicate the nature of any resolution made in a closed part of a meeting.

OLG Practice Note 16/2009 – Pg 45

14.3 Recording of Council and committee meetings

1 A person may record the proceedings of a meeting of the Council or a Committee of the Council only with the authority of the Council or Committee.

2 A person may, as provided by Clause 2.7 (2) of this Code, be expelled from a meeting of a Council or a Committee of a Council by the Chairperson for using or having used a recording device in contravention of this Clause.

3 If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and if necessary restrain that person from re-entering that place.

4 In this Clause, recording includes audio or visual recording.

Reg 273

5 Video and audio of full Council meetings will be streamed live through Council's website.

6 Copies of the video and audio recording of full Council meetings will be made available to the public for viewing on Council's website, as soon as practicable following the date of a meeting.

Council Protocol

14.4 Inspection of the minutes of a Council or committee meeting

1 An inspection of the minutes of a Council or Committee of a Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes.

2 The General Manager must ensure that the minutes of the Council and any minutes of a Committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

Reg 272

Note – The Government Information (Public Access) Act 2009 confers a right (restricted in the case of closed parts of meetings) to inspect the minutes of a meeting of Council or Committee of a Council.

The Minutes of a meeting of Council or a Committee of Council (in which all members are Councillors) will be made available on Council's website at www.wollongong.nsw.gov.au as soon as practicable.

14.5 Disclosure and misuse of information

1 A person must not disclose any information obtained in connection with the administration or execution of the Local Government Act unless that disclosure is made:

a with the consent of the person from whom the information was obtained; or

b in connection with the administration or execution of the Local Government Act; or

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c for the purposes of any legal proceedings arising out of the Local Government Act or of any report of any such proceedings; or

d in accordance with a requirement imposed under the Ombudsman Act, 1974 or the Government Information (Public Access) Act 2009; or

e with other lawful excuse.

LGA 664

2 In particular, if part of a meeting of a Council or a Committee of a Council is closed to the public in accordance with Part 10 of this Code, a person must not, without the authority of the Council or the Committee, disclose (otherwise than to the Council or a Councillor of the Council) information with respect to the discussion at, or the business of, the meeting except where:

a the report is a report of a Committee of Council which has been presented to the Council; or

b any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with Government Information (Public Access) Act 2009; or

LGA 664

c disclosure is made in circumstances prescribed by the Regulations. This includes any disclosure made with the intention of enabling the Minister or the Director General to properly exercise the functions conferred or imposed on them by or under the Act.

Reg 412

3 A person acting in the administration or execution of the Local Government Act must not use, either directly or indirectly, information acquired by the person in that capacity, being information that is not generally known, for the purpose of gaining either directly or indirectly a financial advantage for the person, the person's spouse or de facto partner or a relative of the person.

4 A person acting in the administration or execution of the Local Government Act, and being in a position to do so, must not, for the purpose of gaining either directly or indirectly an advantage for the person, the person's spouse or de facto partner or a relative of the person, influence:

a the determination of an application for an approval; or

b the giving of an order.

LGA 664

PART 15 – CUSTODY AND USE OF COUNCIL SEAL

1 The seal of Council must be kept by the Lord Mayor or the General Manager, as the Council determines.

2 The seal of a Council may be affixed to a document only in the presence of:

a the Lord Mayor and the General Manager; or

b at least one (1) Councillor (other than the Lord Mayor) and the General Manager; or

c the Lord Mayor and at least one (1) other Councillor; or

d at least two (2) Councillors other than the Lord Mayor.

3 The affixing of a Council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in subclause (2)) attest by their signatures that the seal was affixed in their presence.

4 The seal of a Council must not be affixed to a document unless:

a the document relates to the business of Council; and

b Council has resolved (by resolution specifically referring to the document) that the seal be so affixed.

5 A document which is in the nature of a reference or certificate of service for an employee of the Council is a document which does not relate to the business of Council and is not entitled to have the seal of a Council affixed.

Reg 400

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CODE OF MEETING PRACTICE

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Governance and Information
Date adopted by Council	
Date of previous adoptions	24 August 2015, 28 January 2014, 28 May 2012, 26 July 2011, 25 March 2008, 26 June 2006, 9 May 2006, 27 October 2003, 25 February 2002, 17 April 2000, 1 September 1999, 28 September 1998, 14 April 1998, 9 February 1998
Date of next review –	November 2020
Legislative or other requirement for review	Preparation of draft Code, public notice and exhibition period LGA 1993 s361
Responsible Manager	General Counsel
Authorised by	Manager Governance and Information

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PUBLIC ACCESS FORUM
COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

This policy has been developed in order to complement public consultation and contribution to the decision making of Council to enhance the quality of Council's decisions. Public Access Forums are encouraged and facilitated by this policy.

OBJECTIVE

The main objective of this policy is to provide members of the community with the opportunity to address Councillors on matters falling within the jurisdiction and Charter of Council as outlined in the Local Government Act 1993, with the exception of development applications which are undetermined, or have been the subject of official consultation forums.

The Public Access Forum seeks to:

1 Improve communication between Council and its residents;

2 Establish processes and to ensure consistency in relation to the procedures for determining applications for the Forum;

3 Assist Council in its decision making processes;

4 Provide an opportunity for members of the community to raise relevant issues with Council in a formal meeting environment; and

5 Assist in demonstrating Council is an open and accessible organisation.

POLICY STATEMENT

Requests to address Council and the conduct of public addresses are to be in accordance with the terms contained in the accompanying Statement of Procedures.

Public Access Forums are to be conducted with reference to Council's Code of Meeting Practice and Codes of Conduct.

POLICY REVIEW AND VARIATION

1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.

2 This policy should be reviewed concurrently with the Code of Meeting Practice and placed on public exhibition for a period of not less than 28 days, prior to its adoption.

3 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

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PUBLIC ACCESS FORUM | COUNCIL POLICY

STATEMENT OF PROCEDURES

1 ELIGIBILITY CRITERIA

1.1 Applicants seeking to address Council meetings must meet one of the following criteria:

i a resident or owner of land within the City of Wollongong Local Government Area

ii a person or entity entitled to vote in the City of Wollongong under the Local Government Act, or where that voter is not a natural person, the nominee of the entity with its written authority

iii the nominee of an entity owning land, conducting a business or providing a service in the City of Wollongong Local Government Area

iv a duly appointed person including the legal, financial or town planning representative of any person or entity listed above with a matter before Council (written authority must be provided)

v a person or nominee of an organisation invited to speak by a Councillor and approved by the General Manager where that person has demonstrated expertise on an issue being considered by Council at that meeting, subject to the 30 minute/six speaker provision outlined in clause 4.1 of this policy.

vi a representative of a State or Federal Government Agency with a matter before Council.

2 APPLICATIONS

2.1 Applications may be made to address either Ordinary or Extraordinary meetings of Council.

2.2 Applications to address an Ordinary meeting of Council must

i be made in writing on the application form attached to this policy and be received by Council, no later than 12 noon on the working day prior to the day of the meeting. Applications received after this time will be refused.

ii state the name and address of the applicant, contact telephone number and the issue to be raised.

iii relate to a matter that falls within the jurisdiction and Charter of Council as outlined in the Local Government Act, 1993 or a report which is currently before Council for determination. Applications in respect of current meeting agenda items will be given priority.

2.3 Applications to address an Extraordinary meeting of Council, in addition to points (i) and (ii) above, must relate only to the business included in the Extraordinary meeting business paper.

2.4 The General Manager will:

i consider and determine applications received

ii have the discretion to approve additional applications in the event of there being more than the maximum number of applicants wishing to speak on current agenda and business paper items

iii have the discretion to vary the maximum number of speakers on a particular business paper item should the item be addressing an issue of significant community interest.

2.5 Councillors will be informed of applications not approved by the General Manager, with reasons why.

2.6 A list of applicants addressing the Public Access Forum, together any information provided on the subject of the briefing, is to be made available to Councillors prior to the Council meeting.

3 EXCLUSIONS

3.1 Addresses will not be permitted on:

i Issues relating to development applications which are in the process of being assessed and are undetermined, have been considered at an Independent Hearing and Assessment Panel meeting or are listed on the Council meeting agenda for determination. Further information in relation to forums for development applications can be accessed through the Development Assessment and Compliance Notification Policy and the Independent Hearing and Assessment Panel Policy

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ii Matters where there have been opportunities through Council-run engagement activities for community members to publicly address a formal Council or Agency hearing and have views recorded for public record. These opportunities would include but not be limited to public meetings, public hearings and meetings of the Independent Hearing and Assessment Panel

iii Any matter where the applicant has previously addressed Council on the same subject, as part of a Public Access Forum

iv Notices of Rescission

v Business paper items which have been 'laid on the table'

vi Procurement matters, such as formal tenders, quotations, expressions of interest, or calls for proposals.

vii Matters where legal action has been commenced involving Council or where Council is in receipt of, or has served:

- a Statement of Claim
- a Summons
- a Subpoena to attend Court or produce documents

viii Staff related matters.

4 CONDUCT OF PUBLIC ACCESS FORUM

4.1 The forum will be limited to a period of 30 minutes, with a maximum of six addresses per meeting subject to:

i Council having discretion to extend the allocated Forum time at any meeting, where it is considered appropriate to do so, by way of a Resolution of Council; and

ii the provisions of clause 2.4 of this policy.

4.2 Each speaker will be permitted to address Council on one or more business paper items, for a maximum total time of five (5) minutes.

4.3 During a speaker's address a short alarm will sound, indicating the speaker has 30 seconds remaining to conclude their address. After that alarm a second alarm will sound, and the Lord Mayor will advise the speaker their time has concluded.

4.4 Due to time constraints, speakers cannot use technology as part of their address, however, can distribute hard copies of information prior to the commencement of the meeting. The Minute Clerk can assist with the distribution of such information. Speakers are responsible for ensuring enough copies are provided for the Lord Mayor, each Councillor and the General Manager at a minimum.

4.5 There will be a maximum of two (2) speakers in support and two (2) speakers against a particular issue and groups are required to nominate a representative to speak on their behalf.

4.6 Speakers must only address the subject stated on their application.

4.7 Speakers must not debate the issue with Councillors or staff.

4.8 Councillors may ask questions of the speaker on a point of clarification only.

4.9 Speakers do not enjoy any protection from defamation arising from comments made during their address and should therefore refrain from making defamatory remarks or personal defamatory statements against any individual.

4.10 The Chairperson may order a person to cease speaking if they consider that the speaker is making inappropriate or offensive comments, is abusive, is making comments that are considered not in the public interest or is not complying with Council's Code of Meeting Practice.

4.11 If a speaker wilfully ignores a direction from the Chairperson, the speaker will not be entitled to speak at a Public Access Forum for a period of six months, or a further period as determined by the Chairperson in consultation with Councillors.

4.12 As a guide for applicants, most people speak at a rate of approximately 125 to 150 words per minute.

5 RESPONSES

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5.1 If the address relates to an agenda item the issue raised by the speaker may be dealt with when the particular agenda item is considered by Council.

5.2 No formal response will be provided to the applicant on any question or matter raised in their address. Speakers seeking a formal response from Council must put their request in writing, which will be responded to in line with Council's *Customer Service* policy.

6 MINUTES

The Minutes will record the name of the speaker and group represented (if applicable), the subject matter of the address and where it relates to a matter on the Agenda, whether the speaker was in favour or against the recommendation/s made in the report.

7 WEBCASTING

7.1 All Council meetings, including the Public Access Forum, are broadcast live via the internet. By attending a meeting, speakers and other persons consent to the possibility that their image may also be broadcast to the public.

7.2 Video and audio recordings of full Council meetings, including addresses made in Public Access Forums, will be made available to the public for viewing on Council's website, as soon as practicable following the date of a meeting.

7.3 Any personal or health information voluntarily disclosed by any person at a Council meeting may be broadcast live, held by Council as part of the official record of the Meeting, and made available to the public for later viewing.

8 REQUEST FOR PUBLIC ACCESS OUTSIDE SCOPE OF POLICY

Nothing in this policy prevents Council from resolving at a Council meeting to allow an application for Public Access Forum outside the scope of this policy.

9 RELATED POLICY

- Code of Conduct for Councillors
- Code of Meeting Practice
- Customer Service

10 RELATED LEGISLATION

- Local Government Act 1993

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PUBLIC ACCESS FORUM – APPLICATION FORM

(Applicants must meet one of the following Eligibility Criteria and read the Public Access Forum Policy prior to completing this form)

Note: Applications must be received by Council by 12 noon on the working day prior to the Council meeting

ELIGIBILITY CRITERIA

☐	A resident or owner of land within the City of Wollongong local government area.
☐	A person or entity entitled to vote in the City of Wollongong under the Local Government Act, or where that voter is not a natural person, the nominee of the entity with its written authority.
☐	The nominee of an entity owning land, conducting a business or providing a service in the City of Wollongong local government area.
☐	A duly appointed person including the legal, financial or town planning representative of any person or entity listed above with a matter before council (written authority must be provided).
☐	Any person or nominee of an organisation invited to speak by a Councillor and approved by the General Manager where that person has demonstrated expertise on an issue being considered by Council at that meeting.
☐	Any representative of a State or Federal Government Agency with a matter before Council.

In submitting this application, I understand and agree to abide by the conditions of the Public Access Forum Policy of Wollongong City Council. I also note that Council meetings are broadcast live via the internet and I consent to my image and address being broadcast to the public and any personal or health information I disclose during my address will be broadcast as part of the Council Meeting, with the broadcast stored and made available to the public for later viewing.

Council Meeting Date _____

Name of Applicant _____

Address _____

Telephone Number _____ Email _____

Name of Speaker _____

Organisation *(if applicable)* _____

Business Paper Item to be addressed: _____

Item No: _____ Subject: _____

☐ I SUPPORT the report's recommendation ☐ I DO NOT SUPPORT the report's recommendation

Other matter** to be addressed: _____

** Refer to 2.2 (iv) of the Public Access Forum policy for other relevant matters, which must be specified above.

This form may be lodged -

1 Via email to publicaccessforum@wollongong.nsw.gov.au
2 Delivered to the Information Desk, Ground Floor, Administration Building, 41 Burelli Street, Wollongong.

If you are not lodging your application via email, you will need to sign the form (below) before delivering it to Council's Information Desk on the Ground Floor, Administration Building, 41 Burelli Street, Wollongong. You can also post the form to Locked Bag 8821, Wollongong DC NSW 2500. If posting, you need to allow sufficient time for your application to be received by Council, before the close off time of 12 noon on the working day prior to the Council meeting.

Signature of Applicant _____ **Date:** _____

Signature not required when emailing document

Privacy Notification *(Privacy and Personal Information Protection Act 1998 – Section 10)*

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

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PUBLIC ACCESS FORUM | COUNCIL POLICY

OFFICE USE ONLY

Date and time application received by Council:		
Has the application been the subject of an official public consultative forum or prior address by the applicant to Council through the Public Access Forum?		
Recommendation to General Manager –		

Determination by **General Manager** Yes ☐ No ☐ _____

Date: _____ Signature: _____

Return to Corporate Support following determination by General Manager

Applicant advised by Phone ☐ Email ☐

Time: _____ Date: _____ Signature _____

Refer to Public Officer in case of any dispute/anomaly. Public Officer to hear dispute/liaise with applicant and list comments below:

_____
_____
_____
_____
_____
_____
_____
_____
_____

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PUBLIC ACCESS FORUM

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Governance and Information
Date adopted by Council	
Date of previous adoptions	24 August 2015, 11 November 2013, 26 March 2012, 24 May 2011, 28 October 2008
Legislative or Other requirement for review	Policy – concurrent with scheduled review of Code of Meeting Practice
Date of next review	March 2021
Prepared by	Manager Governance and Information
Authorised by	Director Corporate Services

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File: GI-40.01.231 Doc: IC17/695

ITEM 6 PROPOSED VOLUNTARY PLANNING AGREEMENT WITH UNIVERSITY OF WOLLONGONG

The University of Wollongong (UoW) have requested that Council enter into a planning agreement in relation to the carrying out of public domain works over the next 10 years in Keiraville.

It is recommended that Council exhibit the draft planning agreement for community comment and grant delegation to the General Manager to determine the planning agreement after consideration of any issues raised in submissions.

RECOMMENDATION

1 The draft planning agreement between UoW and Council for the carrying out of public domain works be exhibited for community comment for a minimum period of 28 days.

2 Delegation be granted to the General Manager to determine whether to enter into the planning agreement after consideration of any issues raised in submissions.

REPORT AUTHORISATIONS

Authorised by: David Farmer, General Manager

ATTACHMENTS

1 Draft UoW Planning Agreement (contains Schedule of Works and Dates for Delivery)

BACKGROUND

A planning agreement is entered into by Council and a developer where both parties see greater value than would be delivered by conventional payments under Section 94. This is normally achieved by the developer being able to achieve construction efficiencies on public infrastructure in conjunction with their development and/or providing a greater level of works than would be provided by a monetary contribution. The greater level of public works are generally selected to benefit both the project and the general public and can create a win/win outcome.

UoW is a significant contributor to the culture, life and economy of the Illawarra.

Its Keiraville Campus generates extensive traffic and pedestrian movement.

Over the next 10 years, the UoW Masterplan calls for significant building and investment, particularly on the Keiraville campus and in other areas nearby owned by UoW.

Under the *Environmental Planning and Assessment Act 1979* (NSW) ("the Act"), development by the University that requires development consent under Part 4 of the Act is relevantly a Crown development application.

The Act does not permit Council to refuse consent to a Crown development application, except with the approval of the relevant NSW Government Minister, or impose a condition on its consent to a Crown development application except with the approval of the University or the Minister.

Council has adopted a Contributions Plan under the Act (the Wollongong Section 94A Development Contributions Plan 2017). That Contributions Plan provides that a full exemption from payment of a monetary contribution under the Contributions Plan will be granted to, relevantly, UoW where a proposed development relates to facilities that are "directly required by the main function of the educational facility". A partial exemption is permitted under the Contributions Plan for developments that are not directly required by the main function of the educational facility but "will provide support to its main function, such as student accommodation, car park, sports facility, playground, food court, display facility, function centre, convention hall, auditorium, community centre".

Within the confines of the Act and Council's ability to impose conditions upon development applications from UoW, the Contributions Plan provides no exemption from development that is not directly required for the main function of the educational facility and/or has potential to create additional demand for public services and amenities.

The levy payable under the Contributions Plan is 1% of the proposed cost of carrying out the development.

The University currently has before Council development application DA-2017/376, seeking development consent for a proposed car park, riparian works and demountable buildings at the Keiraville Campus.

As part of that development application, UoW have offered to enter into a Voluntary Planning Agreement ("VPA") under the Act for the carrying out of the work described in the VPA, in lieu of any monetary contribution that it may have otherwise been required to pay to Council under the Act and Contributions Plan for the next 10 years.

The land the subject of the VPA is Lot 2 DP252694, otherwise known as Kooloobong Oval, as well as public roads known as Northfields Avenue and Robsons Road, Keiraville.

PROPOSAL

The draft VPA (attachment 3) proposes that UoW carry out the following work, at the identified estimated costs and delivery dates set out below:

	Project	Estimated Cost for Developer	Description	Delivery Date (by end of Financial year Shown)
1	Kooloobong Ovals Upgrade	$3,265,000	Redevelop both fields for high intensity usage. Includes synthetic playing surfaces, fencing, lighting, seating and amenities upgrades.	2019/20
2	Pedestrian Crossing Upgrades	$100,000	Convert existing pedestrian blisters into pedestrian refuge crossing facilities for safer pedestrian movement.	2021/22
3	Footpath Upgrades	$400,000	Upgrade sections of existing footpath on northside of Northfields Avenue and install a new footpath along the southside from Botanic Gardens entrance westward to Robsons Road intersection.	2022/23
4	Retaining Wall Replacement	$160,000	Replace existing timber retainers with quality masonry retaining wall along northside of Northfields Avenue at eastern end.	2023/24
5	Avenue Tree Plantings	$100,000	Plant suitable trees for 'avenue' amenity along southside footpath of Northfields Avenue including tree protection.	2024/25
6	Precinct Entry Statements	$525,000	Install 'entry statement' landscaping, sculpture and paving treatments at both ends of Northfields Avenue (Irvine Street and Robsons Road intersections).	2024/25

	Project	Estimated Cost for Developer	Description	Delivery Date (by end of Financial year Shown)
7	Intersection Upgrade	$500,000 (Half Cost with Council– Total $1M)	Improve operation of existing intersection subject to and consistent with traffic studies and analysis undertaken by Council.	2020/21
8	Robsons Road Drainage Works	$500,000	Upgrade Robsons culvert drainage to reduce flooding impacts to the road and the western part of the campus, whilst ensuring no greater impacts downstream of the culvert.	2019/20
9	Undergrounding Power Lines	$1,500,000	Installation of existing overhead high voltage and low voltage power lines along the northside of Northfields Avenue between the UOW Western Entry and Robsons Road. Install new LED street lighting to P2 lighting level.	2026/26
	Totals	**$7,050,000**		

Once executed, the VPA would permit UoW to implement its Masterplan (as amended from time to time) for the next 10 years without any necessity to pay monetary contributions to Council.

Separate from the VPA, the existing Licence to utilise Kooloobong Ovals will be extended. That proposed licence will subsist for 20 years but, as a licence, will still enable other community groups to utilise the ovals from time to time. The surface improvements proposal will allow a greater level of use of the fields and provide a benefit to the broader community given the growing demand for access to playing fields in central areas.

The draft VPA will benefit Council and the Community, as well as provide a benefit to the presentation of the streetscape of Northfields Avenue, with consequential benefits to UoW. It is recommended that the draft VPA be exhibited for community input.

CONSULTATION AND COMMUNICATION

If Council endorses the VPA, it will be exhibited for community input for a minimum period of 28 days.

INTERNAL CONSULTATION

Consultation with Council Officers, Environment & Strategy, Drainage & Infrastructure and Works have occurred as part of the existing associated development application and the proposed VPA. Subject to the terms of the VPA remaining as per the draft, no concerns have been raised.

PLANNING AND POLICY IMPACT

Wollongong Community Strategic Plan 2022.

This report contributes to the Wollongong 2022 objective, the sustainability of our environment is improved under the Community Goal "we value and protect our environment".

FINANCIAL IMPLICATIONS

The draft VPA provides for the 9 sets of works at a total estimated cost of $7,050,000 over the next 10 years.

By contrast a 1% levy, even if imposed upon all works carried out under the UoW Masterplan for the next 10 years, would not raise a similar amount.

Council is also continuing to invest significantly towards new assets and maintenance in the Keiraville/Gwynneville precinct. That actual program for capital and maintenance will be clearer once the Keiraville/Gwynneville Access and Movement Strategy (likely June 2018), Botanic Gardens Masterplan and Beaton Park Masterplan are finalised.

CONCLUSION

UoW have lodged a draft Voluntary Planning Agreement with Council or public domain works. If executed, the VPA would require UoW to carry out the identified public domain works in accordance with Council's designs and approvals within the next 10 years.

Over the next 10 years of the UoW Masterplan, no monetary contributions would be levied by Council.

It is recommended that Council endorse the VPA for exhibition to enable community comment, and then delegate to the General Manager the determination to enter into the VPA after exhibition has closed.

VOLUNTARY PLANNING AGREEMENT

Wollongong City Council

and

University Of Wollongong

WOLLONGONG CITY COUNCIL
41 Burelli Street, Wollongong NSW 2500
Locked Bag 8821, Wollongong DC NSW 2500
Tel: 02 4227 7111
Fax: 02 4227 7277
Web: www.wollongong.nsw.gov.au
ABN: 63 139 525 939 – GST Registered

VOLUNTARY PLANNING AGREEMENT

DATE [DATE]

PARTIES **WOLLONGONG CITY COUNCIL** of 41 Burelli Street, Wollongong in the State of New South Wales (**Council**)

UNIVERSITY OF WOLLONGONG of Northfields Avenue, Wollongong in the State of New South Wales (**Developer**)

BACKGROUND

1. The Council is the registered proprietor of the Land.
2. The Developer has made a Development Application with Council.
3. The Developer has offered to provide the Contributions.

OPERATIVE PROVISIONS

1. DEFINITIONS

The following definitions apply unless the context otherwise requires:

Act	means the *Environmental Planning and Assessment Act 1979* (NSW).
Assign	as the context requires refers to any assignment, sale, transfer, disposition, declaration of trust over or other assignment of a legal and/or beneficial interest.
Authority	means (as appropriate) any: (1) federal, state or local government; (2) department of any federal, state or local government; (3) any court or administrative tribunal; or (4) statutory corporation or regulatory body.
Claim	against any person any allegation, action, demand, cause of action, suit, proceeding, judgement, debt, damage, loss, cost, expense or liability howsoever arising and whether present or future, fixed or unascertained, actual or contingent whether at law, in equity, under statute or otherwise (but excludes consequential loss and special loss).
Complete, Completed Completion	means completed in accordance with the requirements of this document.
Contribution Value	means, with respect to each Item of Work, the Development Cost of that Item of Work determined in accordance with clause 6.7.

VOLUNTARY PLANNING AGREEMENT

Contributions	means the provision of the Works by the Developer in accordance with this document.
Defects Liability Period	means the period commencing on Completion of an Item of Work and expiring twenty-four (24) calendar months later.
Designated Land	means that part of the Land identified on the plan attached as Schedule 3.
Development	means the proposed development shown on the University Of Wollongong Masterplan dated August 2016 (as amended from time to time) and attached as Schedule 4 to this agreement.
Development Approval	means any development consent issued to the Developer subsequent to the grant of the Development Consent.
Development Application	means the development application lodged by the Developer with Council and assigned the designation DA-2017/376,
Development Consent	means a development consent issued under the Act with respect to the Development Application.
Development Cost	means in relation to an Item of Work: the construction costs of that item; any costs incurred under a building contract in relation that item; any costs or expenses payable to an Authority in relation that item.
Encumbrance	means an interest or power: (1) reserved in or over an interest in any asset; (2) created or otherwise arising in or over any interest in any asset under any mortgage, charge (whether fixed or floating), pledge, lien, hypothecation, title retention, conditional sale agreement, hire or hire purchase agreement, option, restriction as to transfer, use or possession, easement, subordination to any right of any other person and any other encumbrance or security interest, trust or bill of sale; or (3) by way of security for the payment of a debt or other monetary obligation or the performance of any obligation.
EPA	means the NSW Environment Protection Authority.
GST Law	means *A New Tax System (Goods and Services Tax) Act 1999* (Cth) and any other Act or regulation relating to the imposition or administration of the goods and services tax.
Item of Work	means an individual item of the Works as set out in Schedule 3.
Land	means the whole of the land contained in Folio Identifier 2/252694 as well as public roads known as Northfields Avenue and Robsons Road Keiraville.
Law	means all legislation, regulations, by-laws, common law and other binding order made by any Authority.
Occupation Certificate	means an occupation certificate as defined in s109C(1)(c) of the Act.
Planning Legislation	means the Act, the *Local Government Act 1993* (NSW) and the *Roads Act 1993* (NSW).

Quantity Surveyor	selected and appointed by Council from a list of Quantity Surveyors recommended by the Developer all of whom must be members of Panels for the NSW Department of Commerce or Local Government Procurement.
Requirements and Objectives	will generally include reference to the following documents (as amended or updated from time to time): City Centre Public Domain Technical Manual Wollongong City Council Standard Engineering Drawings Wollongong Development Control Plan 2009 Chapter E13 - Floodplain Management Chapter E14 – Stormwater Management Chapter E6 – Landscaping Chapter E17 – Preservation & Management of Trees & Vegetation
Subdivision Certificate	means a subdivision certificate as defined in s109C(1)(d) of the Act.
Works	means the works specified or described in Schedule 1.

2. INTERPRETATION

The following rules of interpretation apply unless the context requires otherwise:

clauses, annexures and schedules	a clause, annexure or schedule is a reference to a clause in or annexure or schedule to this document.
reference to statutes	a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them.
singular includes plural	the singular includes the plural and vice versa.
person	the word "person" includes an individual, a firm, a body corporate, a partnership, joint venture, an unincorporated body or association or any government agency.
executors, administrators, successors	a particular person includes a reference to the person's executors, administrators, successors, substitutes (including persons taking by novation) and assigns.
dollars	Australian dollars, dollars, $ or A$ is a reference to the lawful currency of Australia.
calculation of time	if a period of time dates from a given day or the day of an act or event, it is to be calculated exclusive of that day.
reference to a day	a day is to be interpreted as the period of time commencing at midnight and ending 24 hours later.
reference to a group of persons	a group of persons or things is a reference to any two or more of them jointly and to each of them individually.
meaning not limited	the words "include", "including", "for example" or "such as" are not used as, nor are they to be interpreted as, words of limitation, and, when introducing

	an example, do not limit the meaning of the words to which the example relates to that example or examples of a similar kind.
next day	if an act under this document to be done by a party on or by a given day is done after 4.30pm on that day, it is taken to be done on the next day.
next Business Day	if an event must occur on a stipulated day which is not a Business Day then the stipulated day will be taken to be the next Business Day.
time of day	time is a reference to Sydney time.
headings	headings (including those in brackets at the beginning of paragraphs) are for convenience only and do not affect the interpretation of this document.
agreement	a reference to any agreement, Agreement or instrument includes the same as varied, supplemented, novated or replaced from time to time.
Gender	a reference to one gender extends and applies to the other.

3. OPERATION

3.1 Planning Agreement

This document is a planning agreement:

(1) Within the meaning set out in s93F of the Act; and

(2) Governed by Subdivision 2 of Division 6 of Part 4 of the Act.

3.2 Application

This document applies to both the Land and the Development.

3.3 Operation of document

(1) Subject to paragraph (2), this document operates from the date it is executed by both parties.

(2) The following clauses of this document will only operate if and when Council grants Development Consent.

4. APPLICATION OF S94 AND S94A

4.1 Application

This document excludes the application of section 94 and section 94A of the Act to the Development.

5. PROVISION OF CONTRIBUTIONS

5.1 Works

The Developer, at its cost and with reasonable cooperation and assistance from Council, must:

(1) if necessary, obtain any consents, approvals or permits required by a relevant Authority, for the conduct of the Works;

(2) secure from Council approval for the design of the Works;

(3) carry out and complete each Item of Work by the time specified in Schedule 3;

(4) carry out and complete the Works:

(a) in accordance with the requirements of, or consents issued, by any Authority;

(b) in accordance with the detailed design approved by Council and any applicable Development Consent; and

(c) in a proper and workmanlike manner complying with current industry practice and standards, including applicable Australian standards.

5.2 Securing Council Approval

(1) In order to comply with clause 5.1(2) above, the Developer must:

(a) consult with Council as to its Requirements and Objectives for the Works;

(b) prepare and submit to Council a detailed design for the Works; and

(c) secure Council written agreement to that detailed design.

(2) Where Council advises the Developer it is not satisfied with the detailed design submitted, the Developer must revise the detailed design to respond to those reasons, and re-submit the design to Council.

(3) The process at (2) continues until the Developer has secured Council agreement to the detailed design required at clause 5.1(1).

5.3 Kooloobong Oval Upgrade

In relation to the Item of Work No. 1 in Schedule 1, the detailed design (and construction) of the upgrade must also include:

(a) All works to be design and constructed in accordance with relevant legislation, the BCA, Australian Standards, applicable guides, IFAB Laws of the Game, Football NSW Stadium Technical Requirements, Football NSW Competition Regulations and Football South Coast Competition Rules and Regulations as appropriate.

(b) The pitch shall achieve the FIFA Quality accreditation (Formerly 1 Star) to the FIFA Quality Manual (Current Edition). The pitch shall be certified by an independent test team.

(c) The field of play, technical area, lighting, player and other facilities (including dugouts) shall be in accordance with the Football NSW Stadium Technical Requirements.

(d) The sub-base and pavement shall be designed by suitably qualified and experienced civil engineer and shall incorporate the requirements and advice from the geotechnical engineer.

(e) Pitch and site drainage shall be considered in the design. The pitch shall be designed for a 1 in 10 year rain event of 20 minute duration.

(f) Sprinkling systems as required to cool synthetic fields.

(g) The sub-base and pavement shall be designed to satisfy in excess of 20 years play and must have the ability to withstand the daily use of pedestrians, motorised vehicles (ambulances, maintenance plant, cherry pickers etc) on a regular basis.

(h) An Electrical Engineering Consultant shall be engaged to assess the adequacy of the electrical supply to the site for the proposed and future upgrades. If upgrades are required, the designer shall liaise with and seek design certification from the Electrical Authority.

(i) Lighting shall be to semi-professional level – 200lux to all pitches. All lighting is to comply with AS2560.1, AS2560.2.3, AS4282, AS1158.3.1 and Football NSW – Football Lighting Guide.

(j) The lighting structures and footings are to be design by suitably qualified structural and geotechnical engineers. The lighting is to be design by a suitably qualified and experienced lighting designer.

(k) Lighting control gear shall be housed separately to distribution boards. On fields requiring multiple Lux levels, the switching shall allow selection of the required level, e.g. For a field requiring 50, 100 and 200 Lux lighting levels, switching shall allow selection of either 50, 100 or 200 Lux.

(l) All distribution boards shall be constructed in accordance with Council's Standard Distribution Board Specification.

(m) The pitches shall be surrounded by a 1.2m high spectator fence in accordance with AS1725.5, AS2423, AS1163, AS4792 as appropriate.

(n) Goalposts are to be in accordance with:

- FIFA Rules of the Game
- AS 4866.1 – 2007 Playing Field Equipment – Soccer Goals
- NSW Goalposts Safety Guide
- NSW Office of Fair Trading Act 1987

6 COMPLETION OF WORKS

6.1 Issue of Completion Notice

If the Developer considers that an Item of Work is Complete it must serve a notice (**Completion Notice**) on Council within fourteen (14) days of Completion of that item which:

(1) is in writing; and

(2) specifies the date on which the Developer believes the Works were Completed.

6.2 Notice by Council

Within the earlier of:

(1) seven (7) days of inspecting the Item of Work set out in a Completion Notice; and

(2) fourteen (14) days from the receipt of the Completion Notice,

Council must provide notice in writing to the Developer that the relevant Item of Work:

(3) has been Completed; or

(4) has not been Completed, in which case the notice must also detail:

(a) those aspects of the Item of Work which have not been Completed; and

(b) the work Council requires the Developer to carry out in order to rectify those deficiencies.

Council must act reasonably in exercising the functions under this clause 6.2.

6.3 Deemed Completion

If Council does not provide the Developer with notice within the time specified in clause 6.2, the Item of Work subject of a Completion Notice will be deemed to have been Completed on the date nominated in the Completion Notice.

6.4 Effect of Council notice

(1) Where Council serves notice on the Developer pursuant to clause 6.2(4), the Developer must:

(a) rectify the deficiencies in that item in accordance with that notice within a reasonable time (not being less than twenty-eight (28) days from the date it is issued by Council); or

(b) serve a notice on Council that it disputes the matters set out in the notice.

(2) Where the Developer:

(a) serves notice on Council in accordance with paragraph 6.4(1)(b) the dispute resolution provisions of this document apply; or

(b) rectifies the Works in accordance with paragraph 6.4(1)(a) it must serve upon Council a new Completion Notice for the Works it has rectified (**New Completion Notice**).

6.5 New Completion Notice

The provisions of clauses 6.1 to 6.4 (inclusive) apply to any New Completion Notice issued by the Developer.

6.6 Works as Executed

Where an Item of Work is Completed, the Developer must provide Council, within 14 days, plans that reflect the works as executed on the Land.

6.7 Value of Works

(1) Upon Completion of any Item of Work the Developer must provide Council with a certificate from a Quantity Surveyor in favour of both Council and the Developer as to the Development Cost of the relevant Item of Work.

(2) The determination of the Quantity Surveyor as to the Development Cost of an Item of Work is conclusive and binding on the parties except in the case of manifest error.

7 DEFECTS LIABILITY

7.1 Defects Notice

(1) Where any Item of Work is Complete but that item contains a defect which:

(a) adversely affects the ordinary use and/or enjoyment of that item; or

(b) will require maintenance or rectification works to be performed on it at some time in the future as a result of the existence of the defect,

(**Defect**) Council may issue a notice to the Developer (**Defects Notice**) concerning that Item of Work but only during the Defects Liability Period.

(2) A Defects Notice must contain the following information:

(a) the nature and extent of the Defect;

(b) the work Council reasonably requires the Developer to carry out in order to rectify the Defect; and

(c) the time within which the Defect must be rectified by the Developer (which must be a reasonable time and not less than twenty-eight (28) days).

(3) Despite anything in this document express or implied to the contrary, Council may only serve a total of two (2) Defects Notices on each Item of Work.

7.2 Developer to rectify Defects

(1) The Developer must rectify the Defects contained within a Defects Notice prior to the date specified in that notice.

(2) The Developer must follow the procedure set out in clause 6 in respect of the completion of the rectification of any Defect as if a reference in that clause to an Item of Work is a reference to the relevant Defect.

7.3 Access to Designated Land

If the Developer is required to access, use and occupy any part of the Designated Land for the purpose of discharging its obligations under this clause 7, Council will grant a fee free licence to the Developer:

(1) with respect to so much of the relevant Designated Land; and

(2) for such period,

that is reasonably necessary to allow the Developer to properly discharge those obligations.

7.4 Right of Council to step-in

Council may, at its absolute discretion, enter upon the Land for the purpose of rectifying a Defect set out in the Defects Notice where the Developer has failed to comply with a Defects Notice, but only after giving the Developer twenty-eight (28) days written notice of its intention to do so.

7.5 Consequence of step-in

If Council elects to exercise the step-in rights granted to it under clause 7.4 then:

(1) Council may:

(a) enter upon any part of the Land reasonably required to exercise those step-in rights; and

(b) rectify the relevant Defects in accordance with the Defects Notice,

(2) the Developer must not impede or interfere with Council in exercising those rights; and

(3) Council may claim any costs reasonably incurred by it in doing so from the Developer as a liquidated debt.

7.6 Costs of Council

Where Council exercises its step-in rights under clause 7.5, it may:

(1) after giving the Developer at least fourteen (14) days prior written notice of its intention to do so, call upon the Developer to meet any costs for which the Developer is liable under clause 7.57.5(3); and

(2) recover as a debt due in a court of competent jurisdiction the costs reasonably incurred by Council in rectifying the Defects.

8 WARRANTIES AND INDEMNITIES

8.1 Warranties

The Developer warrants to Council that:

(1) it is able to fully comply with its obligations under this document;

(2) it has full capacity to enter into this document; and

(3) there is no legal impediment to it entering into this document, or performing the obligations imposed under it.

8.2 Indemnity

The Developer indemnifies Council in respect of any Claim that may arise as a result of the conduct of the Works, but only to the extent that any such Claim does not arise as a result of the negligent acts or omissions of Council.

9 TERMINATION OF THIS AGREEMENT

9.1 Termination

This agreement will terminate ten (10) years from the date it is executed, unless terminated by agreement of the parties or by operation of law.

10 DISPUTE RESOLUTION

10.1 Notice of dispute

(1) If a dispute between the parties arises in connection with this document or its subject matter (**Dispute**), then either party (**First Party**) must give to the other (**Second Party**) a notice which:

(a) is in writing;

(b) adequately identifies and provides details of the Dispute;

(c) stipulates what the First Party believes will resolve the Dispute; and

(d) designates its representative (**Representative**) with the necessary authority to negotiate and resolve the Dispute.

(2) The Second Party must, within five (5) Business Days of service of the notice of dispute, provide a notice to the First Party designating as its representative a person with the necessary authority to negotiate and settle the Dispute (the representatives designated by the parties being together, the **Representatives**).

10.2 Conduct pending resolution

The parties must continue to perform their respective obligations under this document if there is a Dispute but will not be required to complete the matter the subject of the Dispute, unless the appropriate party indemnifies the other parties against costs, damages and all losses suffered in completing the disputed matter if the Dispute is not resolved in favour of the indemnifying party.

10.3 Further steps required before proceedings

Subject to clause 10.13 and except as otherwise expressly provided in this document, any Dispute must, as a condition precedent to the commencement of litigation, mediation under clause 10.5 or determination by an expert under clause 10.6, first be referred to the Representatives. The Representatives must endeavour to resolve the dispute within five (5) Business Days of the date a notice under clause 10.1 is served.

10.4 Disputes for mediation or expert determination

If the Representatives have not been able to resolve the Dispute, then the parties must agree within five (5) Business Days to either refer the matter to mediation under clause 10.5 or expert resolution under clause 10.6.

10.5 Disputes for mediation

(1) If the parties agree in accordance with clause 10.4 to refer the Dispute to mediation, the mediation must be conducted by a mediator agreed by the parties and, if the parties cannot agree within five (5) Business Days, then by a mediator appointed by the President of the Law Society of New South Wales for the time being.

(2) If the mediation referred to in paragraph (1) has not resulted in settlement of the Dispute and has been terminated, the parties may agree to have the matter determined by expert determination under clause 10.6.

10.6 Choice of expert

(1) If the Dispute is to be determined by expert determination, this clause 10.6 applies.

(2) The Dispute must be determined by an independent expert in the relevant field:

(a) agreed between and appointed jointly by the parties; or

(b) in the absence of agreement within five (5) Business Days after the date that the matter is required to be determined by expert determination, appointed by the President of the Law Society of New South Wales for the time being.

(3) If the parties fail to agree as to the relevant field within five (5) Business Days after the date that the matter is required to be determined by expert determination, either party may refer the matter to the President of the Law Society of New South Wales for the time being whose decision as to the relevant field is final and binding on the parties.

(4) The expert appointed to determine a Dispute:

(a) must have a technical understanding of the issues in dispute;

(b) must not have a significantly greater understanding of one party's business, functions or operations which might allow the other side to construe this greater understanding as a bias; and

(c) must inform the parties before being appointed of the extent of the expert's understanding of each party's business or operations and, if that information indicates a possible bias, then that expert must not be appointed except with the written approval of the parties.

(5) The parties must promptly enter into an agreement with the expert appointed under this clause setting out the terms of the expert's determination and the fees payable to the expert.

10.7 Directions to expert

(1) In reaching a determination in respect of a dispute under clause 10.6, the independent expert must give effect to the intent of the parties entering into this document and the purposes of this document.

(2) The expert must:

(a) act as an expert and not as an arbitrator;

(b) not accept verbal submissions unless both parties are present;

(c) on receipt of a written submission from one party, ensure that a copy of that submission is given promptly to the other party;

(d) take into consideration all documents, information and other material which the parties give the expert which the expert in its absolute discretion considers relevant to the determination of the Dispute;

(e) not be expected or required to obtain or refer to any other documents, information or material (but may do so if the expert so wishes);

(f) issue a draft certificate stating the expert's intended determination (together with written reasons), giving each party ten (10) Business Days to make further submissions;

(g) issue a final certificate stating the expert's determination (together with written reasons); and

(h) act with expedition with a view to issuing the final certificate as soon as practicable.

(3) The parties must comply with all reasonable directions given by the expert in relation to the resolution of the Dispute and must within the time reasonably period specified by the expert, give the expert:

(a) a short statement of facts;

(b) a description of the Dispute; and

(c) any other documents, records or information which the expert requests.

10.8 Expert may convene meetings

(1) The expert must hold a meeting with all of the parties present to discuss the Dispute. The meeting must be conducted in a manner which the expert considers appropriate. The meeting may be adjourned to, and resumed at, a later time in the expert's discretion.

(2) The parties agree that a meeting under paragraph (1) is not a hearing and is not an arbitration.

10.9 Other courses of action

If:

(1) the parties cannot agree in accordance with clause 10.4 to refer the matter to mediation or determination by an expert; or

(2) the mediation referred to in clause 10.5 has not resulted in settlement of the dispute, the mediation has been terminated and the parties have not agreed to refer the matter to expert determination within five (5) Business Days after termination of the mediation,

then either party may take whatever course of action it deems appropriate for the purpose of resolving the Dispute.

10.10 Final determination of expert

The parties agree that the final determination by an expert will be final and binding upon them except in the case of fraud or misfeasance by the expert.

10.11 Costs

If any independent expert does not award costs, each party must contribute equally to the expert's costs in making the determination.

10.12 Remedies available under the Act

This clause 100 does not operate to limit the availability of any remedies available to Council under sections 123, 124 and 125 of the Act.

10.13 Urgent relief

This clause 100 does not prevent a party from seeking urgent injunctive or declaratory relief concerning any matter arising out of this document.

11 POSITION OF COUNCIL

11.1 Consent authority

The parties acknowledge that Council is a consent authority with statutory rights and obligations pursuant to the terms of the Planning Legislation.

11.2 Document does not fetter discretion

This document is not intended to operate to fetter:

(1) the power of Council to make any Law; or

(2) the exercise by Council of any statutory power or discretion, (**Discretion**).

11.3 Severance of provisions

(1) No provision of this document is intended to, or does, constitute any unlawful fetter on any Discretion. If, contrary to the operation of this clause, any provision of this document is held by a court of competent jurisdiction to constitute an unlawful fetter on any Discretion, the parties agree:

(a) they will take all practical steps, including the execution of any further documents, to ensure the objective of this clause is substantially satisfied;

(b) in the event that paragraph (a) cannot be achieved without giving rise to an unlawful fetter on a Discretion, the relevant provision is to be severed and the remainder of this document has full force and effect; and

(c) to endeavour to satisfy the common objectives of the parties on relation to the provision of this document which is held to be an unlawful fetter to the extent that it is possible having regard to the relevant court judgment.

(2) Where the Law permits Council to contract out of a provision of that Law or gives Council power to exercise a Discretion, then if Council has in this document contracted out of a provision or exercised a Discretion under this document, then to the extent of this document is not to be taken to be inconsistent with the Law.

11.4 No obligations

Nothing in this document will be deemed to impose any obligation on Council to exercise any of its functions under the Act in relation to the Development Consent, the Land or the Development in a certain manner.

12 CONFIDENTIALITY

12.1 Document not Confidential

The terms of this document are not confidential and this document may be treated as a public document and exhibited or reported without restriction by any party.

13 GST

13.1 Definitions

In this clause 13 the terms "Taxable Supply", "GST", "Tax Invoice" and "Input Tax Credit" have the meaning given to them in the GST Law.

13.2 Non-monetary supplies

(1) The parties agree that any supplies made by one party to the other pursuant to this agreement (including Works and the dedication of land) will be exempt from GST pursuant to Division 82 of the GST Law.

(2) In the event that the Australian Taxation Office determines that a supply for non-monetary consideration that a party makes to the other is a Taxable Supply then the parties agree to negotiate in good faith to agree to the GST inclusive market value of the consideration for that Taxable Supply as follows:

(a) The party making the Taxable Supply will issue a Tax Invoice to the other as soon as practicable after agreeing to the GST inclusive market value and will disclose the amount of GST included in the GST inclusive market value.

(b) The recipient of the Taxable Supply will pay to the other party the amount of the included GST within fifteen (15) days of receiving the Tax Invoice.

(3) In the event that the Australian Taxation Office determines that each make a Taxable Supply for non-monetary consideration to the other, any GST payable by one party to the other will be off-set against each other and any net difference will be paid by the party with the greater obligation under this clause 18.

(4) Any disagreement between the parties concerning the GST inclusive market value of any consideration will be determined under clause 10.

13.3 Survival of clause

This clause 13 continues to apply after the expiration or termination of this agreement.

14 ACCESS TO LAND

14.1 Application of clause

This clause applies if the Developer accesses, uses and/or occupies any land owned by Council in performing its obligations or exercising its rights under this document (Necessary Access).

14.2 Terms of Licence

The terms of Schedule 2 apply to any Necessary Access.

15 LEGAL COSTS

Each party must pay their own legal costs and disbursements with respect to the preparation, negotiation, formation and implementation of this document.

16 ADMINISTRATIVE PROVISIONS

16.1 Notices

(1) Any notice, consent or other communication under this document must be in writing and signed by or on behalf of the person giving it, addressed to the person to whom it is to be given and:

(a) delivered to that person's address;

(b) sent by pre-paid mail to that person's address; or

(c) sent by email to that person's email address.

(2) A notice given to a person in accordance with this clause is treated as having been given and received:

(a) if delivered to a person's address, on the day of delivery if a Business Day, otherwise on the next Business Day;

(b) if sent by pre-paid mail, on the third Business Day after posting; and

(c) if sent by email to a person's email address and a conformation of receipt can be retrieved, on the day it was sent if a Business Day, otherwise on the next Business Day.

(3) For the purpose of this clause the address of a person is the address set out in this document or another address of which that person may from time to time give notice to each other person.

16.2 Entire agreement

This document is the entire agreement of the parties on the subject matter. All representations, communications and prior agreements in relation to the subject matter are merged in and superseded by this document.

16.3 Waiver

The non-exercise of or delay in exercising any power or right of a party does not operate as a waiver of that power or right, nor does any single exercise of a power or right preclude any other or further exercise of it or the exercise of any other power or right. A power or right may only be waived in writing, signed by the parties to be bound by the waiver.

16.4 Counterparts

This document may be executed in any number of counterparts and all of those counterparts taken together constitute one and the same instrument.

16.5 Unenforceability

Any provision of this document which is invalid or unenforceable in any jurisdiction is to be read down for the purposes of that jurisdiction, if possible, so as to be valid or enforceable, and is otherwise capable of being severed to the extent of the invalidity or enforceability, without affecting the remaining provisions of this document or affecting the validity or enforceability of that provision in any other jurisdiction.

16.6 Power of Attorney

Each attorney who executes this document on behalf of a party declares that the attorney has no notice of:

(1) the revocation or suspension of the power of attorney by the grantor; or

(2) the death of the grantor.

16.7 Governing law

The law in force in the State of New South Wales governs this document. The parties:

(1) submit to the exclusive jurisdiction of the courts of New South Wales and any courts that may hear appeal from those courts in respect of any proceedings in connection with this document; and

(2) may not seek to have any proceedings removed from the jurisdiction of New South Wales on the grounds of forum non conveniens.

VOLUNTARY PLANNING AGREEMENT

EXECUTED AS AN AGREEMENT

EXECUTED by and on behalf of **WOLLONGONG CITY COUNCIL** by its Authorised Officer:

Signature of Authorised Person	**Signature of Witness**
[Print] Name of Authorised Officer	**[Print] Name of Witness**
Office Held	**Date**
Date	

EXECUTED by and on behalf of **UNIVERSITY OF WOLLONGONG** by its delegated authority:

Signature of Authorised Person	**Signature of Witness**
[Print] Name of Authorised Person	**[Print] Name of Witness**
Date	

VOLUNTARY PLANNING AGREEMENT

SCHEDULE 1: REQUIREMENTS UNDER SECTION 93F OF THE ACT

REQUIREMENT UNDER THE ACT	THIS PLANNING AGREEMENT
Planning instrument and/or development application – (Section 93F(1)) The Developer has: (a) sought a change to an environmental planning instrument. (b) made, or proposes to make, a Development Application. (c) entered into an agreement with, or is otherwise associated with, a person, to whom paragraph (a) or (b) applies.	 (a) No (b) Yes (c) No
Description of land to which this agreement applies – (Section 93F(3)(a))	Refer to clause 1 of the Planning Agreement.
Description of change to the environmental planning instrument to which this agreement applies – (Section 93F(3)(b))	N/A
Application of section 94 of the Act – (Section 93F(3)(d))	Refer to clause 4.1 of the Planning Agreement.
Applicability of section 94A of the Act – (Section 93F(3)(d))	Refer to clause 4.1 of the Planning Agreement.
Consideration of benefits under this agreement if section 94 applies – (Section 93F(3)(e))	N/A.
Mechanism for Dispute resolution – (Section 93F(3)(f))	Refer to clause 10 of the Planning Agreement.
Enforcement of this agreement (Section 93F(3)(g))	Refer to clause 9 of the Planning Agreement.
No obligation to grant consent or exercise functions – (Section 93F(3)(9))	Refer to clause 11 of the Planning Agreement.

VOLUNTARY PLANNING AGREEMENT

SCHEDULE 2: TERMS OF LICENCE

1. DEFINITIONS

For the purposes of this Schedule 2:

(1) the **Land** is the land being accessed under the Licence;

(2) the **Licence** means the licence of the Land to which this Schedule applies;

(3) the **Licensee** is the party accessing the Land; and

(4) the **Licensor** is the owner of the Land.

2. LICENCE

2.1 Personal Rights

(1) The Licence is personal to the Licensee.

(2) The Licensee may not encumber, assign or transfer (either directly or indirectly) the Licence without the prior written consent of the Licensor.

(3) The Licensor may refuse the granting of consent under paragraph (2) without reason and at its absolute discretion.

2.2 Leasehold interest

(1) This deed does not grant to the Licensee a leasehold interest in the Land. The parties agree that:

(a) the Licence does not confer exclusive possession of the Land on the Licensee;

(b) the Licensee may not exclude the Licensor, its officers, employees and invitees from:

(i) entry onto the Land; and/or

(ii) the performance of any works on the Land;

provided that such entry onto and/or performance of work on the Land does not unreasonably interfere with the activities being carried out on the Land by the Licensee,

(2) the Licensee does not have any right to quiet enjoyment of the Land; and

(3) the Licensee will not at any time seek to enforce an interest in the Land in competition with the interest held by the Licensor.

3. COMPLIANCE WITH AUTHORITIES

3.1 No warranty as to suitability for use

The Licensee acknowledges and agrees that the Licensor has not made any representation or warranty to the Licensee regarding the suitability of the Land for the purposes of the Licensee.

3.2 Compliance with the terms of the consents

The Licensee must comply with the requirements of all Authorities in relation to its access to the Land and the conduct of any activities on it by the Licensee.

3.3 Compliance with directions from Authorities

The Licensee must comply with all notices, directions, orders or other requests served upon itself or the Licensor and which arise from the conduct of any activities on the Land by the Licensee.

3.4 Obtaining further consents

(1) If the Licensee requires further consents to conduct activities on the Land it must:

(a) make such applications itself; and

(b) bear all costs incurred by it in relation to obtaining the relevant consent.

(2) The Licensor agrees that it will, where required, sign all authorities reasonably required by the Licensee to make any application to any Authority.

4. LIMITATION OF THE LICENSOR'S LIABILITY

4.1 Insurances and equivalent protections

(1) The Licensee must effect and keep current and in force the following policies of insurance or equivalent protections:

(a) Broadform Public Liability cover with a reputable insurance company or ASIC-regulated mutual fund in an amount of $20,000,000 for any one occurrence in respect of any liability for:

(i) personal injury or death of any person; and

(ii) loss or damage to property.

(b) Workers compensation insurance or self-insurance under the *Workers Compensation Act* 1987 covering all persons employed or deemed to be employed by the Licensee in connection with the conduct of the activities on the Land by the Licensee;

(c) A comprehensive policy of motor vehicle insurance or equivalent protections or an unlimited third party property insurance or equivalent protections policy in respect of all motor vehicles used in the performance of the activities on the Land by the Licensee; and

(d) A contractor's risk policy of insurance or equivalent protections in respect of all plant and equipment (including unregistered motor vehicles) used in the conduct of the activities on the Land by the Licensee.

4.2 Inspection of insurance or equivalent protections

(1) The Licensee must produce at the renewal of each policy a certificate of currency issued by the provider establishing that the policy is valid.

(2) The Licensor may carry out random audits to verify insurances or equivalent protections held by the Licensee. The Licensee will assist in any audit and provide evidence of the terms and currency of the insurance or equivalent protections policies wherever requested by the Licensor.

4.3 Cancellation of insurance or equivalent protections

If any policy is cancelled either by the Licensee or the provider, the Licensee must notify the Licensor immediately.

4.4 Risk

The Licensee uses and occupies the Land at its own risk.

4.5 Indemnity

The Licensee indemnifies the Licensor against any Claim (of whatever nature) made arising from the Licensee's use and/or occupation of the Land, but only to the extent that any such Claim does not arise as a result of the negligent or deliberate acts or omissions of Council or its employees, agents or contractors.

VOLUNTARY PLANNING AGREEMENT

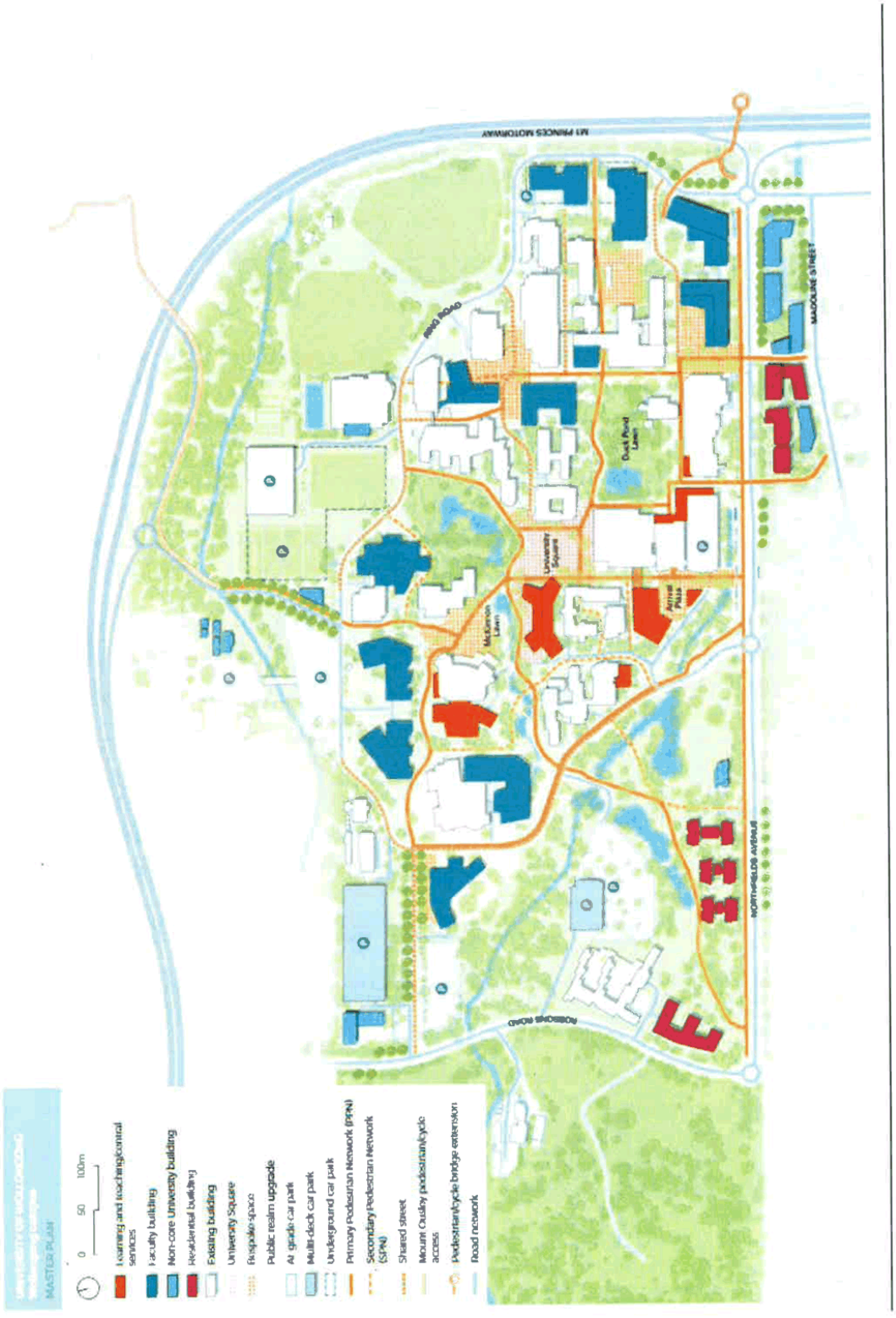
SCHEDULE 3: ITEMS OF WORK

	Project	Estimated Cost for Developer	Description	Delivery Date (by end of Financial Year shown)
1	Kooloobong Ovals Upgrade	$3,265,000	Redevelop both fields for high intensity usage. Includes synthetic playing surfaces, fencing, lighting, seating and amenities upgrades.	2019/20
2	Pedestrian Crossing Upgrades	$100,000	Convert existing pedestrian blisters into pedestrian refuge crossing facilities for safer pedestrian movement.	2021/22
3	Footpath Upgrades	$400,000	Upgrade sections of existing footpath on northside of Northfields Avenue and install a new footpath along the southside from Botanic Gardens entrance westward to Robsons Road intersection.	2022/23
4	Retaining Wall Replacement	$160,000	Replace existing timber retainers with quality masonry retaining wall along northside of Northfields Avenue at eastern end.	2023/24
5	Avenue Tree Plantings	$100,000	Plant suitable trees for 'avenue' amenity along southside footpath of Northfields Avenue including tree protection.	2024/25
6	Precinct Entry Statements	$525,000	Install 'entry statement' landscaping, sculpture and paving treatments at both ends of Northfields Avenue (Irvine Street and Robsons Road intersections).	2024/25
7	Intersection Upgrade	$500,000 (Half Cost with Council– Total $1M)	Improve operation of existing intersection subject to and consistent with traffic studies and analysis undertaken by Council.	2020/21
8	Robsons Road Drainage Works	$500,000	Upgrade Robsons culvert drainage to reduce flooding impacts to the road and the western part of the campus, whilst ensuring no greater impacts downstream of the culvert	2019/20
9	Undergrounding Power Lines	$1,500,000	Installation of existing overhead high voltage and low voltage power lines along the northside of Northfields Avenue between the UOW Western Entry and Robsons Road. Install new LED street lighting to P2 lighting level.	2025/26
	Total	**$7,050,000**		

1 KOOLOOBONG OVALS UPGRADE
Redevelop both fields for high intensity usage. Includes synthetic playing surfaces, fencing, lighting, seating and amenities upgrades
2 PEDESTRIAN CROSSING UPGRADES
Convert existing pedestrian blisters into pedestrian refuge crossing facilities for safer pedestrian movement.
3 FOOTPATH UPGRADES
Upgrade sections of existing footpath on northside of Northfields Avenue and install a new footpath along the southside from Botanic Gardens entrance westward to Robsons Road intersection.
4 RETAINING WALL REPLACEMENT
Replace existing timber retainers with quality masonry retaining wall along northside of Northfields Avenue at eastern end.
5 AVENUE TREE PLANTINGS
Plant suitable trees for 'avenue' amenity along southside footpath of Northfields Avenue including tree protection.
6 PRECINCT ENTRY STATEMENTS
Install 'entry statement' landscaping, sculpture and paving treatments at both ends of Northfields Avenue (Irvine Street and Robsons Road intersections).
7 INTERSECTION UPGRADE
Improve operation of existing intersection subject to and consistent with traffic studies and analysis undertaken by Council.
8 ROBSONS ROAD DRAINAGE WORKS
Upgrade Robsons Road culvert drainage to reduce flooding impacts to the road and the western part of campus whilst ensuring no greater impacts downstream of the culvert.
9 UNDERGROUNDING POWER LINES
Installation of existing overhead high voltage and low voltage power lines along the northside of Northfields Avenue between the UOW Western Entry and Robsons Road. Install new LED street lighting to P2 lighting level.
485m
507m
UNIVERSITY OF WOLLONGONG AUSTRALIA
FACILITIES MANAGEMENT DIVISION
NORTHFIELDS AVENUE, WOLLONGONG NSW 2522
Ph. (02) 4221 3555
www.uow.edu.au
Northfields Avenue Works
Nov 2017
1:3000
A3

SCHEDULE 4: MASTERPLAN

SCHEDULE 4 – UOW Wollongong Campus Master Plan 2016-2036 Overview (Excerpt from *UOW Wollongong Campus Master Plan 2016-2036*, p.12)



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ITEM 7 WOLLONGONG DEVELOPMENT CONTROL PLAN 2009 CONTAMINATED LANDS REVIEW - POST EXHIBITION

On 29 May 2017, Council considered a report on a working group with NSW Health and the Environment Protection Authority to consider community information on Lead and heavy metal contamination. As part of this report, Council resolved to exhibit draft changes to the following chapters of Wollongong Development Control Plan 2009;

a) Chapter E7 Waste Management.

b) Chapter E19 Earthworks.

c) Chapter E20 Contaminated Land Management.

d) Chapter E21 Demolition and Hazardous Materials Management.

e) Chapter E22 Soil Erosion and Sediment Control.

