



**BUSINESS
PAPER**

ORDINARY MEETING OF COUNCIL

To be held at 6.00 pm on

Tuesday 27 January 2015

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 Council Meeting 15 December 2014
- 7 Public Access Forum
- 8 Call of the Agenda
- 9 Lord Mayoral Minute
- 10 Urgent Items
- 11 Notice of Motion(s)
- 12 Notice of Rescission
- 13 Agenda Items

Members

Lord Mayor –
Councillor Gordon Bradbery OAM (Chair)

Deputy Lord Mayor –
Councillor Chris Connor

Councillor Michelle Blicavs

Councillor David Brown

Councillor Leigh Colacino

Councillor Bede Crasnich

Councillor Vicki Curran

Councillor John Dorahy

Councillor Janice Kershaw

Councillor Ann Martin

Councillor Jill Merrin

Councillor Greg Petty

Councillor George Takacs

QUORUM – 7 MEMBERS TO BE PRESENT

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ITEM A

NOTICE OF MOTION - COUNCILLOR PETTY - OTFORD STANWELL
PARK TUNNEL RAIL TRAIL

Councillor Petty has submitted the following Notice of Motion –

“I formally move that Council write to:

- Minister for Small Business and Minister for Regional Tourism, The Hon John Barilaro MP;
- Minister for the Illawarra, The Hon John Ajaka MLC;
- Member for Cunningham, The Hon Sharon Bird MP;
- Member for Heathcote, Mr Lee Evans MP;
- Mr Chris Hanger, Director, Office of Regional Development, NSW Trade and Investment; and
- Mr John Moore, Rail Trails for NSW,

in support of the community initiative to establish an Otford Stanwell Park Tunnel Rail Trail.”

BACKGROUND provided by Councillor Petty

A community group known as the Otford Stanwell Park Tunnel Rail Trail Inc has recently formed to progress turning the old Otford Tunnel into a walking and cycling trail.

An application has been lodged with the Office of Regional Development, NSW Trade and Investment for funding of the Feasibility, Engineering and Heritage Studies, to be followed by a detailed Rail Trail Development Plan of a Rail Trail between Otford and Stanwell Park.

The old Otford Tunnel was at one time after its closure as a railway tunnel in 1920, used as a path from Otford to Stanwell Park and it would be grand for the tunnel to be once again used as a path. The tunnel has great potential in connecting the Coastal Walk, exiting the Royal National Park at Otford, by providing a route to Stanwell Park to join Wollongong City Council’s Grand Pacific Walk, by eliminating the dangerous road descent down Bald Hill, along Lawrence Hargrave Drive.

The Otford Tunnel, which is State Heritage listed, has great examples of 19th century engineering achievements. These include the brickwork, the sandstone flagstone covered drain, which is still visible in places down the centre of the tunnel, and the ventilation shaft. The assessment of the state of the tunnel and establishing what is required to protect this history will require a lot of work.

The community has offered ideas for the Otford Stanwell Park Tunnel Rail Trail with one community member suggesting a string of LED lights down the tunnel with motion sensors lighting the tunnel for 10 metres in front of you and 10 metres behind, so that

you can experience the darkness of the tunnel. This will be powered by a vertical wind turbine in the ventilation shaft. A picnic area at the northern portal entrance has also been suggested.

ATTACHMENTS

- 1 Covering Letter
- 2 Preliminary Application
- 3 Appendices, Draft Leaflet and Letters of Support

ITEM B

NOTICE OF MOTION - COUNCILLOR CURRAN - COUNCIL MEETING
STRUCTURE AND CYCLE

Councillor Curran has submitted the following Notice of Motion –

“Meeting procedures contribute to good public decision-making and increase Council’s transparency and accountability to its community. I formally move that -

- 1 Wollongong City Council Councillor Briefing Sessions to be held on the second and third Monday of Council meeting cycle in 2015 be renamed Committee of Council Meetings and the relevant meeting provisions of the Local Government Act, the Regulation and Wollongong City Council’s Code of Meeting Practice govern its procedure.
- 2 Councillor Briefing Sessions be scheduled for Thursdays when need arises for Council to workshop certain complex matters.”

Background

“Councillors are accountable to the community through community engagement, open and transparent decision-making” (Office of Local Government Councillor Handbook).

Council Meetings and Committee of Council are the two decision making forums that must be conducted in accordance with the Local Government Act and Regulation and the Code of Meeting Practice. The Act, Regulation and Code ensure the decision making process of Council is based on transparency, accountability, good governance and procedural fairness.

Councillor Briefing Sessions do not have to be conducted in accordance with the Local Government Act, Regulation or Council’s Code of Meeting Practice.

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.

Since the beginning of this term of Council (September 2011) the meeting structure has consisted of Council Meetings and Confidential Councillor Briefing Sessions.

Wollongong City Council meetings are in line with the Local Government Act, Regulations and Guidelines and the Code of Meeting Practice and Code of Conduct applies.

Wollongong City Council Councillor Briefing Sessions that are closed to the public are not simply an information sharing forum or opportunity to workshop complex matters. Wollongong City Council Councillor Briefing Sessions have been what is actually described in the Local Government Act, Regulations and Guidelines as Committee of Council meeting and well outside the definition provided for other meetings – workshops/briefings. Councillor Briefing Sessions have been a defacto, closed and

non-recorded decision making forum on matters coming to Council Meetings. Councillor Briefing Sessions do not provide the procedural fairness, transparency, accountability and good governance that we are expected to deliver. Councillor Briefing Sessions have been similar in everything but name to that of a Committee of Council meeting as described under the Act, Regulation and Guidelines. Councillor Briefing Sessions have provided Executive the opportunity to get a “feel for the numbers” or “level of support” from Council prior to it going to Council. Councillor Briefing Sessions have provided for a “behind closed doors” approach to decision making, with landings and at times what appears to be a form of caucusing prior to Council Meetings and open decision making process. No agenda, minutes or record of these Councillor Briefing Sessions are made available pre or post session/meeting for community and agencies access. The Code of Meeting Practice does not apply to these Councillor Briefing Sessions and this has created an environment where respect and equal contribution has been put at risk.

Office of Local Government Definitions

Three main types of formal Council meetings which must be conducted in accordance with the Local Government Act, Regulation, Code of Meeting Practice and Code of Conduct are:

- 1 Ordinary Council Meetings
- 2 Extraordinary Council Meetings
- 3 Council Committee Meetings

Workshops or Briefing Sessions

- Information Sharing Forum.
- Formal decisions are not made at these sessions but they are simply to provide time needed to explore more complex issues in detail.
- Should not be used for detailed or advanced discussions where agreement is reached and/or a de-facto decision is made.
- Detailed discussion or exchange of views on any issue and any policy discussion should be left to the open forum of a formal Council Meeting or Committee meeting.
- Council needs to remember its obligations and responsibilities under its Code of Conduct and community perceptions in terms of unfair advantage and transparency of process.

References

Local Government Act 1993

http://www.austlii.edu.au/au/legis/nsw/consol_act/lga1993182/

Local Government Regulation 2005 (Reg 259-271)

http://www5.austlii.edu.au/au/legis/nsw/consol_reg/lgr2005328/

OLG Meetings Practice Note No 16 August 2009

OLG Councillor Handbook

WCC Code of Meeting Practice

ITEM C

NOTICE OF MOTION - COUNCILLOR CURRAN - DELEGATION OF COUNCIL FUNCTIONS

Councillor Curran has submitted the following Notice of Motion –

“I formally move that –

- 1 A report be submitted to Council:
 - a outlining and describing the functions delegated to the General Manager as well as any sub-delegations and mechanisms for recording and reporting to Council currently in place; and
 - b providing a list of policies, protocols and/or procedures that guide the delegated decision making process and method and date of their review.
- 2 The General Manager provide Councillors with a weekly newsletter that provides information about decisions made under delegation and sub-delegation and other matters that would be of interest to Council or in Council’s responsibility to oversee.”

Background

A governing body of Council may delegate certain functions to the General Manager. A delegation of a Council function must be made by a Council resolution (Chapter 12 Part 3 ss 377-381 of the Act).

Each governing body of Council must review its delegation of functions during the first 12 months of each term of office (s380). To assist with this review, it is recommended that, within the first six (6) months of the new term, the governing body of Council reviews what functions have been delegated and to whom they have been delegated, to determine if the delegation and the policies guiding those delegated decisions have been working effectively. Council updated the delegation functions in the first 12 months of Council but was not involved in a review of the delegation, or the policies that guided it, or mechanisms in place to record and report on these delegations.

It should be noted that the General Manager may sub-delegate a function delegated to him/her by the governing body of Council (s378). However, the General Manager still retains responsibility to ensure that any sub-delegated function is carried out appropriately.

Where functions are delegated to the General Manager to perform on behalf of a governing body of Council, it is important for the governing body of Council to ensure there are policies in place to guide the decision making. The governing body of Council should keep policies guiding the delegated decisions under regular review. For example, where media liaison is delegated to the General Manager, the governing body of Council should adopt a media policy to guide statements to the media.

It is important that Council's governing body ensure that proper records are kept of applications that are determined under delegation and that there is regular reporting on the implementation of delegated functions. This is essential so that Council's governing body can be provided with assurance that the delegated function is being undertaken in accordance with any relevant Council policies and regulatory framework, eg development application decisions.

ITEM D

NOTICE OF RESCISSION - COUNCILLORS PETTY, CURRAN AND MERRIN - DRAFT PLANNING PROPOSAL - FUNCTION CENTRE, LOT 1 LADY WAKEHURST DRIVE, LILYVALE

Councillors Petty, Curran and Merrin have submitted the following Notice of Rescission –

“We the undersigned Councillors, hereby give notice that we wish to move rescission of Council’s resolution of 24 November 2014 – Minute No 215 – relating to Item 4 of Council General Business – Draft Planning Proposal – Function Centre, Lot 1 Lady Wakehurst Drive, Lilyvale.”

Council’s decision in this matter is as follows:

- 1 A draft Planning Proposal be prepared for Lot 1 Lady Wakehurst Drive, Lilyvale being Lot 1 DP 335557 and Lot 1 DP 652830 to rezone Lot 1 DP 335557 from the proposed E2 Environmental Conservation to E3 Environmental Management and rezone Lot 1 DP 652830 from SP2 Infrastructure – Road to E3 Environmental Management with the additional permitted uses of a function centre and tourist and visitor accommodation (subject to development consent) on Lot 1 DP 335557 being permitted within the existing structures (buildings B and C) with no expansion to the existing building footprints.
- 2 Consequential amendments be made on Lot 1 DP 652830 to introduce a minimum lot size of 39.99ha and a maximum building height of 9m.
- 3 The draft Planning Proposal be referred to the Department of Planning and Environment seeking Gateway determination and if approved exhibited for a minimum period of 28 days. The Gateway request include a requirement for additional flora and fauna, bushfire, water quality studies and referrals to Roads and Maritime Services, Office of Environment and Heritage/National Parks and Wildlife Service, Office of Water, NSW Primary Industries – Fisheries and Agriculture.
- 4 Council request authority from the NSW Department of Planning and Environment for the General Manager to exercise plan making delegations in accordance with Council’s resolution of 26 November 2012.

Should the Rescission Motion be successful, the following motion will be formally moved –

- 1 A draft Planning Proposal not be prepared for Lot 1 DP 335557 and Lot 1 DP652830 Lady Wakehurst Drive, Lilyvale, and the site retain its current planning controls (as amended by the review of lands formerly zoned 7(d)).

- 2 The site continue the existing use as a bed and breakfast accommodation as approved under DA-2013/863. The existing operation of the Function Centre would be required to cease and no further expansion of the site would be allowed.
- 3 The applicant be advised of Council's decision.

ITEM 1

AUDIT COMMITTEE INDEPENDENT MEMBERSHIP AND
APPOINTMENT OF CHAIRPERSON

This report outlines the processes undertaken to fill two vacancies for independent members of the Council's Audit Committee.

RECOMMENDATION

- 1 Council appoint two independent members to the Audit Committee for a three year period from the suitable applicants identified following the expression of interest process conducted in September 2014.
- 2 Council formally acknowledge the contribution and commitment of outgoing members to the Audit Committee.
- 3 Mr Jim Mitchell be appointed Chairperson of the Audit Committee.

ATTACHMENT

Audit Committee Charter

REPORT AUTHORISATIONS

Report of: Paul Marskell, Manager Governance and Information (Acting)
Authorised by: Brian Jenkins, Director Corporate and Community Services – Creative, Engaged and Innovative City (Acting)

BACKGROUND

Following the expiry of the six-year term of independent member and Chairperson, Ms Kylie McRae, a vacancy was created on Council's Audit Committee.

A second vacancy was created following the resignation of independent member Mr Brian Ward on 24 November 2014, due to circumstances beyond his control. Mr Ward has been an active, committed and valued member of the Audit Committee since his appointment in February 2012.

In accordance with the Audit Committee Charter, Expressions of Interest were invited to fill the vacancy created by the expiry of Ms McRae's tenure. The Charter states that outgoing representatives are eligible to reapply.

Advertisements inviting Expressions of Interest to fill the vacancy were placed in the Illawarra Mercury, Wollongong Advertiser, Sydney Morning Herald and on the Australian Institute of Company Directors (AICD) website. At the conclusion of the advertising period a total of 20 Expressions of Interest were received.

Applications were assessed against the following criteria:

- Relevant qualifications;
- Recent and relevant industry experience, including financial experience;
- Commitment to the local area and building trust in Wollongong City Council;
- Any obvious conflicts of interest.

The assessment of the Expressions of Interest received resulted in five applicants being interviewed by the selection panel, comprising independent member Mr Jim Mitchell and Councillors Greg Petty and Michelle Blicavs.

It is considered appropriate that both vacancies now be filled from the list of suitable candidates determined by the expression of interest process.

Role of the Committee

The role of the Audit Committee includes -

- Reviewing:
 - Council's annual and quarterly financial statements to:
 - consider whether they are complete and consistent with information known to Committee members, and
 - reflect appropriate accounting policies and principles;
 - Council's risk profile as developed by the Internal Auditor;
 - draft audit reports, recommendations and management responses.
- Monitoring:
 - the implementation of recommendations arising from audit reports;
 - the Internal Auditor's review of the adequacy and effectiveness of Council's internal control structure through the results of internal and external audits.
- Ensuring Council's systems, processes, operations, functions and activities are subject to internal audit evaluation at regular intervals based on risk assessment;
- Having oversight of the functions of both internal and external audit;
- Approving and monitoring the Strategic Three Year and Annual Audit Plans for internal audit services; and
- Providing advice and assistance to Council's Corporate Governance Committee in relation to matters of ethics, conflicts of interests, misconduct or fraud that may arise during the activities of the Audit Committee or Internal Audit.

Chairperson

The Audit Committee Charter states that the Chairperson will be appointed by Council from the independent representatives.

The Audit Committee at its meeting on 16 December 2014 formally recommended that Mr Jim Mitchell be appointed Chairperson of the Committee. Mr Mitchell has been a member of the Audit Committee since 2011 and his current tenure expires in October 2017.

CONSULTATION AND COMMUNICATION

Audit Committee Members

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective *Our local Council has the trust of the community* under the Community Goal *We are a connected and engaged community*.

It specifically addresses the Annual Plan 2014-15 Key Deliverables *Support the effective operation of the Audit and Corporate Governance Committees* which forms part of the Five Year Action *Ensure policies and procedures are regularly reviewed, updated and promoted* contained within the Revised Delivery Program 2012-17.

ITEM 2 REVISED INTERNAL AUDIT CHARTER

At its meeting on 16 December 2014 the Audit Committee endorsed a number of minor changes to the Internal Audit Charter. The revised Charter is now reported for consideration by Council.

RECOMMENDATION

The revised Internal Audit Charter be adopted.

ATTACHMENT

Revised Internal Audit Charter

REPORT AUTHORISATIONS

Report of: Paul Marskell, Manager Governance and Information (Acting)
Authorised by: Brian Jenkins, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

BACKGROUND

The current Internal Audit Charter was developed between Council's Administrators and then Internal Auditors, Deloitte Touche Tohmatsu and adopted by the Audit Committee in February 2009. No review of the Charter has been undertaken since that time. Council's Audit Committee Charter states that the Audit Committee shall have oversight of the functions of both internal audit and external audit, including the annual review of the Internal Audit Charter.

The Internal Audit Charter has been reviewed in consultation with the Audit Committee, with a number of non-significant changes being made, highlighted in the attached Draft.

CONSULTATION AND COMMUNICATION

Audit Committee

General Manager

Directors

Managing Director - Engagement Director, O'Connor Marsden and Associates

Institute of Internal Auditors - Australia

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective *Our local Council has the trust of the community* under the Community Goal *We are a connected and engaged community*.

It specifically addresses the Annual Plan 2014-15 Key Deliverables *Support the effective operation of the Audit and Corporate Governance Committees* which forms part of the Five Year Action *Ensure policies and procedures are regularly reviewed, updated and promoted* contained within the Revised Delivery Program 2012-17.

ITEM 3

QUARTERLY REPORT ON DEVELOPMENT APPLICATIONS INVOLVING VARIATIONS TO DEVELOPMENT STANDARDS

This report outlines Development Applications which have been determined during the quarterly period 1 October 2014 to 31 December 2014, where variations to development standards were granted.

RECOMMENDATION

Council note the report.

ATTACHMENT

Development Applications Approved with Variations to Development Standards for the period between 1 October 2014 to 31 December 2014

REPORT AUTHORISATIONS

Report of: John Wood, Manager Development Assessment and Certification (Acting)

Authorised by: Andrew Carfield, Director Planning and Environment – Future, City and Neighbourhoods

PROPOSAL

Development Applications involving variations to development standards may be made under Clause 4.6 in Wollongong Local Environmental Plan 2009 and Clause 4.6 in Wollongong Local Environmental Plan (West Dapto) 2010 and through the use of State Environmental Planning Policy No 1 – Development Standards for applications where Wollongong Local Environmental Plan 1990 still applies.

During the quarterly period of 1 October 2014 to 31 December 2014, five Development Applications have been determined involving variations to development standards (Attachment 1).

The NSW Department of Planning and Infrastructure (now NSW Planning and Environment) Circular PS 08/014 dated 14 November 2008 requires Council to complete quarterly returns to the Department on Development Applications where variations to development standards have been made. The quarterly return has been sent to NSW Planning and Environment.

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 2014-15 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 within the Revised Delivery Program 2012-2017.

ITEM 4

PROPOSED ACQUISITION OF PORTION OF LOT 29 DP 8450 NO 229
LAWRENCE HARGRAVE DRIVE, COALCLIFF FOR ROAD WIDENING
PURPOSES

As part of the Grand Pacific Walk, Council is proposing to construct a 2.5m wide footpath which will require the acquisition of a portion of Lot 29 DP 8450 No 229 Lawrence Hargrave Drive, Coalcliff.

This report seeks approval to the acquisition.

RECOMMENDATION

- 1 Council authorise the acquisition of the portion of Lot 29 DP 8450 No 229 Lawrence Hargrave Drive, Coalcliff, shown shaded dark grey on the attachment to this report, subject to the following conditions:
 - a Purchase price of \$22,000 (GST exc).
 - b Council be responsible for all costs including valuation, survey, plan lodgement, transfer and legal costs.
- 2 Upon completion of the acquisition, the land be dedicated as public road in accordance with Section 10 of the Roads Act 1993.
- 3 Authority be granted to affix the Common Seal of Council to the transfer documents and any other documentation required to give effect to this resolution.

ATTACHMENT

Plan of land proposed to be acquired

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation

Authorised by: Greg Doyle, Director Corporate and Community Services – Creative, Engaged and Innovative City

BACKGROUND

As part of the Grand Pacific Walk, Council is proposing to construct a 2.5m wide footpath along the southern side of Lawrence Hargrave Drive at Coalcliff.

To facilitate this work, the acquisition of a portion of Lot 29 DP 8450 No 229 Lawrence Hargrave Drive is required to widen the road.

A valuation was obtained from Herron Todd White Valuers of the portion of land required. An offer of \$22,000 (GST exc) was made which has been accepted by the land owner.

Under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991, Council is responsible for all costs in the matter, including valuation, survey, plan lodgement, transfer and legal costs.

PROPOSAL

It is proposed to acquire a portion of Lot 29 DP 8450 No 229 Lawrence Hargrave Drive, Coalcliff, as shown shaded dark grey on the attachment to this report, for road widening purposes to allow the construction of a 2.5m wide footpath on the southern side of the road.

Upon acquisition, the land will be dedicated a public road in accordance with Section 10 of the Roads Act 1993.

CONSULTATION AND COMMUNICATION

Infrastructure Division has requested this acquisition

Herron Todd White Valuers

Land owner of No 229 Lawrence Hargrave Drive, Coalcliff

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective “Well maintained assets that meet the needs of current and future communities are provided” (Community 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 2014-15.

FINANCIAL IMPLICATIONS

The valuation from Herron Todd White Valuers assessed the amount of compensation payable by Council for the acquisition of the land at \$22,000 (GST exc). An offer was made for this amount to the landowner which has been accepted. Council will also be responsible for all costs in the matter, including valuation, survey, plan lodgement, transfer and legal costs.

Funds for this acquisition are available in the current budget.

CONCLUSION

As the subject portion of land is required to facilitate the construction of the footpath, it is recommended the acquisition be approved as set out in this report.

ITEM 5

PROPOSING NAMING OF LANE 62 OFF HOPETOUN STREET,
WOONONA

Due to property addressing issues, it is proposed to name Lane 62 off Hopetoun Street, Woonona as Pitman Lane.

This report seeks approval to the naming of this lane.

RECOMMENDATION

Action be taken under Section 162 of the Roads Act 1993 to give formal notice of the proposal to name the lane known as Lane 62 off Hopetoun Street, as shown shaded dark grey on the attachment to this report, as "Pitman Lane".

ATTACHMENT

Map of Lane 62 off Hopetoun Street, Woonona proposed to be named as Pitman Lane

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation.

Authorised by: Greg Doyle, Director Corporate and Community Services – Creative, Engaged and Innovative City

BACKGROUND

The properties in the lane known as Lane 62, shown shaded dark grey on the attachment to this report, are currently addressed to Hopetoun Street, Woonona. Due to recent strata developments of properties in the lane, significant numbering issues have arisen which can only be resolved by the naming of the lane. Naming the lane will also assist postal and other deliveries and will also aid emergency services in locating properties within the lane.

Following a request to the Reference Library for suggested names, both Aboriginal and European, it is proposed to name the lane as "Pitman Lane". This name is in recognition of Mr Henry Pitman who built a general store on the north east corner of Russell Street and the Princes Highway, Woonona (date unknown). This shop was converted to Pitman's Newsagency in 1915 by Henry's son, William Austin Pitman. The Pitmans also owned various other businesses in Woonona.

PROPOSAL

It is proposed that action be taken under the Roads Act 1993 to name Lane 62 off Hopetoun Street, Woonona by the placement of a notice in the NSW Government Gazette.

CONSULTATION AND COMMUNICATION

A notice on the proposed naming of the lane was placed in The Advertiser on 5 November 2014 and letters were sent to all property owners within the lane and adjoining it.

One submission was received objecting to the proposal on the following grounds:

- Inconvenience and risk will be caused by the possible delay in emergency response times due to the address changes.
- Difficulties will be experienced by visitors, non-local residents and taxis trying to find the new addresses.
- Confusion will be caused to postal services during the changeover period from the old addresses to the new addresses.
- Property values and reputation will be diminished by the change of addresses.

Whilst it is acknowledged that there will be short term inconvenience due to the naming of the road, the issues with the current street numbering must be dealt with and renaming of the road will sort out these issues.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective “The long terms needs of the community, including our people and our places, are effectively planned for” (Community 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 2014-15.

FINANCIAL IMPLICATIONS

The cost for the placement of a notice in the NSW Government Gazette for the naming of the lane is covered by the Geographical Names Board.

The only cost that will be incurred in this matter is the installation of street signs in the lane. Funding for this cost is available in the current budget.

CONCLUSION

The naming of this lane will rectify incorrect property addressing and assist in better delivery of mail and the location of properties by the emergency services. It is recommended the name for this land be approved as set out in this report.

ITEM 6

FUNDING AGREEMENT FOR THE ROUND 3 LOCAL
INFRASTRUCTURE RENEWAL SCHEME - WEST DAPTO ACCESS

Council has been successful in gaining a three percent interest (3%) rate subsidy for a \$15 million loan under Round 3 of the NSW Government's Local Infrastructure Renewal Scheme (LIRS) to part fund the design and construction of the West Dapto Access – Princes Highway/Fowlers Road to Fairwater Drive project.

This report seeks delegation to finalise and execute the LIRS3 Funding Agreement and to negotiate and finalise a loan agreement for the subsidised loan.

RECOMMENDATION

- 1 The information contained in the report relating to the LIRS borrowing program be received.
- 2 Council borrow an amount of \$15M at a fixed rate over a 9.5 year term with a quarterly repayment schedule.
- 3 Council's General Manager be delegated authority to negotiate appropriate loan terms in accordance with this report and resolution.
- 4 Authority be granted to affix the Common Seal of Council to the loan documents and any other documents required to give effect to the loan agreement.
- 5 The General Manager be delegated the authority to finalise the terms of the Funding Agreement with the NSW Premier and Cabinet – Office of Local Government.
- 6 Authority be granted to affix the Common Seal of Council to the Local Infrastructure Renewal Scheme documents and any other documents required to give effect to this agreement.

ATTACHMENTS

There are no attachments for this report.

REPORT AUTHORISATIONS

Report of: Peter Nunn, Manager Infrastructure Strategy and Planning [Acting]
Authorised by: Mike Hyde, Director Infrastructure and Works – Connectivity, Assets and Liveable City

BACKGROUND

As part of its NSW 2021 State Plan, the NSW Government committed to increasing expenditure on critical infrastructure. One of the strategies to achieve this objective is the implementation of Local Infrastructure Renewal Scheme (LIRS) which provides the opportunity for councils to access interest subsidies for the purpose of funding

infrastructure backlogs. The subsidy aims to provide an incentive to councils to make greater use of debt funding to accelerate investment in infrastructure backlogs and augment funding options already available to councils. The LIRS Round 3 provides a three percent (3%) interest subsidy for this purpose.

Council applied for the 3% interest subsidy on a \$21.5M loan under LIRS3 that will be used over a five year period to part fund the design and construction of the West Dapto Access – Princes Highway/Fowlers Road to Fairwater Drive link as the primary flood accessible route into West Dapto.

The Office of Local Government has advised that the application was successful; however, the loan amount for the interest subsidy has been capped at \$15M and provided a draft funding agreement to this extent.

The loan and subsidy were not included in the 2012-17 Delivery Program (revised February 2014) or 2014-15 Annual Plan; however, the required Council contribution is available from the Capital Budget between 2014/15 and 2017/18 as programmed.

PROPOSAL

LIRS Funding Agreement

Council officers have been negotiating some terms in the draft Funding Agreement with the NSW Premier and Cabinet – Office of Local Government, to ensure fairness and deliverability.

In order to execute the agreement, the final funding agreement is to be signed by the General Manager and Lord Mayor with the Common Seal of Council affixed.

Loan Agreement

It is proposed that Council borrow the \$15M in the current year at best value from one of the four major banks. A request has been made for indicative quotations to borrow \$15M at a fixed rate over a 9.5 year term based on a quarterly repayment schedule from the following banks:

- Commonwealth Bank Australia (CBA)
- National Bank Australia (NBA)
- Westpac
- Australia New Zealand Bank (ANZ)

Pricing is indicative and is based on rates as at January 2015 and will be subject to change as each quote will be re-priced at the exact date the deal is executed.

Responses from the banks are outlined in the table below.

Institution	Loan Term	Quarterly P & I Repayments	Fixed Interest Rate
Commonwealth Bank Australia	9 years 6 months	\$485,540	4.42%
National Australia Bank	9 years 6 months	\$476,854	4.02%
Westpac	9 years 6 months	\$482,490	4.28%

- ANZ were unable to provide a rate in the time available.
- CBA provided a rate for a comparable loan provided at the end of December 2014.

Fixed or Variable Rate

The decision on whether to enter into a fixed or variable loan is difficult given the volatility of the current financial landscape and differing views of economists. Westpac recently forecast a cash rate cut early in 2015 (reference: SMH, 4 December 2014 reported by Gareth Hutchens) with the NAB predicting two 25 basis point cuts in March and August (reference: AustraliaNews.com.au, 8 December 2014 reported by Belinda Merhab). This would take the cash rate to a new record low of 2%. The CBA are still factoring in a rise in 2015 but have pushed out the timing of this expected increase to August 2015 from February (reference: SMH, 27 October 2014 reported by Vesna Poljak). It is noted that the official cash rate is historically low and while there is a high level of uncertainty, it is considered that although there is potential for rates to drop further in the short term, it is more likely that rates will return to higher levels during the 9.5 year term of the loan. Overall, a recommendation to fix the interest rate of the loan has been made. This will provide cost certainty to the budgeting process throughout the term of the loan and subsidy. Variability will remain on the income side of the analysis as revenues from unexpended loans will vary over time.

CONSULTATION AND COMMUNICATION

The program of works was the subject of community consultation via the Annual Planning process.

The Finance Division provided advice on the costs and implications of the loan.

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 – This report contributes to the Wollongong 2022 objective 6.2 *Wollongong is supported by integrated transport system* under the Community Goal 6: *We have sustainable affordable and accessible transport.*

It specifically addresses the Annual Plan 2013-14 Key Deliverables 6.2.2.1 *In collaboration with agencies deliver the infrastructure required to support the first stage of the West Dapto Release Area* and 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.

RISK ASSESSMENT

There is a risk that the final interest rate offered by the successful bank may be higher than the initial quote. The capital contingencies over the period 2014/15 to 2017/18 are sufficient to fund any reduction in the subsidy amount and/or accelerate loan repayments as necessary to maintain the effective subsidy amount.

FINANCIAL IMPLICATIONS

The loan and subsidy were not included in the adopted estimates within the 2012-17 Delivery Program (revised February 2014) and 2014-15 Annual Plan; however, the Council contribution is available from the Capital Budget between 2014/15 and 2017/18 as the project was programmed.

The required changes to the Budget to reflect the loan and interest subsidy will be introduced through the March 2014 Quarterly Review process.

The required changes to the Capital Budget will be introduced, in stages, over the term of the agreement, 2014/15 to 2017/18, in accordance with the required expenditure projections.

CONCLUSION

The use of subsidised debt funding available under LIRS, to accelerate the delivery of significant asset renewal and improvement programs for community facilities provides Council with another means of reducing:

- The funding gap for the delivery of the assets.
- Construction and costs risks associated with multi-year staged implementation.