The proposed amendments to these chapters were exhibited from 17 July to 18 August 2017. This report considers the eight submissions received in response to the exhibition.

RECOMMENDATION

1 The following revised Wollongong Development Control Plan 2009 Chapters be adopted:

a E7 : Waste Management;

b E19: Earthworks;

c E20: Contaminated Land Management, as amended following exhibition;

d E21: Demolition and Hazardous Materials Management; and

e E22: Erosion and Sediment Control Management, as amended following exhibition.

2 The adoption of the revised Wollongong Development Control Plan 2009 Chapters be notified in local newspapers in accordance with the Environmental Planning and Assessment Regulation 2000.

REPORT AUTHORISATIONS

Report of: Renee Campbell, Manager Environmental Strategy and Planning
Authorised by: Andrew Carfield, Director Planning and Environment - Future City and Neighbourhoods

ATTACHMENTS

1 Chapter E7 - Waste Management
2 Chapter E19 - Earthworks
3 Chapter E20 - Contaminated Land Management
4 Chapter E21 - Demolition and Hazardous Materials Management
5 Chapter E22 - Soil Erosion and Sediment Control

BACKGROUND

On 3 August 2015, Council considered a notice of motion regarding lead and heavy metal contamination from industry and its impact on public and environmental health. Council resolved to work with NSW Health and the Environment Protection Authority to prepare community information and advice on demolition and renovation.

Council also established a working group with the agencies and carried out a review of its policies and procedures relative to management of contaminated land. This review included:

- Policy and process for assessing and noting contamination.
- Notations on Development Consents.
- A review and update of notations within the Land Information System.
- A review of chapters in Wollongong Development Control Plan 2009 that contain provisions on contamination management.

As part of the work, a Councillor briefing was held on 6 February 2017.

On 29 May 2017 Council considered a report on contamination issues and a proposal to update five Development Control Plan chapters. Council resolved that:

1 The draft changes to the following chapters of the Wollongong Development Control Plan 2009 be exhibited for a minimum period of 28 days:

a Chapter E7 Waste Management, subject to the following amendment – Page 1 – Objectives – he addition of another key objective – "To promote and ensure informed and appropriate actions to minimise the impact on public health and the environment from hazardous materials".

b Chapter E19 Earthworks

c Chapter E20 Contaminated Land Management

d Chapter E21 Demolition and Hazardous Materials Management

e Chapter E22 Soil Erosion and Sediment Control, subject to an amendment to Page 4, Part 5 Inspection and Maintenance – an additional first point as follows –

Erosion and Sediment Control measures must be inspected:

"1 By Council as spot inspections prior to commencement of any construction works".

1 Note that an independent review of information relating to lead and other heavy metals will be undertaken and the review and recommendations will be reported to a future meeting of Council.

The revised draft chapters were subsequently exhibited from 17 July to 18 August 2017. Copies of the proposed changes were available at the Wollongong, Corrimal, Thirroul, Helensburgh, Dapto, Warrawong and Unanderra Libraries, and at Council's Customer Service Centre. The documents were also available on Council's website.

PROPOSAL

The exhibited changes to the Wollongong Development Control Plan 2009 include:

Chapter E7: Waste Management

- Update Legislative context and references.
- Add more information on waste management and storage.
- Additional key objective "to promote and ensure informed and appropriate action to minimise the impact on public health and the environment from hazardous materials".

Chapter E19: Earthworks

- Update Legislative context and references.
- Include more information on the reuse of soils.
- Update information on reuse of coal wash.

Chapter E20: Contaminated Land Management

- Update Legislative context and references.

- Update contaminated lands "language" throughout the chapter.
- Add context for ongoing site management requirements.

Chapter E21: Demolition and Hazardous Materials Management

- Change title to "Demolition and Hazardous Materials Management.
- Update Legislative context and references.
- Update chapter to require consideration of hazardous building materials (not just asbestos).
- Update chapter to include definition of "common" hazardous building materials.
- Remove older or less relevant information.
- Update definitions and references to be consistent with current legislation and regulations.
- Include the Protection of the Environment Operations Act 1997 (POEO Act) implications of a pollution event.

Chapter E22: Erosion and Sedimentation Control Management

- Update chapter to reflect provisions in more current DCP chapters from other Councils.
- Include improved management controls for larger sites.
- Update chapter to encourage appropriate erosion and sediment control management options.
- Include reference to potential for sediment to be an offence under the POEO Act 1997.
- Include advice that Council may undertake spot inspections of erosion and sediment control measures prior to the commencement of construction.

Minor amendments have been made as a result of the public exhibition process (see consultation and communication section below).

The revised chapters for adoption by Council are at Attachment 1 – 5.

CONSULTATION AND COMMUNICATION

The revised chapters of Wollongong Development Control Plan 2009 were exhibited from 17 July to 18 August 2017. The Have your say page on Council's website was viewed 161 times and 76 documents were downloaded. Eight (8) submissions were received in response to the exhibition. The issues raised in submissions are as follows:

Submission	Issue	Comments
Sydney Water	No objection to changes	Noted
NSW Rural Fire Service	No objection to changes	Noted
Roads and Maritime Services	Illegal dumping is an issue. Supports measures to reduce dumping and manage waste materials	Noted
Lake Illawarra Estuary Management Committee	Chapter E22: • 50 metres from a watercourse is not a sufficient buffer for Erosion and Sediment Control Plan (ESCP). 100 metres should be considered.	• Amendment supported. It is proposed to retain 50m for a watercourse and include 100m around Lake Illawarra and Bellambi Lagoon,

Submission	Issue	Comments
		identified in draft Coastal Management SEPP as Coastal Lakes.
	• Seek clarity on what a "basic plan" (ESCP) is. Can Council consider an appendix with an example?	• The term "Basic Plan" has been amended to "Basic Erosion Sediment Plan" to clarify its intent as the minimal requirement for small sites. The EPA's soils and construction "Blue Book" for ESCP notes each plan needs to be adaptable to specific site conditions.
Resident	• Support amendments to Chapter E22	• Noted
	• All developments within Lake Illawarra catchment should require an ESCP.	• All development requires an ESCP. As noted the reference to Basic Plan has been amended.
	• Council should inspect all developments before and during construction.	• Council's Regulation and Enforcement Division does inspect sites where an issue has been raised with Council. On 29 May 2017 Council resolved to include advice that Council may undertake spot inspections prior to construction.
	• Is the "blue book" still best practice?	• The "Blue Book" is still considered the most appropriate guide for ESCPs.
Resident	• Sediment is a big issue for Lake Illawarra – the buffer should be increased from 50 to 100 metres.	• Amendment supported. A 100m distance would be consistent with other controls surrounding Lake Illawarra and Bellambi Lagoon.
	• Council should investigate ways of ensuring compliance with ESCP plans, such as inspections.	• Council's Regulation and Enforcement Division inspects sites if an issue

Submission	Issue	Comments
		of compliance has been raised.
Individual submission online	• Consider use of the old Port Kembla copper dumping ground at Primbee	• The DCP amendments are about policy, not about planning for an individual site.
Neighbourhood Forum 5	• Advised that at its meeting on 2 August 2017, the Forum resolved to support the changes.	• Noted.

The main issue raised in submissions on the revised DCP controls relate to Erosion and Sedimentation Control Plans (ESCP). Comments request that ESCP should apply to areas outside 50m of a watercourse or "environmentally sensitive receptor" and that the DCP should have an example of an ESCP in an appendix. The best reference for ESCP requirements is to refer to the "Blue Book" as referenced in the DCP chapter.

It is agreed that sedimentation issues can occur at any point within the catchment and the cumulative impact of many small developments can have a greater impact than individual large developments. All development requires an ESCP, with the level of documentation increasing with the size of the development.

Submissions also suggest that Council should inspect all developments. Council's Regulation and Enforcement Division does carry out inspections where a complaint or issue of a sedimentation event has been raised. Council does not have the resources to inspect every development site within the Local Government Area, and many development activities are carried out under exempt and complying development, or is carried out via private certifiers.

Recently the EPA introduced a Contaminated Land Consultants Certification Scheme. Chapter E20 Contaminated Land Management, Section 5(e) has been updated to reflect the required accreditation.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We value and protect our environment". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
1.1.2 Agencies work together to reduce pollution and its impact on our environment	1.1.2.1 Impacts from development on the environment are assessed, monitored and mitigated	Work together with the Environment Protection Authority Safe work NSW and other agencies to minimise pollution and its impacts

The proposed amendments to the Wollongong Development Control Plan 2009 will update the document to reflect better practices with regard to Contamination and Contaminated Lands issues.

FINANCIAL IMPLICATIONS

There are no immediate financial implications as a result of this report.

CONCLUSION

This report has given an update on the results of the exhibition of the revised chapters of Wollongong Development Control Plan 2009, relating to contaminated lands and contamination issues.

It is recommended that Council adopt the revised DCP changes, with additional revision to Chapter E20: Contaminated Land Management and Chapter E22: Soil Erosion and Sediment Control.

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Figures

Figure 1: Waste Minimisation Hierarchy 1

Part E – General Controls – Design Controls
Chapter E7: Waste Management

Document Control

Document ID: Wollongong DCP 2009 – E7 Waste Management

Rev No	Adoption Date	In force date	Revision Details
0	15/12/09	1/3/10	Adopted
1	11/12/17		Contaminated Lands Review update

1 INTRODUCTION

1. This Chapter provides Council's general requirements for waste minimisation, management and recycling for all developments within the city.

2. This Chapter incorporates the waste minimisation, recycling requirements and assessment criteria / development controls contained in the NSW Department of Environment and Climate Change's, (now the Office of Environment and Heritage or 'OEH') publication titled *Model Waste Not DCP Chapter* dated July 2008. This Chapter also reflects the waste minimisation and management / recycling strategies and guidelines contained in the NSW Department of Environment and Climate Change's publication titled *Better Practice Guide for Waste Management in Multi-unit Dwellings* dated June 2008.

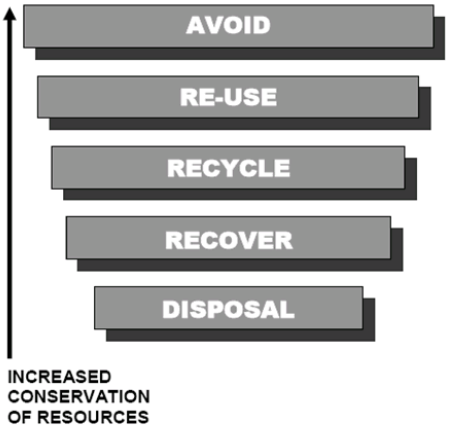


Figure 1: Waste Minimisation Hierarchy

2 OBJECTIVES

1. The key objectives of this chapter of the DCP are:

   a) To minimise the volume of waste generated during the demolition and construction phases of development, through reuse and recycling and the efficient selection and use of resources;

   b) To minimise demolition waste by promoting adaptability in building design and focussing upon end of life deconstruction;

   c) To encourage development which facilitates waste minimisation and complements waste services offered by Council or private contractors;

   d) To reduce the demand for waste disposal;

   e) To maximise reuse and recycling of building materials and household, industrial and commercial waste;

   f) To provide appropriately located, sized and accessible waste storage facilities;

   g) To assist applicants in planning for sustainable waste management, through the preparation of a site waste minimisation and management plan at the Development Application stage;

h) To provide guidance with regard to the minimum storage requirements, amenity and management facilities;

i) To ensure waste management systems are compatible with collection services;

j) To support the principles of Ecologically Sustainable Development (ESD);

k) To avoid illegal disposal, transportation and dumping of wastes; and

l) To promote and ensure informed and appropriate actions to minimise the impact on public health and environment from hazardous materials.

3 RELEVANT LEGISLATION AND OTHER PUBLICATIONS

1. The following legislation, guidelines and strategies are relevant to waste minimisation and management:

- Protection of the Environment Operations Act 1997;
- Protection of the Environment Operations (Waste) Regulation 2014;
- Waste Avoidance and Resource Recovery Act 2001;
- NSW Waste Avoidance and Resource Recovery Strategy 2014 - 21
- NSW Department of Environment and Climate Change Better Practice Guide for Waste Management in Multi-unit Dwellings June 2008;
- NSW Department of Environment and Climate Change Model Waste Not DCP Chapter 2008 July 2008; and
- NSW Department of Environment and Conservation NSW Waste Avoidance and Resource Recovery Strategy 2003 and Performance Report 2006.

4 SUBMISSION / APPLICATION REQUIREMENTS

4.1 General

1. All applications for development, including demolition, construction and the ongoing use of a site/premises, must be accompanied by a Statement of Environmental Effects (SEE). This Statement is to include a Site Waste Minimisation and Management Plan (SWMMP) as the central document of compliance with this Chapter's requirements. In addition to submission of a SWMMP (as part of the SEE), the waste management facilities proposed as part of the development, shall be clearly illustrated on the architectural plans of the proposed development, accompanying the Development Application (DA).

4.2 Site Waste Minimisation and Management Plan

1. A Site Waste Minimisation and Management Plan (SWMMP) outlines measures to minimise and manage waste generated during:

- Demolition
- Construction
- Ongoing use of the site/premises.

In this respect, the SWMMP should address a range of matters, including:

- Volume and type of waste and recyclables to be generated
- Storage and treatment of waste and recyclables on site
- Disposal of residual waste and recyclables
- Intended waste management service provider
- Operational procedures for ongoing waste management once the development is complete.

2. The SWMMP highlights the method of recycling or disposal and the proposed waste management service provider.

Appendix 1 provides a template for the compilation of a SWMMP.

Specific requirements of the SWMMP are included in the waste management provisions contained in 5.8.1Appendix: 1

5 PLANNING REQUIREMENTS / ASSESSMENT CRITERIA

5.1 Demolition

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany any Development Application proposing the demolition of a building or other ancillary structures.

2. Hazardous Buildings Materials must be identified, managed and disposed of in accordance with relevant State legislation (see Safe Work Australia: *Demolition Work, Code of Practice* 2013)

3. Pursue adaptive reuse opportunities of buildings/structures.

4. Identify all waste likely to result from the demolition and opportunities for reuse of materials. Refer to Figure 1.

5. Facilitate reuse/recycling by using the process of 'deconstruction', where various materials are carefully dismantled and sorted.

6. Reuse or recycle salvaged materials onsite where possible.

7. Allocate an area for the storage of materials for use, recycling and disposal (giving consideration to slope, drainage, location of waterways, stormwater outlets, vegetation, and access and handling requirements).

8. Provide separate collection bins or areas for the storage of residual waste.

9. Clearly ‘signpost’ the purpose and content of the bins and storage areas.

10. Implement measures to prevent damage by the elements, odour and health risks and windborne litter.

11. Minimise site disturbance, limiting unnecessary excavation.

11. When implementing the SWMMP the developer must ensure:

(a) Footpaths, public reserves, street gutters are not used as places to store demolition waste or materials of any kind without Council approval.

(b) Any material moved offsite is transported in accordance with the requirements of the *Protection of the Environment Operations Act 1997 and any other relevant legislation.*

(c) Waste is only transported to a place that can lawfully be used as a waste facility.

(d) Generation, storage, treatment and disposal of hazardous waste and special waste (including asbestos) is conducted in accordance with relevant waste legislation administered by the EPA and relevant Occupational Health and Safety legislation administered by WorkCover NSW.

(e) Evidence such as weighbridge dockets and invoices for waste disposal or recycling services is retained. This shall include a log book with associated receipt/invoices, waste classification, and site validation certificate. All entries must include: time and date, description and size of waste, waste facility used, vehicle registration and company name. The log book and associated receipts must be made available for inspection by Council Officer's at any time during site works.

12. Table 1 provides a list of some potential reuse/recycling options. Reuse and recycling opportunities are decreased when asbestos is not carefully removed and segregated from other waste streams.

Table 1: Examples of Demolition Materials and Potential Reuse/ Recycling Options

Material	Reuse/Recycling Potential
Concrete	Reused for filling, levelling or road base
Bricks and Pavers	Can be cleaned for reuse or rendered over or crushed for use in landscaping and driveways
Roof Tiles	Can be cleaned and reused or crushed for use in landscaping and driveways
Untreated Timber	Reused as floorboards, fencing, furniture, mulched or sent to second hand timber suppliers
Treated Timber	Reused as formwork, bridging, blocking and propping, or sent to second hand timber suppliers
Doors, Windows, Fittings	Sent to second hand suppliers
Glass	Reused as glazing or aggregate for concrete production
Metals (fittings, appliances and wiring)	Removal for recycling
Synthetic Rubber (carpet underlay)	Reprocessed for use in safety devices and speed humps
Significant Trees	Relocated either onsite or offsite
Overburden	Power screened and used as topsoil
Garden Waste	Mulched, composted
Carpet	Can be sent to recyclers or reused in landscaping
Plasterboard	Removal for recycling, return to supplier

(Source: NSW Department of Environment and Climate Change Waste Not DCP Chapter 2008)

5.2 Construction of Buildings or Structures

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the application.
2. Estimate volumes of materials to be used and incorporate these volumes into a purchasing policy so that the correct quantities are purchased. For small-scale building projects see the rates in Appendix 2 Waste/Recycling Generation Rates for a guide.
3. Identify potential reuse/recycling opportunities for excess construction materials.
4. Incorporate the use of prefabricated components and recycled materials.
5. Arrange for the delivery of materials so that materials are delivered 'as needed' to prevent the degradation of materials through weathering and moisture damage.
6. Consider organising the return of excess materials to the supplier or manufacturer.
7. Allocate an area for the storage of materials for use, recycling and disposal (considering slope, drainage, location of waterways, stormwater outlets and vegetation).
8. Arrange contractors for the transport, processing and disposal of waste and recycling. Ensure that all contractors are aware of the legal requirements for transporting and disposing of waste.
9. Promote separate collection bins or areas for the storage of residual waste.
10. Clearly signpost the purpose and content of the bins and storage areas.
11. Implement measures to prevent damage by the elements, odour and health risks, and windborne litter.
12. Minimise site disturbance and limit unnecessary excavation.
13. Ensure that all waste is transported to a place that can lawfully be used as a waste facility.
14. Retain all records demonstrating lawful disposal of waste and keep them readily accessible for inspection by regulatory authorities such as council, OEH/EPA or NSW WorkCover Authority.

5.3 Dwelling Houses, Dual Occupancies, Secondary Dwellings and Integrated Housing

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany a Development Application for a dwelling-house, dual occupancy development, secondary dwelling or for each dwelling in an integrated housing/ lot development.
2. Where waste collection services are available, single dwellings are to be provided with:
    (a) 1 x 240L or 120L general waste bin collected weekly;
    (b) 1 x 240L recyclable material bin collected fortnightly; and
    (c) 1 x 240L green waste bin collected fortnightly.
3. Bins are to be stored behind the building line and screened from view from the public domain at all times not associated with waste collection.
4. Waste containers are to be stored in a suitable location so as to avoid vandalism, nuisance and adverse visual impacts.
5. A designated area shall be provided for composting that should not impact on adjoining properties.

6. Where possible, the waste/recycling storage area should be located in the rear yard and minimise the distance of travel to the collection point.

7. The waste storage area is to be easily accessible and have unobstructed access to Council's usual collection point.

8. There should be sufficient space within the kitchen (or an alternate location) for the interim storage of waste and recyclables.

9. The placement of bins for collection at the nominated collection point should ensure adequate traffic and pedestrian safety is maintained.

   Note: It is the responsibility of dwelling occupants to move bins to the identified collection point no earlier than the evening before collection day and to then return the bins to their storage area no later than the evening of collection day. Bins are to remain in their on-site storage area at all other times.

10. The site plan and floor layout plans submitted with the application must show:

    (a) The location of an indoor waste/recycling cupboard (or other appropriate storage space) for each dwelling.

    (b) The location of an onsite waste/recycling storage area for each dwelling, that is of sufficient size to accommodate Council's waste, recycling and garden waste bins. (Indicative bin sizes are shown in Appendix 3)

    (c) An identified on-site location for a compost container.

    (d) An identified kerbside collection point for the collection and emptying of Council's waste, recycling and garden waste bins.

5.4 Multi-Dwelling Housing (Villas and Townhouses)

5.4.1 General Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application for a proposed multi-dwelling housing development.

2. The site plan and floor layout plans submitted with a Development Application must show:

    (a) The location of an indoor waste/recycling cupboard (or other appropriate storage space) for each dwelling;

    (b) The location of individual waste/recycling storage areas (such as for townhouses and villas) or a communal waste/recycling storage room(s) able to accommodate Council's waste, recycling and garden waste bins;

    (c) An identified location for individual compost containers or communal compost container;

    (d) An identified collection point for the collection and emptying of Council's waste, recycling and garden waste bins;

    (e) The path of travel for moving bins from the storage area to the identified collection point (if collection is to occur away from the storage area);

(f) The on-site path of travel for collection vehicles (if collection is to occur on-site), taking into account accessibility, width, height and grade.

3. Waste storage for multi dwelling housing developments may be located within the rear yard area of each dwelling, in a position from which bins may be readily wheeled to the street for collection. Alternatively a communal waste storage area may be provided.

   The following storage provision shall be made per dwelling:

- Waste: 120 litres per week per dwelling;
- Recycling: 120 litres per week; and
- Green waste: 120 litres per fortnight per dwelling.

5.4.2 Requirements for Waste Storage Areas:

1. Any communal waste storage area shall be located in a position which is accessible by all residents for the depositing of waste and for the relocation of bins to the collection position.
2. The storage facility must be well lit and easily accessible from the main pedestrian access points within the development, in order to improve safety for residents.
3. Each bin and bin type must be readily accessible and manoeuvrable in and out of the proposed storage area.
4. The storage area shall be free of all obstructions so as not to restrict movement and servicing of the bins or containers.
5. All storage areas must have bump rails to prevent bins from making contact with walls for the purposes of noise reduction.
6. There shall be no lip or step between access point to the storage area and the collection point.
7. The ground surface of the storage area shall be of a smooth finish to enable easy movement of the bins/containers and minimise noise impacts.

5.4.3 Requirements for Communal Waste Storage Areas:

1. A communal waste facility must be provided for:
   - Developments incorporating more than six (6) dwellings; or
   - Multi-dwelling housing developments where the number of bins proposed cannot be accommodated within 50% of the developments frontage on collection day; or
   - Developments where site constraints make access to the street difficult for individual occupants; or
   - Developments with frontage to a major road, where on-site garbage collection is required.
2. Communal waste storage areas must be designed to accommodate bins with the minimum dimensions specified in Appendix 3:
3. The size of waste bins shall be determined having regard to the ability of the bins to be wheeled to the street for collection by a contractor. The body corporate or a caretaker is responsible for the movement of bins to their collection point.

4. Council may consider the location of the storage facility within the front building line setback area of the development site. Any such storage facility must be architecturally designed to reflect the design style of the proposed building and not detract from the visual amenity and streetscape character in the immediate vicinity. In this respect, the storage facility must be screened from the street frontage via a minimum 1.5 metre high brick or masonry wall and feature landscaping and an open pergola or other similar roofline feature, in order to improve the streetscape appearance of the facility.

   Applicants should refer to the Department of Environment and Climate Change's '*Better Practice Guide for Waste Management in Multi-Unit Dwellings'* for additional guidance.

5. There must be an unobstructed and Continuous Accessible Path of Travel (as per *Australian Standard 1428 Design for Access and Mobility - 2001*) from the waste/recycling storage area(s) or room(s) to:

   - The entry to any Adaptable Housing (as per Australian Standard 4299 Adaptable Housing - 1995)
   - The principal entrance to each residential flat building
   - The point at which bins are collected/emptied.
   - In instances where a proposal does not comply with these requirements, Council will consider alternative proposals that seek to achieve a reasonable level of access to waste/recycling storage area(s) or room(s).

5.5 Residential Flat Buildings

5.5.1 General Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application for a proposed residential flat building.

2. The site plan and floor layout plans for the proposed residential flat building must show:

   (a) The location of an indoor waste/recycling cupboard (or other appropriate storage space) for each dwelling;

   (b) The location of the proposed communal waste/recycling storage room(s) able to accommodate all waste, recycling and garden waste bins required for the total development;

   (c) The location of any garbage chute(s) and interim storage facilities for recyclable materials;

   (d) The location of any service rooms (for accessing a garbage chute) on each floor of the building;

   (e) The location of any waste compaction equipment;

   (f) An identified location for individual compost containers or communal compost container;

   (g) An identified collection point for the collection and emptying of Council's waste, recycling and garden waste bins;

   (h) The path of travel for moving bins from the storage area to the identified collection point (if collection is to occur away from the storage area); and

   (i) The on-site path of travel for collection vehicles, taking into account accessibility, width, height and grade.

5.5.2 Requirements for a Communal Waste Storage Facility

1. Residential flat buildings must include communal waste/recycling storage facilities in the form of a waste/recycling storage room (or rooms) designed in accordance with Appendix 4 and the *Better*

Practice Guide for Waste Management in Multi-Unit Dwellings.

2. The waste/recycling storage room must be designed to accommodate bins with the minimum dimensions specified in Appendix 3, based on the number of bins required to service the total development

3. The waste/recycling storage room must be located in a position which is accessible by all residents for the depositing of waste and for the relocation of bins to the collection position.

4. Council may in exceptional circumstances consider the location of the storage facility within the front building line setback area of the development site, in instances where a waste/recycling storage room is not possible within the basement due to access impediments or excessive slope constraints, and subject to appropriate collection arrangements being provided.

   Any such storage facility must be architecturally designed to reflect the design style of the proposed building and not detract from the visual amenity and streetscape character in the immediate vicinity. In this respect, the storage facility must be screened from the street frontage via a minimum 1.5 metre high brick or masonry wall and feature landscaping and an open pergola or other similar roofline feature, in order to improve the streetscape appearance of the facility.

   In this circumstance, it must be satisfactorily demonstrated why a basement waste and recycling storage facility cannot be achieved. However, for the majority of cases, a basement waste and recycling storage facility will be required and hence, sufficient clearance height must be incorporated into the development upfront.

   Applicants should refer to the Department of Environment and Climate Change's '*Better Practice Guide for Waste Management in Multi-Unit Dwellings'* for design guidelines.

5. Each bin and bin type must be readily accessible and manoeuvrable in and out of the proposed waste/recycling storage room.

6. For residential flat buildings involving ten (10) or more dwellings, a dedicated room or caged area must be provided for the temporary storage of discarded bulky items which are awaiting removal. The storage area must be readily accessible to all residents and must be located adjacent to or in close proximity to the main waste/recycling storage room or area.

7. The storage facility must be well lit and easily accessible from the main pedestrian access points within the development, in order to improve safety for residents.

8. The storage area shall be free of all obstructions so as not to restrict movement and servicing of the bins or containers.

9. All storage areas must have buffers or wheel stops to prevent bins from making contact with walls for the purposes of noise reduction.

10. There shall be no lip or step between access point to the storage area and the collection point.

11. The ground surface of the storage area shall be of a smooth finish to enable easy movement of the bins/containers and minimise noise impacts.

12. There must be an unobstructed and Continuous Accessible Path of Travel (as per *Australian Standard 1428 Design for Access and Mobility - 2001*) from the waste/recycling storage room(s) or area(s) to:

    - The entry to any Adaptable Housing (as per Australian Standard 4299 Adaptable Housing - 1995);
    - The principal entrance to each residential flat building; and

- The point at which bins are collected/emptied.

  In instances where a proposal does not comply with these requirements, Council will consider alternative proposals that seek to achieve a reasonable level of access to waste/recycling storage room(s) or area(s).

13. Where the number of bins proposed can be accommodated within 50% of the developments frontage on collection day, bins may be collected from a kerbside location. In instances where kerbside bin collection can not be accommodated or is not appropriate due to safety or functional constraints, bins must be collected onsite.

14. Where bins cannot be collected from a kerbside location, the development must be designed to allow for on-site access by garbage collection vehicles of dimensions detailed in Appendix 7. The proposed collection vehicle must be nominated in the development application documentation and must be supported by evidence demonstrating that such a collection service is readily available.

    The site must be configured so as to allow collection vehicles to enter and exit the site in a forward direction and so that collection vehicles do not impede general access to, from or within the site. Access driveways to be used by collection vehicles must be of sufficient strength to support such vehicles.

    Note: As a minimum requirement for collection vehicle access, Council will require indemnity against claims for loss or damage to the pavement or other driving surface. Council may also require indemnity against liabilities, losses, damages and any other demands arising from any on-site collection service. In all cases, a hazard assessment will need to be conducted prior to Council agreeing to undertake the service.

15. Should a collection vehicle be required to enter a property, access driveways and internal roads must be designed in accordance with *Australian Standard 2890.2 Parking Facilities – Off-Street Commercial Vehicle Facilities – 2002*.

16. If bins need to be moved from normal storage areas to a different location for collection purposes, it is the responsibility of agents of the owners' corporation to move the bins to the collection point no earlier than the evening before collection day and to then return the bins to their storage areas no later than the evening of collection day. Bins are to remain in their on-site storage areas at all other times.

17. Residents should have access to a cold water supply for the cleaning of bins and the waste storage areas. Storage areas should be constructed and designed to be weather proof and easy to clean, with wastewater discharged to sewer.

18. Garbage chutes must be designed in accordance with **Appendix 5**, the *Building Code of Australia* and the guidelines contained in *Better Practice Guide for Waste Management in Multi-Unit Dwellings*. Garbage chutes are not suitable for recyclable materials and must be clearly labelled to discourage improper use. Alternative interim disposal facilities for recyclables should be provided at each point of access to the garbage chute system. No garbage chutes are permitted on balcony areas.

19. A communal green waste bin must be provided of sufficient capacity to accept waste from the landscaped areas.

20. Each dwelling unit should be provided with an indoor waste/recycling cupboard (or other appropriate storage space) for the interim storage of a minimum one day's garbage and recycling generation.

5.6 Mixed Use Development

5.6.1 General

1. Where residential and commercial land uses occur within the one building or development, waste management will necessitate a balancing of variable demands, including preservation of residential amenity.

5.6.2 Controls / Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application.

2. The controls for Residential Flat Buildings apply to the residential component of mixed-use development.

3. The controls for Commercial Developments apply to the non-residential component of mixed-use development.

4. Mixed Use development must incorporate separate and self-contained waste management systems for the residential component and the non-residential component. In particular, the development must incorporate separate waste/recycling storage rooms/areas for the residential and non-residential components. Commercial tenants must be prevented (via signage and other means), from using the residential waste/recycling bins and vice versa.

5. The residential waste management system and the non-residential waste management system must be designed so that they can efficiently operate without conflict. Conflict may potentially occur between residential and non-residential storage, collection and removal systems, and between these systems and the surrounding land uses. For example, collection vehicles disrupting peak residential and commercial traffic flows or causing noise issues when residents are sleeping.

6. A garbage storage room at the basement level must be provided for mixed use developments.

7. A bin collection layout must be submitted with a Development Application.

8. A communal green waste bin must be provided of sufficient capacity to accept waste from any landscaped areas located on the site.

9. Waste storage for the commercial component of the building must be calculated having regard to the anticipated waste generation rates of the intended occupants (Refer to Appendix 2).

10. The garbage storage room must be designed to accommodate the number of bins required for the development. The storage room must be located in a position which is accessible by all residents for the depositing of waste and for the relocation of bins to the collection position.

11. The garbage storage room must be designed to accommodate bins with the following minimum dimensions as indicated in Appendix 6

5.7 Commercial Development and Change of Use (Shops, Offices, Food Premises, Hotels, Motels, Licensed Clubs, Education Establishments, Entertainment Facilities and Hospitals)

5.7.1 General Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the

Development Application.

2. The plans submitted with the application must show:

   (a) The location of the designated waste and recycling storage room(s) or areas, sized to meet the waste and recycling needs of all tenants;

   (b) The location of temporary waste and recycling storage areas within each tenancy. These are to be of sufficient size to store a minimum of one day's worth of waste;

   (c) An identified collection point for the collection and emptying of waste, recycling and garden waste bins;

   (d) The path of travel for moving bins from the storage area to the identified collection point (if collection is to occur away from the storage area); and

   (e) The on-site path of travel for collection vehicles (if collection is to occur on-site).

3. There must be convenient access from each tenancy and / or larger waste producing area of the development to the waste / recycling storage room(s) or area(s). There must be step-free access between the point at which bins are collected / emptied and the waste / recycling storage room(s) or area(s).

4. Every development must include a designated general waste / recycling storage area or room(s) designed in accordance with Appendix 6 Commercial/Industrial Waste and Recycling Storage Areas.

5. Depending upon the size and type of the development, it may be necessary to include a separate waste / recycling storage room or area for each tenancy.

6. Arrangements must be in all parts of the development for the separation of recyclable materials from general waste. Arrangements must be in all parts of the development for the movement of recyclable materials and general waste to the main waste / recycling storage room / area. For multiple storey buildings, this may require the provision of a goods lift.

7. The waste / recycling storage room or area must be able to accommodate bins that are of sufficient volume to contain the quantity of waste generated at the rate described in Appendix 4, Waste / Recycling Generation Rates between collections.

8. A waste / recycling cupboard must be provided for each and every kitchen area in a development, including kitchen areas in hotel rooms, motel rooms and staff food preparation areas. Each waste / recycling cupboard must be of sufficient size to hold a minimum of a single days waste and to hold separate containers for general waste and recyclable materials.

9. For sites containing road frontages, the development should be designed to make provision for adequate access arrangements for servicing of the waste and recycling storage bin area from the rear or secondary access road.

10. Any garbage chutes must be designed in accordance with the requirements of the Building Code of Australia and Appendix 5 to this part of the DCP.

5.7.2 Operational Requirements

1. All commercial tenants must keep written evidence on site of a valid contract with a licensed waste contractor for the regular collection and disposal of the waste and recyclables that are generated on the site.

2. Between collection periods, all waste / recyclable materials generated on site must be kept in enclosed bins with securely fitting lids so the contents are not able to leak or overflow. Bins must stored in the designated waste / recycling storage room(s) or area(s).

3. The waste / recycling storage room or area must provide separate containers for the separation of recyclable materials from general waste. Standard and consistent signage on how to use the waste management facilities should be clearly displayed.

4. Waste management facilities must be suitably enclosed, covered and maintained so as to prevent polluted wastewater run-off entering the stormwater system.

5. Premises which generate at least 50 litres per day of meat, seafood or poultry waste must have that waste collected on a daily basis or must store that waste in a dedicated and refrigerated waste storage area until collection.

6. Arrangements must be in place regarding the regular maintenance and cleaning of waste management facilities. Tenants and cleaners must be aware of their obligations in regards to these matters.

7. Premises that discharge trade wastewater must do so only in accordance with a written agreement from the local sewer authority. In the Sydney Metropolitan Area this is Sydney Water. Sydney Water defines trade wastewater as 'any liquid, and any substance contained in it, which may be produced at the premises in an industrial and commercial activity, but does not include domestic wastewater (e.g. from hand-basins, showers and toilets).'

5.8 Industrial Development

5.8.1 Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application.

2. The plans submitted with the application must show:

   (a) The proposed location of the waste and recycling storage area to meet the requirements of the industrial development; and

   (b) The proposed on-site path of travel and manoeuvring of waste collection trucks servicing the development.

3. The industrial development must include a designated general waste and recycling storage area in accordance with Appendix 5 to this chapter.

4. All industrial organisations must keep written evidence on-site of a valid contract with a licensed waste contractor.

5. The type and number of containers used to hold waste and recyclable materials must be compatible with the collection practices of the nominated waste contractor.

6. Arrangements must be in place regarding the regular maintenance and cleaning of waste management facilities.

7. Liquid waste storage must be undertaken in accordance with relevant legislation (i.e. requirements for spill kits, emergency response plans, installation of appropriate bunding etc).

8. Premises that discharge trade wastewater must do so only in accordance with a written agreement from the local sewer authority. In the Sydney Metropolitan Area this is Sydney Water. Sydney Water defines trade wastewater as 'any liquid, and any substance contained in it, which may be produced at the premises in an industrial and commercial activity, but does not include domestic wastewater (e.g. from hand-basins, showers and toilets).'

Appendix: 1

Site Waste Minimisation and Management Plan Template

Applicant and Project Details (All Developments)	
Applicant Details	
Application No.	
Name	
Address	
Phone number(s)	
Email	
Project Details	
Address of development	
Existing buildings and other structures currently on the site	
Description of proposed development	
This development achieves the waste objectives set out in the DCP. The details on this form are the provisions and intentions for minimising waste relating to this project. All records demonstrating lawful disposal of waste will be retained and kept readily accessible for inspection by regulatory authorities such as Wollongong City Council, NSW EPA or NSW WorkCover..	
Name	
Signature	
Date	

(Source: NSW Department of Environment and Climate Change. Model Waste Not DCP Chapter 2008)

Demolition (All Types of Development)

Address of development: _____

	Reuse	Recycling	Disposal	
Type of waste generated	**Estimate Volume (m^3) or Weight (t)**	**Estimate Volume (m^3) or Weight (t)**	**Estimate Volume (m^3) or Weight (t)**	**Specify method of on site reuse, contractor and recycling outlet and /or waste depot to be used**
Excavation material				
Timber (specify)				
Concrete				
Bricks/pavers				
Tiles				
Metal (specify)				
Glass				
Furniture				
Fixtures and fittings				
Floor coverings				
Packaging (used pallets, pallet wrap)				
Garden organics				
Containers (cans, plastic, glass)				
Paper/cardboard				
Residual waste				
Hazardous/special waste e.g. asbestos (specify)				
Other (specify)				

(Source: NSW Department of Environment and Climate Change. Waste Not DCP Chapter 2008)

Construction (All Types of Development)

Address of development: _____

	Reuse	Recycling	Disposal	
Type of waste generated	**Estimate Volume (m^3) or Weight (t)**	**Estimate Volume (m^3) or Weight (t)**	**Estimate Volume (m^3) or Weight (t)**	**Specify method of on site reuse, contractor and recycling outlet and/or waste depot to be used**
Excavation material				
Timber (specify)				
Concrete				
Bricks				
Tiles				
Metal (specify)				
Glass				
Plasterboard (offcuts)				
Fixtures and fittings				
Floor coverings				
Packaging (used pallets, pallet wrap)				
Garden organics				
Containers (cans, plastic, glass)				
Paper/cardboard				
Residual waste				
Hazardous/special waste (specify)				

(Source: NSW Department of Environment and Climate Change Model Waste Not DCP Chapter 2008)

Ongoing Operation (Residential, Multi Unit, Commercial, Mixed Use and Industrial)

Address of development: _____

Show the total volume of waste expected to be generated by the development and the associated waste storage requirements.

	RECYCLABLES		COMPOSTABLES	RESIDUAL WASTE*	OTHER
	Paper/ cardboard	Metals/ plastics/glass			
Amount generated (L per unit per day)					
Amount generated (L per development per week)					
Any reduction due to compacting equipment					
Frequency of collections (per week)					
Number and size of storage bins required7					
Floor area required for storage bins (m^2)					
Floor area required for manoeuvrability (m^2)					
Height required for manoeuvrability (m)					

* Current “non-recyclables” waste generation rates typically include food waste that might be further separated for composting.

Construction Design (All Types of Developments)

Outline how measures for waste avoidance have been incorporated into the design, material purchasing and construction techniques of the development:

Materials

Lifecycle

Detail the arrangements that would be appropriate for the ongoing use of waste facilities as provided in the development. Identify each stage of waste transfer between residents' units/commercial tenancies and loading into the collection vehicle, detailing the responsibility for and location and frequency of, transfer and collection.

Plans and Drawings (All Developments)

The following checklists are designed to help ensure SWMMPs are accompanied by sufficient information to allow assessment of the application.

Drawings are to be submitted to scale, clearly indicating the location of and provisions for the storage and collection of waste and recyclables during:

- Demolition
- Construction
- Ongoing operation.

DEMOLITION

Do the site plans detail/indicate:

	Tick Yes
Size and location(s) of waste storage area(s)	
Access for waste collection vehicles	
Areas to be excavated	
Types and numbers of storage bins likely to be required	
Signage required to facilitate correct use of storage facilities	

CONSTRUCTION

Do the site plans detail/indicate:\

	Tick Yes
Size and location(s) of waste storage area(s)	
Access for waste collection vehicles	
Areas to be excavated	
Types and numbers of storage bins likely to be required	
Signage required to facilitate correct use of storage facilities	

On-Going Operational Phases of The Development

Do the site plans detail/indicate:

	Tick Yes
Space	
Size and location(s) of waste storage areas	
Recycling bins placed next to residual waste bins	
Space provided for access to and the manoeuvring of bins/equipment	
Any additional facilities	
Access	
Access route(s) to deposit waste in storage room/area	
Access route(s) to collect waste from storage room/area	
Bin carting grade	
Location of final collection point	
Clearance, geometric design and strength of internal access driveways and roads	
Direction of traffic flow for internal access driveways and roads	
Amenity	
Aesthetic design of waste storage areas	
Signage – type and location	
Construction details of storage rooms/areas (including floor, walls, doors, ceiling design, sewer connection, lighting, ventilation, security, wash down provisions etc)	

Appendix: 2 Waste / Recycling Generation Rates

Construction Waste Generation

'Rule of Thumb' for renovations and small home building

- Timber 5-7% of material ordered
- Plasterboard 5-20% of material ordered
- Concrete 3-5% of material ordered
- Bricks 5-10% of material ordered
- Tiles 2-5% of material ordered

(Source: Waste Planning Guide for Development Application, Inner Sydney Waste Board, 1998)

Ongoing Operation Waste Generation

Premises type	Waste generation	Recyclable material generation
Backpackers' Hostel	40L/occupant space/week	20L/occupant space/week
Boarding House, Guest House	60L/occupant space/week	20L/occupant space/week
Food premises:		
• Butcher	80L/100m^2 floor area/day	Variable
• Delicatessen	80L/100m^2 floor area/day	Variable
• Fish Shop	80L/100m^2 floor area/day	Variable
• Greengrocer	240L/100m^2 floor area/day	120L/100m^2 floor area/day
• Restaurant, Café	10L/1.5m^2 floor area/day	2L/1.5m^2 floor area/day
• Supermarket	240L/100m^2 floor area/day	240L/100m^2 floor area/day
• Takeaway food shop	80L/100m^2 floor area/day	Variable
Hairdresser, Beauty Salon	60L/100m^2 floor area/week	Variable
Hotel, Licensed Club, Motel	5L/bed space/day 50L/100m^2 bar area/day 10L/1.5m^2 dining area/day	1L/bed space/day 50L/100m^2 bar area/day 50L/100m^2 dining area/day
Offices	10L/100m^2 floor area/day	10L/100m^2 floor area/day
Shop less than 100m^2 floor area Shop greater than 100m^2 floor area	50L/100m^2 floor area/day 50L/100m^2 floor area/day	25L/100m^2 floor area/day 50L/100m^2 floor area/day

Premises type	Waste generation	Recyclable material generation
Showroom	40L/100m^2 floor area/day	10L/100m^2 floor area/day
Multi-Unit Dwellings[1]	80L/unit/week	40L/unit/week

(Sources: Department of Environment and Climate Change Model Waste Not DCP Chapter 2008 which was adapted from Waverley Council Code for the Storage and Handling of Waste.[1] Appendix A, Better Practice Guide For Waste Management In Multi-Unit Dwellings 2007)

Appendix: 3 Indicative Bin Sizes

Bin type	Height	Depth	Width
80 Litre Bin	870mm	530mm	450mm
120 Litre Bin	940mm	560mm	485mm
140 Litre Bin	1065mm	540mm	500mm
240 Litre Bin	1080mm	735mm	580mm
660 Litre Bin	1250mm	850mm	1370mm
$2m^3$ Skip Bin	865mm	1400mm	1830mm
$3m^3$ Skip Bin	1225mm	1505mm	1805mm
$4.5m^3$ Skip Bin	1570mm	1605mm	1805mm

These dimensions are only a guide and differ slightly according to manufacturer, if bins have flat or dome lids and are used with different lifting devices.

Additional bin dimensions are available in *Better Practice Guide for Waste Management In Multi-Unit Dwellings 2007*.

Appendix: 4

Waste Recycling/Storage Rooms in Multi–Unit Dwellings

1. Building Code of Australia

Waste/recycling storage rooms must be constructed in accordance with the requirements of the Building Code of Australia (BCA).

2, Location and Appearance

Waste/recycling storage rooms must be integrated into the design of the overall development. It is preferable that such rooms be located behind the front building line. Wherever possible, the room should be in a basement location within the main building envelope (rather than a separate stand-alone structure). Materials and finishes visible from outside should be similar in style and quality to the external materials used in the rest of the development.

Waste/recycling storage rooms must be located and designed in a manner that reduces adverse impacts upon the inhabitants of any dwellings on the site and upon neighbouring properties. The location and design of the room should minimise adverse impacts associated with:

- The proximity of the room to any dwellings
- The visibility of the room
- Noise generated by any equipment located within the room
- Noise generated by the movement of bins into and out of the room
- Noise generated by collection vehicles accessing the site; and
- Odours emanating from the room.

3. Size

• Waste/recycling storage rooms must be of adequate size to comfortably accommodate all waste and recycling bins associated with the development.

4. Layout

The gradient of waste/recycling storage room floors and the gradient of any associated access ramps must be sufficiently level so that access for the purpose of emptying containers can occur in accordance with WorkCover NSW Occupational Health and Safety requirements.

Within waste/recycling storage rooms, containers used for the storage of recyclable materials should be kept separate from (but close to) general waste containers — so that the potential for contamination of recyclable materials is minimised.

Appendix: 5 Garbage Chutes

1. Garbage Chute Design

(a) Garbage chutes must be constructed in accordance with the requirements of the *Building Code of Australia*.

(b) Garbage chutes must be located and insulated in a manner that reduces noise impacts.

(c) Chutes, service openings and charging devices must be constructed of material (such as metal) that is smooth, durable, impervious, non-corrosive and fire resistant.

(d) Chutes, service openings and charging devices must be capable of being easily cleaned.

(e) Chutes must be cylindrical and should have a diameter of at least 500mm.

(f) There must not be any bends (or sections of reduced diameter) in the main shaft of the chute.

(g) Internal overlaps in the chute must follow the direction of waste flow.

(h) Chutes must deposit rubbish directly into a bin or compactor located within a waste / recycling storage room.

(i) A cut-off device must be located at or near the base of the chute so that the bottom of the chute can be closed when the bin or compacting device at the bottom of the chute is withdrawn or being replaced.

(j) The upper end of a chute should extend above the roofline of the building.

(k) The upper end of a chute should be weather protected in a manner so that the upward movement of air out of the chute is not impeded.

2. Garbage Chute Service Room Design

(a) The service opening on each floor of the building must be located in a dedicated service room.

(b) The charging device for each service opening must be self-closing and must not project into the main chute.

(c) Each service room must include containers for the storage of recyclable materials. Signage regarding the materials that can be recycled should be displayed near these containers.

(d) Each service room must be located for convenient access by users and must be well ventilated and well lit.

(e) Branches connecting service openings to the main chute are to be no more than 1 metre long.

(f) The floors, walls and ceilings of service rooms must be finished with smooth, durable materials that are capable of being easily cleaned.

(g) Service rooms must include signage that clearly describes the types of materials that can be deposited into the garbage chute and the types of materials which should be deposited into recycling bins.

3. Management

(a) Garbage chutes are not to be used for the disposal of recyclable materials. Signage to this effect should be displayed near service openings.

(b) Arrangements must be in place for the regular maintenance and cleaning of garbage chutes and any associated service rooms, service openings and charging devices.

(c) Arrangements must be place for the regular transferral of recyclable materials (which are stored in service rooms) to the main waste / recycling storage room.

Appendix: 6

Commercial / Industrial Waste and Recycling Storage Areas

1. Compliance with the Building Code of Australia

(a) Waste / recycling storage areas must be constructed in accordance with the requirements of the Building Code of Australia.

2. Location and Appearance of Storage Areas

(a) Waste / recycling storage areas must be integrated into the design of the overall development.

(b) Waste and recycling storage areas must be located and designed in a manner that reduces adverse impacts upon neighbouring properties and the streetscape. The location and design of the areas should minimise adverse impacts associated with:

(i) The proximity of the storage area to any neighbouring dwellings;

(ii) The visibility of the area;

(iii) Noise generated by any equipment located within the storage area;

(iv) Noise generated by the movement of bins into and out of the storage area; and

(v) Odours emanating from the storage area.

3. Size and Layout of the Storage Areas

(a) Waste and recycling storage areas must be of adequate size to comfortably accommodate all waste and recycling bins associated with the development.

(b) Waste and recycling storage areas must be able to accommodate separate general waste bins and recycling bins which are of sufficient volume to contain the quantity of waste generated between collections.

(c) The gradient of waste and recycling storage area floors and the gradient of any associated access ramps must be sufficiently level so that access for the purpose emptying containers can occur in accordance with relevant Occupational Health and Safety legislation.

(d) Within waste and recycling storage areas, containers used for the storage of recyclable materials should be kept separate from general waste containers, in order to minimise the potential for contamination of recyclable materials.

4. Servicing Access Requirements

(a) The development must be designed to allow adequate access by collection vehicles used by the nominated waste contractor. Wherever possible, the site must be configured to allow collection vehicles to enter and exit the site in a forward direction and so collection vehicles do no impede general access to, from and within the site. Access driveways to be used by collection vehicles must be of sufficient strength to support such vehicles.

(b) Servicing arrangements for the emptying of bins must be compatible with the operation of any other loading / unloading facilities on-site.

(c) In retail and business development, convenient access is required between each retail / commercial tenancy and the waste and recycling storage area. The access route between the storage area and the servicing point must be step-free.

(d) Waste and recycling storage areas must have a smooth, durable floor and must be enclosed with durable walls / fences that extend to the height of any containers which are kept within.

(e) Doors and gates to waste and recycling storage areas must be durable. There must be a sign adjacent to the door / gate that indicates that the door is to remain closed when not in use. All doors and gates must be openable from inside and outside the storage area and must be wide enough to allow for the easy passage of waste and recycling containers.

(f) Waste and recycling storage areas must be serviced by hot and cold water provided through a centralised mixing valve. The hose cock must be protected from the waste containers and must be located in a position that is easily accessible when the area is filled with waste containers.

(g) The floor must be graded so that any water is directed to the sewer authority approved drainage connection located upon the site.

5. Signage

(a) Waste and recycling storage areas must include signage that clearly describes the types of materials that can be deposited into recycling bins and general garbage bins.

6. Management

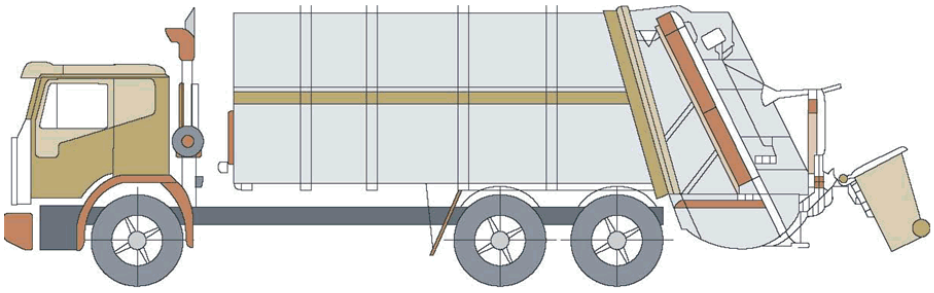
(a) Arrangements must be in place for the regular maintenance and cleaning of waste and recycling storage areas. Waste and recycling containers must only be washed in an area which drains to a sewer authority approved drainage connection.

Appendix: 7 Collection Vehicles

Waste collection vehicles may be side loading, rear-end loading, front-end loading or crane trucks. The size of vehicle varies according to the collection service. The following characteristics represent the typical collection vehicle, however, these are only for guidance. It may be possible to engage a collection service provider to use smaller collection vehicles to service developments with narrow roadways and laneways, or for on-site collections. However, as the availability of smaller vehicles to make services is limited, developments should be designed to accommodate vehicles of a similar size to that reported below.

Rear loading collection vehicle

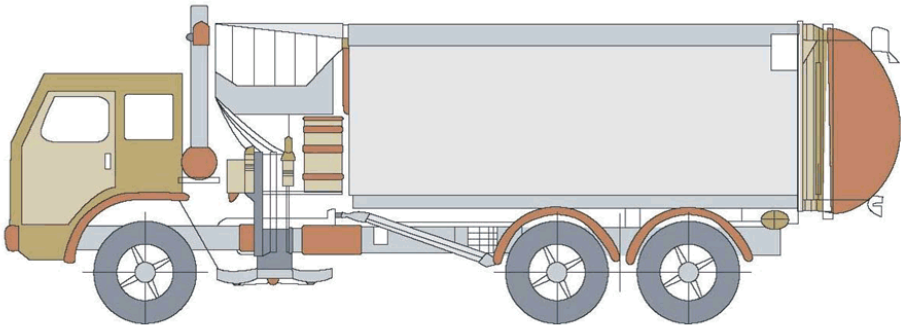
This is commonly used for domestic garbage and recycling collections from Multiple Dwellings and Residential Flat Buildings. It can be used to collect waste stored in MGBs or bulk bins, particularly where bins are not presented on the kerbside.



Rear loading collection vehicle	
Length overall	10.24m
Width overall	2.5m
Operational height	3.5m
Travel height	3.5m
Weight (vehicle only)	12.4 tonnes
Weight (payload)	9.5 tonnes
Turning circle	18.0m

Side loading collection vehicle

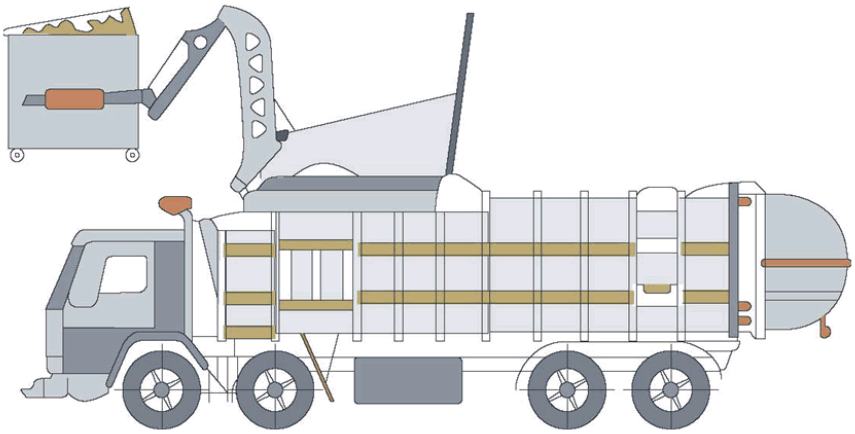
This is the most commonly used vehicle for domestic garbage and recycling collections. It is only suitable for collecting MGBs up to 360 litres in size.



Side-loading collection vehicle	
Length overall	9.64m
Front overhang	1.51m
Wheelbase	5.20m
Rear overhang	2.93m
Turning circle kerb to kerb	17.86m
Turning circle wall to wall	20.56m
Front of vehicle to collection arm	3.8m
Maximum reach of side arm	3.0m
Travel height	3.63m
Clearance height for loading	3.9m

Front lift-loading collection vehcicle

This is mainly used for collecting commercial and industrial waste, and is only suitable for bulk bins with front lift pockets (not MGBs).



Front-lift loading collection vehicle	
Length overall	10.52m
Front overhang	1.51m
Wheelbase	5.84m
Rear overhang	3.17m
Turning circle kerb to kerb	22.10m
Turning circle wall to wall	23.66m
Travel height	3.82m
Clearance height for loading	6.1m

Part E: General Controls – Environmental Controls

Chapter E19: Earthworks (Land Reshaping Works)

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0	15/12/09	1/3/10	Adopted
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2	11/12/17		Contaminated Lands Review update

1 INTRODUCTION

1. This Chapter of the DCP outlines Council's requirements and environmental management measures required for development involving earthworks. Other parts of this DCP include more detailed controls regarding the dimensions of filling and excavation works permitted for specific development, such as residential development.

2. The Local Environmental Plan requires that development consent be obtained for earthworks, except in certain circumstances and includes several matters that must be considered when assessing Development Applications for earthworks.

   The following definitions are as contained in the LEP.

   Fill: Refer to LEP

   Excavation: Refer to LEP

   Land reshaping involves a combination of filling and excavation.

3. These uses could be undertaken alone or as an ancillary component to other development such as excavation of a basement for a residential flat building or land reshaping works associated with a subdivision.

2 OBJECTIVES

1. The main objectives of this Chapter of the DCP are to:

   a) Provide guidelines for land filling, excavation and land reshaping works;

   b) Prevent land filling, excavation or land reshaping works which create or contribute to environmental problems both on and off site;

   c) Ensure the future use of land is not adversely affected by land reshaping works;

   d) Ensure that no adverse impact occurs to local drainage systems (including groundwater systems), overland flow characteristics and flood storage;

   e) Ensure that appropriate environmental management measures are applied to conserve the landscape and protect water quality;

   f) Promote appropriate rehabilitation and revegetation of the site;

   g) Protect human safety and the integrity of existing buildings and assets;

   h) Minimise amenity impacts upon surrounding neighbourhoods;

   i) Facilitate the regulated disposal / use of excavated material;

   j) Ensure that buildings are designed to fit the lot and ensure that the nature, extent and depth of land reshaping works are kept to appropriate levels; and

   k) Ensure compliance with the legal requirements regarding the removal of excess materials and importation of fill materials in accordance with the NSW EPA *Waste Classification Guidelines* (2014).

   l) Promote the beneficial reuse of VENM and ENM where appropriate (as defined in the Protection of the Environment Operations (Waste) Regulation 2014).

3 INFORMATION REQUIREMENTS FOR LODGEMENT WITH THE DEVELOPMENT APPLICATION

1. Any Development Application involving only fill, excavation or other land reshaping works will be required to be supported by a Statement of Environmental Effects (SEE) report which demonstrates the need for the proposed earthworks and considers the potential impacts on:

   (a) Existing or constructed landform, trees and vegetation;

   (b) Geotechnical stability;

   (c) Dust and air pollution;

   (d) Soil erosion and sedimentation;

   (e) Water pollution;

   (f) Groundwater, surface water, stormwater, flood storage;

   (g) Contamination;

   (h) Salinity and Acid Sulphate Soils; and

   (i) Neighbourhood amenity and aesthetics.

2. The Statement of Environmental Effects (SEE) must also include information on the following:

   (a) Method of compaction and degree of compaction;

   (b) Method of excavation;

   (c) Method of drainage;

   (d) Haulage routes;

   (e) Destination of extracted material;

   (f) Potential impacts on adjoining properties/the environment and proposed mitigation measures;

   (g) A flood study, where required by Council (Refer to Part E Floodplain Management in this DCP); and

   (h) A Virgin Excavated Natural Material (VENM) or appropriate Waste Classification (such as ENM), where required by Council, outlining the origin and classification of materials imported and exported from site.

3. The Development Application must also be accompanied by a survey plan and a site plan (at a 1:100 or 1:200 scale) which shows:

   (a) Existing natural contour levels and proposed finished contour (shown in bold) levels at 2 metre intervals in Australian Height Datum (AHD);

   (b) Cross section plans identifying the nature, extent and depth of excavation and/or land filling and associated works, batter slopes and any retaining structures;

(c) The location of cut, fill, batters, drainage and retaining structures;

(d) Existing natural features, dams, watercourses, trees and especially any trees or other vegetation likely to be affected by works;

(e) The location of any contaminated materials, acid sulphate soils, coal wash or similar materials that require specialised handling, treatment or segregation;

(e) Staging plans, where land reshaping is proposed to be done in stages;

(g) An Erosion and Sedimentation Control Plan (compliant with relevant standards i.e. the 'blue book' http://www.environment.nsw.gov.au/resources/water/BlueBookVol1.pdf);

(h) Rehabilitation Plan for applications involving earthworks without associated built development works that indicates:

i. Vegetation to be retained, removed and rehabilitated;

ii. Final landform;

iii. Proposed site stabilisation and weed control mechanisms;

iv. Whether fill material is capable of sustaining suitable plant growth.

4. Where development involves fill materials being temporarily stockpiled on any land, the site plan must show the location, quantity, height and configuration of proposed stockpiles. The Statement of Environmental Effects must detail:

(a) The proposed period of stockpiling (topsoils retained for beneficial reuse must be managed in an appropriate manner to maintain soil viability);

(b) Any proposed preparation requirements, such as land clearing;

(c) Soil erosion, sedimentation and dust controls proposed to be implemented during the temporary stockpiling of the landfill material, including any proposed covering protection or stabilisation; and

(d) Soil characteristics, including the potential for leaching or contamination, of the stockpiled materials.

4 DEVELOPMENT STANDARDS

4.1 Stormwater Management, Sediment Control and Land Stability

1. It is the responsibility of the developer undertaking earthworks to ensure such works do not adversely impact on stormwater drainage, groundwater, surface water quality or land stability. Note: It is an offence to pollute waters under the *Protection of the Environment Operations Act 1997*.

2. Erosion and Sediment control infrastructure must be installed as soon as practical and where possible at the onset of any earthworks.

3. Areas of excavation must be suitably retained/battered so that uphill areas are stable and do not lose development potential.

4. Filling must be suitably retained / battered so as to avoid slumping, or sediment entering into drainage systems or downstream properties.

5. An application involving earthworks must address impacts on the geotechnical stability, groundwater, acid sulphate soils, contamination and salinity of the site. Earthworks on steep slopes (i.e. land having a gradient of 15% or greater) and/or earthworks greater than 1 metre in height will generally be required to submit a geotechnical report stating the suitability of the land for development. This report shall comply with the requirements contained in the Geotechnical chapter in Part E of this DCP.