ITEM 7

ALLANS CREEK FLOODPLAIN RISK MANAGEMENT COMMITTEE
CHARTER FOR FLOODPLAIN RISK MANAGEMENT COMMITTEES

Under the NSW Government's Floodplain Development Manual (2005), a Floodplain Risk Management Committee is required to assist Council's in the development and implementation of Floodplain Risk Management Plans. The Allans Creek Catchment Floodplain Risk Management Committee needs to be re-formed to oversee this process for the Allans Creek catchment.

RECOMMENDATION

- 1 Two (2) Councillors and a chairperson be appointed to the re-formed committee.
- 2 The Charter – Floodplain Risk Management Committee be adopted for all Floodplain Risk Management Committees.

ATTACHMENT

Charter – Floodplain Risk Management Committee

REPORT AUTHORISATIONS

Report of: Peter Nunn, Manager – Infrastructure, Strategy and Planning (Acting)
Authorised by: Mike Hyde, Director – Infrastructure and Works – Connectivity, Assets and Liveable City

BACKGROUND

The NSW State Government's Flood Prone Lands Policy as detailed in the NSW State Government's Floodplain Development Manual recommends the review of floodplain risk management plans across all catchments after a period of not less than five years from the previous review.

The Allans Creek Flood Study and Floodplain Risk Management Study were completed in September 2006. Accordingly, it is proposed to begin the review of both studies in the forthcoming financial year 2015/16 pending the approval of NSW Government Flood Program grant funds for the next financial year (2015/16).

The Northview Estate Flood Review Action Group (NEFRAG) has been formed within the Allans Creek Catchment. This resident action group is concerned about flooding matters relating to their properties and they have provided Council with a detailed submission relating to flooding matters, including a six point proposed solution to reduce flooding of their properties. The solution includes debris control structures, construction of by-pass channels, minor earthworks and levees and a review of Council's Culverts Blockage Policy. Reforming the committee with representation from Council, Roads and Maritime Services, State Emergency Services, Transport Sydney Trains and Office

of Environment and Heritage is the most appropriate way of reviewing the NEFRAG submission and to provide community feedback on floodplain management issues in the catchment.

The proposed review of the study will incorporate new flood modelling techniques, up-to-date survey data and will incorporate previous works undertaken throughout the catchment since the previous studies, as well as the viability of the recommendations put forward by NEFRAG. Previous works include voluntary purchase of properties in Arrow Avenue and The Avenue, Figtree, bank restoration works in Brandy-Water Creek and installation of flood mitigation works such as debris control structures throughout the catchment.

PROPOSAL

It is proposed to re-form the committee to undertake a review of the Allans Creek Flood Study and Floodplain Risk Management Study and Plan and their implementation. It is proposed to have a Committee membership made up of the following:

- 2 Councillors (one each from Wards 2 and 3 – either as Chairperson)
- 3 representatives from Wollongong City Council
- 1 representative from Roads and Maritime Services
- 1 representative from State Emergency Services
- 1 representative from Transport Sydney Trains
- 1 representative from Office of Environment and Heritage
- 4 representatives from the community (including 2 from NEFRAG)

The Committee would meet on an as needed basis and meetings are typically arranged to review projects when they meet key milestones. It is anticipated that up to six meetings would be held within a twelve month period.

A charter for Floodplain Management Committees has been developed to clearly define a Floodplain Management Committee's role and responsibility. This charter will apply to all Floodplain Management Committees.

CONSULTATION AND COMMUNICATION

Letters to all organisations mentioned above will be forwarded requesting representation of suitable personnel to become members of the Allans Creek Floodplain Risk Management Committee.

A mail box drop to all residents, owners and occupiers of residential and business properties located within the Allans Creek catchment will be undertaken requesting interested persons to apply for membership of the committee. NEFRAG will also be invited to join the committee. Appointment of these members will be in accordance with Council's "Recruitment of External Members to Committees Policy".

PLANNING AND POLICY IMPACT

It specifically delivers on core business activities as detailed in the Stormwater Service Plan 2014-15 as it continues to implement a coordinated approach to floodplain and stormwater management.

RISK ASSESSMENT

Failure to undertake the review of the Allans Creek Flood Study and subsequent Allans Creek Floodplain Risk Management Study may lead to higher flood risk to the community and Council's infrastructure given the overall changes to the catchment, in the absence of assessment of the effects of developed flood mitigation works and options and changes to flood assessment methods.

FINANCIAL IMPLICATIONS

It is envisaged that the review of the Allans Creek Flood Study will commence in the 2015/16 financial year pending grant funding approval from the NSW State Government's Flood Program. It is estimated that the study review total cost will be approximately \$150,000. Under grant conditions the State Government will contribute funding on a 2:1 basis, with a Council contribution amounting to \$50,000.

CONCLUSION

That the Allans Creek Floodplain Risk Management Committee be re-formed and that two Councillors (one each from Wards 2 and 3) be elected as members of this committee and that the Charter – Floodplain Risk Management Committee should be adopted for all Floodplain Risk Management Committees.

ITEM 8

LAKE ILLAWARRA ESTUARY MANAGEMENT COMMITTEE UPDATE

Wollongong and Shellharbour City Councils have both endorsed the formation of an Estuary Management Committee to advise and assist them in jointly managing Lake Illawarra into the future. This report presents further matters that Wollongong Council needs to resolve to proceed with forming the Committee, and establish a working arrangement with Shellharbour Council to manage the Lake.

RECOMMENDATION

- 1 Endorse the updated Terms of Reference for the Lake Illawarra Estuary Management Committee.
- 2 Nominate the three Councillor representatives to the Lake Illawarra Estuary Management Committee, one of whom shall be a member of the Wollongong Estuary and Coastal Zone Management Committee.
- 3 Note that a further report will be provided to Council addressing Council's resolution for a report on a Lake Illawarra Manager.

ATTACHMENT

Updated Terms of Reference Lake Illawarra Estuary Management Committee

REPORT AUTHORISATIONS

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

BACKGROUND

In July 2014, the NSW Government disbanded the Lake Illawarra Authority, and handed back the responsibility for managing the Lake to Wollongong and Shellharbour City Councils, and to a number of state agencies. An Estuary Management Committee was recommended as a mechanism for the various agencies involved to work collaboratively to manage the Lake into the future. In spite of concerns relating to the resource implications of this transfer, Wollongong and Shellharbour City Councils have endorsed the formation of an Estuary Management Committee, as part of the joint management arrangements for the Lake.

Wollongong City Council considered options for joint management arrangements at its meeting of 13 October 2014 and passed several resolutions including the endorsement of an Estuary Management Committee model to manage the Lake with Shellharbour Council. Other resolutions related to the Committee's Terms of Reference (ToR), the recruitment of its members, a Memorandum of Understanding (MoU) outlining the management arrangement between the two councils, and Wollongong Council staffing

needs to take on Lake management responsibilities. An update on these resolutions is given below.

Terms of Reference for the Estuary Management Committee

The ToR were endorsed by Council, subject to a number of modifications, and noting that the ToR would also need consideration and endorsement from Shellharbour City Council. The ToR were updated by Council officers and forwarded to Shellharbour City Council for their consideration. Shellharbour City Council endorsed the updated ToR's at its meeting of 16 December 2014.

Recruitment of Committee Members

The endorsed ToR for the Committee requires the nomination of two councillors from each Council, the appointment by the host council of a Chair from the councillor nominees, the recruitment of two community members from each Local Government Area, and the nomination of a community representative from Wollongong Council's Estuary and Coastal Zone Management Committee, in addition to recruiting a number of state agency and other representatives.

At its meeting of 13 October 2014, Wollongong Council endorsed the recommendation to nominate its two councillor representatives and to delegate the General Manager to recruit other Committee members. With Shellharbour City Council endorsing the ToR, the recruitment of Committee members by Wollongong can now begin. However, the nomination of the councillor representatives is required before community members can be recruited, as the councillor representatives will need to be involved in the selection of community representatives, in accordance with the Council Policy on Recruitment of External Members to Committees.

Shellharbour Council considered its nominations at its meeting of 16 December 2014, and named three instead of two councillor representatives (Cr Marianne Saliba, Cr David Boyle, and Cr Helen Stewart), in order to have equity with Wollongong's two councillor and one community representative from its Estuary and Coastal Zone Management Committee. The ToR therefore needs to be further updated to accommodate this change. In doing so, Wollongong Council has the option to increase its number of councillor representatives to three, in place of the community member representative from the Estuary and Coastal Zone Management Committee, or to keep the status quo.

The preferred approach is to maintain equity between the two councils, and increase the number of councillor representatives to three, with one of the three coming from the Wollongong Estuary and Coastal Zone Management Committee. In this way, a link between the two committees can be maintained. The councillor representatives on the Estuary and Coastal Zone Management Committee are Councillors Brown, Curran, and Kershaw.

Memorandum of Understanding

Wollongong Council also delegated the General Manager to negotiate a Memorandum of Understanding (MOU) with Shellharbour Council on the joint working arrangements between the two councils. Negotiations on the MOU are continuing.

Council Staffing Arrangements

Another resolution of Council was to receive a report on the option to appoint a dedicated manager of Council's responsibilities regarding Lake Illawarra and its catchment, who would understand all the issues related to the Lake and its catchment, and be responsible to the General Manager and Council for ensuring that the actions identified in any Strategic Plan for the Lake and its catchment are implemented.

A report on the option to appoint a Lake Illawarra manager is being prepared and will be reported to a future Council meeting. It is noted that Shellharbour Council has indicated a willingness to contribute \$15,000 in funding towards the recruitment of a part-time (three days per week) Project Officer to be appointed by Wollongong City Council to liaise with the Estuary Management Committee and the two councils to prepare and oversee the implementation of the Strategic Management Plan for the Lake.

PROPOSAL

Update to the Terms of Reference

Attachment 1 provides the updated ToR, accommodating the change in the nomination of the number of councillor representatives to the Committee from each council. For Wollongong, one of these councillors is to be a member of its Estuary and Coastal Zone Management Committee, and a community member from this Committee is no longer recommended. Council is recommended to endorse the change.

Nomination of Councillor Representatives

Council is recommended to nominate the three councillor representatives to the Committee, one of whom should be from the Estuary and Coastal Zone Management Committee.

CONSULTATION AND COMMUNICATION

There is continuing consultation between senior officers of the two councils in relation to forming an Estuary Management Committee for the Lake, and other joint working arrangements.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective 1.2, *Our coastal areas and waterways are protected and enhanced*, Community Goal 1, *We value and protect our environment*. It specifically delivers on core business activities as detailed in the *Environmental Services Service Plan 2014-15*.

RISK ASSESSMENT

The risk associated with not endorsing the recommendations of this report is that the formation of a joint Estuary Management Committee will be further delayed, or at worst, not formed at all, as Shellharbour Council may wish to make its own separate arrangements for managing the Lake. This would detract from the Councils' and the community's desire to adopt a more holistic approach to managing the Lake in the future.

FINANCIAL IMPLICATIONS

Wollongong Council made a financial contribution for the operation of the former Lake Illawarra Authority, and Council has retained that allocation for Lake activities and operations that it now has to undertake. This includes the setting up and coordination of the Lake Illawarra Estuary Management Committee.

CONCLUSION

Both Wollongong and Shellharbour Councils have committed to using an Estuary Management Committee to advise and assist them in managing Lake Illawarra jointly into the future. By endorsing and implementing the recommendations in this report, Wollongong Council will be able to move ahead with establishing this joint management arrangement with Shellharbour Council.

ITEM 9 DECEMBER 2014 FINANCIALS

The December 2014 financial results are favourable compared to phased budget over a range of indicators. The Operating Result (pre capital) and Funds Result show favourable variances compared to the phased budget of \$5.1M and \$3.4M respectively.

The favourable variance is largely due to a combination of increased income and lower expenditure of a range of items compared to the phased budget.

The Cash Flow Statement at the end of the period indicates that there is sufficient cash to support external restrictions.

Council has expended \$40.9M on its capital works program representing 48% of the annual budget. The year to date budget for the same period was \$40.3M.

RECOMMENDATION

- 1 The report be received and noted.
- 2 Proposed changes in the Capital Works Program be approved

ATTACHMENTS

- 1 Income and Funding Statements – December 2014
- 2 Capital Budget Report – December 2014
- 3 Balance Sheet – December 2014
- 4 Cash Flow Statement – December 2014

REPORT AUTHORISATIONS

Report of: Stephen Packer, Manager Finance (Acting)
Authorised by: Brian Jenkins, Director Corporate and Community Services – Creative, Engaged and Innovative City (Acting)

BACKGROUND

This report presents the Income and Expense Statement, Balance Sheet and Cash Flow Statement for December 2014. Council's current budget has a Net Funding (cash) deficit of \$3.5M, an Operating Deficit (Pre Capital) of \$8.8M and a capital expenditure of \$85.3M. At the end of December, Council remains on target to meet the projected financial 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
		1-Jul	26-Dec	26-Dec	26-Dec	
KEY MOVEMENTS						
Operating Revenue	\$M	241.8	242.4	119.5	121.8	2.3
Operating Costs	\$M	(251.1)	(251.3)	(120.3)	(117.5)	2.8
Operating Result [Pre Capital]	\$M	(9.3)	(8.8)	(0.8)	4.3	5.1
Capital Grants & Contributions	\$M	32.6	32.5	7.9	7.4	(0.5)
Operating Result	\$M	23.3	23.6	7.2	11.7	4.5
Operational Funds Available for Capital	\$M	41.8	41.2	22.6	26.8	4.2
Capital Works		83.7	85.3	40.3	40.9	(0.6)
Transfer to Restricted Cash		1.0	2.8	1.4	1.5	(0.1)
Contributed Assets		-	-	-	-	-
Funded from:						
- Operational Funds	\$M	41.8	41.2	22.6	26.8	4.2
- Other Funding	\$M	40.3	43.5	23.5	23.5	0.0
Total Funds Surplus/(Deficit)	\$M	(2.7)	(3.5)	4.4	7.8	3.4

Financial Performance

The December 2014 Operating Result [pre capital] shows a positive variance compared to budget of \$5.1M. This is mainly due to lower than budgeted EPA levy payments (\$1.1M), lower depreciation (\$0.7M), increased fees and charges and other revenues (\$1.3M), recoveries from capital (\$0.5M) and general progress of projects and programs compared to the phased budget.

The Operating result (including capital grants & contributions) shows a positive variance of \$4.5M that is impacted by timing of capital grant payments.

The Total Funds result as at 26 December 2014 shows a favourable variance of \$3.4M that is a result of the cash component of the operating result.

Capital Budget

As at 26 December 2014, Council had expended \$40.9M or 48% of the approved annual capital budget of \$85.3M. The year to date budget for the period was \$40.3M.

Further detail regarding the capital spend is outlined in the capital report in Attachment 2.

Liquidity

Council's cash and investments decreased during December 2014 to holdings of \$122.8M compared to \$123.7M at the end of November 2014.

Council's cash, investments and available funds positions for the reporting period are as follows:

CASH, INVESTMENTS & AVAILABLE FUNDS

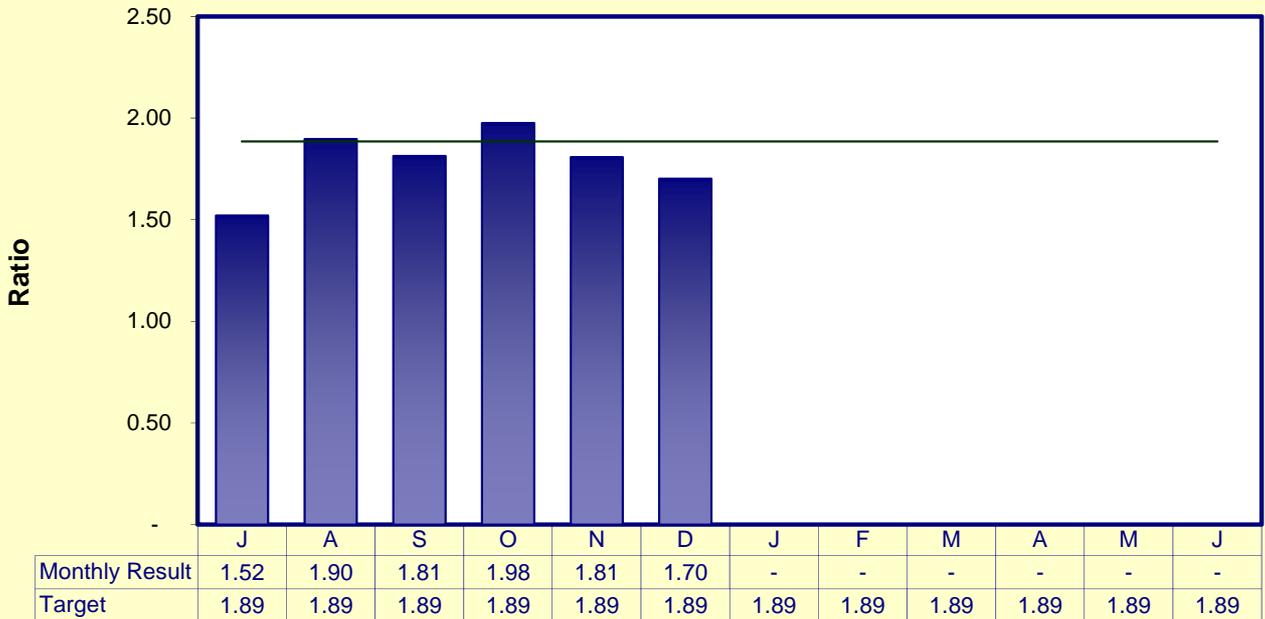
	Actual 2013/14 \$M	Original Budget 2014/15 \$M	September QR 2014/15 \$M	Actual Ytd 26 December 2014 \$M
Total Cash and Investments	117.9	109.5	112.9	122.8
Less Restrictions:				
External	63.0	64.6	68.6	58.5
Internal	27.0	33.5	29.2	25.6
Total Restrictions	89.9	98.1	97.7	84.2
Available Cash	28.0	11.3	15.2	38.7
Adjusted for :				
Current payables	(29.1)	(22.6)	(22.6)	(34.7)
Receivables	25.5	27.1	28.5	28.4
Net Payables & Receivables	(3.6)	4.5	5.9	(6.3)
Available Funds	24.4	15.9	21.0	32.3
*Original budget adjusted for pre audit 2013/14 result & reintroduction of projects in progress				

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 remain above Council's Financial Strategy target of 3.5% to 5.5% of operational revenue [pre capital]. Based on the Adopted 2014-15 Annual Plan, the target Available Funds is between \$8.4M and \$13.3M for year ending 30 June 2015. Actual Available Funds at 26 December 2014 are above that level due to the favourable 2013-14 financial result, general timing of income and expenditure and the progressive nature of the delivery of the capital program. The Available Funds position, together with additional funds held as restricted cash, offer opportunity to review delivery programs or projects in the short to medium term. It was proposed in the September Quarterly review that the use of the additional funds be considered as part of the annual and long term planning process.

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. While Council's ratio is currently below the Local Government Benchmark of >2:1, the strategy is to maximise the use of available funds for asset renewal by targeting a lean unrestricted current ratio.

Unrestricted Current Ratio



Receivables

Receivables are the amount of money owed to Council or funds that Council has paid in advance. Non-current rates debtors are included in this amount to measure Available Funds. At December 2014, receivables totalled \$16.3M, compared to receivables of \$19.5M at December 2013. Fluctuations relate to the timing of rates payments which are accrued for December before the actual payments are due, and a high level of prepayments (shown as 'Other' on the Balance Sheet) reflecting payments made in advance.

Payables

Payables (the amount of money owed to suppliers) of \$34.6M were owed at December 2014 compared to payables of \$29.2M in December 2013. The majority of payables relate to goods and services and capital projects delivered but not yet paid for and rating income received in advance. Variations that occur between reporting periods generally relate to payables for capital projects that are underway.

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 low level of debt means that Council's Debt Service Ratio forecast for 2014-15 is 2.6%. This is exceptionally low in comparison to the Local Government's benchmark ratio of <10% and well within Council's own longer term target of <4%.

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. 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 loan funds under the Local Government Infrastructure Renewal Scheme of \$20M in 2012-13 and \$4.3M in 2013-14 that will be used over a five year period to accelerate the Citywide Footpaths and Shared Path Renewal and Missing Links Construction Program and building refurbishment works for Berkeley Community Centre, Corrimal Library and Community Centre and Thirroul Pavilion and Kiosk respectively. A further \$15M has been approved in recent months under Round Three of this program that provides a subsidy of 3%. The additional loan funds will be used to support the West Dapto Access - Fowlers Road to Fairwater Drive project. It is expected that these funds will be drawn down towards the end of the first quarter of 2015 and will be repaid over 9.5 years. This will increase Council's Debt Service Ratio forecast for 2014-15 to approximately 3.2% which is still below Council's target of 4%.

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 \$2.4B of assets are controlled and managed by Council for the community as at 26 December 2014. The 2014-15 capital works program includes projects such as the West Dapto Access Strategy, the Crown Street Mall upgrade, Whytes Gully new landfill cell, other civil asset renewals including roads, car parks and buildings and purchase of library books. At the end of December, capital expenditure amounted to \$40.9M.

The results for December 2014 are generally within projections over a range of financial indicators and it is expected that Council will achieve the forecast annual results.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective *our local council has the trust of the community* under the Community Goal *we are a connected and engaged community*.

It specifically addresses the Annual Plan 2014-15 Key Deliverables as detailed in the Financial Services Plan which forms part of the Five Year Action contained within the Revised Delivery Program 2012-17.

CONCLUSION

The results for December 2014 are generally within projections over a range of financial indicators and it is expected that Council will achieve the forecast annual results.

ITEM 10

STATEMENTS OF INVESTMENTS - NOVEMBER AND DECEMBER 2014

This report provides an overview of Council's investment portfolio performance for the months of November and December 2014.

Council's average weighted return for November 2014 was 3.34% which was above the benchmark return of 2.74%. The average weighted return for December 2014 was 4.08% which was above the benchmark return of 2.72%. The result was primarily due to solid returns received on the term deposits along with positive valuations on the NSW Treasury Corp and CBA Zero coupon bond. The remainder of Council's portfolio continues to provide a high level of consistency in income and a high degree of credit quality and liquidity.

RECOMMENDATION

Council receive the Statements of Investments for November and December 2014.

ATTACHMENTS

- 1 Statements of Investments – November and December 2014
- 2 Investment Income Compared to Budget 2014-15

REPORT AUTHORISATIONS

Report of: Steven Packer, Manager Finance (Acting)
Authorised by: Brian Jenkins, Director Corporate and Community Services – Creative, Engaged and Innovative City (Acting)

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 13 August 2012. 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 Investment Policy prior to submission to Council and review of the Investment Strategy and monthly Statement of Investments.

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 28 November 2014 were \$117,266,877 (Statement of Investments attached) [29 November 2013 \$119,964,818] and as at 26 December 2014 were \$120,386,031 (Statement of Investments attached) [27 December 2013 \$124,374,836].

During November, Council posted a weighted average return of 3.34% (annualised) compared to the benchmark return of 2.74% (annualised UBS Warburg Bank Bill Index). During December, Council posted a weighted average return of 4.08% (annualised) compared to the benchmark return of 2.72% (annualised UBS Warburg Bank Bill Index). The result was primarily due to solid returns received on the term deposits in conjunction with positive valuations on the NSW Treasury Corp and CBA Zero coupon bond. The remainder of Council's portfolio continues to provide a high level of consistency in income and a high degree of credit quality and liquidity.

As at 26 December 2014, year to date interest and investment revenue of \$2,297,891 was recognised compared to the year to date budget of \$2,079,897.

Council's CBA Zero Coupon Bond recorded an increase in value for November of \$32,800, and a further increase of \$29,600 in December. 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 Westpac floating rate note had a decrease in value of \$6,910 for November, and increased by \$2,240 for December.

Council holds two Emerald Mortgaged Backed Securities that recorded a decrease in value of \$43,888 for November, and a marginal increase of \$6,701 in December. 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.

The NSW T-Corp Long-Term Growth Facility recorded an increase in value of \$20,719 in November, and \$36,612 in December. The fluctuation is a reflection of the current share market volatility both domestically and internationally.

Following its December 2014 meeting, the RBA's official cash rate remained unchanged at 2.50%. 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 consistent with the 2 to 3% target.

This report complies with Council's Investment Policy which was endorsed by Council on 13 August 2012. 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 under the objective *our local council has the trust of the community* under the Community Goal *we are a connected and engaged community*.

It specifically addresses the Annual Plan 2014-15 Key Deliverables as detailed in the Financial Services Plan which forms part of the Five Year Action contained within the Revised Delivery Program 2012-17.

ITEM 11

ADMINISTRATION OF 2016 ELECTIONS OF LORD MAYOR AND COUNCILLORS

Amendments made to the Local Government Act 1993 (“the Act”) in 2011 provide that, unless a Council resolves to engage the New South Wales Electoral Commissioner to administer the elections of Lord Mayor and Councillors scheduled for 10 September 2016, the elections are to be administered by the General Manager.

The Act also requires that a resolution to engage the Commissioner must be made prior to 10 March 2015 (ie 18 months prior to the date of the local government elections). Model resolutions provided by the Electoral Commissioner are included in the Recommendations in this report.

RECOMMENDATION

- 1 The New South Wales Electoral Commissioner be engaged to administer Council’s 2016 Elections of Lord Mayor and Councillors.
- 2 Pursuant to section 296(2) and (3) of the Local Government Act 1993 (“the Act”) an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.
- 3 Pursuant to section 296(2) and (3) of the Act, as applied and modified by section 18, a council poll arrangement be entered into by contract for the Electoral Commissioner to administer all Council polls of the Council.
- 4 Pursuant to section 296(2) and (3) of the Act, as applied and modified by section 18, a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.
- 5 Authority be granted to the General Manager to conduct negotiations with the Electoral Commissioner as to the terms of the engagement and to enter into a contract with the Commissioner on behalf of Council.
- 6 Authority be granted to affix the Common Seal of Council to the contract document and any other documentation, should it be required to give effect to this resolution.

ATTACHMENTS

There are no attachments for this report.

REPORT AUTHORISATIONS

Report of: Lyn Kofod, Manager Governance and Information
Authorised by: Greg Doyle, Director Corporate and Community Services – Creative, Engaged and Innovative City

BACKGROUND

The 2011 amendments to the Act removed the mandate of the NSW Electoral Commissioner (introduced in 1987) to administer all Council elections in the State.

The Act now requires the General Manager to administer Council elections (either personally by the engagement of an independent Returning Officer, or by the engagement of a commercial electoral services provider), unless the Council specifically resolves to engage the Electoral Commissioner to undertake the task.

Fourteen Councils took up the opportunity to administer their own elections in 2012. Eleven of those Councils engaged a commercial election service provider (Australian Election Company based in Queensland) to conduct their elections and three Councils appointed an independent Returning Officer and provided in-house administrative and materials support for the conduct of their elections.

If Council does not engage the Commissioner by 10 March 2015 to administer its 2016 elections and decides to engage a commercial election service provider, a tender process will be required, as the estimated cost of the administration of the elections will exceed the tender value threshold of \$150,000 as prescribed by the Act. The direct engagement of the Electoral Commissioner to administer Council elections has been included in the Act as one of the exemptions to the tender process requirements.

The engagement of the Electoral Commissioner, a commercial election service provider, or an independent Returning Officer, is required pursuant to the requirement of the Act that the Returning Officer for the elections cannot be the General Manager or any other employee of the Council.

The costs incurred by Wollongong City Council in the conduct of its 2011 elections by the Commissioner were as follows:

- Electoral Commission of NSW - \$579,278 (ex GST)
- Statutory advertising and other costs - \$27,276 (ex GST)

The Commissioner has provided Council with a preliminary estimate of costs to conduct the 2016 elections of \$881,201 (ex GST).

The amendments to the Act now allow Councils to negotiate commercial terms with the Electoral Commissioner based upon a negotiated service level agreement. It is expected that these negotiations will achieve savings for Council in the overall cost of administration of the 2016 elections by Council undertaking some administrative tasks such as hiring of the Returning Officer's premises, printing of rolls and provision or hire of furniture.

The Australian Election Company has also provided Council with an "indicative budget estimate proposal" to conduct the 2016 elections on a "commercial in confidence" basis.

This estimate provides some savings against the Electoral Commission’s estimate of costs. The Company has also provided a schedule of further savings achievable if Council was to undertake certain components of the election process such as printing of rolls, advertising, hire of polling places, hire of furniture and provision of office space for the Returning Officer.

It is to be noted that this is an estimate only and that the Australian Election Company could only be engaged by Council following a formal open tender process.

For the information of Council, the following table sets out the costs (to the nearest thousand, ex GST) incurred by Councils of similar electoral size to Wollongong in conducting their 2012 elections, together with projected costs, increased by a flat 4% per annum, for the 2016 elections.

Council	Electors	2012 Election Cost (\$)	Projected 2016 Cost (\$)
Sutherland	159,000	607,000 (In-house)	704,000
Lake Macquarie	144,000	685,000 (Aus. Election Co.)	794,000
Penrith	123,000	567,000 (Aus. Election Co.)	657,000
Fairfield	127,000	820,000 (Aus. Election Co.)	951,000
Bankstown	124,000	700,000 (El. Comm. of NSW)	812,000
The Hills	121,000	692,000 (El. Comm. of NSW)	803,000
Liverpool	117,000	643,000 (El. Comm. of NSW)	746,000
Newcastle	109,000	681,000 (Aus. Election Co.)	790,000
Wollongong	144,000	579,000 (election in 2011 conducted by Electoral Commissioner in conjunction with Shellharbour Council election)	881,201*

* Preliminary cost estimate provided by the Electoral Commission of NSW

PROPOSAL

The possible cost saving by engaging a commercial election service provider or an independent Returning Officer are not considered to be significant enough to justify a move away from the Electoral Commissioner, particularly when the additional administrative responsibilities allocated to the General Manager to administer an election and the consequent support required to be provided by Council’s administrative staff to the Returning Officer are taken into account.

The benefits to Council of the engagement of the Electoral Commissioner to administer the elections include:

- the integrity of the Electoral Commission's systems and processes including its vote counting software;
- the experience of the Commissioner and his staff in conducting State and Council elections including the resolution of complaints and disputes;
- the "arm's length" probity principle of not having the General Manager or Council's administrative staff directly involved in the administration of the election process; and
- certainty of the availability of polling places, polling staff and election materials such as voting screens, ballot boxes and stationery.

The 2011 elections in Wollongong were conducted efficiently and there was a high level of co-operation between operational staff of Council, the Returning Officer appointed by the Commissioner and the Commissioner's staff in administrative and housekeeping matters connected with the elections to reduce costs wherever possible.

It is proposed that Council resolve to engage the Electoral Commissioner of New South Wales to administer the 2016 elections of Lord Mayor and Councillors.

CONSULTATION AND COMMUNICATION

Published reports of other Councils and the Office of Local Government Review of the 2012 Council-Run Elections have been reviewed in order to ascertain comparative election costs.

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 – This report contributes to the Wollongong 2022 objective: "Our local Council has the trust of the community" under the Community Goal: "We are a connected and engaged community".