6. Any excavation within the zone of influence for any other structure or building requires a Dilapidation Report (prepared by a suitably qualified engineer) demonstrating the existing condition of neighbouring buildings and structures. The Dilapidation Report will be required to be submitted with the Development Application. Prior to works commencing a Structural Report may be necessary to propose measures that will protect the integrity of buildings and structures.

7. The alteration of overland flow or local drainage shall not be permitted to adversely impact on adjoining or adjacent properties. No net loss of flood storage and /or conveyance will be permitted. In this regard, Council may require the developer to undertake a flood study to demonstrate the likely impacts and make recommendations for the design of the proposed earthworks.

8. For exposed earthworks, a site management program incorporating sediment, dust and erosion control measures (e.g. cleaning of sediment traps, fences, access control, basins and maintenance of vegetative cover) must be implemented prior to the commencement of any works and maintained throughout the duration of the earthworks and until vegetation cover / suitable stabilisation is established (i.e. in accordance with the 'blue book' requirements for the stabilisation of materials).

4.2 Imported Fill

1. Imported fill must be free from any soil contamination and accompanied by an appropriate waste classification prepared in accordance with the requirements of the NSW EPA *Waste Classification Guidelines* (2014) and with consideration of the *Protection of the Environment Operations (Waste) Regulations* (2014). All imported material must be classified as virgin excavated natural material (VENM). In restricted circumstances where deemed appropriate Excavated Natural Material (ENM) may also be accepted as long as it is in keeping with the requirements of any regulatory bodies and the proposed site use. Demolition or putrescibles waste cannot be buried ion site and is not permitted to remain on site in any circumstance.

2. Where earthworks involve land known or suspected to be contaminated, the provisions of the Contaminated Land Management Chapter in Part E of this DCP will also apply.

4.3 Earthworks Planning, Design and Construction

1. All earthworks are to be planned, designed and constructed in accordance with Australian Standard *AS3798 – Guidelines on earthworks for commercial and residential developments*.

2. Batter cross-slopes should be restricted to a slope of 25% (1 vertical in 4 horizontal).

3. Excavation of hard bedrock in urban areas shall be undertaken in a manner that minimises amenity impacts on the surrounding neighbourhood. Methods of excavation are to be selected appropriate for the bedrock type such that noise and vibration nuisance generated by the works are within Department of Environment and Climate Change limits.

4. All excavations and backfilling shall be executed safely and in accordance with appropriate professional standards and NSW Work Cover Authority requirements

5. Fill should not cover topsoil. Topsoil should be removed, stockpiled and replaced over the fill.

4.4 Use of Coalwash as Fill Material

Coal Washery Reject (CWR) is locally known as "Coalwash" and is a by-product of the coal mining industry. Currently the reuse of CWR is managed via the EPA under The Coal Washery Rejects Order 2014 and The Coal Washery Rejects Exemption 2014. Council recommends these documents be consulted prior to any reuse applications of CWR. Failure to complete reuse applications of CWR in accordance with this documents will result in a breach of the Protection of the Environment Operations (Waste) Act 2014 (refer to http://www.epa.nsw.gov.au/wasteregulation/orders-exemptions.htm).

CWR can, in appropriate settings, be beneficially reused due to favourable engineering properties for use as a general fill. Despite CWR containing a residue of combustible material (which may be a significant portion of the total volume of the material), reuse may be advantageous due to the availability of the materials in the Illawarra area combined with a history of low risk controlled application scenarios (i.e. engineered fill in major road upgrades).

In some rare circumstances, this residue of combustible material has been ignited and once ignited is costly to manage and problematic to extinguish.

This Clause of Chapter E19 of the Wollongong DCP sets the minimum standard for the use of CWR such that the likelihood of ignition is within acceptable limits and updates Council's Policy No32.03 dated 2 December 1996 Minute No364 'Coal Washery Refuse in Subdivisions.'

CWR is permitted for use as a general fill in civil engineering earthworks subject to its use being in compliance with the conditions described in Chapter E19 of the Wollongong DCP (Clause 4.4 in particular) and the relevant legislations (i.e. the various relevant Resource Recovery Exemptions prepared under the Protection of the Environment and Operations (Waste) Act 2014).

4.4.1 Development Controls

1. Very coarse CWR material (greater than 150mm particle size) is to be rejected.

2. Very fine slurry CWR material (tailings) is to be rejected.

3. Notwithstanding sub-clause 1 and 2 above, a homogenous mixture of uniformly graded CWR incorporating some very coarse materials and some very fine slurry materials is acceptable.

4. During placement and compaction of CWR, site controls are to be maintained in place to prevent run-off and dust nuisance.

5. Service trenches within the CWR are to be backfilled with inert material such as sand, road base or another granular material.

6. Notwithstanding the level of compaction of the CWR, sites developed with CWR will be designated Class P sites in accordance with Australian Standard AS2870 Residential Slabs and Footings.

7. Footings and foundation systems for any structures to be placed on the completed CWR fill emplacement, compacted in accordance with this Chapter of the Wollongong DCP, are to be designed by a structural engineer based on advice from a geotechnical consultant.

Where the completed CWR emplacement is not in preparation for an overlying future structure, it is to be covered with not less than 300mm of inert cover such as topsoils.

Supply of CWR

8. The supply of CWR is to comply with the relevant exemptions prepared by the EPA and document under the Protection of the Environment Operations (Waste) Act 2014 (i.e. http://www.epa.nsw.gov.au/resources/waste/rro14-coal-wash-rejects.pdf).

9. The generator of the CWR must provide to the consumer of the CWR a written statement of compliance with the above exemption.

10. The statement of compliance from the generator must clearly state that the CWR has been appropriately assessed against the requirements of The Coal Washery Rejects Order 2014 (Section 4).

Placement and Compaction

11. Placement of the CWR is to comply with Australian Standard AS3798 Guidelines on Earthworks for Commercial and Residential Developments and the NSW EPA Coal Washery Reject Exemption 2014 (http://www.epa.nsw.gov.au/resources/waste/rre14-coal-wash-rejects.pdf).

12. Materials must not be placed beneath water, including groundwater.

13. Compaction is to be undertaken with Level 1 engineering control as defined in AS3798.

14. The minimum density ratio of the compacted CWR is to be 100% standard as determined by test methods AS1289.5.1.1 and AS1289.5.4.1. Moisture content determinations are to be in accordance with AS1289.2.1.1 with the exception that a 50^{o}C oven is to be used.

15. If nuclear gauges are to be used to determine field wet density then the field moisture content is to be determined by test method AS1289.2.1.1 with the exception that a 50^{o}C oven is to be used (as per sub-clauses 13 above).

16. A works-as-executed geotechnical report is required which demonstrates that the completed works comply with this Chapter of the Wollongong DCP.

    The works-as-executed geotechnical report will describe the residual geotechnical constraints on the compacted CWR fill which are to be accommodated in the design of foundation systems and footings for any structures proposed to be built on the fill.

Pre-existing CWR fill (onsite).

16. Any pre-existing CWR fill is assumed to be uncontrolled fill and not compliant with this Chapter of the Wollongong DCP.

17. Geotechnical advice is required to either:

    a) Demonstrate that the pre-existing CWR fill complies with sub-clause 9 under the heading *Supply of CWR* with respect to its content of residual combustibles **and** sub-clauses 14 under the heading *Placement and Compaction* and sub-clause 15 under the heading *Placement and Compaction* with respect to its in-situ density; or

    b) Detail a site remediation program setting out a program of remedial works which can be undertaken so that the pre-existing CWR can be brought into compliance with sub-clause 9 under the heading *Supply of CWR* with respect to its content of residual combustibles

and sub-clauses 14 under the heading *Placement and Compaction* and sub-clause 15 under the heading *Placement and Compaction* with respect to its in-situ density.

c) Any CWR which is determined to be non-compliant due to it being high in residual combustibles content may be blended with an inert material in sufficient proportion to bring the overall combustibles content of the blended material into the acceptable range for compliance with the Chapter of the Wollongong DCP.

18. If the CWR is to support a structure and, after seeking the geotechnical advice of sub-clause 17, is considered by the developer to be impractical to be brought into compliance with this Clause of the Wollongong DCP then the CWR is to be removed.

19. If the developer chooses to remediate the CWR into compliance with this Chapter of the Wollongong DCP then the works are to be undertaken in accordance with the requirements under the Placement and Compaction heading and by following a program developed through sub-clause 18(b).

4.5 Revegetation Requirements

Vegetation providing a dense, uniformly distributed cover shall be required as soon as possible following site disturbance to prevent erosion and sedimentation occurring. Soil erosion and sediment control measures must be in place prior to disturbance of the site and maintained during earthworks until such time as revegetation of the site has been completed.

4.6 Certification of Works

1. Council may require the following information prepared by suitably qualified persons on completion of works:

   (a) Surveyors report and works-as-executed plans with finished contour levels at 2m intervals to AHD;

   (b) Hydraulic certification;

   (c) Engineering certification of the completed earthworks in accordance with the recommendations of AS3798 and controlled fill is to have Level 1 Engineering Certification as defined in AS3798;

   (d) Site Contamination Audit Statement issued by an accredited site auditor pursuant to Part 4 of the Contaminated Land Management Act 1997 confirming that the site is suitable for the proposed land use activity (i.e. contaminants have either been remediated and / or removed from the site or contamination levels are below the NSW Department of Environment and Climate Change or ANZECC threshold criteria); and

   (e) Documentation supporting the assessment of the materials in accordance with relevant Protection of Environment Operations (Waste) Act 2014 exemptions listed above.

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Document Control

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0	15/12/09	1/3/10	Adopted
1	27/7/11	3/8/11	Revised
2	11/12/17		Contaminated Lands Review update

1 INTRODUCTION

1. This chapter outlines Council's procedures in dealing with the assessment of known or potentially contaminated land and the remediation and subsequent validation of contaminated land.

2. This policy directly relates to the State Environmental Planning Policy No. 55 – Remediation of Land (SEPP 55), the Contaminated Land Management Act 1997 and the joint NSW Department of Urban Affairs & Planning & Environment Protection Authority publication titled *Managing Land Contamination: Planning Guidelines SEPP 55 Remediation of Land (August 1998)*. In the advent of a discrepancy between this DCP, and the above documentation, the latter will preside.

2 OBJECTIVES

1. The objectives of the Contaminated Land Management policy are to:-

   a) Consider the likelihood of contamination upfront in the planning and development process;
   b) Ensure that any proposed development of an identified contaminated site will not result in any unacceptable levels of risk to human health or the environment;
   c) Avoid inappropriate restrictions on the development of known or potentially contaminated sites;
   d) Ensure site investigations and remediation work are carried out in a satisfactory manner and where appropriate are subject to independent validation and/or Site Audit Statement (SAS) prepared by an EPA Accredited Site Auditor;
   e) Ensure that ongoing responsibility for the management and monitoring of contaminated land is clearly and legally assigned (Through mechanisms such as Environmental Management Plans and Section 88B Property Title Notifications).

3 CONTAMINATED LAND MANAGEMENT ACT 1997

Duty to Report Contamination on Land which presents a Significant Risk of Harm to Human Health or the Environment

1. The Contaminated Land Management Act 1997 requires that either the landowner or the person whose activities have caused contamination must notify the NSW Environmental Protection Agency as soon as practicable after becoming aware of the contamination incident or activity. Reference should be made to the NSW EPA Guidelines on the Duty to Report Contamination under the *Contaminated Land Management Act* (2015)

2. A formal notice under section 60 of the Contaminated Land Management Act 1997 is required

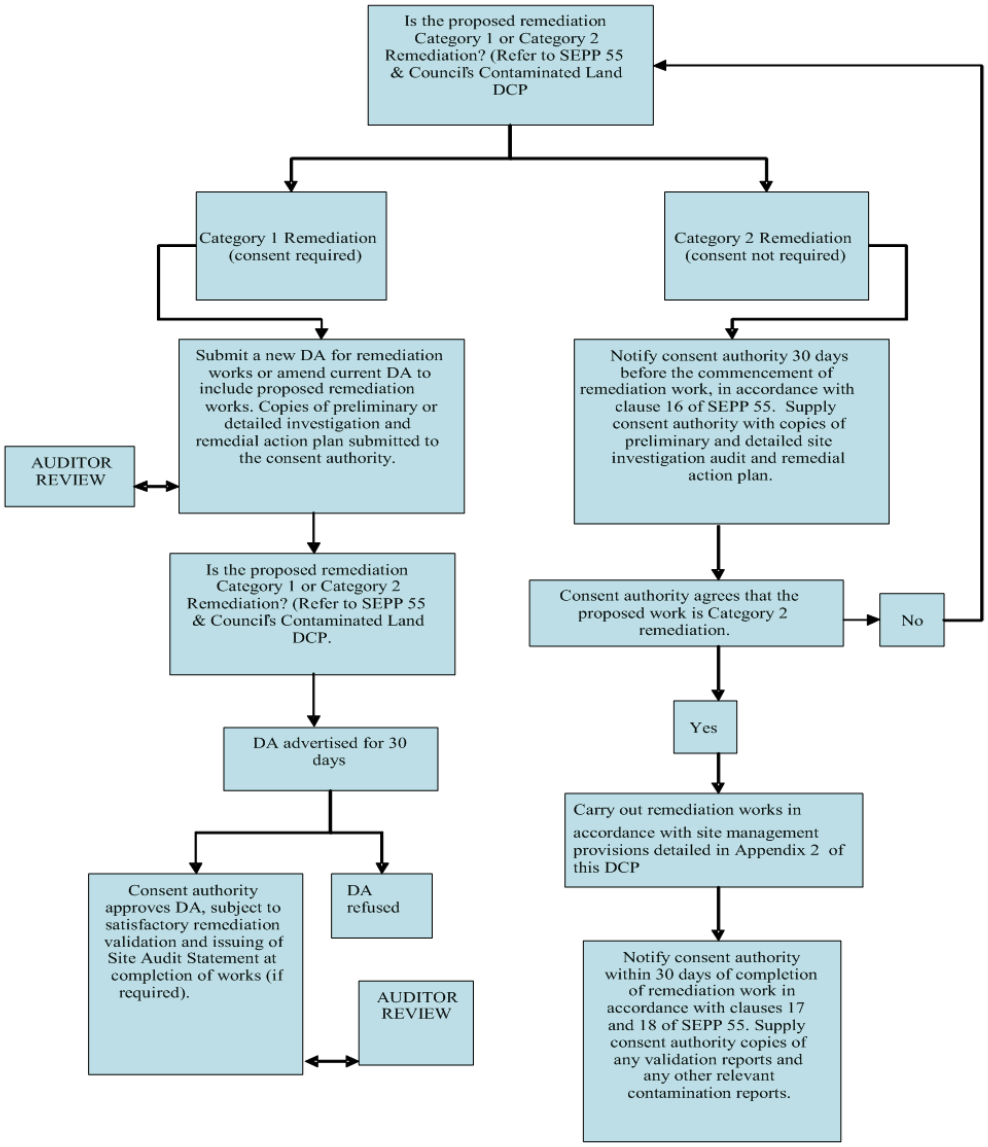
4 STATE ENVIRONMENTAL PLANNING POLICY NO. 55 REMEDIATION OF LAND (SEPP 55)

1. The aim of SEPP 55 is to provide for a state-wide planning approach to the assessment, remediation and validation of contaminated land.

2. Under SEPP 55, Council is required in determining a Development Application to consider whether land is contaminated and whether the proposed remediation of any identified contamination site will satisfactorily render the land suitable for the intended land use upon the site.

3. SEPP 55 states that a person must not carry out a category 1 remediation work except with the consent of the consent authority. Under the SEPP, a person may however carry out category 2 remediation work, without the consent of the consent authority (however the local consent authority must be informed of the intended remediation works 30 days prior to commencement).

5. For more information relating to the categories of work and the requirements refer to the SEPP.



** NOTE: Development consent may be required if works such as demolition or shoring are involved.

Figure 1: Procedure for category 1 and category 2 remediation work

4.1 Reporting Requirements

4.2 General

The key principle in considering contaminated land and the likelihood of land contamination is to determine any issues as early as possible in the planning and development process. This section provides an overview of the requirements in the SEPP 55. For full detail of requirements refer to the SEPP.

4.3 Stages for investigation

1. There are 4 main stages associated with the investigation of a site for potential contamination and its subsequent remediation and validation, namely:-
    - Stage 1 – Preliminary Investigation;
    - Stage 2 – Detailed Investigation;
    - Stage 3 – Remediation Action Plan; and
    - Stage 4 – Validation Report.

All reporting must be completed in accordance with relevant regulations, legislation and guidance documentation. Reports must also be completed by appropriately experienced and qualified consultants with a demonstrated history of working on CLM projects.

At any stage throughout the investigation, remediation and validation process Council may request a Site Audit Statement (SAS) be prepared by an appropriately accredited NSW EPA Auditor. The costs associated with the preparation of the SAS are to be covered by the applicant. Council may request a SAS when:

- Council has reasonable grounds to believe the information provided to Council is incomplete or incorrect.
- Council wishes to confirms the information provided conforms to relevant legislations, guidelines (etc.).
- Council does not have the capability to undertake appropriate technical reviews (i.e. a site with complex contamination issues and significant risks to human health and the environment).

4.3.1 Stage 1 – Preliminary Investigation

2. The main requirements of a preliminary investigation are to:-
    i) Identify any past or present potentially contaminating activities;
    ii) Review available historic records (i.e. including Council & NSW Government Department Records);
    iii) Conduct a preliminary visual inspection;
    iv) Provide a preliminary assessment of any site contamination; and
    v) Provide the basis for a more detailed investigation if required.

For an indicative list of industries and potential contaminants please refer to SEPP No. 55 Remediation of Land and the Planning Guidelines “Managing Contaminated Land”

4.3.2 Stage 2 – Detailed Investigation

1. A detailed investigation is only necessary where a preliminary investigation indicates that the land is contaminated or the site history confirms that the site is or was exposed to potentially contaminating industry or activities.
2. The requirements of the detailed investigation are:-

i) To define the nature, extent and degree of all contamination (i.e. soil, water and soil vapour);
ii) To assess potential risk posed by contaminants to health and environment; and
iii) To obtain sufficient information for the development of a viable Remedial Action Plan (RAP), if required.

As part of the detailed investigation and assessment of site contamination issues, proponents are required to take into account any relevant technical standards or guideline requirements.

4.3.3 Stage 3 – Remedial Action Plan

1. The Remedial Action Plan (RAP) is based on information from the previous Preliminary Site History and Detailed Investigation stages and shall demonstrate what remediation measures are required to deal with any identified contamination in order to render the site suitable for the proposed development or land use activity. The objectives of the remediation strategy and the recommended site contamination remediation clean-up criteria must be clearly stated in the RAP.
2. If development consent is required, then a RAP must be considered by Council, prior to the determination of the Development Application.

4.3.4 Stage 4 – Completion of Remediation Work - Validation Reporting, Site Auditing & Monitoring

1. SEPP 55 requires the submission of a formal Notice of Completion of Remediation Work to Council within 30 days from the date of completion of the remediation works.
2. Upon satisfactory completion of remediation and validation works any ongoing site management requirements (such as Environmental Management Plans) must be registered on the property title (in accordance with the Conveyancing Act 1919).
3. Refer to the SEPP for more information.

5 PROCEDURES FOR DEVELOPMENT APPLICATIONS & COMPLYING DEVELOPMENT CERTIFICATE APPLICATIONS

1. Were land is contaminated or has the potential for contamination Council requires the following:

a) A preliminary investigation report in accordance with the requirements of this policy and relevant legislation;

b) a Detailed Site Contamination Investigation Report is required where the preliminary investigation report reveals that the site is or was previously used by a potentially contaminating land use or soil and / or groundwater analysis reveals elevated contaminants above threshold levels;

c) Council may, as a matter of due diligence, request a Site Audit Statement to be provided from an accredited Site Auditor, in order to certify that the site is suitable for its intended use even if the Preliminary Investigation confirms that the site has no issues and the visual assessment of the site reveals no evidence of any contamination;

d) Where the Detailed Site Contamination Investigation Report indicates that the site is subject to soil strata, soil vapour and / or groundwater table contamination above threshold limits, a Remedial Action Plan will be required;

e) Contaminated land consultants who prepare preliminary investigation, detailed investigation, RAP's and validation reports must be accredited via one of the following:

- the Site Contamination Practitioners Australia (SCPA) scheme;
- the Environment Institute of Australia and New Zealand's (EIANZ) Contaminated Land Assessment Specialist Certified Environmental Practitioner (CLA Specialist CEnvP) scheme; or
- the Soil Science Australia (SSA) Certified Professional Soil Scientist Contaminated Site Assessment and Management (CPSS CSAM) certification.

f) Council will not continue the assessment until satisfied with the information in the detailed report or RAP.

Council may grant a conditional Development Consent with conditions of consent relating to the preparation of a Remedial Action Plan (prior to the issuing of the Construction Certificate), completion of the remediation works (during the construction phase) and the completion of a

validation report and 'signing' off' of the remediation work by the Site Auditor through a Site Audit Statement at prior to the occupation of the building or commencement of the land use stage.

Alternatively, Council may grant a "Deferred Commencement" Consent pursuant to Section 80(3) of the Environmental Planning and Assessment Act 1979, particularly where the level of contamination is in the opinion of Council significant and / or the proposed land use is a sensitive land use with respect to potential contamination impacts. The "Deferred Commencement" Consent will require the completion of a range of "pre-conditions" prior to the consent becoming operative.

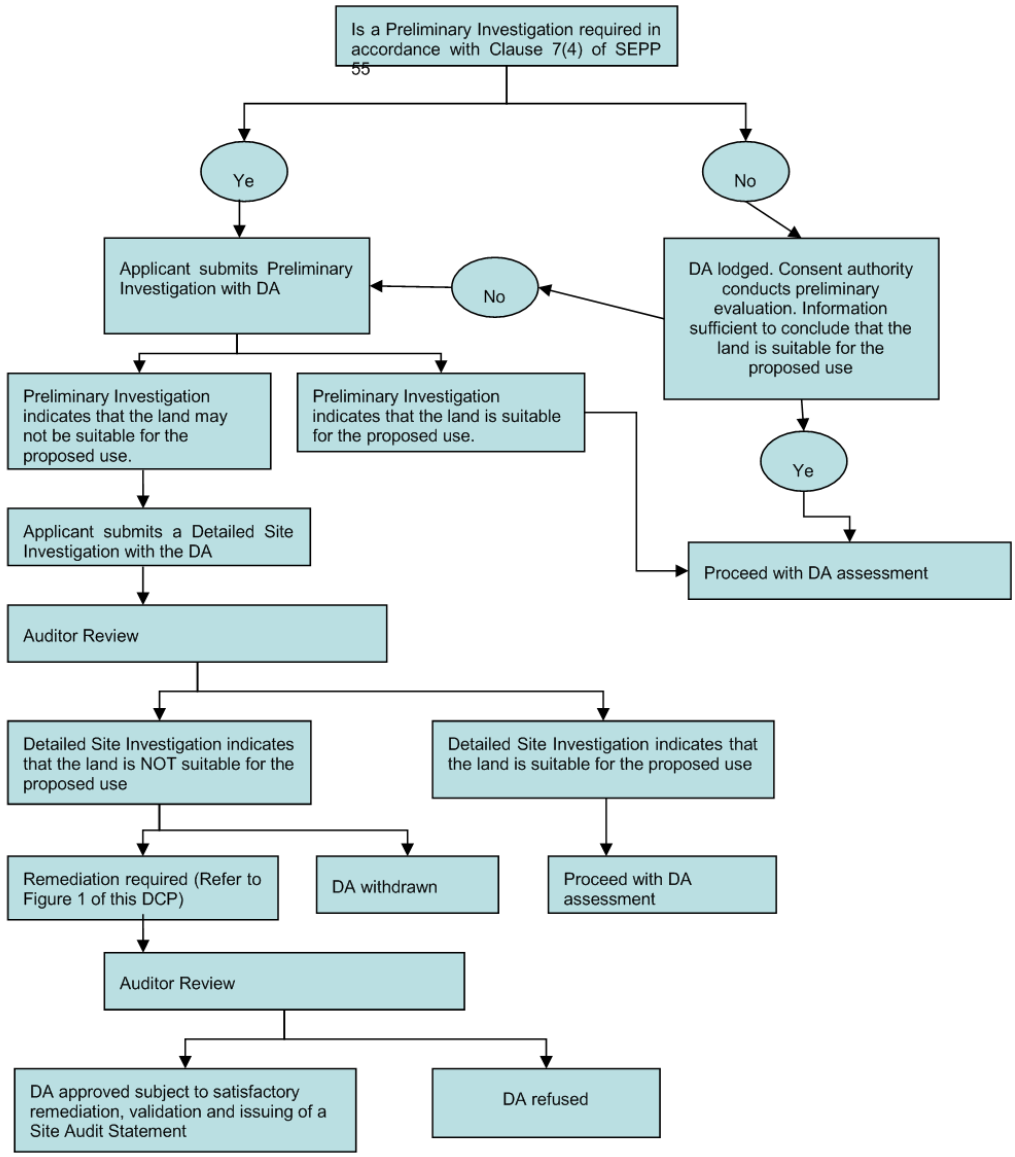
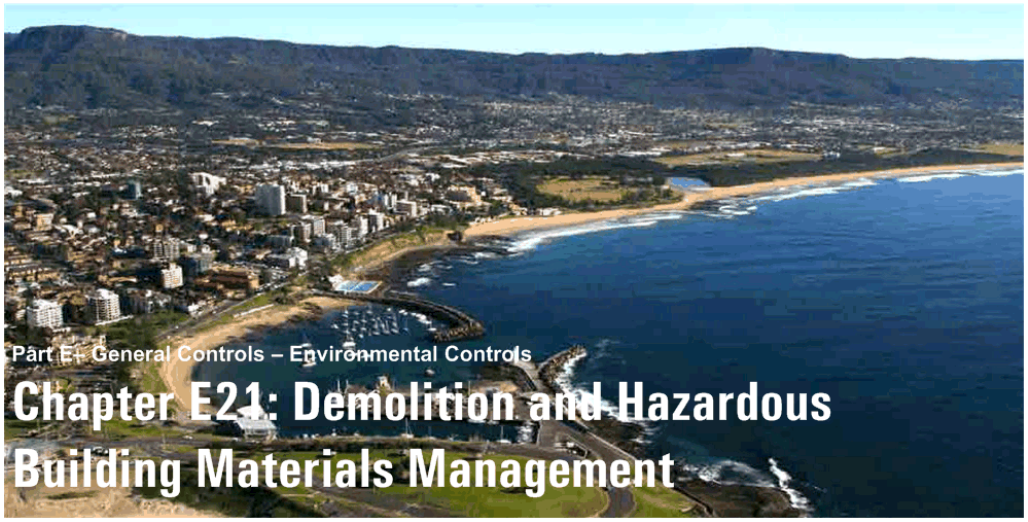


Figure 2: Council procedure for considering land contamination issues for Development Applications



Part E: General Controls – Environmental Controls

Chapter E21: Demolition and Hazardous Building Materials Management

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Document Control

Document ID: Wollongong DCP 2009 – E21 Demolition and Hazardous Building Material Management

Rev No	Adoption Date	In force date	Revision Details
0	15/12/09	1/3/10	Adopted
1	11/12/17		Contaminated Lands Review update

1 INTRODUCTION

1. This Chapter outlines the general submission requirements and controls for the demolition of buildings or structures.

2. The Chapter also provides guidelines to assist in protecting the health and safety of property owners and site workers when carrying out demolition and building works involving hazardous building materials.

2 OBJECTIVES

1. The objectives of this Chapter of the DCP are to:

a) Ensure that demolition is undertaken in a manner that minimises waste generation and adverse amenity impacts.

b) Protect the health and safety of persons involved in or situated in close proximity to demolition works particularly those involving hazardous building materials; and

c) Ensure hazardous building materials are removed in accordance with relevant NSW WorkCover Authority requirements and relevant Australian Standards.

3 DEFINITIONS

"Asbestos" means the fibrous form of those mineral silicates that belong to the serpentine or amphibole groups of rock forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and tremolite. (OHS Regulations 2001).

"Asbestos removal work" means any work, in which bonded or friable asbestos material is removed, repaired or disturbed. (OHS Regulation 2001).

"Contaminated Dust" means dusts accumulated in a building structure that are contaminated with substances that are considered hazardous (i.e. lead and other heavy metals, pesticides and asbestos).

"Hazardous Building Materials" means building materials that are considered to cause adverse health impacts such as cancer, neurological issues and mesothelioma. Common hazardous building materials include (but not limited to) asbestos, lead paint, PCBs and contaminated dusts.

"Lead Paint" is described in the Australian Standards (AS 4361.2-1998) as paint or paint films that contain more than 1% lead by weight of the total volume.

"PCBs" means Polychlorinated biphenyls, a group of synthetic, chlorinated organic compounds often found in electrical equipment that pre dates 1975.

4 RELEVANT LEGISLATION

4.1 Environmental Planning and Assessment Act 1979 and Wollongong Local Environmental Plan 2009

1. The demolition of a building or works is considered a form of development, under the *Environmental Planning and Assessment Act 1979*.

2. Under Schedule 2 of *Wollongong Local Environmental Plan 2009* (WLEP 2009), certain minor demolition work may be classified as exempt development where it is in compliance with the following requirements:

(a) Must be demolition of a structure, the erection of which would be exempt development under WLEP 2009.

(b) Activity must be carried out within the property boundary.

(c) Must be demolition of an entire structure, not part of a structure.

(d) Must be carried out in accordance with AS *2601—2001, Demolition of structures* and any relevant WorkCover guidelines.

(e) If a structure is likely to have been treated with pesticides, must avoid contact with the top 10–20mm of soil.

3. Under Schedule 3 of WLEP 2009, the demolition of single storey dwelling houses and outbuildings may be classified as complying development where it is in compliance with the following requirements:

(a) Must be demolition of a building or structure, the demolition of which is necessary to enable the erection of a dwelling house under Schedule 3 of WLEP 2009.

(b) Must not involve the demolition of a building or structure that has more than one storey.

(c) Must be undertaken in accordance with *AS 2601—2001, Demolition of structures.*

4. In order for demolition to qualify as either exempt or complying development it must also comply with clause 3.1 or 3.2 of WLEP 2009. Development consent is required for all other demolition works.

4.2 Workplace Health and Safety Regulation 2011

1. The main legislation regarding the removal and handling of hazardous materials (including asbestos) is the *Workplace Health and Safety Regulation 2011*.

2. Under the above regulation, a licence authorised by the NSW WorkCover Authority is required for all friable asbestos work and bonded asbestos work where the asbestos has a surface area of more than 10 square metres.

4. Under the above regulation, a person undertaking 'lead risk' work must notify WorkCover NSW.

3. The main legislation dealing with the disposal of asbestos material is governed by the *NSW EPA Waste Classification Guidelines (2014)*.

4.3 Protection of the Environment Operations Act 1997

1. Under the above legislation it is an offence to pollute the environment in any way and a pollution event may be considered a punishable offence within the Act.

5 DEMOLITION OF BUILDINGS

1. The demolition of any building or structure (i.e. subject to appropriate consent being issued) must be carried out in accordance with Australian Standard *AS 2601 -2001 – Demolition of Structures.*

5.1 Demolition work plan

1. Any Development Application lodged for the demolition of a building or structure must include a Demolition Work Plan. The Demolition Work Plan shall include the following information:
2. Site location plan showing the building or structure which is proposed to be demolished.
3. The name, address and contact telephone numbers and license number of the demolition contractor and the asbestos removal contractor (i.e. where asbestos material is required to be removed from the building or structure);
4. Details as to the qualifications and experience of the demolition contractor.
5. Details as to the height of the building or structure above ground level and the distance of the building or structure from all boundaries.
6. Details of the type of building including footing, structural steel and concrete components, wall roof information.
7. A detailed list of any hazardous material (including asbestos) that might be within the building and procedures to be utilised for storage, transport and disposal of these hazardous materials.
8. Details of the methods of demolition proposed, including all equipment to be utilised onsite. Information concerning the noise rating of any jackhammers or other mechanical plant shall be submitted, including details of the noise level above the ambient at the property boundary.
9. Proposed method(s) of demolition and proposed removal of any hazardous material including any asbestos material;
10. Written documentation as to the proposed demolition measures being carried out in accordance with Australian Standard *AS 2601 – 2001 – Demolition of Structures*.
11. A time sequence of the demolition, including the staging of the work, hours of operation and in addition the anticipated number of days involved in each component of the work.

    In this regard demolition works shall be generally limited by Council to the following hours:

    a. Monday to Friday: 7am to 5pm
    b. Saturday: 8am to 4pm
    c. Sundays and Public Holidays: No demolition work permitted

12. Details of any hoardings or fences, including overhead protection and scaffolding when necessary. Note: Refer to the provisions contained within the Hoardings Chapter of this DCP.
13. Details of any safety precautions necessary for persons carrying out the demolition or persons living within the vicinity or using facilities within the vicinity.
14. Proposed measures and processes to be implemented to ensure the health and safety of workers and community;
15. Proposed measures to be implemented to minimise any airborne asbestos and dust emissions (subject to compliance with the requirements of the NSW WorkCover Authority); and
16. Proposed methods and location of disposal of any asbestos or other hazardous materials (subject to compliance with the requirements of the NSW WorkCover Authority).

5.2 Other information requirements for demolition works

1. A Site Waste Minimisation and Management Plan (SWMMP) shall also be prepared in accordance with the requirements contained within the Waste Management Chapter in Part E of this DCP, with particular regard to the controls relating specifically to demolition.

2. A Dilapidation Report is also required for any demolition works situated within the zone of influence of any other building or structure. The Dilapidation Report must include photographic evidence of all building or structures within the zone of influence.

3. A Hazardous Building Materials Assessment (HBM) shall be prepared prior to commencement of demolition works. The report must be prepared so to achieve compliance with relevant guidance documentation including (but not limited to), regulations, codes of practice, and Australian standards.

6 HAZAROUS BUILDING MATERIALS MANAGEMENT

6.1 Types of asbestos and health impacts

1. According to relevant Australian Government publications (Safe Work Australia, NSW WorkCover) the main types of asbestos are:

   - Chrysotile (white asbestos);
   - Amosite (brown asbestos); and
   - Crocidolite (blue asbestos).

2. These types of asbestos are considered to range from hazardous to highly hazardous, especially where they are in a poor or deteriorated condition or disturbed during activities that produce dust containing asbestos fibres.

3. Chrysotile (white asbestos) is the only form of asbestos that was commercially used from the serpentine group of silicates. Chrysotile was previously used in the manufacture of:

   - Asbestos cloth, tapes, ropes and gaskets for packing and in thermal and chemical insulation;
   - Asbestos cement sheets and pipes for construction, casing for water and electrical / telecommunication services;
   - Fire rated doors, equipment and structural beams of buildings;
   - Rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications;
   - Filters; and
   - Packing and friction material such as gaskets, brake and clutch linings.

4. Amosite (brown asbestos) and crocidolite (blue asbestos) were used in a range of products until the mid 1980's. These products were mainly:

   - Asbestos cement sheets and pipes for construction, casing for water and electrical / telecommunication services; and
   - Thermal and chemical insulation i.e. fire rated doors, limpet spray, lagging and gaskets.

5. **Non-friable asbestos** means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound (Safe Work Australia: How to Safely Remove Asbestos 2011).

6. **Friable asbestos** means material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos (Safe Work Australia: How to Safely Remove Asbestos 2011).

Figure 1: Bonded Asbestos (Fibro)

Figure 2: Bonded Asbestos Tiles

Figure 3: Friable Asbestos – Pipe Lagging

Source: NSW WorkCover Authority (2008) *Working with Asbestos Guide 2008*

7. Asbestos fibres are made up of many very fine fibres so that as asbestos is further processed or disturbed, the airborne fibres become progressively finer and more hazardous. The most dangerous fibres are the smallest ones which are invisible to the naked eye, but which penetrate the deepest part of the lungs.

8. Breathing in the fibres of asbestos can bring the risk of asbestosis, lung cancer and mesothelioma. However, asbestos related diseases have a long delay or lag period in the order of 20 – 40 years between first exposure and the onset of symptoms and / or detection of the disease.

9. **Asbestosis** is the scarring of lung tissue that can result from the inhalation over a period of years of substantial amounts of asbestos. This results in breathlessness which may lead to disability and in some cases early death.

10. **Lung cancer** is related to the amount of fibre that is breathed in and the risk of lung cancer is greatly increased in those who also smoke tobacco.

11. **Mesothelioma** is a cancer of the pleura (outer lung lining) or of the peritoneum (the lining of the abdominal cavity). The risk of mesothelioma is less with chrysotile (white asbestos) than with other types of asbestos. Both pleural and peritoneal mesothelioma can result from exposure to amosite (brown asbestos) and crocidolite (blue asbestos).

6.2 Procedures for handling asbestos material

1. Handling, management and disposal of asbestos shall comply with NSW WorkCover and NSW EPA requirements. The NSW WorkCover Authority's (prepared by Safe Work Australia): *How to Safely Remove Asbestos, Code of Practice* (2011) recommends a range of work procedures for dealing with bonded asbestos material including asbestos cement. Further advice can be obtained from the enHealth Publication: *Asbestos, A guide for householders and the general public* (2013)

2. As at 1 January 2008, individuals are limited to handling a maximum area of 10 square metres of bonded asbestos material. Otherwise an appropriately licensed person must carry out the removal and disposal of the bonded asbestos material.

6.3 Lead Work

1. All lead removal works must comply with the relevant Workplace Health and safety regulations. In the event that works are not carried out by an appropriately licensed and insured contractor council recommends that DIY renovators review available resources regarding safe and acceptable removal processes.

7 REFERENCES

NSW WorkCover Authority. 2008.. *Working with Asbestos Guide 2008*

NSW WorkCover Authority's (prepared by Safe Work Australia): *How to Safely Remove Asbestos, Code of Practice* (2011)

enHealth Publication: *Asbestos, A guide for householders and the general public* (2013)

Workplace Health and Safety Regulation 2011.

NSW EPA Waste Classification Guidelines (2014).

AS 2601—2001, Demolition of structures

Wollongong City Council: *Asbestos Policy (October 2014)*

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Document Control

Document ID: Wollongong DCP 2009 – E22 Soil Erosion and Sediment Control

Rev No	Adoption Date	In force date	Revision Details
0	15/12/09	1/3/10	Adopted
1	11/12/17		Contaminated Lands Review update

1 INTRODUCTION

1. The purpose of this Chapter of the DCP is to provide Council's minimum requirements for the implementation of Erosion and Sediment Control (ESC) measures on demolition and construction sites.

2 OBJECTIVES

1. The main objectives of this part of the DCP are to:

a) Minimise the amount of sediment and contaminated water which leaves sites whilst improving environmental outcomes throughout construction (i.e. improved surface water quality);

b) Minimise the disturbance of sites during land use development activities and preserve, wherever possible, existing vegetation on development sites from either damage or removal as a result of the construction works; and

c) Encourage prompt rehabilitation of construction sites by appropriate revegetation strategies.

3 INFORMATION REQUIREMENTS

1. A Development Application shall be accompanied by:

   (a) Basic Erosion Sediment Control Plan for disturbance areas less than 1000m^2.

   (b) Erosion Sediment Control Plan for (i) disturbances between 1000m^2 and 2500m^2, or (ii) for developments adjacent to 'Environmentally Sensitive Receptors' or (iii) within 50m of a watercourse or 100m of Lake Illawarra and Bellambi Lagoon or (iv) where impacts on adjacent water courses are likely.

   (c) Soil and Water Management Plan for disturbances greater than 2500m^2.

   (d) All development applications in the drinking water catchment must include a water cycle management study (WCMS) to help council and WaterNSW assess whether the development will have a neutral or beneficial effect on water quality (refer to http://www.waternsw.com.au/water-quality/catchment/development).

2. An Erosion and Sediment Control Plan or Soil and Water Management Plan should include the following information (compliance with the "blue book" for each document type is considered a minimum requirement):

   (a) A Basic Erosion Sediment Control Plan shall include a suitably detailed graphical representation of the site (with a scale of at least 1:200) that identifies all the pertinent matters pertaining to the management of ESC

   (b) An Erosion Sediment Control Plan must consist of relevant site drawings, plans (including ESC infrastructure) and supporting documentation as to how specific control measures will mitigate relevant ESC issues.

   (c) A Soil and Water Management Plan covers all site soil and water management issues where by ESC is one part of the overall management requirements. These plans include engineered solutions based on detailed numerical assessment of the probable site behaviour during construction.

3. It shall be prepared in accordance with the controls specified in this DCP. An example of a Basic Erosion and Sediment Control Plan is contained in Appendix 1.

4. All plans shall be prepared in accordance with the NSW Landcom publication titled *Managing Urban Stormwater: Soils and Construction Vol. 1 4th ed. March 2004* (Blue Book) or the latest version of this publication. Where there is an inconsistency between the Blue Book and the control measures specified in this DCP, the Blue Book shall prevail to the extent of the

inconsistency. All plans and there application must be periodically reviewed as works progress and updated or altered as required.

4 CONTROL MEASURES

4.1 Site Preparation

1. Sediment and erosion control measures are to be implemented prior to the commencement of any construction works.
2. Where vegetation exits on the site, buffer zones of vegetation should be retained along the boundaries of the site, particularly those adjacent to creeks and street gutters.

4.2 Erosion Control Measures

A range of erosion control measures may be used on building or subdivision sites to address potential soil erosion problems, including:

1. Temporary waterway crossings;
2. Temporary channels / drains and inlet / outlet works, in order to divert water from cut or fill slopes and to intercept off-site run-on water and spring water, especially in areas with moderate or high hazards of land instability;
3. Temporary contour banks or cellular confinement systems, to minimise sheet erosion problems;
4. Rock check dams or other alternative channel linings, to help reduce the erosive energy levels of concentrated water in constructed stormwater drainage channels;
5. Temporary water diversion structures such as earth banks (low flows or high flows);
6. Energy dissipators and outlet protection measures, in order to reduce water velocities to minimise soil erosion problems around drains and outlets; and
7. Sub-sub soil drainage measures, in order to provide controlled water flows through the soil strata.

4.3 Sediment Control Measures

1. Sediment fences should be constructed parallel to the contours of the site with appropriate checks in place to avoid creating concentrated flows.
2. A 150mm deep trench should be cut along the upslope line of the fence for the bottom of the geo-textile fabric of the sediment fence to be entrenched. Onsite mulch or other alternative materials may be used in preference to silt fencing if ESC outcomes can be maintained.
3. The 1.5 metre long (40mm square) hardwood star pickets for the sediment fence shall be driven into the ground at 2.5 metre intervals (maximum) at the downslope edge of the trench. The star pickets should be fitted with safety caps.
4. The self-supporting geo-textile fabric shall be affixed to the upslope side of the star pickets and placed within the toe of the trench. Only geo-textile fabric designed for the use of sediment fencing shall be used. The use of shade cloth for the purposes of sediment control fencing is not satisfactory.
5. The geo-textile fabric should be affixed to the star pickets by stapling or the use of wire ties. Wire tied sediment fences may be readily unhooked from their support posts during construction hours to allow the delivery of raw materials.

   Figure 1 in Appendix 2 shows the general construction requirements for sediment fences.

   Figure 2 in Appendix 2 shows the general construction requirements for straw bale filters.
6. Mesh and gravel inlet filter sediment traps are required to be provided in front of any stormwater drainage gutter inlet pits, in order to prevent coarse sediment entering the inlet pit.

7. Figures 3 and 4 in Appendix 2 give examples of acceptable inlet filter sediment traps.
8. The retention or planting of vegetated filter strips downslope of a construction site may help to trap coarse sediment which has escaped from a damaged section of a sediment barrier fence, especially during the majority of storm events.
9. Dense native grasses which reach a height of 150mm provide the best uniform dense groundcover for vegetated filter strips.
10. The installation of a minimum 400mm wide vegetated grass strip along the kerb line is recommended as the last sediment trap for coarse sediment together with geo-textile sediment barrier fences.
11. All ESC infrastructures must be maintained in good working order. The appropriateness and success of any plans must be revised if control measures become inefficient.
12. Water should not remain pooled within the site at any time. Water pooling (after periods of rain) is indicative of poor drainage or over capacity ESC infrastructure.

4.4 Wash-out Areas

A designated wash out area shall be set aside for waste water generating activities such as tile cutting and washing down concreting, paint and other trade equipment. This area shall be:

1. Located away from drainage lines and the street gutter.
2. All run off from the waste area shall be intercepted by a sediment fence, straw hay bales or another suitable filter device to prevent stormwater pollution.
3. Where possible, the wash out area shall be located on a grassed area or be surrounded by a vegetation buffer zone.
4. Under no circumstances is sediment and chemically contaminated water (i.e. pollution) allowed to leave the site at any time.

4.5 Stabilised Entry / Exit Points

The main vehicular access point should be constructed with a 150-200mm deep pad of 40mm – 75mm crushed rock or recycled concrete. The access point should be at least 7 metres wide and 5 metres long.

4.6 Air Pollution

Stockpiles of sand and soil shall be located in a sheltered position where possible and covered or watered to prevent material from being blown off the site.

4.7 Early Roof Water Connection

Temporary or permanent downpipes shall be installed prior to frame inspection.

4.8 Position of Stockpiles

Loads of building materials shall be deposited entirely within the allotment boundaries and located to control runoff into a drain, gutter or watercourse. They may also be situated within closed compounds.

4.9 Revegetation

Sites shall be stabilised / revegetated as soon as possible to prevent soil erosion. Excavated top soil should be reused as it generally contains nutrients, seeds and rootstock. Planting low maintenance native species will minimise the water, fertilizers and maintenance required for long term survival. Erosion and sediment control infrastructure must not be removed until suitable stabilisation has occurred.

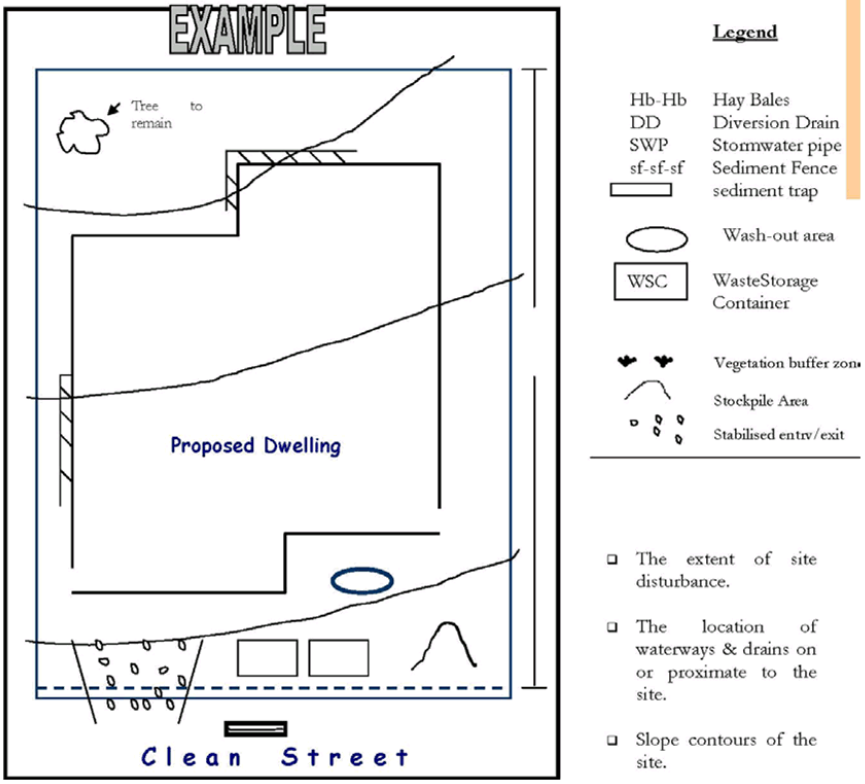
5 INSPECTION AND MAINTENANCE

Erosion and sediment control measures must be inspected:

1. By Council as spot inspections prior to commencement of any construction works;
2. Daily (i.e. when work is occurring on the site) or weekly (i.e. when work is not occurring on the site); and
3. Immediately after a rainfall event, in order to ensure such measures are maintained in a functional condition and any sediment is removed from the structure.

All erosion and sediment control measures shall be maintained in a satisfactory condition throughout the entire construction period up until such time as a final occupation certificate for a development project or a subdivision certificate for a subdivision has been issued.

Failure to control and appropriately maintain ESC infrastructure in a working order may result in sediment or contaminated surface water leaving a site. In accordance with relevant state legislation these actions are considered a pollution offence and are punishable under relevant environmental legislation.



Additional Details: Split level design to minimise cut and fill. Vegetation retained at rear of site to hold soil in place, and at front of site to trap sediment.

Appendix: 2

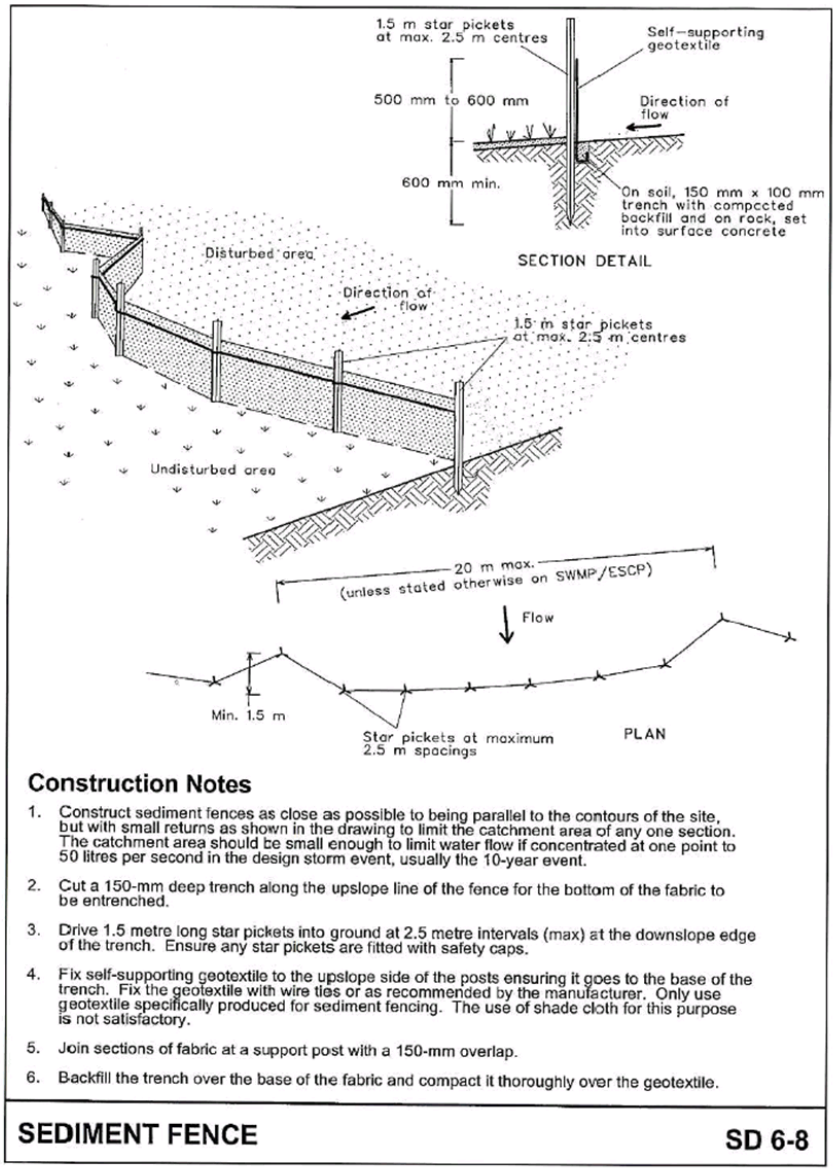


Figure 1: Sediment fencing

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1 March 2004.*

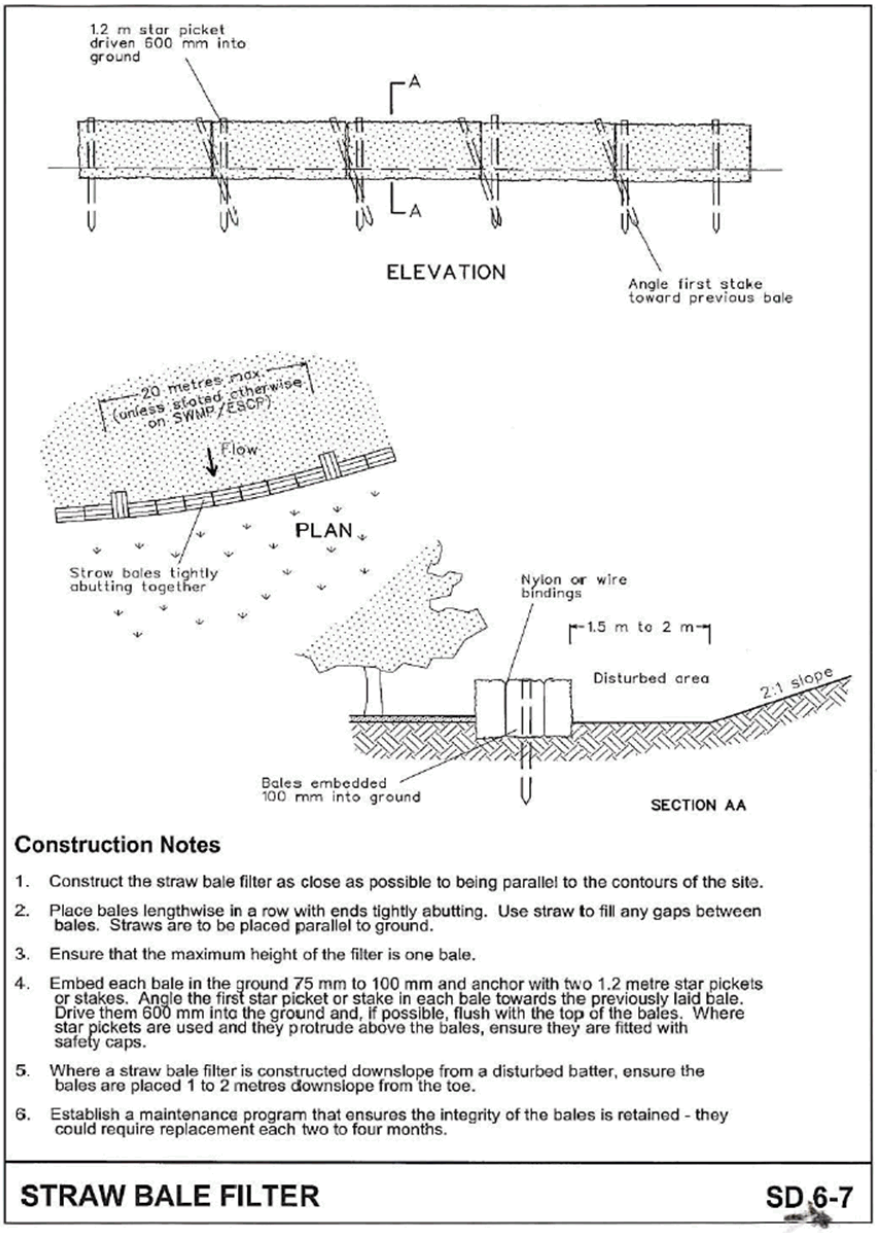


Figure 2: Straw bale filter

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1 March 2004.*

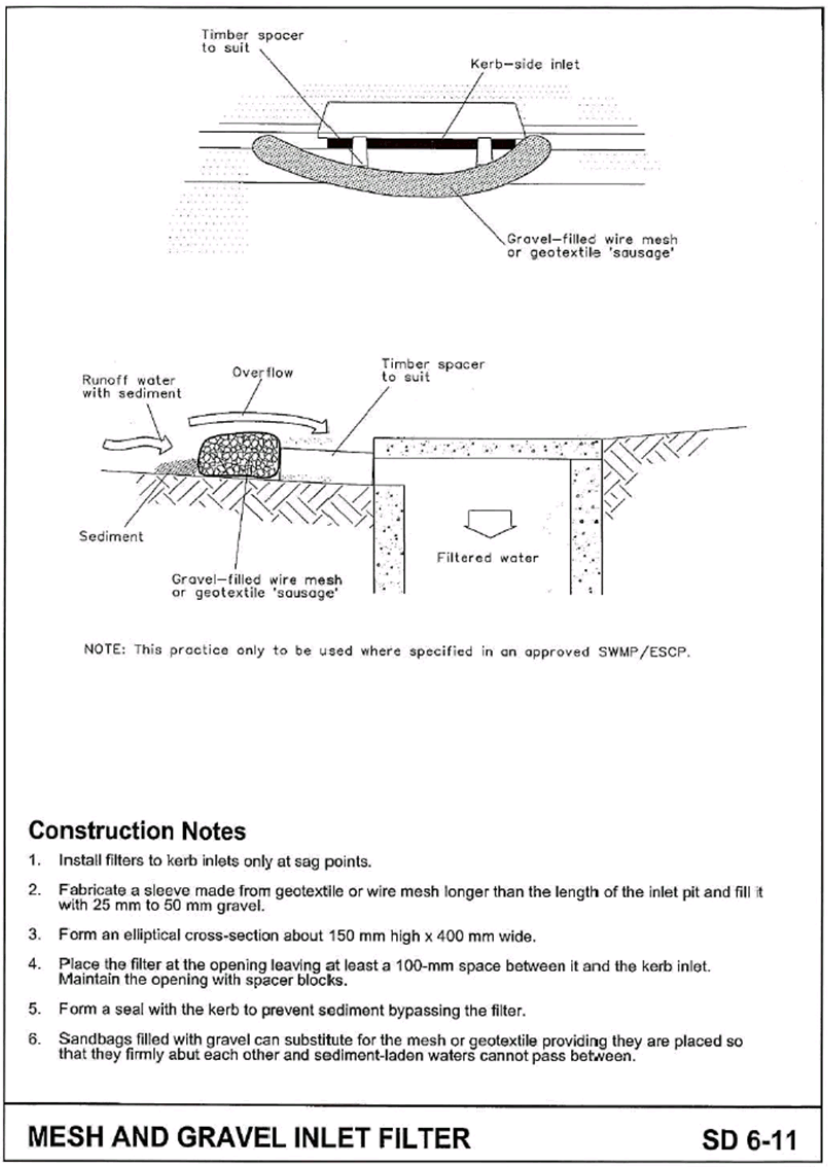


Figure 3: Mesh and gravel inlet filter

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1 March 2004.*

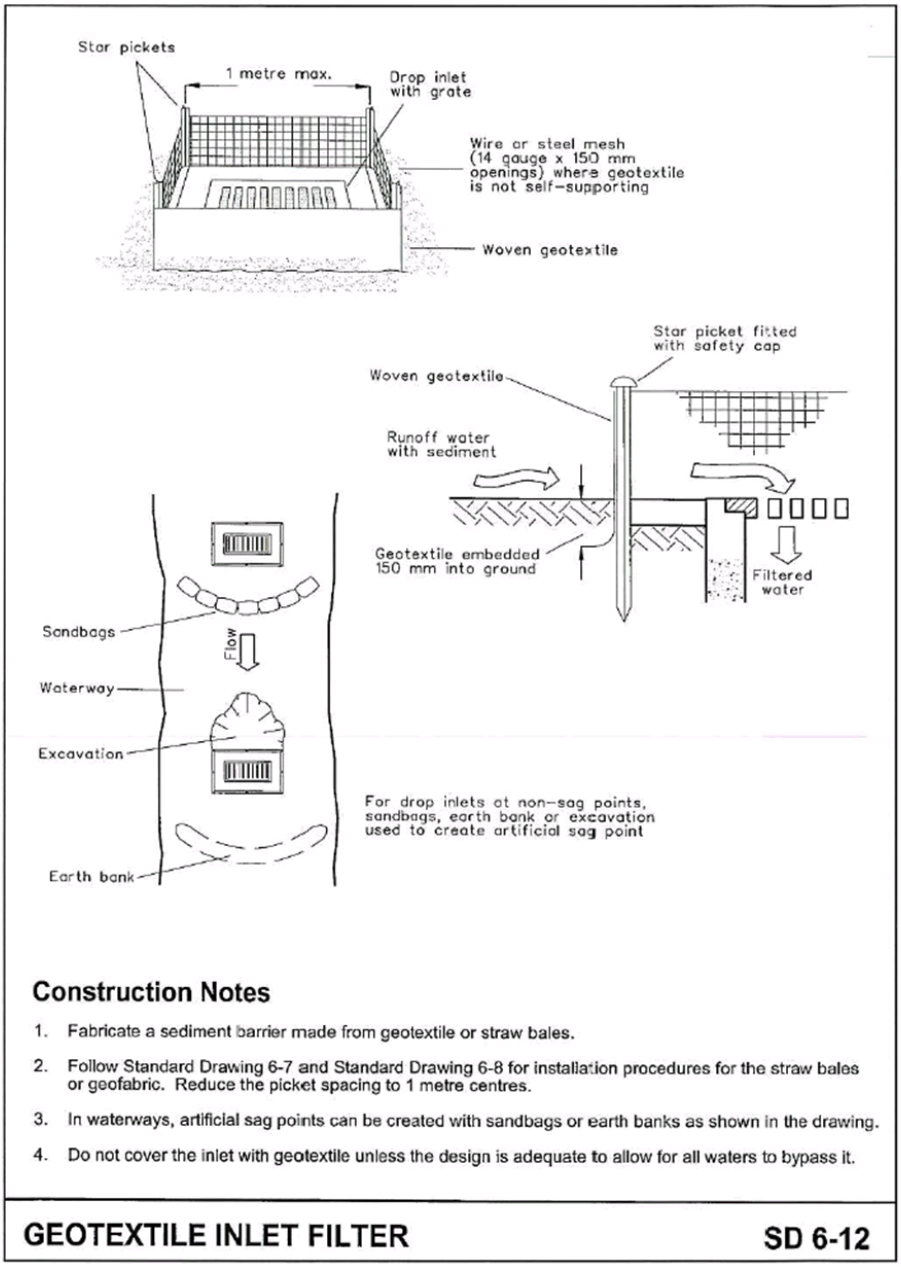


Figure 4: Geotextile inlet filter

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1 March 2004.*

File: EM-914.07.005 Doc: IC17/663

ITEM 8 MODEL CODE OF CONDUCT COMPLAINTS STATISTICS REPORT 2016-2017

The Procedure for the Administration of the Codes of Conduct requires the Complaints Coordinator to provide complaint statistics to Council within three months from the end of August each year.