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2014-2015.

FINANCIAL IMPLICATIONS

Provision will be made in the 2016/2017 Budget for the cost of the September 2016 elections of Lord Mayor and Councillors.

CONCLUSION

It is proposed that the General Manager be authorised to conduct negotiations with the Electoral Commissioner with a view to the engagement of the Commissioner to administer the 2016 Elections of Lord Mayor and Councillors, and any future Council polls of electors and constitutional referenda. It is also proposed that the General Manager be authorised to finalise the terms of the engagement and to enter into a contract with the Commissioner on behalf of Council for the conduct of the elections, Council polls and referenda.

ITEM 12

BI MONTHLY TABLING OF RETURNS OF DISCLOSURES OF INTEREST AND OTHER MATTERS

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.

ATTACHMENT

Returns of Disclosures of Interests and Other Matters (to be tabled)

REPORT AUTHORISATIONS

Report of: Paul Marskell, Manager Governance and Information (Acting)
Authorised by: Brian Jenkins, Director Corporate and Community Services – Creative, Engaged and Innovative City (Acting)

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective *our local Council has the trust of the community* (Community Goal) *we are a connected and engaged community*.

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2014-15.

ITEM 13 FINANCIAL ASSISTANCE POLICY MINOR UPDATE

As a result of a procedural issue identified in the 2014/15 Financial Assistance applications process, a minor update to the Financial Assistance Policy as it relates to *Section D) Sponsorship of Community Events* is being sought in order to clarify eligible types of events for funding.

During cross divisional engagement one other minor update had been identified for *B) Small Cultural Grants Program*.

RECOMMENDATION

Council approve the minor updates requested in the Council Policy – Financial Assistance as outlined in the attachment to this report.

ATTACHMENT

Draft Financial Assistance Council Policy with tracked changes

REPORT AUTHORISATIONS

Report of: Tanya Buchanan, Manager Community, Cultural and Economic Development

Authorised by: Brian Jenkins, Director Corporate and Community Services – Innovative, Creative and Innovative City (Acting)

BACKGROUND

As a result of the minor updates being required, engagement with Community and Cultural Services, Economic Development and Environment and Planning Divisions was undertaken. The two Policy updates for consideration are:

1 Related to D) Sponsorship of a Community Event

A procedural issue was identified in the 2014/15 Financial Assistance applications process, specifically relating to 1) *Eligibility for Sponsorship* and 2) *Assessment Criteria*.

The original wording needed to be clarified to ensure it was inclusive of all areas of our community. In its current format the highlighted criteria appears to lack equity.

This issue, as it related to the eligibility of particular events, caused some confusion and community concern as to what events were an eligible type of event.

Current Wording	Proposed Updated Wording
<p>1 ELIGIBILITY FOR SPONSORSHIP The following events will not be eligible for funding via this program:</p> <ul style="list-style-type: none"> - Specific and local cultural events; - Fetes; - Conferences/Dinners; - Award presentations; - Political events; - Fundraising events available only to paid ticket holders; - Any event with sponsorship assessed as actual, potential or perceived conflict of interest between Council and the applicant or another sponsoring individual or organisation for such event. 	<p>1 ELIGIBILITY FOR SPONSORSHIP The following events will not be eligible for funding via this program:</p> <ul style="list-style-type: none"> - Local events that only target a specific sector or group and do not actively engage the general broader community; - Fetes; - Conferences/Dinners; - Award presentations; - Political events; - Fundraising events available only to paid ticket holders; - Any event with sponsorship assessed as actual, potential or perceived conflict of interest between Council and the applicant or another sponsoring individual or organisation for such event.
<p>2 ASSESSMENT CRITERIA Eligible applicants will be prioritised according to the following assessment criteria:</p> <ul style="list-style-type: none"> - Citywide event (an event which encompasses the community of the whole of the City of Wollongong); - Local general community event (suburb based – a community event held in a particular suburb with the aim of bringing together the whole of the community of that suburb and opportunity for beyond); - Sporting events of State or National significance held within the City of Wollongong LGA. 	<p>2 ASSESSMENT CRITERIA Eligible applicants will be prioritised according to the following assessment criteria:</p> <ul style="list-style-type: none"> - Citywide event (an event which encompasses the community of the whole of the City of Wollongong); - Local community event that is inclusive and focuses on encouraging broad community participation, including but not limited to arts, culture and music; - Sporting events of State or National significance held within the City of Wollongong LGA.

2 Related to B) Small Cultural Grants Program

The requested change for Small Cultural Grants is to increase the maximum funding request for Category 1 – *Community Cultural Development Projects* from \$2,000 to \$4,000. This will bring the funding in line with the maximum funding available for Category 2a – *Professional Development, Marketing and Minor Capital Support*.

PROPOSAL

It is proposed that Council approve the minor updates to the Financial Assistance Policy.

CONSULTATION AND COMMUNICATION

The minor update of the Financial Assistance Policy was done in consultation with the following:

- Multicultural Reference Group
- Cultural and Community Services:
 - * Community and Cultural Development Manager
 - * Coordinator Community Development and Social Planning
 - * Coordinator Community Partnerships and Safety
 - * Coordinator Cultural Services
 - * Community Development Officer
- Economic Development:
 - * Economic Development Manager
 - * Senior Economic Development Manager
- Strategic Project Officer – Heritage
- Public Relations Manager (Acting)

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective 3.1.2 *Artists and innovators are employed, mentored and supported* and 3.4.1 *Local groups and communities are actively supported to provide community-based programs, events and festivals that celebrate cultural traditions and contemporary practices (Community Goal 3 Wollongong is a creative, vibrant city)*.

RISK ASSESSMENT

It has been identified that there needed to be a clearer definition of eligible and non-eligible events within the Financial Assistance Policy *Section D) Sponsorship of Community Events*. This update seeks to gain more clarity to the definition.

Financial Assistance applications for 2015/16 open 1 February 2015, as such should this update to the Policy not be adopted by Council, we would be opening funding applications under the current Financial Assistance Policy which does not address the community's concerns.

FINANCIAL IMPLICATIONS

The minor updates to the Financial Assistance Policy do not have financial implications.

CONCLUSION

Advertising for applications, for consideration under Council's 2015-16 Financial Assistance Policy, is due to commence from 1 February 2015. Council's approval of the minor updates to this Policy will allow applications to be received under the updated Policy, ensuring community concerns are met.

The proposed changes are shown, as tracked changes, in the attachment to this report.



MINUTES

ORDINARY MEETING OF COUNCIL

at 6.00 pm

Monday 15 December 2014

Present

Lord Mayor – Councillor Bradbery OAM (in the Chair), Councillors Kershaw (from 6.03 pm) Connor, Brown, Takacs, Martin, Merrin (until 9.42 pm), Blicavs, Dorahy, Colacino, Crasnich, Curran and Petty

In Attendance

General Manager – D Farmer, Director Infrastructure and Works – Connectivity, Assets and Liveable City – M Hyde, Director Planning and Environment – Future, City and Neighbourhoods – A Carfield, Manager Governance and Information – L Kofod, Manager Finance – B Jenkins, Manager Environmental Strategy and Planning – R Campbell, Manager Project Delivery – G Whittaker, Manager Community Cultural and Economic Development – T Buchanan and Manager Infrastructure Strategy and Planning – M Dowd

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DISCLOSURES OF INTERESTS

Councillor Martin declared a non-financial, non-significant conflict of interest in Items 2, 3, 4, 5, 6, 7, 9 and 17, which are all Planning Proposals and will involve the Department of Planning and Environment. Councillor Martin advised that she would absent herself from discussion on Item 2 (Submission on the Draft Illawarra Regional Growth and Infrastructure Plan) as she is based in the Wollongong Office of the Department of Planning and Environment.

Councillor Blicavs disclosed an interest in Item 12, tender for the Strategic Project Advisor Services Panel, as she works for a member services organisation and some of the panellists are members of her Association, however, there is no conflict as such.

Councillor Blicavs disclosed an interest in Item 13, tender for the provision of external auditing services, as the recommended auditor is also the auditor of a board of which she is a member.

Councillor Takacs declared a significant, non-pecuniary conflict of interest in Item 17, Draft Planning Proposal for the Innovation Campus, as the matter involves his employer, the University of Wollongong. Councillor Takacs advised that he would absent himself from the Chamber during debate and voting on the matter.

Councillor Brown declared an interest in Item 9, Draft Planning Proposal for the western precinct Redgum Ridge Estate, as a family member lives adjacent to the subject land. Councillor Brown advised that he would absent himself from debate and voting on the matter.

CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON MONDAY, 24 NOVEMBER 2014

216 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Brown seconded Councillor Crasnich that the Minutes of the Ordinary Meeting of Council held on Monday, 24 November 2014 (a copy having been circulated to Councillors) be taken as read and confirmed.

Minute No.

DEPARTURE OF COUNCILLOR

During Dr Laird's address, Councillor Colacino departed and returned to the meeting, the time being from 6.16 pm to 6.17 pm.

PUBLIC ACCESS FORUM – SECTION 94 CONTRIBUTION RATE FOR CAR PROCESSING AND STORAGE DEVELOPMENTS

Mr S Hughes advised that there are suggestions that the Prixcar project would result in a total of 400 positions being created across a variety of employment fields. However, at present, the project is not viable in that Prixcar requires a lot of land and in this instance, Council is faced with a unique project which requires a unique response to address the issue of contributions.

Mr D Woods stated that in terms of competitiveness in the automotive market, ideally Prixcar should be located in Wollongong. He said the company would offer full-time employment for between 225 to 250 people across a range of skill sets. His company worked closely with tertiary and secondary education in offering cadetships, traineeships and apprenticeships. However, Mr Woods said that the move to Wollongong had to be cost effective and there was no point in the company relocating to the area if the business was not sustainable.

On behalf of the Wollongong Transport Coalition, Dr P Laird said that in terms of the report's recommendation, that is, the General Manager be granted delegated authority to reduce the adopted Section 94 contribution rate, he noted that if the applicant's methodology was adopted, there could be a \$2.57 million loss in income to Council at a time when Council will have increased road maintenance costs for roads leading to the site.

At a time when Council is under pressure to cut costs, Dr Laird suggested that Option 1 of the report be adopted by Council, that is, that no change be made to the contribution rate for car storage and processing uses.

217 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Brown seconded Councillor Connor that all speakers be thanked for their presentation and invited to table their notes.

Minute No.

CALL OF THE AGENDA

218 COUNCIL'S RESOLUTION – RESOLVED on the motion of Councillor Brown seconded Councillor Blicavs that the staff recommendations for Items 1, 5 to 7, 10 to 16, and 19 to 25 inclusive, be adopted as a block.

In favour Councillors Kershaw, Connor, Brown, Martin, Takacs, Merrin, Blicavs, Dorahy, Colacino, Crasnich, Curran and Bradbery

Against Councillor Petty

ITEM A – LORD MAYORAL MINUTE - REALLOCATION OF FUNDING FOR SPORTSGROUND LIGHTING AT THOMAS DALTON PARK

219 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Bradbery that the budgeted funding of \$200,000 for sportsfield lighting at Ian McLennan Oval be reallocated to Thomas Dalton Park for the provision of new and upgraded sportsfield lighting at the southern section of the sportsground.

MATTER OF GREAT URGENCY - ENFORCEMENT OF COUNCIL'S DOGS ON BEACHES AND PARKS POLICY

Councillor Curran advised that she wished to put forward a motion which she considered to be urgent following a recent dog attack and related to the enforcement of Council's Dogs on Beaches and Parks Policy. She stated that over the last 12 months there had been few infringements issued in relation to the above policy and there was a need to employ Animal Control Rangers seven days a week for enforcement reasons.

The Lord Mayor ruled Councillor Curran's request to be out-of-order as he considered the matter not to be of great urgency.

Councillor Curran MOVED a MOTION OF DISSENT on the Lord Mayor's ruling and on a show of hands, the Lord Mayor's ruling was upheld.

ITEM 1 - BALD HILL RESERVE MASTERPLAN DEPARTMENTAL REPORT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION – Council adopt and implement the Bald Hill Reserve Landscape Masterplan.

Minute No.

DEPARTURE OF COUNCILLOR

Due to a prior disclosure of interest, Councillor Martin was absent from the Chamber during debate and voting on Item 2.

ITEM 2 - SUBMISSION: DRAFT ILLAWARRA REGIONAL GROWTH AND INFRASTRUCTURE

220 COUNCIL'S RESOLUTION - RESOLVED on the motion of Councillor Brown seconded Councillor Blicavs that the submission on the *Draft Illawarra Regional Growth and Infrastructure Plan* (Attachment 1 of the report) be endorsed for finalisation by the General Manager and submitted to the NSW Department of Planning and Environment.

A PROCEDURAL MOTION was MOVED by Councillor Curran that the motion be put. The Procedural Motion was CARRIED.

Councillor Brown's motion was then PUT to the VOTE.

In favour Councillors Kershaw, Connor, Brown, Merrin, Blicavs, Colacino, Crasnich, Curran, Petty and Bradbery

Against Councillors Takacs and Dorahy

DEPARTURE OF COUNCILLOR

During the debate and prior to voting on Item 3, Councillor Curran departed and returned to the meeting, the time being from 7.28 pm to 7.29 pm.

ITEM 3 - DRAFT PLANNING PROPOSAL: SOUTH-EAST GATEWAY PRECINCT TO WOLLONGONG CITY, BOUNDED BY GLEBE, SWAN, CORRIMAL AND KEMBLA STREETS, WOLLONGONG

The following PROCEDURAL MOTIONS were moved and carried to allow an extension of time to address the meeting in relation to Item 3 –

- Moved Councillor Crasnich seconded Councillor Curran: One minute for Councillor Dorahy;
- Moved Councillor Crasnich seconded Councillor Blicavs: One minute for Councillor Martin.

Minute No.

221

COUNCIL'S RESOLUTION - RESOLVED on the motion of Councillor Blicavs seconded Councillor Colacino that -

- 1 A draft Planning Proposal not be prepared for the South-East Gateway Precinct.
- 2 The timing of the South Wollongong precinct study be considered and prioritised as part of the preparation of the draft Annual Plan and Budget 2015-16 (and future years if required).

In favour Councillors Kershaw, Connor, Brown, Martin, Takacs, Merrin, Blicavs and Bradbery

Against Councillors Dorahy, Colacino, Crasnich, Curran and Petty

DEPARTURE OF COUNCILLORS

During the debate and prior to voting on Item 4, the following Councillors departed and returned to the meeting –

- Councillor Colacino from 7.39 pm to 7.41 pm.
- Councillor Dorahy from 7.44 pm to 7.46 pm.
- Councillor Blicavs from 7.49 pm to 7.50 pm.
- Councillor Takacs from 7.49 pm to 7.51 pm.

ITEM 4 - DRAFT PLANNING PROPOSAL - ROSEHILL FARM, 571 AVONDALE ROAD, AVONDALE

222

COUNCIL'S RESOLUTION - RESOLVED on the motion of Councillor Connor seconded Councillor Kershaw that a draft Planning Proposal not be prepared for Rosehill Farm, 571 Avondale Road, Avondale and the current planning controls be retained for the site.

In favour Councillors Kershaw, Connor, Brown, Martin, Takacs, Merrin and Bradbery

Against Councillors Blicavs, Dorahy, Colacino, Crasnich, Curran and Petty

Minute No.

ITEM 5 - DRAFT SHEAFFES ROAD AND WEST DAPTO ROAD, KEMBLA GRANGE NEIGHBOURHOOD PLAN

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 The draft Neighbourhood Plan prepared for land fronting Sheaffes Road and West Dapto Road, Kemplara Grange (Attachment 2 of the report) be placed on exhibition for a minimum period of 28 days, excluding the Christmas and New Year period, for inclusion in the Wollongong Development Control Plan 2009 Chapter D16 West Dapto Release Area.
- 2 Figure 6.2 of the Wollongong Development Control Plan 2009 Chapter D16 West Dapto Release Area be amended to reflect the new location of the town centre.
- 3 Consultation with NSW State agencies occur as part of the exhibition period.
- 4 A draft Planning Proposal be prepared for the relocation of the town centre to the north of West Dapto Road, the primary school site and the boundary of R3 Low Density Residential and E3 Environmental Management land as indicated in the report and on Attachment 2 of the report.
- 5 The draft Planning Proposal be referred to the NSW Department of Planning and Environment for a Gateway determination and if endorsed exhibited for a minimum period of 28 days.
- 6 Council request authority for the General Manager to exercise plan making delegations in accordance with Council's resolution of 26 November 2012 for the Planning Proposal.

Minute No.

ITEM 6 - DRAFT HUNTLEY AVONDALE ROAD NORTH NEIGHBOURHOOD PLAN

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 The draft Huntley Avondale Road North Neighbourhood Plan be placed on public exhibition for a minimum period of 28 days, excluding the Christmas and New Year period (Attachment 1 of the report).
- 2 Consultation with NSW State agencies occur as part of the exhibition period.
- 3 A Draft Planning Proposal be prepared to amend the boundary between the E4 Environmental Living and R2 Low Density Residential zone on Lot 2 DP 549152 (as indicated in Figure 3 and Attachment 3 of the report) and consequential amendments be made to the Minimum Lot Size and Floor Space Ratio Maps.
- 4 The draft Planning Proposal be referred to the NSW Department of Planning and Environment for a Gateway determination and, if endorsed, exhibited for a minimum period of 28 days.
- 5 Council request authority for the General Manager to exercise plan making delegations in accordance with Council's resolution of 26 November 2012 for the Planning Proposal.

ITEM 7 - PLANNING PROPOSAL - SHEAFFES ROAD NORTH PRECINCT - POST EXHIBITION REPORT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION – The Planning Proposal to enact changes to Wollongong Local Environmental Plan 2009 as required by the Sheaffes Road North Neighbourhood Plan, be finalised under delegation issued by the NSW Department of Planning and Environment.

Minute No.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 8, the following Councillors departed and returned to the meeting –

- Councillor Merrin from 8.05 pm to 8.07 pm.
- Councillor Blicavs from 8.27 pm to 8.30 pm.

ITEM 8 - REVIEW OF DEVELOPMENT CONTRIBUTIONS FOR CAR STORAGE AND PROCESSING DEVELOPMENTS AT KEMBLA GRANGE

A PROCEDURAL MOTION was MOVED by Councillor Crasnich seconded Councillor Martin that an additional 1½ minutes be granted to Councillor Dorahy to address the meeting.

223 COUNCIL'S RESOLUTION - RESOLVED on the motion of Councillor Brown seconded Councillor Connor that -

- 1 The General Manager be delegated authority to formulate a deferred or periodic payment schedule for Section 94 contributions, as allowed for at Section 2.10 of the West Dapto Section 94 Plan for car storage uses at Kembla Grange.
- 2 The repayment schedule include an initial payment of not less than 20% of the contribution sum and that the periodic payments be extended over not more than 10 years.
- 3 The contributions be secured against a bank guarantee as permitted in the Plan.

In favour Councillors Kershaw, Connor, Brown, Martin, Dorahy, Colacino and Bradbery

Against Councillors Takacs, Merrin, Blicavs, Crasnich, Curran and Petty

DEPARTURE OF COUNCILLORS

Due to a prior disclosure of interest, Councillor Brown was not present during the debate and voting on Item 9.

During debate and prior to voting on Item 9, the following Councillors departed and returned to the meeting –

- Councillor Kershaw from 9.12 pm to 9.15 pm.
- Councillor Colacino from 9.16 pm to 9.18 pm.

Minute No.

ITEM 9 - DRAFT PLANNING PROPOSAL: WESTERN PRECINCT REDGUM RIDGE ESTATE, REDGUM FOREST WAY, FIGTREE

A PROCEDURAL MOTION was MOVED by Councillor Curran seconded Councillor Dorahy that an additional one minute be granted to Councillor Merrin to address the meeting.

224 COUNCIL'S RESOLUTION - RESOLVED on the motion of Councillor Takacs seconded Councillor Blicavs that -

- 1 A draft Planning Proposal be submitted to the NSW Department of Planning and Environment seeking a Gateway determination to rezone part of the site from RU2 Rural Landscape to E4 Environmental Living with a Minimum Lot Size of 1,000m² and Floor Space Ratio of 0.3:1 and rezone the remainder of the site E2 Environmental Conservation with a Minimum Lot Size of 39.99 ha;
- 2 A BioBanking agreement be established for the lands zoned E2 in accordance with the conditions set in a BioBanking statement issued by the Office of Environment and Heritage (OEH);
- 3 Advice be sought from the NSW Department of Planning and Environment concerning an appropriate legal framework to recognise that the rezoning is contingent on the establishment of an approved BioBanking agreement;
- 4 Advice be sought from the NSW Department of Planning and Environment about any further studies required (eg further targeted flora and/or fauna surveys);
- 5 The draft Planning Proposal also include amendments to the Land Zoning Map, Floor Space Ratio Map, Minimum Lot Size Map, Height of Buildings Map, and Natural Resource Sensitivity Map, to remove inconsistencies with the approved and developed Redgum Ridge Estate subdivision; and
- 6 Council request authority for the General Manager to exercise plan making delegations in accordance with Council's resolution of 26 November 2012.
- 7 The proponent investigate the provision of additional future access to Cordeaux Road, via Stones Road, from this development.

Variation *The variation moved by Councillor Connor (the addition of Part 7) was accepted by the mover and seconder.*

In favour Councillors Kershaw, Connor, Martin, Takacs, Blicavs, Dorahy, Colacino, Crasnich, Curran, Petty and Bradbery

Against Councillor Merrin

Minute No.

ITEM 10 - CROWN STREET AND INNER CITY BUILDING FACADE REJUVENATION PROGRAM - ROUND 2

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION – Council provide financial assistance to the proposed recipients under Round 2 of the Façade Rejuvenation Program outlined in Attachment 1 of the report pursuant to the Financial Assistance Policy (Crown Street and Inner City Building Façade Rejuvenation Program).

ITEM 11 - AUSTINMER SEA POOLS, AUSTINMER - ENGAGEMENT OF ALTERNATIVE CONTRACTOR TO COMPLETE THE REFURBISHMENT WORKS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 Council resolve, in accordance with section 55(3)(i) of the Local Government Act 1993, that because of the extenuating circumstances brought about by the liquidation of the contractor engaged by Council to undertake the works at Austinmer Sea Pool, as set out in this report, tenders not be invited for the works required to complete the project.
- 2 Authority be granted to the General Manager to negotiate and finalise the terms of a contract with a suitably experienced and competent contractor to complete the works.
- 3 Council note that the process for selecting and contracting with such a contractor will have regard to the criteria developed for the previous tender.

Minute No.

ITEM 12 - TENDER T14/02 – STRATEGIC PROJECT ADVISOR SERVICES PANEL

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 In accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tenders of Kenko Consulting, NSW Public Works, C2C Consultancy, Savills Project Management, Dawson James and GHD for the Strategic Project Advisor Services Panel for a period of three years (with an option at Council's discretion of a further two years).
- 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 13 - TENDER T14/18 - PROVISION OF EXTERNAL AUDITING SERVICES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 In accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of PricewaterhouseCoopers for the provision of external auditing services for the period of six years, in the sum of \$95,000 annually, plus CPI adjustments, 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.

Minute No.

ITEM 14 - TENDER T14/23 - TOWRADGI SURF LIFE SAVING CLUB RECTIFICATION AND RENDER WORKS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 In accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of Deane Constructions Pty Ltd for Rectification and Render Works at the Towradgi Surf Life Saving Club, in the sum of \$188,072, 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 15 - TENDER T14/28 - REPLACEMENT OF THE WOMBARRA BEACH SEA WALL

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 In accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of Land and Marine Ocean Engineering Pty Ltd for replacement of the Wombarra Beach Sea Wall, in the sum of \$578,115 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.

Minute No.

ITEM 16 - TENDER T14/29 – THOMAS DALTON PARK - REDEVELOPMENT OF EXISTING FACILITIES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 In accordance with the Local Government (General) Regulation 2005, Clause 178 (1) (a), Council accept the tender of Camarda and Cantrill Pty Ltd for the redevelopment of existing facilities at Thomas Dalton Park, Fairy Meadow, in the sum of \$337,558, 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.

DEPARTURE OF COUNCILLOR

Due to a prior disclosure of interest, Councillor Takacs was not present during the debate and voting for Item 17.

ITEM 17 - DRAFT PLANNING PROPOSAL - INNOVATION CAMPUS - BOUNDARY ADJUSTMENT

225 COUNCIL'S RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Kershaw seconded Councillor Curran that -

- 1 A draft Housekeeping Planning Proposal be prepared for the Innovation Campus, Fairy Meadow/North Wollongong to amend the location of the SP1 Special Purpose / RE1 Public Recreation zone boundary on the western side of the Innovation Campus near Cabbage Tree Creek. A corresponding amendment be made to the Height of Buildings map.
- 2 The draft Planning Proposal be referred to the Department of Planning and Environment for Gateway determination and if approved be exhibited for a minimum period of 14 days.
- 3 Council request authority for the General Manager to exercise plan making delegations in accordance with Council's resolution of 26 November 2012.

DEPARTURE OF COUNCILLORS

At this stage, the time being 9.42 pm, Councillor Merrin departed the meeting. Councillor Merrin was not present for the vote taken for Item 18.

During the debate and prior to voting on Item 18, the following Councillors departed and returned to the meeting –

- Councillor Colacino from 9.41 pm to 9.43 pm.
- Councillor Petty from 9.42 pm to 9.44 pm.

ITEM 18 - POLICY REVIEW: RECRUITMENT OF EXTERNAL MEMBERS TO COMMITTEES

MOVED by Councillor Bradbery seconded Councillor Blicavs that the Recruitment of External Members to Committees Policy be adopted, subject to the following amendments –

- 1 Page 4 – Referee Checks – the inclusion of the words ‘where a formal qualification is required as part of the selection process, this formal qualification shall be verified by the Panel with the relevant institutional body’.
- 2 Page 5 - Casual Vacancies – the inclusion of the words ‘and advice be provided to Councillors’.

An AMENDMENT was MOVED by Councillor Martin seconded Councillor Curran that the Recruitment of External Members to Committees Policy be adopted, subject to the following amendments –

- 1 Page 4 – Referee Checks – the inclusion of the words ‘where a formal qualification is required as part of the selection process, this formal qualification shall be verified by the Panel with the relevant institutional body’.
- 2 Page 3 – Assessment Panels – to read ‘Assessment Panels are to consist of at least three members comprising –
 - a Current chair of the committee (or other independent member where the chair is not able to participate or it is not appropriate for the Chair to participate), where applicable;
 - b General Manager or their delegate (eg Manager or staff member from relevant Division);
 - c Councillor representative;

Minute No.

- d One of the following –
 - i Staff member/s from relevant Division/s,
 - ii External independent (where appropriate);
 - iii Other independent member of the relevant Committee.
- 3 Page 5 - Casual Vacancies – the inclusion of the words ‘and advice be provided to Councillors’.

226 COUNCIL'S RESOLUTION - A FORESHADOWED AMENDMENT was MOVED by Councillor Bradbery seconded Councillor Connor that the Recruitment of External Members to Committees Policy be adopted, subject to the following amendments –

- 1 Page 4 – Referee Checks – the inclusion of the words ‘where a formal qualification is required as part of the selection process, this formal qualification shall be verified by the Panel with the relevant institutional body’.
- 2 Page 3 – Assessment Panels – to read ‘Assessment Panels are to consist of at least three members comprising –
 - a Current chair of the committee (or other independent member where the chair is not able to participate or it is not appropriate for the Chair to participate), where applicable;
 - b General Manager or their delegate (eg Manager or staff member from relevant Division);
 - c Councillor representative; and
 - d One of the following –
 - i Staff member/s from relevant Division/s, or
 - ii External independent (where appropriate); or
 - iii Other independent member of the relevant Committee.
- 3 Page 5 - Casual Vacancies – the inclusion of the words ‘and advice be provided to Councillors’.

Councillor Martin's AMENDMENT on being PUT to the VOTE was LOST.

In favour
Against

Councillors Martin, Crasnich, Curran and Petty

Councillors Kershaw, Connor, Brown, Takacs, Blicavs, Dorahy, Colacino and Bradbery

Councillor Bradbery's FORESHADOWED AMENDMENT then BECAME the AMENDMENT.

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Councillor Bradbery's AMENDMENT on being PUT to the VOTE was CARRIED.

In favour Councillors Kershaw, Connor, Brown, Martin, Takacs, Dorahy, Colacino, Crasnich and Bradbery

Against Councillors Blicavs, Curran and Petty

Councillor Bradbery's AMENDMENT then BECAME the MOTION.

The MOTION on being PUT to the VOTE was CARRIED.

In favour Councillors Kershaw, Connor, Brown, Martin, Takacs, Blicavs, Dorahy, Colacino, Crasnich and Bradbery

Against Councillors Curran and Petty

ITEM 19 - POLICY REVIEW AND CHANGE OF NAME: CONCRETE OR BRICK PAVED FOOTPATH CONSTRUCTION

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION – The draft Paved Footpath Construction Policy, formally known as the Concrete or Brick Paved Footpath Construction Policy, be adopted.

ITEM 20 - QUARTERLY REPORT ON DEVELOPMENT APPLICATIONS INVOLVING VARIATIONS TO DEVELOPMENT STANDARDS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION – Council note the report.

ITEM 21 - MODEL CODE OF CONDUCT COMPLAINTS STATISTICS REPORT 2013-2014

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION – The report be received and noted.

Minute No.

ITEM 22 - RESCHEDULING OF 16 FEBRUARY 2015 COUNCIL MEETING AND SCHEDULING OF COUNCIL MEETING ON 22 JUNE 2015

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 The Council meeting scheduled for 16 February 2015 be rescheduled to 23 February 2015 in place of the Councillor Briefing Session.
- 2 An Annual Planning Workshop to review the draft Capital Works Program for 2015-2016 be held on 16 February 2015.
- 3 A Council meeting be scheduled for 22 June 2015 in place of the Councillor Briefing Session.

ITEM 23 - OCTOBER 2014 FINANCIALS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION –

- 1 The report be received and noted.
- 2 Proposed changes in the Capital Works Program be approved.

ITEM 24 - STATEMENT OF INVESTMENTS - OCTOBER 2014

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

COUNCIL'S RESOLUTION – Council receive the Statement of Investments for October 2014.

Minute No.

ITEM 25 - MINUTES OF THE CITY OF WOLLONGONG TRAFFIC COMMITTEE MEETING HELD 25 NOVEMBER 2014

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 218).

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 25 November 2014 in relation to Regulation of Traffic be adopted.

THE MEETING CONCLUDED AT 10.03 PM.

Confirmed as a correct record of proceedings at the Ordinary Meeting of the Council of the City of Wollongong held on 27 January 2015.

Chairperson

Otford Stanwell Park Tunnel Rail Trail Inc.