RECOMMENDATION

1 The report on Model Code of Conduct Complaints Statistics Report for 2016-2017 be received and noted.

REPORT AUTHORISATIONS

Report of: Catherine Geenty, Professional Conduct Coordinator
Authorised by: David Farmer, General Manager

ATTACHMENTS

1 Model Code of Conduct Complaints Statistics - Wollongong City Council - 2017

BACKGROUND

Under Part 12.1 of the Procedure for the Administration of the Codes of Conduct, the Complaints Coordinator must arrange for the following statistics to be reported to the Council within three months of the end of August each year:

a The total number of Code of Conduct complaints made about Councillors and the General Manager under the Code of Conduct in the year to end of August.

b The number of Code of Conduct complaints referred to a Conduct reviewer.

c The number of Code of Conduct complaints finalised by a Conduct reviewer at the preliminary assessment stage and the outcome of those complaints.

d The number of Code of Conduct complaints investigated by a Conduct Reviewer.

e The number of Code of Conduct complaints investigated by a Conduct Review Committee.

f Without identifying particular matters, the outcome of Code of Conduct complaints investigated by a Conduct reviewer or Conduct Review Committee under these procedures.

g The number of matters reviewed by the Office and, without identifying particular matters, the outcome of the reviews.

h The total cost of dealing with Code of Conduct complaints made about Councillors and the General Manager in the year to end of August, including staff costs.

Under Part 12.2 of the Procedure, Council is to provide the Office of Local Government with a report containing the statistics referred to in Part 12.1 within three months of the end of September each year.

CONSULTATION AND COMMUNICATION

The complaint statistics were reported to the Office of Local Government via email on 23 November 2017.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 4 “We are a connected and engaged community”.

It specifically delivers on core business activities in the Governance and Administration Service Plan 2016/17.

CONCLUSION

The report presents to Council the complaint statistics relating to the Model Code of Conduct for 2016-2017.

Model Code of Conduct Complaints Statistics
Wollongong City Council

Number of Complaints

1	a	The total number of complaints **received** in the period about councillors and the General Manager (GM) under the code of conduct	2
	b	The total number of complaints **finalised** in the period about councillors and the GM under the code of conduct	2

Overview of Complaints and Cost

2	a	The number of complaints **finalised at the outset** by alternative means by the GM or Mayor	2
	b	The number of complaints **referred to the Office of Local Government** under a special complaints management arrangement	0
	c	The number of code of conduct complaints **referred to a conduct reviewer**	0
	d	The number of code of conduct complaints **finalised at preliminary assessment** by conduct reviewer	0
	e	The number of code of conduct complaints **referred back to GM or Mayor** for resolution after preliminary assessment by conduct reviewer	0
	f	The number of finalised code of conduct complaints **investigated by a conduct reviewer**	0
	g	The number of finalised code of conduct complaints **investigated by a conduct review committee**	0
	h	The number of finalised complaints investigated where there was found to be **no breach**	0
	i	The number of finalised complaints investigated where there was found to be **a breach**	0
	j	The number of complaints referred by the GM or Mayor **to another agency** or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
	k	The number of complaints being investigated that are **not yet finalised**	0
	l	The **total cost** of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	0

Preliminary Assessment Statistics

3	The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:	
a	To take no action	0
b	To resolve the complaint by alternative and appropriate strategies	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies	0
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, the Office or the Police	0
e	To investigate the matter	0
f	To recommend that the complaints coordinator convene a conduct review committee to investigate the matter	0

Investigation Statistics

4	The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:	
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education	0
5	The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:	
a	That the council revise any of its policies or procedures	0
b	That the subject person undertake any training or other education relevant to the conduct giving rise to the breach	0
c	That the subject person be counselled for their conduct	0
d	That the subject person apologise to any person or organisation affected by the breach	0
e	That findings of inappropriate conduct be made public	0
f	In the case of a breach by the GM, that action be taken under the GM's contract for the breach	0
g	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993	0
h	In the case of a breach by a councillor, that the matter be referred to the Office for further action	0
6	Matter referred or resolved after commencement of an investigation under clause 8.20 of the Procedures	0

Categories of misconduct	
7 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a General conduct (Part 3)	0
b Conflict of interest (Part 4)	0
c Personal benefit (Part 5)	0
d Relationship between council officials (Part 6)	0
e Access to information and resources (Part 7)	0
Outcome of determinations	
8 The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation	0
9 The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by the Office	0

File: CCE-025.098 Doc: IC17/668

ITEM 9 CORRIMAL TOWN CENTRE SHOPFRONT IMPROVEMENT PROGRAM

In 2015 Council endorsed the Corrimal Town Centre Plan 2015-25 which provided the vision for the future of the Corrimal Town Centre. The plan provides a number of actions in a staged approach to the revitalisation of the centre, one of which included the rollout of a shopfront improvement program in the Corrimal Town Centre. This report provides further detail on the Corrimal Shopfront Improvement Program and seeks Council's endorsement of the proposed funding recipients [refer Attachment 1].

In accordance with section 356(2) of the Local Government Act 1993, Council publicly exhibited the proposed recipients to receive funding under the program from 1 November to 28 November 2017, during which no submissions were received.

RECOMMENDATION

Council provide funding to the proposed recipients for the Corrimal Shopfront Improvement Program as set out in Attachment 1.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural and Economic Development (Acting)
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

1 Corrimal Town Centre Shopfront Improvement Program - Proposed Recipients

BACKGROUND

Development of the Corrimal Town Centre Plan 2015-25

In 2015 Council endorsed the Corrimal Town Centre Plan 2015-25 [Plan] which provided the vision for the future of the Corrimal Town Centre. The Corrimal Town Centre is the largest commercial area in the northern suburbs of Wollongong. The Plan provides a number of actions in a staged approach to the revitalisation of the centre, one of which included the rollout of a shopfront improvement program in Council's Annual Plan 2016-17.

The objectives of the Shopfront Improvement Program include:

1 Assist in re-establishing Corrimal as an attractive place to live, work and play.

2 Raise the profile of the Corrimal Town Centre and encourage owners to look after and improve their shopfronts, filling vacant tenancies and raise the economic profile.

3 To conserve and celebrate the history and built heritage of the main street of Corrimal.

4 Enhance the appearance of Corrimal Town Centre's streetscape and showcase good design outcomes.

5 Encourage shopfront improvements that activate Corrimal Town Centre's streets and public spaces.

6 Encourage shopfront improvements that will increase the lifespan of buildings and allow for conservation of existing buildings and character.

7 Address issues of illegal, non-compliant and/or dangerous awnings.

8 Council to work in partnership with private landowners and business operators to support and enhance the Corrimal Town Centre.

Applications for the Corrimal Shopfront Improvement Program opened on 5 June 2017 and closed 7 July 2017.

Funding for Phase One of the program involved the undertaking of audits for individual buildings in the Corrimal Town Centre to inform landowners of potential improvements for their shopfronts. TAKT, Studio for Architecture, was engaged by Council to undertake this work. Around 120 individual building audits were undertaken, with key recommendations including removing unsympathetic building elements, such as paint over tiles and cluttered signage to reveal the distinctive features of the town centre.

Council's 2017-18 Annual Plan provided $200,000 for the implementation of the Corrimal Shopfront Improvement Program. As part of the rollout of the program, Council worked closely with the Corrimal Chamber of Commerce, with an information session held on 17 May 2017 to inform property owners, business owners and members of the community of the program and to provide further detail about how to apply for funds, and participate in the program.

Council received 31 applications for funding under the program. An evaluation panel, chaired by the Manager Community Cultural and Economic Development [Acting], was formed to evaluate applications. Representatives from Council divisions: Land Use Planning; Development Assessment and Certification; Community Services; and Economic Development also participated on the panel. The Evaluation Panel assessed all applications in accordance with the relevant assessment criteria below:

1	The extent to which the project is consistent with the recommendations of the audit Report and the Design Guide	50%
2	The extent to which the project presents a shopfront that is physically and visually linked to the street, encouraging more pedestrian activity	25%
3	The extent to which the proposal contributes to a cluster of eligible properties committing to undertaking improvements	20%
4	The extent to which the application supports local small businesses	5%

The panel scored all applications according to the assessment criteria and allocated funding according to ranking.

PROPOSAL

The panel is seeking Council's endorsement to fund 21 projects totalling $187,173. Further details on the proposed applications are included in Attachment 1.

CONSULTATION AND COMMUNICATION

Under section 356(2) of the Local Government Act 1993, Council is required to provide 28 days public notice before funding is endorsed. Public exhibition opened on 1 November and closed 28 November 2017. During the notification no submissions were received.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 Goal 5 *"We are a healthy community in a liveable city"*. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.1.6 Urban areas are created to provide a healthy living environment for our community	5.1.6.1 Review planning controls for priority locations	Implement key actions from the Corrimal Town Centre Study: Façade rejuvenation program

Economic Impacts

On the recommendation of the Assessment Panel, the Corrimal Town Centre Shopfront Improvement Program will provide funding for 21 properties. The table below outlines proposed the breakdown between Council and the private sector on investment in the Corrimal Town Centre under the Program:

	Total Works
Wollongong City Council contribution	$187,173
Private investment	$335,514
TOTAL	$522,687

The program will enhance the attractiveness of the Corrimal Town Centre to investors, business operators, local residents, tourists, visitors and shoppers. It will support and promote businesses and provide an economic benefit to the town centre.

Research suggests high quality facades and shopfronts encourage people to spend more time in attractive surrounds and directly and indirectly improve perceptions of safety. Studies from around the world have demonstrated that improved streetscapes have a strong correlation with low vacancy rates.

Social/Cultural Impacts

Façade improvements have the capacity to enable rapid change for a city's perception as it creates a more social environment and is a highly visible element of a city to passersby. Building facades and shopfronts immediately affect the perceptions one has of a city. Spaces that appear 'living' are proven to stimulate perceptions of safety. Improvements to facades and streetscapes have the capacity to enable rapid change to the liveability factor and how inviting a city feels.

RISK ASSESSMENT

There is a risk the individual building owners will not have their building works completed under the timeframes. However, this has been clearly communicated to all applicants in both, the Application Terms and Conditions, as well as the Funding Deed with Council.

FINANCIAL IMPLICATIONS

Council has allocated $200,000 to undertake the second stage of Corrimal Town Centre Shopfront Improvement Program.

The total direct cost of successful applications under this program is $187,173.

CONCLUSION

It is proposed Council resolve to provide funding to the proposed recipients outlined in Attachment 1 under the Corrimal Town Centre Shopfront Improvement Program.

ATTACHMENT A

CORRIMAL SHOPFRONT IMPROVEMENT PROGRAM

LIST OF PROPOSED RECIPIENTS

Address	Applicant	Recommended Reimbursement $
159 Princes Highway	Rovere Holdings Pty Ltd	3,215
161 Princes Highway	Kon Komora	5,047
165 Princes Highway	Uniting Church	5,365
3/170 Princes Highway	Geale Corporation Pty Ltd	4,420
3/183 Princes Highway	Utopia	457
197 Princes Highway	Bar-LIS7 Pty Ltd	16,733
204 Princes Highway	Pakshell Pty Ltd	8,732
Shop 5, 219 Princes Highway	Physiohealth and Sports Injury Clinic	20,000
221 Princes Highway	Nipotini Pty Ltd	20,000
230 Princes Highway	R & L Holloway	18,000
237-239 Princes Highway, 112A Railway Street and 112B Railway Street	Huxley and Partners Pty Ltd	20,000
Shop 1, 242 Princes Highway	MP Family Footwear	658
242 Princes Highway	MP Family Footwear	20,000
244 Princes Highway	Huxley and Partners Pty Ltd	11,000
Shop 1, 258 Princes Highway	Coast Café	339
Shops 2 + 3, 258 Princes Highway	Coast Café	3,396
268 Princes Highway	Five Islands Investment Pty Ltd	20,000
Shop 1 Russell Street	Corrimal Podiatry	1,801
89 Railway Street	H Van Kleef	2,200
91 Railway Street	Corrimal Lounges	2,145
118 Railway Street	Corrimal Lounges	3,665

File: GI-50.01.02.014 Doc: IC17/265

ITEM 10 POLICY REVIEW: USE OF CONFIDENTIAL INFORMATION POLICY - POST EXHIBITION

This report presents a summary of submissions received on the Draft revised Use of Confidential Information policy.

RECOMMENDATION

1. Council note the report on the revised Use of Confidential Information policy – post exhibition, and the submissions made to the draft;
2. The revised Use of Confidential Information policy be adopted.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

1 Draft revised Use of Confidential Information policy

BACKGROUND

The Use of Confidential Information policy incorporates the provisions of the Codes of Conduct relating to the way in which Council all officials use information they have access to through their role at Council.

The improper use of confidential information can constitute corrupt conduct as defined by the *Independent Commission Against Corruption Act 1988*. It is therefore considered essential that Council develop and promote policies relating to the use of confidential information to manage such risks.

The Use of Confidential Information Policy was first developed and adopted in 2008 by the Executive Management Committee as a management policy. This policy sits within the suite of supporting policies to the Codes of Conduct. The policy does not set out to define what is and what is not confidential (or personal) information, however it sets out the basis on which Council officials will manage Confidential Information in accordance with the Codes of Conduct.

Council at its meeting on 8 May 2017 resolved to place the draft revised Use of Confidential Information policy on public exhibition for a period of 28 days, inviting submissions from the public. The policy was exhibited from 16 May to 19 June 2017.

A total of three submissions were received during the engagement period.

Summary of issues raised in submissions	Council response
Volunteers are specifically listed under policy coverage but not in the definition of a Council Official.	Supported - Policy amended to include “volunteers” in definition of Council Official.
Request to include ratepayers and residents of Wollongong in the statement on page 4 relating to the disclosure of confidential information causing disadvantage or harm the reputation or interests of Council or Council officials.	Supported - Policy amended to include “or any other person”.
Request removal of statement relating to collection of confidential materials distributed at a councillor briefing session.	No impact - Statement can be removed from this policy.

Summary of issues raised in submissions	Council response
Policy refers to conditions outlined in the Local Government Act and other Council policies but does not list them in this policy.	Not supported - For the purposes of this policy, making reference to the source Act or other policy documents is considered appropriate.
Policy refers to section 14 of the GIPA Act 2009, using headings only, rather than the details in the Table under section 14.	Not supported - For the purposes of this policy, making reference to the source Act or other policy documents is considered appropriate.
Policy does not refer to the section of the GIPA Act which lists matters under the Public Interest considerations in favour of disclosure.	Not supported - Access to Council information applications are subject to the *Public Access to Documents and Information Held by Council* policy.
Claims the draft policy includes unreasonable restrictions on the use of information from briefings	Not supported - The Codes of Conduct state that Council officials must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation. Relevant policy includes the *Public Access to Documents and Information Held by Council* policy under which access to Council information applications are considered. The assessment of, and response to, requests to access Council information is an operational function.
Query where "information discussed during a closed session of a Council meeting and associated documentation must not be disclosed to others not in attendance at the closed session [S664(1A) LG Act] ".	Not supported - Section 664(1A) of the Local Government Act 1993 states that if part of a meeting of a council or a committee of a council is closed to the public in accordance with section 10A (1) of the Act, a person must not, without the authority of the council or the committee, disclose (otherwise than to the council or a councillor of the council) information with respect to the discussion at, or the business of, the meeting. This allows the General Manager to implement, without undue delay, lawful decisions of the council as outlined in s335(b) of the Act. It is appropriate that this is done by conveying the decision of Council to staff to implement on his behalf.
Query why Wollongong City Council does not regularly meet in Committee of the Whole	Not supported - Each term of Council has the opportunity to review its meeting and briefing schedules and may form Committees as it considers appropriate.
The draft policy imposes a blanket classification of 'confidential' to all information provided at Councillor briefings.	Not supported - The policy does not assume all Councillor briefings are confidential, however Councillor briefings are not open to the public or subject to specific provisions of the Local Government Act, the Local Government Regulation or Council's Code of Meeting Practice. Councillor briefings and workshops are conducted

Summary of issues raised in submissions	Council response
	in a manner appropriate to their purpose. They are an opportunity for Councillors to receive information from staff on matters of significance or complexity that are to be the subject of a staff report for determination by Council at a subsequent Council meeting or of current interest to Council.
Councillor briefings are a Committee of the Council (a Committee of the Whole).	Not supported - Councillor briefings and workshops are not Council or Committee of Council meetings; are facilitated by staff; and are not decision-making forums. Agendas for briefings are published on Council's website.
The definition of Confidential Information on page 2 is a major concern. It is unclear who decides what information will be withheld, and it should only refer to information per s10A of the LG Act and details in s14 of GIPA Act, presumably as determined by the General Manager.	Not supported - The purpose of the policy is not to define all that is and is not confidential information. This policy sets out the basis on which Council officials will manage Confidential Information in accordance with the Codes of Conduct.
Draft policy reinforces the lack of Committee meetings.	Not supported - Each Term of Council has the discretion to conduct Committee meetings in addition to Council meetings.
Draft policy ignores the criticism of the conduct of Councillor briefings highlighted in a Councillor's Notice of Motion 27 January 2015	Not supported - The Notice of Motion presented to Council requesting Councillor briefings be renamed Committee of Council Meetings, coming under meeting provisions of the Local Government Act and Regulation, and Council's Code of Meeting Practice was subject to an Amendment, whereby it was resolved by the majority of the Council that – 1 Agendas for Briefing Sessions be made publicly available via the website subsequent to the holding of Briefing Sessions. *(Implemented since 2 February 2015)* 2 The options for improving Briefing Sessions be an item for a future briefing session. (*presented by the General Manager at a briefing session on 6 October 2015.* 3 Council commission the services of an independent external consultant on probity and compliance to assess the conduct of Councillor Briefing Sessions to ensure they comply with the Local Government Act. (*Council commissioned Sparke Helmore solicitors to review the way in which Council conducted its briefing sessions. The review found that briefing sessions are conducted in*

Summary of issues raised in submissions	Council response
	an appropriate manner.)
Concerns the policy: • may not ensure that Councillors have access to all information necessary for them to exercise their statutory role as a member of the governing body of Council. • may not enable councillors to carry out their role as defined in the Local Government Act 1993.	Not supported - The *Councillor Access to Council Information and Staff* policy addresses these issues.
Concerns the policy may not enable the General Manager to fulfil his responsibilities under s335 of the Act.	Not supported - The provisions of the Use of Confidential Information policy enhances the General Manager's ability to fulfil their statutory obligations under s335 of the Act, particularly in relation to ensuring the Lord Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions.

PROPOSAL

This draft policy was formerly a Management policy, however as it relates to all Council officials it is considered most appropriately defined as a Council policy, with the opportunity for Council review and adoption. Other than the change of policy type, no substantial changes have been made or are recommended to the policy, with a minor administrative change to provide clarification that contractors are covered by Council's Code of Business Ethics which includes a clause directly relating to confidentiality.

CONSULTATION AND COMMUNICATION

The draft Use of Confidential Information policy was placed on public exhibition from 16 May to 19 June 2017, with submissions invited from the public.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a creative and engaged City".

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2016-17.

CONCLUSION

The Use of Confidential Information policy has been reviewed, and the draft placed on public exhibition. Submissions have been carefully considered. It is recommended Council note the submissions, and adopt the revised Use of Confidential Information policy.

USE OF CONFIDENTIAL INFORMATION
COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Council operates in an environment which requires compliance with good governance principles including those of public accountability and transparency. Council seeks to inform the public of issues under consideration and the nature of the decisions made by Council. Accordingly, Council officials are expected to perform their functions and duties in a manner that allows the public to be informed about Council's activities and practices.

However, Council acknowledges there are certain documents and types of information that are confidential and must not be disclosed to third parties.

OBJECTIVE

The main objectives of this policy are to –

- ensure that Councillors, staff, volunteers and contractors are made aware of their obligations, responsibilities and duties concerning access to and disclosure of, Confidential Information associated with any Council business or activities
- provide guidance to Councillors and staff in identifying, assessing, managing and reporting on the use and/or misuse of Confidential Information.

POLICY STATEMENT

The NSW Local Government Act 1993 (the 'Act'), requires all councils to adopt a Code of Conduct that is consistent with the provisions and minimum standards as set out in the Local Government Model Code of Conduct.

This policy sets out the basis on which Council officials will manage Confidential Information in accordance with the Codes of Conduct.

POLICY REVIEW AND VARIATION

1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.

2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

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USE OF CONFIDENTIAL INFORMATION | COUNCIL POLICY

STATEMENT OF PROCEDURES

1 POLICY COVERAGE

This policy is applicable to any person covered under Council's Codes of Conduct, including the following:

- Councillors, including the Lord Mayor and Deputy Lord Mayor
- Council Staff (regardless of classification)
- Delegates of Council, including volunteers
- Members of Council's committees, reference groups and working parties

Contractors to Council are required to comply with Council's *Code of Business Ethics.*

2 DEFINITIONS

Confidential Information	means any information with restrictions placed on the communication or dissemination of that information[1].
	Confidential Information may include information provided 'in-confidence', whether oral, written, electronic or in any other form, which is used to inform policy positions, is only to be internally distributed and is not to be shared.
Council Official	means the Lord Mayor, Councillors, staff, delegates of Council, ~~and~~ members of Council's committees, reference groups and working parties, and volunteers.
Staff	means all employees regardless of classification.
LG Act	means the Local Government Act 1993.
The Regulation	means the Local Government (General) Regulation 2005.
GIPA Act	means the Government Information (Public Access) Act 2009.

All other definitions set out in the Local Government Act 1993 (Act) and Council's Codes of Conduct apply equally to this policy.

3 STATUTORY PROVISIONS

Section 10A of the *Local Government Act 1993* allows Council or a Committee of Council to close to the public so much of its meeting as comprises the discussion of a range of matters as set out in the section. Documents and information considered during the closed parts of a meeting are Confidential Information for the purposes of this Policy.

Reports which are to be dealt with in closed session will be distributed electronically via individual mailboxes to Councillors, Executive and staff nominated by the General Manager. The General Manager will provide directly to the Corporate Support Services Unit a list of staff members who are to receive information to be discussed in closed session.

Council's Code of Meeting Practice incorporates the requirements of the LG Act, the Regulations, and Council's Codes of Conduct, and should be referred to for further detail.

Disclosure of Confidential Information associated with a closed meeting of Council is a breach of the LG Act as well as Council's Codes of Conduct and associated policies.

Schedule 1 of the GIPA Act outlines information where there is the conclusive presumption of overriding public interest against disclosure. The GIPA Act also provides for application of the public interest test when considering whether information should remain restricted or be released. This type of information is contained under the following broad headings: Responsible and Effective Government; Law Enforcement and Security; Individual Rights; Judicial Processes and Natural Justice; Business Interests of Agencies and Other Persons; Environment, Culture, Economy and General Matters; Secrecy Provisions; and Legal Professional Privilege. Documents which fall into any of these categories are considered to be Confidential Information for the purposes of this policy.

[1] ICAC Website: Preventing Corruption / Knowing your Risks / Confidential Information

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4 COUNCILLOR BRIEFING SESSIONS AND INFORMATION NOTES

Councillor briefing sessions:

- are by their very nature informal and not bound by the Code of Meeting Practice
- enable staff to present proposals and opinions to Councillors some of which may not be acceptable to Councillors and therefore never presented to Council
- allow Councillors and staff to have in-depth discussions and contribute freely
- assist Councillors in making informed decisions if and when the issues are presented to Council for decision.

Any information or presentation provided at Councillor Briefing Sessions that is confidential in nature is to be clearly identified as such and the confidential section/s of reports/presentations are to contain a 'confidential' watermark. ~~Any confidential documentation distributed at the session will be collected at the conclusion of the presentation.~~

Following the Briefing Session the relevant Director or Divisional Manager is to make a 'public interest' determination in relation to the release of the confidential section/s of the report/presentation.

Councillor Information Notes that contain Confidential Information must be clearly identified and watermarked as confidential.

Information presented at Councillor Briefing Sessions and contained within Information Notes not classified as 'Confidential' is considered Council information, as defined in the Codes of Conduct. Council Officials must only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

5 MANAGING CONFIDENTIAL INFORMATION

It is important to ensure that the release of any Council information occurs in accordance with established Council policies and procedures and in compliance with relevant legislation. Councillors and members of staff have an obligation to ensure that Confidential Information is managed appropriately. This means ensuring that:

- Confidential Information is appropriately watermarked, titled, protected, secured and stored (in accordance with Council's Records Management Policy)
- access to and usage of Confidential Information is limited to appropriate and legitimate Council purposes, not for non-official purposes or personal use or gain
- the release of Confidential Information may be authorised by the General Manager, Public Officer (in relation to access under the GIPA Act), legislative requirement, or Order of a Court, Tribunal or Commission. The classification of information as 'confidential' will be reviewed at any time access is sought to that information
- information discussed during a closed session of a Council meeting and associated documentation must not be disclosed to others not in attendance at the closed session [S664(1A) LG Act]
- no personal benefit is obtained, either directly or indirectly from access to any information obtained during the exercise of official functions or duties.

6 DISCLOSURE OF INFORMATION HELD BY COUNCIL

Disclosure of information held by Council must be undertaken in accordance with Council's *Public Access to Documents and Information Held by Council* policy.

7 USE OF CONFIDENTIAL INFORMATION HELD BY COUNCIL

Council information is to be held securely and used only for the purposes for which it was created or collected. Council's Codes of Conduct, under the section titled 'Use of Certain Council Information' states:

7.8 In regard to information obtained in your capacity as a Council official, you must:

(a) only access Council information needed for Council business

(b) not use that Council information for private purposes

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(c) *not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with Council*

(d) *only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.*

The improper use of Confidential Information can constitute corrupt conduct as defined by the *Independent Commission Against Corruption Act 1988.*

It is the responsibility of each Council official to comply with the provisions outlined in this policy. Failure to comply with the provisions set out in this policy will constitute a breach of the Council's Codes of Conduct.

8 REPORTING BREACHES

The Codes of Conduct and Internal Reporting policy contain provisions relating to the reporting of breaches of Council's policies and the Codes of Conduct.

9 SUMMARY OF OBLIGATIONS

Council officials are expected to carry out their duties in a manner that allows the public to be informed about Council's activities and practices. However, in preserving Confidential Information, Council officials:

- should exercise caution in the use of any information gained in the course of their employment or business with Council if disclosed may disadvantage or harm the reputation or interests of Council, ~~or~~ Council officials, or any other person
- are obliged to identify and recognise information that is confidential and act in such a manner which protects the confidential nature of the information in the best interests of Council
- must act with respect and integrity in maintaining Confidential Information
- should be aware that disclosure of Confidential Information, either orally, electronically, in written or any other form constitutes a breach of Council's Codes of Conduct and may result in disciplinary action or other sanctions.

10 RELATED LEGISLATION AND POLICY

This policy should be read and considered in accordance with provisions set out in:

- Local Government Act 1993
- Independent Commission Against Corruption Act 1988

And the following Council policies:

- Codes of Conduct
- Privacy Management Plan
- Internal Reporting
- Public Access to Documents and Information held by Council
- Access to Council Information and Staff by Councillors
- Information Security
- Corporate Records Management

11 FURTHER INFORMATION

Further information on practices relating to the management of Confidential Information can be found in:

- Section 2.5 of the NSW Ombudsman's *Good Conduct and Administrative Practice: Guidelines for State and Local Government*, 2006 (2nd edition) (www.ombo.nsw.gov.au)
- NSW Ombudsman's *Security of Information: Public Sector Agencies* Factsheet 19, 2010, 2012 (www.ombo.nsw.gov.au)
- Independent Commission Against Corruption website (www.icac.nsw.gov.au)
- Local Government Reform – Promoting Better Practice: Reviews (www.dlg.nsw.gov.au).

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USE OF CONFIDENTIAL INFORMATION

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Governance and Information
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	Management policy adopted by EMC: 16 September 2014, 6 August 2013, 21 January 2008
Date of next review	May 2019
Legislative or other requirement for review	Every two years, as recommended by the ICAC for such policies introduced to manage corruption risks
Responsible Manager	Manager Governance and Information
Authorised by	Director Corporate and Community Services

DRAFT

File: GI-50.01.01.003 Doc: IC17/397

ITEM 11 POLICY REVIEW: PUBLIC ACCESS TO DOCUMENTS AND INFORMATION HELD BY COUNCIL

The *Public Access to Documents and Information Held by Council Policy* has been reviewed as part of Council's rolling policy review schedule, with only minor wording changes recommended as a result of legislative updates.

RECOMMENDATION

Council adopt the revised Public Access to Documents and Information Held by Council policy.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

1 Revised Public Access to Documents and Information held by Council Policy

BACKGROUND

Wollongong City Council is committed to be an open and accessible organisation. The Government Information (Public Access) Act 2009 (GIPA) authorises and encourages the proactive public release of information held by Council; gives members of the public an enforceable right to access information held by Council; and provides that access to information held by Council is restricted only when there is an overriding public interest against disclosure.

The *Public Access to Documents and Information Held by Council* Policy seeks to provide the public with a straightforward and fully transparent process to access information held by Council at minimal cost and/or delay; provide access to information wherever possible via Council's website, Customer Service Centre and Council's Central and Branch Libraries; define information which may be restricted from public access; ensure customers are promptly advised of the information they are entitled to access and with clearly documented reasons if access to information is refused; and advise customers of their rights of review if access to information is refused.

The policy was first adopted in 2008, with the last review occurring in October 2013.

PROPOSAL

The Public Access to Documents and Information held by Council Policy has been reviewed with only minor wording changes recommended as a result of legislative updates.

CONSULTATION AND COMMUNICATION

Relevant officers have been consulted in the course of reviewing the policy.

The revised policy will be published to Council's website and communicated internally.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 4 "We are a connected and engaged community". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
4.4.4 Policies and procedures are simplified to ensure transparency and efficiency	4.4.4.1 Ensure policies and procedures are regularly reviewed, updated and promoted	Conduct rolling review of Council's policy register

CONCLUSION

The *Public Access to Documents and Information Held by Council Policy* has been reviewed as part of Council's rolling policy review schedule, with only minor amendments proposed. It is recommended to Council for adoption.

PUBLIC ACCESS TO DOCUMENTS AND INFORMATION HELD BY COUNCIL

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Wollongong City Council is committed to be an open and accessible organisation. -The *Government Information (Public Access) Act* 2009 (GIPA):

- authorises and encourages the proactive public release of information held by Council;
- gives members of the public an enforceable right to access information held by Council, and
- provides that access to information held by Council is restricted only when there is an overriding public interest against disclosure.

The GIPA is prescriptive in relation to the making of applications for access to information, matters to be considered prior to the release of information, exempt information, timeframes for determination of applications and rights of appeal. In particular, the GIPA:

- provides access to Council information in four ways:
  - mandatory proactive release via Council's website (open access information)
  - authorised proactive release via Council's website
  - informal release subject to an informal access application
  - release subject to a formal access application
- prescribes an application fee and processing charges in relation to particular types of applications (refer to *Council's Fees and Charges*)
- requires a determination of a formal access application within 20 working days of receipt
- requires a written determination of a formal access application to address specific matters
- prescribes an internal review process
- prescribes an external review process to either the Administrative Decisions Tribunal or the Information Commissioner.

OBJECTIVE

This policy seeks to:

- provide the public with a straightforward and fully transparent process to access information held by Council at minimal cost and/or delay;
- provide access to information wherever possible via Council's website, Customer Service Centre and Council's Central and Branch Libraries;
- define information which may be restricted from public access;
- ensure customers are promptly advised of the information they are entitled to access and with clearly documented reasons if access to information is refused; and
- advise customers of their rights of review if access to information is refused.

POLICY STATEMENT

Public access to information held by Council is facilitated by GIPA subject to certain restrictions as set out in the Act and summarised in this policy.

Council is also required to comply with the Information Protection Principles prescribed by the *Privacy and Personal Information Protection Act,* 1998 relating to the management of personal information held by Council.

This policy must therefore be read in conjunction with Council's *Privacy Management Plan* and the *Privacy Code of Practice for Local Government* which are available for inspection on Council's website.

PUBLIC ACCESS TO DOCUMENTS AND INFORMATION HELD BY COUNCIL

COUNCIL POLICY

POLICY REVIEW AND VARIATION

1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.

2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

STATEMENT OF PROCEDURES

1 Information available to be accessed under this Policy

GIPA facilitates access to Government Information. In relation to Council, Government Information is defined as information contained in a record and held by Council and includes any record of information stored in Council's paper document archive facilities or Electronic Document Management Systems including documents, files, file notes, emails, maps, plans, drawings and photographs.

There is a right of access under the GIPA to information held by Council unless there is an overriding public interest against disclosure. While any application will be considered on its merits, Council may refuse to deal with an application for access where dealing with the application would require an unreasonable and substantial diversion of Council's resources or where the information sought has been the subject of a subpoena or court order and is available to the applicant as a result of having been produced in compliance with the subpoena or court order.

Council is required to publish open access information on its website unless there is an overriding public interest against disclosure or to do so would impose an unreasonable additional cost to Council. This open access information includes:

- Council policies
- a publication guide with information about Council structure and functions, listing the type of information that is publicly available
- a disclosure log of formal access applications where in Council's opinion the information released may be of interest to other members of the public
- a register of contracts having a value of more than $150,000 that Council has with private sector bodies
- a register of open access information that Council does not make publicly available on the basis of an overriding public interest against disclosure.

In addition, ~~GIPA~~Government Information (Public Access) Regulation 2009 ~~Schedule 5 of the GIPA~~ requires that certain other information held by Council is to be made publicly available for inspection, free of charge. The public is entitled to inspect this information, as listed in Schedule 1 ~~Appendix A~~, either on Council's website (unless there is an unreasonable additional cost to Council to publish this information on the website) or at the offices of the Council during ordinary office hours or at any other place as determined by the Council. Any current and previous versions of information of this type may be inspected by the public free of charge. Depending on the information sought, an appointment may be required.

Any application will be processed in accordance with the requirements of the GIPA and a determination made to release information, or refuse access, on the basis of provisions in the Act. Application fees and processing charges are in accordance with those set out in the Act.

Copies of documents provided by Council are for information purposes only and are provided by Council to meet its requirements under relevant legislation. Copyright law still applies to each document. The copyright owner's consent is required if any part of the document is used for any other purpose. Fees and charges may apply to the copying of documents in accordance with Councils Fees and Charges.

2 Information not available for Public Inspection

The GIPA provides for public access to most of Council's information however, there are some categories of information which are specifically exempt from access. This information includes information where there is an overriding public interest against disclosure and, on balance, those considerations outweigh the public interest considerations in favour of disclosure.

The GIPA provides that there is an overriding public interest against disclosure of information as set out in section 14 and Schedule 1 of the Act in the following categories:

- responsible and effective government
- law enforcement and security

- individual rights, judicial processes and natural justice
- business interests of agencies and other persons
- environment, culture, economy and general matters
- secrecy provisions
- legal professional privilege
- aboriginal and environmental heritage

3 Commonly requested Documents

The following table sets out Council's position in relation to particular categories of documents to which public access is most commonly sought:

Information about Development Applications	These files are classified as "open access information" and Council relies upon the indemnity provided by the applicant pursuant to the Environmental Planning and Assessment Act 1979 to publish development applications and associated information to its website during the notification period. Residential floor plans are only published with the consent of the applicant For access to these files outside of the notification period an informal access application is required..
Development Consents	Consents are 'open access information' - those determined post 1 August 2013 are available on Councils website. Consents determined prior to this date are available via Customer Service staff or by online request.
Submissions	Copies of submissions, including details as to the author, can be made available upon lodgement of an informal access application, particularly where Council's notification letters to affected property owners and public advertisements include advice that Council will permit public inspection of such submissions. Council's notification letters and advertisements are specifically worded accordingly.
Letters of Complaint	In accordance with decisions of the Administrative Decisions Tribunal, Council will not reveal the identity of complainants. However, the substance of the complaint may be released in accordance with the principles of natural justice.
Building Certificates	View only access is available. Section 149G of the *Environmental Planning and Assessment Act*, 1979 requires the consent of the owner of the building prior to a copy being given to a member of the public. Fees Apply
Development Applications lodged with the Department of Planning and Environment	Applicants should apply direct to the Department of Planning and Environment for inspection of these DA's. GIPA Schedule 4 S12 defines Government Information and prescribes that even though the agency* has access to a record the information is not to be regarded as government information held by the agency if the public generally has access to the record (eg on the internet).

- Agency is defined in GIPA as:" A government department, a Minister, a public authority, a public office, a local authority, a court a person or entity that is an agency pursuant to regulations under clause 5 of schedule 4 ."

Authorised Council officers have strictly limited access to Roads and Maritime Service motor vehicle ownership records and the Office of Local Government's Companion Animals Register of animal ownership. Inquiries in relation to these and other government records should be directed to the relevant government agency.

4 Application Procedure

All customers are required to complete the appropriate application form when requesting access to information held by Council that has not been made available through proactive release (open access). There are two methods of seeking access to information under the GIPA: informal and formal applications.

Council retains the discretion to require a formal release application in appropriate circumstances, for example:

- searching for and retrieving the information sought would require a significant diversion of resources;

- the material contains information about a third party that cannot easily be deleted or without rendering the information useless, and consultation would need to occur;
- the material is sensitive in nature and requires public interest test considerations.

Online application forms for both informal and formal applications are available on the Council website and printed forms are available in public contact areas of Council or mailed out on request. Council will determine which cases require a formal application.

Council is required to acknowledge formal applications within 5 working days and make their Decision within 20 working days of receipt of the formal application. This period can be extended by up to 15 working days if consultation is required or records are required to be retrieved from archive.

Council will advise the applicant in writing of the information being made available and if any information is exempt from public access, reasons will be given for the exemption. Applicants will be advised how access will be granted; in most cases an electronic copy of the information will be provided. In some cases access may only be granted by inspection of the record. Paper files will only be made available for inspection under the supervision of a staff member. Council's Fees and Charges include relevant charges for copying of information.

In accordance with GIPA Part 4 Division 2 Council may transfer an application to another agency where the other agency is known to hold the information and the information relates more closely to the functions of that agency or where Council does not hold the information and the other agency is known to hold it.

Appeal rights will also be included in the letter of determination.

There is no legislated timeframe for the processing of informal applications; however Council has an internal performance indicator to process all applications within 30 working days. Complex requests may take longer and in these cases Council will contact the applicant and advise an expected timeframe.

5 Internal Review

If a person is dissatisfied with a determination made by Council in relation to a Formal Access ~~n~~ application ~~for access to information~~, they may apply for an internal review of the determination. An application for internal review must be made within 20 working days after the notice of the determination is given and must be accompanied by a fee of $40.00. The internal review must be undertaken by a staff member more senior than the person who made the original determination.

PUBLIC ACCESS TO
DOCUMENTS AND INFORMATION HELD BY COUNCIL

COUNCIL POLICY

SCHEDULE 1~~APPENDIX A~~

Information which is available to the public in accordance with the GIPA Regulatons 2009.~~Schedule 5 of the GIPA~~

1 Information about Council

- The model Code of Conduct prescribed under section 440(1) of the Local Government Act
- Council's adopted Code of Conduct
- Code of Meeting Practice
- Annual Report
- Annual Financial Reports
- Auditor's Report
- Management Plan
- EEO Management Plan
- Policy concerning the Payment of Expenses and Provision of Facilities to the Mayor and Councillors
- Annual Reports of Bodies Exercising Functions Delegated by Council (eg Section 355/377 Committees)
- Any Codes referred to in the Local Government Act
- Agendas, Business Papers and Minutes of Council/Committee meetings (except meetings that are closed to the public)
- Office of Local Government, NSW Department of Premier and Cabinet Representative Reports presented at a meeting of Council
- Land Register
- Register of Investments
- Register of Delegations
- Register of Graffiti Removal Works
- Register of current Declarations of Disclosures of Political donations
- Register of Voting on Planning Matters

2 Plans and Policies

- Local Policies adopted by Council concerning approvals and orders
- Plans of Management for Community Land
- Environmental Planning Instruments, Development Control Plans and Contribution Plans

3 Information about Development Applications

Development Applications and associated documents received in relation to a proposed development, eg:

- Home Warranty Insurance documents
- Construction Certificates
- Occupation Certificates
- Structural Certification Documents
- Town Planner Reports
- Heritage Consultant Reports
- Tree Inspections Consultant Reports
- Acoustic Consultant Reports
- Land Contamination Consultant Reports
- Records of decisions on Development Applications including decisions on appeals
- Records describing the general nature of documents that Council decides to exclude from public view after application of public interest test considerations

4 Approvals and Other Documents

- Applications for approvals under part 7 of the Local Government Act
- Applications for approvals under any other act and any associated documents received
- Records of approvals granted or refused, any variation from Council policies with reasons for the variation, and decisions made on appeals concerning approvals
- Plans of land proposed to be compulsorily acquired by Council
- Compulsory Acquisition Notices
- Leases and Licences for use of Public Land classified as Community Land

PUBLIC ACCESS TO DOCUMENTS AND INFORMATION HELD BY COUNCIL

COUNCIL POLICY

SUMMARY SHEET

Responsible Division	Governance and Information
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	28 October 2013, 27 July 2010, 27 May 2008
Date of next review	October 2020
Legislative or other requirement for review **DELETE THIS WHOLE ROW IF NOT APPLICABLE**	[List review timeframe and Act, policy or review requirement]
Responsible Manager	Customer Service Manager
Authorised by	Manager Governance and Information

File: GI-50.01.02.014 Doc: IC17/459

ITEM 12 POLICY REVIEW: COUNCILLOR ACCESS TO COUNCIL INFORMATION AND STAFF - POST EXHIBITION

This report presents a summary of submissions received on the Draft revised Access to Council Information and Staff by Councillors policy.

RECOMMENDATION

1. Council note the report on the revised Councillor Access to Council Information and Staff policy – post exhibition, and the submission made to the draft;
2. The revised Councillor Access to Council Information and Staff be adopted.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

1 Draft Councillor Access to Council Information and Staff policy

BACKGROUND

The Councillor Access to Council Information and Staff policy incorporates the provisions of the Codes of Conduct relating to the level of access to information and staff that is appropriate for councillors. This policy sits within the suite of supporting policies to the Codes of Conduct.

Council at its meeting on 29 May 2017 resolved to place the Councillors Access to Council Information and Staff policy on public exhibition, inviting submissions from the public.

The exhibition of the draft policy was delayed as Council was in receipt of advice from a Councillor that they intended to lodge a rescission motion against the resolution. No rescission motion was forthcoming and the policy was subsequently placed on exhibition from 18 July 2017 until 28 August.

One submission was received during the engagement period.

Summary of submission received

Issue	Response
Page 1 Background – add the word "**stakeholders**" in the second paragraph, to read: "*This policy establishes procedures by which Councillors may access Council information and staff in order to undertake their statutory roles to provide effective civic leadership and to represent the collective interests of residents, ratepayers, the local community and stakeholders.*"	No impact Council may choose to add the additional wording to this sentence, without impact on the policy. Its inclusion is not considered to either add to or take away from the background information.
Page 1 Objective – add the words "**and as a representative of the electorate**" to the second point of the objectives to read "*ensure Councillors have access to all information necessary for them to exercise their statutory role as a member of the governing body of Council and as a representative of the electorate*"	Not supported Section 232 (1)(a), (1)(d) and (1)(e) of the Local Government Act 1993 outlines the Statutory role of a councillor to include a requirement to be an active and contributing member of the governing body, to represent the collective interests of residents, ratepayers and the local community.

Issue	Response
	This statutory function does not include reference to representation of an electorate.
Page 1 Policy Statement – to remove the word "relevant" and add words "related to the topic" to the policy statement to read "*This policy aims to provide Councillors with all ~~relevant~~ information related to the topic …*"	Not supported The policy provision is to ensure Councillors receive all relevant information required on a matter. The requirement to provide all information would be overly burdensome on both Councillors and staff. A large amount of information is not relevant to the decision making process for councillors. The General Manager remains responsible for ensuring that councillors receive all relevant information on a matter and if there is a query in relation to the level of information provided, Councillors have a means of addressing that through appropriate processes.
Insert in appropriate place within in the Policy *"Councillors have the right and responsibility to take information on proposed subject matter arising from staff to the community for iterative and interactive workshops prior to such subject matter being recommended to full Council."*	Not supported Councillors must act in accordance with the requirements of the Codes of Conduct and comply with policy in relation to the use of Council information.
Insert in appropriate place within in the Policy "*Staff will provide to Councillors economic analyses of projects and or pending / proposed ideas that demonstrate the optimal allocation has occurred"*	Not supported This inclusion is outside the objective of the policy to ensure Councillors have access to information required to exercise their statutory role. Council already has robust long term planning processes in place that consider the merit of various projects and initiatives from a variety of perspectives – strategic alignment, community interest, risk management, social benefit, and financial impact
Insert in appropriate place within in the Policy *"Council staff are to provide resources and sufficient time for Councillors to elicit, process community, resident, ratepayer and stakeholder interests and to present publicly to Council"*	Not supported This inclusion is outside the objective of the policy to ensure Councillors have access to information required to exercise their statutory role. In relation to engagement activities, Council has an Engagement policy that addresses this, that the current Council will have opportunity to review.
Insert in appropriate place within in the Policy *"(General Manager) will advise the mayor and governing body of modern and innovative methodologies relating to eliciting group and community preferences through iterative and interactive preference sharing that generates an*	Not supported The purpose of this inclusion appears to relate to community consultation, which is best addressed in the Engagement policy, which will be coming to council in the new year.

Issue	Response
informed understanding of costs, benefits and outcomes"	
Submission disagrees with statutory provisions to protect business interests and believes there is an overwhelming public interest in disclosure regarding 'Business Interests'.	Not supported Council must comply with relevant statutory obligations including the Government Information (Public Access) Act 2009.
Insert in appropriate place within in the Policy "*Any Councillor and or staff member has the right and protection to disclose concerns of bias or favourable treatment toward a business interest, with evidence, directly to an independent authority charged with investigatory powers and enforcement".*	Not supported Where staff or councillors believe there is a conflict of interest that has not been identified appropriately by a delegated authority, they are able to raise those concerns through the provisions of the Codes of Conduct. Where there is belief the behaviour is fraudulent or corrupt, public officials may have protections under the Public Interests Disclosure Act 1994. The relevant policy for Council is the Internal Reporting policy.
Submission recommends replacing 2.2(d) in the draft policy with the clause "*A Councillor may access all information from the Public Officer relating to a particular investigation, topic or project that will assist in ensuring an effective outcome delivery.*"	Not supported The current policy provision allows for information on the impact of the request or the number of requests for information from a councillor, to assist with prioritisation and gives a better understanding of the cost of the request. The Councillor may believe the request is of significant importance or, where the information is not essential, may amend the request to include only specific information. It is appropriate that this inclusion remains and it does not deny a Councillor access to information that is necessary undertake their role.
Insert in appropriate place within in the Policy "*Council Briefings shall:* *i Honour all Councillors the right of prior notice of subject matter;* *ii Honour all Councillors the right of adequate time for discussion;* *iii Be conducted with correct meeting procedures that include minutes of the discussions;* *iv Have outcomes, including alternate views (considerations) included in the Business Paper that goes to Full and Open Council;* v *Therefore ensuring ethical standards,*	Not supported Councillor briefings and workshops are conducted in a manner appropriate to their purpose. They are an opportunity for councillors to receive information from staff on matters of significance to, or that are coming before Council, and ask questions or seek additional information, that might not otherwise be made public. Councillor briefings and workshops are not Council or Committee of Council meetings, are facilitated by staff and are not decision making forums. Agendas are distributed prior to the briefing date and are published on Council's website.

Issue	Response
integrity of process, objectivity and transparency toward the subject matters presented.	

PROPOSAL

This report recommends that Council adopt the revised Councillor Access to Council Information and Staff policy.

CONSULTATION AND COMMUNICATION

The Councillor Access to council Information and Staff policy was placed on public exhibition from 18 July 2017 until 28 August 2017 with submissions invited from the public.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.

CONCLUSION

The Councillor Access to Council Information and Staff policy has been reviewed, and the draft placed out on public exhibition. Submissions have been carefully considered. It is recommended Council note the submission, and adopt the revised Councillor Access to Council Information and Staff Policy.

COUNCILLOR ACCESS TO COUNCIL INFORMATION AND STAFF

COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Council's Code of Conduct for Councillors provides that Councillors (defined to include the Lord Mayor) have a right to access information held by Council that is reasonably necessary for them to exercise their functions of civic office.

This policy establishes procedures by which Councillors may access Council information and staff in order to undertake their statutory roles to provide effective civic leadership and to represent the collective interests of residents, ratepayers and the local community.

OBJECTIVE

The main objectives of this policy are to:

- provide a documented process for Councillors to access Council information,
- ensure Councillors have access to all information necessary for them to exercise their statutory role as a member of the governing body of Council,
- ensure that Councillors receive advice in an orderly manner to assist them in the performance of their civic duty,
- provide clarity on Councillors' rights of access to staff and to Council buildings,
- provide a clear and consistent framework, by reference to the relevant Code of Conduct and Procedure for the Administration of the Codes of Conduct, for the reporting of, and appropriate application of sanctions for, breaches of this policy.

POLICY STATEMENT

This policy aims to provide Councillors with all relevant information and an appropriate level of access to the staff of Council in order to exercise the functions of civic office and to facilitate informed decision making.

POLICY REVIEW AND VARIATION

1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.

2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

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COUNCILLOR ACCESS TO COUNCIL INFORMATION AND STAFF

COUNCIL POLICY

STATEMENT OF PROCEDURES

1 STATUTORY PROVISIONS FOR COUNCILLORS AND STAFF

The Local Government Act 1993 (the Act) provides that:

- Councillors (including the Lord Mayor) as a group comprise the governing body of the Council and the role of the governing body is set out in section 223(1) as follows:

  (a) to direct and control the affairs of the council in accordance with this Act,

  (b) to provide effective civic leadership to the local community,

  (c) to ensure as far as possible the financial sustainability of the council,

  (d) to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and polices of the council,

  (e) to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,

  (f) to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,

  (g) to keep under review the performance of the council, including service delivery,

  (h) to make decisions necessary for the proper exercise of the council's regulatory functions,

  (i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance,

  (j) to determine the senior staff positions within the organisation structure of the council,

  (k) to consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities,

  (l) to be responsible for ensuring that the council acts honestly, efficiently and appropriately.

  Section 223(2) of the Act states:

  The governing body is to consult with the general manager in directing and controlling the affairs of the council.

  ~~• to direct and control the affairs of the Council including the allocation of resources, determination of policy and monitoring of the Council's performance;~~

- As an individual, a Councillor's role is set out in section 232(1) as follows:

  (a) to be an active and contributing member of the governing body,

  (b) to make considered and well informed decisions as a member of the governing body,

  (c) to participate in the development of the integrated planning and reporting framework,

  (d) to represent the collective interests of residents, ratepayers and the local community,

  (e) to facilitate communication between the local community and the governing body,

  (f) to uphold and represent accurately the policies and decisions of the governing body,

  (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

  Section 232(2) of the Act states:

  A councillor is accountable to the local community for the performance of the council.

~~to represent the interests of residents and ratepayers, provide leadership and guidance to the community and facilitate communication between the community and Council;~~

- The General Manager's functions are set out in section 335 as follows:

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(a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,

(b) to implement, without undue delay, lawful decisions of the council,

(c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,

(d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,

(e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,

(f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,

(g) to exercise any of the functions of the council that are delegated by the council to the general manager,

(h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,

(i) to direct and dismiss staff,

(j) to implement the council's workforce management strategy,

(k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

~~is responsible for the efficient and effective operation of the Council's organisation and the day-to-day management of the Council. The General Manager is also required to assist the Council in the development of the community strategic plan, resourcing strategy, delivery program and operational plan; and~~

- The Public Officer is responsible for assisting people to gain access to public documents of the Council. The Public Officer is to be the contact person for Councillors who wish to access information to enable them to make informed decisions and to exercise the functions of civic office.

2 ACCESS TO COUNCIL INFORMATION BY COUNCILLORS

2.1 Statutory Provisions

a The Government Information (Public Access) Act 2009 (the GIPA Act) provides a list of documents, prescribed as "open access information", which are required to be made available on Council's website and to be made available for public access, free of charge. These documents include Council's Codes of Conduct, Annual Report, register of delegations, development applications and leases of public land classified as community land.

b The GIPA Act, however, provides that there is an overriding public interest against public disclosure of a range of documents and information as set out in the Act under the following broad headings: Responsible and Effective Government, Law Enforcement and Security, Individual Rights, Judicial Processes and Natural Justice, Business Interests of Agencies and Other Persons, Environment, Culture, Economy and General Matters, and Secrecy Provisions.

c The NSW Office of the Information Commissioner has advised the Office of Local Government that it is expected that General Managers (and Public Officers) will act in accordance with relevant law when providing information to Councillors.

2.2 Procedure for Councillors to Access Council Information

a Councillors wishing to access Council information, other than "open access information" as prescribed in the GIPA Act, must make application to the Public Officer by completing Council's online "Councillor Request" available through the Councillor Portal or via email to admin@wollongong.nsw.gov.au. The Councillor Request should be drafted carefully and should

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precisely detail the information being sought. It is expected that Councillors will act reasonably in making Requests.

b Councillor Requests relating to the exercise of a Councillor's functions of civic office will be processed as soon as possible and a response (or an interim response in the case of a complex Request) will be provided in accordance with the following guidelines:

i same day response – information is easily accessible and no reference/investigation is required. Examples are:

- copy of a Council document eg Development Consent,
- request for basic information relating to an Agenda Item on the day of a Council meeting.

ii one (1) to five (5) working day response – information is on hand but needs to be processed for release. Examples are:

- copy of submissions to an exhibited Development Application – documents are electronic and extra time required to extract and redact information where appropriate,
- request containing a number of questions which may relate to more than one Division and where responses need to be collated into a single reply.

iii within 10 working days – investigation and research is required in order to provide the requested information. Examples are:

- a comprehensive summary including Court Consent Orders for Planning Appeals,
- copies of numerous Occupation Certificates where the files are stored offsite.

Where this investigation and research is extensive and/or complex and the 10 working day timeframe cannot be met, the Councillor lodging the request will be notified within five (5) working days and provided with an indication of when the information may be forthcoming.

c If the Request relates to a Councillor's interest, other than civic, the Request must be made pursuant to the GIPA Act, the form for which is available on Council's website and will be processed in accordance with the timeframes set out in the Public Access to Council Documents and Information Policy.

d Where it is believed that significant resources will be required to respond to a Councillor Request, or the number of Requests being submitted by a Councillor, the Public Officer will consider the time and/or costs that are likely to be incurred in providing the requested information and make a determination on granting access. An indication will also be given as to any other matters that will not be attended to as a result of compiling the requested information.

e The Public Officer will maintain a Register of Councillor Requests. This Register can be found on the Request for Information and Service link on the Councillor Portal and enables a Councillor to identify a request from another Councillor and request a copy.

f The following reports will be provided to Councillors via the Councillor Portal on a monthly basis:

i active Councillor requests,

ii completed Councillor requests for the previous three months.

2.3 Right of Review

The Public Officer must act reasonably in considering a Request and, if a Councillor's Request is refused, reasons for the refusal must be provided. In the event that a Request is refused the Councillor may either:

a raise the matter with the General Manager and refer to the Code of Conduct which states that the General Manager must ensure Councillors are provided with information sufficient to enable them to carry out their civic office functions and

i if the General Manager determines the Public Officer acted reasonably in the decision to refuse access to the Council information sought by a Councillor, a Councillor may lodge a formal application under the GIPA Act,

ii if a Councillor considers that there has been a breach of this policy by the General Manager he/she may lodge a complaint with the Office of Local Government or

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b make a formal application under the GIPA Act which will be processed in accordance with that Act and

i if there is a refusal of access under the Government Information (Public Access) Act 2009 (GIPA Act) a Councillor may ask for an internal review or an external review by the Information Commissioner. For more information see www.ipc.nsw.gov.au.

ii to report a Government Information Contravention (i.e. a failure to properly fulfil functions under the GIPA Act), Councillors should refer to the Internal Reporting Policy which states that:

i) Reports against staff may be made to the General Manager,

ii) Reports against the General Manager may be made to the Lord Mayor,

iii) Any report of a Government Information Contravention may be made to the Information Commissioner.

3 INTERACTION BETWEEN COUNCILLORS AND COUNCIL STAFF

3.1 During Meetings

a The Local Government (General) Regulation 2005 provides that a Councillor may, through the Chairperson, put a question to another Councillor and, may through the General Manager, put a question to Council staff.

b A Councillor or employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or documents.

c A Councillor must put every question directly, succinctly and without argument.

d The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council staff.

The General Manager or Council staff should use their best endeavours to provide answers to questions in a timely manner. It is not appropriate for the General Manager, Councillors or staff to ask the Council to determine whether the questions asked by individual Councillors should or should not be answered. It is also important that questions do not result in substantial new work or require the development of a new policy as part of the answer.

3.2 Outside of Meetings

a Councillors may contact a Divisional Manager, Director or the General Manager to discuss, or to make arrangements to meet to discuss, Council services or projects.

b Councillors must not make direct contact with Divisional staff without the approval of the General Manager, Director or Divisional Manager and where such approval has been granted must not direct or pressure staff in the performance of their work. Staff must immediately report all breaches to their Divisional Manager, Director or General Manager.

c Councillors must not request staff to undertake work for the Councillor or for any other person with the exception of work of a clerical nature directly related to the performance of their civic duties. Such a request must be made to the Public Officer.

d Councillors must not take advantage of their official position to improperly influence other Councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing private benefit for themselves or for some other person.

3.3 Councillor Briefings

a Councillor briefing sessions are conducted to fully inform Councillors of matters of significance or complexity that are to be the subject of a staff report at a future meeting of Council or are of particular current interest to Council.

b Councillor briefing sessions are not subject to specific provisions of the Act, the Regulation or Council's Code of Meeting Practice.

c *The Office of Local Government in its Meetings Practice Note for Councils states that councils may hold briefing sessions under their general powers and such sessions are to be informal and to provide useful background information to Councillors.*

d *Councillor briefing sessions are not to be used for detailed discussions where agreement is reached or a de-facto decision is made and such discussions, exchanges of views and decisions are to be left to the open forum of a council meeting.*

e *Councillor briefing sessions are a means to enable Councillors to bring an informed mind to the appropriate decision-making forum.*

f *On occasion, confidential matters will be presented at Councillor Briefings and this will be noted in the presentation and accompanying documentation. Councillors and staff must maintain the integrity and security of confidential documents or information distributed or discussed at Councillor Briefings, in accordance with the Codes of Conduct and supporting policies*

3.4 Councillor Information Notes

Matters of general interest to Councillors may be the subject of an Information Note to Councillors from staff and are added to the monthly Information Folder via the Councillors' Portal. If an Information Note is marked confidential, Councillors and staff must maintain the integrity and security of confidential information in accordance with the Codes of Conduct and supporting policies.

4 ACCESS TO COUNCIL OFFICES AND BUILDINGS

a As elected members of the Council, Councillors are entitled to have access to the Council Chamber, Level 10 Committee Rooms, Level 9 Function Room (Council briefings and official functions), Lord Mayor's Office (if available) and Councillors' Room in the Council Administration Building.

b Councillors whilst not in pursuit of their civic duties have the same rights of access to Council buildings and premises as any other member of the public.

c A Councillor must seek the prior consent of the relevant Divisional Manager, Director or the General Manager before entering a particular work area of Council.

5 INAPPROPRIATE INTERACTIONS

Inappropriate interactions between Councillors and Council staff are set out in Council's Codes of Conduct for Councillors and Staff.

6 BREACHES OF THIS POLICY

A breach of this policy will be taken to be a breach of the relevant Code of Conduct and complaints alleging a breach of this policy must be made in accordance with the relevant Code of Conduct and will be dealt with in accordance with the Procedures for the Administration of the Codes of Conduct.

7 SUMMARY TABLE

The table below summarises the process for the handling of Councillor Requests as set out in this Policy.

COUNCILLOR REQUESTS

TYPE OF REQUEST	FORM OF REQUEST	PROCESS
Action (eg repairs to footpath, mowing of park)	Electronic Councillor Request via iPad template or via email to admin@wollongong.nsw.gov.au	Request entered into Customer Service Request system and allocated a request number which is notified to Councillor.
Access to Council documents for a purpose related to your role as a	Electronic Councillor Request via iPad template or via email to admin@wollongong.nsw.gov.au	Referral to Information Management for determination. If request is refused a formal application under GIPA Act may be submitted or Notice of Motion may be

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COUNCILLOR ACCESS TO COUNCIL INFORMATION AND STAFF

COUNCIL POLICY

TYPE OF REQUEST	FORM OF REQUEST	PROCESS
Councillor		submitted to Council meeting.
Access to documents for a private purpose	Application under GIPA Act to Public Officer	Referral by Public Officer to Information Management for determination.
Access to Council workplace	Telephone request to relevant Divisional Manager, Director or General Manager	Co-ordination by Divisional Manager, Director or General Manager.
Advice (eg technical advice, current status of development application, request for allocation of capital budgets)	Electronic Councillor Request via iPad template or via email to admin@wollongong.nsw.gov.au	Registration and referral to relevant Divisional Manager with copy to Director and General Manager. Divisional Manager to update register as to progress of Request.
Administrative Support (eg stationery, office supplies, stenographic or clerical service)	Email to admin@wollongong.nsw.gov.au	Arranged in accordance with Councillors Expenses and Facilities Policy.
Discussion of Council services or projects	Telephone request or personal contact with relevant Divisional Manager, Director or General Manager	Co-ordination by Divisional Manager, Director or General Manager.

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COUNCILLOR ACCESS TO COUNCIL INFORMATION AND STAFF

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Governance and Information
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	7 April 2014, 26 July 2011, 28 June 2004
Date of next review	April 2020
Responsible Manager	Governance and Corporate Support Coordinator
Authorised by	Manager Governance and Information

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File: CCE-023.055 Doc: IC17/675

ITEM 13 CROWN STREET MALL ACTIVATION AND MARKET PROGRESS REPORT

Council at its meeting on 31 October 2016 resolved -

'A report be submitted to Council in 12 months on the impact of increased activation, inclusive of the Markets on CBD business operations, as measured against the aims, desires and outcomes of activating the Mall and the relevant Markets Development Control Plan'.

This report provides a progress update as per Council's resolution.

RECOMMENDATION

Council note this report.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural and Economic Development (Acting)
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Council continues to implement a program of activation and business attraction activities for Crown Street Mall. This function was delivered by Destination Wollongong until 30 June 2016 when it was brought back to Council.

Wollongong City Centre is recognised in the Illawarra Regional Plan as the region's capital. The City Centre accommodates a concentration of numerous uses including a strong commercial and employment component alongside retail, residential and community opportunities for participatory and passive engagement and activation.

Council's Crown Street Mall Activity Policy (endorsed 27 June 2016) provides a clear and transparent framework to guide the decision-making and approval process for activity in the Mall. At the same time it encourages various forms of activity to create a vibrant and revitalised City Centre and a strong sense of place for the community and other stakeholders. It also recognises the Crown Street Mall is a unique space located within a retail and business environment, and that this is a key factor for determining the types of activation that take place.

Over the last 12 months Council has implemented a program of activations and events that offer a range of experience modes for visitors from large to intimate audience experiences. This includes Council produced programs, as well as the facilitation of community and commercial use of City Centre precincts.