PO Box 155
Helensburgh NSW 2508
Date here

Mr Chris Hanger

Director – Office of Regional Development Investment & Export Services

L43, MLC Centre, 19 Martin Place Sydney NSW 2000

GPO Box 5477, Sydney NSW 2001

Dear Chris

Please find enclosed two copies of our application for funding of studies for the funding for Feasibility, Engineering and Heritage Studies, followed by a Detailed Rail Trail Development Plan.

This application has been lodge with the Member for Heathcote, Hon Mr Lee Evans and with Mr John Moore of Rail Trails for NSW. John has ask that a copy be forwarded to yourself and two copies have been enclosed.

The old Otford Tunnel was at one time after its closure as a railway tunnel in 1920 used as a path from Otford to Stanwell Park and it would be grand for the tunnel to be once again used as a path.

Local support is shown in the appendixes of the application but since the association formed in October this year and the word has gotten around the community of Helensburgh, Otford, Stanwell Park, Stanwell Tops and Darkes forest (2508 area) the support has exploded with the local maginze having a small article in its December edition. Link - <http://www.2508mag.com.au/december-2014/> page 13. I understand that the current edition of Bicycle NSW newsletter has an article also.

The tunnel has great potential in connecting the Coastal Walk exiting the Royal National Park at Otford by providing a route to Stanwell Park to join Wollongong City Council's Grand Pacific Walk, that eliminates the dangerous decent down the roadway of Lawrence Hargraves Drive down Bald Hill.

The community has offered ideas for the Otford Stanwell Park Tunnel Rail Trail with one community member suggesting a string of LED lights down the tunnel with motion sensors down the string that light the tunnel for 10 metres in front of you and 10 metres behind so that you get the feeling of the darkness of the tunnel with it all powered by a vertical wind turbine in the ventilation shaft. It has even be suggested that there could be a picnic area at the northern portal entrance.

The old Otford tunnel is a state heritage listed tunnel that has great examples of engineering achievements of the nineteenth century, the brick work, the sandstone flagstone covered drain still in place in places down the centre of the tunnel and the ventilation shaft. These will require a lot of work to assessing there state and what needs to be done to both protect the history and give the public asses to the tunnel but we look forward to the challenges and seeing the tunnel used again as access for pedestrians and for cyclist in travelling under Ball Hill.

Yours Sincerely

Warwick Erwin
President
Otford Stanwell Park Tunnel Rail Trail Inc



Otford
Stanwell Park
Tunnel
Rail Trail

Otford Stanwell Park Tunnel Rail Trail Inc.

PO Box 155
Helensburgh NSW 2508
4 Dec 2014

Hon Mr Lee Evans MP
Shop 1 & 2
17 – 23 Station St
ENGADINE NSW 2233
Email: heathcote@parliamnet.nsw.gov.au

cc: Infrastructure NSW
C/- Rail Trails for NSW
John Moore OAM RFD ED
Coordinator – Chairman
Email: - rtfornsw@optusnet.com.au

Subject: Otford Stanwell Park Tunnel Rail Trail

Dear Lee

The Otford Tunnel is a grand tunnel. A 1824m long single line tunnel. The tunnel is straight for most of its length with a short curve at the Stanwell Park end. Abandoned in 1920 when the deviation though Bald Hill, around Stanwell Park valley and over the Stanwell creek viaduct was opened. The Otford tunnel had served the communities of the Illawarra for 32 years connecting them to Sydney.

The Otford tunnel is of technical significance as an important engineering work in the early construction of the Illawarra line and was also used during World War II it was part of an explosives program. In the later part of last century the tunnel was used as a mushroom farm but has been abandon for over 10 years.

The tunnel is listed on the state heritage register as Otford Railway Tunnel (former) and includes the ventilation shaft and according to that register listing was used in 1921 as a pedestrian path. So there is history of the tunnel being used as a path between Otford and Stanwell Park and that is what we would desire to turn it in to again with the addition of being able to also use it for cyclists.

One of the great advantages of using the old Otford tunnel as a shared path is that it would be capable of taking pedestrians and cyclist of the dangerous Bald Hill section of Lawrence Hargraves Drive. Another is that it would provide a great connection from Otford and the Royal National Park to Stanwell Park and Wollongong City Councils Grand Pacific Walk going further down the Illawarra coast.

You will see from the application and appendixes attached to this letter that there is local support for such a Rail Trail and it would be a unique tourist attraction.

Lee, we ask that you accept this as an preliminary application for funding of \$130,000 for the studies required to progress this to a full application for funding of the Otford Stanwell Park Tunnel Rail Trail under regional tourism funding and that you forwarded this application to the Minister for Small Business and Minister for Regional Tourism the Hon John Barilaro as we understand that he has been made responsible for the development of Rail Trails for NSW.

This application has the support of Rail Trails for NSW and has a report from a site visit of representatives of Rail Trails for NSW on their website, www.railtrailsnsw.com.au on the latest news page.

Yours Sincerely

Warwick Erwin
President
Otford Stanwell Park Tunnel Rail Trail Inc

Further information on the old Otford tunnel is available at the following links

Sydney For Everyone

<http://sydneyforeveryone.com.au/city/helensburgh/lost-railways/waterfall-to-otford-railway-tunnels/>

Helensburgh

<http://www.helensburgh.com.au/otford-tunnel/>

NSW Environment & Heritage

<http://www.environment.nsw.gov.au/heritageapp/ViewHeritageItemDetails.aspx?ID=4801152>

A youtube walk thought the tunnel

<https://www.youtube.com/watch?v=f8UuPoDp-Gw>



Preliminary Rail Trail Application

Project Name: Otford Stanwell Park Tunnel Rail Trail
Corridor Name: Old Otford Stanwell Park Railway
Local Government(s): Wollongong Local Government Area

7 NOV 14

Rail Trail application prepared by:

Name John Noonan
Position Vice President Otford Stanwell Park Tunnel Rail Trail Incorporated
Phone
Email
Street address
Postal address

Project Contact:

Name Warwick Erwin
Position President Otford Stanwell Park Tunnel Rail Trail Incorporated
Phone
Email
Street address
Postal address PO Box 155 Helensburgh NSW 2508

The Government's help is requested

The Otford Tunnel Rail Trail team are proposing to reopen the abandoned Otford Tunnel to pedestrian and cycle traffic to avoid the hazardous Bald Hill section of Lawrence Hargraves Drive. We hope to achieve this goal by accessing some of the \$100 million dollars recently allocated to the Regional Tourism Fund in the state budget. We seek your assistance with initial funding for Feasibility, Engineering and Heritage Studies, followed by a Detailed Rail Trail Development Plan. This work is essential for the Regional Tourism funding to be approved. Wollongong Council, although supportive of the package, do not have the funds for these studies to be completed. Without the State Government's assistance with this funding we will be unable to move ahead with our Rail Trail Tunnel proposal.

The estimated of the cost of these studies is based on:

The cost of completing these studies for a Rail Trail Tunnel varies significantly and depends on a number of factors. It is not just a function of the length of the corridor to be used. Other matters come into consideration when trying to estimate what these studies might cost. For example;

- The Otford Tunnel's condition and the amount of engineering input / assessment that may be required in accessing the tunnel.
- Access to the tunnel and ventilation shaft.
- Characteristics of the tunnel such as heritage value, local history, war history and engineer achievement.
- Extent of consultation required with adjoining landowners.
- Location of the tunnel in relation to experts in Sydney, Newcastle and Interstate.

The cost of other feasibility studies conducted interstate has varied, however the average cost is \$60K. If the line is feasible for a Rail Trail, then a detailed Development Plan is completed. The average cost is similar at \$70K. A budget of \$130K should be allowed.

- The figures quoted are from experts in the field, Mike Maher Transplan Pty Ltd and Mike Halliburton of Halliburton Associates. From our understanding and comments from interstate RT Teams, they are Australia's most experienced operators in the business and were recently awarded the contract for completing the Feasibility Study for the former private coal line from Kurri Kurri to Newcastle of approximately 35 km.

RECOMMENDATION

Approval of \$130K for the funding of studies associated with the Otford Tunnel Rail Trail.

This would be a great morale boost for the dedicated team working on the Otford Tunnel Rail Trail as well as the many other Rail Trail Teams who are working to develop the Trails in their area to assist the local economy.

The NSW Rail Trail network is a far behind the Victorians, who have 27 Rail Trails. However, it has taken 20 years to establish that number. We feel our Rail Trails will offer more diversity and be better established with lessons learned from the other States and overseas.

This application has the support of:

Wollongong City Council

Destination Wollongong

Illawarra Bicycle Users Group

Northern Illawarra Chamber of Commerce

Rails Trails for NSW

Patron for Rail Trails NSW – Tim Fischer

Rail Trails Australia

Burgh 2 Beach Fun Run

Bicycle NSW

Helensburgh Off Road Cycle Club

Australian Cycling Holidays

Tumbling Waters Retreat

Otford Cottages

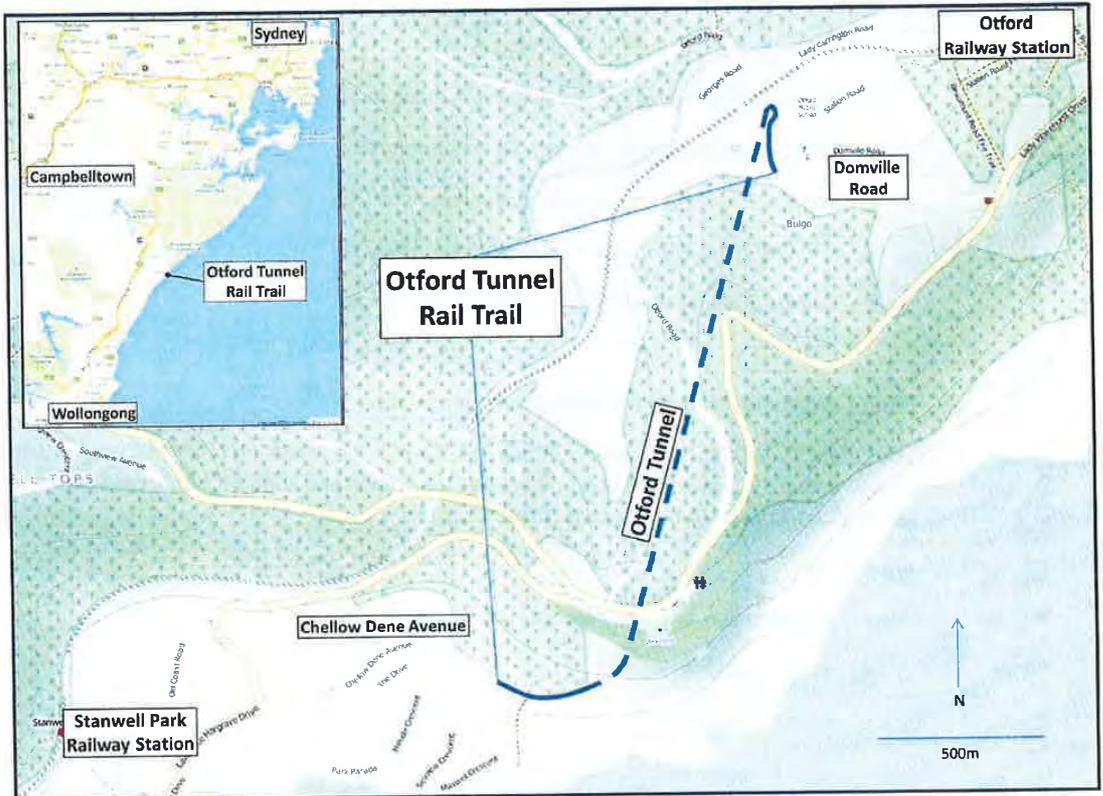
Local Land Owners

1. Rail Trail description

The Otford Tunnel Rail Trail is 2500m in length and follows part of the disused Waterfall to Coalcliff rail corridor and is located approximately 50km south of the Sydney CBD.

The trail begins on Domville Road in the township of Otford before entering the northern end of the historic Otford Tunnel. It then proceeds along the 1550m length of the disused rail tunnel. The trail exits the tunnel in the seaside village of Stanwell Park and continues along Chellow Dene Avenue to Lawrence Hargraves Drive where it will join the Grand Pacific Walk.

The trail will be 2.5 metres wide and will be contained within a 5 metre wide corridor.



Otford Tunnel Rail Trail Location Map

2. Project history

- a. When were rail services cancelled on this corridor?

October 1920

- b. Has the NSW Government given any indication as to the potential recommencement of services?

The Rail Trail is along the original South Coast line alignment. A new deviation was built between 1913 – 1920 which effectively disconnected the tunnel from the South Coast line. The southern end of the original line is now a road in possession of the RMS.

- c. Is the corridor still in government ownership? Yes

d. Details of stakeholder or public consultation relating to this project to date is

- Rail Trail Workshop 28 August 2014
- 3 Rail Trail Meetings – Rail Trail NSW
- 2 Local Rail Trail meetings
- 3 Helensburgh Off Road Cycle Club meetings
- Active Transport Meeting Wollongong Council
- Discussion at Wollongong Council Workshop for Grand Pacific Walk
- Meeting with Destination Wollongong
- September to November meetings with adjacent landowners.
- 24th August 2014, site visit with Helensburgh Off Road Cycle Club
- 11th September 2014, site visit residents
- 13th Oct 2014, site visit with residents and Rail Trail enthusiasts
- 23 Nov 2014, site visit with Rail Trail NSW delegates

e. Details of community, business and government support

The Otford Tunnel Rail Trail project began in 2014 with the formation of an Association with a view to taking the project to fruition. There has been continual support from a wide range of areas from inception to the present. These include;

Support from

- Northern Illawarra Chamber of Commerce
- Tumbling Water Retreat
- Otford Cottages
- Otford Apple Pie Shop
- Wollongong City Council via local Councillors
- Destination Wollongong
- Burgh to Beach Fun Run
- Helensburgh Off Road Cycle Club
- Australian Cycling Holidays
- Illawarra Bicycle Users Group
- Bicycle NSW

3. Project details

a. Details:

	On corridor (trail on old rail route)	Off corridor (trail not on old rail route)	Notes
Length	2400 Metres	100 Metres	Total Length: 2500 Metres
Width	2.5m trail 5.0m corridor	2.5m trail 5.0m corridor	Tunnel width for majority of the corridor
Construction Type	Brick/Sandstone in Tunnel, and asphalt concrete outside tunnel	Asphalt / Concete	Brick/Sandstone and asphalt

b. Structures included in this project are;

- Tunnel 1550m in length including ventilation shaft.
- Pathway from Domville Road to Northern tunnel portal.
- Path / Roadway from Southern tunnel portal to Chellow Dene Avenue.

4. Demand

a. There has been interest from the public in this project, such as

- Residents desiring beach access from Otford
- Safe cycling walking route from Bald Hill/Otford to Stanwell Park
- Protection and maintenance of Heritage infrastructure
- Public amenity/ambience
- Cycling through National Park
- Grand Pacific Walk connection
- Coastline Cycleway
- Connection to Stanwell Park from Coastal Track in Royal National Park
- Safe pedestrian access from the escarpment at Otford to coast at Stanwell Park
- Increased employment opportunities in Otford and Stanwell Park
- Additional tourist attraction in the region

- b. Examples of the number of cyclists / pedestrians expected to use this trail.
 - Pedestrian numbers are unknown at this time but with the easy access from Otford railway station, being at the end of the Royal National Park and access to Stanwell Park Station and the Grand Pacific Walk, it is expected that there will be large number of pedestrians that would use the tunnel.
 - Daily and weekend cyclists that ride through the Royal National Park on the Sutherland, Waterfall, Bald Hill and Stanwell Tops circuit
 - 10,000 cyclist in the annual MS Sydney to Gong Ride
 - 800 runners in the annual Burgh 2 Beach Charity Run and Walk

5. Market targets

- a. There is a very large potential tourism audience for this project. The populations in neighbouring towns and council Local Government Areas are as follows (ABS 2011 figures):
 - Helensburgh town population 5996
 - Otford town population 283
 - Stanwell Tops town population 471
 - Stanwell Park town population 1380
 - Wollongong LGA Population 192,418
 - Sutherland Shire LGA Population 210,863
 - Greater Sydney – over 5,000,000
- b. Preliminary market analysis undertaken regarding expected users of this trail is
 - Destination Wollongong undertook research in conjunction with the University of Wollongong on visitor numbers, starting points and destinations along the adjacent Grand Pacific Drive in 2013. A summary of this information was supplied by Holly Pritchard on 14th August 2014 to support our submission. The email contents are reproduced as Appendix 1.
 - It is expected that the trail will be used by both local residents and visitors of all ages including overseas visitors.
 - The trail will be incorporated into the programme of events for the annual Sydney to Gong/Burg to Beach/Festival of Flight/Numerous other potential cycle charity events.
 - Sydney, Canberra, Newcastle and Wollongong are all within day trip distance. The Seacliff Bridge, Grand Pacific Drive and the Coast Walk are already popular destinations for these centres.
 - Population within 3 hours drive – approximately 6,000,000 (ABS 2011)
 - Residents regularly undertake day trips to Sydney, Wollongong, Greater Western Sydney, Southern Highlands, South Coast, Blue Mountains, Central Coast and the Royal National Park. This Rail Trail is a feasible day trip from each of these centres, and the area already regularly receives visitors from these locations.
 - Existing daily train services are available from Sydney, Wollongong, Newcastle and Canberra to Otford and Stanwell Park.

6. Trail network enhancement

- a. The Otford Tunnel Rail Trail project connects a number of existing and planned shared cycle paths, walking tracks and popular cycling routes.
 - The trail will link the Coast Walk in the Royal National Park with the Grand Pacific Walk by avoiding the dangerous Bald Hill road.
 - The trail will connect to existing multi-purpose trails surrounding the townships of Otford and Stanwell Park such as the Escarpment Walk, The Wodi Wodi Track, Lady Carrington Drive, Service roads and Fire Trails in the Royal National Park and Wollongong Local Government Area
 - The trail will act as a connecting spine to other cycle /walking friendly areas in the surrounding areas such as the Royal National Park and shared paths in the Illawarra area. These links will be further developed once the trail is in place. A number of parties have expressed an interest in establishing cycle tours.

7. Key assessment criteria

Regional benefits

- a. Many local enterprises will benefit from the Otford Tunnel Rail Trail project, including;
 - Tourism Local Accommodation
 - Local Cafes / Restaurants
 - Cycling and Walking Tours
 - Historical Tours including tours of the other abandon railway tunnels
 - Local Tourist attractions such as Bald Hill, Hang Gliding at Bald Hill, Symbio Wildlife Park, Stanwell Park beach, The Royal National Park, Glenbernie Orchard at Darkes Forest
 - Economic benefits of trails are well established in other states of Australia
- b. There will also be additional social and community benefits of this Rail Trail.
 - Safe way for pedestrians and cyclists to traverse down/up the Illawarra Escarpment.
 - Connecting the Communities of Otford, Helensburgh and Stanwell Tops to Stanwell Park
 - Encouraging active, healthy lifestyles
 - Safe access to beach for Otford residents
 - Safe, quiet venue for strollers and wheel chairs
 - Year round benefits to businesses through increased visitations.
 - Enhanced employment opportunities.
 - School children can use the safe pathway to commute to the Otford and Stanwell Park Primary Schools
 - Provides a massive safety benefit for the MS Sydney to Gong ride and the Burgh to Beach Fun Run

- Building community networks and pride for volunteers working to construct and maintain the rail trail tunnel.
 - Community building and sponsorship opportunities for businesses donating services during construction phase
- c. Environmental benefits this Rail Trail will deliver for the local area include;
- Reduction of erosion, siltation and weed propagation
 - Protection and preservation of significant heritage infrastructure
 - Reduce cycle and pedestrian traffic on the Bald Hill section of Lawrence Hargraves Drive
 - Educational and interpretative opportunities to increase community awareness of local ecology.
 - Protection of adjacent environment, allowing local flora and fauna to thrive, encouraging bird watching.
 - Opportunities for community participation in conservation and revegetation projects.
 - The opportunity for users to experience the natural environment in a safe and secure way.
- d. Jobs that will be created both during construction and when the trail is operational include;
- Specialist reconstruction work will be required on the tunnel
 - Earthworks will be necessary to build access to the Northern portal of the tunnel
 - Road works and paving will be required at the southern approach to the tunnel
 - Gates, lighting and security will be required for the tunnel
 - Once operational the trail will be utilised by a steady and growing number of visitors, who will patronise local businesses; ensuring viability and providing certainty to employees (and allowing extra staff to be hired over time).
 - Other employment opportunities created during construction include:
 - Laying of tunnel floor surface and maintenance of that surface
 - Fencing, gates and access areas
 - Tunnel maintenance and drainage maintenance
 - Sign, gate and infrastructure (signage, toilets, etc.)
 - Policy compliance (permits, approvals, surveys etc.)
 - Project management
 - Administration

Regional trail network

- e. This project forms part of a regional trail network which include
- The Grand Pacific Walk between Stanwell Park and Wollongong
 - The Coast Walk between Bundeena and Otford
 - The Wodi Wodi Track between Stanwell Park and Stanwell Tops
 - The Escarpment Walk between Royal National Park and Sublime Point
 - The Illawarra and Sutherland regions host a range of cycling options within 30 minutes' drive.
 - Road / track cycling is very popular in the local area with regular competitions occurring at Waratah Park in Sutherland, Hurstville Velodrome in Sydney, Canterbury Velodrome at Tempe, the Dunc Gray Velodrome in Sydney and the Unanderra Velodrome near Wollongong.
 - Mountain bike cycling is very popular in the local area with trails already existing in the neighbouring Royal National Park, and regular competitions being held at Menai, Sutherland, Heathcote, Mt. Kiera and Albion Park.
 - The development of a rail trail provides an extra bike riding attraction to draw visitors to the region as a whole.
- f. This project addresses the gap between the Royal National Park Coast Walk to the Grand Pacific Walk and the Wodi Wodi trail.

Safety

- g. Safety considerations will be incorporated into this Rail Trail Tunnel.
- The tunnel caters for the conflict with road users and pedestrians/cyclist negotiating the Bald Hill section down the Escarpment on Lawrence Hargraves Drive.
 - Lighting along the length of the tunnel
 - Signs off Domville Road warning of incline
 - Signs at Lawrence Hargraves Drive to direct cyclists and pedestrians of safer cycle / walk to descent / ascent Bald Hill
 - Signs for bikes to share the track with pedestrians

Associated projects / programs

- h. Grand Pacific Walk is a shared cycle/walkway being built by Wollongong City Council. The Grand Pacific Walk extends from Stanwell Park to Windang. Construction of stage 1 has already begun with the construction of a bridge at Coalcliff. The Grand Pacific walk connects with the Coastline Cycleway to Kiama.
- i. Complementary programs.
- Ride to School days can be supported in safety.
 - Will complement The Coast Walk Walking Track and which already traverses the city
 - Providing a link to the townships of Otford and Stanwell Park.
 - Schools will be able to utilise the trail to instil bike education in a safe environment.

- Possible LandCare / revegetation programs, involving school students or community groups.
- Venue for outings for wheelchair bound residents of local Aged Care facilities.
- Historical tunnel engineering education

8. Trip attractors

See attached maps for approximate locations of some of the following:

Type of attractor	Name of attractor(s)
Activity centres	<ul style="list-style-type: none"> • Stanwell Park Village • Helensburgh Township • Bald Hill Lookout • Cafes / restaurants in Otford, Helensburgh, Stanwell Park • Historic Bulgo Village • Royal National Park • Darkes Forest
Employment node	<ul style="list-style-type: none"> • Businesses in the 2508 postcode
Public transport	<ul style="list-style-type: none"> • Sydney Trains – Helensburgh, Otford, Stanwell Park Stations • Local bus services • Taxi • Community transport service • Licensed premise courtesy vehicles
Community Centres	<ul style="list-style-type: none"> • Historical Society • Library • Swimming pool • Community sport and recreational hub
Primary Schools	<ul style="list-style-type: none"> • Stanwell Park Primary School • Otford Primary School • Helensburgh Primary School

Type of attractor	Name of attractor(s)
	<ul style="list-style-type: none"> • Holy Cross Primary School
Parks / recreational facilities	<ul style="list-style-type: none"> • Royal National Park • Garrawarra Conservation Area • Woronora Dam / Catchment Area • Dharawal National Park • Golf Course / Driving Range • Symbio Wildlife Park • Surfing / Swimming Beaches • Bush walking • Local Fishing / Snorkelling
Tourism attractions	<ul style="list-style-type: none"> • Royal National Park • Garrawarra Conservation Area • Woronora Dam / Catchment Area • Dharawal National Park • Golf Course / Driving Range • Symbio Wildlife Park • Surfing / Swimming Beaches • Bush walking • Local Fishing / Snorkelling • Bald Hill Lookout • Hang Gliding Bald Hill • Seacliff Bridge • Kelly's Falls • Madden's Falls • Darkes Forest Orchard • Escarpment Walk • Horse riding • Hindu Temple • Art Galleries

Type of attractor	Name of attractor(s)
	<ul style="list-style-type: none"> • Stanwell Park Kiosk • Coalcliff Bombie Bar
Accommodation	<ul style="list-style-type: none"> • Bed and Breakfasts • Tumbling Waters Retreat • The Tops Conference Centre • Govinda Valley Retreat • Oford Cottages
Nearby day trips (by car / train / bicycle)	<ul style="list-style-type: none"> • Sydney • Wollongong • Kiama • Canberra • Southern Highlands • Blue Mountains • South Coast

9. Project milestones

Dependent on results of feasibility study.

10. Political representation

	Name	Electorate/ Division/ Ward
Local		
1	Councillors	Wollongong City Council
State		
1	Lee Evans	Heathcote
Federal		
1	Sharon Bird	Cunningham

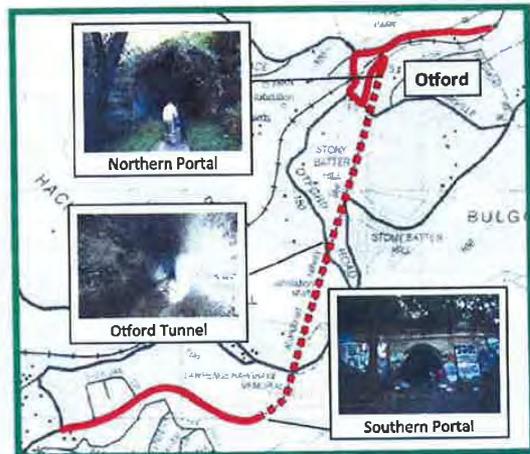
11. Appendices

1. Destination Wollongong - University of Wollongong survey results
2. Fliers for Trails NSW Workshop 28-Aug-2014
 - a. Otford Rail Trail Flier 1 – Location and Attractions
 - b. Otford Rail Trail Flier 2 – Summary and Attractions
3. Letters of Support
 - a. Appendix 3a - LOS Destination Wollongong
 - b. Appendix 3b - LOS Bicycle NSW
 - c. Appendix 3c - LOS Burgh2Beach
 - d. Appendix 3d - LOS HORRC
 - e. Appendix 3e - LOS Alex Soave-Hausner
 - f. Appendix 3f - LOS Otford Cottages
 - g. Appendix 3g - LOS Tumbling Waters
 - h. Appendix 3h - LOS Australian Cycling Holidays
 - i. Appendix 3i – LOS Illawarra Bicycle Users Group
4. Wollongong City Council Grand Pacific Walk Brochure

Waterfall to Stanwell Park Rail Trail



Stage 1 - The Otford Tunnel Rail Trail



Stretching from Waterfall to Stanwell Park are the remains of a 15km railway line that was abandoned nearly 100 years ago. Developing this as the Waterfall to Stanwell Park Rail Trail would create one of the world's most spectacular Rail Trails.

Stage one of this project is the proposed 4km Otford Tunnel Rail Trail. It is a project that has a great deal of appeal due to its close proximity to Sydney, its relatively small scale, the rich history of the area and the many other tourist attractions in the immediate vicinity.

Situated on Sydney's doorstep, the majestic Otford Tunnel represents an important part of NSW history. Utilising this valuable piece of infrastructure provides a unique opportunity to showcase the Northern Illawarra to metropolitan Sydney and beyond. As well as the obvious tourism appeal of the project, the Otford Tunnel Rail Trail provides an additional safety benefit as the only viable route for cyclists and walkers to safely traverse the Illawarra Escarpment.

Distance and Travel Times to Otford:

Sydney (60km): Car – 1 hr. Train 1.25hr.
 Wollongong (37km): Car - 0.5 hr. Train 0.75hr.
 Campbelltown (50km): Car – 0.75hr. Train 2hr
 Canberra (250km): Car - 2.75hr

The Northern end of the Otford Tunnel Rail Trail begins at Otford Station and proceeds along Lady Carrington Road, past the restored Otford Rail Cottages, before entering the 125 year old Otford Tunnel. At 1550m in length, it is the longest of the 8 tunnels on the original Waterfall to Stanwell Park railway line. Opened in 1888, the tunnel was abandoned in 1920. Leaving the tunnel at the Southern end, the trail continues to follow the old rail line along the picturesque Chellow Dene Avenue before merging with the Grand Pacific Walk at Stanwell Park.

The benefits of this world class development are many and far reaching. Increased tourism and the associated financial benefit for NSW are the most obvious. There are also the safety benefits of a safe route down the escarpment for locals and patrons of the Coast Walk and Grand Pacific Walk.

There will be health benefits by promoting the activities of cycling and walking, while improved beach access for Otford residents will increase property values. Finally the Otford Tunnel Rail Trail will provide an opportunity to promote the rich historical and other natural attractions of the area.

Regional Attractions



Royal National Park 'Coast Walk'

With the Dharawal, Heathcote and Royal National Parks to the North and West, and the beautiful beaches of the Northern Illawarra to the South, patrons of the Otford Tunnel Rail Trail will be surrounded by some of the most scenic natural attractions NSW has to offer. The Otford Tunnel Rail Trail provides the perfect means to connect the Royal National Park's iconic Coast Walk with the new Grand Pacific Walk to the south. The Grand Pacific Walk is currently under construction and will continue south from Stanwell Park over the spectacular Sea Cliff Bridge to Wollongong and beyond.

The area is rich in history with many artefacts remaining along the old railway line. In the 1820's Stanwell Park was home to the notorious bushranger 'Wolloo Jack' who preyed on early settlers to the west and hid in the unexplored wilds of the escarpment. In the 1890's the coastal winds and imposing slopes of Bald Hill allowed Lawrence Hargrave to pioneer many aspects of modern flight. His inventions of the curved aerofoil, box kite and the rotary engine were all crucial to the development of powered flight. These same geographic conditions make Bald Hill one of the finest Hang gliding sites in Australia.



Lawrence Hargrave



Bald Hill Look out - Stanwell Park



Bald Hill - Hang Gliding



Sea Cliff Bridge

The Sea Cliff Bridge was constructed in 2005 to deal with frequent landslides along Lawrence Hargrave Drive. The off-shore parallel bridge is one of only a handful in the world. It is a popular attraction with walkers and whale watchers and has been featured in many television commercials.