Activation is not limited to event based programs, but also includes attraction initiatives such as the expansion of the *free City Centre WiFi service,* business recognition *(Illawarra Business Awards),* and the installation of the *Crown Street Mall Public Art Project.*

In addition, Council has entered into Hire Agreements for markets in the Crown Street Mall – *Thursday Night Eat Street* and *Friday Forage,* which play a key part in activating our spaces on a weekly basis.

Christmas on Crown

A seven week, full program of Christmas activities, performances, carols event, decorations and retail promotions throughout the Crown Street Mall precinct. One component of this activation is the *One Day Sale* which provides businesses with the opportunity to promote their offer during a peak trading period. Last year 22 businesses participated in this initiative, growing to 37 businesses participating this year.

Nights on Crown

A winter themed event where visitors were invited to come out on a chilly evening, take a stroll and see illuminated buildings while enjoying the food on offer in Wollongong City Centre. CBD businesses were provided with the opportunity to participate by offering patron promotions during this event.

Summer Sessions

Live music performances in Crown Street Mall as part of the *Live Sites* initiative. This activity brought vibrancy to the Mall and surrounding businesses. It also delivers toward achieving the outcomes identified in Council's Cultural Plan – Live Music Action Plan.

Chinese and Lunar Festivities

Chinese and Lunar New Year community celebration in Crown Street Mall, attracting audiences from a range of cultural demographics including the Wollongong Chinese business community, Burmese and Vietnamese communities. *"It's a great event and we are looking forward to collaborating again!" Wollongong Chinese Business Association*

Markets

Since November 2016 both the *Thursday Night Eat Street* and *Friday Foragers* Markets have operated under Hire Agreements between the Markets organiser and Council. Both Hire Agreements have been in place for close to 12 months, and reflect the findings of an independent market review (Review) commissioned by Council in 2016, the findings of an independent Valuation process, and Councillor input.

The Review took into consideration perceptions of market organisers, stall holders, surrounding retailers, market users and governance bodies to establish a pathway forward that balanced community and commercial demands. The Review also recognised that a balance needs to be achieved between a thriving temporary retail economy, and existing demand for market activations by the community with community development initiatives that provide both public and economic gain.

Specifically, the Review identified there was an opportunity to improve the standards and presentation of the Markets, and the promotion and the position of the Markets as a regional event. With the focus being on:

- Improved management
- Locally authentic and authentic new products.
- Support new start-ups or home-based businesses.
- Point of difference from existing retail offer – event in the case of food offers.
- High standard of presentation and cleanliness.
- Provide a wide variety of entertainment and activities in association with the Markets.

The Hire Agreements incorporate performance standards to be met by the Markets organiser. These include a target of 90% local stallholder representation; 30% stallholders to be start-up or home-based businesses; a minimum of three new or rotating stalls to be presented per month; a minimum of two weekly marketing promotion activities; and an entertainment component.

An annual review against these performance standards has been conducted. The Markets organiser has been able to meet these performance standards with the exception of the target 90% local component for the *Friday Forager* Market. In this instance, a large proportion of the stallholders who operated under the previous Hire Agreement (which did not include this performance standard) have come over and now are required to operate under the new Hire Agreement. The transition to achieving the target local component is proving challenging as some of the stallholders have a strong community client base, even though they are not fulfilling the local criteria.

The *Friday Forage* Market is attracting up to 4,000 people per market day, while the *Thursday Night Eat Street* Market is attracting up to 15,000 people per market night. These Markets have attracted new audiences to our Mall and changed negative perceptions of the Wollongong City Centre, particularly on a Thursday night when Mall visitation was previously under 2,000 people per night and safety identified as a major issue.

In addition, the data is showing that in 2015, 80% of *Thursday Night Eat Street* Market attendees came specifically into the Mall to attend the market, and 20% specifically to shop. In 2017 this changed to an equal 50/50% split demonstrating that the permanent commercial outlets are also receiving increased foot traffic and economic benefits. This is supported by feedback received from GPT Management.

The Markets also contribute positively to delivering creative and vibrantly activated spaces, and the objectives of the City Centre Evening Economy, Cultural Plan and Wollongong 2022.

Extension of City Centre Free WiFi Service

Following Council's endorsement to maintain the existing City Centre Free WiFi service area and to extend it to include the dining precincts in Corrimal and Keira Streets, the procurement process has commenced.

This will result in a City Centre Free WiFi that encapsulates public domain in Crown Street between the Railway Station and Corrimal Streets, Globe Lane, Ethel Hayton Walkway, Arts Precinct and the dining precincts in Corrimal and Keira Streets. WiFi positioning information technology will also be included.

Illawarra Business Awards

The Wollongong City Centre Business and Retailers Awards were integrated into the Illawarra Business Chamber Awards (IBC) for the first time this year. In addition to being able to enter the standard 16 award categories, Wollongong City Centre businesses had their own dedicated category – the Wollongong *City Centre Business Excellence Award.*

CONSULTATION AND COMMUNICATION

Economic Development Unit, Wollongong City Council

Central Business District businesses

Activation organisers

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 Goal 2 "*We have an innovative and sustainable economy*". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
2.3 The profile of Wollongong as a regional city of the Illawarra is expanded and improved	2.3.1 Wollongong's City Centre is revitalized and active	Deliver a new and refreshed integrated marketing and activation program

CONCLUSION

Over the past 12 months Council has monitored and assessed activations, many of which have been trials to inform the way forward. In addition, research has recently been commissioned to understand the current visitor and non-visitor profile and visitation habits to Crown Street Mall, which will be used to benchmark and inform future activation planning.

There is also the opportunity to tap into the growth that we have had in the City Centre over the last four years where we have seen over $1.3B worth of construction take place, with more than $300M in the pipeline. As a result of this expansion, the City Centre population is expected to increase by over 150% in the next two to three years.

All of this will inform future activation within the City Centre while continuing to ensure that these initiatives deliver against Wollongong 2022 and Council's Cultural Plan. Crown Street Mall activation will continue to be informed by the Crown Street Mall Activation Policy which encourages various forms of activity that contribute towards creating a vibrant and revitalised mall and a strong sense of place for the community and other stakeholders, including Central Business District businesses.

File: GI-50.02.017 Doc: IC17/667

ITEM 14 DELEGATIONS TO THE GENERAL MANAGER OVER CHRISTMAS PERIOD

The General Manager's delegations were last reviewed and amended by Council at its meeting of 12 December 2016, following amendments to the delegation provisions of the Local Government Act 1993. Consistent with the resolution of Council at that time, this report recommends a temporary amendment to the General Manager's delegations to allow for the acceptance of tenders satisfying the necessary legislative criteria from 12 December 2017, through to 28 January 2018.

RECOMMENDATION

1 Council note the report on Delegations to the General Manager over Christmas Period;

2 Council note the exercise of delegations to the General Manager during the Caretaker Period; and

3 Council delegate to the General Manager and the Lord Mayor or Deputy Lord Mayor the authority to accept, or otherwise, tenders under Request for Tender processes between 12 December 2017 and 28 January 2018, with a report on the exercise of such delegation to be provided to the Ordinary Meeting of Council in February 2018.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Following amendments to the Local Government Act 1993, specifically in relation to the delegable functions of Council, Council considered and confirmed delegations to the General Manager at its meeting of 12 December 2016. Council resolved unanimously that:

1 *Council note the report on Delegations to the General Manager – Tendering.*

2 *Council delegate to the General Manager all of the delegable functions of the Council, but excluding:*

- a *Those functions specified in clauses (a) to (u) of section 377(1) of the Local Government Act 1993.*
- b *The granting of leases of Council property where the total lease rental payable to Council for the term of the lease is more than $1 million (including GST).*
- c *The granting of leases of Council property where the term of the lease is for 10 years or more.*
- d *The acceptance of tenders required to be invited pursuant to section 55 of the Local Government Act 1993 as at the date of this delegation.*

3 *Council fix the amount of $3,000 as the amount above which any individual rate charge or debt owed to the Council may be written off only by resolution of the Council pursuant to clauses 131(1) and 213(2) of the Local Government (General) Regulation 2005.*

4 *Council delegate to the General Manager the determination of certain Development Applications in accordance with the Independent Hearing and Assessment Panel Charter.*

5 *Council receive a report in the final quarter of each calendar year of in-progress tenders to consider providing delegation to accept specific tenders within a specified time period.*

6 *Council delegate to the General Manager, Lord Mayor and Deputy Lord Mayor, the authority to accept, or otherwise, by a majority determination, tenders under the following Request for Tender processes between 13 December 2016 and 29 January 2017:*

i T16/34 Nicolson Park Woonona - Playground Replacement.

ii T16/38 Solar Photovoltaic Systems.

iii T16/40 Bridge Maintenance of Cabbage Tree Creek Fairy Meadow.

iv T16/41 Cathodic Protection of Bridge 2 at Yallah Bay Road Yallah.

with a report on the exercise of such delegation to be provided to the Ordinary Meeting of Council in February 2017.

Consistent with point 5 of the recommendation, this report seeks a temporary amendment to the delegations of the General Manager to allow continued progress of project delivery across the Christmas/New Year period.

Further, at its meeting of 31 July 2017, the Council resolved to temporarily amend delegations to the General Manager for the caretaker period through to the first Ordinary Meeting of Council following elections, as follows:

1 *Council note the report on Delegations to the General Manager – Caretaker Provisions.*

2 *Council delegate the authority to accept, or otherwise, tenders up to the value of $1.57 million to the General Manager, Lord Mayor and Deputy Lord Mayor, by a majority determination, between 1 August 2017 and 8 September 2017; and to the General Manager and Lord Mayor, between 9 September 2017, by unanimous determination, and the date of the first Ordinary Meeting of Council following the 9 September 2017 election; with a report on the exercise of such delegation to be provided to the second Ordinary Meeting of Council following elections.*

There was one tender for which this delegation was exercised, being T17/09 Lift Upgrades at Wollongong City Art Gallery. On 25 September 2017, the General Manager and Lord Mayor authorised the acceptance of the tender of OTIS Elevators in the sum of $206,000 excluding GST.

PROPOSAL

There is a seven-week period between the December 2017 Ordinary Meeting of Council, and the first Ordinary Meeting scheduled for 2018. At the present time, tenders in-progress across the December/January period are anticipated to be:

T17/57 - Ensuite Blocks and onsite Astroturf Annex Sites at Windang Beach Tourist Park - Construct, Supply, Deliver and Install.

T17/54 - Lawrence Hargrave Drive Retaining Wall Replacement.

T17/30 - Roads and Footpaths Video and Condition Assessment.

T17/50 - Administration of Project Management Services Panel.

T17/55 - O'Brien's Road Pedestrian Bridge Replacement.

ISJO05/2017 – Pavement (Line) Marking.

It is recommended to delegate the General Manager, in conjunction with the concurrent approval of the Lord Mayor and Deputy Mayor (or their respective nominees), the authority to accept these tenders on behalf of Council. The exercise of any such delegation should be reported back to Council in due course.

CONSULTATION AND COMMUNICATION

In considering potential options available to Council, the matter of delegations, specifically tenders, has been canvassed with Executive Management, Infrastructure & Works Directorate, and Finance.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 4 “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.

CONCLUSION

The impending Christmas/New Year period, and break between Ordinary Meetings of Council, make it timely to consider a temporary amendment to the delegations to the General Manager, specifically with respect to determining tenders.

File: FI-230.01.377 Doc: IC17/660

ITEM 15 TENDER T17/45 FOWLERS RD TO FAIRWATER RD - STAGE 1C AND 1D - ELECTRICAL POWER SUPPLY RELOCATIONS

This report recommends acceptance of a tender for electrical power supply relocations in the rail corridor and at the intersection of Fowlers Road and Marshall Street for the Fowlers Road to Fairwater Drive link road in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The proposed works will be the next stage of a major infrastructure construction project that will provide a vital connection from the suburbs of West Dapto to the Dapto town centre, the Princess Highway and the M1 motorway. Work components complete or currently under construction include early bulk earthworks (Stage 1A), Sydney Water asset relocation (Stage 1B), Flood Channel Bridge works (Stage 1E).

RECOMMENDATION

1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Abergeldie Contractors Pty Ltd for West Dapto Access - Fowlers Road to Fairwater Drive Stages 1C & 1D - Electrical Power Supply Relocations, in the sum of $2,446,786.00, excluding GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

1 Location Plan

BACKGROUND

The new Fowlers Road to Fairwater Drive link road is to be constructed between the intersection of Fairwater Drive and the Princes Highway Dapto. The 1.3km road will comprise two large four-lane bridges, one crossing the South Coast rail line and Mullet Creek and the other crossing the flood plain. The link road forms part of the proposed West Dapto Access Strategy and will provide a new flood reliable access route.

The project has been separated into several stages with the initial stage which includes 300m of pavement construction, drainage and the smaller flood plain bridge underway. It is now proposed to undertake early works for power supply relocations prior to the commencement of the larger bridge and road works.

The works to be completed under the proposed contract consists of:

- construct vehicle access in rail corridor (to allow for construction access of piers for new bridge)
- relocation of overhead high voltage power supply in rail corridor (to allow for new bridge to be built over rail line)
- relocation of high and low voltage (33kV, 2x11kV, and Low Voltage) transmission mains at the intersection of Fowlers Road and Marshall Street (to allow for construction of eastern embankment of new bridge).

Tenders were invited by the open tender method with a close of tenders of 10.00 am on Tuesday, 31st October 2017.

Two tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Finance, Governance and Information, Infrastructure Strategy and Planning and Project Delivery Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- Referees.
- Financial Capacity - tenderers may be required to provide the information required by an independent financial assessment provider engaged by Council to provide an assessment of the financial capacity of the tenderer.
- Prequalification as an Authorised Engineering Organisation (AEO) for works in the rail corridor in accordance with Sydney Train requirements established by Transport for NSW - Asset Standards Authority (ASA).
- Prequalification as Accreditation Service Provider for works on Endeavour Energy assets.
- Quality Management System.

The mandatory assessment criteria have been met by the recommended tenderer.

Assessable Criteria and Weightings

1 Cost to Council – 70%.

2 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile (also includes staff qualifications and experience, and subcontractors) - 15%.

3 Appreciation of scope of works and construction methodology and project schedule - 5%.

4 Workplace health and safety and environmental management - 5%.

5 Demonstrated strengthening of the local economic capacity - 5%.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Abergeldie Contractors Pty Ltd	1
Alliance Power and Data Pty Ltd	NC

NC = Non-Conforming

PROPOSAL

Council should authorise the engagement of Abergeldie Contractors Pty Ltd to carry out the West Dapto Access - Fowlers Road to Fairwater Drive Stages 1C & 1D - Electrical Power Supply Relocations in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

An acceptable financial capability assessment has been received in relation to the recommended tenderer.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

1 Members of the Tender Assessment Panel

2 Nominated Referees

3 External Consultants – NSW Public Works Advisory, and Mitchell Brandtman (Independent Quantity Surveyor)

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 6 "We have sustainable, affordable and accessible transport". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
6.2.2 Integrated communities close to major transport links and major commercial centres and planned for and encouraged	6.2.2.1 In collaboration with agencies delivery the infrastructure required to support the first stage of the West Dapto Release Area	Actively participate in the interagency Project Control Group (PCG) to oversee the delivery of infrastructure in the West Dapto Urban Release Area
	6.2.2.2 Use funds obtained from Restart NSW Illawarra and funds contributed by Council to construct the road link between Fowlers Road Dapto to Fairwater Drive Horsley	Finalise design and approvals and commence construction of the road links

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council's Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered high based upon Council's risk assessment matrix and appropriate risk management strategies will be implemented.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source as identified in the Annual Plan –

2017/18 Capital Budget

The overall project is also supported by State and Australian Government funding contributions as follows:

- $10 Million from the Australian Government National Stronger Regions Fund
- $22.5 Million from the NSW Government - Restart NSW Illawarra Infrastructure Fund
- $3.229 Million interest subsidy through the NSW Government - Local Infrastructure Renewal Scheme, and
- $600,000 Design Grant from NSW Government - Department of Planning and Infrastructure.

CONCLUSION

The recommended tenderer has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.

While every effort has been made to ensure the highest possible quality of data, no liability will be accepted for any inaccuracy of the information shown.
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File: FI-230.01.381 Doc: IC17/622

ITEM 16 TENDER T17/48 HARRY GRAHAM DRIVE EMBANKMENT STABILISATION

This report recommends acceptance of a tender for the embankment stabilisation of Stage 1 (locations 2 & 3) on Harry Graham Drive in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

Harry Graham Drive embankments are showing signs of deterioration and failure caused by natural events. Council has identified 3 locations which require rectification. This tender relates to the rectification works to two of these locations.

RECOMMENDATION

1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Specialised Geo Pty Ltd for Harry Graham Drive Embankment Stabilisation Stage 1, in the sum of $422,071.50, excluding GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

1 Location Plan

BACKGROUND

The embankments of Harry Graham Drive have scoured at three locations due to stormwater overtopping the swales and scouring the downstream embankment increasing the risk of future damage to the road pavement. Design documentation and approvals are now complete for two of the sites (locations 2 and 3 on the attached plan). The scope of work involves:

- Placement of engineered fill in the scour holes.
- The installation of shotcrete on the face of the scour supported by soil nails.
- Placement of rip rap on the downstream edge.
- Reconstruction and lining of the swales.
- Pavement repair.

Tenders were required to be invited for the stabilisation of embankments at two locations on Harry Graham Drive which have deteriorated as a result of natural events.

Tenders were invited by the open tender method with a close of tenders of 10.00 am on Wednesday 1 November 2017.

Six tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Project Delivery, Governance + Information, Finance and Infrastructure Strategy + Planning Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

1 Cost to Council – 35%.

2 Appreciation of scope of works and construction methodology - 15%.

3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile - 20%.

4 Staff Qualifications and Experience - 5%.

5 Proposed sub-contractors - 5%

6 Project Schedule - 5%.

7 Demonstrated strengthening of local economic capacity - 5%.

8 Workplace Health and Safety Management System - 5%.

9 Environmental Management Policies and Procedures - 5%.

The following mandatory assessment criteria were also included:

1 Satisfactory references from referees contacted in relation to previous work by the Contractor.

2 Assessment of Financial Capacity to deliver the project.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Specialised Geo Pty Ltd	1
Earthtec Pty Ltd	2
Pan Civil Pty Ltd	3
Donnelley Civil Pty Ltd	4
PJ Warner Australia Pty Ltd	5
The RIX Group Pty Ltd	6

PROPOSAL

Council should authorise the engagement of Specialised Geo Pty Ltd to carry out the Stage 1 (locations 2 & 3) Embankment Stabilisation works on Harry Graham Drive in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

An acceptable financial capability assessment has been received in relation to the recommended tenderer.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

1 Members of the Tender Assessment Panel.

2 Nominated Referees.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city". It specifically delivers on the following:

Community Strategic Plan		Delivery Program 2012-2017		Annual Plan 2016-17
Strategy		5 Year Action		Annual Deliverables
5.3.3	Well maintained assets that meet the needs of current and future communities are provided	5.3.3.1	Manage and maintain community infrastructure portfolio with a focus on asset renewal	Delivery 85% of Council's capital investment into our asset renewal program

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council's Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council's risk assessment matrix and appropriate risk management strategies will be implemented.

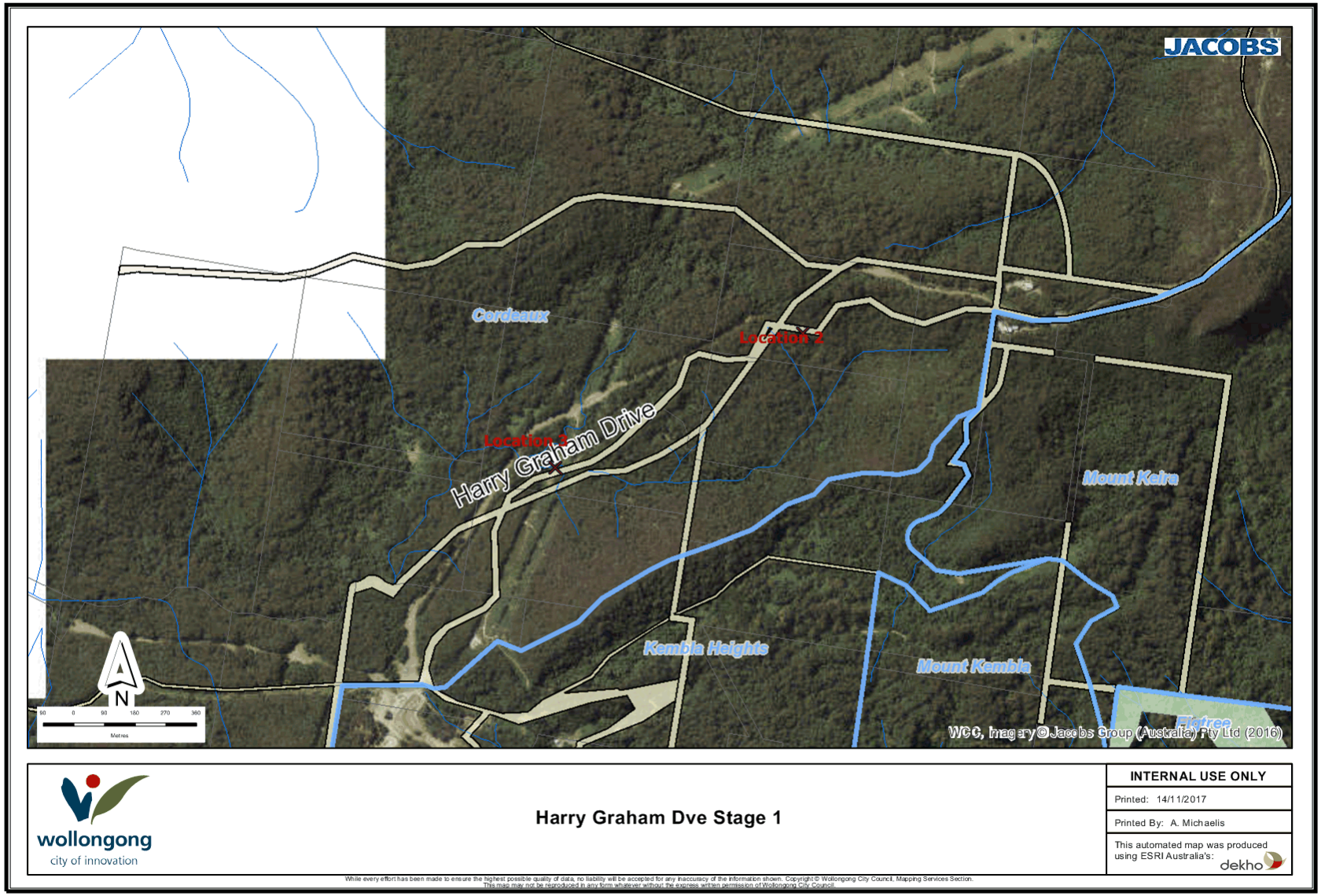
FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source as identified in the Annual Plan –

2017/18 Capital Budget

CONCLUSION

The recommended tenderer has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.


JACOBS
Cordeaux
Location 2
Location 3
Harry Graham Drive
Mount Keira
Kembla Heights
Mount Kembla
Figtree
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90 0 90 180 270 360
Metres
WCC, Imagery © Jacobs Group (Australia) Pty Ltd (2016)
wollongong
city of innovation
Harry Graham Dve Stage 1
INTERNAL USE ONLY
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File: FI-230.01.376 Doc: IC17/550

ITEM 17 TENDER T17/44 CONISTON COMMUNITY CENTRE REFURBISHMENT

This report recommends acceptance of a tender for the refurbishment of the Coniston Community Centre in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The proposed works to the Community Centre allow for the replacement of the existing roof sheeting, external gutters and associated plumbing. Internal fitout refurbishment works include the replacement of the main hall floor, new windows throughout, fitout of internal rooms and electrical distribution board upgrades.

RECOMMENDATION

1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Batmac Constructions Pty Ltd for the Coniston Community Centre Refurbishment, in the sum of $453,905.28, excluding GST.

2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.

3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

1 Location Plan

BACKGROUND

The Coniston Community Centre is located at 26 Bridge Street, Coniston. As part of Council's Asset Management Program, a condition assessment was conducted on this building. The condition assessment identified the building suffers water ingress through the roof sheeting, includes non-compliant amenities and contains hazardous materials such as asbestos and other contaminants. A scope of work was prepared, which included:

- Replacement of roof sheeting, gutters and rainwater goods.
- Upgrade of the amenities to improve condition, functionality and achieve compliance with current standards.
- Replacement of the main hall floor.
- Communication and electrical distribution board upgrades to meet current standards.
- Removal of asbestos and other identified contaminants.

Tenders were invited from seven contractors by the selective tender method with a close of tenders of 10.00 am on Wednesday, 18 October 2017.

Four tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Project Delivery, Library and Community Services, Finance, and Governance and Information Divisions. The tender offer from one tenderer was subsequently withdrawn prior to finalisation of the tender.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- Referees.
- Financial Capacity - tenderers may be required to provide the information required by an independent financial assessment provider engaged by Council to provide an assessment of the financial capacity of the tenderer.

Assessable Criteria and Weightings

1 Cost to Council – 50%.

2 Appreciation of scope of works and construction methodology – 15%.

3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile – 10%.

4 Project Schedule – 10%.

5 Demonstrated strengthening of local economic capacity – 5%.

6 Workplace Health and Safety Management System – 5%.

7 Environmental management policies and procedures – 5%.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Batmac Constructions Pty Ltd	1
Project Coordination (Australia) Pty Ltd	2
Olympia Group NSW Pty Ltd	3

PROPOSAL

Council should authorise the engagement of Batmac Constructions Pty Ltd to carry out the refurbishment works of Coniston Community Centre in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

An acceptable financial capability assessment has been received in relation to the recommended tenderer.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

1 Members of the Tender Assessment Panel.

2 Nominated Referees.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 3 “Wollongong is a Creative, Vibrant City”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
3.4.3 Communities have access to quality local spaces and places to meet, share and celebrate	3.4.3.1 Deliver a program of activities in local communities	Coordinate the refurbishment of Community Facilities, in partnership with licensees and community groups, as identified in the capital works and maintenance programs

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered medium based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan –

Capital Budget 2017/18

CONCLUSION

Batmac Constructions Pty Ltd has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.

JACOBS
Gladstone Avenue
Miller Street
Bridge Street
118
120
122
124
126
128
2
4
6
18
20
22
24
26
Imagery © Jacobs & Aerometrex (2016)
T17/44 Coniston Community Centre Refurbishment
wollongong
city of innovation
N
GIS ref.: gi11060-01
Printed: 27/09/2017
Aerial Photography: 2016
Metres
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File: IW-911.02.015 Doc: IC17/621

ITEM 18 TENDER T17/40 WOLLONGONG MEMORIAL GARDEN FRONT QUADRANT GARDEN STAGE 3

This report recommends that Council decline to accept the tender submitted for Wollongong Memorial Garden Front Quadrant Garden Stage 3 in accordance with clause 178(1)(b) of the Local Government (General) Regulation 2005.

The Tender Assessment Panel has concluded that the tender is not acceptable for the reason that pricing of the project from the tenderer is significantly more than estimates provided during the design process and it is anticipated that negotiations with the tenderer or any other party in relation to a revised scope of works will result in a satisfactory outcome being achieved.

RECOMMENDATION

1 a In accordance with clause 178(1)(b) of the Local Government (General) Regulation 2005, Council decline to accept the tender received for Wollongong Memorial Garden Front Quadrant Garden Stage 3 and resolve to enter into negotiations with the tenderer or any other party with a view to entering into a contract in relation to the subject matter of the tender.

b In accordance with clause 178(4) of the Local Government (General) Regulation 2005, the reason for Council hereby resolving to enter into negotiations with the tenderer or any other party and not inviting fresh tenders is that it is anticipated that a satisfactory outcome can be achieved with one of those parties who demonstrate a capacity and ability to undertake the works.

2 Council delegate to the General Manager the authority to undertake and finalise the negotiations, firstly with the tenderer, and, in the event of failure of negotiations that tenderer, any other party, with a view to entering into a contract in relation to the subject matter of the tender.

3 Council grant authority for the use of the Common seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

1 Location Plan

BACKGROUND

Wollongong Memorial Gardens provides for the interment of ashes for families to be able to memorialise their loved ones. A variety of options are available including wall placements, plaques and single and family garden allotments within the gardens.

In 2012 a concept design was completed to establish a new garden area at the front of Wollongong Memorial Gardens. It was intended that the gardens be constructed over four stages. Currently two stages have been completed (2013 and 2015) with the third stage fully designed in 2017 with intended construction in 2018.

The project originally called for tenders in June 2017 via the selective tender method however Council declined the tender due to only one submission being received and the tendered price being substantially above the estimate. Council subsequently resolved to retender the works, this time as an open tender in order to quantify the true costs of the works.

Tenders were therefore re-invited for the construction of the Wollongong Memorial Gardens Front Quadrant Garden Stage 3.

Tenders were invited by the open tender method with a close of tenders of 10 am on 10 October 2017.

One tender was received by the close of tenders and has been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the City Works, Governance, Finance and Property and Recreation Divisions. Estimates prepared for these works indicate that the cost of works is less than the sum tendered.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

1 Cost to Council – 60%.

2 Appreciation of scope of works and construction methodology - 5%.

3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile - 5%.

4 Staff Qualifications & Experience – 5%.

5 Proposed Sub-Contractors – 5%.

6 Project Schedule - 5%.

7 Demonstrated strengthening of local economic capacity - 5%.

8 Workplace health and safety management system - 5%.

9 Environmental management policies and procedures - 5%.

PROPOSAL

The Tender Assessment Panel has concluded that the tender is not acceptable and has recommended that the tender be declined and negotiations be undertaken with the tenderer, or any other party, with a view to entering into a contract for the subject matter of the tender.

The Panel anticipates that a satisfactory outcome will be achieved through a negotiation process conducted in accordance with Council's Procurement Policies and Procedures.

CONSULTATION AND COMMUNICATION

1 Members of the Tender Assessment Panel.

2 Project Delivery.

3 External Consultants – Hanna Newman Associates Pty Ltd.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.1.5 The long term needs of the community, including our people and our places, are effectively planned for	5.1.5.2 Carry out commercial business management of Council's operational lands	Manage council's commercial businesses to maximise return

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council's Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council's risk assessment matrix and appropriate risk management strategies will be implemented.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan –

Capital Budget 2017/18 and 2018/19

CONCLUSION

Council endorse the recommendations.

wollongong
city of innovation

Wollongong Memorial Gardens
Wollongong Memorial Gardens

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Printed By: Wollongong Memorial Gardens
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File: GI-50.01.01.003 Doc: IC17/566

ITEM 19 POLICY REVIEW: CRIME PREVENTION

Wollongong City Council's Crime Prevention Policy adopted on 25 November 2013 is now due for review. This report is the result of the current policy review completed in September 2017.

RECOMMENDATION

Council adopt the Crime Prevention Council Policy.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural and Economic Development (Acting)
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

1 Draft Crime Prevention Policy

BACKGROUND

The current Crime Prevention Policy was adopted on 25 November 2013. The policy provides a framework for Council's role in crime prevention to enhance community safety for the residents of the Wollongong Local Government Area (LGA). The policy outlines our strategic approaches used to improve community safety and also refers to the role of Council's Community Safety Reference Group.

The strategic approaches Council uses to prevent crime and improve community safety include:

1 Situational crime prevention, which makes crime more difficult to commit and less rewarding. Its focus is on making the physical environment look and feel appealing, encouraging high visitation and activation. It minimises the opportunities for crime to occur and increases the risk of being caught to the offender.

2 Social strategies, which are designed to improve the underlying social conditions that can lead to crime. Crime is a complex social problem closely related to unemployment, substance abuse and family and community breakdown. Council uses a community development approach to build community capacity and resilience. It works with all three levels of government, families, individuals and community organisations in a partnership approach.

Specifically the community development strategies include:

- Developing community partnerships to implement the Community Safety Plan 2016-2020.
- Working with the Illawarra Committee Against Domestic Violence and the Community Drug Action Team.
- Assessment, monitoring, planning and maintenance of Alcohol Free zones and Alcohol Prohibited Zones (seven major locations across the LGA).
- Developing projects that improve safety for vulnerable communities. An example is the Women's Safety Project to reduce harassment and threatening behaviour of women visiting or working in Wollongong's City Centre.
- Conducting Community Safety Audits of public spaces as requested by residents, businesses and other Council divisions.
- Coordination and resourcing of Council's Community Safety Reference Group.
- Providing advice on development assessments in regards to community safety issues including Liquor Licence applications.
- Conducting community safety research to understand factors which increase or decrease safety in the community. For example, conducting Perceptions of Safety Surveys to assess how safe or

unsafe residents feel in the City Centre and in suburbs where they live and the reasons why they feel this way.

- Maintain current crime statistics.

PROPOSAL

The draft Crime Prevention Policy 2017 be adopted by Council.

CONSULTATION AND COMMUNICATION

The Community Safety Reference Group of Council, with representatives from Wollongong Local Area Command and Lake Illawarra Area Command, have been informed of the policy review and invited to provide feedback.

The Crime Prevention Policy is the overarching Policy that supports the Community Safety Plan. The Community Safety Plan 2016-2020 was adopted in August 2016 following a period of public exhibition and community consultation. The Community Safety Plan 2016-2020 forms the basis of Council's approach and statement of procedures for the Crime Prevention Policy.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 5 "We are healthy community in a liveable city". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	**5 Year Action**	**Annual Deliverables**
5.4.1 Partnerships continue to strengthen and achieve a safe accessible community.	5.4.1.1 Facilitate a range of partnerships and networks to develop community safety initiatives.	Contribute to a range of community based initiatives in conjunction with partner organisations and volunteers.
5.4.2 Local crime continues to be prevented and levels of crime reduced.	5.4.2.1 Continue to liaise with Local Area Commands on key initiatives and crime reduction strategies.	Monitor and maintain Alcohol Free Zones including new assessments as required.
5.4.3 Safety is considered in the planning and design of any development.	5.4.3.1 Safety is considered in the planning and design of any development.	Provide Crime Prevention through Environmental Design (CPTED) advice in Development Assessments.

FINANCIAL IMPLICATIONS

The Community Safety Program is delivered by the Community Safety Officer. A project allocation is included in the 2017-18 Budget of $5,000 in addition to the Community Safety Officer salary.

CONCLUSION

The Crime Prevention Policy provides guidance for Council, key stakeholders, community partners and residents on Council's position regarding strategies and support for a safe community.

CRIME PREVENTION COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Responsibility for a safe community does not reside with any one particular agency or body. It is the responsibility of the community as a whole. While Council is not solely responsible for crime prevention it is well placed to assist the community to address issues of concern. It is close to the community and can influence many of the factors which determine how people live. Therefore Council has a central leadership role to play in bringing together, identifying and driving the development of specific strategies to improve and enhance community safety.

It is important to note that Council's role does not involve the provision of law enforcement. Some Council Officers may be involved in regulation compliance but this is not to be confused with a law enforcement role. Law enforcement remains the responsibility of the NSW Police and other law enforcement agencies.

OBJECTIVE

To provide a framework for Council's role in crime prevention to enhance community safety for the residents of the Wollongong LGA.

POLICY STATEMENT

Wollongong City Council participates in the prevention of crime and the creation of a safe community through two key strategic approaches:

1. Situational Crime Prevention

   Situational crime prevention makes crime more difficult to commit and less rewarding. It is used to enhance the physical environment and help improve how safe people feel. Situational crime prevention minimises opportunities for crime to occur and increases the risk of being caught to the offender. Examples of situational crime prevention include trimming trees to create clear sightlines, cleaning off graffiti, providing additional lighting, planting green screening to prevent graffiti, planting trees to enhance the look and feel of a place, organising activities to encourage higher visitation, and incorporating structures such as public art to attract people to an area. The term Crime Prevention Through Environmental Design (CPTED) is used when implementing principles to reduce opportunities for crime to occur, this can also be referred to as First Generation CPTED principles.

2. Social Strategies

   Social Strategies are designed to improve underlying social conditions such as income; access to housing; employment opportunities; education and training; leisure and recreational opportunities; and available community services. Improving these underlying social conditions helps to prevent crime from occurring and thus contribute to enhanced community safety. It works through strengthening communities and social infrastructure. It involves all three levels of government, families, individuals and community organisations in a partnership approach. It recognises that crime is a complex social problem that is closely related to unemployment, substance abuse and family breakdown. These approaches that look beyond the built environment are also referred to as Second Generation CPTED principles.

POLICY REVIEW AND VARIATION

1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.

2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

DRAFT

CRIME PREVENTION COUNCIL POLICY

STATEMENT OF PROCEDURES

1. Wollongong City Council will approach crime prevention and the development of safe communities through the operations of its Community Safety Reference Group. Recognising however that crime prevention and creating a safe community does not rest alone with the Community Safety Reference Group but is a whole of Council responsibility.
2. The Community Safety Officer will use a community development approach to address issues of crime prevention.
3. The Community Safety Reference Group will work in partnership with the NSW Police; Local, State and Federal government agencies; non-government agencies; and the community to:
   - Develop and implement short and long term strategies that broadly encompass the key strategic approaches of situational and social crime prevention so that people will feel safe in Wollongong.
   - Identify and analyse the extent of crime and community concern about safety in Wollongong.
   - Encourage the development of policies by Local Government and other appropriate authorities on crime prevention through the provision of information, best practice, and analysis so that agencies can operate in a consistent manner with consistent information. This will ensure that there is policy interaction and support between agencies.
   - Identify and analyse issues raised by the community and other groups, using crime statistics provided by police and information sharing between agencies, to assist those communities and groups with the provision of skills, knowledge and resources to participate in making Wollongong a safer place. Make recommendations and regular representations to local, state and federal governments on ongoing issues of community safety. These recommendations and representations should be based on information, analysis and identification of issues of ongoing concern in the Wollongong LGA and should support both the key strategic approaches of situational and social crime prevention.
4. The Community Safety Reference Group should be consulted by all Divisions of Council regarding crime prevention and community safety, particularly in the relation to the use of public space.
5. Wollongong City Council and the Community Safety Reference Group will not endorse any security product or service.

DRAFT

CRIME PREVENTION

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Community Cultural and Economic Development Division
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	25 November 2013; 21 February 2000
Date of next review	November 2020
Responsible Manager	Community Safety Officer
Authorised by	Manager Community Cultural and Economic Development

DRAFT

File: PR-195.005 Doc: IC17/647

ITEM 20 OUTCOME OF EXHIBITION OF PROPOSED NAMING OF KARREUAIRA RESERVE, WONGAWILLI

In late 2016 Council exhibited the naming proposal 'Bankbook Park' at a new development reserve in Wongawilli, 11 submissions were received with four submissions not supporting the proposal. Based on the submissions received, EMC on 31 January 2017 resolved:

1 To note that the proposed naming of Bankbook Park not be supported to proceed for Council's consideration.

2 To authorise the public exhibition of the proposed alternative Aboriginal naming proposal 'Karreuaira Reserve' at Wongawilli as shown on Attachments 1 and 2.

3 A Councillor Information Note be prepared on the proposal.

Council publically exhibited the naming proposal 'Karreuaira Reserve' (pronounced Garreu Aira) at Wongawilli from 17 July to 14 August 2017. This report outlines the outcome of the community engagement.

RECOMMENDATION

Council adopt the naming proposal 'Karreuaira Reserve'.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

1 Locality Plan
2 Site Plan
3 Community Engagement Report on Proposed Naming of Karreuaira Reserve
4 Council's Management Policy for Naming of Community Facilities and Parks
5 Geographical Naems Board - Place Naming Policy

BACKGROUND

Sheargold Property Developments Pty Ltd is currently constructing a residential estate in Wongawilli, located in the West Dapto Land Release Area. The developer approached Council in February 2016 to support the naming of a park in their estate as 'Bankbook Park' referencing a link to the suburb's history and miners' settlement on 'the hill'.

Council publically exhibited the naming proposal 'Bankbook Park' from 29 August 2016 to 26 September 2016. Following the exhibition, 11 submissions were received with four submissions not supporting the proposal with two submissions noting the name 'Bankbook Hill' as a derogative term and insulting to the poorer miners and families that lived in subsidised and makeshift homes that lived on 'the hill'. It is noted the State Government's Geographic Names Board (GNB) guidelines will not support proposals that are offensive or likely to cause offence.

One of the four non-supportive submissions received was from the Illawarra Local Aboriginal Land Council (ILALC) requesting Council consider an Aboriginal name for the park. Following this feedback, Council officers undertook research for potential local Aboriginal names that had an association with the site.

It was identified that there was a significant Moreton Bay Fig Tree that is to be retained on the proposed reserve. The tree is listed as an item of heritage significance on the Local Heritage Register and is listed within the Wollongong Local Environment Plan (LEP) for West Dapto, 2010 as an item of local significance.

The Morton Bay fig has been identified in the 'Dapto Community Heritage Study' as a tree that was both linked with the environment and rural landscape and forms a part of a group of trees that once was used as shade trees as a picnic location in the 1920s-1940s as part of the informal recreation areas of the Village of Wongawilli.

Further research indicated that the local Aboriginal name for Moreton Bay Fig is 'Karreuaira'. The following publications were researched to verify the proposed Aboriginal name:

1 Office of Environment and Heritage's publication Murni Dhungang Jirrar 'Living in the Illawarra' and excerpt from report published by Michael K Organ, Illawarra and South Coast Aborigines, 1770-1900.

2 Report to the Australian Institute of Aboriginal and Torres Strait Islander Affairs, Canberra, 1 December 1993.

It should be noted that the GNB encourages Aboriginal place names and that they are preferred for the name of any place that does not have an assigned geographical name. To proceed with any such consideration, the GNB requires the consent/approval from the Local Aboriginal Land Council

At Council's Aboriginal Reference Group meeting on 23 November 2016, the group reviewed the park name proposal. The Reference Group agreed with the recommendation that an Aboriginal word for Moreton Bay Fig Tree 'Karreuaira' be proposed for the park naming instead of the proposed name 'Bankbook Park'. The Group advised that they would obtain feedback from the Illawarra Local Aboriginal Land Council (ILALC) and appropriate Aboriginal Elders to verify the word 'Karreuaira' for Moreton Bay Fig.

On 16 December 2016, ILALC confirmed that the GNB "were adamant that any naming of parks, landmarks or other facilities in the area should have as the first priority recognition of the traditional custodians of this land in their name" and therefore the request to use 'Karreuaira' met their requirements.

ILALC also advised that it would strongly encourage Council to continue to recognise the Aboriginal people of the Wollongong area, through embracing the use of traditional Aboriginal words for places, flora and fauna in the region as this will add to the richness of the community in which we all reside.

Given the community feedback on the earlier proposed naming 'Bankbook Park' and acknowledging the feedback from ILALC, the Aboriginal Reference Group and the Heritage Advisory Committee, on 31 January 2017 Council's Executive Management Committee recommended that following confirmation of the pronunciation, that EMC authorise the public exhibition of the proposed name 'Karreuaira Reserve'.

At its meeting on 22 February 2017, the Aboriginal Reference Group further clarified the correct spelling 'Karreuaira' pronounced '*Garreu Aira'.* Council, in turn, publically exhibited the naming proposal of 'Karreuaira Reserve' Wongawilli from 17 July 2017 to 14 August 2017; the outcome of this public exhibition is outlined in the Consultation and Communication section of this report and subsequently detailed in Attachment 3.

PROPOSAL

Noting the extensive community consultation on naming proposals on this site and the advice received from both the Illawarra Local Aboriginal Land Council and the Aboriginal Reference Group on the proposed name 'Karreuaira', it is now recommended that Council authorise the proposed naming of this park 'Karreuaira Reserve'.

If the name is endorsed by Council, officers will proceed with a formal application to the GNB to assign the name 'Karreuaira Reserve'. It is noted any application to the GNB requires a formal Council resolution.

Should the GNB support the proposal, it would also be recommended that Council install interpretative signage to identify the name of the language group from which the name originated. For example, the name 'Karreuaira' pronounced *Garreu Aira* means 'Morton Bay Fig' from the 'local Dharawal' Aboriginal

language group. This approach is consistent with the NSW Geographical Names Board Policy and guidelines.

CONSULTATION AND COMMUNICATION

Council publically exhibited the naming proposal 'Karreuaira Reserve' from 17 July 2017 to 14 August 2017.

Stakeholders included Wongawilli residents and land owners, Illawarra Local Aboriginal Land Council, Neighbourhood Forum 8, the Dapto Chamber of Commerce, Dapto High School, Dapto Primary School and Council's Heritage Advisory Committee.

A notification encouraging the community to *Have their Say* accompanied by a frequently Asked Questions sheet that included a location map, a feedback form and prepaid return envelope was sent to all residents and landowners in Wongawilli. Public Notices were also published in the Advertiser Newspaper on 12 July and 26 July 2017 inviting the community to *Have their Say* via Council's website, Customer Service Centre, or Dapto Library at the Ribbonwood Centre.

Following the exhibition period, 13 submissions were received; seven submissions supporting the proposal, five submissions unsupportive and one submission unsure. It was apparent from the submissions received that there were two key themes as a result of the community feedback on the proposal.

The first theme was that there was support of the proposal in that it was either appropriate or the community was supportive of an indigenous name for the reserve, this included a group submission from the Wollongong Heritage Advisory Committee Meeting on 25 July 2017 where the Committee resolved to support the proposed reserve name 'Karreuaira Reserve'.

The second theme was that the proposed name 'Karreuaira' was difficult to pronounce. It is acknowledged that whilst the Geographical Names Board (GNB) Policy position is for names to be easy to pronounce, spell or write, the GNB have an exception to this is in the use of Aboriginal names where it is accepted by the GNB that traditional names may at first appear to be complex but will, over time, become more familiar and accepted to the community. During the exhibition it was also noted in a submission that the proposed name be accompanied by interpretative signage to further clarify both pronunciation and the cultural link to the Moreton Bay Fig.

The Community Engagement report (September 2017) on the proposed naming of the reserve may be referenced in Attachment 3.

Subsequent to this report, on 22 October 2017, Council received a further group submission on the proposal from the Wongawilli Residents Committee, where the committee favoured the earlier proposed name 'Bankbook Park' noting its link to the European and Mining history to the site and did not favour the proposed aboriginal name.

PLANNING AND POLICY IMPACT

This report relates to the commitments of Council as contained within the Strategic Management Plans:

Wollongong 2022 Community Goal and Objective 4.1.3 'Our Council's plans, intentions, actions and progress are clearly communicated to the community and other stakeholders under the Community Goal 'We are a connected and engaged community'.

It specifically addresses the 'Revised Delivery Program 2012-17' and delivers on the following:

4.1.3.3 Council's Policies and Plans that relate to Community Land and Recreation are developed through a variety of engagement streams.

FINANCIAL IMPLICATIONS

If the proposal is approved by the NSW Geographical Names Board, Council will be required to install park/interpretative signage identifying the reserve and Aboriginal historical significance which is estimated to cost $3,000. This signage will be funded from existing operational budgets.

CONCLUSION

It is noted that since August 2016, there have been two independent naming proposals on the new reserve at Wongawilli. The first naming proposal 'Bankbook Park' that was submitted to EMC was originally derived by the subdivision developer, was not supported to progress to Council given it was noted in the formal community consultation report that it was a derogative term referencing poorer miners living on the hill and, in turn, was not favoured by the local Aboriginal community.

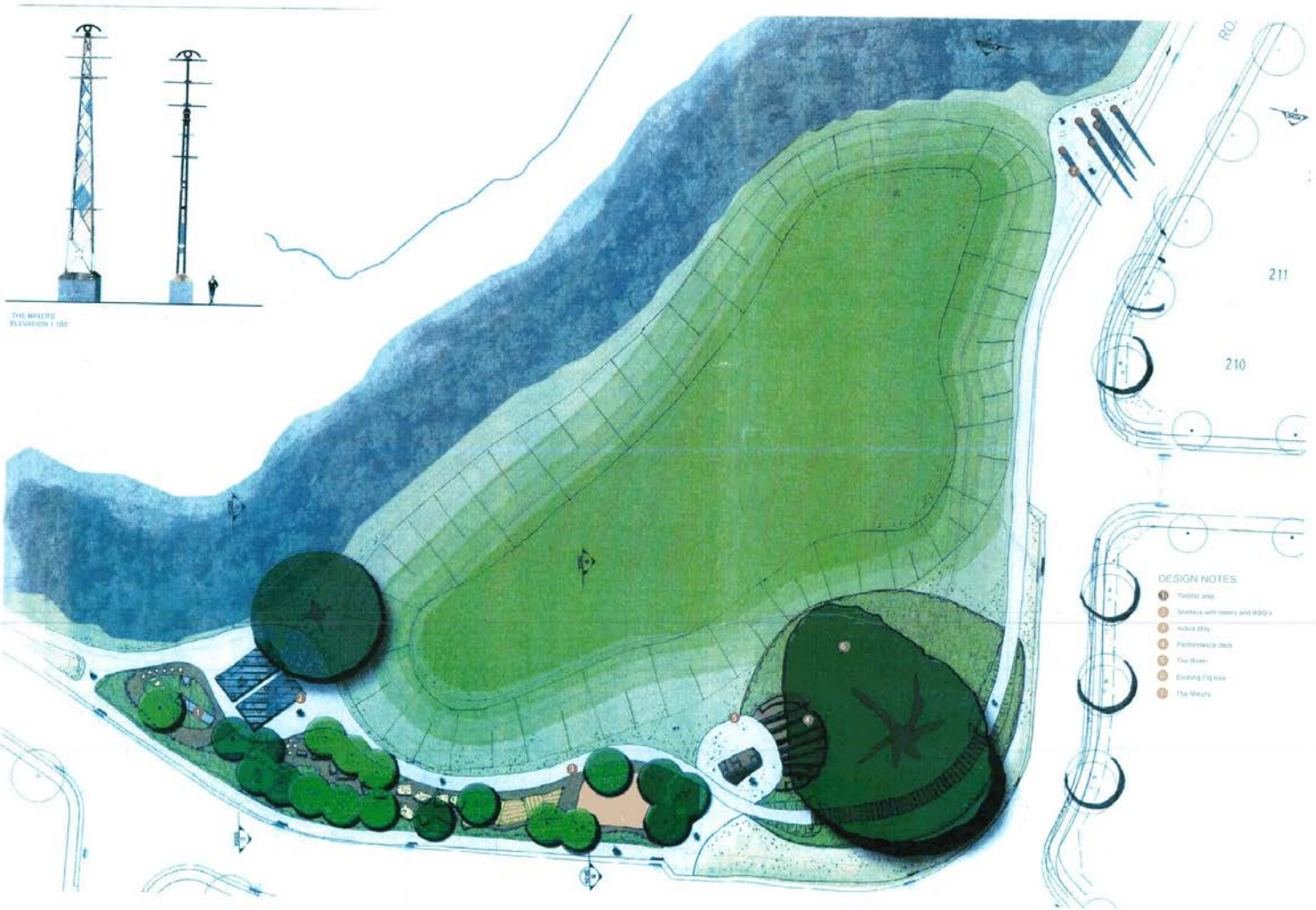
Following this, the second proposal 'Karreuaira Reserve', pronounced '*Garreu Aira'* meaning 'Morton Bay Fig' from the 'local Dharawal' Aboriginal language group. 'Karreuaira Reserve' was placed on exhibition in July and August 2017 and fully supported by both the local Aboriginal community and the Wollongong Heritage Advisory Committee.

The accompanying engagement report - September 2017 (Attachment 3) on the Aboriginal naming proposal notes a level of support on the proposal and also acknowledges concern around pronunciation of the name 'Karreuaira'. This report was further supplemented with an independent submission by some local residents in October 2017 referencing a preference for 'Bankbook Park'.

Whilst the proposal 'Karreuaira Reserve' is consistent with Council's Naming of Community Facilities and Parks Management Policy and the guidelines and policies of the GNB, the proposal to have the local Aboriginal name 'Karreuaira Reserve' progress to Council is favoured.

This approach acknowledges that the GNB encourages Aboriginal place names and that they are the board's preferred selection for the name of any place that does not have an assigned geographical name.

Proposed Park
Wongawilli
Dombarton
Farmborough Heights
Unanderra
Spring Hill
Fo Guang Shan Nan Tien Temple
Kembla Grange
Cringila
Berkeley
Lake Heights
Port Kembla
Horsley
Dapto
Kanahooka
Koonawarra
Primbee
Princes Hwy
Princes Motorway
Farmborough Rd
Darkes Rd
Berkeley Rd
Kanahooka Rd
Northcliffe Dr
Staff Rd
M1
B65


211
210
DESIGN NOTES

PROPOSED NAMING OF KARREUAIRA RESERVE, WONGAWILLI

ENGAGEMENT REPORT

September 2017

Z17/202511

wollongong
city of innovation

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Executive Summary

Council is seeking to name a reserve within the Vista Park Estate, located in Wongawilli. In late 2016 Council considered a proposal to name this area Bankbook Park. Based on community feedback this proposal was not supported by Council. The community feedback further suggested that Council consider an Indigenous name for the reserve. This is in keeping with Councils Policy for the Naming of Community Facilities and Parks and is encouraged by the Geographical Names Board.

After consulting the Illawarra Local Aboriginal Land Council and the Aboriginal Reference Group, Council sought community comment on the proposal to name the reserve - Karreuaira Reserve. Karreuaira is the local Dharawal name for the Moreton Bay fig and is pronounced **- "Garreu Aira"**. A community update (Appendix A) was sent to Wongawilli residents/owners in early July 2017 highlighting the upcoming exhibition of the naming proposal to foster community interest and involvement.

The naming proposal went on public exhibition from Monday 17 July 2017 to Monday 14 August 2017. Stakeholders included Wongawilli residents and land owners, Illawarra Local Aboriginal Land Council, Neighbourhood Forum 8, the Dapto Chamber of Commerce, Dapto High School, Dapto Primary School, and Council's Heritage Advisory Committee. A notification encouraging the community to *Have their Say* (Appendix B) accompanied by a Frequently Asked Questions sheet that included a location map (Appendix C), a feedback form (Appendix D) and a pre-paid return envelope, was sent to residents and land owners in Wongawilli. Public Notices inviting the community to *Have their Say* via Council's website, Customer Service Centre, or Dapto Library were published in the Advertiser on 12 July and 26 July 2017.

A total of n=1 group submission was received from the Wollongong Heritage Advisory Committee, n=12 via feedback forms, N=0 submissions were submitted via Council's engagement website.

Two key themes were apparent in the feedback, the first was that there was support for the use of an Indigenous name for the reserve; the second, was the suggestion that the name being proposed was difficult to pronounce.

Of the n=13 submissions received, n=7 submissions were supportive, n=5 submissions were unsupportive and n=1 was unsure. One of the supportive submissions was a group submission from the Wollongong Heritage Advisory Committee Meeting on 25 July 2017, the Committee were provided with a brief report on the proposed naming of ***Karreuaira Reserve,*** Wongawilli as part of the Heritage Officer's Report. Following discussion, the Committee resolved to support the proposed reserve name.

As per Council's Naming of Community Facility and Parks Management Policy, following the presentation of this report to Council, they will consider if they support the proposal. If there is support for the proposal Council will pass a resolution to submit the name "Karreuaira Reserve" to the Geographical Names Board in accordance with their guidelines.

Methodology

Methods	Details of Methods
Internal	
Information	An information brief, including the FAQ and map, was developed and distributed to the media team, Dapto Library and Neighbourhood Forum 8 and Council's Customer Service Centre on 13 July 2017.
External	
Community Update	A community update (Appendix A) was sent to Wongawilli residents/owners in early July 2017 promoting the upcoming naming process.
Stakeholder letter	A letter (Appendix B) was sent to stakeholders detailing the proposal. The FAQ, map, feedback form and link to the webpage was included. • Illawarra Local Aboriginal Land Council were sent information • Local residents were sent information • Council's Heritage Advisory Committee were sent information • Local Primary and High School • NF8 and the Chamber of Commerce were informed
FAQ	An FAQ with a map to show the proposed location of the reserve (Appendix c) addressing the proposed location, background information and details about the process to name a reserve was created and provided to all stakeholders
Feedback form	A feedback form (Appendix D) was created for those wishing to submit comments on the proposal. Reply-paid envelopes were provided.
Website	A Have Your Say webpage was created, which included an online survey, Frequently Asked Questions and relevant documents.
The Advertiser	A notice appeared in the Council column of The Advertiser on 12 July 2017 and 26 July 2017
Social media	Messages were distributed via Council's social media channels to notify the community of the proposal and on-site kiosk details via twitter

Results

All stakeholders and the wider community were invited to provide feedback on the proposal. A total of n=13 submissions were received; n=11 via feedback forms, n=1 via email, n=1 group submissions via email, n=0 submissions were submitted via Council's engagement website.

Of the n=13 submissions received, n=7 submissions were supportive, n=5 were unsupportive and n=1 was unsure.

Online Engagement

A total of n=0 submissions were received online. Table 2 presents the statistics for the project page.

Table 1: Summary of Online Participation

Measure and Explanation	Usage
Aware – total number of visitors to the project page	36
Informed – total number of visitors who clicked a link, e.g. to download a document, view a photo or read the Frequently Asked Questions	15
Engaged – total number of participants who submitted a survey	0

Feedback Results

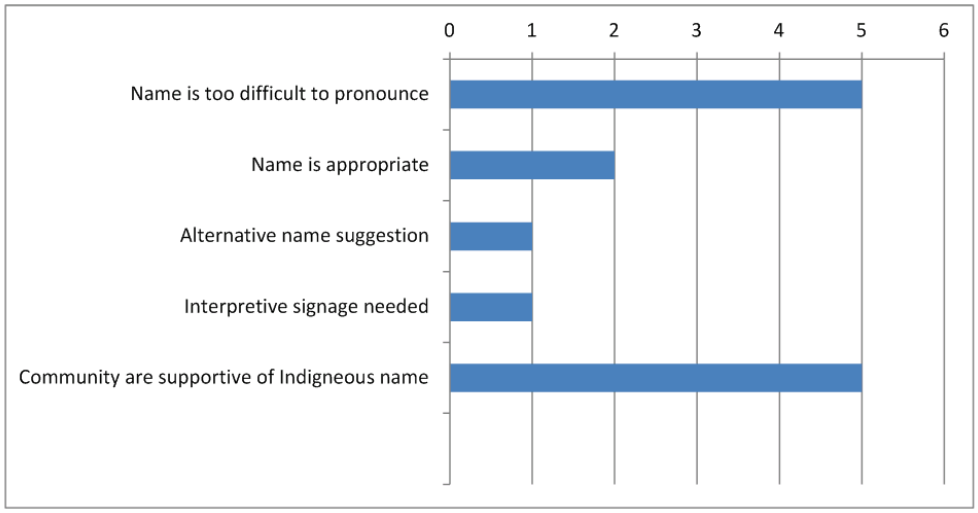
Tables 3 shows the overall feedback results derived from submissions received via feedback forms, and group submissions. While most respondents only indicated whether or not they supported the proposal, some also included further qualitative comments, which are summarised in Table 5.

Table 2: Support for the Proposal

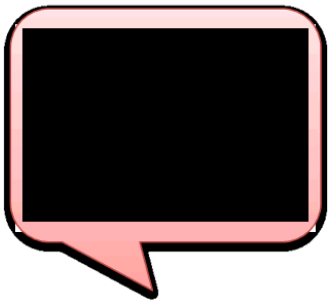
Respondents were asked "Do you support the proposal to name it Karreuaira Reserve?"

Options	No. of responses
Yes	7
No	5
Unsure	1

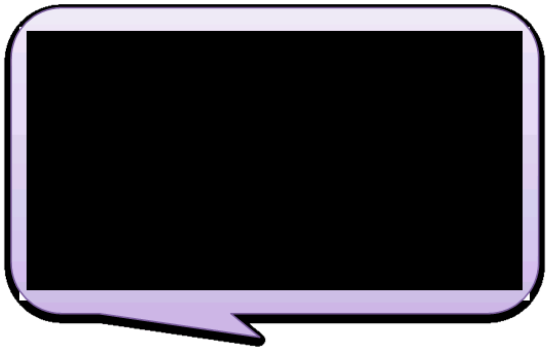
Table 3: Qualitative Feedback



The proposal had an equal level of support and rejection. The main reason given for rejection of the proposed name was that it was difficult to pronounce. See below a sample of some of the overall comments.



Additional comments/suggestions about the proposal included:



Appendix A: Community Update

Wongawilli – July 2017

Wongawilli is a village that's going through a phase of rapid growth and, at Wollongong City Council, we're working hard to plan and develop the infrastructure needed to support the needs of this fast growing community. Thank you to all those residents who have contributed to Council's concept designs and naming proposals. We want to work with all Wongawilli residents to continue to develop Council's plans for the area. This update provides a brief overview of previous community consultation and offers the latest news for both existing and prospective residents on what's planned for your local area.

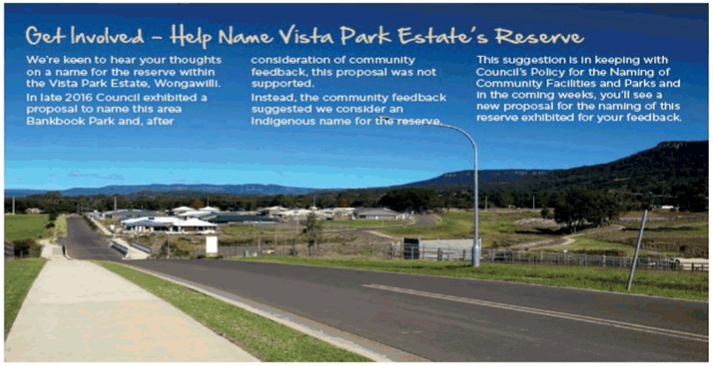
Get Involved – Help Name Vista Park Estate's Reserve

We're keen to hear your thoughts on a name for the reserve within the Vista Park Estate, Wongawilli.

In late 2016 Council exhibited a proposal to name this area Bankbook Park and, after consideration of community feedback, this proposal was not supported.

Instead, the community feedback suggested we consider an Indigenous name for the reserve.

This suggestion is in keeping with Council's Policy for the Naming of Community Facilities and Parks and in the coming weeks, you'll see a new proposal for the naming of this reserve exhibited for your feedback.



Flood Reliable Access

A significant part of the West Dapto Access Strategy involves making sure there is flood reliable access to West Dapto. We've been working for a number of years on a long-term plan to reduce the risk of heavy rainfall closing roads in your local area, including along Wongawilli Road and West Dapto Road. We know locals have a keen interest in the plans and we've sought and considered the community's feedback as we've worked through the planning process.

In late 2014, we asked for community feedback on a draft concept plan for the upgrade of Wongawilli and West Dapto Roads. Your comments influenced the development of a Concept Plan, which was also put to the community for comment in 2016. From this latest feedback, we're making further changes to the Detailed Design.