Several local events would benefit directly from the opening of the Bald Hill Rail Trail. The largest of these would be the annual Sydney to Gong bike ride which is in its 33rd year. This event raises money for MS and is so popular entries are capped at 10,000 riders. The descent from Bald Hill to Stanwell Park is the most dangerous part of the ride and causes major problems

with traffic management. Re-routing the ride through the tunnel would avoid these issues. The Burgh to Beach is an annual 8km fun run from Helensburgh to Stanwell Park that was first staged in 1982 that would similarly benefit from the Rail Trail. Other seasonal events in the area include the Stanwell Park Ocean Challenge where some 400 swimmers tackle a 2.3km ocean swim from Coalcliff to Stanwell Park.



Whale watching



MS - Sydney to Gong bike ride



Stanwell Park Ocean Challenge



Stanwell Park railway viaduct

The warmer months also brings large numbers of visitors from the western suburbs of Sydney for whom the beaches of the Northern Illawarra are their closest access to the coast. Bushwalkers also enjoy spectacular views from the challenging Wodi Wodi and Sublime Point tracks that run along the top of the Escarpment between Stanwell Park and Austinmer.

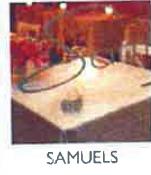
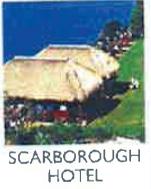
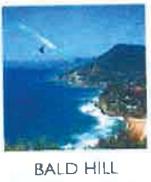
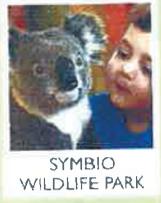
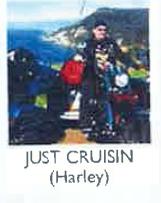
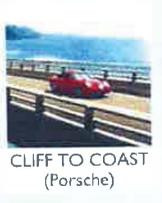
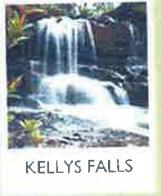
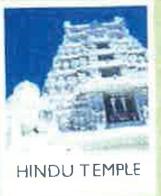
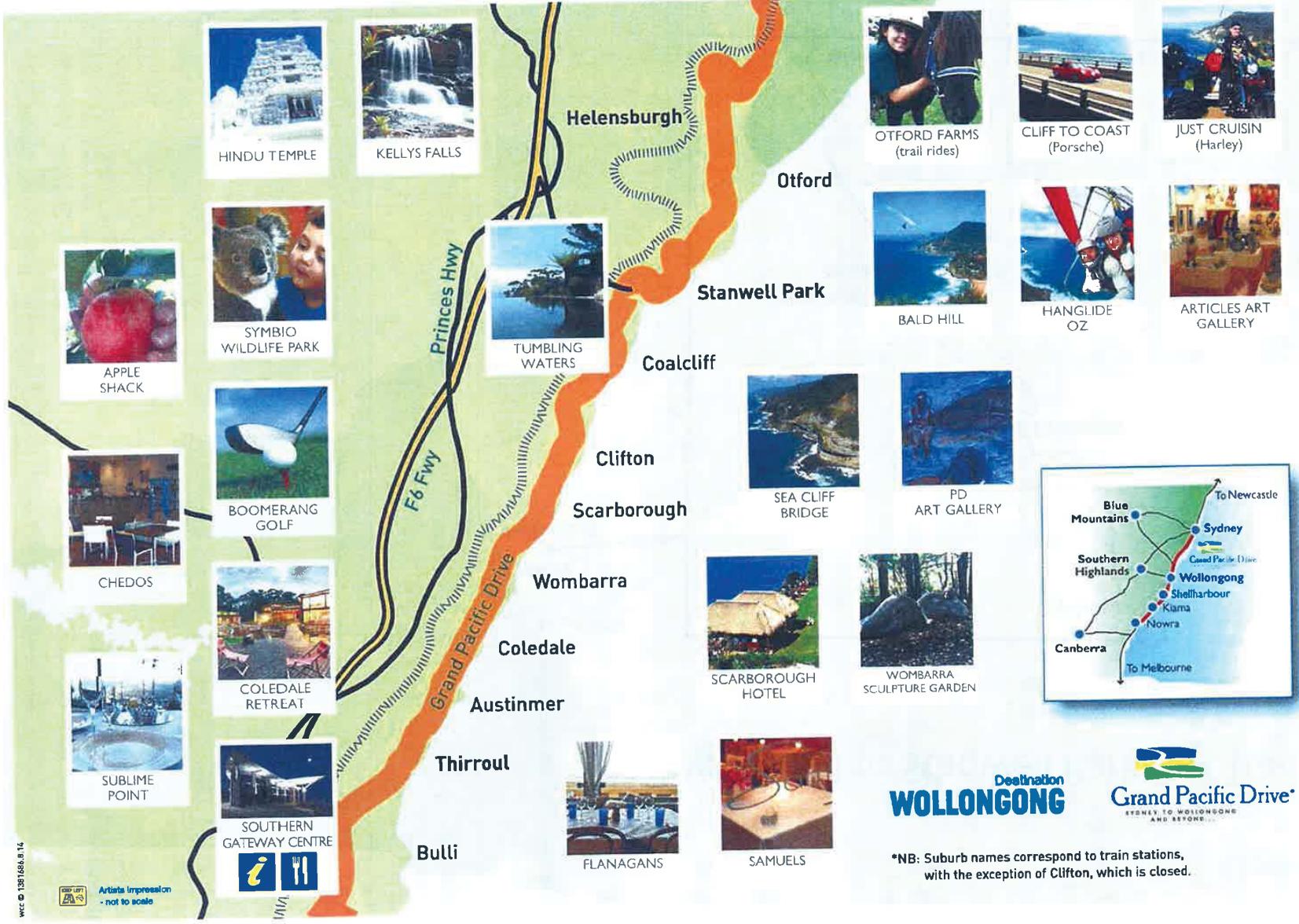


Sublime Point look out

For visitors to the area a large range of accommodation options exist ranging from the luxurious Tumbling Waters Retreat at Stanwell Tops, to the unique beachfront campground at nearby Coledale beach. There are many excellent restaurants and cafes in the Northern Illawarra, as well as a wide range of retail outlets.



Local surfing

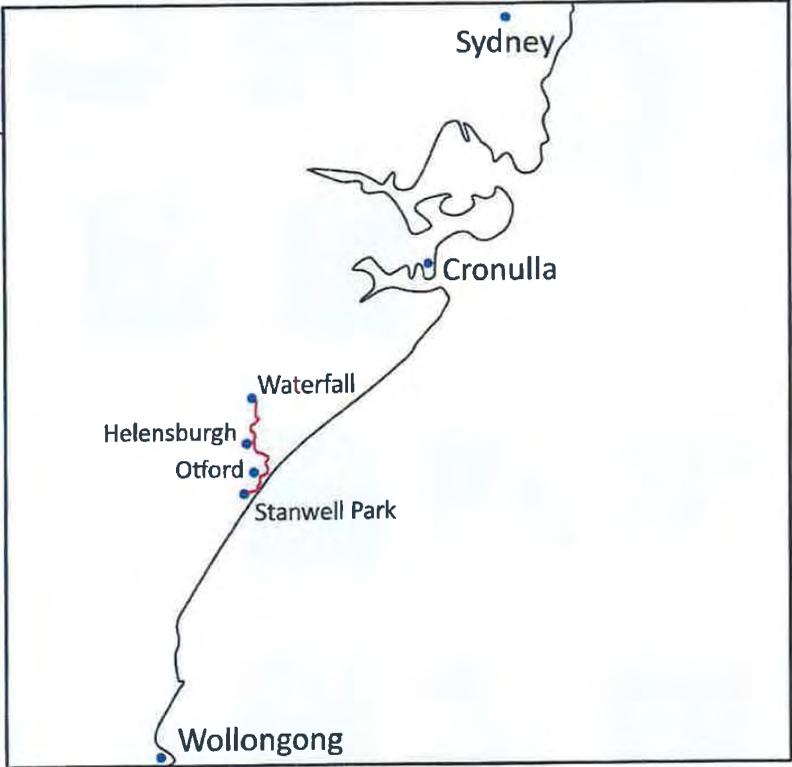


Destination
WOLLONGONG

Grand Pacific Drive
SYDNEY TO WOLLONGONG
AND BEYOND...

*NB: Suburb names correspond to train stations, with the exception of Clifton, which is closed.

Waterfall to Stanwell Park Rail Trail



Rail Trails for NSW

3 December 2014

RE: LETTER OF SUPPORT- Otford Stanwell Park Tunnel Rail Trail Group
Application for feasibility study grant

Destination Wollongong wholeheartedly supports The Otford Stanwell Park Rail Trail Group in their application for a feasibility study to be conducted on the Otford Rail Tunnel. We understand that \$50M worth of funding has been made available in the State Budget for the development of Rail Trails, and given the historic import, potential tourism opportunities and proximity to Australia's largest City, the Otford Rail Tunnel should be considered a prime candidate for this study as a first step towards securing this funding.

The tunnel and prospective trail has the potential to greatly enhance tourism in the northern Illawarra, provide safe cycling and walking paths and create an alternate link to the Southern fringes of Sydney, while traversing the beautiful escarpment, enjoying spectacular scenery and resulting in marked economic impact for local businesses.

The trail would begin at the northern end of the historic Otford-Stanwell Park tunnel, providing critical mass for potential usage of the trail. No other rail trail can boast 17,000 people passing their trail head each day on their way to and from work; particularly those who are already engaged with the rail network (2011 census ABS).

The Otford tunnel was built in the late 19th century and is over 1.5 kilometers long. While in a state of cosmetic disrepair, it is structurally sound and has the potential to house a shared cycle way, which would link in with Wollongong City Council's plan to build a bike path from Stanwell Park to the extensive bike track already running from Thirroul to Lake Illawarra under the auspices of the Grand Pacific Walk, as referenced in the project update brochure (Nov 2013):

The proposed path will run parallel to Grand Pacific Drive and will be a great asset for our community, linking suburbs in our north with those in our south. This is a long term project, with new sections proposed to connect with the existing footpaths and shared pathways. It will showcase our natural features - the escarpment and the sea - and will be enjoyed by locals as well as visitors. By creating wider paths separated from vehicle traffic, the Grand Pacific Walk will provide a safer route for pedestrians and recreational cyclists.

The Grand Pacific Walk links into Council's goals as part of the 2022 Community Strategic Plan. It will help create a 'healthy community in a liveable city', and to have 'sustainable, affordable and accessible transport'. The project also addresses the Delivery Program 2012-17 goal to 'improve the connectivity of the Local Government Area through the upgrade of our network of footpaths and cycleways'.

As part of Council's vision report (Dec 2013), the following was noted:

The Grand Pacific Walk northern section is one of the most spectacular parts of our coastline. The steep slopes of the escarpment adjoin the narrow coastal strip, creating panoramic views of the land and sea. The route follows the rugged landscape of the southern Royal National Park, south to popular Bald Hill lookout, down to the Sea Cliff Bridge, and on to Austinmer. Current provisions for pedestrians and cyclists are very limited in this section. Between the National Park and Coalcliff, the topography and scarcity of level land is a significant constraint. The portion of this section from Stanwell Park to Coalcliff will form Stage One of the GPW implementation plan.

The Otford Stanwell Park Tunnel Rail Trail would be a perfect addition to this initiative and offer an alternative experience for those people utilising the walk to be able to divert through this well preserved tunnel and then re-join the greater path. This is such a unique opportunity for Wollongong and the timing is ripe for these developments to be scoped and developed in concert to create a truly stunning 60 kilometre stretch for people to enjoy.

Destination Wollongong owns the Intellectual Property of Grand Pacific Drive, one of the preeminent coastal drives in the country. To have a rail trail in parallel would allow us to bolster our tourist offer in the northern suburbs and create stronger linkages with Southern and Western Sydney, and the CBD, which we are obviously well connected to by road and rail.

The route highlights many coastal villages, with options for recreation, dining and accommodation well represented in the area. It also passes many of the 23 beaches in our LGA. The addition of the rail trail would only serve to increase interest in and access to the area.

The Otford Stanwell Park Tunnel Rail Trail project forms an important part of the greater long term vision for development and enhancement of the Northern Illawarra. We enjoy a very strong day tripper market and high visitation from Asian markets-which are enthralled by the natural beauty of the scenery along our coastline, this new addition complements all of that activity by enriching their experience and extending their stay. GPD is packaged in 14 countries and in order to continue attracting visitors is in need of more tourism product along its route. The development of the rail trail would enhance existing infrastructure and also serve to increase overnight visitation in the area, in line with Destination NSW's goal of doubling this by 2020.

Since the opening of Seacliff Bridge in 2005 and the launch of Grand Pacific Drive, tourism in the area has grown alongside what has become an iconic attraction in our region. It has featured widely in advertising and promotional activities for a variety of businesses; further highlighting it's visibility to a large audience. The development of the rail trail and opening of the tunnel for recreational purposes would boost tourist numbers and attract a new and engaged audience to the Illawarra; it would also speak to our very strong Industrial heritage. The Grand Pacific Walk would benefit directly from the tunnel as it would link the Seacliff Bridge to the Royal National Park for cyclists and walkers.

As well as the community and cultural benefits, there are attendant positive economic impacts as well, namely around the overnight visitation that this new attraction would garner.

As the destination marketing body charged with promoting Wollongong and surrounds we are thrilled to support this initiative which will not only make use of some of the most important features of our local landscape but also showcase Wollongong as a dynamic, healthy and vibrant area for visitors and locals alike. As NSW's third largest City, we would love to think that our Rail Trail could become a first grade tourist attraction for our region and showcase the landscape that we are so lucky to enjoy.

We wish the Otford Stanwell Park Tunnel Rail Trail Group all their best with their application and look forward to a positive outcome. If you would like to discuss further, please feel free to call on 02 4228 0300.

Sincerely,


Mark Sleigh
General Manager - Destination Wollongong

Dear All,

Please find below some pertinent information from the 2013 University of Wollongong Research we had commissioned. The research polled a several hundred people, in various spots and at various times, along the drive, it is not exhaustive, rather, indicative:

Grand Pacific Drive (GPD) Visitors

*Specifically, the results indicate that while in-state visitation dominates, there are also out-of-state and international visitors. This suggests that the GPD provides the region with national and international exposure. These visitors encompass all ages and are rather affluent and therefore an attractive market. RVers were not prominently represented in the sample.

*Most are repeat trips and the itineraries are flexible. Yet, the trips do not include a lot of stops along the GPD

*The Sea Cliff Bridge, on the other hand, is very well known to visitors.

GPD Experience Evaluation

*The GPD visitors are highly satisfied with the experience and those who were aware of the GPD before visiting said it exceeded their expectations. There are high intentions to return and to recommend the drive to others among almost all the visitors.

*The incredible experience visitors have when driving along the GPD is a unique selling point for the region and can serve as an important way to market and develop additional attractions in the area.

*Created and launched in 2005, the Grand Pacific Drive (GPD) has become one of the major attractions for the region. The GPD is a scenic coastal drive that starts at the Royal National Park and ends in the Shoalhaven region. It traverses the Sea Cliff Bridge, arguably the most iconic attraction along its route, and includes the coastal towns of Wollongong, Shellharbour and Kiama.

Trip Characteristics

*For the majority of the visitors (64.3%), the trip along the GPD was a holiday/leisure/getaway trip. Visiting friends and relatives was also a prominent type of trip (20.3%)

*The Top 5 starting points for the trip were Sydney, Wollongong, Canberra, Melbourne and Woonona, closely followed by Newcastle, and with Sydney being by far the most common starting point. Almost one fifth (19.3%) of the trips originated within the GPD region

Trips originating within the GPD area:

1.	Stanwell Park	n=102
2.	Kiama	n=71
3.	Wollongong	n=52
4.	Clifton	n=34
5.	Thirroul	n=34
6.	Otford	n=24
7.	Gerringong	n=16
8.	Scarborough	n=14
9.	Coledale	n=14
10.	Bulli	n=14

*Surprisingly, almost half (47.3%) indicated that their itinerary was completely flexible and an additional 14.3 per cent described it as very flexible.

*An overwhelming majority of visitors (89.0%) indicated that either they themselves or a member of their travel party had access to a mobile phone while driving along the GPD - (good argument for a Rail Trail app!)

*GPD awareness was not very high among the respondents. Less than 60 per cent (57.1%) of the visitors interviewed indicated that they were aware of the fact that they were driving along the GPD

*Of those who were aware of the GPD, almost all (93.3%) had acquired knowledge of it before starting the trip-(promulgate your message prior)

*Of all the respondents interviewed, 87.9% were aware of the Sea Cliff Bridge

*The research revealed that interesting trip patterns exist and that differences in the awareness of the GPD have to be acknowledged.

*The findings suggest that the GPD leaves visitors with the desire to come back and/or recommend it to others. As such, it provides an amazing opportunity to the region. However, it seems that the full visitor potential is not captured as many are not aware of the branded drive and its full extent and do not take advantage of the many opportunities to stop along the way. The limited stops along the way are unfortunate given that most indicate their trips are extremely flexible.

***The greater Sydney area is the main source market but other markets such as the international market arriving in Sydney should also be cultivated.**

We hope this will be of assistance with collating your submission.

Sincerely,

Holly Pritchard | Events Liaison Officer | Destination Wollongong

93 Crown St (PO Box 379), Wollongong, NSW 2500 Australia

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**Destination
WOLLONGONG**



*Creating a better
environment for cycling*

3 December 2014

Bicycle NSW support for the Otford Stanwell Park Tunnel Rail Trail

Mr Lee Evans MP
Shop 1 & 2
17-23 Station Street
Engadine NSW 2233
Email: heathcote@parliament.nsw.gov.au

Cc Infrastructure NSW
C-/ Otford Stanwell Park Tunnel Rail Trail Incorporated
PO Box 155
Helensburgh NSW 2508

Dear Mr Evans,

Bicycle NSW welcomes the opportunity to support the proposal of the Otford Stanwell Park Tunnel Rail Trail and commend the stakeholders on their commitment to enhancing the liveability and experiences of the area. As bicycle riding as a mode of transport, leisure activity and tourism opportunity continues to grow across NSW, Australia and the world, it is important that the local Council and the community plans for this growth and invests in serving the needs of current and future residents and visitors.

Bicycle NSW recognises and supports the NSW Government's commitment to:

- Reducing road congestion, including by more than doubling the mode share of bicycle trips made in the Greater Sydney region, at a local and district level, by 2016 (NSW 2021 Goal 8);
- Promoting healthy lifestyles, including by increasing the mode share of bicycle trips and by reducing overweight and obesity rates (NSW 2021 Goals 8 and 11);
- Improving road safety, reducing fatalities and making NSW roads the safest in the country (NSW 2021 Goal 10).

Bicycle NSW fully supports the NSW Rail Trails and our Affiliated Illawarra Bicycle User Group (iBUG) submission, as presented by Chairman Werner Steyer and we reiterate the points in their submission.

Otford Stanwell Park Tunnel Rail Trail

One of iBUGs primary objectives is promoting cycling in all its forms as a way of improving the health and wellbeing of the communities local. They see Otford Stanwell Park Tunnel Rail Trail as an ideal opportunity to promote safe cycling in the northern Illawarra and fully support the project.

This project will provide a safe alternative to riding the hazardous Lawrence Hargrave Drive and Lady Wakehurst Drive (Bald Hill) between Stanwell Park and Lawrence Hargrave Memorial Lookout Bald Hill the scene of a number of road collisions between cars and cyclists resulting in serious injuries, including a fatality during the MS Sydney to Gong ride.

In addition to providing a safe cycling route and eliminating a serious road hazard for cyclists it will also provide a massive benefit to the wider community by providing a walking link from the southern end of the

Royal National Park coastal walk, a safe link for local community including school children, to access the beaches.

At 1550 metres (5086 feet) this tunnel will possibly be the longest rail trail tunnel in Australia and with its easy access from railway stations at both ends will be a tourism generator in its own right attracting not only cyclists but also walkers and railway enthusiasts. When linked to the Grand Pacific walk and coastline cycleway, including the Sea Cliff Bridge it will produce a world class tourism attraction. With proven positive economic impacts through increase spending by cycling tourism, the local area will benefit significantly by this iconic tourism infrastructure.

Bicycle NSW with our Affiliated Bicycle User Group Illawarra BUG are available to work with you and can provide specific experience and expertise to design and develop world class solutions to significantly improve the cyclist access and amenities. Thank you to all the stakeholders for the leadership and commitment to encouraging more people to ride more often, and most importantly a safe and viable solution, which is creating a better environment for cycling, for everyone.

Kind regards,

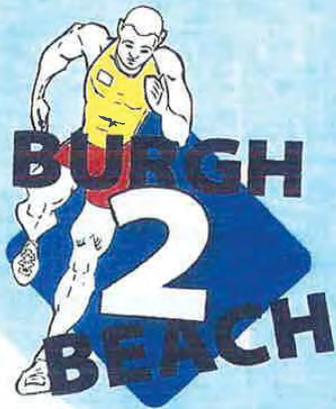
Sophie Bartho
Communications Director, Bicycle NSW

About Bicycle NSW

Bicycle NSW has been the peak body for recreational bicycle riding in NSW since 1976. A community not-for-profit member based organisation with over 20,000 members and supporters with the mission of 'creating a better environment for cycling'. Through advocacy, recreational cycling events and public education, Bicycle NSW aims to promote bike riding as a healthy, safe, enjoyable leisure and transport choice and is working closely with government, businesses, councils and local Bicycle User Groups to collaboratively improve the infrastructure and culture for bike riding.

TO WHOM IT MAY CONCERN – 30/11/2014

As a local community charity committee the Burgh2Beach write in support of the Otford Stanwell Park Tunnel Rail Trail Group in the interest of health and well-being for runners and cyclists. The committee have a convenient purpose in training for locals and attracting tourists for events to support business in general plus showcase the Northern Illawarra via our charity event.



Burgh2Beach
Charity Run & Walk

The Burgh 2 Beach is a charity fun run supporting Motor Neurone Disease NSW (MNDNSW). The event attracts social runners as well as a family event for members of the Helensburgh/Stanswell Park and wider community.

The 8km course of the fun run currently has no alternative route other than Lawrence Hargraves Drive down Bald Hill to Stanwell Park. If the Otford Stanwell Park tunnel were to be opened it would provide a fantastic alternative route with many benefits should future road use not be permitted. We would be very open to discussing the option of changing our event to use the tunnel in its entirety saving the need for the Bald Hill closure(s) at all.

www.burgh2beach.com.au

For understandable safety reasons Lawrence Hargraves Drive/Bald Hill must be closed to cars for the Burgh2Beach. The cost of the Road Closure is extremely high which takes away from our fundraising for MNDNSW. Organisation for a busy tourist road to be closed for 1 hour on a Sunday has not yet been a major disturbance to traffic however we would support the notion and discuss the alternative of using the tunnel and not close this main road at all. We welcome the proposal put forward by the Otford Stanwell Park Tunnel Rail Trail Group

The Burgh2Beach already has a number of exclusive features but to consider the novelty factor of having a 1550 metre tunnel as part of our fun run course would be exciting. To draw larger crowds in the current event management marketplace we do need to attract people using uniqueness to stand apart. This proposal would certainly provide an opportunity to do just that. The benefactor ultimately is Motor Neurone Disease.

We sincerely hope the Otford Stanwell Park Tunnel can be considered as a Rail Trail.

Nathan Johnston
RACE DIRECTOR



1 December 2015

Mr Lee Evans MP
Shop 1 & 2
17-23 Station Street
ENGADINE NSW 2233

Email: heathcote@parliament.nsw.gov.au

cc Infrastructure NSW
C-/ Otford Stanwell Park Tunnel Rail Trail Incorporated
PO Box 155
HELENSBURGH NSW 2508

Rail Trail for Otford Tunnel

We are delighted to have the chance to support the Otford Stanwell Park Rail Trail Group with their initiative to re-open the Otford Tunnel as a pedestrian/cycleway.

Cycling on northern Illawarra roads sadly is not a safe pursuit, particularly on Lawrence Hargrave Drive and Bald Hill. Our club welcomes any action that would promote safe cycling for our club members, our families and the wider community. The re-opening of the tunnel would link the towns of Otford and Stanwell Park and for the first time in history give families the chance to ride/walk safely between these neighbouring towns.

Our local area has had a boost in tourism since the opening of the Sea Cliff Bridge in 2005. With a boost in tourism comes an increase in traffic. As cyclists we can only hope that an alternative to Bald Hill can be found in the next few years. This alternative is the Otford Tunnel and it is a fantastic piece of infrastructure that would bring safety to all cyclists. Please in the interests of safety consider the Otford Tunnel as a viable cycling route.

We can learn a lot from other countries with their proactive attitude to cycling. Many countries around the world promote cycle tourism and we believe that New South Wales has the potential to be a cycle friendly state. The Kiwis have beaten us to it when it come to Rail Trails through tunnels. Please consider viewing the Hauraki Trail in the Coromandel area of New Zealand. <http://nzbybike.com/hauraki-rail-trail/> The Otford tunnel is certainly an un-tapped resource for safety and tourism.

The Helensburgh Off Road Cycling Club look forward to working with the Otford Stanwell Park Tunnel Rail Trail group to see this project come to fruition.

Yours sincerely

Dave Eccles

Alexandra Soave-Hausner

2nd December 2014

Local Resident supports the Otford to Stanwell Park Rail Trail Application

To whom it may concern,

We wish to express our support for the Otford-Stanwell Park Rail Trail Group with their endeavor to open the Otford Tunnel as a pedestrian/cycle path. We reside in Chellowdene Avenue which is the road leading to the southern Portal of the tunnel in Stanwell Park.

At present the tunnel attracts all sorts of young people and parties; people wanting to walk the tunnel, residents walking by with their children or dogs, fishermen but also all kind of unsavory characters dumping waste, abusing the area and hanging out in inebriated state. It is not safe for any children to venture near the tunnel without adult supervision at any time of day or night. It is also a shame that a heritage listed tunnel is neglected and abused with graffiti and littering.

The construction of the Seacliff Bridge has increased "drive through" tourism in the area, which increased tenfold the traffic, the noise and the pollution for local residents but not proportionally the benefit to local businesses and beautification of the region that "destination" tourism caters for. A Rail Trail would make Stanwell Park and Otford a well thought after and environmentally cared for destination.

The benefits for the region are not just in terms of revenue from tourism but also for health and safety of our current residents.

Firstly the tunnel will provide a safe cycling path for local children and residents connecting the Stanwell Park and Otford communities, something that our region has lacked in the past. It will also provide further extension to the proposed Coastline Cycle way planned by the Wollongong Council linking Stanwell Park to Kiama.

In addition the Tunnel will provide a safe link for walkers between the National Park Southern end at Otford and the Coastal Walk from Stanwell Park to Bulli and further, but it will also provide a safe descent from Bald Hill to Stanwell Park beach and Village for hand gliders, their spectators and the view in takers.

The need for someone to take ownership and pride in the area's heritage and beauty can only be an advantage to the local community.

Yours sincerely,
Alexandra Soave-Hausner

To whom it may concern,

We wish to express our strong support for the Otford Stanwell Park Rail Trail Group with their endeavour to open the Otford to Stanwell Park Tunnel as a pedestrian/cycle path.

We are the owners of Otford Cottage Bed & Breakfast and we offer accommodation in the original railway cottages built in the 1890's for the engineers and surveyors who built the original south coast railway line.

The Otford Tunnel would be a significant draw card to the area if it were to be opened to pedestrians/cyclists. Otford Residents and visitors would for the first time have a safe pathway/cycleway to Stanwell Park and the tunnel would be formally recognised as a significant historical structure.

This proposed development would make an outstanding addition to the developing Grand Pacific Walk concepts. This route would provide a safe transit loop via Otford to the spectacular Bald Hill. The Grand Pacific Walk already has approval to extend from Thirroul to Stanwell Park. If the tunnel was to be opened and the Grand Pacific Walk extended another 2.5 kms it would also provide a safe cycling and walking route from the Royal National Park to the Northern Illawarra.

The benefits for the region are not just in terms of revenue from tourism, but also for the health and safety of our local residents. The tunnel would provide a safe walking and cycling path for local residents, especially children. A safe walking and cycling transit of Bald Hill is long overdue. Our residents are very active and the number of walkers and cyclists every day out on the roads is of quite some concern.

Sincerely,

Barbara & Phil Flentje

Otford Cottage Bed & Breakfast



Tumbling Waters Retreat Stanwell Tops

We wish to express our support for the Otford Stanwell Park Rail Trail Group with their endeavour to open the Otford Tunnel as a pedestrian/cycle path.

We are the owners of the Tumbling Waters Retreat in Stanwell Tops. The Otford/Stanwell Park has so much opportunity for tourism, we constantly receive feedback from our guests, that it is like the area has been left behind. We believe that the Northern Illawarra will continue to rise in popularity over the next few years.

The Otford Tunnel will be a very attractive historical feature as well as providing a safe path to the Royal National Park for walkers and cyclists. It will also offer an escape route when there is a bush fire.

The benefits for the region are not just in terms of revenue from tourism but also for health and safety of our current residents. The tunnel will provide a safe cycling path for local children and residents, which is something that our region has lacked in the past.

This is such a great unique tourist attraction and any proactive council with forward thinking, would embrace this project and support it 100 %, the Prime minister said Australia is now open for businessThis includes the Northern Illawarra !!!given that the Treasures house is just down the road from the tunnel Federal Government would be proud ...such creative thinking!!

Sonja Keller

Owner Manager

Tumbling Waters Retreat



Australian Cycling Holidays

Australian Cycling Holidays

PO Box 498 Manly
NSW, Australia 1655
Phone: 0468 390 224
ABN: 62 845 784 462

1st December 2014

Australian Cycling Holidays supports the Otford to Stanwell Park Rail Trail

To whom it may concern,

Australian Cycling Holidays runs multi-day cycling tours for individuals, groups and families along the South Coast of NSW. Our customers are a mixture of local Sydney families and overseas and interstate visitors. Whilst our customers can all cycle, only perhaps one in fifty of them would consider themselves "cyclists" – the majority of our customers just want an active holiday. They come to the South Coast not so much because they know anything about the area, but because they want to experience a safe and enjoyable cycling holiday. Currently, Australian Cycling Holidays has several tours that start in Waterfall and pass through Stanwell Park on their way south, while other tours must start further south due to safety concerns for children and less experienced riders.

Australian Cycling Holidays fully supports the creation of a rail trail from Otford to Stanwell Park. As well as providing a much needed safe descent from the Lawrence Hargrave Memorial Lookout at Bald Hill to Stanwell Park, this rail trail would also be a fantastic draw card in its own right. When combined with the Coastline Cycleway that Wollongong Council is extending north to Stanwell Park, this route would become not just a lovely cycling route, but a world-class experience.