Overall, the plan aims to provide safer access for pedestrian, bicycle and vehicle traffic, which is anticipated to substantially increase in line with development in the area, and improve the reliability of existing links during heavy rain and flooding. These roads are being designed to remain accessible in a 1 in 100 year flood event.

The first stage of the proposed upgrade will be located on Wongawilli Road, from Wongawilli Community Hall to Shone Avenue. The upgrade involves widening Wongawilli Road to four lanes. Initially, only two of the four lanes will be used by traffic, with the outside lanes allocated to parking. When future traffic volumes require it, the outside lanes will be opened to traffic.

It's anticipated the Detailed Design for the Wongawilli Road upgrade will be exhibited for community feedback later this year. This is a great opportunity for those of you who are new to the area to join in and Have Your Say.

We'll keep you in the loop as to how you can get involved, but in the meantime you can register on our Community Engagement website – just follow the links off Council's website homepage.

Funding for this project has come from developer contributions under the West Dapto (Section 94) Development Contributions Plan, a Federal Government Grant, through the Building Better Regional Cities and the NSW Restart Resources for Regions program.

To keep up to date with the latest news be sure to check out www.wollongong.nsw.gov.au/westdaptoaccess

For the latest news www.wollongong.nsw.gov.au/westdaptoaccess

Appendix B: Notification Letter

WOLLONGONG CITY COUNCIL
Address 41 Burelli Street Wollongong • Post Locked Bag 8821 Wollongong DC NSW 2500
Phone (02) 4227 7111 • Fax (02) 4227 7277 • Email council@wollongong.nsw.gov.au
Web www.wollongong.nsw.gov.au • ABN 63 139 525 939 - GST Registered

Our Ref Z17/18619
File CCE-040.010.01.188
Date 14 August 2017

Dear Residents/Property Owners

PROPOSED NAMING OF KARREUAIRA RESERVE, WONGAWILLI

Council would like to seek your feedback on the proposed naming of a Reserve in the Vista Park Estate, Wongawilli. Information about the proposed naming is on exhibition until 14 August 2017 on the Council website www.wollongong.nsw.gov.au

For further information please see attached Frequently Asked Questions and a Feedback Form. You can provide feedback online or by returning the feedback form, in the reply paid envelope.

If you have further questions about the proposed naming of the reserve please don't hesitate to contact Community Engagement at engagement@wollongong.nsw.gov.au or 4227 7111.

This letter is authorised by

Dawn Peacock
Engagement Officer
Wollongong City Council
Telephone (02) 4227 7111

Appendix C: FAQ with Location Map

Frequently Asked Questions

Proposed Naming of *Karreuaira Reserve*, Wongawilli

Council is seeking to name a reserve within the Vista Park Estate in accordance with the requirements of Council's *Naming of Community Facilities and Parks Policy*. Council is asking you to Have Your Say on the proposed name. If the proposal receives community support and Council endorsement, an application to name the reserve will progress to the Geographical Names Board, who make the final decision on the proposal.

Feedback must be received by 5pm 14 August 2017

Background

The reserve is a community green space within the Vista Park Estate, Wongawilli which is located in the West Dapto - Land Release Area (See location map on the last page).

In late 2016 Council considered a proposal to name this area Bankbook Park. Based on community feedback this proposal was not supported by Council.

The community feedback further suggested that Council consider an Indigenous name for the reserve. This is in keeping with Councils Policy for the *Naming of Community Facilities and Parks* and is encouraged by the Geographical Names Board.

Wollongong City Council is now seeking community comment on the proposal to name the reserve ***Karreuaira Reserve.*** *Karreuaira* is the local Dharawal name for the Moreton Bay fig. *Karreuaira* is pronounced –*"Garreu Aira"*

Why call it *"Karreuaira Reserve"?*

The Moreton Bay Fig (Ficus Macrophylla) is a native of most of the eastern coast, from north Queensland, to the Shoalhaven River, on the New South Wales south coast. In the hills of West Dapto near Wongawilli massive fig trees were once part of local rainforest.

There is a significant Moreton Bay Fig *(Karreuaira)* located within the reserve that is subject to this naming proposal (*Karreuaira Reserve*). See Figure 1.

This tree has been identified in the "Dapto Community Heritage Study" and is listed within the 2010 Wollongong Local Environment Plan (LEP) for West Dapto, as an item of local significance. The base of the tree within the reserve was a popular picnic location in the 1920's -1940's.

Figure 1: ***Karreuaira* – Vista Park Estate, Wongawilli**

The following research sources were used to confirm the origin of the name *Karreuaira*:

- Office of Environment and Heritage publication Murni Dhungang Jirrar "Living in the Illawarra".
- Illawarra and South Coast Aborigines, 1770-1900 Report to the Australian Institute of Aboriginal and Torres Strait Islander Affairs, published by Michael K. Organ, Canberra, 1 December 1993.

The Aboriginal Reference Group and the Illawarra Local Aboriginal Land Council have indicated they are supportive of the proposed name.

The proposed naming of this reserve – as ***Karreuaira Reserve*** would recognise and acknowledge cultural, natural and heritage connections with the site.

www.wollongong.nsw.gov.au

How is the decision made by Council on whether the proposed name is endorsed?

Have Your Say on the proposal

↓

A report on community feedback is prepared and then considered by Council

↓

If Council decides to support the proposed name, it endorses a submission to the Geographical Names Board

↓

Geographical Names Board makes the final decision

Application from Council

↓

Naming proposal is advertised by GNB in the local paper

↓

Community submits feedback on the proposal

↓

Feedback is considered, then a decision is made about whether or not the naming goes ahead

↓

If the name is approved by the GNB it is formally gazetted by the NSW Government and Council is notified.

What is the Geographical Names Board process?

Council sends a submission to the Geographical Names Board (GNB) with an application to use the proposed name. Applications are added to GNB Board meeting agendas, which are prepared two weeks in advance of meetings.

If the Board approves the public exhibition of the naming proposal, it is advertised by the GNB for public comment for one month. If no objections are received during the exhibition period, Council is notified and the name is officially assigned in the NSW Government Gazette. See the GNB process summarised as follows:

Where can I get more information?

For information about the community consultation for this proposal, please call 4227 7111 or email engagement@wollongong.nsw.gov.au.

For information relating to the Geographical Names Board, visit www.gnb.nsw.gov.au to obtain fact sheets on *Place Naming* and the *Guidelines for the determination of place names*.

How can I have my say?

The easiest way to provide your feedback on the Proposed Naming of *Karreuaira Reserve*, Wongawilli is to complete a feedback form available on Council's website, Customer Service Centre or Dapto Library.

Visit www.wollongong.nsw.gov.au

Email engagement@wollongong.nsw.gov.au

Fax 02 4227 7580

For more information, please phone 4227 7111

www.wollongong.nsw.gov.au

Location Map

Vista Park estate, Wongawilli

www.wollongong.nsw.gov.au

Appendix D: Feedback Form

Proposed Naming of *Karreuaira Reserve*, Wongawilli

Community Feedback Form

Wollongong City Council is inviting you to Have Your Say on this proposal. Please read the Frequently Asked Questions sheet and Privacy Notification before making your submission.

All feedback must be received by 5pm on Monday 14 August 2017.

Do you support the proposal to name *Karreuaira Reserve*?

- ☐ Yes
- ☐ No
- ☐ Unsure

Do you have any other comments about the proposed naming of *Karreuaira Reserve*?

More overleaf....

Please return completed form to:
Wollongong City Council Community Engagement Unit
Locked Bag 8821
Wollongong NSW 2500
Telephone: 02 4227 7111
Facsimile: 02 4227 7580
Email: engagement@wollongong.nsw.gov.au

www.wollongong.nsw.gov.au

If there is insufficient room for your comments, please attach any additional sheets to this feedback form.

PLEASE TELL US A LITTLE ABOUT YOURSELF

Question 1: In which suburb do you live? _____

Question 2: Your age (please tick category)

□ <18 years □ 19-25 years □ 26-35 years □ 36-45 years □ 46-55 years □ 56-65 years
□ 66-75 years □ 76+ years

If you would like a reply to your submission and to be kept informed of progress, please fill in the section below:

Name:	
Address:	
Suburb:	Email:

Privacy Notification:
The purpose for seeking your submission on advertised matters is to better assist Council in its decision making processes.
The intended recipients of your submission are officers within Council and those granted lawful access to the information. Your submission may be exhibited on Council's website and included in publicly accessible registers. If you make an anonymous submission, Council will be unable to contact you further.
If your submission relates to a development proposal or other relevant planning application, Council is required to disclose on its website all relevant details of political donations or gifts made by you, including your name and address.
In limited circumstances, you may apply for suppression of your personal information from a publicly accessible register. Further information is available on Council's website at www.wollongong.nsw.gov.au/pages/privacy.aspx or by phoning Council on (02) 4227 7111

www.wollongong.nsw.gov.au

NAMING OF COMMUNITY FACILITIES AND PARKS
(INCLUDING SPORTS GROUNDS AND NATURAL AREAS)
MANAGEMENT POLICY

ADOPTED BY EXECUTIVE MANAGEMENT COMMITTEE: 23 MAY 2017

BACKGROUND

Council receives a number of requests to recognise the achievements and efforts of individuals and groups that have contributed significantly to the cultural and social aspects of the City of Wollongong.

This procedure relates directly to those requests received for the commemorative/recognition installations and the naming and renaming of Council owned and or controlled community facilities, parks, sportsgrounds, natural areas and general community use lands.

OBJECTIVE

The main objective of this procedure is to provide an opportunity for formal commemorative recognition for individuals and groups whose significant service has enriched the Wollongong region, or who have attained outstanding achievement in their field of endeavour.

POLICY STATEMENT

This policy and supporting procedures are in accordance with Council's Community Recognition Program policy which outlines the options to acknowledge the contributions and the achievements of individuals or groups associated with the city.

This policy extends to:

- Naming and renaming of Community Facilities, Parks, Sportsgrounds, Natural Areas and General Community Use Lands; and
- Commemorative recognition installations in Community Facilities, Parks, Sportsgrounds, Natural Areas and General Community Use Lands.

Wollongong Botanic Garden Public Dedications Policy is to be referred to in context with this policy for the facilitation of any commemorative recognitions at the Wollongong Botanic Garden (refer to the Wollongong Botanic Garden Public Dedications Policy)

NAMING OF COMMUNITY FACILITIES AND PARKS
(INCLUDING SPORTS GROUNDS AND NATURAL AREAS)

MANAGEMENT POLICY

STATEMENT OF PROCEDURES

This procedure identifies the process to be followed and setting out of criteria for community requests for commemorative/recognition installations and the naming and renaming of Council owned and or controlled Community Facilities, Parks, Sportsgrounds and Natural Areas.

DEFINITIONS

Community Facilities: Council building managed and/or owned that is made available for the use by the general public including, but not limited to, community centres, halls, and libraries in addition to other fixed structures.

Parks: Community Land categorised as 'park' under the Local Government Act (1993) and Crown Land managed by Council as a park. Such land is primarily used for passive recreational activities.

Sportsgrounds: Community Land categorised as 'sportsground' under the Local Government Act (1993) and Crown Land managed by Council as a sportsground. Such land is primarily used for active recreational activities.

General Community Use: Community Land categorised as 'General Community Use' under the Local Government Act (1993). Such land is provided to meet the current and future needs of the local community.

Natural Area: Community Land categorised as 'natural area (bushland, wetland, escarpment, watercourse, or foreshore)' under the Local Government Act (1993) and Crown Land managed by Council as a natural area.

Commemorative: Something that honours or preserves the memory of another.

Recognition: The acknowledgment of achievement, service, merit, etc.

Installations: 'Installations' where referred to in this policy, refers to assets including plaques, pavers, monuments, trees, furniture, sculptures and rocks.

1 Naming of Parks, Sportsgrounds, Natural Areas and General Community Use Lands

Wollongong City Council follows the guidelines of the NSW Geographical Names Board (GNB) for the assignment of names to parks, sportsgrounds, natural areas and general community use lands within the Wollongong Local Government Area.

Council will consider the naming of parks, sportsgrounds, natural areas and general community use lands (including features within those) based on the following:

- Names of Aboriginal origin and indigenous significance to the local area;
- Botanical reference native to the area.
- Historical or cultural significance to the local area
- Geographical relevance of the immediate area
- A person's name or
- A group – charitable, social/cultural community.

It is acknowledged that the GNB's primary directive is to give precedence in using names of Aboriginal origin associated with the feature or a name with an historical background in the area of the feature. Council will utilise these long standing practices wherever possible.

When considering names, Council also notes the GNB also discourages long and clumsily constructed names and names of two or more words should be avoided.

a Criteria

Where a request is made to name parks, sportsgrounds, natural areas and general community use lands, Council is to consider the following:

Applications for places names relating to a person

- Must be made posthumously and not prior to three (3) years of the persons passing.
- The application must demonstrate that the person commemorated and the name chosen meets the following requirements:
    - The person has had more than twenty years of service to the Wollongong region;
    - Must relate to the place of residence or area of service;
    - The person was of good repute and not likely to be the subject of controversy; and
    - The person has made a significant contribution to the Wollongong region which has been formally recognised.

b Procedure

All proposals for naming must be submitted to Council in writing and must provide the following relevant information -

- Nominated name which is to be considered;
- Must have a historical or cultural or long standing association with the region, place or feature;
- Identify the individual or group's contribution to the Wollongong region;
- Include letters of support;
  - if naming is that of a person, letters of support from family/representatives and/or key stakeholders;
- Provide Council with details outlining the strong connection to the site or feature; and
- Clearly identify the proposed council parks, sportsgrounds, natural areas or general community use lands.

Please ensure your application also meets the criteria set out in the GNB Guidelines for Commemorative Naming and Placename Application. Further information can be obtained from the GNB website www.gnb.nsw.gov.au/place_naming.

Once the application is received, the application will:

Step 1: Be reviewed for existing names (formal and/or informal), common use names (including a visual check) and any other relevant checks that are deemed appropriate (including referral to relevant Council Committees and Reference Groups) is required before being sent to Council's Executive Management Committee (EMC) for consideration.

Step 2: If supported by the EMC a community consultation process will be undertaken. If not supported the applicant is informed of the outcome of the EMC determination.

Step 3: Following consultation, a report is to be submitted to EMC for determination, if supported a report recommending the naming proceed is submitted to Council for consideration. If not supported the applicant is informed of EMC's determination.

Step 4: A report recommending the naming proposal is submitted to Council for determination. If not supported by Council the applicant is informed of the determination.

Step 5: Following Council's endorsement of the proposal, the formal Council resolution supporting the submission of the name will be forwarded to the GNB for their consideration in accordance with their guidelines.

Step 6: Final notification of the application will be advised in writing once the GNB approval is received.

1.1 Renaming of Parks, Sportsgrounds, Natural Areas and General Community Use Lands

Renaming of existing parks, sportsgrounds, natural areas general community use lands is to be avoided and will only be considered in the following exceptional circumstances:

- If the person/body/entity after which the park was named has been discredited, dishonoured or dissolved;
- The name has been duplicated elsewhere in the Wollongong Local Government Area; or
- The current name is a location name and has not been bestowed in the past.

Criteria 1a) and Procedure 1b) applies.

In the event that a facility is transferred to Council ownership it is the intention that consideration will be given to maintaining the existing name or common use name of that facility.

2 Naming of Community Facilities (Buildings)

An application for the naming of a facility and halls/rooms within these facilities can only be accepted for a new Council facility and is not applicable to the renaming of an existing facility.

Renaming will only occur as outlined at 2.1 Renaming of Community Facilities (Buildings).

a Criteria

Facilities should be named using the following guidelines:

- Geographical relevance of the immediate area;
- Historical or cultural significance to the local area;

- Names of Aboriginal origin and Indigenous significance to the local area; and
- Botanical reference native to the area.

Under no circumstance will a new community facility be named after an individual person.

b Procedure

All proposals for naming must be submitted to Council in writing and must provide the following relevant information:-

- Clearly identify the proposed Council facility to be named;
- Nominate the proposed name which is to be considered (include secondary options);
- Brief outlining why Council should consider the application for the naming;
- Include letters of support; and
- Outline the connection of the name to the site.

Once the application is received, the application will:

Step 1: Be reviewed for existing names (formal and/or informal), common use names (including a visual check) and any other relevant checks that are deemed appropriate and required (including referral to relevant Council Committees and Reference Groups) before being sent to Council's Executive Management Committee (EMC) for consideration. .

Step 2: If supported by the EMC a community consultation process will be undertaken. If not supported the applicant is informed of the outcome of the EMC determination.Step 3: Following consultation, a report is to be submitted to EMC for determination, if supported a report recommending the naming proceed is submitted to Council for consideration. If not supported the applicant is informed of EMC's determination.

Step 4: A report recommending the naming proposal is submitted to Council for determination. If not supported by Council the applicant is informed of the determination.

Step 5: Following Council's endorsement of the proposal final notification of the application will be advised in writing.

2.1 Renaming of Community Facilities (Buildings)

Renaming of existing Community Facilities or rooms/halls within these facilities will only be considered in the following circumstances:

- If there is a change of use of the facility or a change in the original intended use of the facility.; or
- If the organisation or group no longer exist or function.

Criteria 2a) and Procedure 2b) applies to any external applications received.

Internal requests will be sent to Council's EMC for consideration and determination.

In the event that a facility is transferred to Council ownership it is the intention that consideration will be given to maintaining the existing name or common use name of that facility.

3 Commemorative Recognition Installations in Community Facilities, Parks, Sportsgrounds, Natural Areas and General Community Use Lands

Wollongong City Council will only permit commemorative recognition installations in community facilities, parks, sportsgrounds, natural areas and/or general community use lands for individuals or groups in the following circumstances:

- Commemorative recognition installations at Wollongong Botanic Garden (refer to the separate Wollongong Botanic Garden Public Dedications Policy).
- Interpretive signage at a community facility, park, sportsground, natural area or general community use lands which is of historical/cultural significance or circumstances that are of significant contribution to the community.

Please note that Wollongong City Council does NOT PERMIT the spreading of ashes, or placement of personal items at a dedication at any of its parks, sportsgrounds, natural areas and general community use lands.

NAMING OF COMMUNITY FACILITIES AND PARKS
(INCLUDING SPORTS GROUNDS AND NATURAL AREAS)

MANAGEMENT POLICY

SUMMARY SHEET	
Responsible Division	Community Cultural and Economic Development
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Authorised by	Manager Community Cultural and Economic Development

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Place Naming

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10 March 16	4.0	Formatted for document consistency	B Hirst / B Goodchild
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2 May 16	6.0	Amendments based on Secretariat input	B Hirst / B Goodchild
6 May 16	6.1	New section on changing names	B Hirst / B Goodchild

Repeals and Review

The policies identified in this document are consistent with national and international best practice. They repeal all existing Geographical Names Board of NSW (GNB) policies and guidelines in respect to geographical naming in NSW, apart from those included in the NSW Addressing User Manual, which are complementary to these policies. They do not apply retrospectively, and any arrangements that predate these rules are not necessarily subject to its terms.

Recognition of any existing NSW geographical name that does not conform to these policies does not establish a precedent for any future naming proposal.

This document is to be revised annually or as required. Where minor changes are required, the GNB must ensure the version number is updated. However, where changes in legislation or operating environment result in substantive rewriting of the document, the sponsor must create a new document and ensure it is entered into TRIM (electronic file management system). This will ensure the integrity of the original document.

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1 Scope

This policy applies to the operations of the GNB and its Secretariat.

2 Responsibilities

Geographical Names Board

The GNB is responsible for the governance of this policy.

Department of Finance, Services and Innovation (DFSI)

DFSI is responsible for the administrative management, technical support and promotion of the policy under the auspices of the GNB.

3 Glossary

Act	*Geographical Names Act 1966* No 13
CGNA / PCPN	Committee of Geographic Names of Australasia – now renamed the Permanent Committee on Place Names. Part of ICSM
GNB / Board	Geographical Names Board of NSW as constituted under the Act
DFSI	Department of Finance, Services and Innovation
Gazetteer	List of geographical names. In NSW the Geographical names gazetteer is stored in the Geographical Names Register database.
Geographical name	The name of a place as determined by the provisions of the Act and been notified in the Gazette as a geographical name, but does not include a name which has ceased to be a geographical name under the Act.
GNB (the GNB)	Geographical Names Board as constituted under the Act
ICSM	Intergovernmental Committee on Surveying and Mapping
Place	Defined by the Act as *'any geographical or topographical feature or any area, district, division, locality, region, city, town, village, settlement or railway station or any other place within the territories and waters of the State of New South Wales but does not include any road, any area (within the meaning of the Local Government Act 1993) or area of operations of a county council (within the meaning of that Act), any electoral district under the Parliamentary Electorates and Elections Act 1912, any school or any place or place within a class of places to which the provisions of this Act do not apply by virtue of the regulations.'*
Recorded name	Defined by the Act as *'the name of a place as it appears on a Lands Department map or, where the name of a place appears differently on two or more such maps, the name of that place as it appears on whichever of those maps was published later than the other or others.'*
Road / Road Naming Authority	Road and Road Naming Authority are defined under the *Roads Act 1993* and summarised in section 5.3 of the *NSW Address policy*
Secretariat	GNB secretariat appointed in accordance with section 4 of the Act
Spatial Services	A division of the Department of Finance, Service and Innovation (DFSI). Spatial Services is the government body responsible for the implementation of the Geographical Names Act.

4 Introduction

Consistent use of accurate place names is an essential element of effective communication worldwide, and supports socio-economic development, conservation and national infrastructure. (Permanent Committee on Place Names)

Department of Finance, Services and Innovation, Spatial Services and the GNB have statutory responsibility to establish, update, preserve and publicise place naming in New South Wales.

The *Geographical Names Act 1966* recognises the importance of unambiguous and official place names. Place names reflect the relationship between people and place and create a link that forms the basis for communication, location and addressing. Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation.

The GNB is committed to recognising our Aboriginal cultural heritage by registering place names given by Aboriginal people so that they can be assigned as geographical names alone or used alongside existing non-Aboriginal names.

The GNB is committed to open and transparent practices and procedures in the selection of place names. This document brings together the policies adopted by the GNB and enables all interested parties to understand why specific names are selected.

The policies detailed in this document are consistent with national and international policies, guidelines and practices.

5 Legislation and Authority

As set out in the *Geographical Names Act 1966* (Section 5), the GNB has the following powers and functions:

- assign names to places
- approve that a recorded name of a place shall be its geographical name
- alter a recorded name or a geographical name
- determine whether the use of a recorded name or a geographical name shall be discontinued
- adopt rules of orthography, nomenclature and pronunciation with respect to geographical names
- investigate and determine the form, spelling, meaning, pronunciation, origin and history of any geographical name
- the application of any geographical name with regard to position, extent or otherwise
- compile and maintain a vocabulary of Aboriginal words used or suitable for use in geographical names and to record their meaning and origin
- compile and maintain a dictionary of geographical names with a record of their form, spelling, meaning, pronunciation, origin and history
- publish a gazetteer of geographical names
- inquire into and make recommendations on any matters relating to the names of places referred to it by the Minister

The GNB may compile, maintain and publish a list of road names.

6 Policy – Universal Naming Principles

The following principles shall apply for all new geographical names in New South Wales.

6.1 Language

1 Geographical names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the geographical name.

2 Diacritical marks (symbols such as ´ in é, ¸ in ç or : in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.

3 Geographical names shall be easy to pronounce, spell and write, and preferably not exceed three words (including any designated term) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.

4 The following types of punctuation as used in Australian English shall not be included as part of a geographical name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (" "), exclamation mark (!), question mark (?), ellipsis (…), hyphen (-), solidus (/) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a geographical name.

5 An apostrophe mark shall not be included in geographical names written with a final 's', and the possessive 's shall not be included e.g. Georges River not George's River. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connell Plains).

6 A geographical name shall not include a preposition e.g. Avenue of the Allies.

7 Geographical names shall not include the definite article (the) as the sole name element of a place name e.g. The Reserve is not acceptable.

8 A geographical name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Point, not Pt except that St shall be used for Saint. An exception may be where an abbreviation may have become widely accepted by the community. Eg CWA for Country Women's Association.

9 For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.

10 A geographical name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a geographical name they shall be written in full e.g. Fourth Top Ridge, Eleven Mile Creek.

11 A geographical name shall not include initials e.g. A F Wyatt Reserve.

12 The spelling of geographical names derived from the same source shall be uniform in spelling. e.g. Mount Kosciuszko is now spelt with z to be consistent with original spelling.

13 Postnominals and titles shall not be included in geographical names.eg John Smith not John Smith AO. An exception is the use of 'VC'.

Justification

The principles identified above ensure consistency thereby reducing the potential for confusion. These principles are consistently applied throughout Australia and commonly adopted internationally. They also facilitate reliable electronic searching essential for navigation systems, service delivery and public safety.

6.2 Form and Character of Names

Place names shall be recognisable words or acceptable combinations of words and shall be appropriate to community sensitivities.

Discriminatory or derogatory names are not acceptable. Such names are those perceived, at a given point in time, to be offensive, demeaning, or harmful to the reputation of individuals, or to social, ethnic, religious or other groups. It is recognised that the perception of 'discriminatory' or 'derogatory' may vary through time and from place to place. In response to requests from the public, the GNB will investigate the appropriate status of any names deemed to be discriminatory or derogatory.

Commercial and business names shall not be used for geographical names, particularly where the name can be construed to be promoting a business. However, business names no longer in use which promote the heritage of an area are acceptable.

Use of club, society, association or special interest group names is discouraged. Such association may change their focus or for some reason lose community support. Community based associations, particularly those philanthropic associations, may be acceptable (eg Rotary, Lions, Apex).

7 Policy - Commemorative Names

Commemorative names are those that commemorate a person, event or place. Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names.

The person commemorated should have contributed significantly to the area around the geographic feature or locality.

When such a name is applied, it shall be given posthumously, at least one year after the decease of the person. Names of living persons are by their nature subject to partisan perception and changes in community judgement and acceptance.

Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies. Ownership of land is not in itself grounds for the application of an owner's name. Names of persons holding public office shall not be used.

Personal names, including those of persons still living, may be used for built features e.g. pavilions and grandstands etc., however these features are not formally assigned by the GNB and are not covered by the Act.

7.1 Personal Names

The names of deceased persons are suitable for the naming of reserves. Such persons shall have had a long term association with the area, or have made a significant contribution to the area of the proposed park or reserve. To assist local governments in determining the suitability of a name the GNB offers the following guidelines regarding association or contribution:

- Two or more terms of office on the governing local government council.
- Twenty or more years association with a local community group or service club.
- Twenty or more years of association or service with a local or state government or organisation.
- Action by an individual to protect, restore, enhance or maintain an area that produces substantial long term improvements for the community.
- The death of a person within a place is not solely to be considered sufficient justification for commemoration.
- Local residents of note.

Justification

Using the name of a living person is unacceptable (nationally and internationally) as it may lead to favouritism and/or inappropriate naming. There are examples where people commemorated have later proven to be of poor character or otherwise thought to be unworthy.

8 Policy - Duplication of names

8.1 Duplication of place names

In accordance with the NSW Addressing User Manual (6.8.1 Uniqueness, Duplication), no new locality name shall be duplicated within NSW or any other state or territory in Australia.

Duplication includes identical or similar spelling and/or pronunciation.

8.2 Place names other than localities

Uniqueness is the most essential quality to be sought in proposing a new place name. Duplication should be avoided wherever possible, but new place names may be duplicated provided there is no duplication of the name within the local government or adjoining local government.

Place names with a different designation value are not considered to be duplications. For example, Jenolan River and Jenolan Caves are acceptable.

The GNB encourages efforts by local governments to change or modify duplicate names wherever ambiguity or confusion is likely to occur. Such name changes should be coordinated with the GNB.

Justification

The purpose of place names is primarily to provide unambiguous direction and reference to identify geographical entities. Duplication of locality names is to be avoided because of the confusion this will cause, particularly in the dispatch of emergency services, which is now often coordinated from call centres. Duplication of locality names used for addressing purposes can result in delays in arrival of essential services.

Duplication can also cause personal difficulties such as failed parcel and service delivery and difficulty for tourists and visitors.

Where duplication occurs inter State or Territory, the respective authorities should liaise in order to attempt to arrive at an acceptable solution.

9 Policy – Place Naming Process

9.1 General

This policy is for the application of place names within the territories and waters of New South Wales including reserves under the management of local government.

The Department of National Parks and Wildlife Services has a separate policy for the naming of national parks under its management.

- All proposals for place naming shall conform to the GNB's Naming Principles.
- All place name proposals shall include a map or diagram clearly defining the extent of the feature proposed to be named.
- Proposals for place naming shall be submitted to the GNB for consideration and formalisation process.
- Private ownership of the land on which a geographical or physical feature is located does not confer any naming right to the land owner or manager. This is also true in respect to land under the various forms of public management, including national parks and reserves.
- Place names (excluding localities) shall not be duplicated within the same LGA or locality or in an adjoining LGA or locality.

9.2 Selection of names

- Aboriginal names are encouraged as the name to be used for any feature that currently does not have a name recognised by the GNB.
- Names acknowledging the multicultural nature of NSW are encouraged.
- Names associated with the heritage of an area are encouraged, especially the names of early explorers, settlers, naturalists, events.
- A name suggested for any place that owes its origin to the peculiarity of the topographic feature designated such as shape, vegetation, animal life etc. may be accepted.
- Gender diversity in names is encouraged.
- The multiplication of names for different parts of the same topographical feature such as a stream or mountain range shall be avoided, and the one name applied to a stream or mountain range throughout its entire length. However, an Aboriginal name may apply to a limited section of a feature.
- The naming of forks, arms and branches of a river as North Branch and South Branch is not supported. Unique names shall be assigned to river branches.
- When a choice is offered between two or more names for the same place, locality or feature, all supported by local usage, the GNB may adopt one of such names as is considered appropriate in accordance with its principles and policies.
- The use of cardinal points of the compass as a prefix or suffix to an existing name shall not be used.
- The changing of long established place names is to be avoided except where necessary to avoid ambiguity or duplication.
- The GNB may approve a first or given name as part of a geographical name only where it is necessary to appropriately honour the person referred to or where it is necessary to avoid ambiguity.

9.3 Changing names

Where names have been changed or corrupted by long established local usage, it is not usually advisable to attempt to restore the original. Changes are discouraged unless the change has been deemed to be in the public interest or for safety reasons. Changing well established names can lead to address or location confusion, especially to electronic navigation services.

9.4 Correct designation values

The GNB has compiled a Glossary of Designation Values in the Geographical Names Register in order to assist in determining the correct designator to be applied to place names at the time of naming.

New names proposed for place names shall include the designation value appropriate to the nature of the feature.

The Glossary of Designation Values is attached as Appendix A.

9.5 Council resolutions to identify community support

When Council submit a naming proposal, it should be supported by a Council resolution. Council should also supply evidence that they have sought community feedback on the proposal. This could include advertising and inviting comment using:

- Local newspapers.
- Relevant web site.
- Local council facilities (eg offices, libraries etc).
- Notices to residents in the area surrounding the feature of the proposed name.
- Notices to local progress associations.

9.6 Naming of Cross Border Features

The name for any feature that crosses the State boundary shall be the same on both sides of that boundary. The basis for the selection of a name for such a feature should be the consensus between relevant authorities. Primary responsibility for obtaining consensus should rest with the authority within which the majority of the feature is located. Any matters regarding naming or renaming of features that cross the state border shall be referred to the Cross Border Commission.

9.7 Referring names to Local Government

Where a submission proposing a name is received by the Secretariat, that submission must be referred to the relevant Local Government and the submitter notified of this action.

9.8 Generic reserve names

The GNB has classified a number of reserve names as "generic", and when one of these names is proposed it shall also include the name of the locality within which the reserve is located. For example, Volunteer Park is a generic name, and if this name is proposed in Muswellbrook, it shall be proposed as Muswellbrook Volunteer Park.

The following park names have been classified as "generic" by the GNB

ACACIA PARK	ANZAC PARK
APEX PARK	BI-CENTENARY PARK
BI-CENTENNIAL PARK	CENTENARY PARK
CENTENNIAL PARK	CENTRAL PARK
CIVIC PARK	GALLIPOLI PARK
HERITAGE PARK	JUBILEE PARK
KINGS PARK	LIONESS PARK
LIONS PARK	MEMORIAL PARK
OLYMPIC PARK	PEACE PARK
PIONEER PARK	PRESIDENT PARK
PRINCE PARK	PRINCESS PARK
QUEENS PARK	QUOTA PARK
REMEMBRANCE PARK	RIVERSIDE PARK
ROTARY PARK	SESQUI CENTENARY PARK
SESQUI CENTENNIAL PARK	VOLUNTEER PARK
WAR MEMORIAL PARK	

9.9 Use of the name Anzac

The use of the name Anzac is protected by Commonwealth regulations, and may only be used for the naming of a road or park in which, there is situated a public memorial relating to the war which commenced on the fourth day of August 1914, or the war which commenced on the third day of September 1939. (Commonwealth 'Protection of the word 'Anzac' regulation.')

9.10 Naming of facilities within reserves

Facilities within an officially assigned reserve, such as a pavilion, grandstand, garden, buildings etc. may also be named according to this policy, but do not require the formal approval of the GNB. However, the GNB shall be notified of such names to ensure the name, position and origin is recorded in the Spatial Services' Digital Topographic Database and the name shown on maps, where relevant.

9.11 Renaming of reserves

Names chosen for reserves are expected to be enduring, and the renaming of these features is confusing and disruptive and is discouraged. If the renaming of a reserve is proposed, evidence of community support for the name change must be provided. The GNB will then evaluate the merits of the proposal before making a decision.

9.12 Naming of properties and homesteads

The GNB does not officially assign names of properties or homesteads. However names of properties and homesteads may be recorded in the NSW Digital Topographical Database (DTDB).

10 Policy – Recognition and use of Aboriginal names

10.1 Background

The names we give to places convey their significance through a sense of history, identity and connection between people and a place. The land is seamless with spirituality and identity for Aboriginal people. A key manifestation of this connection are the names given to features on the land that relate to the ancestors, histories, law and lore of its people.

For Aboriginal people connection with 'Country' is intrinsically connected to identity. Country is the area where an Aboriginal community is connected by language, cultural practices and long held relationships between people and the land. Countries are said to own people whereas for non-Aboriginal people land is owned through a range of legal titles. Country and people are inseparable for Aboriginal communities.

This policy is designed to encourage and promote recognition of Aboriginal place names and to foster the more frequent and official use of these names, particularly for places where the names have not been assigned as geographical names. The policy also provides, where it is possible, for the reinstatement of an Aboriginal place name through the dual naming process.

The NSW Government is committed to continuing the recognition of our Aboriginal cultural heritage by registering the original place names used by Aboriginal people to identify geographical features. Where a feature is identified by a non-Aboriginal name and that name is well established, an Aboriginal name put forward for the feature can be assigned as a dual name and sit alongside the existing non-Aboriginal name.

The GNB prefers the use of Aboriginal names for geographical features. Where a feature currently has a non-Aboriginal name, it may be considered for a dual name provided that documentary or oral evidence of the Aboriginal name is provided.

10.2 Recognition and use of Aboriginal names

- Aboriginal place names are preferred for the name of any place that does not have an assigned geographical name.
- Prior to submitting an Aboriginal name for consideration by the GNB, the proponent shall consult the Local Aboriginal Land Council and Aboriginal communities on all matters concerning Aboriginal place names occurring in their area of current occupation and traditional association, in line with self-determination policies. This includes any proposals to assign new names, alter spellings of existing names or assign dual names. The GNB will not accept a name nominated by a Local Government Council unless the nomination has been endorsed by the local Aboriginal Land Council.

- Aboriginal place names which have been assigned as geographical names shall not be amended in form, spelling, extent or position without the consent of the relevant Aboriginal Land Council or community.
- A dual naming system may be used for the naming of a physical and environmental place[s] of significance to the local Aboriginal Land Council or Community when a non-Aboriginal assigned geographical name already exists. Dual naming shall not apply to localities, towns or roads.
- A dual name can only be assigned where there is plausible historical evidence in the form of documentary or oral sources, that the feature has an existing Aboriginal name and that some authority or authenticity can be attributed to the source or sources for the form, origin, spelling, history and meaning of the name. The name cannot be a new name assigned for the purpose of a tribute etc.
- Signs or notices explaining the origins of Aboriginal place names should also identify the name of the language group from which the name originated. For example, the name '…'… means '……' from the '….' Aboriginal language group.
- The GNB endorses and supports the Permanent Committee on Place Names "Guidelines for the Use of Aboriginal and Torres Strait Islander Names" which is included in the PCPN's "Guidelines for the Consistent Use of Place Names".
- The GNB does not have a role in the determining naming, spelling or determination of boundaries of Aboriginal Countries or Nations.

11 Policy - Infrastructure

11.1 Railway Stations

Railway stations shall be named after its locality or area of interest unless to do so would lead to a duplicated station name. In these cases a name that identifies the area or location of the station should be used. For example Town Hall Station and Martin Place Station are situated in Sydney where multiple stations are in one locality.

Justification

Railway station names assist in location and navigation and are particularly important for visitors and other travellers.

11.2 Other infrastructure

The GNB does not have specific statutory responsibility for formally naming infrastructure (other than Railway Stations and Post Offices), schools, private estate names or building names.

Nevertheless, naming any prominent feature should follow the accepted practice for naming as detailed in this policy.

Justification

Infrastructure such as buildings and sporting facilities are generally not used for addressing purposes however there is a high likelihood that they may be used for location including emergency services. Unique names for all infrastructure will assist in ensuring their location for emergency services.

11.3 Bridge Naming

The GNB does not name bridges, however, it encourages all bridge naming to follow the guidelines as set out in this policy.

The naming of bridges and other structures on roads does not have a formal legislative basis. However, the same procedures for road naming applies to bridges and other road infrastructure:

- RMS is responsible for the naming of bridges and other structures on freeways.
- Local councils initiate the naming of bridges on local, regional and state roads (other than freeways). RMS to approve these proposals.

RMS will approve a naming proposal for a bridge or structure provided that:

- The name has wide community support.
- An Aboriginal name has the support of local Aboriginal groups.
- Consideration has been given to National and State commemorative initiatives involving the naming of new of key road infrastructure.
- The name is consistent with GNB place name criteria.
- The design of the name plaque accords with RMS requirements.

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Appendix A

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FACT SHEET

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Glossary of designation values in the Geographical Names Register

ABORIGINAL RESERVE
Crown land set aside for Aborigines, where they may continue their traditional lifestyle away from the influence of white Australians and access to which is controlled by federal or state authorities or by Aboriginal Land Councils.

AERODROME
All licensed aerodromes and government aerodromes maintained by the Federal Airports Corporation, other than those designated 'airports'.

AIRFIELD
A landing or taking-off area for aircraft.

AIRPORT
An aerodrome that handles regular schedules of passengers and freight.

AMPHITHEATRE
Basin shaped hollow, particularly one having steep sides. Considerable variation in size.

ANABRANCH
A distributary of an anastomosing river which links up with other distributaries and sometimes with the parent stream.

ARM
A comparatively long, narrow and natural waterway extending from a larger body of water.

ARTESIAN BORE
A hole bored perpendicularly into strata, producing a constant supply of water at the surface without pumping.

BACKWATER
A body of stagnant water connected to a river.

BASIN
1. The tract of country drained by a river and its tributaries, or which drains into a particular lake or area.

2. A circumscribed formation in which the strata dip inward from all sides to the centre; the stratified deposit, especially of coal, lying in such a depression.

3. An area of water limited in extent and nearly enclosed by structures alongside which vessels can lie. A non-tidal basin is one closed by caisson of gates to shut off from open water, so that a constant level of water can be maintained in it. Also called a 'wet dock'. A tidal basin is one without gates in which the level of the water rises and falls with the tide. Sometimes called an 'Open Basin'.

BAY
A well-marked indentation made by the sea or a lake into a coastline, whose penetration is in such proportion to the width of its mouth as to contain land locked waters and constitutes more than a mere curvature of the coast.

BEACH
The sloping shore along a body of water that is periodically washed by waves or tides and is usually covered with sand
or gravel.

BIGHT
A crescent-shaped indentation in the coastline usually of large extent and not more than a 90 degree sector of a circle. See 'Bay' and 'Gulf'.

BILLABONG
An efflux from a stream, usually an old bend in the stream, which has been cut off by erosion and deposition. When the fall of a stream is only a few centimetres per kilometre channel is usually incapable of clearing flood waters, which overflow into this efflux. As the water recede the efflux or billabong becomes a pool or a series of pools, which in dry periods may completely dry up.

BLUFF
A spur or ridge terminating in a steep, rocky face.

BORE
A deep vertical hole of a small diameter drilled to obtain water. Designation includes 'Artesian Bore'.

BOUNDARY
That which serves to indicate the limits of a particular area. Various types of boundaries which may be encountered are:

1. UNCLASSIFIED BOUNDARIES; those drawn by the compiler prior to classification to delineate a change in surface characteristics.

2. INTERNATIONAL BOUNDARIES; those defining the territorial sovereignty of a country.
3. STATE OR TERRITORY BOUNDARIES; those defining the major administrative or political divisions within a country.

4. ADMINISTRATIVE AREA BOUNDARIES; those defining areas of common local or regional administration.

5. PROHIBITED AREA BOUNDARIES; those defining the limits of an area into which entry is prohibited, without prior permission from a controlling authority, for security or safety reasons.

BREAKWATER
A natural or artificial structure along a coast capable of checking the force of the waves, thereby reducing beach erosion. The designation includes 'groyne', 'training wall' and 'levee'. The latter two are to restrict rivers to a defined course.

BROOK
A small stream or rivulet.

BUTTE
A small residual of a mesa. The level top being the upper surface of the hard stratum but little lowered by erosion. The slopes on all sides are escarpments and its maximum horizontal dimension in any one direction is about 400 metres.

BUTTRESS
A very steep spur projecting from a hill, mountain, plateau, range etc., having the appearance of supporting it.

CAMP
A place where tents, cabins, etc. are erected for the use of military troops, etc.

CANAL
A large artificial watercourse used for irrigation or navigation.

CANYON
A gorge, relatively narrow but of considerable size, bounded by steep slopes. It has often been formed by a river cutting through the soft rocks of an arid region; the scantiness of the rainfall prevents denudation of the canyon walls, and so maintains their steepness. The walls of a large canyon, however, rarely approach the vertical, and their irregularity of slope is due to inequalities in the hardness of the rock.

CAPE
A piece of land jutting into the sea; a projecting headland or promontory.

CATCHMENT AREA
The region which drains all the rain water that falls on it, apart from that removed by evaporation, into a river or stream, which then carries the water into the sea or a lake; it may thus coincide with the 'River Basin'. Its boundary is defined by the ridge beyond which water flows in the opposite direction - away from the basin.

CAUSEWAY
A raised roadway of solid structure built across low or wet ground or across a stretch of water.

CAVE
A hollowed-out chamber in the earth, especially a natural cavity with an opening to the surface.

CEMETERY
A place or area for burying the dead.

CHANNEL
1. An artificial watercourse used for drainage or irrigation purposes.

2. A comparatively deep and narrow waterway affording a passage for vessels. The waterway may be natural or dredged and can occur in a river, harbour or sea.

CHASM
A particularly narrow portion of a gorge or ravine where the width is notably exceeded by the depth and the sides are vertical or nearly so.

CITY
A centre of population, commerce and culture with all essential services; a town of significant size and importance, generally accorded the legal right to call itself a city under, either, the Local Government Act, the Crown Lands Act or other instruments put in place by government.

CIVIC PLACE
A pedestrian area or open space, especially a square or plaza, within an urban environment which is frequented by citizens for a variety of purposes including public activities. It may be a place of commemoration. It does not include areas specifically created for commercial or business purposes. It is not to be used in an official address.

CLEARING
An area of ground within a forest, where less than 15% of the ground is covered by trees or scrub. Clearings within areas of dense vegetation may be manmade or naturally occurring.

CLIFF
A perpendicular or steep face of rock considerable in height, either inland or along the coast.

COLLEGE
An establishment for technical or vocational education usually post secondary.

COMMON
A tract of land which belongs to the local community as a whole, and is open to common use.

COUNTY
Territorial division of the state for administrative purposes.

COVE
A small indention in a coast, usually sheltered.

COWAL
A small lake or dam.

CRATER
A bowl shaped cavity, in particular, at the summit or on the side of a volcano. And from which smoke and steam may emanate if the volcano is active. Craters of extinct volcanoes may contain crater lakes. The word crater is applied to other depressions especially those caused by the fall of large meteorites onto the earth's surface. Volcanic craters are sometimes called calders.

CREEK
A natural watercourse that is usually a tributary of a river or another creek. It may be perennial or non-perennial and in some areas its course may become indefinite or even peter out.

CROSSING
A place where a street, railway, stream, etc., may be crossed.

CUTTING
An open excavation through high ground, generally for a transportation system.

DAM
1. A barrier built across a stream to impound its water for any purpose.

2. An earthen structure built to contain water for stock purposes.

DEPRESSION
A depressed or sunken place.

DESERT
An almost barren tract of land in which precipitation is so scanty or spasmodic that it will not adequately support vegetation.

DIP
A place for controlling ticks on cattle.

DISTRICT
1. Territory marked off for special administrative purposes.

2. A tract of country, up to about 1600 sq. kms in area, distinguished by certain common characteristics, natural or cultural.

DOCK
An artificial structure in which ships are built or repaired.

DRAIN
A channel, man made or natural, by which liquid is drained or gradually carried away.

DUNES
Mounds or ridges of sand formed, either in a desert or along the sea coast, through transportation by the wind.

ESCARPMENT
A more or less continuous line of cliffs or steep slopes terminating any generally level upland surface, and is due to erosion or faulting.

ESTUARY
The tidal mouth of a river, where the tide meets the current of fresh water; more commonly, an arm of the sea at the lower end of a river.

FALLS
A sudden, more or less perpendicular, descent of water over a natural step in the bed of a river or stream.

FAULT
A fracture in the earth's crust along which movement has taken place, and where the rock strata on the two sides therefore do not match.

FLAT
A relatively level piece of ground within an area of greater relief; a tract of country without hills and smaller than a plain. In river valleys they may be Valley or River Flats, along the foreshores and subject to tidal action they are Tidal Flats and according to the nature of the surface they may be Mud, Stony or Sandy Flats.

FLORA RESERVE
Crown land set aside for the protection of flora, and access to which is controlled by federal or state authorities.

FORD
The shallow part of a stream or other body of water, where it may be crossed by vehicle or by wading. The crossing may be natural or improved, but not by bridging.

FOREST
An area of land proclaimed to be a forest under a Forest Act.

GAOL
A place for the confinement of persons convicted and sentenced to imprisonment or of persons awaiting trial.

GAP
A low point or opening between hills or mountains or in a ridge or mountain range.

GLEN
A narrow, wooded valley with a stream flowing at its bottom. Its sides being generally steep.

GOLF COURSE
An area of ground laid out for the playing of golf.

GORGE
A valley deep in proportion to its width, usually with precipitous or very steep sides. Generally a feature of some magnitude, relative to the surrounding base.

GRADIENT
A noteworthy gradient inclination or slope of the surface of the ground on the side or end of an elevated relief feature.

GRAVEYARD
A place for graves; a burial ground, esp. a small one or one in a churchyard.

GULF
Large valleys in mountain ranges OR an area of sea partly enclosed by land; usually of larger extent, and greater relative penetration than a bay, that is, Gulf of Carpentaria.

GULLY
A natural watercourse formed in the earth's surface, especially a hillside, by the action of water. It only carries water after rain and its sides are generally steep. Usually one of the smallest branches of a drainage system, and often associated with erosive action.

HARBOUR
A natural or artificially improved stretch of water where vessels can anchor or secure to buoys or alongside wharves etc and obtain protection from sea and swell. The protection may be afforded by natural features or by artificial works. The place may be provided with terminal and transfer facilities for loading and discharging cargo or passengers.

HEAD
A comparatively high promontory of land projecting into the sea with a steep face. An un-named head is usually described as a 'Headland' when a specific name is assigned, it becomes a 'Head'.

HEADLAND
A narrow area of land jutting out into a sea, lake, etc.

HILL
A small portion of the earth's surface elevated above its surroundings, of lower altitude than a mountain. Generally its altitude is less than 300 metres above the surrounding country but this can change in areas of low relief.

HILLOCK
A small hill or mound.

HISTORIC AREA
An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORIC SITE
A specific place or site which has at one time been the site of an event or purpose.

HISTORICAL LOCALITY
An area or precinct containing no or minimum present activity, but which at one time was an area of recognised name and purpose.

HISTORICAL RECONSTRUCTION
An area or precinct which at one time was an area of recognised name and purpose and has now been redeveloped to recognise its past.

HOLE
An area hollowed out in or an opening in the ground.

INLET
A narrow indentation in the coastline or in the lake or river by which the water penetrates into the land.

ISLAND
A piece of land usually completely surrounded by water.

ISLET
A comparatively small insular landmass. Smaller than an Island but larger than a Cay.

KNOB
Rounded projection from a surface.

KNOLL
A small rounded Hill.

LAGOON
An enclosed area of water separated from the open sea or from a stream by some more or less effective, but not complete, obstacle such as low sandbanks.

LAKE
An extensive sheet of fresh or saltwater, natural or artificial, enclosed or nearly enclosed by land. It may or may not have in and out-flowing water, and in dry areas may even dry up at times.

LAKE BED
The area of a lake which is under water or once was under water.

LANDING PLACE
The act of coming to land. A place of disembarkation.

LANDMARK
A prominent or well known object in or feature of a particular landscape. A boundary marker. A large continuous area of land, as opposed to seas or islands.

LANDSCAPE FEATURE
This designation is used for a feature of the landscape, whether natural or cultural, which does not fit comfortably in any other designation and the number (actual and expected) of such places in NSW does not warrant a specific separate designation.

LIGHTHOUSE
A distinctive structure on or off the Coast, exhibiting a major light designed to serve as an aid to navigation.

LOCALITY
A bounded area within the landscape that has a 'Rural' Character.

LOCK
A section of a canal or river that may be closed off by gates to control the water level and the raising and lowering of vessels that pass through it.

LOOKOUT
A natural scenic viewpoint on elevated ground. Works or structures within the immediate vicinity of the view point improving the safety, amenities or view may be evident.

LOOP
A railway branch line which leaves the main line and rejoins it after a short distance.

MARINA
A docking facility for yachts and other pleasure boats accessible for private patrons only.

MARSHES
Low poorly drained land that is sometimes flooded and often lies at the edge of lakes etc.

MESA
A flat table-like upland, which falls away steeply on all sides (escarpments). It is larger in area than a 'butte' but smaller than a 'plateau'.

MONOLITHS
Large block of stone or anything that resembles one in appearance, intractability, etc. A statue, obelisk, column, etc, cut from one block of stone, A large hollow foundation piece sunk as a caisson and filled with concrete.

MOOR
A tract of unenclosed ground, usually covered with heather, coarse grass, bracken, and moss.

MOUNT
A natural elevation of the earth's surface rising more or less abruptly from the surrounding level, and attaining an altitude which, relative to adjacent elevations, is impressive or notable. In general the elevation of a mountain is more than 300 metres from foot to summit, but this distinction is arbitrary. For reasons of euphony and local usage 'Mount' is usually used when the generic term precedes the specific term and 'Mountain' when it succeeds it.

MOUNTAIN
A large natural elevation of the earth's surface.

MOUNTAIN LAKES
A lake created by an extinct volcanic crater.

MOUNTAIN PEAK
A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

MOUNTAIN RANGE
A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

NAVAL ESTABLISHMENT
An institution, pier or building specially designed and equipped for use by the Navy.

NECK
A narrow strip of land; peninsula or isthmus.

NEIGHBOURHOOD
The immediate environment; surroundings. A district where people live. The people in a particular area. Living or situated in and serving the needs of a local area.

OBSERVATORY
An institution or building specially designed and equipped for observing meteorological and astronomical phenomena. Any building or structure providing an extensive view of its surroundings.

OCEAN
A very large stretch of sea. The vast body of water on the surface of the globe that surrounds the land.

PARISH
Territorial division of the state for administrative purposes.

PASS
A depression or gap in a range of mountains or hills permitting easier passage from one side to the other.

PASSAGE
A comparatively deep and narrow waterway affording a passage for a vessel.

PEAK
A prominent point of a hill or mountain. The separately named summits on a range of hills or mountains.

PENINSULA
A piece of land almost surrounded by water, especially one connected with the mainland by only a narrow neck of land or isthmus.

PICNIC AREA
A location to which people bring food to be eaten in the open air.

PINNACLE
The highest point. A towering peak, as of a mountain.

PIT
A large usually deep opening in the ground.

PLAIN
A tract of country the general surface of which is comparatively flat or slightly undulating. In extent generally not less than 2,500 hectares and sparsely, if at all timbered.

PLATEAU
An elevated tract of comparatively flat or level land, having a large part of its total surface at or near the summit level. Its local relief may be very great in cases where it is cut by gorges, or it may have a small local relief like a plain in cases where erosion has not been severe. Its minimum horizontal dimension in any direction generally exceeds 1.6km.

POINT
A location, spot, or position. Point of land. A small promontory,

POND
A pool of still water, often artificially created.

POOL
A small body of still water, usually fresh. A deep part of a stream or river where the water runs very slowly.

PORT
A town or place alongside navigable water with facilities for the loading and unloading of ships.

POST OFFICE
A local office for receiving, distributing and transmitting mail, providing telecommunication services etc.

POWER STATION
An electrical generating station.

PRISON
A place to which persons are legally committed, either while awaiting trial or for punishment.

PUBLIC WATERING PLACE
An artificial waterhole.

RACECOURSE
A place which has been licensed by government for the holding of horse races.

RAILWAY
A permanent track composed of a line of parallel metal rails fixed to sleepers for transport of passengers and goods in trains.

RAILWAY CUTTING
An excavation in a piece of high land for a railway.

RAILWAY LOOP
A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Siding'.

RAILWAY SIDING
A short branch off a railway track, often connected at both ends to the main track where trains can pass on a single line stretch of railway. In some cases freight may be handled at these sidings. This designation includes 'Railway Loop'.

RAILWAY STATION
A structure beside a railway line with facilities for passengers and freight.

RAMP
An area set aside for the launching of small water craft, usually paved.

RANGE
A series or line of mountain or hill ridges with or without peaks, in which the crests are relatively narrow. Its minimum length is about 16 kilometres.

RAPIDS
Portions of a stream with accelerated current where it descends rapidly without a break in the slope of the bed sufficient to form a waterfall.

RAVINE
A deep narrow steep sided valley.

REACH
A comparatively straight part of a river or channel between two bends.

REEF
A ridge of rocks or coral lying near the surface of the sea, which may be visible at low tide, but is usually covered by water.

REGION
A region is a relatively large tract of land distinguished by certain common characteristics, natural or cultural. Natural unifying features could include same drainage basin, similar landforms, or climatic conditions, a special flora or fauna, or the like. Cultural determining features could include boundaries proclaimed for administrative purposes, common land use patterns etc.

REGULATOR
Any of various mechanisms or devices such as a governor valve, for controlling fluid flow, pressure, temperature, etc.

RESEARCH STATION
An institution, farm or building specially designed and equipped for carrying out agricultural research.

RESERVE
An area proclaimed to be a public reserve by government legislation.

RESERVOIR
An artificial lake or structure storing water for domestic or other uses.

RIDGE
A long and narrow stretch of elevated ground. It generally has a length less than 16 kilometres.

RIFLE RANGE
An area used for target practice with rifles.

RIVER
A major natural stream in a large catchment basin, carrying water to another river, a lake or the sea. Usually perennial, but not necessarily so in arid areas.

RIVER BEND
A curve in the course of a stream. This designation includes 'meander'.

RIVER CROSSING
A place where a river may be crossed.

RIVER FLAT
A relatively level piece of ground within an area of greater relief; a tract of country without hills and smaller than a plain, caused by the laying down of sediment by a river.

RIVER MOUTH
The area at which a river makes contact with the sea.

RIVULET
A small stream.

ROAD BEND
A bend in a road.

ROADS
An open way, usually surfaced with tarmac or concrete, providing passage from one place to another.

ROADSTEAD
An open anchorage for ships, which may be sufficiently sheltered to give protection from seas, usually by reefs, sandbanks, or islands.

ROCK
A prominent or isolated out crop of rock, or even a single large stone. This designation includes 'boulder' 'crag' 'needle' 'pillar' and 'tor'.

ROCK FACE
An area of exposed rock, generally in a vertical position.

RURAL PLACE
A place, site or precinct in a rural landscape, generally of small extent, the name of which is in current use.

SADDLE
A col or pass or any land form recalling in shape a saddle.

SANDBANK
A bank of sand in a sea or river that may be exposed at low tide.

SANDBAR
A ridge of sand in a river or sea, built up by the action of tides, currents, etc, and often exposed at low tide.

SANDHILL
A mound, ridge or hill of drifted sand either in a desert or along a sea coast, formed by the action of wind.

SANDRIDGE
Sand drifts in long ridges tending parallel to and elongating in the direction of the prevailing winds.

SCHOOL
An establishment for primary or secondary education created by the Education Act.

SCRUB
A vegetation consisting of stunted trees, bushes, and other plants growing in an arid area. An area of arid land covered with such vegetation.

SEA
One of the divisions of the oceans, especially if partly enclosed by land.

SHOAL
A ridge of sand or of rocks just below the surface of the sea or of a river and therefore dangerous to navigation.

SPORTSGROUND
A reserve used for sporting fixtures.

SPRING
A flow of water issuing naturally out of the ground, either continuously or intermittently.

SPUR
A minor linear projection off a range, ridge, mountain, tableland, hill or plateau being generally not more than 2 kilometres in length and decreasing in altitude from the parent feature.

STATE
A major administrative or political division within a country.

STATION
A structure beside a railway line with facilities for passengers and freight.

STEEPS
The very steep and deep sides of a mountain or high plateau.

STRAIT
A comparatively narrow passage connecting two seas or two large bodies of water.

STREAM
Small river, brook. Any steady flow of water or other fluid.

SUBURB
A bounded area within the landscape that has an 'Urban' Character.

SURF BREAK
A permanent obstruction such as a reef, bombora, rock or sandbar which causes waves to break thus making conditions conducive to surfing.

SWAMP
A tract of land normally saturated with water, having little or no drainage and characterised by a growth of grass or reeds. This designation includes 'marsh'.

SYPHON
A tube/pipe placed with one end at a certain level in a body of water and the other in a body of water below this level.

TABLELAND
An elevated tract of land with a generally level surface of considerable extent, generally with a minimum area of 2,500 hectares.

TANK
An artificial waterhole forming a reservoir for rainwater and adjacent run-off.

TERMINAL
A reception or departure building at the terminus of a bus, sea or air transport route.

TERRACE
A level or nearly level strip of land, usually narrow and bordering the sea, a lake or river, lying between a slope upwards to hills on one side and a slope, often abrupt, downwards on the other.

TOPS
The top of a hill

TOWER
A tall usually square or circular structure, sometimes part of a larger building and usually built for a specific purpose.

TOWN
A commercial nucleus offering a wide range of services and a large number of shops, often several of the same type. Depending on size, the residential area can be relatively compact or (in addition) dispersed in clusters on the periphery.

TRACK
A formed and/or marked track that is used by people either walking, cycling or riding a horse. This designation includes 'trails'.

TRAINING WALL
See 'Breakwater'.

TRIG. STATION
A point on the ground, the geographic position of which has been determined by geodetic survey.

TUNNEL
An underground passageway, esp. one for trains or cars. Any passage through or under something.

UNIVERSITY
An institution of higher education having authority to award bachelor and higher degrees, usually having research facilities.

URBAN LOCALITY
Not now recommended, see 'Urban Place'.

URBAN PLACE
A place, site or precinct in an urban landscape, the name of which is in current use, but the limits of which have not been defined under the address locality program.

URBAN VILLAGE
A cohesive populated place in an urban landscape, which may provide a limited range of services to the local area.

VALLEY
Long depression in the land surface, usually containing a river, formed by erosion or by movements in the earth's crust. Any elongated depression resembling a valley.

VILLAGE
A cohesive populated place in a rural landscape, which may provide a limited range of services to the local area. Residential subdivisions are in urban lot sizes.

WATER AERODROME
All licenced aerodromes and government aerodromes maintained by the Federal Airports Corporation, other that those designated 'airports' which have landing facilities on water for sea planes etc.

WATER FEATURE
A feature within water.

WATER SYPHON
See 'Syphon'

WATERFALL
A sudden descent of water over a step in the bed of a stream, the fall being much steeper than in the designation 'rapids'. In place names frequently shortened to 'Fall' or 'Falls'. This designation includes 'cascade' and 'cataract'.

WATERHOLE
A natural hole or hollow containing water, often in the dry bed of an intermittent river.

WEIR
A barrier, erected across a stream to impound and raise the water level for the purpose of maintaining it at the level required for irrigation or navigation purposes.

WELL
A hole or pit dug in the ground to obtain water.

WHARF
A platform alongside of which ships may be secured for loading or unloading cargo or passengers. This designation includes 'pier', 'quay', 'jetty', and 'marina' for those marinas that only have public access.

Disclaimer
This fact sheet must not be relied on as legal advice. For more information about this topic, refer to the appropriate legislation.

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File: PR-005.08.084 Doc: IC17/609

ITEM 21 PROPOSED GRANT OF EASEMENT TO DRAIN WATER OVER LOT 20 DP 852981 NO 192 GIPPS ROAD, GWYNNEVILLE

Council has received an application from the owner of No 11 Catherine Street, Gwynneville requesting an Easement for Drainage be granted in favour of his property over Council's land known as Lot 20 DP 852981 No 192 Gipps Street, Gwynneville, which is the site of the Wollongong Senior Citizens Centre and the Wollongong Workshop Theatre.

This report seeks approval to the grant of the easement.

RECOMMENDATION

1 Council approve the grant of an Easement to Drain Water 1m wide over Lot 20 DP 852981 No 192 Gipps Road, Gwynneville, being the Wollongong Senior Citizens Centre and Wollongong Workshop Theatre, in favour of Lot 10 DP 1107164 No 11 Catherine Street, Gwynneville, as shown on the attachment to this report.

2 Council accept the payment in the amount of $54,000 (GST free) from the owner of Lot 10 DP 1107164 No 11 Catherine Street, Gwynneville as compensation for the grant of the easement.

3 The creation of the easement be subject to approval of the applicant's development application for the redevelopment of his property at No 11 Catherine Street, Gwynneville and payment by him of all costs in the creation of the easement.

4 Approval be granted to affix the Common Seal of Council to the survey plan, Section 88B Instrument and any other documentation required to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

1 Map of proposed Easement to Drain Water 1m wide over Lot 20 DP 852981 No 192 Gipps Road, Gwynneville

BACKGROUND

Council has been requested by the owner of Lot 10 DP 1107164 No 11 Catherine Street, Gwynneville to grant an Easement for Drainage of stormwater 1m wide in favour of his property over Council's property known as Lot 20 DP 852981 No 192 Gipps Road, Gwynneville. The applicant intends to redevelop his property and the slope of the land precludes drainage to Catherine Street. Similar developments in Catherine Street in close proximity to the subject site have required drainage of stormwater to Gipps Street.

Lot 20 is classified as Operational Land and is the site of the Wollongong Senior Citizens Centre and the Wollongong Workshop Theatre.

A valuation report was sought from Walsh and Monaghan Valuers for the amount of compensation that would be payable by the applicant to Council for the grant of the easement. The compensation was assessed at $54,000 (GST free) which has been agreed to by the applicant.

PROPOSAL

It is proposed Council approve the grant of an Easement to Drain Water 1m wide over Lot 20 DP 852981 No 192 Gipps Road, Gwynneville in favour of Lot 10 DP 1107164 No 11 Catherine Street, Gwynneville, as shown on the attachment.

CONSULTATION AND COMMUNICATION

Comment on the proposal was sought from Council's divisions. No objections were received except for Community Facilities Section who objected based on the presence of the power supply and potable water supply to Council's facilities, being the Wollongong Senior Citizens Centre and the Wollongong Workshop Theatre. There was also concern expressed that the excavation for the drainage works may have a detrimental impact on the isolated brick piers of the Council buildings on the boundary of the easement. It is proposed the easement only be provided on the basis that the piers can be adequately protected, the driveway rectified and the power and water services possibly being relocated.

Infrastructure Division also expressed concern that there are reconfiguration and upgrade works proposed for the senior citizens building which will include adjustments to the power supply, potential connection to gas and adjustments to the drainage grates in the driveway. It was stipulated that the proposed drainage works associated with the redevelopment of No 11 Catherine Street should occur either prior to or in conjunction with the works being planned by Council on the Senior Citizens Centre.

The owner of No 11 Catherine Street has agreed to all of the above conditions.

In addition, the applicant has agreed that the granting of the easement will be subject to development consent being obtained for the proposed redevelopment of his property.

Advice was also previously sought from Finance Division on the GST that is applicable for the granting of easements who has advised that the granting of easements is GST free.

PLANNING AND POLICY IMPACT

This report is in accordance with Council's policy "Land and Easement Acquisition and Disposal".

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city".

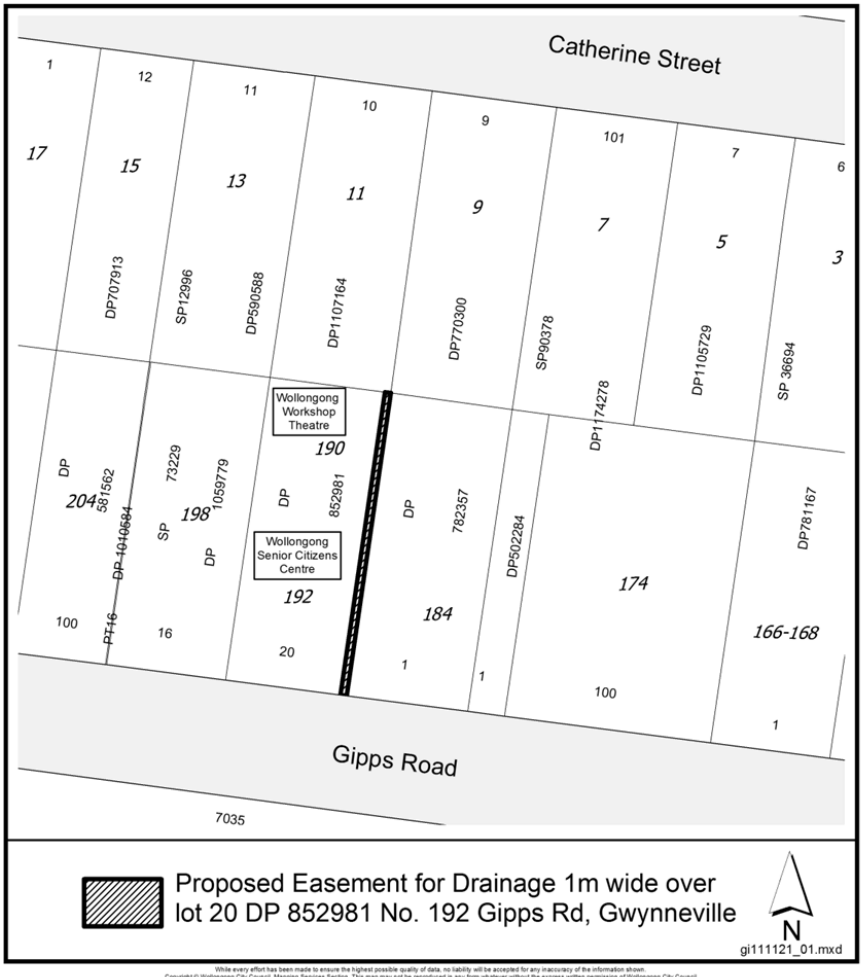
It specifically delivers on core business activities as detailed in the Property Services Service Plan 2017-18.

FINANCIAL IMPLICATIONS

Council will receive $54,000 (GST free) as compensation for the grant of the easement which is considered to be fair and reasonable. The applicant will also be responsible for all costs in the creation of the easement.

CONCLUSION

In order to allow the redevelopment of No 11 Catherine Street to occur, subject to the granting of development consent and a stormwater pipe to be installed and formalised within Council's land, it is recommended the grant of the easement be approved.


Catherine Street
Gipps Road
Wollongong Workshop Theatre
Wollongong Senior Citizens Centre
Proposed Easement for Drainage 1m wide over lot 20 DP 852981 No. 192 Gipps Rd, Gwynneville
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File: CF-05.01402 Doc: IC17/611

ITEM 22 PROPOSED GRANT OF EASEMENT FOR UNDERGROUND CABLES OVER LOT 18 DP 854650 HUXLEY DRIVE, HORSLEY

Endeavour Energy is proposing to install an 11kV underground electricity cable to link the existing substation on Huxley Drive to the existing substation on Rainbird Drive to provide a connection between the residential areas of Horsley and West Dapto.

The proposed route of the underground cable will cross through a Council public reserve located off Huxley Drive known as Lot 18 DP 854650.

It is proposed an Easement for Underground Cables 3m wide and approximately 190m long be created to protect the long term integrity of the cable.

This report seeks approval to the grant of the easement.

RECOMMENDATION

1 Council authorise the grant of an Easement for Underground Cables 3m Wide in favour of Endeavour Energy over Lot 18 DP 854650 Huxley Drive, Horsley, as shown by heavy black dashed line on the attachment to this report.

2 Council accept the payment of $1,530 (+ GST) from Endeavour Energy as compensation for the grant of the easement.

3 Approval be granted to affix the Common Seal of Council to the Transfer Granting Easement document and any other documentation required to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

1 Map of route of proposed Easement for Underground Cables 3m Wide over Lot 18 DP 854650 Huxley Drive, Horsley

BACKGROUND

Endeavour Energy is proposing to install an 11kV underground electricity cable to link the existing substation on Huxley Drive to the existing substation on Rainbird Drive to provide a connection between the residential areas of Horsley and West Dapto.

The proposed route of the underground cable will cross through a Council public reserve located off Huxley Drive known as Lot 18 DP 854650, as shown by heavy black dashed line on the attachment.

It is proposed an Easement for Underground Cables 3m wide and approximately 190m long be created to protect the long term integrity of the cable.

Endeavour Energy has offered $1,530 (+ GST) to Council as compensation for the grant of the easement, which is considered to be a fair and reasonable amount considering that the Council land is located within medium and high risk flood zones. The installation of the cable will have no impact above ground and will therefore still allow the public to use the reserve as it was intended.

Lot 18 DP 854650 is classified as Community Land and under Section 46 of the Local Government Act 1993, an easement for public utilities can be granted over Community Land.

PROPOSAL

It is proposed Council approve the granting of an Easement for Underground Cables 3 Wide over the 11kV underground cable in favour of Endeavour Energy over Lot 18 DP 854650 Huxley Drive, Horsley as shown by heavy black dashed line on the attachment to this report.

CONSULTATION AND COMMUNICATION

Council's divisions had no objection to the proposal.

68 letters were sent to local residents in the vicinity of the Council land, a sign was placed on the land and a notice published in the Wollongong Advertiser on 20 September 2017 giving 28 days for comment. No submissions were received.

PLANNING AND POLICY IMPACT

This report is in accordance with Council's policy "Land and Easement Acquisition and Disposal".

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city".

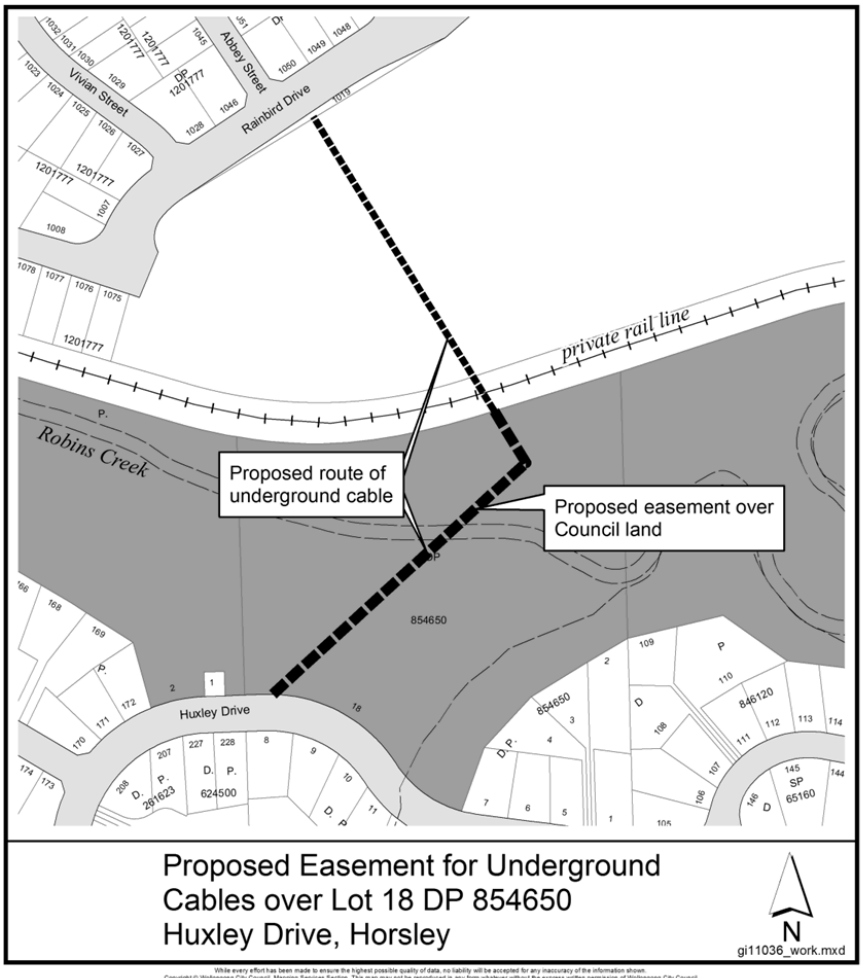
It specifically delivers on core business activities as detailed in the Property Services Service Plan 2017-18.

FINANCIAL IMPLICATIONS

Council will receive $1,530 (+ GST) in compensation for the grant of the easement, which is considered to be a fair and reasonable amount. Endeavour Energy will be responsible for all costs in creating the easement.

CONCLUSION

As the proposed installation of the underground cable will connect the residential areas of Horsley and West Dapto, it is recommended the grant of the easement be approved.



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File: PR-175.05.078 Doc: IC17/598

ITEM 23 PROPOSED DEDICATION OF DOMVILLE ROAD, OTFORD AS PUBLIC ROAD

Deposited Plan 4591 was drawn and registered in 1905, which created Domville Road. However, the road was never dedicated and remains in the name of Thomas Saywell who died in 1928.

In order to clarify its status, it is proposed to dedicate Domville Road as public road.

RECOMMENDATION

In accordance with Section 16 of the Roads Act 193, Council approve the dedication of Domville Road, Otford as public road, as shown hatched on the attachment to this report, and action be taken to dedicate the road by the placement of a notice in the NSW Government Gazette.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
Authorised by: Kerry Hunt, Director Community Services - Creative and Engaged City (Acting)

ATTACHMENTS

1 Map of Domville Road, Otford proposed to be dedicated as public road

BACKGROUND

Council has obtained historical search information which shows that Domville Road, Otford was created in DP 4591 which was registered in 1905. However, the ownership of the road remains in the name of Thomas Saywell who died in 1928 leaving the road in uncertain ownership.

Before 1919 any land set aside for the purposes of a road in a deposited plan, if it was not dedicated as public road in the NSW Government Gazette, then it remains as land and not public road.

Domville Road may be deemed to be public road under Common Law by virtue of the following criteria:

- There was an intention by the subdivider that it be public road.
- There is use and acceptance of the road by the public.
- Council has expended funds on the construction and maintenance of the road.

However, to confirm its status as public road it is proposed to dedicate Domville Road by publication of a notice in the Government Gazette.

A notice was placed in the Wollongong Advertiser on 6 September 2017 advising of Council's intention to dedicate Domville Road as public road and calling for public submissions. No submissions were received.

PROPOSAL

In order to clarify the status of Domville Road and formalise its use by the public, it is proposed that a notice be published in the NSW Government Gazette, in accordance with Section 16 of the Roads Act 1993, to dedicate the road as public road.

CONSULTATION AND COMMUNICATION

The relevant sections within Council were consulted on the proposal and no objections were received. A notice of the proposed dedication also appeared in the Wollongong Advertiser on 6 September 2017 allowing 28 days for comments. No submissions were received.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city".

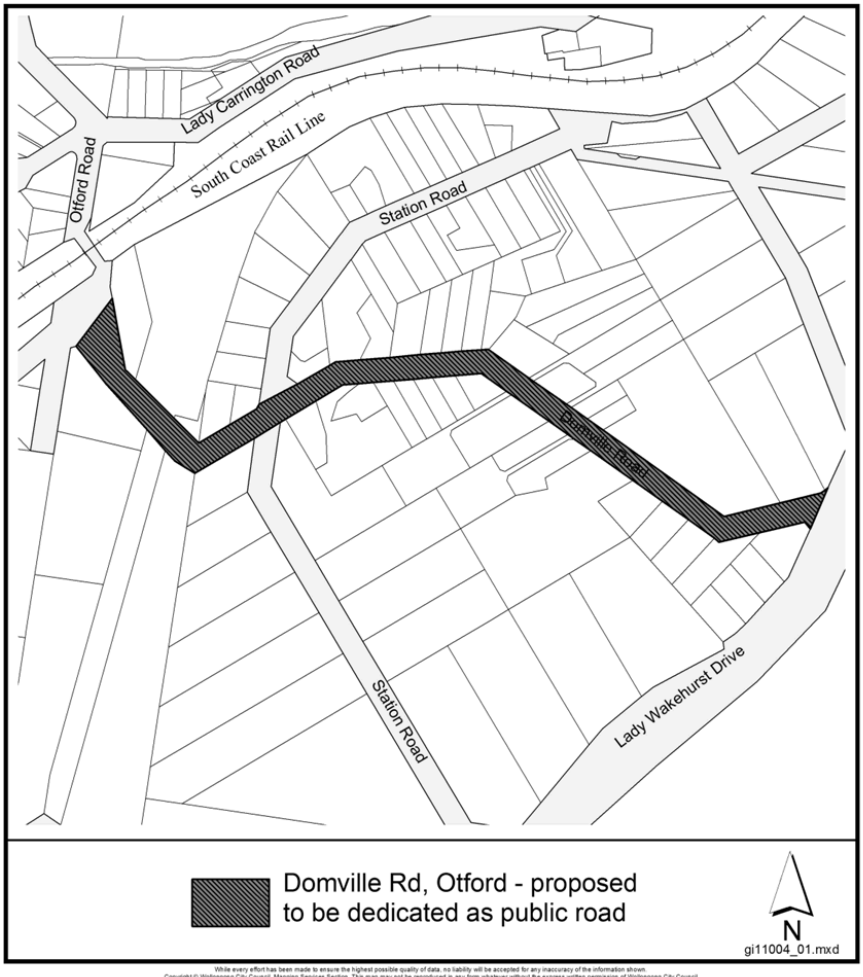
It specifically delivers on core business activities as detailed in the Property Services Service Plan 2017-18.

FINANCIAL IMPLICATIONS

The only cost that will be incurred by Council in this matter is for the publication of a notice in the NSW Government Gazette for which funds are available within the current budget. Council is already responsible for the maintenance of the road.

CONCLUSION

In order to clarify the status of Domville Road and formalise its use by the public, it is recommended that the proposed dedication of the road be approved.



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File: FI-914.05.001 Doc: IC17/620

ITEM 24 OCTOBER 2017 FINANCIALS

Overall, the financial results for the month of October are favourable compared to phased budget for the key indicators. The Operating Result [pre capital] is favourable by $3.4M, the Funds Available from Operations favourable by $1.3M, and the Funds Result shows a favourable variance compared to the phased budget at this stage of $3.4M.

The Cash Flow Statement at the end of the period indicates that there is sufficient cash to support external restrictions.

The reports and variances presented include the September Quarterly Review amendments.

Council has expended $27.1M on its capital works program representing 29.2% of the annual budget. The year to date budget for the same period was $28.3M.

RECOMMENDATIONS

1 The financials be received and noted.

2 Proposed changes in the Capital Works Program be approved.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

1 Income and Funding Statement
2 Capital Project Report
3 Balance Sheet
4 Cash Flow Statement

BACKGROUND

This report presents the Income and Expense Statement, Balance Sheet and Cash Flow Statement for October 2017. Council's current budget has a Net Funding (cash) deficit of $12.0M, an Operating Deficit [pre capital] of $2.8M and a capital expenditure of $92.9M. At the end of October, Council remains on target to the operational components of this result.

The following table provides a summary view of the organisation's overall financial results for the year to date.

FORECAST POSITION		Original Budget	Revised Budget	YTD Forecast	YTD Actual	Variation
KEY MOVEMENTS		**1-Jul**	**27-Oct**	**27-Oct**	**27-Oct**	
Operating Revenue	$M	261.5	266.6	85.7	86.1	0.3
Operating Costs	$M	(269.9)	(269.3)	(87.3)	(84.2)	3.0
Operating Result [Pre Capital]	$M	**(8.4)**	**(2.8)**	**(1.5)**	**1.9**	**3.4**
Capital Grants & Contributions	$M	44.9	26.7	6.8	8.6	1.8
Operating Result	$M	**36.4**	**23.9**	**5.2**	**10.4**	**5.2**
Funds Available from Operations	$M	**54.4**	**56.3**	**18.0**	**19.4**	**1.3**
Capital Works		**91.4**	**92.9**	**28.3**	**27.1**	**1.2**
Contributed Assets		**3.6**	**3.6**	**-**	**-**	-
Transfer to Restricted Cash		-	13.6	13.6	13.6	-
Borrowings Repaid	$M	7.5	7.5	1.1	1.1	-
Funded from:						
- Operational Funds	$M	54.4	56.3	16.9	18.2	1.3
- Other Funding	$M	38.4	49.3	12.1	13.0	0.9
Total Funds Surplus / (Deficit)	$M	**(9.7)**	**(12.0)**	**(12.9)**	**(9.5)**	**3.4**

Financial Performance

The October 2017 Operating Result [pre capital] shows a positive variance compared to budget of $3.4M.

The Funds Available from Operations shows a positive variance of $1.3M and represents the cash component of the operating result. This includes the Operating Result [pre capital] variance of $3.4M and payment of leave entitlements ($0.1M) that are partially offset by both non-cash items including variations on depreciation ($1.0M), profit on disposal of assets ($0.3M) and lower usage of Restricted Assets for funded projects ($0.9M).

Funds Result

The Total Funds result as at 27 October 2017 shows a positive variance of $3.4M compared to phased budget. This includes the positive variation in the funds component of the Operating Result ($1.3M), underspend in capital works ($1.2M) and better progress in funded capital works that do not rely on the Funds from Operations ($0.9M).

Capital Budget

As at 27 October 2017, Council had expended $27.1M or 29.2% of the approved annual capital budget of $92.9M.

Liquidity

Council's cash and investments decreased during October 2017 to holdings of $155.9M compared to $168.0M at the end of September 2017. This reflects normal trends for this time of the year.

CASH, INVESTMENTS & AVAILABLE FUNDS

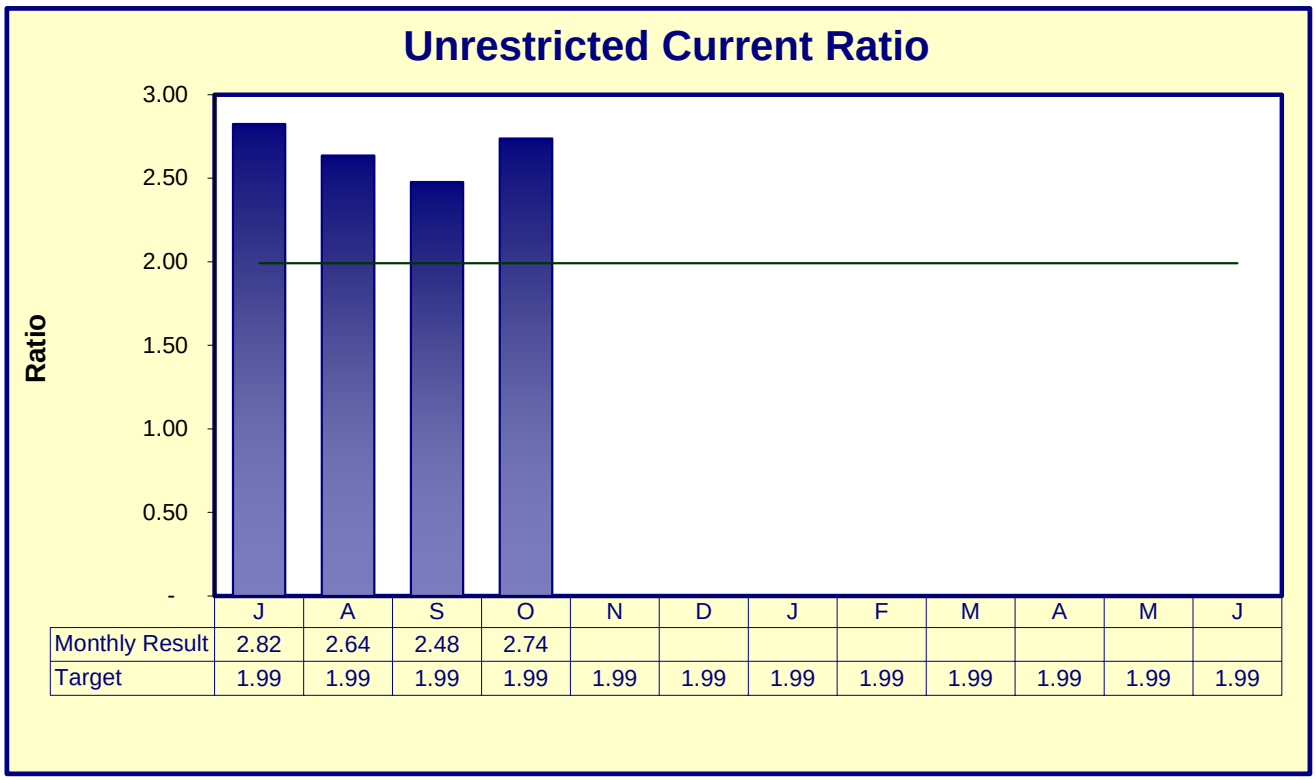
	Actual 2016/17 $M	Original Budget 2017/18 $M	September QR 2017/18 $M	Actual Ytd Oct 2017 $M
Total Cash and Investments	167.6	153.5	144.9	155.9
Less Restrictions:				
External	75.8	96.9	139.5	77.5
Internal	57.4	49.8	0.0	69.1
Total Restrictions	133.2	146.8	139.5	146.6
Available Cash	34.4	6.8	5.4	9.4
Adjusted for :				
Current payables	(41.6)	(24.3)	(24.2)	(36.2)
Receivables	23.5	23.9	33.8	28.8
Other	10.7	11.0	11.0	15.6
Net Payables & Receivables	(7.4)	10.6	9.6	8.1
Available Funds	**27.0**	**17.3**	**15.0**	**17.5**

The Available Funds position excludes restricted cash. External restrictions are funds that must be spent for a specific purpose and cannot be used by Council for general operations. Internal restrictions are funds that Council has determined will be used for a specific future purpose.

The Available Funds forecast that formed part of the 2017-18 Annual Plan is within Council's Financial Strategy target of 3.5% to 5.5% of Operational Revenue [pre capital] and is between $9.2M and $14.4M for the year ending 30 June 2018. The actual Available Funds at 27 October 2017 are impacted by the

progress of planned expenditure to date and a transfer made to the Strategic Projects reserve of $4.4M related to last year surplus funds result.

The Unrestricted Current Ratio measures the cash/liquidity position of an organisation. This ratio is intended to disclose the ability of an organisation to satisfy payment obligations in the short term from the unrestricted activities of Council. Council's current ratio is above the Local Government Benchmark of >2:1, however, the strategy is to maximise the use of available funds for asset renewal by targeting a lean Unrestricted Current Ratio.



	J	A	S	O	N	D	J	F	M	A	M	J
Monthly Result	2.82	2.64	2.48	2.74								
Target	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99

Receivables

Receivables are the amount of money owed to Council or funds that Council has paid in advance. At October 2017, receivables totalled $28.8M, compared to receivables of $23.7M at October 2016. Fluctuations relate to the timing of revenue and rates payments which are accrued before the actual payments are due.

Payables

Payables (the amount of money owed to suppliers) of $36.2M were owed at October 2017 compared to payables of $27.9M in October 2016. The difference in payables relate to goods and services and capital projects delivered but not yet paid for, timing of the receipt of rating income and timing of the Financial Assistance Grant payments.

Debt

Council continues to have financial strength in its low level of borrowing. The industry measure of debt commitment is the Debt Service Ratio that measures the proportion of revenues that is required to meet annual loan repayments.

Council's Financial Strategy includes provision for additional borrowing in the future and Council will consider borrowing opportunities from time to time to bring forward the completion of capital projects where immediate funding is not available. Council currently has borrowings through an interest free loan and the subsidised Local Government Infrastructure Renewal Scheme (LIRS). In 2009-10, Council borrowed $26M interest free to assist in the delivery of the West Dapto Access Plan. Council has also been successful in securing subsidies for loans under the three rounds of the LIRS program and has entered into loans of $20M in 2012-13 for Round 1, $4.3M in 2013-14 for Round 2 and $20.5M

for Round 3. The LIRS program provides a loan subsidy of 4% for Round 1 and 3% for the subsequent rounds. Loan funds have been used to accelerate the Citywide Footpaths, Shared Path Renewal, Missing Links Construction Program, building refurbishment works for Berkeley Community Centre, Corrimal Library and Community Centre, Thirroul Pavilion and Kiosk and to support the West Dapto Access – Fowlers Road project respectively.

Council's Debt Service Ratio forecast for 2017-18 is approximately 3.5%, which is still below Council's target of 4% and remains low in comparison to the Local Government's benchmark ratio of <10%. It is noted that non-cash interest expense relating to the amortisation of the income recognised on the West Dapto Access Plan Loan is not included when calculating the Debt Service Ratio.

Assets

The Balance Sheet shows that $2.5B of assets are controlled and managed by Council for the community as at 27 October 2017. The 2017-18 capital works program includes projects such as the West Dapto Access Strategy, Grand Pacific Walk, tramway sea wall and path upgrade, civil asset renewals including roads, car parks and buildings and purchase of library books. As at 27 October 2017, Council had expended $27.1M or 29.2% of the approved annual capital budget of $92.9M.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal '*We are a connected and engaged community*'. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-17	Annual Plan 2017-18
Strategy	**5 Year Action**	**Annual Deliverables**
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.1 Effective and transparent financial management systems are in place	Provide accurate and timely financial reports monthly, quarterly and via the annual financial statement
		Continuous Budget Management is in place, controlled and reported
		Manage and further develop compliance program
		Monitor and review achievement of Financial Strategy

CONCLUSION

The results for October 2017 are within projections over a range of financial indicators and it is expected that Council will achieve the forecast annual results.

WOLLONGONG CITY COUNCIL

1 July 2017 to 27 October 2017

	2017/18 Orginal Budget $'000	2017/18 Current Budget $'000	2017/18 YTD Budget $'000	2017/18 Actual YTD $'000
Income Statement				
Income From Continuing Operations				
Revenue:				
Rates and Annual Charges	190,941	191,532	62,451	62,419
User Charges and Fees	35,691	35,686	11,244	11,198
Interest and Investment Revenues	4,321	5,217	1,732	1,852
Other Revenues	9,705	10,204	3,193	3,254
Grants & Contributions provided for Operating Purposes	20,838	21,051	7,103	7,054
Grants & Contributions provided for Capital Purposes	44,858	26,702	6,795	8,590
Profit/Loss on Disposal of Assets	0	2,869	(0)	288
Total Income from Continuing Operations	**306,353**	**293,261**	**92,519**	**94,655**
Expenses From Continuing Operations				
Employee Costs	125,906	126,209	40,358	38,766
Borrowing Costs	3,849	3,859	1,273	1,307
Materials, Contracts & Other Expenses	93,150	94,111	29,749	28,721
Depreciation, Amortisation + Impairment	64,340	62,362	21,015	20,053
Internal Charges (labour)	(15,702)	(15,582)	(4,603)	(4,275)
Internal Charges (not labour)	(1,618)	(1,614)	(526)	(364)
Total Expenses From Continuing Operations	**269,926**	**269,345**	**87,265**	**84,207**
Operating Results From Continuing Operations	**36,427**	**23,916**	**5,254**	**10,448**
Net Operating Result for the Year	**36,427**	**23,916**	**5,254**	**10,448**
Net Operating Result for the Year before Grants & Contributions provided for Capital Purposes	**(8,431)**	**(2,786)**	**(1,541)**	**1,858**
NET SURPLUS (DEFICIT) [Pre capital] %	11.9%	8.2%	5.7%	11.0%
Funding Statement				
Net Operating Result for the Year	**36,427**	**23,916**	**5,254**	**10,448**
Add back :				
- Non-cash Operating Transactions	80,942	76,548	26,527	25,155
- Restricted cash used for operations	13,286	15,476	4,281	3,351
- Income transferred to Restricted Cash	(63,548)	(46,502)	(14,036)	(15,445)
- Payment of Accrued Leave Entitlements	(12,718)	(13,171)	(4,016)	(4,151)
- Payment of Carbon Contributions	0	0	0	0
Funds Available from Operations	**54,389**	**56,268**	**18,010**	**19,357**
Advances (made by) / repaid to Council	0	0	0	0
Borrowings repaid	(7,486)	(7,486)	(1,134)	(1,134)
Operational Funds Available for Capital Budget	**46,903**	**48,781**	**16,876**	**18,223**
CAPITAL BUDGET				
Assets Acquired	(91,373)	(92,890)	(28,313)	(27,113)
Contributed Assets	(3,600)	(3,600)	0	0
Transfers to Restricted Cash	0	(13,625)	(13,625)	(13,625)
Funded From :-				
- Operational Funds	46,903	48,781	16,876	18,223
- Sale of Assets	1,750	11,000	190	620
- Internally Restricted Cash	9,241	10,848	4,137	3,934
- Borrowings	0	0	0	0
- Capital Grants	9,641	11,229	3,392	3,845
- Developer Contributions (Section 94)	6,665	6,925	1,723	836
- Other Externally Restricted Cash	5,630	5,013	2,477	3,503
- Other Capital Contributions	5,428	4,288	194	213
TOTAL FUNDS SURPLUS / (DEFICIT)	**(9,715)**	**(12,032)**	**(12,949)**	**(9,564)**

CAPITAL PROJECT REPORT

as at the period ended 27 October 2017

ASSET CLASS PROGRAMME	$'000 CURRENT BUDGET EXPENDITURE	$'000 CURRENT BUDGET OTHER FUNDING	$'000 WORKING BUDGET EXPENDITURE	$'000 WORKING BUDGET OTHER FUNDING	YTD EXPENDITURE	$'000 VARIATION EXPENDITURE	$'000 VARIATION OTHER FUNDING
Roads And Related Assets							
Traffic Facilities	2,998	(2,646)	3,098	(2,646)	497	100	(0)
Public Transport Facilities	290	(120)	290	(120)	118	0	(0)
Roadworks	11,890	(2,784)	12,925	(2,869)	3,391	1,035	(85)
Bridges, Boardwalks and Jetties	2,300	(50)	2,300	(50)	563	(0)	0
TOTAL Roads And Related Assets	**17,478**	**(5,600)**	**18,613**	**(5,685)**	**4,570**	**1,135**	**(85)**
West Dapto							
West Dapto Infrastructure Expansion	8,113	(8,113)	8,113	(8,113)	3,539	(0)	0
TOTAL West Dapto	**8,113**	**(8,113)**	**8,113**	**(8,113)**	**3,539**	**(0)**	**0**
Footpaths And Cycleways							
Footpaths	4,158	(1,023)	4,158	(1,023)	1,193	(0)	0
Cycle/Shared Paths	12,307	(3,639)	12,307	(3,639)	5,133	(0)	0
Commercial Centre Upgrades - Footpaths and Cyclewa	3,715	(645)	3,715	(645)	704	0	(0)
TOTAL Footpaths And Cycleways	**20,181**	**(5,308)**	**20,181**	**(5,308)**	**7,030**	**(0)**	**0**
Carparks							
Carpark Construction/Formalising	595	(265)	530	(265)	52	(65)	0
Carpark Reconstruction or Upgrading	1,848	(73)	1,913	(73)	456	65	0
TOTAL Carparks	**2,443**	**(338)**	**2,443**	**(338)**	**509**	**0**	**0**
Stormwater And Floodplain Management							
Floodplain Management	2,612	(817)	2,612	(817)	682	(0)	0
Stormwater Management	3,934	(974)	3,860	(900)	504	(74)	74
Stormwater Treatment Devices	491	(186)	491	(186)	41	(0)	0
TOTAL Stormwater And Floodplain M	**7,037**	**(1,977)**	**6,963**	**(1,903)**	**1,227**	**(74)**	**74**
Buildings							
Cultural Centres (IPAC, Gallery, Townhall)	1,360	0	1,360	0	53	0	0
Administration Buildings	2,024	(20)	2,024	(20)	119	(0)	(0)
Community Buildings	9,898	(740)	9,862	(704)	2,964	(36)	36
Public Facilities (Shelters, Toilets etc.)	615	0	615	0	171	(0)	0
Carbon Abatement	1,160	(825)	1,198	(825)	443	38	(0)
TOTAL Buildings	**15,056**	**(1,585)**	**15,058**	**(1,549)**	**3,749**	**2**	**36**
Commercial Operations							
Tourist Park - Upgrades and Renewal	750	0	750	0	187	0	0
Crematorium/Cemetery - Upgrades and Renewal	320	0	320	0	21	(0)	0
Leisure Centres & RVGC	150	0	150	0	3	0	0
TOTAL Commercial Operations	**1,220**	**0**	**1,220**	**0**	**211**	**0**	**0**
Parks Gardens And Sportfields							
Play Facilities	1,372	(70)	1,422	(120)	104	50	(50)
Recreation Facilities	645	(562)	645	(562)	150	0	0
Sporting Facilities	1,461	(653)	1,461	(653)	89	(0)	0
TOTAL Parks Gardens And Sportfield	**3,478**	**(1,285)**	**3,528**	**(1,335)**	**344**	**50**	**(50)**

CAPITAL PROJECT REPORT

as at the period ended 27 October 2017

	$'000		$'000			$'000	
	CURRENT BUDGET		WORKING BUDGET			VARIATION	
ASSET CLASS PROGRAMME	EXPENDITURE	OTHER FUNDING	EXPENDITURE	OTHER FUNDING	YTD EXPENDITURE	EXPENDITURE	OTHER FUNDING
Beaches And Pools							
Beach Facilities	211	0	211	0	32	(0)	0
Rock/Tidal Pools	1,160	(165)	1,160	(165)	739	(0)	(0)
Treated Water Pools	996	(72)	944	(20)	436	(51)	52
TOTAL Beaches And Pools	**2,367**	**(237)**	**2,315**	**(185)**	**1,207**	**(51)**	**52**
Natural Areas							
Natural Area Management and Rehabilitation	210	(10)	210	(10)	57	0	0
TOTAL Natural Areas	**210**	**(10)**	**210**	**(10)**	**57**	**0**	**0**
Waste Facilities							
Whytes Gully New Cells	6,235	(6,235)	6,291	(6,291)	3,259	56	(56)
Whytes Gully Renewal Works	300	(300)	300	(300)	76	(0)	(0)
Helensburgh Rehabilitation	100	(100)	100	(100)	14	(0)	(0)
TOTAL Waste Facilities	**6,635**	**(6,635)**	**6,691**	**(6,691)**	**3,349**	**56**	**(56)**
Fleet							
Motor Vehicles	1,822	(960)	1,822	(960)	266	(0)	0
TOTAL Fleet	**1,822**	**(960)**	**1,822**	**(960)**	**266**	**(0)**	**0**
Plant And Equipment							
Portable Equipment (Mowers etc.)	220	(67)	220	(67)	13	(0)	(0)
Mobile Plant (trucks, backhoes etc.)	3,102	(807)	3,102	(808)	27	0	(0)
Fixed Equipment	340	0	340	0	(0)	0	0
TOTAL Plant And Equipment	**3,662**	**(874)**	**3,662**	**(875)**	**40**	**0**	**(0)**
Information Technology							
Information Technology	1,170	(10)	1,216	(10)	175	46	0
TOTAL Information Technology	**1,170**	**(10)**	**1,216**	**(10)**	**175**	**46**	**0**
Library Books							
Library Books	1,162	(6)	1,162	(6)	513	(0)	0
TOTAL Library Books	**1,162**	**(6)**	**1,162**	**(6)**	**513**	**(0)**	**0**
Public Art							
Public Art Works	20	0	20	0	41	0	0
Art Gallery Acquisitions	115	0	115	0	39	(0)	0
TOTAL Public Art	**135**	**0**	**135**	**0**	**80**	**0**	**0**
Emergency Services							
Emergency Services Plant and Equipment	250	0	250	0	234	0	0
TOTAL Emergency Services	**250**	**0**	**250**	**0**	**234**	**0**	**0**
Land Acquisitions							
Land Acquisitions	100	0	100	0	14	(0)	0
TOTAL Land Acquisitions	**100**	**0**	**100**	**0**	**14**	**(0)**	**0**
Non-Project Allocations							
Capital Project Contingency	361	0	(773)	0	0	(1,134)	0
Capital Project Plan	10	0	10	0	2	(0)	0
TOTAL Non-Project Allocations	**371**	**0**	**(763)**	**0**	**2**	**(1,134)**	**0**
GRAND TOTAL	**92,890**	**(32,939)**	**92,920**	**(32,968)**	**27,112**	**29**	**(29)**

Manager Project Delivery Division
Commentary on October 2017 Capital Budget Report

As at 27 Oct 2017, year to date expenditure was $27.1M of the approved capital budget of $92.9M. This value is $1.2M less than the forecast expenditure of $28.3M for this period.

The following table summarises the proposed changes to the total Capital Budget by transfer of budget between programs and reduction or introduction of various types of external or loan funding. These changes result is a net increase of $0.03M in the overall capital budget.

Program	Major Points of change to Capital Budget
Traffic Facilities	Reallocate budget from Capital Budget contingency to Traffic Facilities Program.
Roadworks	Reallocate budget from Capital Budget Contingency to Roadworks program. Introduce additional Roads to Recovery funding for existing projects.
Carparks Construction/Formalising	Reallocate budget from Carparks Construction/Formalising Program to Carparks Reconstruction or Upgrading.
Carparks Reconstruction or Upgrading	Reallocate budget from Carparks Construction/Formalising Program to Carparks Reconstruction or Upgrading.
Stormwater Management	Remove R.M.S. Natural Disaster Funding for project completed under budget.
Community Buildings	Remove Community Building Partnerships funding from existing project.
Carbon Abatement	Reallocate budget from Capital Budget contingency to Carbon Abatement program.
Recreation Facilities	Reallocate State govt. funding (Port Kembla Community Infrastructure Fund) from Treated Water Pools program to Recreation Facilities.
Treated Water Pools	Reallocate State govt. funding (Port Kembla Community Infrastructure Fund) from Treated Water Pools program to Recreation Facilities program.
Whytes Gully New Cells	Introduce NSW Government EPA Better Waste and Recycling funding for recycling facility project.
Information Technology	Allocate budget from Capital Budget Contingency to information Technology for new project.
Capital Project Contingency	Reallocate budget from Capital Budget Contingency to multiple adjustments detailed above.

WOLLONGONG CITY COUNCIL

Balance Sheet

	Actual 2017/18 $'000	Actual 2016/17 $'000
Current Assets		
Cash Assets	**19,136**	23,534
Investment Securities	**118,198**	119,458
Receivables	**28,803**	23,532
Inventories	**6,101**	6,089
Other	**15,650**	10,680
Assets classified as held for sale	**6,381**	6,381
Total Current Assets	**194,269**	189,672
Non-Current Assets		
Non Current Cash Assets	**18,585**	24,585
Property, Plant and Equipment	**2,327,372**	2,314,277
Investment Properties	**4,775**	4,775
Westpool Equity Contribution	**1,835**	1,835
Intangible Assets	**520**	653
Total Non-Current Assets	**2,353,088**	2,346,125
TOTAL ASSETS	**2,547,357**	2,535,797
Current Liabilities		
Current Payables	**36,181**	41,617
Current Provisions payable < 12 months	**11,573**	11,185
Current Provisions payable > 12 months	**37,669**	37,669
Current Interest Bearing Liabilities	**7,513**	7,513
Total Current Liabilities	**92,935**	97,984
Non-Current Liabilities		
Non Current Interest Bearing Liabilities	**31,243**	32,188
Non Current Provisions	**48,784**	48,121
Total Non-Current Liabilities	**80,026**	80,309
TOTAL LIABILITIES	**172,961**	178,292
NET ASSETS	**2,374,396**	2,357,505
Equity		
Accumulated Surplus	**1,246,653**	1,249,603
Asset Revaluation Reserve	**981,188**	974,736
Restricted Assets	**146,555**	133,166
TOTAL EQUITY	**2,374,396**	2,357,505

WOLLONGONG CITY COUNCIL
CASH FLOW STATEMENT
as at 27 October 2017

	YTD Actual 2017/18 $ '000	Actual 2016/17 $ '000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rates & Annual Charges	58,288	182,005
User Charges & Fees	20,821	39,819
Interest & Interest Received	2,142	5,464
Grants & Contributions	14,219	57,871
Other	3,504	25,559
Payments:		
Employee Benefits & On-costs	(33,579)	(102,860)
Materials & Contracts	(16,796)	(60,479)
Borrowing Costs	(455)	(1,447)
Other	(23,644)	(44,300)
Net Cash provided (or used in) Operating Activities	**24,500**	**101,632**
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts:		
Sale of Infrastructure, Property, Plant & Equipment	620	3,239
Deferred Debtors Receipts	-	-
Payments:		
Purchase of Investments	-	-
Purchase of Investment Property	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(35,636)	(90,313)
Purchase of Interests in Joint Ventures & Associates	-	-
Net Cash provided (or used in) Investing Activities	**(35,016)**	**(87,074)**
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts:		
Proceeds from Borrowings & Advances	-	5,500
Payments:		
Repayment of Borrowings & Advances	(1,133)	(7,159)
Repayment of Finance Lease Liabilities	-	-
Net Cash Flow provided (used in) Financing Activities	**(1,133)**	**(1,659)**
Net Increase/(Decrease) in Cash & Cash Equivalents	(11,649)	5,787
plus: Cash & Cash Equivalents and Investments - beginning of year	167,577	161,790
Cash & Cash Equivalents and Investments - year to date	**155,928**	**167,577**

WOLLONGONG CITY COUNCIL
CASH FLOW STATEMENT
as at 27 October 2017

	YTD Actual 2017/18 $ '000	Actual 2016/17 $ '000
Total Cash & Cash Equivalents and Investments - year to date	**155,928**	**167,577**
Attributable to:		
External Restrictions (refer below)	78,054	75,788
Internal Restrictions (refer below)	68,512	57,379
Unrestricted	9,362	34,410
	155,928	**167,577**
External Restrictions		
Developer Contributions	20,321	16,367
RMS Contributions	153	216
Specific Purpose Unexpended Grants	3,769	3,049
Special Rates Levy Wollongong Mall	305	228
Special Rates Levy Wollongong City Centre	33	28
Local Infrastructure Renewal Scheme	17,112	19,973
Unexpended Loans	7,501	7,424
Domestic Waste Management	11,642	11,114
Private Subsidies	4,928	4,905
West Dapto Home Deposit Assistance Program	10,189	10,085
Stormwater Management Service Charge	1,456	1,423
West Dapto Home Deposits Issued	85	85
Carbon Price	560	891
Total External Restrictions	**78,054**	**75,788**
Internal Restrictions		
Property Development	3,913	3,912
Property Investment Fund	8,333	8,266
Strategic Projects	43,437	30,175
Future Projects	5,069	5,239
Sports Priority Program	416	362
Car Parking Stategy	1,221	1,124
MacCabe Park Development	1,040	991
Darcy Wentworth Park	171	170
Garbage Disposal Facility	3,541	5,915
Telecommunications Revenue	243	193
West Dapto Development Additional Rates	659	501
Southern Phone Natural Areas	317	366
Lake Illawarra Estuary Management Fund	152	165
Total Internal Restrictions	**68,512**	**57,379**

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ITEM 25 STATEMENTS OF INVESTMENTS - OCTOBER 2017

This report provides an overview of Council's investment portfolio performance for the month of October 2017.

Council's average weighted return for October 2017 was 4.19% which was above the benchmark return of 1.66%. The result was primarily due to the positive marked to market valuation of the CBA Zero Coupon Bond, the NSW TCorp Hour Glass facilities and the aggregated Floating Rate Notes in Council's portfolio. The remainder of Council's portfolio continues to provide a high level of consistency in income and a high degree credit quality and liquidity.

RECOMMENDATION

Council receive the Statements of Investments for October 2017.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

1 Statements of Investments - October 2017
2 Investment Income Compared to Budget 2017-2018

BACKGROUND

Council is required to invest its surplus funds in accordance with the Ministerial Investment Order and Division of Local Government guidelines. The Order reflects a conservative approach and restricts the investment types available to Council. In compliance with the Order and Division of Local Government guidelines, Council adopted an Investment Policy on 19 October 2015. The Investment Policy provides a framework for the credit quality, institutional diversification and maturity constraints that Council's portfolio can be exposed to. Council's investment portfolio was controlled by Council's Finance Division during the period to ensure compliance with the Investment Policy. Council's Governance Committee's role of overseer provides for the review of the Council's Investment Policy and Management Investment Strategy.

Council's Responsible Accounting Officer is required to sign the complying Statements of Investments contained within the report, certifying that all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

Council's investment holdings as at 27 October 2017 were $155,608,158 (Statement of Investments attached) [28 October 2016 $158,622,955].

Council's average weighted return for October 2017 was 4.19% which was above the benchmark return of 1.66%. The result was primarily due to the positive marked to market valuation of the CBA Zero Coupon Bond, the NSW TCorp Hour Glass facilities and the aggregated Floating Rate Notes in Council's portfolio. The remainder of Council's portfolio continues to provide a high level of consistency in income and a high degree credit quality and liquidity.

At 27 October 2017, year to date interest and investment revenue of $1,658,292 was recognised compared to the year to date budget of $1,528,490.

Council's CBA Zero Coupon Bond experienced an increase in valuation for October 2017 of $11,600. The valuation methodology used by Laminar (Council's investment consultants) discounts the bond using a margin for a straight four year CBA obligation but also considers the illiquidity premium, this being a restructured deal and there being limited bids on the security. As this bond gradually nears maturity, movements in interest rates and liquidity will have less of an impact on the securities valuation. While there will be short term fluctuations along the way, the investments valuation will gradually

increase to its $4M maturity value. Council's 18 floating rate notes had a net increase in value of $39,225 for October 2017.

Council holds two Mortgaged Backed Securities (MBS) that recorded a net increase in value of $4,773 for October 2017. These investments continue to pay higher than normal variable rates. While the maturity dates are outside Council's control, the investment advisors had previously indicated that capital is not at risk at that stage and recommended a hold strategy due to the illiquid nature of the investment.

Council has two investments holdings under the NSW TCorp Hour Glass Facility: the Long-Term Growth Facility and the NSW TCorpIM Cash Fund. The Long-Term Growth recorded an increase in value of $51,941, and the Cash Fund recorded an increase in value of $25,699 in October. The fluctuation in the Long-Term Growth Facility is a reflection of the current share market volatility both domestically and internationally, whereas the Cash Fund provides relatively stable returns with low potential for capital loss while maintaining high levels of liquidity, similar to an 11am, at call account. The fund only invests in Australian cash and fixed interests.

At the November 2017 RBA meeting, the official cash rate remained unchanged at 1.50%. The RBA has advised that it would continue to assess the outlook and adjust policy as needed to foster sustainable growth in demand and inflation outcomes consistent with the inflation target over time. The current inflation rate is quite low and below target.

This report complies with Council's Investment Policy which was endorsed by Council on 19 October 2015. Council's Responsible Accounting Officer has signed the complying Statements of Investments contained within the report, certifying that all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal '*We are a connected and engaged community*'. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-17	Annual Plan 2017-18
Strategy	**5 Year Action**	**Annual Deliverables**
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.1 Effective and transparent financial management systems are in place	Provide accurate and timely financial reports monthly, quarterly and via the annual financial statement.
		Continuous Budget Management is in place, controlled and reported.
		Manage and further develop compliance program.
		Monitor and review achievement of Financial Strategy.

CONCLUSION

The investments for October 2017 have performed favourably compared to the year to date budget and the portfolio recorded an average weighted return above the annualised Bloomberg Bank Bill Index Benchmark.

WOLLONGONG CITY COUNCIL
STATEMENT OF INVESTMENTS
27 October 2017

On Call & Term Deposits

DIRECT INVESTMENTS

Investment Body	Rating	Purchase Price $	Fair Value of Holding $	Security	Purchase Date	Maturity Date	Interest / Coupon Rate
NAB Professional Maximiser	A-1+	-	1,855,655	11am	27/10/2017	27/10/2017	1.90%
NAB General Fund	A-1+	-	934,980	General A/c	27/10/2017	27/10/2017	
SUN	A1	2,000,000	2,000,000	T/Deposit	29/09/2016	30/10/2017	2.65%
IMB	A2	3,000,000	3,000,000	T/Deposit	30/09/2016	30/10/2017	2.50%
BOQ	A2	2,000,000	2,000,000	T/Deposit	10/03/2017	10/11/2017	2.65%
SUN	A+	2,000,000	2,000,000	T/Deposit	24/05/2016	24/11/2017	2.85%
CBA	AA-	2,000,000	2,000,000	T/Deposit	27/05/2016	27/11/2017	2.71%
IMB	A2	2,000,000	2,000,000	T/Deposit	31/05/2017	01/12/2017	2.65%
CBA	A1+	1,000,000	1,000,000	T/Deposit	10/03/2017	05/12/2017	2.68%
Bwest	A1+	5,000,000	5,000,000	T/Deposit	06/10/2017	05/12/2017	2.35%
BOQ	A2	2,000,000	2,000,000	T/Deposit	29/09/2016	28/12/2017	2.60%
ME	A2	3,000,000	3,000,000	T/Deposit	06/09/2017	04/01/2018	2.48%
BEN	A2	3,000,000	3,000,000	T/Deposit	08/12/2016	08/01/2018	2.70%
ME	A2	1,500,000	1,500,000	T/Deposit	08/12/2016	08/01/2018	2.70%
CBA	A1+	2,000,000	2,000,000	T/Deposit	10/03/2017	05/02/2018	2.72%
Bwest	A1+	3,000,000	3,000,000	T/Deposit	06/09/2017	05/02/2018	2.45%
BOQ	A2	2,000,000	2,000,000	T/Deposit	22/06/2017	19/02/2018	2.65%
SUN	A1	2,000,000	2,000,000	T/Deposit	06/10/2017	05/03/2018	2.50%
IMB	A2	3,000,000	3,000,000	T/Deposit	08/12/2016	08/03/2018	2.63%
ME	A2	1,000,000	1,000,000	T/Deposit	14/09/2016	14/03/2018	2.65%
STG	A1+	1,000,000	1,000,000	T/Deposit	16/02/2017	16/03/2018	2.62%
NAB	A1+	1,500,000	1,500,000	T/Deposit	28/02/2017	28/03/2018	2.63%
IMB	A2	2,000,000	2,000,000	T/Deposit	28/02/2017	29/03/2018	2.61%
CBA	A1+	2,000,000	2,000,000	T/Deposit	10/03/2017	10/04/2018	2.74%
IMB	A2	3,000,000	3,000,000	T/Deposit	22/06/2017	20/04/2018	2.60%
NAB	A1+	2,000,000	2,000,000	T/Deposit	18/11/2016	18/05/2018	2.85%
BOQ	A2	3,000,000	3,000,000	T/Deposit	23/02/2017	23/05/2018	2.80%
CBA	A1+	3,000,000	3,000,000	T/Deposit	06/09/2017	18/06/2018	2.56%
NAB	A1+	1,030,000	1,030,000	T/Deposit	19/12/2016	19/06/2018	2.79%
WBC	AA-	2,000,000	2,000,000	T/Deposit	26/06/2017	26/06/2018	2.52%
BEN	A2	5,000,000	5,000,000	T/Deposit	22/06/2017	23/07/2018	2.75%
BOQ	A2	2,000,000	2,000,000	T/Deposit	09/09/2016	10/09/2018	2.65%
IMB	BBB	2,000,000	2,000,000	T/Deposit	12/09/2016	12/09/2018	2.60%
ME	A2	2,000,000	2,000,000	T/Deposit	14/09/2016	14/09/2018	2.65%
BEN	A2	2,000,000	2,000,000	T/Deposit	29/09/2016	28/09/2018	2.90%
ME	A2	3,000,000	3,000,000	T/Deposit	16/10/2017	16/10/2018	2.62%
WBC	A1+	2,000,000	2,000,000	T/Deposit	06/09/2017	06/11/2018	2.60%
WBC	A1+	3,000,000	3,000,000	T/Deposit	23/02/2017	23/11/2018	2.80%
BOQ	A2	1,500,000	1,500,000	T/Deposit	08/12/2016	07/12/2018	2.95%
SUN	A1+	3,000,000	3,000,000	T/Deposit	08/12/2016	07/12/2018	2.76%
WBC	A1+	2,000,000	2,000,000	T/Deposit	06/09/2017	07/01/2019	2.62%
WBC	A1+	3,000,000	3,000,000	T/Deposit	31/01/2017	31/01/2019	2.90%
WBC	A1+	2,000,000	2,000,000	T/Deposit	06/09/2017	06/03/2019	2.64%
BEN	A2	1,000,000	1,000,000	T/Deposit	13/03/2017	13/03/2019	2.90%
BOQ	Fitch A-	1,000,000	1,000,000	T/Deposit	06/09/2017	06/09/2019	2.80%
Total			**99,320,636**				

WOLLONGONG CITY COUNCIL
STATEMENT OF INVESTMENTS
27 October 2017 continued

Bond and Floating Rate Note Securities

DIRECT INVESTMENTS

Investment Body	Rating	Purchase Price $	Fair Value of Holding $	Security	Purchase Date	Maturity Date	Interest / Coupon Rate
Commonwealth Bank Australia zero coupon bond with a $4M face value	AA-	2,000,000	3,966,800	BOND	21/01/2008	22/01/2018	
CBA	AA-	1,000,000	1,006,000	FRN	19/10/2015	19/10/2018	2.34%
CUA	BBB	3,000,000	3,026,400	FRN	01/04/2016	01/04/2019	3.30%
Westpac	AA-	3,000,000	3,047,250	FRN	11/03/2016	10/05/2019	2.69%
Greater Bank Ltd	BBB	2,000,000	2,027,280	FRN	07/06/2016	07/06/2019	3.34%
Bendigo Bank	Fitch A-	1,000,000	1,006,610	FRN	16/09/2015	17/09/2019	2.65%
Bendigo Bank	Fitch A-	2,000,000	2,022,440	FRN	21/11/2016	21/02/2020	2.79%
CUA	BBB	2,000,000	2,010,840	FRN	20/03/2017	20/03/2020	3.01%
ME Bank	BBB	2,000,000	2,005,320	FRN	06/04/2017	06/04/2020	2.94%
NAB	AA-	3,000,000	3,033,240	FRN	24/06/2015	03/06/2020	2.54%
Bendigo Bank	Fitch A-	2,000,000	2,023,760	FRN	18/08/2015	18/08/2020	2.79%
SUN Corp	A+	1,500,000	1,525,365	FRN	20/10/2015	20/10/2020	2.95%
NAB	AA-	1,000,000	1,020,600	FRN	05/11/2015	05/11/2020	2.77%
SUN	A+	2,000,000	2,043,980	FRN	12/04/2016	12/04/2021	3.08%
AMP	A	2,000,000	2,049,440	FRN	24/05/2016	24/05/2021	3.07%
Westpac	AA-	3,000,000	3,065,190	FRN	03/06/2016	03/06/2021	2.90%
ANZ	AA-	2,000,000	2,043,500	FRN	16/08/2016	16/08/2021	2.82%
AMP	A	3,000,000	3,029,940	FRN	30/03/2017	30/03/2022	2.76%
SUN	A+	1,501,530	1,501,530	FRN	30/08/2017	16/08/2022	2.66%
EMERALD A Mortgage Backed Security *	AAA	629,895	462,299	M/Bac	17/07/2006	21/08/2022	2.14%
EMERALD B Mortgage Backed Security *	Fitch AA	2,000,000	1,238,960	M/Bac	17/07/2006	21/08/2056	2.44%
Total			**43,156,744**				

Managed Funds & Other

MANAGED FUNDS

Investment Body	Rating	Purchase Price $	Fair Value of Holding $	Purchase Date	Monthly Return (Actual)	Annualised % p.a.	FYTD (Actual)
TcorpIM Cash Fund Facility	N/A	11,124,210	**11,119,389**	1/06/2017	2.35%	30.63%	9.10%
Tcorp Long Term Growth Facility Trust	N/A	1,630,253	**2,011,387**	13/06/2007	2.65%	34.55%	13.00%
Total			**13,130,776**				

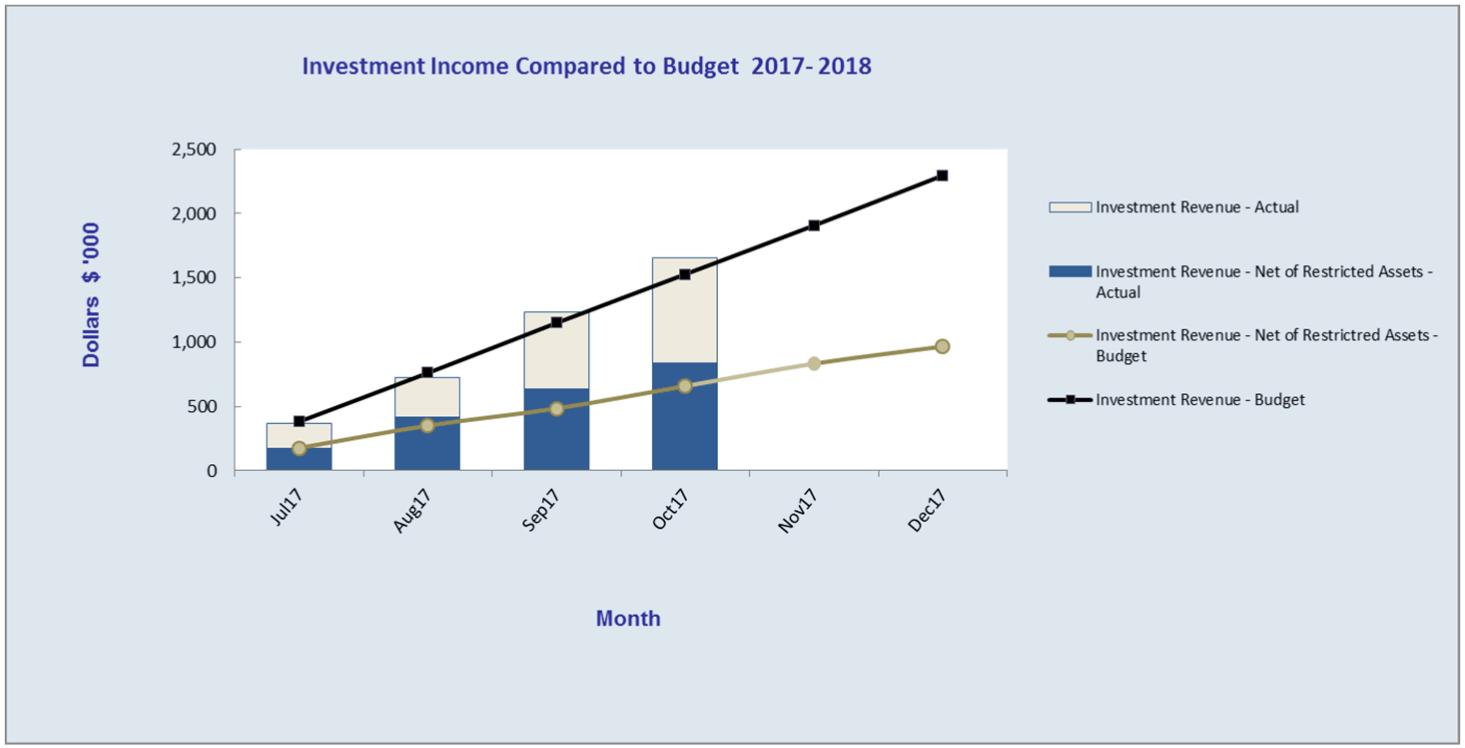
Investment Body	Face Value			Security
Southern Phone Company	N/A	2		shares

TOTAL INVESTMENTS **$ 155,608,158**

* The maturity date provided is the weighted-average life of the security. This is the average amount of time that will elapse from the date of security's issuance until each dollar is repaid based on an actuarial assessment. Assessments are carried out on a regular basis which can potentially extend the life of the investment. Current assessments anticipate an extension of life of the investment.

This is to certify that all of the above investments have been placed in accordance with the Act, the regulations and Council's Investment Policies.