Once the Otford Rail Trail and the Coastline Cycleway from Stanwell Park are completed, this would provide a safe, 4-day cycling route for families, school children and inexperienced riders, from Otford in the north to Kiama in the south. Our more advanced tours, which start at Waterfall, would also benefit from having a safer route and the cyclists would love cycling through this little piece of history. Australian Cycling Holidays would include these routes in its tours and marketing, bringing hundreds of extra visitors and families to the region each year.

As stated earlier, we believe that the creation of this rail-trail would change these cycling tours from "nice" to "must do" and will have a significant effect on local, sustainable tourism.

Yours sincerely,

Emma Tonkin

Director,

Australian Cycling Holidays

W: www.australiancyclingholidays.com.au



Oxford Stanwell Park Tunnel Rail Trail

The Illawarra Bicycle Users Group (IBUG) is a not-for-profit organisation representing cyclists in our local area. One of our primary objectives is promoting cycling in all its forms as a way of improving the health and wellbeing of our communities.

We see Oxford Stanwell Park Tunnel Rail Trail as ideal opportunity to promote safe cycling in the northern Illawarra and fully support the project.

This project will provide a safe alternative to riding the hazardous Lawrence Hargrave Drive and Lady Wakehurst Drive (Bald Hill) between Stanwell Park and Lawrence Hargrave Memorial Lookout Bald Hill the scene of a number of road collisions between cars and cyclists resulting in serious injuries, including a fatality during the MS Sydney to Gong ride.

In addition to providing a safe cycling route and elimination a serious road hazard for cyclists it will also provide a massive benefit to the wider community by providing a walking link from the southern end of the Royal National Park coastal walk, a safe link for local community, including school children, to access the beaches.

At 1550 metres (5086 feet) this tunnel will possibly be the longest rail trail Tunnel in Australia and with its easy access from railway stations at both ends will be a tourism generator in its own right attracting not only cyclists but also walkers and railway enthusiasts.

When linked to the Grand Pacific walk and coastline cycleway, including the Sea Cliff Bridge it will produce a world class tourism attraction.

Sincere regards
Werner Steyer
Chairman
Illawarra Bicycle Users Group inc.



WALK

a proposed shared pathway
connecting our coast
from the Royal National Park
to Lake Illawarra



Phone 02 4227 7111 Email grandpacificwalk@wollongong.nsw.gov.au
Web www.wollongong.nsw.gov.au/grandpacificwalk

This project is linked to goals outlined in Wollongong 2022.



Wollongong, NSW, Australia



@wollongong_nsw



wollongongnswaustralia

www.wollongong.nsw.gov.au/grandpacificwalk

WHAT IS THE GRAND PACIFIC WALK?

Wollongong City Council is working on a proposal to build on the existing shared pathway network along our coastline to link the Royal National Park to Lake Illawarra.

The proposed path – dubbed the Grand Pacific Walk – will run parallel to the Grand Pacific Drive route, and will be a great asset for our community, linking suburbs in our north with those in our south.

This is a long term project, with new sections proposed to connect with the existing footpaths and shared pathways. It will showcase our natural features - the escarpment and the sea - and will

be enjoyed by locals as well as visitors. By creating wider paths separated from vehicle traffic, the Grand Pacific Walk will provide a safer route for pedestrians and recreational cyclists.

The Grand Pacific Walk links into our goals as part of the Wollongong 2022 Community Strategic Plan. It helps us create a 'healthy community in a liveable city', and to have 'sustainable, affordable and accessible transport'. The project also addresses our Delivery Program 2012-17 goal to 'improve the connectivity of the Local Government Area through the upgrade of our network of footpaths and cycleways'.

FOLLOWING THE GRAND PACIFIC WALK

Royal National Park to Thirroul

The Royal National Park on the southern fringe of Sydney is the world's second oldest national park. The northern-most leg of the proposed pathway includes Bald Hill lookout, which is popular with day trippers and paragiders. Views from here stretch down the coastline, and include the sweeping curves of Sea Cliff Bridge. The shared pathway will run through our scenic coastal villages including Coalcliff, Dotedale and Austimmer.

Thirroul to Wollongong

Beaches, cafes and two stand-out regional playgrounds are some of the attractions along this leg of the project, which will link up with existing paths. At Wollongong, the proposed path will link up to the 'Blue Mile', which runs along North and City beaches and past the newly-refurbished North Beach Bathers Pavilion.

Wollongong to Lake Illawarra

This section of the shared path is one of contrasts. Head out of Wollongong and make your way towards the industrial landscape of the part of Port Kembla. Discover Port Kembla beach and its sweeping crescent of sand. Past Port Kembla, you've got the natural attractions of Lake Illawarra.

GRAND PACIFIC WALK BENEFITS

- Reduced impact of cars and motorbikes on our environment and health
- Improved environmental condition of sections of the coastal zone.

THE GRAND PACIFIC WALK MASTERPLAN

To guide this project, we've developed a draft Masterplan that will be exhibited from 25 November 2013 to 10 February 2014.

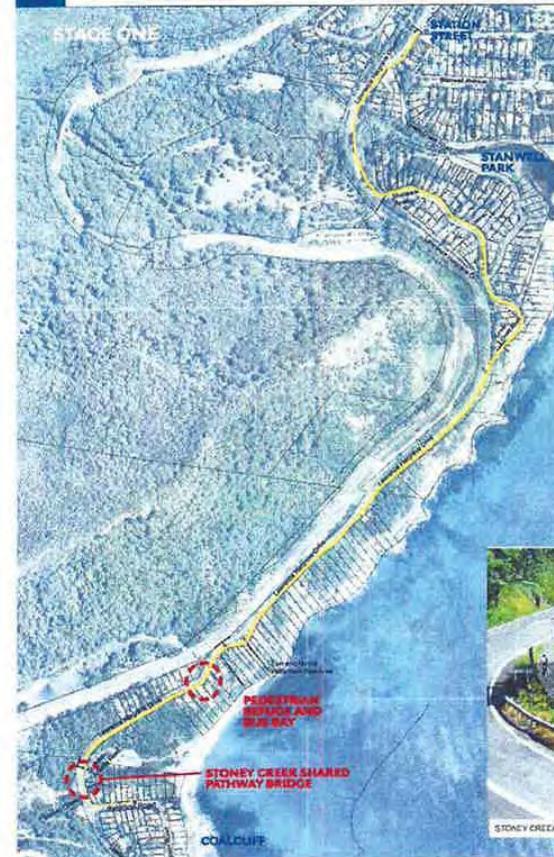
During this time, we're asking the community to give us their feedback on the draft Masterplan

To help us prepare the draft Masterplan, we've been working throughout 2013 to gather key information, including:

- A site analysis of the entire route
- Talking with the community through site kiosks, focus groups, and online
- Pedestrian and cyclist surveys along the route.
- Safety Audit of roadside conditions in the northern part of the route
- Economic Impact Assessment of the proposed project.

The draft Masterplan aims to provide a unified design approach, including principles like pathway width, and separation from vehicles for pedestrians and cyclists. It includes the following proposals:

- Widen the existing shareway where it is inadequate
- Provide 'missing links' between existing shareway segments
- Construct viewing and picnic areas in suitable locations
- Develop signage along the route
- Make clear connections with the Wollongong Bike Network
- Include place-making features such as heritage interpretation and art
- Formalise carparks near the shared pathway network.



STAGE ONE CONCEPT PLAN: STANWELL PARK TO COALCLIFF

Along with the draft Masterplan, we'll be exhibiting a draft Concept Plan for Stage One of the project, stretching from Stoney Creek Bridge, Coalcliff, to Station Street in Stanwell Park. We're starting with this area as it currently has no pathways

This section of the Grand Pacific Walk route is challenging, with steep and sometimes unstable land, narrow roads and a lack of provisions for pedestrians and cyclists. Providing safe access along this part of the route is considered a high priority by Council.

The draft Stage One Concept Plan includes sections of both on-ground and elevated shareway, on-street line marking, and a new connection from the southern end of Lower Coast Road to Lawrence Hargrave Drive at Stanwell Park.

To read the draft Grand Pacific Walk Masterplan and Stage One Concept Plan, and provide feedback, visit Council's website www.wollongong.nsw.gov.au/grandpacificwalk

CURRENT WORKS AT COALCLIFF

While we were developing the draft Grand Pacific Walk Masterplan, the need to fast-track improvements to pedestrian safety at Coalcliff became apparent. So we're currently working on two projects in that area which will form part of the Grand Pacific Walk:

Stoney Creek Shareway Bridge

Tender documentation has been completed for a shareway bridge next to the existing road bridge, and construction is programmed for the first half of 2014.

Coalcliff Station Precinct upgrade

We're in the final stages of designing a solution to provide safer pedestrian crossing facilities, a new bus bay, and adequate width for the Grand Pacific Walk shareway on the east side of Lawrence Hargrave Drive. Council is partnering with NSW Roads & Maritime Services to proceed with this work in the current financial year.

To find out more about the Grand Pacific Walk project and have your say, visit Council's website www.wollongong.nsw.gov.au/grandpacificwalk



CHARTER

AUDIT COMMITTEE



Adopted by Council 11 November 2013
Adopted by Council 21 June 2011
Endorsed by Administrators 18 May 2010
Adopted by Council 24 March 2009
Accepted by Audit Committee 24 February 2009
Adopted by Council 26 August 2008

CHARTER

AUDIT COMMITTEE



1 INTRODUCTION

The Audit Committee has been established to promote good corporate governance. The Council is responsible for the governance of the agency that is Wollongong City Council. The Council, as a corporate entity, has the responsibility for managing and controlling the affairs of the entity.

Good corporate governance of the Council ensures that the people of Wollongong receive the services that they need in an effective and efficient manner, delivered with honesty and integrity.

The focus of the Audit Committee is to assist Council work towards effective internal control of the Council's financial and related records and activities, which are an important element of good governance.

The Audit Committee comprises people interested in furthering these aims. The Audit Committee is one of the two Council Committees that operate to promote good governance. The other Committee is the Corporate Governance Committee.

Advisory Committees provide advice to Council and staff in the form of expert feedback on actions and proposals; suggestions for inclusion in projects and the products of projects such as policy; guidance on matters in which they are the experts; information about significant matter in their field of expertise and assessments on the adequacy of Council's actions in that field. It is expected that advice given by an expert advisory committee would be given significant and transparent consideration by staff. All recommendations made to Council by staff on matters considered by an Advisory Committee must make it clear to Council what the Advisory Committee recommended.

The Committee is advisory to Council and will at times make recommendations that should be considered by full Council. If this is the case they would make the referral part of their recommendation and the matter would be referred to the next Council meeting agenda.

2 AUTHORITY

The Audit Committee is a Committee (Advisory) of Council established by resolution at the Ordinary Meeting of Council on 26 August 2008. The charter and functions of the Committee were specified by the same resolution.

The Audit Committee Charter was amended by administrative decision of the Administrators of the Council, dated 18 May 2010.

3 RESPONSIBILITIES AND FUNCTIONS

The primary responsibility for financial and other reporting, for internal controls, for compliance with laws, for ethical behaviour, and for risk management rests with the executive management of the Council.

The Council has the responsibility to oversight the functions of executive management in relation these activities. The Audit Committee assists the Council in carrying out their oversight responsibilities.

The Audit Committee and the (Internal and External) Auditors shall maintain professional independence when assessing management's performance of its responsibilities.

The Internal Auditor shall be responsible to the General Manager, but have a direct reporting line to the Audit Committee.

The Audit Committee shall serve as an independent and objective party to assist Council in determining whether management complies with relevant laws and standards, including policy directions of the Department of Local Government, in relation to the relevant audit standards.

The Council shall ensure that adequate resources are available to allow for the proper functioning of the Committee.

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AUDIT COMMITTEE

The Audit Committee shall:

1 Financial Reporting

Advise Council whether the financial information reported by management reasonably portrays the Council's financial position, results of operations and significant commitments.

In fulfilling this responsibility the Committee shall:

- Review quarterly financial statements and consider whether they are complete and consistent with information known to Committee members.
- Review the annual financial statements and consider whether they are complete, consistent with information known to Committee members, and reflect appropriate accounting policies and principles.

2 Internal and External Audit

Have oversight of the functions of both internal audit and external audit, including where appropriate:

- Auditor engagement letters;
- Determination of fees;
- Coordination of audit activities;
- Monitor audit results and follow up activities;
- Review of auditor performance;
- Annual review of the Internal Audit Charter;
- Appointment and removal of Auditors.

In fulfilling these responsibilities the Committee shall:

- Recommend to the Council the appointment of both the internal auditor and the external auditor. Both appointments are to follow competitive selection processes involving the Audit Committee.
- Consider, approve and monitor the annual audit plan for internal audit activities.
- Ensure that all systems, processes, operations, functions, and activities of the Council are subject to internal audit evaluation at regular intervals based on risk assessment.
- Authorise special audits and performance audits in consultation with the General Manager.
- Monitor, through the results of internal and external audits, the internal auditor's review of the adequacy and effectiveness of the Council's internal control structure. This shall include review of management responses to audits.
- Review the Council's risk profile as developed by the Internal Auditor. The Committee shall monitor the performance of management in dealing with risk and will provide advice to the Corporate Governance Committee, which shall monitor the Council's Risk Management Plan.
- Review draft audit reports and the practicality of any recommendations. The Committee shall receive reports on the implementation by management of recommendations of audit reports.
- Review the external auditor's management letter and management's response to that letter.
- Provide input and feedback on external audit coverage and performance.

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3 Other Responsibilities

Provide advice and assistance to the Corporate Governance Committee of Council in relation to matters of ethics, conflict of interests, misconduct, or fraud that may come to notice during the activities of the Audit Committee or Internal Audit.

Consider, as appropriate, the contents of any special reports received from external regulatory agencies e.g. Department of Local Government, Independent Commission Against Corruption, and Ombudsman.

The Committee has no executive functions.

4 PRIORITIES

The priorities of the Audit Committee will be determined in accordance with the Strategic Three Year Rolling Internal Audit Plan and Annual Internal Audit Plan.

5 COMPOSITION OF THE COMMITTEE

The Audit Committee is to be made up of five (5) persons, comprising:

- Two Councillors – appointed annually by Council or as otherwise determined by Council.
- Three independent members – to be appointed by Council

At least one of the independent members shall have recent and relevant financial experience.

The Chairperson will be appointed by Council from the independent representatives.

A vacancy for an independent member of the Committee may occur upon the resignation of the member, death of the member, failure to attend without cause three consecutive meetings, or by removal by resolution of the Council.

Vacancies for independent members on the Audit Committee will be filled following public advertisement inviting Expressions of Interest. A selection panel will be formed comprising the Audit Committee Chairperson and/or nominated independent representative and a Councillor representative on the Audit Committee. The selection panel will submit their recommendation to a Council meeting for determination.

Council's General Manager, Director Corporate and Community Services, Manager Finance and Internal and External Auditors will attend Audit Committee meetings as ex-officio members and will provide professional advice to the Committee. Other Council staff, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Audit Committee business. These individuals will act as ex-officio members.

6 TERM OF APPOINTMENT

The independent members of the Committee will be appointed for a term of three years and are eligible for reappointment for an additional term of three years, subject to approval by the General Manager following consultation with the Committee Chairperson and/or Councillor members on the Committee. Thereafter Expressions of Interest will be invited and the outgoing representative will be eligible to reapply.

In order to retain experience and knowledge, there will be an opportunity for annual incremental renewal of independent members.

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AUDIT COMMITTEE



7 OBLIGATIONS OF MEMBERS

Members of the Audit Committee, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the Committee;
- Perform their duties in a manner that public trust in the integrity, objectivity, and impartiality of the Committee is conserved and enhanced;
- Advise the Chair of the Committee of any perceived, potential, or actual conflict of interest in relation to any matter before the Committee;
- Exercise the care, diligence and skill that would be expected of a reasonable person in comparable circumstances;
- Advise of any change in employment status;
- Comply with the charter of the Committee.

8 PRIVACY AND CONFLICT OF INTEREST

The Committee shall comply with Council policies in relation to confidentiality, privacy and reporting. Members of the Committee shall not disclose matters dealt with by the Committee to third parties except with the approval of the Committee.

A member of the committee who may have a pecuniary interest in any matter before the committee must disclose the nature of the interest to the meeting as soon as practicable and must not be present at, or in sight of, the Committee meeting:

- at any time during which the matter is being considered or discussed by the Committee, or
- at any time during which the Committee is voting on any question in relation to the matter.

This Clause does not apply where the member's interest in a matter is of a kind referred to in Section 448 of the Local Government Act – refer to Attachment 1.

9 AGENDA AND BUSINESS PAPERS

A Draft Agenda will be prepared and discussed with the Committee Chairperson prior to the Business Paper close off.

The close off for submission of Agenda items is 12noon on the Thursday twelve days prior to the meeting.

The final Agenda and Business Paper will be provided to Committee members at least five days prior to the Committee meeting.

Committee members and the Auditors, in Closed Session with no staff present, will receive and discuss a report from the Professional Conduct Coordinator and are able to discuss other Agenda and Business Paper Items informally prior to each meeting.

10 MEETINGS

The Audit Committee shall meet on at least four occasions each financial year, one of which shall consider the annual financial statements of the Council. Committee members may from time to time meet on an informal basis, with no staff present, to discuss relevant issues.

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A special meeting of the Audit Committee may be called by resolution of three members of the Committee. Business may also be considered out of session eg electronically and teleconference in order to deal with pressing matters.

A Committee member must be physically present at the meeting in order to participate in the meeting.

Attendances at the Committee meetings shall be at the discretion of the Committee, except for the General Manager, Director Corporate and Community Services and the Manager Finance who shall attend as of right. The internal auditors and external auditors are to be invited to attend on a regular basis.

The Audit Committee may call upon any employee to attend before the Committee to answer questions related to the functions of the Committee.

The Council will arrange for an Executive Officer and Secretary to be appointed to the Committee .

Ordinary Meetings of the Committee for the following year will be set at the December Committee meeting. Extraordinary Meetings of the Committee shall be called by the Chair of the Committee with notice of the meeting being forwarded to members with an agenda and at least five days' notice.

Committee members will have an original vote and the Chairperson will have a casting vote, as well as an original vote, whenever the voting on a motion is equal. Ex-Officio members of the Committee have no voting rights.

The Secretary shall ensure that Minutes of Committee meetings are kept to the satisfaction of the Committee. The Minutes shall contain an Action Summary relating to matters dealt with by the Committee.

The Minutes are to be approved for distribution by the Chair and confirmed at the next ordinary meeting of the Committee. The Minutes will be distributed to all Committee members, members of Council's Senior Management Group and posted to the Information Folder.

The quorum for meetings of the Audit Committee shall be three members. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson from the independent members present to preside over such meeting.

11 WORKING PARTIES

The Audit Committee may co-opt members and other persons on matters raised by the Committee from time to time.

12 REPORTING

The minutes of meetings will be provided to Councillors and Council's Executive Management for information. Minutes will also be distributed to all members.

The Audit Committee reports to the Council on significant matters relating to the audit function and the adequacy of the systems of internal controls. The Committee may make recommendations to the Council.

The Audit Committee shall submit an annual report of its activities to the Council. The Committee's annual report will form part of the Council's annual report.

Any matters arising that require a separate decision of Council may be reported to Council at the discretion of the Director Corporate and Community Services.

13 INDEPENDENT PROFESSIONAL ADVICE

The Committee may, at the Council's expense, obtain such legal, accounting or other professional advice as it reasonably considers necessary for the performance of its duties.

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AUDIT COMMITTEE



14 EVALUATION AND REVIEW

A review of the Audit Committee will be undertaken every 12 months to ensure the effectiveness of the Committee as a whole, its purpose, membership and operation of the Committee is effective and to make appropriate changes.

The conduct of the assessment will be undertaken in accordance with the criteria determined by Council. These criteria must include compliance with specific elements of the Committee's Charter and particularly those responsibilities and functions as detailed in the Charter.

The Audit Committee and the Corporate Governance Committee as a joint exercise shall, in December of each year, evaluate the assessments undertaken and determine the adequacy of the Charter for each Committee.

15 REMUNERATION AND EXPENSES

The independent members of the Audit Committee shall be entitled to remuneration on the basis of a Committee meeting fee as determined by the Council. The meeting fee is for the period 1 July to 30 June and shall include all expenses incurred by the independent members in relation to their responsibilities as members of the Committee. The fee will be subject to annual review in accordance with the percentage increase in the fee payable to the Councillors as determined by the Local Government Remuneration Tribunal. The fee will be payable following each meeting of the Committee upon receipt of an invoice.

Section 448 What interests do not have to be disclosed?

The following interests do not have to be disclosed for the purposes of this Chapter:

- (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 section 443 (1) (b) or (c) 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 the person, company or body referred to in section 443 (1) (b) or (c) 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 10 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

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functions on the council or by or under any contract,

- (k) an interest relating to the payment of fees to councillors (including the mayor and deputy mayor),
- (l) an interest relating to the payment of expenses and the provision of facilities to councillors (including the mayor and deputy mayor) in accordance with a policy under section 252,
- (m) an interest relating to an election to the office of mayor arising from the fact that a fee for the following 12 months has been determined for the office of 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.

MISSION AND SCOPE OF WORK

The mission of internal audit is to provide independent, objective assurance and consulting services designed to add value and improve Council's operations. It helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The scope of work of internal audit is to determine whether Council's network of risk management, control, and governance processes, as designed and represented by management, is adequate and functioning in a manner to ensure:

- Risks are appropriately identified and managed.
- Interaction with the various governance groups occurs as needed.
- Significant financial, managerial, and operating information is accurate, reliable, and timely.
- Employee's actions are in compliance with policies, standards, procedures, and applicable laws and regulations.
- Resources are acquired economically, used efficiently, and adequately protected.
- Programs, plans, and objectives are achieved.
- Quality and continuous improvement are fostered in Council's control process.
- Significant legislative or regulatory issues impacting Council are recognised and addressed properly.

Opportunities for improving management control, profitability, and Council's image may be identified during audits. They will be communicated to the appropriate level of management.

ACCOUNTABILITY

Internal audit, in the discharge of their duties, shall be accountable to the General Manager and the Audit Committee to:

- Provide an annual assessment on the adequacy and effectiveness of Council's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Report significant issues related to the processes for controlling the activities of Council and its affiliates, including potential improvements to those processes, and provide information concerning the resolution of such issues.
- Provide information periodically on the status and results of the annual audit plan.
- Coordinate with and provide oversight of other control and monitoring functions (risk management, compliance, security, legal, ethics, environmental, external audit).

INDEPENDENCE

For independence purposes, internal audit, will report administratively to the General Manager and functionally to the Audit Committee in a manner outlined in the above section on Accountability. It will include as part of its reports to the Audit Committee a regular report on internal audit [personnel progress](#).

RESPONSIBILITY

Internal audit have responsibility to:

CHARTER ADOPTED ON **DATE**

- Develop a flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the Audit Committee for review and approval.
- Implement the approved annual audit plan including, and as appropriate, any special tasks or projects requested by management and the Audit Committee.
- Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.
- Establish a quality assurance program over the operation of internal auditing activities.
- Issue quarterly reports to the Audit Committee and management summarising results of audit activities.
- Keep the Audit Committee informed of emerging trends and successful practices in internal auditing.
- Develop Key Performance Indicators and report to Audit Committee.
- Consider the scope of work of the external auditors and regulators, as appropriate, for the purpose of providing optimal audit coverage to Council at a reasonable overall cost.

On occasions, at the request of management or the Audit Committee, internal audit may also be required to:

- Perform consulting services, beyond internal auditing's assurance services, to assist management in meeting its objectives. Examples may include facilitation, process design, training, and advisory services; but will not be in conflict with its core role of audit.
- Evaluate and assess significant merging/consolidating functions and new or changing services, processes, operations, and control processes coincident with their development, implementation, and/or expansion.
- Assist in the investigation of significant suspected fraudulent activities within Council and notify management and the Audit Committee of the results when requested by the General Manager, Professional Conduct Coordinator or the Audit Committee.

AUTHORITY

Internal audit are authorised to:

- Have unrestricted access to all functions, records, property, and personnel.
- Have full and free access to the Audit Committee.
- In consultation with management and the Audit Committee, allocate resources, set frequencies, select subjects, and determine scopes of work.
- Apply the techniques required to accomplish audit objectives.
- Obtain the necessary assistance of personnel in units of Council where they perform audits, as well as other specialised services from within or outside Council.

Internal audit are not authorised to:

- Perform any operational duties for Council or its affiliates.
- Initiate or approve accounting transactions.
- Direct the activities of any Council employee, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

AUDIT PLANNING, REPORTING AND MONITORING

- In planning internal audit assignments, internal audit will consult with the relevant business area. Internal audit will issue a Terms of Reference for signoff by the relevant Director and endorsement by the Audit Committee or by Audit Committee members 'out of session', where appropriate, at least ten working days prior to commencement.

CHARTER

INTERNAL AUDIT

CHARTER ADOPTED ON **DATE**

- On completion of an assignment, the findings/observations and recommendations are to be discussed with staff of the relevant business area at an exit interview. This should include preliminary agreement regarding:
 - Remedial actions;
 - Names and titles of the personnel responsible to implement the remedial action; and
 - The estimates of the timelines for the implementation of remedial action.
- If as a result of the exit meeting internal audit requires further information, staff of the business area shall provide all the required information within 10 working days.
- Internal Audit will distribute a Draft report to the relevant Director and staff for review and comment:
 - within 10 working days of the exit interview
 - if further information was required, within 10 working days of the receipt of that information.
- The relevant Director and staff shall review the draft version of the report and communicate their comments to Internal Audit within 10 working days. This should include agreement or otherwise to the Internal Audit findings, timelines for implementation of remedial actions (exceptions to this timeframe must be sought from the General Manager). The relevant director and staff shall review the draft version of the report and communicate their comments to Internal Audit within 10 working days.
- The final report will be issued for submission to the Audit Committee within 5 working days of receipt of management comments. Copies will be provided to the General Manager and relevant Director.

STANDARDS OF AUDIT PRACTICE

Internal audit will meet or exceed the International Standards for the Professional Practice of Internal Auditing of The Institute of Internal Auditors. Where applicable, Internal Audit will have regard for the standards and practice statements issued by Australian and international accounting and auditing organisations. This includes the conduct of an annual internal assessment of the internal audit function, as well as the independent conduct of five yearly external quality assessments of internal audit.

Internal Auditor

Date

General Manager

Date

Audit Committee Chair

Date

Development Applications approved with Variations to Development Standards for the quarterly period between 1 October 2014 and 31 December 2014 (Reporting applications with a decision of 'Approved'/'Deferred Commencement')

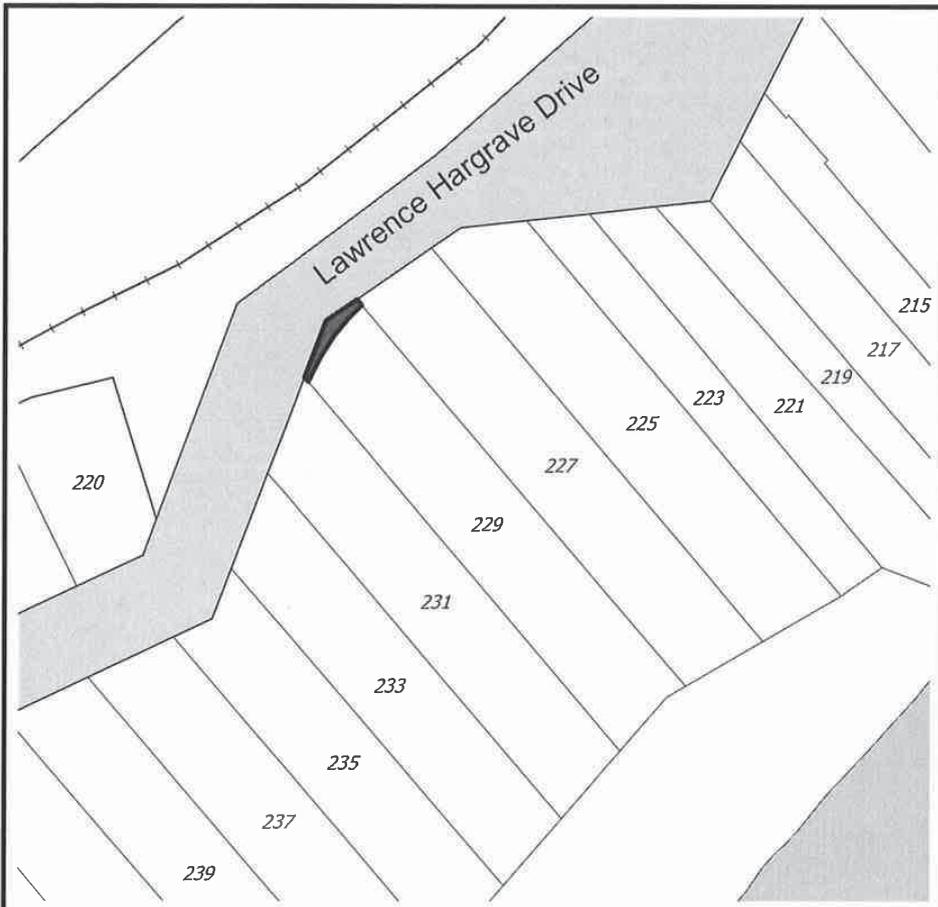
Application	DA-2013/829		
Lot	Lot 3 DP 1120230	Zone	IN2 Light Industrial
Address	6 Keevers Place KEMBLA GRANGE NSW 2526		
Description	Designated Development - Industrial - construction and operation of a static asphalt plant and associated infrastructure		
Decision	Approved	Decision Date	22 October 2014
Variations	Planning Instrument	WLEP 2010 (West Dapto)	Clause Clause 4.3(2) Height of Buildings
	Justification of variation	<p>The requested exception to clause 4.3 Height of Buildings of the Wollongong Local Environmental Plan (West Dapto) 2010 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.</p> <p>It is considered that the proposal will not detract from other approved development both on the adjoining property and in the locality that exceed 9m and is considered to meet the objectives of the IN2 zone.</p> <p>The application was referred to IHAP on 18 June 2014. All Panel members concurred with the Council Officer's recommendation.</p> <p>A delegate of The Director-General granted concurrence on 30 August 2013.</p>	
	Extent of variation	<p>Clause 4.3 Height of Buildings of the Wollongong Local Environmental Plan (West Dapto) 2010</p> <p>Maximum permitted height 9m Approved height 25.6m</p>	
	Concurring Authority	Secretary of NSW Department of Planning and Environment	

Application	DA-2014/589		
Lot	Lot 2 DP 564910	Zone	B3 Commercial Core
Address	172-174 Keira Street, WOLLONGONG NSW 2500		
Description	Commercial - ground level and awning refurbishment and BCA compliance works		
Decision	Approved	Decision Date	20 October 2014
Variations	Planning Instrument	WLEP 2009	Clause Clause 4.4A Floor Space Ratio Wollongong City Centre
	Justification of variation	<p>The requested exception to clause 4.4 Floor Space Ratio of the 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. Additional floor space was predominantly internal (removal of non-compliant fire stairs) with minor increase in ground floor area (less than 12sqm). No adverse impacts with regard to bulk or scale.</p> <p>The application was referred to IHAP on 15 October 2014. All Panel members concurred with the Council Officer's recommendation.</p> <p>Council received advice from a delegate of the Director General on 21 May 2014 returning delegation of powers to Council (assumed concurrence) negating required concurrence from the Director General as relates to cl. 4.6 of WLEP 2009.</p>	
	Extent of variation	<p>Permitted FSR 1.5:1 Approved FSR 1.65:1</p>	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2008/769/C		
Lot	Lot 6 DP 1120230	Zone	IN2 Light Industrial
Address	61 Reddalls Road, KEMBLA GRANGE NSW 2526		
Description	Designated and Integrated Development - material recovery facility - licence under the Protection of the Environment Operations Act 1997 from the Department of Environment and Climate Change Modification C - to increase height and FSR, delete condition 13 (bushfire matters) and enclose the green waste receival and shredding facility		
Decision	Approved	Decision Date	11 November 2014
Variations	Planning Instrument	WLEP 2009	Clause Clause 4.3(2) Height of Buildings
	Justification of variation	<p>The requested exception to clause 4.3 Height of Buildings of the 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.</p> <p>It is considered that the proposal will not detract from other approved development both on the adjoining property and in the locality that exceed 9m and is considered to meet the objectives of the IN2 zone.</p> <p>The application was referred to IHAP on 4 November 2014. All Panel members concurred with the Council Officer's recommendation.</p> <p>Council received advice from a delegate of the Director General on 21 May 2014 returning delegation of powers to Council (assumed concurrence) negating required concurrence from the Director General as relates to cl. 4.6 of WLEP 2009.</p>	
	Extent of variation	<p>Clause 4.3 Height of Buildings of the Wollongong Local Environmental Plan 2009:</p> <p>Maximum permitted height 9m Approved height 16.56m</p>	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2008/314/B		
Lot	Lot 101 DP 1126857	Zone	B2 Local Centre R2 Low Density Residential
Address	264-270 Lawrence Hargrave Drive, THIRROUL NSW 2515		
Description	Change of use from commercial to residential – Modification B - minor increase in floor area, reduction in size of balconies and amendments to internal layout of Units 13 and 14		
Decision	Approved	Decision Date	28 November 2014
Variations	Planning Instrument	WLEP 2009	Clause Clause 4.4(2) Floor Space Ratio
	Justification of variation	<p>The requested exception to clause 4.4 Floor Space Ratio of the 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 proposal has no impact on the bulk and scale of the development and does not alter the foot print of the approved development (as this is a modification to a previous consent). There are no external impacts arising from the increase in floor space ratio.</p> <p>The application was referred to IHAP on 26 November 2014. All Panel members concurred with the Council Officer's recommendation.</p> <p>Council received advice from a delegate of the Director General on 21 May 2014 returning delegation of powers to Council (assumed concurrence) negating required concurrence from the Director General as relates to cl. 4.6 of WLEP 2009.</p>	
	Extent of variation	<p>Permitted FSR 1.5:1 Approved FSR 1.544:1</p>	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2014/1047		
Lot	Lot 14 SP 81272	Zone	B2 Local Centre R2 Low Density Residential
Address	264-270 Lawrence Hargrave Drive, THIRROUL NSW 2515		
Description	Residential - multi dwelling housing		
Decision	Approved	Decision Date	18 December 2014
Variations	Planning Instrument	WLEP 2009	Clause Clause 4.3(2) Height of Buildings
	Justification of variation	<p>The requested exception to clause 4.3 Height of Buildings of the 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.</p> <p>The subject site is located of a land zone transition from commercial to residential. The subject site has a maximum height of 9m; the properties immediately to the South and West have a maximum building height of 12m. The bulk and scale is suitable for the low density environment and the proposal complies with Council's FSR control. Solar access to adjoining properties considered acceptable. Proposal satisfies objectives of the zone. The proposal is in keeping with the Thirroul area and current community expectations and will provide an improved land use outcome for the site.</p> <p>The application was referred to IHAP on 16 December 2014. All Panel members concurred with the Council Officer's recommendation.</p> <p>Council received advice from a delegate of the Director General on 21 May 2014 returning delegation of powers to Council (assumed concurrence) negating required concurrence from the Director General as relates to cl. 4.6 of WLEP 2009.</p>	
	Extent of variation	Height 9m Approved Height 11.25m	
	Concurring Authority	Council under assumed concurrence	



Portion of Lot 29 DP 8450
 229 Lawrence Hargrave Drive, Coalcliff
 Proposed to be Acquired



gi09838-01.mxd

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Lane proposed to be named "Pitman Lane"



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1 INTRODUCTION

The Floodplain Risk Management Committee has been established to provide advice to Council on the preparation and implementation of flood management plans for Wollongong. The Committee comprises people interested in the sustainable management of the Wollongong floodplains.

2 AUTHORITY

The Floodplain Risk Management Committee will provide advice, feedback and support to Council in developing, implementing and monitoring flood studies and floodplain risk management plans and their associated projects.

The Committee does not have decision making authority, the power to bind the Council or the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Floodplain Risk Management Committee are to:

- assist Council to develop Floodplain Risk Management Plan or Plans in accordance with the NSW Government guidelines, as set out in the Floodplain development Manual;
- develop a better understanding of floodplains and identify issues which need to be addressed;
- assist in developing suitable strategies to address floodplain management issues; and
- monitor and evaluate the implementation of Floodplain Risk Management Plan or Plans.

4 PRIORITIES

The priority of the Floodplain Risk Management Committee is to oversee the completion of Flood Studies and Floodplain Risk Management Studies and Plans and the review of these studies where appropriate for catchments located within the Wollongong LGA.

5 COMPOSITION OF THE FLOODPLAIN RISK MANAGEMENT COMMITTEE

The Floodplain Risk Management Committee is proposed to be made up of:

- A maximum of two (2) councillors in total (one from each ward where the study is across two wards. In the event of the study covering more than two wards it is recommended that a councillor from each ward be appointed to the committee);
- Council staff from engineering, planning and environmental disciplines to service the committee and oversee the technical requirements of the studies, as and when required;
- Officers (representatives) from State Government Departments and Agencies, including the Office of Environment and Heritage, Roads and Maritime Services, SES, Transport-Sydney Trains and the Department of Planning;
- Representatives of relevant industry bodies;
- An appropriate number of representatives of the local community (local flood affected landholders both residential and business), flood action groups and environmental groups;
- Guests as deemed necessary by the committee to provide specialist advice outside the capabilities of the committee members (for example – The Bureau of Meteorology, representatives from Welfare Services).

The Chairperson will be appointed by Council from the councillor representatives.

Vacancies that occur on the Committee will be filled by nomination.

Council staff from Environmental Strategy and Planning, City Planning, Infrastructure, and City Works divisions may attend meetings as observers, to provide information to the Committee or to fulfil an administrative function (eg taking minutes). These individuals will act as ex-officio members.

Term of appointment is to be for a period up to the completion of the Floodplain Risk Management Study and the commencement or implementation of the Floodplain Risk Management Plan.

Where necessary the use of a “Technical Sub-Committee” of the Floodplain Risk Management Committee should be used to enable the committee to fulfil its advisory role to council efficiently, confident that studies and option assessments are technically adequate and the options proposed are practical and feasible. The role of the technical sub-committee may include: -

- Preliminary development of process and individual study objectives;
- Collection of background data for studies;
- Preparation of technical project briefs in consultation with the committee;
- Review of proposals from consultants in consultation with the committee;
- Review of modelling, management options, reports and presentations for technical adequacy prior to presentation and review by the full committee; and
- Advice on any other technical matters upon request by the committee.

The technical sub-committee should have membership from council staff (engineering, planning and environmental) and The Office of Environment and Heritage. Other technical government representative may be invited to the sub-committee as and when required.

6 OBLIGATIONS OF MEMBERS

Members of the Floodplain Risk Management Committee, in performing their duties, shall:

- Act honestly and in good faith;
- Declare all conflicts of interests;
- Participate in the work of the Committee;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Committee;
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Comply with the Committee Charter; and
- Comply with Council’s Code of Conduct.

7 MEETINGS AND MINUTES

The Committee shall meet as required to progress the work involved in the Floodplain Risk Management Process.

A quorum will consist of seven (7) of the Committee members.

Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the meeting will be chaired by the most senior council officer present.

The Floodplain Risk Management Committee has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Floodplain Risk Management Committee may be presented with supporting and dissenting views of members.

Meeting agendas will be distributed at least one week prior to the meeting.

8 REPORTS

The minutes of Floodplain Risk Management Committee meetings will be provided to Councillors and executive management for information. Minutes will also be distributed to all Floodplain Risk Management Committee members.

Advice and decisions of the Floodplain Risk Management Committee relating to specific Council projects will be reported to Council as part of the project reporting process.

Any matters arising that require a separate decision of Council may be reported to Council by the Manager Infrastructure Strategy and Planning at their discretion.

CHARTER

FLOODPLAIN RISK MANAGEMENT COMMITTEE



9 EVALUATION AND REVIEW

A review of the Floodplain Risk Management Committee will be undertaken every 12 months to ensure the purpose, membership and operation of the Committee is effective and to make appropriate changes.

10 REMUNERATION AND EXPENSES

There is no remuneration for members.

Reasonable expenses incurred by the Floodplain Risk Management Committee members in relation to their responsibilities as members of the Committee will be met by prior approval. These expenses should relate directly to tasks completed for Floodplain Risk Management Committee business and will be reimbursed at the discretion of Council.

11 FAILURE TO COMPLY WITH CHARTER

Failure to comply with the Floodplain Risk Management Committee Charter as set out above will terminate the member's membership of the relevant Floodplain Risk Management Committee.

1 INTRODUCTION

Lake Illawarra lies in the Local Government Areas of Wollongong City and Shellharbour City Councils. The Lake Illawarra Estuary Management Committee has been established to provide advice and support to Wollongong City and Shellharbour City Councils on the preparation and implementation of a strategic coastal zone management plan for Lake Illawarra. The Committee comprises people interested in the sustainable management of the health of Lake Illawarra.

2 AUTHORITY

The Lake Illawarra Estuary Management Committee will provide advice, feedback and support to Wollongong City and Shellharbour City Councils in developing, implementing and monitoring a coastal zone management plan and projects for Lake Illawarra, that are primarily focused on protecting estuary health.

The Committee does not have decision making authority, the power to bind the two Councils or the power to incur expenditure.

3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Lake Illawarra Estuary Management Committee are to:

- assist Wollongong City and Shellharbour City Councils to develop a Coastal Zone Management Plan for Lake Illawarra in accordance with the NSW Government guidelines;
- develop a better understanding of estuary health and identify issues which need to be addressed;
- assist in developing suitable strategies to address estuary and coastal zone management issues;
- monitor and evaluate the implementation of the Coastal Zone Management Plan; and
- provide advice on planning proposals and major capital works proposed to take place in the Lake Illawarra catchment.

Routine operational and maintenance matters relating to Lake Illawarra will not be the business of the Lake Illawarra Estuary Management Committee. These matters are to be followed up using the Customer Service functions operating at Wollongong City and Shellharbour City Councils.

4 PRIORITIES

The immediate priority of the Lake Illawarra Estuary Management Committee is to oversee the completion of the Lake Illawarra Coastal Zone Management Plan in accordance with NSW Government guidelines. Upon completion, the Lake Illawarra Coastal Zone Management Plan shall be submitted to both Councils for adoption, and implementation in line with their business priorities.

5 COMPOSITION OF THE LAKE ILLAWARRA ESTUARY MANAGEMENT COMMITTEE

The Lake Illawarra Estuary Management Committee is proposed to be made up of:

- THREE (3) councillors from each of the two Councils. One of the three Wollongong councillors is to be a member of its Estuary and Coastal Zone Management Committee;
- TWO (2) community members from each LGA;
- ONE (1) Aboriginal community representative;
- TWO (2) independent scientific advisors;
- representatives from each of the following State Government agencies – Office of Environment and Heritage, Department of Lands (Crown Lands), Department of Primary Industries (Fisheries), and Department of Planning;
- one representative from the Roads and Maritime Services;
- one representative of the South East Local Land Services; and
- one representative from Sydney Water.

Hosting of the Committee will alternate between the two Councils every two years, and the Chairperson will be appointed by the host Council from its councillor representatives.

Vacancies that occur on the Committee will be filled by nomination.

Staff from the two councils will attend meetings as observers, to provide information to the Committee or to fulfil an administrative function (eg taking minutes and/or distributing minutes within the two Councils and to Committee members). These individuals will act as ex-officio members. Administrative support for the Committee will be provided by the host Council staff.

Term of appointment for the Committee is to the election of new councils in 2016.

6 APPOINTMENT OF MEMBERS

Councillors

Three councillors each are to be appointed by the Wollongong City and Shellharbour City Councils. One of the Wollongong councillors is to be a member of its Estuary and Coastal Zone Management Committee.

Community Members

The community member positions available for each LGA will be advertised by the respective Council at the start of the Committee's term. The applications will be assessed by the respective Council staff and recommendations made for appointment by their corresponding Council. The selection criteria for community members will be:

- Demonstrated interest in and knowledge of estuary management issues.
- Demonstrated ability to dedicate time to attend meetings and perform tasks related to committee business.
- Demonstrated ability to contribute positively and constructively within an agreed management framework.
- Demonstrated contact with a cross-section of the local community for the purpose of passing on information and receiving feedback.
- Resident/rate payer in the LGA for which they are applying.

Aboriginal Community Representative

The Aboriginal community representative will be appointed after consultation between the two Councils' Aboriginal Liaison Officers.

Independent Scientific Advisors

The Independent Scientific Advisor positions will be advertised by the Council hosting the Committee at the start of its term. The applications received will be assessed jointly by staff from the two Councils and a recommendation made for endorsement by both Councils. The selection criteria for the Independent Scientific Advisors will be:

- High-level experience in research or management of estuaries.
- Demonstrated ability to dedicate time to attend meetings and perform tasks related to committee business
- Demonstrated ability to provide sound scientific advice and a high level of personal commitment while engaged in an honorary position.
- Independence from Council, government, developers or any other group with a vested interest in the management of estuaries.

State Agency Representatives

The host Council at the start of the Committee's term will invite the State Agencies listed to nominate a representative to the Committee.

TERMS OF REFERENCE

LAKE ILLAWARRA ESTUARY MANAGEMENT COMMITTEE



7 OBLIGATIONS OF MEMBERS

Members of the Lake Illawarra Estuary Management Committee, in performing their duties, shall:

- Act honestly and in good faith;
- Participate in the work of the Committee;
- Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Committee;
- Exercise the care, diligence and skill that would be expected of a reasonable person;
- Comply with the Committee's Terms of Reference; and
- Comply with the two Council's Code of Conduct.

8 MEETINGS AND MINUTES

The Committee shall meet at least four times a year to progress the work involved in the Lake Illawarra Estuary Management Process.

A quorum will consist of ten (10) of the Committee members.

Meetings will be chaired by the Council appointed chairperson. If the chairperson is absent from a meeting, the first business of every such meeting is to elect a chairperson from the members present to preside over such meeting.

The Lake Illawarra Estuary Management Committee has an advisory role to the two Councils and will make recommendations by consensus. In the absence of consensus, advice from the Lake Illawarra Estuary Management Committee may be presented with supporting and dissenting views of members.

Meeting agendas will be distributed at least one week prior to the meeting.

9 REPORTS

The minutes of the Lake Illawarra Estuary Management Committee meetings will be provided to all Councillors and executive management of both Councils for information. Minutes will also be distributed to all Lake Illawarra Estuary Management Committee members.

Advice and recommendations of the Lake Illawarra Estuary Management Committee relating to specific Council projects will be reported to the two Councils as part of their project reporting process.

Any matters arising that require a separate decision of one or both Councils may be reported to the respective Council(s) by managerial staff at their discretion.

10 EVALUATION AND REVIEW

A review of the Lake Illawarra Estuary Management Committee will be undertaken every 12 months to ensure the purpose, membership and operation of the Committee is effective and to make appropriate changes.

11 COMMITTEE RESOURCING

Resources required to progress the work of the Committee will be considered and made available by one or both Councils, in line with their budgetary constraints and other business priorities. Where both Councils agree to contribute to a program or works, the proportion of funding will be negotiated at 2:1 Wollongong to Shellharbour. External grant funding may be sought to supplement council contributions.

12 REMUNERATION AND EXPENSES

There is no remuneration for members.

Reasonable expenses incurred by the Lake Illawarra Estuary Management Committee members in relation to their responsibilities as members of the Committee will be met by prior approval. These expenses should relate directly to tasks completed for the Lake Illawarra Estuary Management Committee business and will be reimbursed at the discretion of one or both Councils.

WOLLONGONG CITY COUNCIL

1 July 2014 to 26 December 2014

	2014/15 Original Budget \$'000	2014/15 Current Budget \$'000	2014/15 YTD Budget \$'000	2014/15 Actual YTD \$'000
Income Statement				
Income From Continuing Operations				
Revenue:				
Rates and Annual Charges	165,699	165,849	81,334	82,040
User Charges and Fees	32,487	31,854	15,465	16,217
Interest and Investment Revenues	5,238	5,382	2,469	2,616
Other Revenues	9,143	9,464	4,816	5,349
Grants & Contributions provided for Operating Purposes	28,146	29,009	14,495	14,630
Grants & Contributions provided for Capital Purposes	32,604	32,470	7,933	7,375
Other Income:				
Profit/Loss on Disposal of Assets	1,040	868	920	950
Total Income from Continuing Operations	274,357	274,895	127,433	129,177
Expenses From Continuing Operations				
Employee Costs	107,212	108,219	53,161	54,009
Borrowing Costs	3,830	3,830	1,878	1,935
Materials, Contracts & Other Expenses	90,424	89,467	39,995	37,669
Depreciation, Amortisation + Impairment	61,767	61,768	31,138	30,392
Internal Charges (labour)	(10,606)	(10,593)	(5,261)	(5,740)
Internal Charges (not labour)	(1,536)	(1,423)	(653)	(738)
FSR (X6nnn)	0	0	0	0
Savings Target (G2479/3284)	0	0	0	0
Total Expenses From Continuing Operations	251,092	251,268	120,258	117,527
Operating Results From Continuing Operations	23,265	23,626	7,175	11,650
Discontinued Operations				
Net Profit/Loss from Discontinued Operations	0	0	0	0
Net Operating Result for the Year	23,265	23,626	7,175	11,650
Net Operating Result for the Year before Grants & Contributions provided for Capital Purposes	(9,338)	(8,843)	(758)	4,275
NET SURPLUS (DEFICIT) [Pre capital] %	8.5%	8.6%	5.6%	9.0%

Funding Statement

Net Operating Result for the Year	23,265	23,626	7,175	11,650
Add back :				
- Non-cash Operating Transactions	78,059	75,948	37,637	37,250
- Restricted cash used for operations	14,413	15,103	4,054	3,898
- Income transferred to Restricted Cash	(58,334)	(58,060)	(17,365)	(17,184)
- Payment of Accrued Leave Entitlements	(10,145)	(10,145)	(4,977)	(5,018)
- Payment of Carbon Contributions	(427)	(263)	(129)	0
Funds Available from Operations	46,832	46,209	26,395	30,596
Advances (made by) / repaid to Council	(135)	(135)	5	5
Borrowings repaid	(4,914)	(4,914)	(3,822)	(3,818)
Operational Funds Available for Capital Budget	41,782	41,160	22,578	26,783
CAPITAL BUDGET				
Assets Acquired	(83,693)	(85,334)	(40,330)	(40,933)
Transfers to Restricted Cash	(1,040)	(2,758)	(1,360)	(1,515)
Funded From :-				
- Operational Funds	41,782	41,160	22,578	26,783
- Sale of Assets	3,263	4,981	2,815	2,902
- Internally Restricted Cash	5,126	7,422	5,457	5,427
- Borrowings	0	0	0	0
- Capital Grants	13,914	12,061	5,316	5,326
- Developer Contributions (Section 94)	5,858	5,527	2,483	1,990
- Other Externally Restricted Cash	10,136	10,920	6,831	7,173
- Other Capital Contributions	1,955	2,563	603	658
TOTAL FUNDS SURPLUS / (DEFICIT)	(2,700)	(3,460)	4,392	7,811

**Manager Project Delivery Division
Commentary on December 2014 Capital Budget Report**

As at 26 December 2014, the year to date expenditure was \$40.9M of the approved capital budget of \$85.3M. This value is \$0.6M above the initial forecast expenditure of \$40.3M 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 in a net increase in the capital budget of \$1.06M to \$86.39M.

Program	Major Points of change to Capital Budget
Traffic Facilities	Introduce LIRS1 funding for existing project.
Road works	Allocate budget from contingency for existing project.
Footpaths	Introduce S94 funding to existing project. Introduce LIRS1 funding for 3 existing projects.
Cycle/Shared Paths	Introduce RMS Funding to existing project Re-allocate funding from existing project.
Carpark Construction/Formalising	Parking Levy Reserve Funding removed from existing project.
Community Buildings	Introduce Community Building Partnership Program 14 Funding for 4 existing projects. LIRS 2 Funding removed from project. Allocate budget to Rock/Tidal Pools for existing project in that program.
Public Facilities (Shelters, Toilets etc)	Insurance Claim Funding removed from completed project project completed under budget. Project Transferred to - Crematorium/Cemetery - Upgrades and Renewal
Crematorium/Cemetery - Upgrades and Renewal	Project Transferred from Public Facilities
Sporting Facilities	Funding introduced for New Project Allocate budget from contingency for existing project.
Rock/Tidal Pools	Allocate budget from Community Buildings for existing project.
Treated Water Pools	Introduce Community Building Partnership Program 14 Funding for existing project.
Whytes Gully New Cells	Introduce waste reserve funding for existing project
Whytes Gully Renewal Works	Introduce waste reserve funding for new project
Emergency Services Plant & Equipment	Transfer budget to contingency from existing program.
Capital Budget Contingency	Distributions to match budget transfers to various programs detailed above.
Capital Project Plan	Transfer budget to contingency from existing program.

CAPITAL PROJECT REPORT

as at the period ended 26 December 2014

ASSET CLASS PROGRAMME	\$'000		\$'000		YTD EXPENDITURE	\$'000		
	CURRENT BUDGET		WORKING BUDGET			VARIATION		
	EXPENDITURE	OTHER FUNDING	EXPENDITURE	OTHER FUNDING		EXPENDITURE	OTHER FUNDING	
Roads And Related Assets								
Traffic Facilities	2,241	(1,243)	2,285	(1,286)	1,382	43	(43)	
Public Transport Facilities	250	(75)	250	(75)	143	(0)	(0)	
Roadworks	6,396	(1,141)	6,467	(1,141)	3,103	71	(0)	
Bridges, Boardwalks and Jetties	3,670	(1,840)	3,670	(1,840)	2,013	(0)	(0)	
TOTAL Roads And Related Assets	12,557	(4,299)	12,672	(4,342)	6,641	115	(43)	
West Dapto								
West Dapto Infrastructure Expansion	8,725	(8,749)	8,725	(8,749)	5,422	(0)	0	
TOTAL West Dapto	8,725	(8,749)	8,725	(8,749)	5,422	(0)	0	
Footpaths And Cycleways								
Footpaths	5,263	(4,168)	5,558	(4,463)	1,729	295	(295)	
Cycle/Shared Paths	7,100	(5,052)	6,910	(4,862)	2,307	(190)	190	
Commercial Centre Updages - Footpaths and Cycleway:	13,877	(2,815)	13,877	(2,815)	9,613	0	0	
TOTAL Footpaths And Cycleways	26,240	(12,035)	26,345	(12,140)	13,648	105	(105)	
Carparks								
Carpark Construction/Formalising	775	(500)	677	(400)	111	(98)	100	
Carpark Reconstruction or Upgrading	473	0	471	0	447	(2)	0	
TOTAL Carparks	1,248	(500)	1,148	(400)	558	(100)	100	
Stormwater And Floodplain Management								
Floodplain Management	1,279	(709)	1,279	(709)	622	0	0	
Stormwater Management	1,430	(750)	1,430	(750)	769	(0)	0	
Stormwater Treatment Devices	200	(200)	200	(200)	83	0	0	
TOTAL Stormwater And Floodplain Mar	2,909	(1,659)	2,909	(1,659)	1,474	0	0	
Buildings								
Cultural Centres (IPAC, Gallery, Townhall)	802	0	802	0	39	(0)	0	
Administration Buildings	1,916	0	1,916	0	690	(0)	0	
Community Buildings	5,430	(912)	5,379	(925)	1,541	(52)	(13)	
Public Facilities (Shelters, Toilets etc)	1,156	(135)	1,115	(113)	304	(41)	22	
TOTAL Buildings	9,304	(1,047)	9,211	(1,038)	2,574	(93)	9	
Commercial Operations								
Tourist Park - Upgrades and Renewal	700	0	700	0	333	(0)	0	
Crematorium/Cemetery - Upgrades and Renewal	255	0	274	0	39	19	0	
Leisure Centres & RVGC	150	0	150	0	39	0	0	
TOTAL Commercial Operations	1,105	0	1,124	0	411	19	0	
Parks Gardens And Sportfields								
Play Facilities	2,122	(767)	2,122	(767)	476	(0)	0	
Recreation Facilities	624	0	624	0	334	(0)	0	
Sporting Facilities	891	(714)	1,313	(936)	81	422	(222)	
Lake Illawarra Foreshore	225	0	225	0	65	0	0	
TOTAL Parks Gardens And Sportfields	3,862	(1,481)	4,284	(1,703)	957	422	(222)	
Beaches And Pools								
Beach Facilities	413	0	413	0	140	0	0	
Rock/Tidal Pools	1,310	0	1,375	0	581	65	0	
Treated Water Pools	1,252	0	1,259	(8)	288	7	(8)	
TOTAL Beaches And Pools	2,975	0	3,048	(8)	1,008	72	(8)	

CAPITAL PROJECT REPORT

as at the period ended 26 December 2014

ASSET CLASS PROGRAMME	\$'000		\$'000		YTD EXPENDITURE	\$'000		
	CURRENT BUDGET		WORKING BUDGET			VARIATION		
	EXPENDITURE	OTHER FUNDING	EXPENDITURE	OTHER FUNDING		EXPENDITURE	OTHER FUNDING	
Natural Areas								
Environmental Management Program	145	0	145	0	2	(0)	0	
Natural Area Management and Rehabilitation	165	(45)	165	(45)	59	(0)	(0)	
TOTAL Natural Areas	310	(45)	310	(45)	60	(0)	(0)	
Waste Facilities								
Whytes Gully New Cells	4,950	(4,950)	5,550	(5,550)	5,294	600	(600)	
Whytes Gully Renewal Works	200	(200)	390	(390)	43	190	(190)	
Helensburgh Rehabilitation	500	(500)	500	(500)	146	(0)	0	
TOTAL Waste Facilities	5,650	(5,650)	6,440	(6,440)	5,483	790	(790)	
Fleet								
Motor Vehicles	2,886	(1,773)	2,886	(1,773)	9	(0)	0	
TOTAL Fleet	2,886	(1,773)	2,886	(1,773)	9	(0)	0	
Plant And Equipment								
Portable Equipment (Mowers etc)	400	(300)	400	(300)	59	(0)	0	
Mobile Plant (trucks, backhoes etc)	2,000	(150)	2,000	(150)	786	(0)	0	
Fixed Equipment	260	0	260	0	49	0	0	
TOTAL Plant And Equipment	2,660	(450)	2,660	(450)	893	(0)	0	
Information Technology								
Information Technology	820	0	820	0	100	(0)	0	
TOTAL Information Technology	820	0	820	0	100	(0)	0	
Library Books								
Library Books	1,200	0	1,200	0	670	(0)	0	
TOTAL Library Books	1,200	0	1,200	0	670	(0)	0	
Public Art								
Public Art Works	282	(22)	282	(22)	23	0	0	
Art Gallery Acquisitions	141	(41)	141	(41)	67	(0)	0	
TOTAL Public Art	423	(63)	423	(63)	90	0	0	
Emergency Services								
Emergency Services Plant and Equipment	500	0	400	0	63	(100)	0	
TOTAL Emergency Services	500	0	400	0	63	(100)	0	
Land Acquisitions								
Land Acquisitions	730	0	730	0	637	(0)	0	
TOTAL Land Acquisitions	730	0	730	0	637	(0)	0	
Non-Project Allocations								
Capital Project Contingency	119	0	284	0	0	165	0	
Capital Project Plan	1,111	(366)	775	(366)	149	(336)	0	
TOTAL Non-Project Allocations	1,230	(366)	1,059	(366)	149	(171)	0	
Loans								
West Dapto Loan	0	(2,760)	0	(2,760)	0	0	0	
TOTAL Loans	0	(2,760)	0	(2,760)	0	0	0	
GRAND TOTAL	85,334	(40,875)	86,393	(41,934)	40,846	1,059	(1,059)	

WOLLONGONG CITY COUNCIL

		Actual 2014/15 \$'000	Actual 2013/14 \$'000
BALANCE SHEET			
		as at 26/12/14	as at 30/06/14
CURRENT ASSETS			
Cash Assets		93,944	89,329
Investment Securities		7,868	7,642
Receivables		16,347	18,572
Inventories		6,034	6,037
Other		6,811	1,646
Assets classified as held for sale		0	1,700
Total Current Assets		131,005	124,926
NON-CURRENT ASSETS			
Non Current Cash Assets		21,000	21,000
Non-Current Receivables		5,238	5,238
Property, Plant and Equipment		2,218,095	2,207,842
Investment Properties		2,750	2,750
Westpool Equity Contribution		1,181	1,181
Intangible Assets		764	929
Total Non-Current Assets		2,249,029	2,238,940
TOTAL ASSETS		2,380,033	2,363,866
CURRENT LIABILITIES			
Current Payables		34,630	29,098
Current Provisions payable < 12 months		12,151	10,690
Current Provisions payable > 12 months		32,224	32,224
Current Interest Bearing Liabilities		3,908	3,908
Total Current Liabilities		82,913	75,919
NON-CURRENT LIABILITIES			
Non Current Interest Bearing Liabilities		28,143	31,459
Non Current Provisions		50,097	49,217
Total Non-Current Liabilities		78,239	80,676
TOTAL LIABILITIES		161,153	156,595
NET ASSETS		2,218,881	2,207,271
EQUITY			
Accumulated Surplus		1,118,989	1,103,532
Asset Revaluation Reserve		1,015,727	1,013,802
Restricted Assets		84,165	89,937
TOTAL EQUITY		2,218,881	2,207,271