Brian Jenkins
RESPONSIBLE ACCOUNTING OFFICER


Investment Income Compared to Budget 2017- 2018
Dollars $ '000
2,500
2,000
1,500
1,000
500
0
Jul17
Aug17
Sep17
Oct17
Nov17
Dec17
Month
Investment Revenue - Actual
Investment Revenue - Net of Restricted Assets - Actual
Investment Revenue - Net of Restrictred Assets - Budget
Investment Revenue - Budget

File: CP-914.05.001 Doc: IC17/548

ITEM 26 QUARTERLY REPORT ON DEVELOPMENT APPLICATIONS INVOLVING VARIATIONS TO DEVELOPMENT STANDARDS 1 JULY TO 30 SEPTEMBER 2017

This regular quarterly report to Council identifies three (3) Development Applications have been determined during the period 1 July to 30 September 2017, where a variation to a development standard was granted. The NSW Department of Planning and Environment has been notified of the variations as part of Council's ongoing reporting requirements.

RECOMMENDATION

Council note the report.

REPORT AUTHORISATIONS

Report of: Mark Riordan, Manager Development Assessment and Certification
Authorised by: Andrew Carfield, Director Planning and Environment - Future City and Neighbourhoods

ATTACHMENTS

1 Variation to Development Standards - July to September 2017

BACKGROUND

Development Applications involving variations to development standards may be made under clause 4.6 of Wollongong Local Environmental Plan 2009 (WLEP 2009). Requirements are provided within clause 4.6 of WLEP 2009 for the assessment of variations to development standards.

Any variations approved are reported on a quarterly basis to Department of Planning and Environment (DP&E), in accordance with procedural guidelines. Council and DP&E may in turn consider the extent and nature of variations granted when reviewing relevant planning controls or instruments.

Wollongong City Council provides further transparency and oversight of applications seeking departures to development standard via:

- Independent Hearing and Assessment Panel (IHAP) peer review.
- Declaration of any variation during public exhibition.
- Maintaining an ongoing pubic record of all variations approved.

QUARTERLY RESULT

During the last quarter (1 July 2017 to 30 September 2017) three (3) Development Applications were approved which included a variation to a development standard. The first application (DA-2010/439/B) involved alterations and additions to the Imperial Hotel at Clifton. The proposal involved variations to clause 4.3 Height of Buildings and clause 4.4 Floor Space Ratio (FSR) under Wollongong Local Environmental Plan 2009 (WLEP 2009). The proposed variation to clause 4.3 Height of Buildings was considered reasonable on the basis that the Imperial Hotel has an existing 12.3 metre height, which is already above the 9 metre height limit under WLEP 2009. The proposal involved a 0.36:1 FSR instead of the permitted 0.3:1 FSR under WLEP 2009. The proposed variation to clause 4.4 Floor Space Ratio was also considered reasonable in the circumstances of the case particularly since FSR variation was a result from the enclosure of two rear decks to deal with inclement weather. The rear decks are enclosed by glass panels which act as an acoustic barrier and minimise overlooking to properties to the south. Further, the proposed enclosure of the rear decks was also supported on the basis of upgrading the dilapidated building and activating the rear of the building to return the heritage building back to a useable state. This application was referred to the Independent Hearing & Assessment Panel (IHAP) on 19 July 2017. All panel members concurred with the Council Officer's recommendation, subject to the imposition of appropriate conditions of consent.

The second application (DA-2016/969) involved the demolition of existing structures and construction of shop top housing comprising ground floor commercial/retail space and six residential levels above with basement parking. The proposed variation related to a proposed 7 metre building separation distance instead of a 20 metre building separation distance. The application was referred to IHAP on 26 April 2017 at which time the panel members deferred consideration of the application and recommended amended plans and additional information be provided for a number of issues/matters, including waste management issues, daylight access issues on the northern elevation, deep soil planting, inadequate building separation on the north-west corner of the site, access to communal open space and functionality of the open space, additional accessible parking on basement levels 1 and 2 of the development and additional information on whether the existing building fell within the definition of Low Rental Residential Building. The IHAP indicated that these matters did not necessitate the application to be re-referred back to IHAP. Amended plans and additional information were provided to Council to enable further assessment of the application. The previous matters were all satisfactorily addressed and considered by a further Section 79C assessment report. The Manager Development Assessment & Certification considered the further Section 79C assessment report and subsequently agreed to the approval of the development subject to the imposition of appropriate conditions of consent.

The third application (DA-2017/603) involved alterations and additions to an existing dwelling-house at Cordeaux Heights. The proposal involved a proposed Floor Space Ratio (FSR) on 0.4:1 instead of the FSR of 0.3:1 permitted under WLEP 2009. The proposed variation of the FSR standard was considered reasonable on the basis that the proposed development was compatible with the streetscape with the bulk and scale of the proposed development being sympathetic with surrounding development in the locality.

Attachment 1 provides for the information relating to these matters and forms the basis of the quarterly return for Department of Planning and Environment, which is now submitted.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective 1.6: *The sustainability of our urban environment is improved under the Community Goal We value and protect our environment Community Goal.*

It specifically addresses the Annual Plan 2016-17 Key Deliverables: *Development is functional, attractive and sympathetic with the environment and avoids unnecessary use of energy, water or other resources* which forms part of the Five Year Action: *Provide high quality development assessment and certification based on QBL principles* contained with the Revised Delivery Program 2012-2017.

It specifically addresses the Annual Plan 2016-17 Key Deliverables: *Development is functional, attractive and sympathetic with the environment and avoids unnecessary use of energy, water or other resources* which forms part of the Five Year Action: *Provide high quality development assessment and certification based on QBL principles* contained with the Revised Delivery Program 2012-2017.

Development Applications approved with variations to development standards for the quarterly period between 1 July 2017 and 30 September 2017 (Reporting applications with a decision of 'Approved'/'Deferred Commencement')

Application	DA-2010/439/B			
Lots	100 DP 1118518, 1 Sec 1 DP2281		**Zone**	E4 Environmental Living
Address	317 and 321 Lawrence Hargrave Drive, CLIFTON NSW 2515			
Description	Alterations and additions to existing Imperial Hotel building, continued use as a pub/restaurant, with parking for 24 vehicles, 2 (two) motorcycle spaces, 7 (seven) bicycle spaces and landscaping works			
Decision	Approved		**Decision Date**	1 August 2017
Variations	**Planning Instrument**	WLEP 2009	**Clauses**	4.3(2) Height of buildings 4.4(2) Floor space ratio
	Justification of variation	Clause 4.3 Height of Buildings The requested exception to Clause 4.3 Height of Buildings of Wollongong Local Environmental Plan 2009 is considered reasonable given the circumstances of the case. It is noted that the heritage listed Imperial Hotel has an existing height greater than 13m. The Applicant has provided adequate justification for the variation sought and demonstrates that strict compliance with the development standard is unreasonable and unnecessary. The application was referred to IHAP on 19 July 2017. All panel members concurred with the Council Officer's recommendation subject to amendments. Clause 4.4 Floor Space Ratio The requested exception to Clause 4.4 Floor Space Ratio of Wollongong Local Environmental Plan 2009 is considered reasonable given the circumstances of the case. The Applicant has provided adequate justification for the variation sought and demonstrates that strict compliance with the development standard is unreasonable and unnecessary. The application was referred to IHAP on 19 July 2017. All panel members concurred with the Council Officer's recommendation subject to amendments.			
	Extent of variation	Clause 4.3 Height of Buildings of Wollongong Local Environmental Plan 2009 Maximum permitted height: 9m Approved height: 12.3m Clause 4.4 Floor Space Ratio of Wollongong Local Environmental Plan 2009 Maximum FSR permitted: 0.3:1 Approved FSR: 0.36:1			
	Concurring Authority	Council under assumed concurrence		

Application	DA-2016/969			
Lots	2 DP153824, 3 DP 153824, 4 DP153824, 1 DP 196964		**Zone**	B4 Mixed Use
Address	48 Bank Street, WOLLONGONG NSW 2500 108A and 108 Kembla Street, WOLLONGONG NSW 2500			
Description	Demolition of existing structures and construction of shop top housing comprising ground floor commercial and six residential levels with basement parking			
Decision	Approved		**Decision Date**	6 July 2017
Variations	**Planning Instrument**	WLEP 2009	**Clause**	8.6 Building separation within the B4 Mixed Use zone
	Justification of variation	Objectives of Clause 8.6 and zone objectives have been satisfied & sufficient planning grounds to justify variation provided. Reduced building separation will not compromise visual amenity, privacy, overshadowing outcomes for existing or future buildings. The application was referred to IHAP on 26 April 2017 at which time the IHAP panel deferred the application requiring amended plans and additional information for a number of matters, including waste management, lack of deep soil planting, inadequate building separation in the north-west corner of the site, access to communal open space and functionality of the landscape space, main bedrooms relying on highlight windows for daylight access on the northern elevation, insufficient information on whether the existing building did not fall within the definition of Low Rental Residential Building and additional accessible parking on basement levels 1 and 2. At the 26 April 2017 meeting, IHAP indicated that the matter did not need to come back to IHAP once these issues were addressed. The matters were satisfactorily addressed and a Section 79C Assessment Report was completed on 5 July 2017 recommending approval of the development subject to appropriate conditions.		
	Extent of variation	20m separation distance between habitable parts of dwellings where minimum 7m separation distance proposed.		
	Concurring Authority	Council under assumed concurrence		

Application	DA-2017/603			
Lot	523 DP 1006249		**Zone**	E4 Environmental Living
Address	5 Southspur, CORDEAUX HEIGHTS NSW 2526			
Description	Residential - Alterations and Additions			
Decision	Approved		**Decision Date**	12 September 2017
Variations	**Planning Instrument**	WLEP 2009	**Clause**	4.4(2) Floor space ratio
	Justification of variation	The proposal is compatible with the streetscape and is of a bulk and scale that reflects surrounding development. Therefore, the proposal will have minimal impact on the amenity of the neighbourhood. The application was referred to IHAP on 30 August 2017. All panel members concurred with the Council Officer's recommendation subject to amendments.		
	Extent of variation	Required FSR 0.3:1, approved FSR 0.4:1		
	Concurring Authority	Council under assumed concurrence		

File: IW-911.01.168 Doc: IC17/629

ITEM 27 CITY OF WOLLONGONG TRAFFIC COMMITTEE - MINUTES OF MEETING HELD 15 NOVEMBER 2017

A meeting of the City of Wollongong Traffic Committee was held on 15 November 2017.

Item 1 and 7 – 11 have been adopted by Council through delegated authority.

Items 2 – 6 of the meeting must be determined by Council and are recommended to Council for approval for the temporary regulation of traffic on public roads for works or events by independent parties.

RECOMMENDATION

1 In accordance with the powers delegated to Council, the Minutes and recommendations of the City of Wollongong Traffic Committee meeting held 15 November 2017 in relation to the Regulation of Traffic be adopted.

REPORT AUTHORISATIONS

Report of: Mike Dowd, Manager Infrastructure Strategy and Planning
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

1 Standard Conditions for Road Closures
2 Standard Conditions for Road Closures for Street Parties
3 NRL Matches WIN Entertainment Centre
4 Corona Sunset Musical Festival
5 Amaroo Avenue, Figtree - Mine Power Line
6 Illawarra Cycle Club Weekly Races Course Map
7 TMP's for Illawarra Cycle Club
8 Illawarra Cycle Club Proposed Program 2018

BACKGROUND

REGULATION OF TRAFFIC

1 BULLI – WARD 1 (ITEM 2 OF TRAFFIC COMMITTEE MINUTES)

Gwyther Street – Christmas Street Party – 24 December 2017 – 4.00pm – 11.00pm.

Background

The community of Gwyther Street, Bulli have requested approval for a road closure to hold a street party on Sunday 24 December 2017. The closure involves the section between Organ's Road and Stokes Lane and will take effect from 4.00pm to 11.00pm on the day. The party has been held without incident in previous years in accordance with Councils Standard Conditions of Street Parties. The organiser has provided evidence that residents affected by the closure have agreed to the event.

Consultation

Consultation is a condition of approval for this agenda item.

Proposal

The proposed road closure on 24 December 2017 from 4.00pm – 11.00pm be approved subject to Councils Standard Conditions for Street Parties (Attachment 2).

2 WOLLONGONG – WARD 2 (ITEM 3 OF TRAFFIC COMMITTEE MINUTES)

WIN Stadium – Corner Crown & Harbour Streets – NRL Matches 2018

Background

The venue Manager at the WIN Sports and Entertainment Centres has asked Council for approval to the regulation of Traffic as set out in the Type 2 event TMP's and assuming attendance ranging between 11,000 and 15,000 attendees. This involves the closure of the one way section at Harbour Street between Stewart and Burelli Streets and traffic controls at the corner of Harbour and Crown Streets to facilitate crowd numbers crossing the street at the conclusion of the events. The following events have been confirmed:

Wigan v Hull – Betfred Super League (UK) – Saturday 10 February 2018

Nitro Circus Live – Saturday 24 March 2018.
Easter Sunday – Dragons v Knights – 1 April 2018.
Dragons v Sharks – Friday 13 April 2018.
Dragons v Manly – Saturday 16 June 2018.
Dragons v Eels – Thursday 28 June 2018.
Dragons v Warriors – Saturday 4 August 2018.

As with previous events at this venue the regulation of traffic is set out in the TMP's originally approved as part of the develop and consent for this facility, based on expected crowd numbers.

Consultation

Consultation is a condition of approval for this Agenda.

Proposal

The road closure and regulation of traffic for the listed events in 2018 be approved subject to Type 2 TMP's submitted (Attachment 3) and Councils Standard Conditions for Road Closures (Attachment 1).

3 WOLLONGONG – WARD 2 (ITEM 4 OF TRAFFIC COMMITTEE MINUTES)

Corona Sunset Event - Saturday 3 March 2018 – 2.00pm – 11.00pm

Background

Council has received an application from the organisers for the Corona Sunset event proposed for North Beach on Saturday 3 March 2018. Although the event is to be held within the beach reserve the application is for road closures of Blackett Street (eastern end) and Cliff Road between Bourke Street and the George Hanley Drive access road to Stuart Park. It is understood that the road closures are requested to permit the event to be set up and that preliminary negotiations have been undertaken with Managers of the Novotel. It is proposed that residents of Blackett Street and service vehicles for the Novotel will be permitted to enter Blackett Street during the event.

Police advised the measures to prevent unauthorised vehicle access are to ensure gaps between heavy barriers are no more than 1.2 metres. Water filled barriers with gaps of no more than 1.2 metres are also to be maintained at all times. The organisers are making a separate application to Council for the use of the car park off the northern end of Cliff Road. The closures will take effect from 2.00pm – 11.00pm on the day.

Consultation

Consultation is a condition of approval for this Agenda item.

Proposal

The proposed road closures on Saturday 3 March 2018 at 2.00pm – 11.00pm be approved subject to the submitted TMPS (Attachment 4) with water filled barriers with gaps of no more than 1.2 metres to be maintained at all times and Councils Standard Conditions for Road Closures (Attachment 1)

4 FIGTREE - WARD 2 (ITEM 5 OF TRAFFIC COMMITTEE MINUTES)

Amaroo Avenue – Mine power line – 15 – 25 January 2018

Background

Illawarra Coal have applied for approval to close Amaroo Avenue, Figtree for 2 days within the period of 15 – 25 January 2018 to carry out maintenance on the mine power supply which is located within the road reserve. The road closures will take effect from 6.00am 5.00pm on two days in this period, weather permitting. The preferred days are 16 and 17 January 2018.

The route 35 will be affected by the closure and Premier Illawarra have agreed to divert the service via Gibsons Road.

Consultation

Consultation is a condition of this Agenda item.

Proposal

The proposed road closure for two days in the period 15 – 25 January 2018 be approved subject to the submitted TMP (Attachment 5) and the Councils Standard Conditions of Road Closures (Attachment 1)

5 WOLLONGONG - WARD 2 (ITEM 6 OF TRAFFIC COMMITTEE MEETING)

Strathearn Avenue - Wollongong – Street Party & Cancer Fundraiser – 24 December 2017 – 4.00pm – 12.00pm

Background

Council has received a request for a road closure of Strathearn Avenue (No.9) between Lauder Avenue and Union Street/South Street for a street party. The closure is requested from 4.00pm to 12am on Saturday 24 December 2016. The organiser has provided a comprehensive list of signatures from residents affected by the closure. Should access be required, the organisers have agreed to escort vehicles through the closed road as needed. It should be noted that the section of the street being closed is between the corner of Lauder Street and No.9 Strathearn Avenue with a detour sign to be located outside No.1 Strathearn and a detour sign at the corner of South Street and Strathearn Avenue.

Consultation

Consultation is a condition of this Agenda item.

Proposal

The proposed road closure on 24 December 2017 from 4.00pm – 12.00pm be approved subject to Councils Standard Conditions for Street Parties (Attachment 2) and the two detour signs.

LATE ITEM

6 AVONDALE - WARD 3 (ITEM 7 OF TRAFFIC COMMITTEE MEETING)

Illawarra Cycle Club – 36km Race Event Sunday 14 and 28 January 2018 – Avondale Road, Avondale.

Background

The Illawarra Cycle Club have submitted the dates for the Program of Events in 2018 which are similar to previous years. The events from February 2018 to the end of the 2018 will be considered at the January 2018 Traffic Committee meeting.

There are two 36km races proposed on Sunday 14 and 28 January 2018 which need to be considered in time to report the proposed regulation of traffic to Council at its meeting on 11 December 2017. These cycling races all start and finish at Dons Farm on Avondale Road, Avondale and the regulation of traffic set out on the attached TCP's for control points 1,2,3,4 and 5a will be in place from 8am to 10am on each of the Sundays in January 2018. These races involve 4 laps of the green course on the attached Course map.

Consultation

Consultation is a condition of this Agenda item.

Proposal

The proposed road closure on Sunday 14 and 28 January from 8am – 10am be approved subject to the submitted TMP's (Attachment 6) and the Councils Standard Conditions for Road Closures (Attachment 1)

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal under the objective Community Goal 6 – *We have sustainable, affordable and accessible transport.*

It specifically delivers on core business activities as detailed in the Transport Services Plan 2016-17.

Attachment 1 – WCC Standard Conditions

Standard Conditions for Road Closures

For Special Events and Work Related activities Within Council Road Reserves.

Following approval by Wollongong City Council, road closures are subject to the additional Council conditions:

1. **The Applicant must complete the Council form** *'Application to Open and Occupy or Underbore a Roadway or Footpath' (Refer to Checklist below – relates to Section 138 of the Roads Act.)*
2. **NSW Police Approval:** The Applicant must obtain written approval from NSW Police, where required under the Roads Act.
3. **If the Road Closure is within 100m of any traffic control signals or on a *'State Classified Road'*** the Applicant must obtain a Road Occupancy Licence (ROL) from NSW Roads & Maritime Services (RMS).
4. **The Applicant must advise all affected residents and business owners** within the closure area of the date/s and times for the closure, at least 7 days prior to the intended date of works.
5. **The Applicant must advise Emergency Services:** Ambulance, Fire Brigade and Police, Taxi and Bus Companies of the closure dates and times in writing, 7 days prior to the intended date of works. The Applicant must endeavour to minimise the impact on bus services during the closure.
6. **Traffic Management Plan:** The closure must be set up in accordance with the approved **Traffic Management Plan (TMP)** prepared by an appropriately qualified traffic controller; a copy of whose qualifications must be included with the submitted TMP.
7. **Traffic Management Plan Setup:** The Traffic Management Plan must be set up by appropriately qualified traffic control persons or the NSW Police.
8. **Access to properties affected by the road closure must be maintained where possible.** Where direct access cannot be achieved, an alternative arrangement must be agreed to by both the applicant and the affected person/s.
9. **Public Notice Advertisement:** The Applicant must advertise the road closure in the Public Notices section of the local paper, detailing closure date/s and times at least 7 days prior to the closure.
10. **Public Liability Policy:** The Applicant must provide Council with a copy of their current insurance policy to a value of no less than $20 million dollars to cover Wollongong City Council from any claims arising from the closure.

Checklist:

☑ **Completed Council Form:**
'Application to Open and Occupy or Underbore a Roadway or Footpath'.

Required information as shown below MUST be attached:

☑ A copy of the letter from the Traffic Committee authorising the closure
☑ The Traffic Management Plan (TMP)
☑ The Road Occupancy Licence (ROL) *if required*
☑ Written approval from NSW Police
☑ Public Liability Insurance

Applications may be lodged in the Customer Service Centre located on the Ground Floor of Council's Administration Building, 41 Burelli Street Wollongong between 8.30am and 5pm Monday to Friday.

Z16/135267

Attachment 2 – Standard Conditions for Street Parties 1 of 2

STANDARD CONDITIONS FOR ROAD CLOSURES FOR STREET PARTIES

1 Each road affected by the closure approval shall be restored to full and uninterrupted traffic flow prior to the end of the closure.

2 The road shall be cleared sufficiently to allow an emergency vehicle access to a property within the closure area. For this reason, no barbeques, heavy tables or other heavy equipment is to be set up on the road pavement.

3 You are required to advertise the road closure in the local newspaper

E.g. Temporary Road Closure – Larkins Lane, Yallah
Date: 18 December 2015
Time: 2 pm – 7 pm
Event: Street Party

4 Council will notify emergency services and the Police Service.

5 NSW Police Service directions are to be strictly adhered to.

6 Council will endeavour to make available to you the following equipment for the closure

Regular Street Equipment Requirements	Cul - De - Sac Street Equipment Requirements
6 Barrier legs	3 Barrier legs
12 Road Barriers	6 Road Barriers
2 Road Closed Signs	1 Road Closed Signs
4 Flashing Lights	2 Flashing Lights

It should be noted that Council does not supply 9 volt batteries for flashing lights, however batteries can be made available for approximately $3.40 each.

The flashing lights must be fixed to the barriers and operating prior to sunset.

It is your responsibility to collect this equipment from Council's Works Depot Store, Montague Street, North Wollongong, prior to 2.00 pm on the last working day prior to your proposed road closure, and return same on the next working day following the closure. Please ensure you sign a receipt when collecting and returning this equipment.

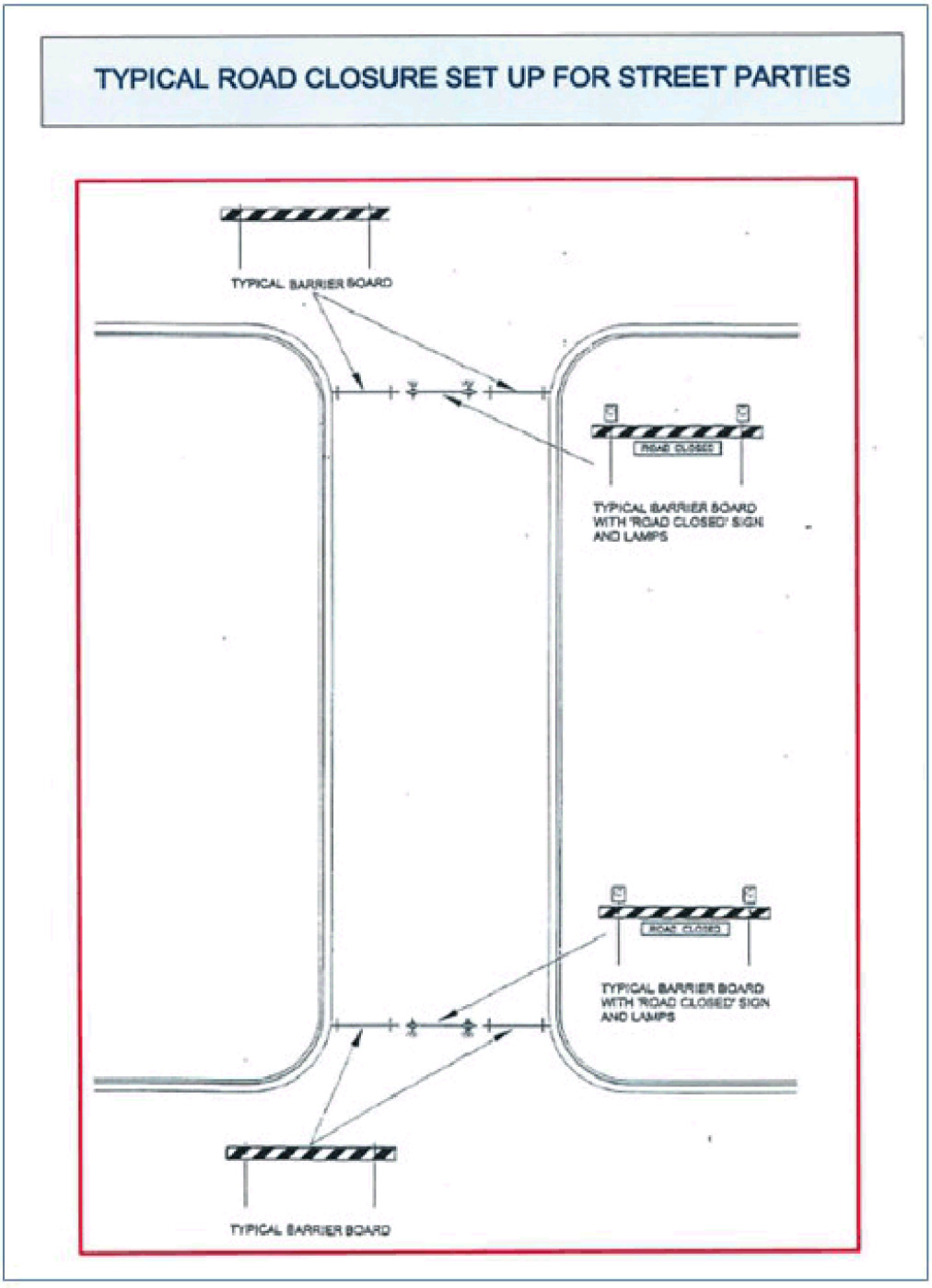
Equipment, which is returned damaged beyond use or not returned at all, will be replaced at your cost.

A sufficient number of people (at least 2), together with a vehicle suitable for the purpose of transporting the relevant equipment, are to be provided by the organisers for the loading and unloading of this equipment at the Depot.

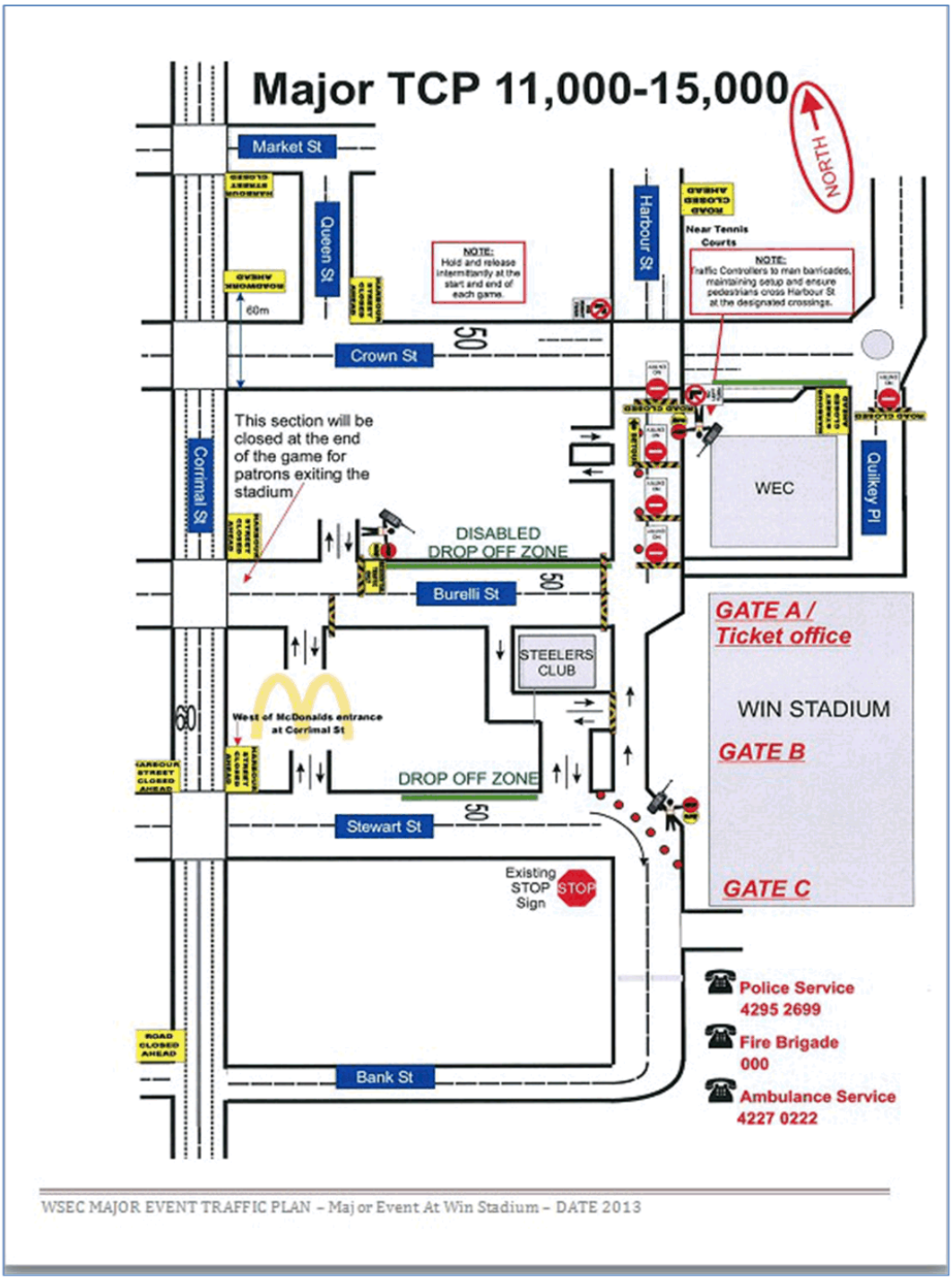
7 You are requested to email Council's Events and Functions Coordinator events@wollongong.nsw.gov.au **two weeks prior to pick-up** to ensure availability of the equipment.

8 If Council's Store does not have sufficient equipment to lend, you are to obtain equipment from another source (e.g. hire firm), at your expense.

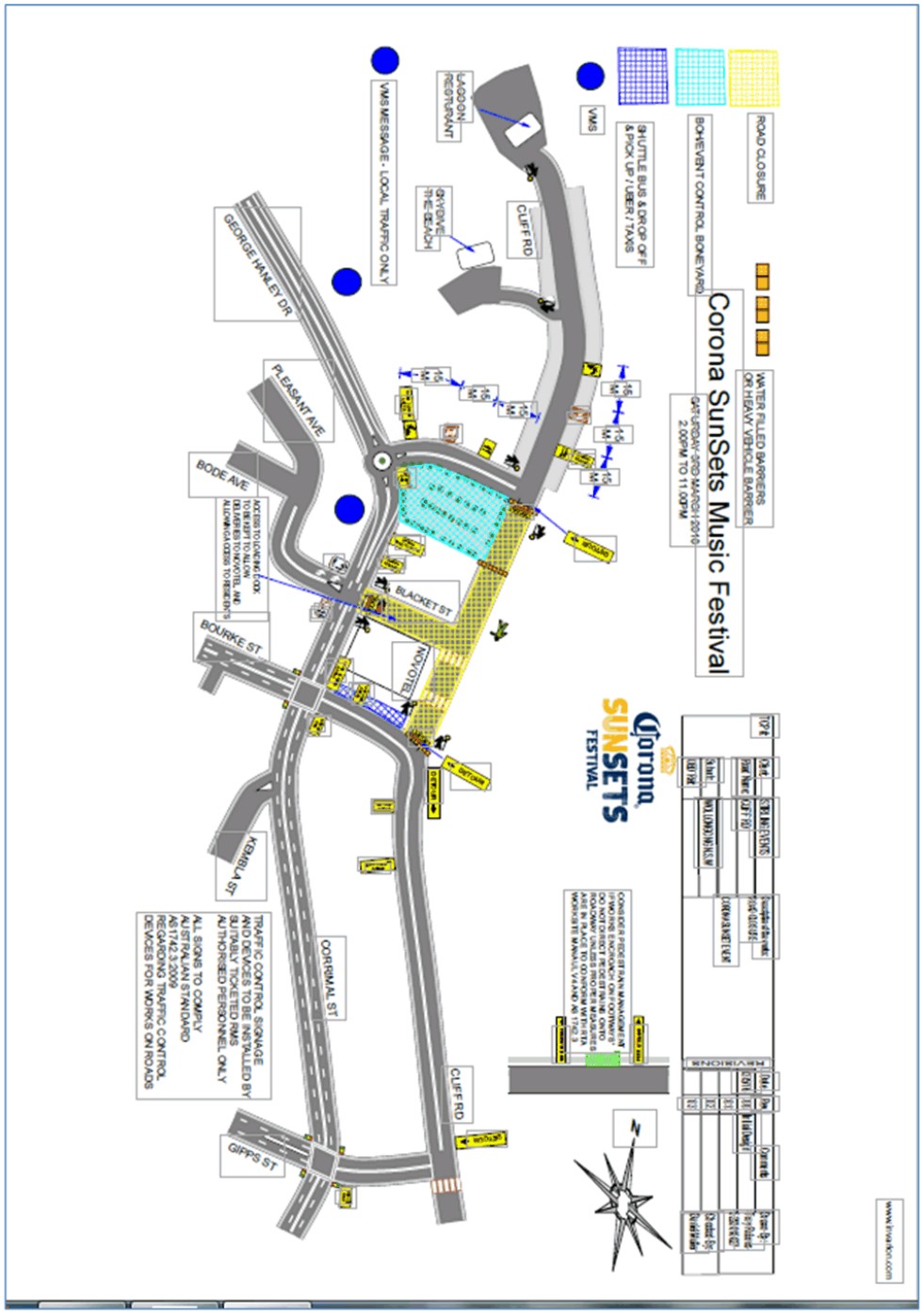
Attachment 2 – Standard Conditions for Street Parties – 2 of 2



TMP Type 2 – NRL Matches – WIN Entertainment Centre



Corona Sunset Musical Festival



TRAFFIC CONTROL PLAN AMAROO AVE, FIGTREE

www.invarion.com

For works on and around footpath a minimum width of 1.5m shall be maintained at all times for pedestrians to pass unhindered

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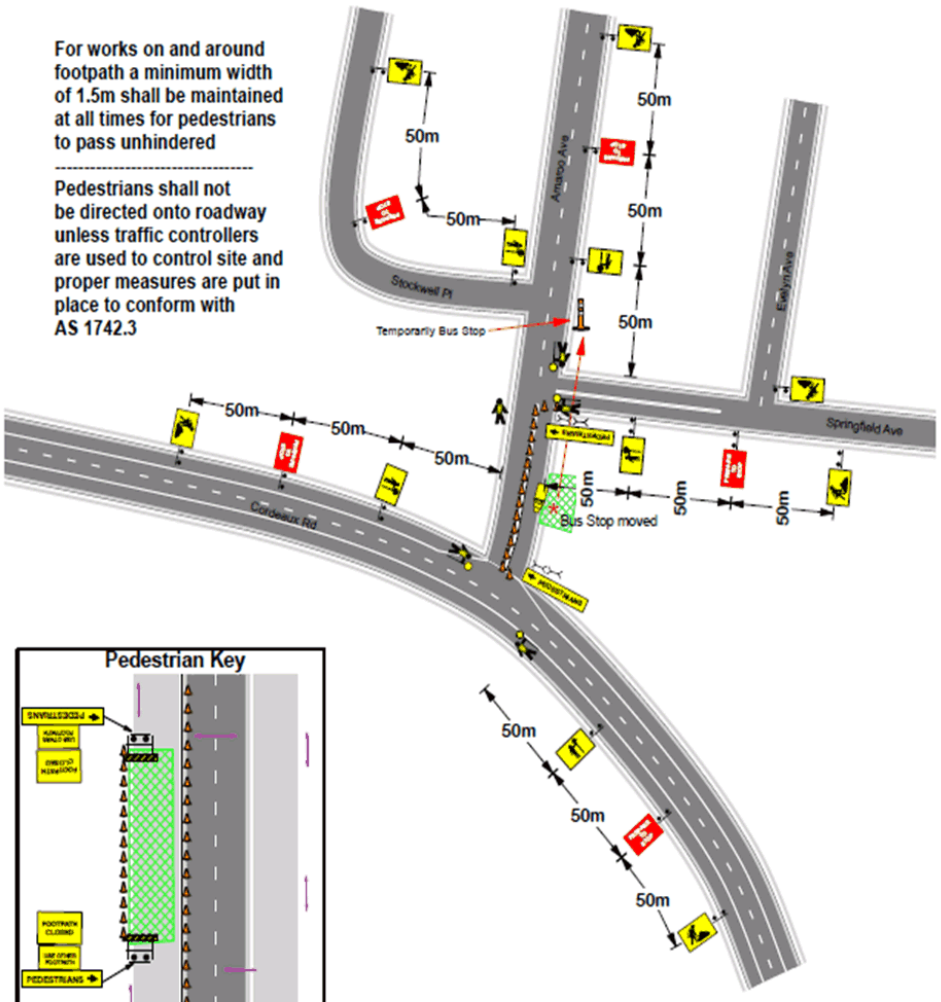
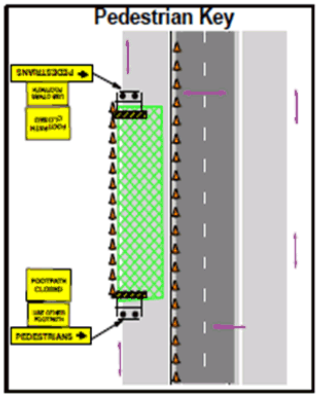
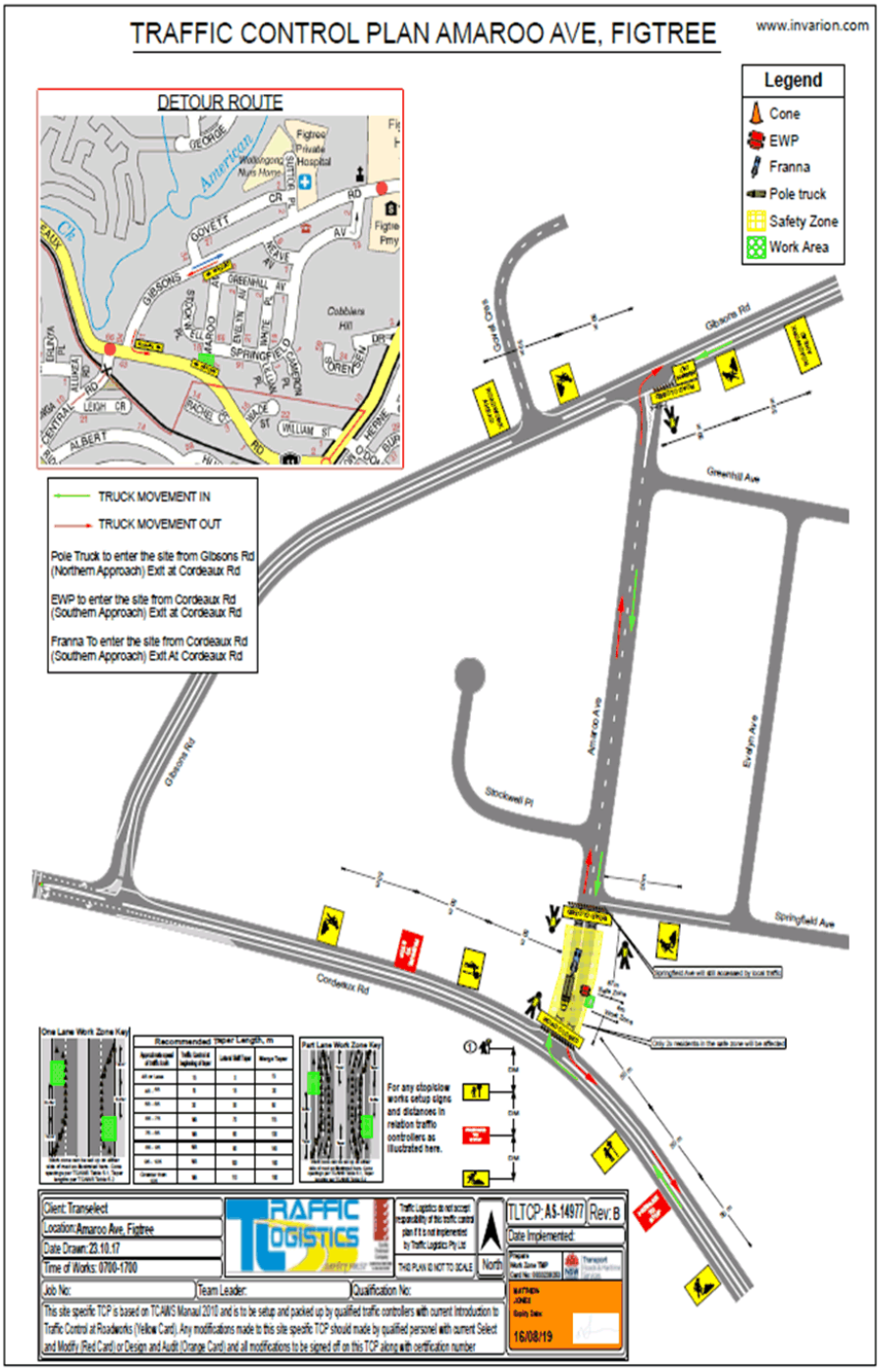
Pedestrians shall not be directed onto roadway unless traffic controllers are used to control site and proper measures are put in place to conform with AS 1742.3





Client: Transelect	TRAFFIC LOGISTICS	Traffic Logistics do not accept responsibility of this traffic control plan if it is not implemented by Traffic Logistics Pty Ltd	TLTCP: AS-5563 Rev: A
Location: Amaroo Ave, Figtree		THIS PLAN IS NOT TO SCALE	Date Implemented:
Date Drawn: 18.5.17		North	Prepare Work Zone TMP Card No: 00302286283 NSW Transport Roads & Maritime Services
Time of Works: 0700-1700			MATTHEW JONES Expiry Date: 16/08/19
Job No:	Team Leader:	Qualification No:	

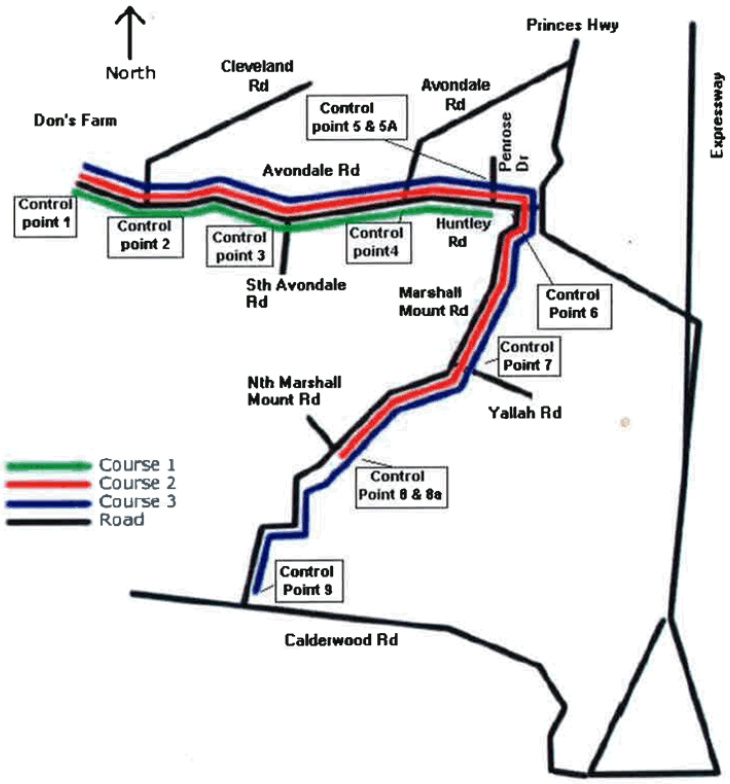
This site specific TCP is based on TCAWS Manaul 2010 and is to be setup and packed up by qualified traffic controllers with current Introduction to Traffic Control at Roadworks (Yellow Card). Any modifications made to this site specific TCP should made by qualified personel with current Select and Modify (Red Card) or Design and Audit (Orange Card) and all modifications to be signed off on this TCP along with certification number


TRAFFIC CONTROL PLAN AMAROO AVE, FIGTREE
www.invarion.com
DETOUR ROUTE
Legend
Cone
EWP
Franna
Pole truck
Safety Zone
Work Area
TRUCK MOVEMENT IN
TRUCK MOVEMENT OUT
Pole Truck to enter the site from Gibsons Rd (Northern Approach) Exit at Cordeaux Rd
EWP to enter the site from Cordeaux Rd (Southern Approach) Exit at Cordeaux Rd
Franna To enter the site from Cordeaux Rd (Southern Approach) Exit At Cordeaux Rd
Gibsons Rd
Greenhill Ave
Amaroo Ave
Evelyn Ave
Springfield Ave
Stockwell Pl
Cordeaux Rd
Client: Transelect
Location: Amaroo Ave, Figtree
Date Drawn: 23.10.17
Time of Works: 0700-1700
TRAFFIC LOGISTICS
TLTCP: AS-14977 Rev:B
Date Implemented:
North
Job No:
Team Leader:
Qualification No:
16/08/19

Illawarra Cycle Club

Weekly Racing Route Descriptions 9, 18 & 22km Routes

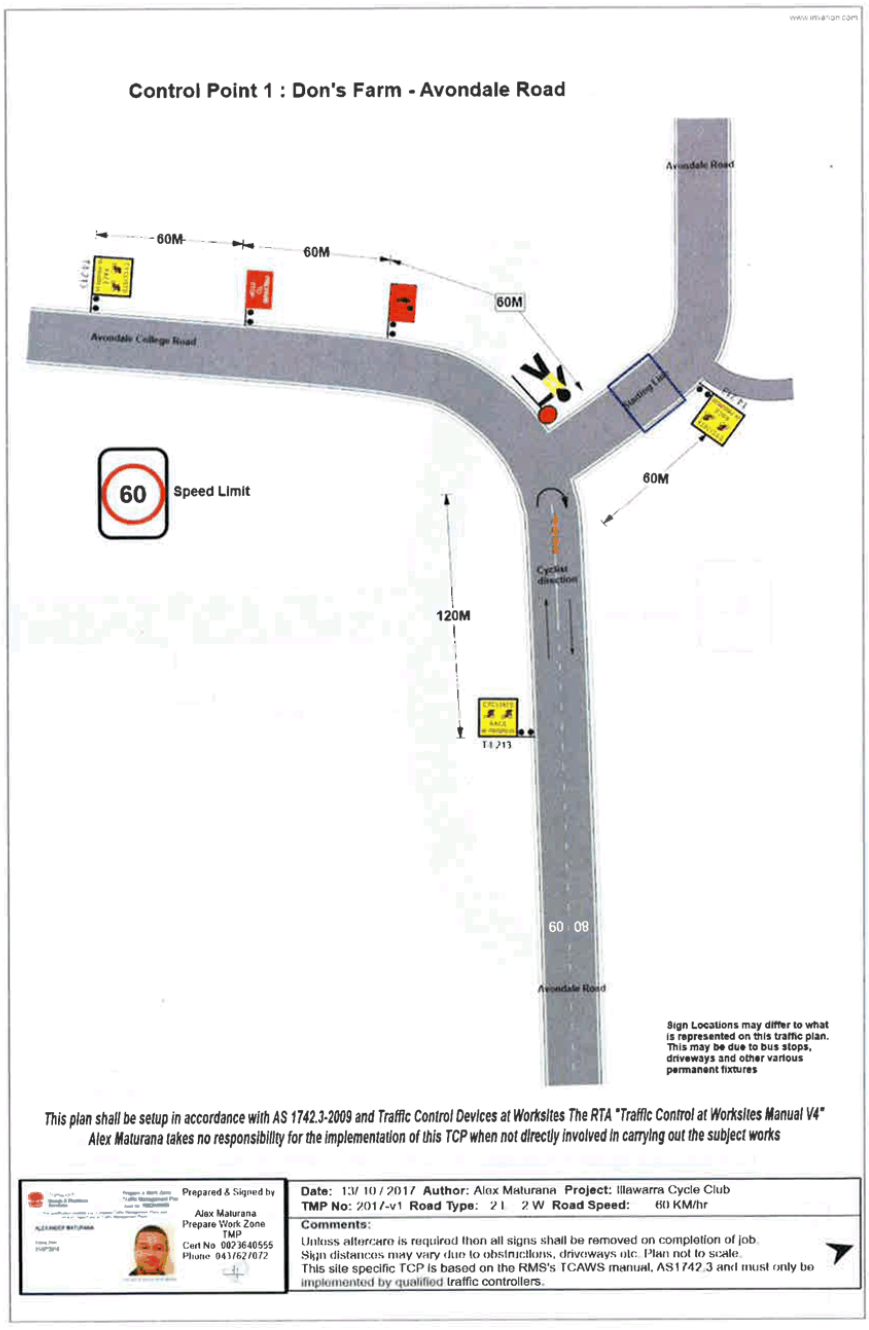
Weekly Races Course Map



Start: Don's Farm Avondale Road, Avondale

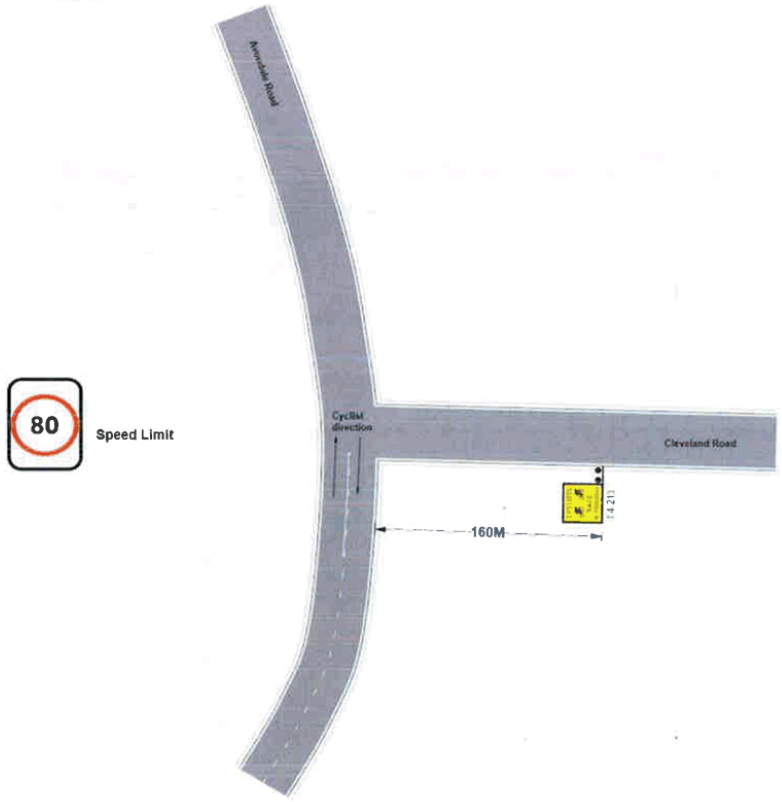
Finish: Don's Farm Avondale Road, Avondale

Illawarra Cycle Club



Illawarra Cycle Club

Control Point 2 : Avondale Road & Cleveland Road Intersection



Sign Locations may differ to what is represented on this traffic plan. This may be due to bus stops, driveways and other various permanent fixtures

This plan shall be setup in accordance with AS 1742.3-2009 and Traffic Control Devices at Worksites The RTA "Traffic Control at Worksites Manual V4"
Alex Maturana takes no responsibility for the implementation of this TCP when not directly involved in carrying out the subject works

Prepared & Signed by
Alex Maturana
Prepare Work Zone TMP
Cert No 0023640555
Phone 0437627072

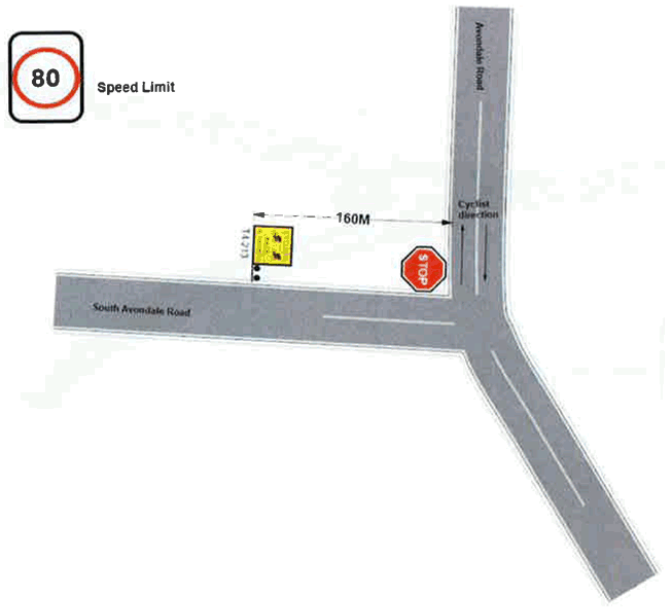
Date: 13/10/2017 **Author:** Alex Maturana **Project:** Illawarra Cycle Club
TMP No: 2017-v1 **Road Type:** 2 L 2 W **Road Speed:** 80 KM/hr

Comments:
Unless aftercare is required then all signs shall be removed on completion of job.
Sign distances may vary due to obstructions, driveways etc. Plan not to scale.
This site specific TCP is based on the RMS's TCAWS manual, AS1742.3 and must only be implemented by qualified traffic controllers.

Illawarra Cycle Club

www.invarion.com

Control Point 3 : Avondale Road & South Avondale Road Intersection



Sign Locations may differ to what is represented on this traffic plan. This may be due to bus stops, driveways and other various permanent fixtures

This plan shall be setup in accordance with AS 1742.3-2009 and Traffic Control Devices at Worksites The RTA "Traffic Control at Worksites Manual V4"
Alex Maturana takes no responsibility for the implementation of this TCP when not directly involved in carrying out the subject works

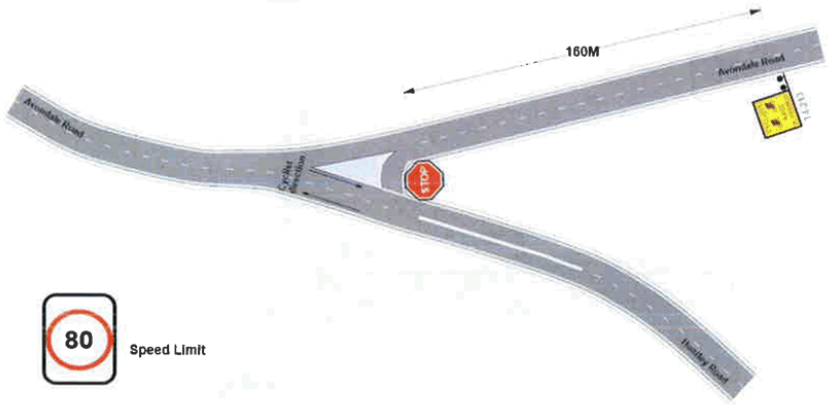
Prepared & Signed by
Alex Maturana
Prepare Work Zone TMP
Cert No 0023640555
Phone 0437627072

Date: 13/10/2017 **Author:** Alex Maturana **Project:** Illawarra Cycle Club
TMP No: 2017-v1 **Road Type:** 2 L 2 W **Road Speed:** 80 KM/hr

Comments:
Unless aftercare is required then all signs shall be removed on completion of job.
Sign distances may vary due to obstructions, driveways etc. Plan not to scale.
This site specific TCP is based on the RMS's TCAWS manual, AS1742.3 and must only be implemented by qualified traffic controllers.

Illawarra Cycle Club

Control Point 4 : Huntley Road & Avondale Road Intersection



Sign Locations may differ to what is represented on this traffic plan. This may be due to bus stops, driveways and other various permanent fixtures

This plan shall be setup in accordance with AS 1742.3-2009 and Traffic Control Devices at Worksites The RTA "Traffic Control at Worksites Manual V4"
Alex Maturana takes no responsibility for the implementation of this TCP when not directly involved in carrying out the subject works

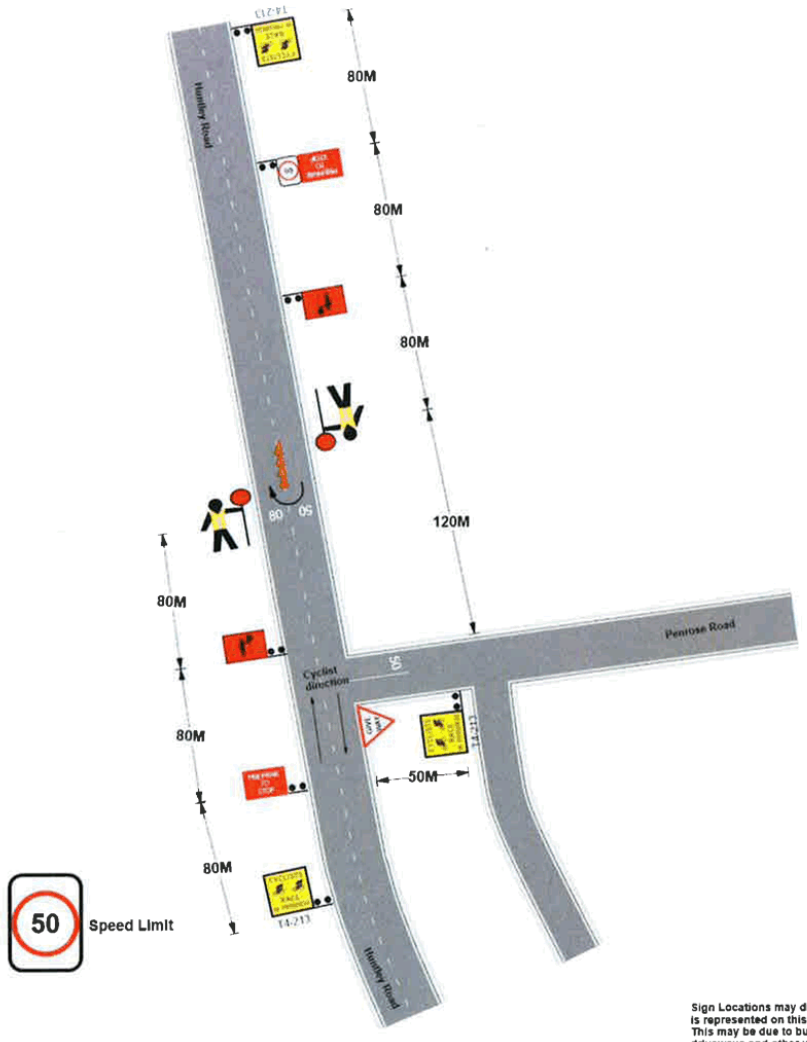
Prepared & Signed by
Alex Maturana
Prepare Work Zone TMP
Cert No 0023640555
Phone 0417627072

Date: 13/10/2017 **Author:** Alex Maturana **Project:** Illawarra Cycle Club
TMP No: 2017-v1 **Road Type:** 2 L 2 W **Road Speed:** 80 KM/hr

Comments:
Unless altercare is required then all signs shall be removed on completion of job.
Sign distances may vary due to obstructions, driveways etc. Plan not to scale.
This site specific TCP is based on the RMS's TCAWS manual, AS1742.3 and must only be implemented by qualified traffic controllers.

Illawarra Cycle Club

Control Point 5a : Huntley Road & Penrose Drive Intersection (Summer Course 9km)



Sign Locations may differ to what is represented on this traffic plan. This may be due to bus stops, driveways and other various permanent fixtures

This plan shall be setup in accordance with AS 1742.3-2009 and Traffic Control Devices at Worksites The RTA "Traffic Control at Worksites Manual V4"
Alex Maturana takes no responsibility for the implementation of this TCP when not directly involved in carrying out the subject works

Prepared & Signed by
Alex Maturana
Prepare Work Zone TMP
Cert No 0023640555
Phone 0437627072

Date: 13/10/2017 **Author:** Alex Maturana **Project:** Illawarra Cycle Club
TMP No: 2017-v1 **Road Type:** 2 L 2 W **Road Speed:** 50 KM/hr

Comments:
Unless aftercare is required then all signs shall be removed on completion of job.
Sign distances may vary due to obstructions, driveways etc. Plan not to scale.
This site specific TCP is based on the RMS's TCAWS manual, AS1742.3 and must only be implemented by qualified traffic controllers.

ILLAWARRA CYCLE CLUB

PROPOSED PROGRAM 2018

January	Sun	14	36km Scratch race (4 x summer short course)
	Sun	28	36km Handicap (4 x summer short course)
February	Sat	10	36km Sealed Handicap (4 x summer short course)
	Sat	24	Crit race at Sutherland
March	Sun	11	37km scratch race (2 x Top of MM)
	Sun	25	37km Handicap race (2 x Top of MM)
APRIL	SAT	7	21^{tn} TOUR de HUNTLEY
	SAT	21	44.5km Scratch Race
MAY	SAT	12	**GOULBURN INTERCLUB**
	Sun	27	Dinnerville 95km
JUNE	SAT	9	44.5km GRADED Scratch
	SAT	16	**ILLAWARRA INTERCLUB**
	Sat	30	Scratch race A,B,C 67km, D,E 44.5km
JULY	SAT	14	Club TT Championships
	SAT	28	***Camden CC INTERCLUB***
AUGUST	SAT	11	Illawarra Jnr Tour
	SUN	12	Illawarra Jnr Tour
	SAT	25	*CLUB ROAD CHAMPIONSHIPS*
SEPT	SAT	8	Club Hill climb championships
	SUN	15	**Sthn HIGHLANDS INTERCLUB**
	Sat	29	Club Handicap 44km (2 x Long course)
OCT	SUN	14	36km Scratch race (4 x summer short course)
	SUN	28	Hans Battaerd Memorial TT
NOV	Sun	11	36km Graded Handicap (4 x summer short course)
		25	36km Sealed Handicap (4 x summer short course)
DEC	Sun	16	36km Scratch race (4 x summer short course)
18.5km –	18.5km	18.5	18.5km – one lap to Marshall Mount hill 36km – four
37.5km –	37.5km	37.5	37.5km – two laps to Marshall Mount hill
44.5km – two laps	44.5km – two	44.5 km –	44.5km – two laps to Calderwood Road 67km – three laps to Calderwood Road
90km – four laps	90km – four laps	90km – four	90km – four laps to Calderwood Road
18.5km – one lap to	18.5km – one	18.5 km –	18.5km – one lap to Marshall Mount hill 36km – four laps to Hooker Estate 50km sign
37.5km – two laps	37.5km – two	37.5 km –	37.5km – two laps to Marshall Mount hill

File: GI-80.12.022 Doc: IC17/617

ITEM 28 BI-MONTHLY RETURNS OF DISCLOSURES OF INTERESTS AND OTHER MATTERS - DECEMBER 2017

The Local Government Act 1993 requires the General Manager to table all Returns of Disclosures of Interest lodged by persons nominated as designated persons. Returns are submitted to Council on a bi-monthly basis.

RECOMMENDATION

Council note the tabling of the Returns of Disclosures of Interest as required by Section 450A of the Local Government Act 1993.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Kylee Cowgill, Director Corporate Services - Connected and Engaged City (Acting)

ATTACHMENTS

1 Returns of Disclosures of Interests and Other Matters (to be tabled)

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”. It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.