WOLLONGONG CITY COUNCIL

CASH FLOW STATEMENT as at 26 December 2014

	YTD Actual 2014/15 \$ '000	Actual 2013/14 \$ '000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rates & Annual Charges	80,748	157,362
User Charges & Fees	30,028	33,034
Interest & Interest Received	3,349	5,587
Grants & Contributions	24,038	51,407
Other	7,231	13,774
Payments:		
Employee Benefits & On-costs	(49,709)	(95,572)
Materials & Contracts	(25,292)	(38,702)
Borrowing Costs	(573)	(989)
Other	(18,840)	(35,817)
Net Cash provided (or used in) Operating Activities	50,981	90,084
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts:		
Sale of Infrastructure, Property, Plant & Equipment	2,872	3,245
Deferred Debtors Receipts	-	12
Payments:		
Purchase of Investments	-	-
Purchase of Investment Property	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(45,191)	(91,729)
Purchase of Interests in Joint Ventures & Associates	-	-
Net Cash provided (or used in) Investing Activities	(42,319)	(88,472)
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts:		
Proceeds from Borrowings & Advances	-	4,305
Payments:		
Repayment of Borrowings & Advances	(3,820)	(4,742)
Repayment of Finance Lease Liabilities	-	-
Net Cash Flow provided (used in) Financing Activities	(3,820)	(437)
Net Increase/(Decrease) in Cash & Cash Equivalents	4,842	1,175
plus: Cash & Cash Equivalents and Investments - beginning of year	117,971	116,796
Cash & Cash Equivalents and Investments - year to date	122,813	117,971

WOLLONGONG CITY COUNCIL

CASH FLOW STATEMENT as at 26 December 2014

	YTD Actual 2014/15 \$ '000	Actual 2013/14 \$ '000
Total Cash & Cash Equivalents and Investments - year to date	122,813	117,971
Attributable to:		
External Restrictions (refer below)	58,527	63,961
Internal Restrictions (refer below)	25,636	24,384
Unrestricted	38,650	29,626
	122,813	117,971
External Restrictions		
Developer Contributions	16,270	11,758
RMS Contributions	328	238
Specific Purpose Unexpended Grants	9,537	10,910
Special Rates Levy Wollongong Centre Improvement Fund	-	-
Special Rates Levy Wollongong Mall	182	251
Special Rates Levy Wollongong City Centre	32	11
Local Infrastructure Renewal Scheme	11,782	18,791
Unexpended Loans	7,205	12,877
Domestic Waste Management	9,252	6,408
Private Subsidies	3,548	1,883
Stormwater Management Service Charge	391	834
Total External Restrictions	58,527	63,961
Internal Restrictions		
Property Fund	2,999	(252)
Future Projects	5,200	-
Sports Priority Program	854	850
Car Parking Strategy	187	489
MacCabe Park Development	615	391
Darcy Wentworth Park	148	99
Garbage Disposal Facility	10,396	20,281
Telecommunications Revenue	105	279
West Dapto Development Additional Rates	471	71
Carbon Price	4,661	2,176
Total Internal Restrictions	25,636	24,384

**WOLLONGONG CITY COUNCIL
STATEMENT OF INVESTMENTS
28 November 2014**

DIRECT INVESTMENTS

Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Security	Purchase Date	Maturity Date	Interest / Coupon Rate
NAB Professional Maximiser	A-1+	-	23,281,664	11am	28/11/2014	28/11/2014	3.00%
IMB	A-2	2,000,000	2,000,000	T/Deposit	16/09/2014	17/12/2014	3.30%
NAB	A-1+	1,030,000	1,030,000	T/Deposit	17/12/2013	17/12/2014	3.82%
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	28/08/2014	7/01/2015	3.56%
IMB	A-2	1,000,000	1,000,000	T/Deposit	16/09/2014	14/01/2015	3.35%
IMB	A-2	1,000,000	1,000,000	T/Deposit	17/10/2014	16/01/2015	3.40%
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	28/08/2014	28/01/2015	3.56%
St George	AA-	5,000,000	5,000,000	T/Deposit	16/09/2014	13/02/2015	3.24%
ANZ	A-1+	2,500,000	2,500,000	T/Deposit	26/08/2014	26/02/2015	3.70%
Members Equity Bank	A-2	2,500,000	2,500,000	T/Deposit	28/02/2014	27/02/2015	3.90%
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	28/02/2014	2/03/2015	3.60%
ANZ	A-1+	3,000,000	3,000,000	T/Deposit	29/08/2013	2/03/2015	3.75%
Bank of Queensland	A-2	4,000,000	4,000,000	T/Deposit	29/08/2013	2/03/2015	4.15%
Members Equity Bank	A-2	3,000,000	3,000,000	T/Deposit	28/03/2014	28/03/2015	3.90%
ING Australia	A-1	1,500,000	1,500,000	T/Deposit	26/08/2014	23/04/2015	3.60%
ING Australia	A-1	4,000,000	4,000,000	T/Deposit	2/10/2014	30/04/2015	3.49%
IMB	A-2	2,000,000	2,000,000	T/Deposit	17/11/2014	18/05/2015	3.40%
Bendigo Bank	A-2	3,000,000	3,000,000	T/Deposit	28/05/2014	28/05/2015	3.70%
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	28/11/2014	28/05/2015	3.60%
Members Equity Bank	A-2	3,000,000	3,000,000	T/Deposit	28/11/2014	28/05/2015	3.55%
ING Australia	A-1	2,000,000	2,000,000	T/Deposit	26/08/2014	22/06/2015	3.60%
ANZ	A-1+	3,000,000	3,000,000	T/Deposit	29/08/2014	29/07/2015	3.74%
ANZ	A-1+	2,500,000	2,500,000	T/Deposit	6/08/2013	6/08/2015	4.05%
NAB	A-1+	2,000,000	2,000,000	T/Deposit	27/02/2014	27/08/2015	3.94%
Bank of Queensland	A-2	3,000,000	3,000,000	T/Deposit	28/11/2014	28/08/2015	3.57%
ING Australia	A-1	5,000,000	5,000,000	T/Deposit	29/08/2013	31/08/2015	4.15%
ING Australia	A-1	4,000,000	4,000,000	T/Deposit	29/08/2013	31/08/2015	4.15%
NAB	A-1+	1,500,000	1,500,000	T/Deposit	29/08/2013	31/08/2015	4.21%
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	29/08/2014	29/09/2015	3.74%
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	29/08/2014	29/10/2015	3.74%
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	29/08/2014	29/11/2015	3.74%
NAB	A-1+	2,000,000	2,000,000	T/Deposit	28/11/2014	30/11/2015	3.61%
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	27/02/2014	26/02/2016	4.05%
NAB	A-1+	4,000,000	4,000,000	T/Deposit	27/02/2014	29/02/2016	4.13%
NAB	A-1+	2,500,000	2,500,000	T/Deposit	6/08/2014	8/08/2016	3.74%
Westpac	A-1+	1,000,000	1,013,470	FRN	30/01/2012	9/05/2016	3.75%
Commonwealth Bank Australia zero coupon bond with a \$4M face value	A-1+	2,000,000	3,436,800	BOND	21/01/2008	22/01/2018	7.17%
EMERALD A Mortgage Backed Security *	AAA	767,108	598,812	M/Bac	17/07/2006	22/08/2022	3.08%
EMERALD B Mortgage Backed Security *	AA	2,000,000	1,301,340	M/Bac	17/07/2006	23/08/2027	3.38%

MANAGED FUNDS

Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Purchase Date	Monthly Return (Actual)	Annualised % p.a.	FYTD (Actual)
Tcorp Long Term Growth Facility Trust	N/A	1,131,841	1,604,788	13/06/2007	1.31%	17.05%	12.76%

Investment Body	Face Value	Security
Southern Phone Company	2	shares

TOTAL **\$ 117,266,877**

* 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

**WOLLONGONG CITY COUNCIL
STATEMENT OF INVESTMENTS
26 December 2014**

DIRECT INVESTMENTS								
Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Security	Purchase Date	Maturity Date	Interest / Coupon Rate	
NAB Professional Maximiser	A-1+	-	26,325,664	11am	26/12/2014	26/12/2014	3.00%	
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	28/08/2014	7/01/2015	3.56%	
IMB	A-2	1,000,000	1,000,000	T/Deposit	16/09/2014	14/01/2015	3.35%	
IMB	A-2	1,000,000	1,000,000	T/Deposit	17/10/2014	16/01/2015	3.40%	
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	28/08/2014	28/01/2015	3.56%	
St George	AA-	5,000,000	5,000,000	T/Deposit	16/09/2014	13/02/2015	3.24%	
ANZ	A-1+	2,500,000	2,500,000	T/Deposit	26/08/2014	26/02/2015	3.70%	
Members Equity Bank	A-2	2,500,000	2,500,000	T/Deposit	28/02/2014	27/02/2015	3.90%	
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	28/02/2014	2/03/2015	3.60%	
ANZ	A-1+	3,000,000	3,000,000	T/Deposit	29/08/2013	2/03/2015	3.75%	
Bank of Queensland	A-2	4,000,000	4,000,000	T/Deposit	29/08/2013	2/03/2015	4.15%	
Members Equity Bank	A-2	3,000,000	3,000,000	T/Deposit	28/03/2014	28/03/2015	3.90%	
ING Australia	A-1	1,500,000	1,500,000	T/Deposit	26/08/2014	23/04/2015	3.60%	
ING Australia	A-1	4,000,000	4,000,000	T/Deposit	2/10/2014	30/04/2015	3.49%	
IMB	A-2	2,000,000	2,000,000	T/Deposit	17/11/2014	18/05/2015	3.40%	
Bendigo Bank	A-2	3,000,000	3,000,000	T/Deposit	28/05/2014	28/05/2015	3.70%	
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	28/11/2014	28/05/2015	3.60%	
Members Equity Bank	A-2	3,000,000	3,000,000	T/Deposit	28/11/2014	28/05/2015	3.55%	
ING Australia	A-1	2,000,000	2,000,000	T/Deposit	26/08/2014	22/06/2015	3.60%	
ANZ	A-1+	3,000,000	3,000,000	T/Deposit	29/08/2014	29/07/2015	3.74%	
ANZ	A-1+	2,500,000	2,500,000	T/Deposit	6/08/2013	6/08/2015	4.05%	
NAB	A-1+	2,000,000	2,000,000	T/Deposit	27/02/2014	27/08/2015	3.94%	
Bank of Queensland	A-2	3,000,000	3,000,000	T/Deposit	28/11/2014	28/08/2015	3.57%	
ING Australia	A-1	5,000,000	5,000,000	T/Deposit	29/08/2013	31/08/2015	4.15%	
ING Australia	A-1	4,000,000	4,000,000	T/Deposit	29/08/2013	31/08/2015	4.15%	
NAB	A-1+	1,500,000	1,500,000	T/Deposit	29/08/2013	31/08/2015	4.21%	
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	29/08/2014	29/09/2015	3.74%	
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	29/08/2014	29/10/2015	3.74%	
ANZ	A-1+	2,000,000	2,000,000	T/Deposit	29/08/2014	29/11/2015	3.74%	
NAB	A-1+	2,000,000	2,000,000	T/Deposit	28/11/2014	30/11/2015	3.61%	
IMB	A-2	2,000,000	2,000,000	T/Deposit	17/12/2014	17/12/2015	3.20%	
NAB	A-1+	1,030,000	1,030,000	T/Deposit	17/12/2014	17/12/2015	3.60%	
Bank of Queensland	A-2	2,000,000	2,000,000	T/Deposit	27/02/2014	26/02/2016	4.05%	
NAB	A-1+	4,000,000	4,000,000	T/Deposit	27/02/2014	29/02/2016	4.13%	
Westpac	A-1+	1,000,000	1,015,710	FRN	30/01/2012	9/05/2016	3.75%	
NAB	A-1+	2,500,000	2,500,000	T/Deposit	6/08/2014	8/08/2016	3.74%	
Commonwealth Bank Australia zero coupon bond with a \$4M face value	A-1+	2,000,000	3,466,400	BOND	21/01/2008	22/01/2018	7.17%	
EMERALD A Mortgage Backed Security *	AAA	767,108	600,554	M/Bac	17/07/2006	22/08/2022	3.08%	
EMERALD B Mortgage Backed Security *	AA	2,000,000	1,306,300	M/Bac	17/07/2006	23/08/2027	3.38%	

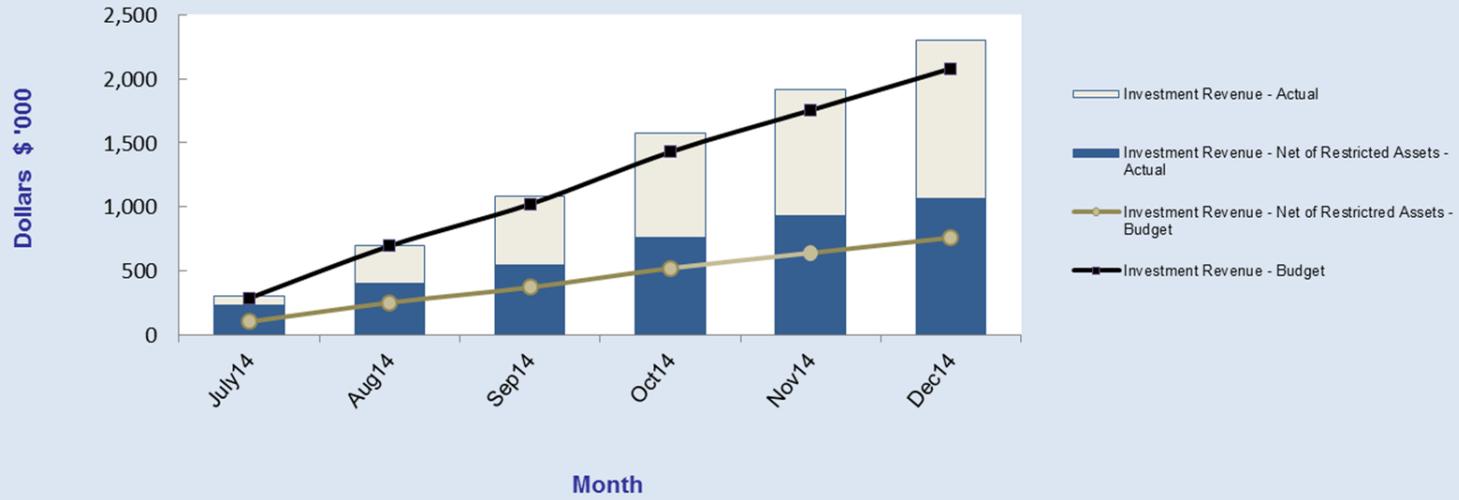
MANAGED FUNDS								
Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Purchase Date	Monthly Return (Actual)	Annualised % p.a.	FYTD (Actual)	
Tcorp Long Term Growth Facility Trust	N/A	1,131,841	1,641,401	13/06/2007	2.28%	29.74%	15.59%	
Investment Body	Face Value		Security					
Southern Phone Company	2		shares					
TOTAL			\$ 120,386,031					

* 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 2014-2015



BACKGROUND

The *Local Government Act 1993 (The Act)* allows that a Council may provide financial assistance to individuals or organisations for the purpose of exercising its functions. A decision to contribute financial assistance cannot be delegated to the General Manager or other persons, however Council may vote to delegate the implementation of Financial Assistance Programs, as included in this policy, to the General Manager.

Council must be provided details of recipient and amount for all financial assistance granted. Where financial assistance has been provided under a specific program whose implementation has been delegated to the General Manager, Council should be advised of financial assistance under each program at the next meeting of Council (including details of recipient and amount).

Specific Financial Assistance Programs covered by this policy:

- A Wollongong Heritage Fund
- B Small Cultural Grants Program
- C Small Grants NAIDOC Week Event
- D Sponsorship of Community Events
- E Contribution to Public Bands and Choirs
- F Minor Donations
- G Activities with Economic Benefit
- H Building Better Regional Cities – Home Deposit Assistance Program
- I Crown Street and Inner City Building Façade Rejuvenation Program

OBJECTIVE

To provide financial assistance in a consistent, equitable and transparent manner that meets the requirements of the *Local Government Act, 1993*.

POLICY STATEMENT

This policy allows for considered and transparent decisions to be made regarding the distribution of community resources.

Under this policy, recipients may include not-for-profit individuals and organisations as well as those who act for private gain. The approval and reporting process is determined by the status of the recipient.

STATEMENT OF PROCEDURES

DEFINITIONS

For the purposes of this policy '**financial assistance**' is defined as:

Payments given to individuals or organisations which are not commensurate with a reciprocal benefit received by Council.

It should be noted the following examples are not considered financial assistance and are therefore outside this policy:

- a Payments made in exchange for the provision of a service which Council may otherwise provide itself. This includes but is not limited to:
 - i Neighbourhood Youth Projects;
 - ii Illawarra Children's Services;
 - iii Illawarra Performing Arts Centre;
 - iv Illawarra Regional Information Service;
 - v Destination Wollongong.
- b Statutory contributions such as SES, Rural Fire Service and NSW Fire Brigades.

Under this policy, a recipient who acts for private gain is any recipient other than a not-for-profit organisation.

PROCEDURES

i **Provision of financial assistance to not-for-profit recipients**

Financial Assistance may be provided to not-for-profit recipients through a resolution of the Council, or by implementation of a Financial Assistance Program included in this policy. The usual Council meeting notification requirements will apply, unless a resolution of the Council moves it as an urgent issue.

Methods of submitting a proposal to provide financial assistance for Council approval include:

- Report to Council;
- Inclusion in the adopted Delivery Program and Annual Plan or by way of a specific project with details of recipient and amount;
- Via the Quarterly Review (of the Annual Plan) or the Six-monthly Progress Report (of the Delivery Program) by way of a specific project added throughout the year with details of recipient and amount.

In the interests of openness and transparency in Council decision making, all submissions must include details of recipient and amount proposed.

ii **Provision of financial assistance to recipients who act for private gain**

Financial assistance may be provided to recipients who act for private gain through a resolution of the Council, or by implementation of a Financial Assistance Program included in this policy.

There are special public notice requirements when proposing to provide financial assistance to a recipient who acts for private gain. A recipient who acts for private gain must not receive benefits until at least 28 days' public notice of Council's intention to consider the matter has been given. Public notice is required prior to Council's consideration of the matter. However, public notice is not required under two circumstances:

- a The financial assistance is part of a specific program, the details of which have been included in Council's Annual Plan for the year in which the financial assistance is proposed to be given; and where the program's proposed budget for that year does not exceed 5% of Council's proposed income from ordinary rates levied for that year; and where the program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area;

OR

- b The financial assistance is part of a program of graffiti removal work.

Regardless of whether public notice is required, where Council approval is being sought the usual Council meeting notification requirements will apply.

iii Financial Assistance – General Procedure

All financial assistance that is not part of a Financial Assistance Program detailed in this policy must be approved by Council.

- Requests for financial assistance are to be assessed by the relevant Council Officer (the Sponsor) to determine whether the request will be submitted to Council.
- The Sponsor is to prepare and submit a report to Council for consideration. Details of recipient and amount must be included in the report.
- Once a decision has been made by Council, the Sponsor is to advise the applicant in writing of the Council's decision.
- Upon approval the Sponsor is to arrange for the appropriate cheque to be drawn and forwarded to the applicant.

FINANCIAL ASSISTANCE PROGRAMS

To be eligible for inclusion in this policy a Financial Assistance Program must meet all of the following criteria:

- The program must contribute to and align with the goals and strategies outlined in the Community Strategic Plan for the year in which the financial assistance is proposed to be given;
- The program's proposed budget for the year does not exceed 5% of Council's proposed income from ordinary rates levied for that year;
- The program applies uniformly to all persons within the Wollongong LGA or to a significant group of persons within the area.

A WOLLONGONG HERITAGE FUND

Aim: To encourage conservation work in heritage places in the Wollongong Local Government Area and retain cultural significance through the provision of financial assistance.

Administered by: Environmental Strategy and Planning Division

1 ELIGIBILITY

All applications must be for conservation works or conservation reports for heritage items listed in a current or draft Local Environment Plan.

Where a project requires development consent or approval prior to the commencement of works, the consent/approval must be obtained for the project to be eligible for funding under this program.

Only those projects able to be completed by 31 May in the financial year for which the grant is offered will be considered.

Examples of eligible projects:

- Repair, maintenance or reinstatement of missing items on heritage places;
- Conservation management plans or technical reports which will lead to conservation work.

2 PROJECTS NOT FUNDED

Funding will generally **not** be provided for the following projects:

- Where assistance is reasonably available from another source;

- Where substantial assistance has previously been provided;
- Where the applicant has yet to complete other assisted projects;
- Purchase of a building, site or movable item;
- New additions to a heritage building (including new internal fittings such as kitchens and bathrooms);
- Relocation of a heritage building;
- Work on a government-owned building still used for a government purpose;
- Work which is not conservation work;
- Where acquittal has not been received for a previous Wollongong City Council grant.

3 ASSESSMENT CRITERIA

An objective scoring system will be applied to the following criteria by the assessment panel in order to rank the priority of applications.

- Does the project demonstrate good conservation practice?
- Does the project contribute to broader conservation objectives? For example, is it in a conservation area or part of a group of heritage items?
- Is the project likely to encourage conservation of other heritage items?
- Is the item accessible to the public?
- Is the project highly visible from the public domain?
- Is the project urgent to avert a threat to a heritage item? Will not completing the project present additional risk for damage or loss to occur?
- Is the heritage item used as a private residence or by a not-for-profit organisation (ie, not as a business premises)?
- Has the project, or the site of the project, recently received grant funding either from WCC or another source?
- Will any special or innovative technology be used in carrying out the conservation works?

Note - It is not necessary for a project to meet all of these criteria.

4 LEVEL OF FUNDING AVAILABLE

The maximum level of funding per project will be limited to 50% of the total project cost, to a maximum dollar value of \$10,000 (excl GST) funding per project. Where financial assistance is being provided to a body that is registered for GST, Council may pay the grant plus GST, subject to the receipt of a valid Tax Invoice with the project acquittal.

Financial assistance may be provided for a project in excess of \$10,000 (excl GST) but this **requires Council approval**.

Applicants will be required to provide at least matching finance for all projects. Council reserves the right to offer assistance of less than 50% of the project cost.

5 TIMING

The project must be completed and claims submitted by the end of May in the financial year for which the grant is allocated. It should be noted that grants are only paid on completion of projects as a reimbursement of demonstrated expenditure.

6 PROCEDURE

- Potential applicants should initially contact Council's Heritage Officer to discuss their project, by phoning (02) 4227 7524 or emailing council@wollongong.nsw.gov.au

- The 'Application for Heritage Funding' form should be completed and submitted with any supporting documentation by the advertised closing date
- All applications will be assessed by a sub-committee of the Wollongong Heritage Advisory Committee, under the guidance of Council's Heritage Officer, in accordance with the criteria set out in this policy
- Those projects recommended for funding will be submitted to the General Manager for final approval, and all applicants advised of the outcome of their application
- Details of approved funding will be reported to Council for information.

B SMALL CULTURAL GRANTS PROGRAM

Aim: To enliven the City with diverse cultural activities for the benefit of Wollongong's residents, workers and visitors. Specifically, the Program supports initiatives that assist the City of Wollongong in achieving the following key objectives:

- To encourage innovative approaches to cultural projects;
- To showcase the quality and diversity of arts practice in Wollongong and the role it plays in reflecting our community's aspirations and Wollongong's distinctive character;
- To increase community participation in the cultural life of the City;
- To endorse Wollongong as an exciting, contemporary and cosmopolitan city that values the culture of its residents;
- To build the capacity of organisations to deliver high quality innovative programs and services.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

Funding through this program is open to residents of the Wollongong Local Government Area; community and cultural development organisations; physically and socially isolated communities; groups from diverse backgrounds; young people.

The Small Cultural Grants Program makes funds available to individuals and not-for-profit community groups in the local cultural industry for music, performing arts, visual arts, crafts and other local cultural initiatives. Artists and communities who are culturally and linguistically diverse, and Aboriginal and Torres Strait Islanders are encouraged to apply.

Eligible projects must:

- Address issues highlighted in the City of Wollongong's Cultural Plan;
- Meet assessment criteria;
- Encourage community participation and involvement in community and cultural development activities;
- Occur in the specified financial year;
- Have a completed budget;
- Supply quotes for booking of venues and outdoor spaces where applicable.

2 PROJECTS NOT FUNDED

Funding will generally **not** be provided for the following projects:

- Projects conducted outside the Wollongong LGA;
- Projects that have no direct benefit to Wollongong residents;
- Where funds are required to complete an accredited course of study;

- Where projects are primarily fundraising;
- Where projects carry forward a financial deficit;
- Where projects directly benefit an individual;
- Where projects are retrospective;
- Where a more appropriate funding source is available;
- Where projects are submitted by Government Departments or Agencies;
- Where projects will financially benefit a profit-making individual, organisation or Government Department;
- Where an acquittal has not been received for a previous Wollongong City Council grant;
- Where applications are received by Wollongong City Council after the published closing date;
- For insurance cover and lease or rent costs.

3 ASSESSMENT CRITERIA

Projects should meet the following assessment criteria:

- Demonstrate a strong community cultural development aspect that involves and benefits the broader community through participation in the process and activity;
- Reflect and enhance Wollongong's sense of place and local identity;
- Attract broad or new audiences by promoting greater community awareness of, and participation in, cultural activities;
- Use an innovative approach to the art form or activity proposed;
- Be completed in the financial year specified in the application;
- Be achievable within the planned budget.

4 LEVEL OF FUNDING AVAILABLE

Category 1 – Community Cultural Development Projects

This category supports local arts-based Community Cultural Development projects and events created by individual artists and communities in the City of Wollongong.

Applicants can request up to \$24,000.

Category 2a – Professional Development, Marketing and Minor Capital Support

This category provides support for local community-focused arts organisations, groups and cultural initiatives that have been established for three or more years, for professional development, marketing and minor capital support.

Applicants can request up to \$4,000.

Category 2b – New Initiatives: Professional Development, Marketing and Minor Capital Support

This category provides seed funding for local community-focused arts organisations, groups and cultural initiatives that have been established for less than three years, for professional development, marketing and minor capital support.

Applicants can request up to \$1,000.

5 TIMING

The annual round of the Small Cultural Grants Program is publicised each year. The Small Cultural Grants Committee selects successful applications according to the eligibility and assessment criteria outlined in this policy. Funds will be made available to successful applicants after 1 July. Projects must be acquitted by 30 June of the following calendar year.

6 PROCEDURE

- Applications must be received by the advertised closing date, using the official application form for the relevant category
- All applications will be assessed by a committee consisting of two Community and Cultural Development staff, one member of the Cultural Reference Group, and one representative of a local cultural institution
- Those applications recommended for funding will be submitted to the General Manager for final approval, and all applicants advised of the outcome of their application
- Details of approved funding will be reported to Council for information.

C SMALL GRANTS NAIDOC WEEK EVENT

Aim: Wollongong City Council, through NAIDOC Week, seeks to involve as many people as possible in the celebration of the history, culture and achievements of the local Aboriginal and Torres Strait Islander community.

The grant assists the City of Wollongong in achieving the following key objectives:

- To endorse Wollongong as a vibrant and exciting city that values the culture of its traditional owners;
- To showcase the significance and diversity of the local Aboriginal and Torres Strait Islander culture and history;
- To increase community understanding of local Aboriginal and Torres Strait Islander culture and history;
- To strengthen community wellbeing through participation in an event that celebrates the achievements and culture of the local Aboriginal and Torres Strait Islander community.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

To be eligible for consideration, all applicants must:

- Be a not-for-profit community organisation;
- Be proposing an activity that will occur as part of NAIDOC week;
- Ensure that the application is post marked or received by Council by the published closing date;
- Provide events that encourage community participation and involvement from the larger community;
- Applicants must show they will achieve at least one if not more of the program objectives. A higher weighting will be given to applications that achieve a number of program objectives.

2 INELIGIBILITY

Grants will not be provided for:

- Activities which do not meet the eligibility criteria;
- Activities conducted outside the City of Wollongong LGA;
- Activities that are primarily fundraising;
- Activities where the benefit is directly to an individual;
- Activities submitted by Government Departments/agencies or schools;
- Activities which will financially benefit a profit-making individual, organisation or Government Department;
- Applicants that have not acquitted a previous Wollongong City Council grant;
- Applications received by Council after the published closing date.

3 ASSESSMENT PROCESS

- Applications will be considered by an Advisory Group made up of representatives from the Aboriginal and Torres Strait Islander communities and a designated Council Officer.
- Applications recommended for support will be forwarded to the General Manager for final approval.
- Successful applications will receive a letter outlining the terms of the approval and the allocation of funds.
- The successful applicant list will be reported to Council for information.

4 TERMS AND CONDITIONS

- Successful applicants will be required to issue Council with a Tax Invoice/Invoice for the grant amount.
- If the applicant is registered for GST, Council will pay the grant plus GST, subject to the receipt of a valid Tax Invoice.
- Council will not provide grants to applicants who do not have an ABN or supply a Statement by Supplier form with their Invoice.

5 LEVEL OF FUNDING AVAILABLE

A maximum of up to \$5,000 per grant application is available.

D SPONSORSHIP OF COMMUNITY EVENTS

Aim:

- To provide assistance for groups, organisations or individuals seeking to organise community events and activities;
- To ensure that a fair and transparent process is used in the allocation of event sponsorship funds;
- To further develop the range of existing events to maximise the economic and social benefits to the city;
- To ensure that funding is allocated to a range of events with emphasis on those considered strategically important;
- To ensure that Council receives appropriate recognition for its sponsorship contribution.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY FOR SPONSORSHIP

- Applications will be considered from not-for-profit groups, organisations or individuals seeking to organise an event within the Wollongong Local Government Area that has demonstrable benefit to the community.
- Sponsorship sought must be for a specific community event with a fixed timeframe. Ongoing operational, maintenance or administrative costs will not be sponsored.
- Successful applicants must sign and comply with a Sponsorship Agreement, which includes the requirement for:
 - Acknowledgement of Council (including logo) equivalent to other similar amount sponsors and/or as stated within Council's Sponsorship Agreement;
 - The applicant to obtain and comply with all certificates and approvals required by law in order to hold the proposed event.;
 - Council to have the opportunity to display banners (as supplied by Council) at events;
 - Council to have the opportunity for a stall at all events;

- A written evaluation to be provided within three (3) months of the conclusion of the event;
- The following events will not be eligible for funding via this program:
 - ~~Specific and local cultural events~~ Local events that only target a specific sector or group and do not actively engage the general broader community;
 - Fetes;
 - Conferences/Dinners;
 - Award presentations;
 - Political events;
 - Fundraising events available only to paid ticket holders;
 - Any event with sponsorship assessed as actual, potential or perceived conflict of interest between Council and the applicant or another sponsoring individual or organisation for such event;
- Any event which is assessed as a risk management cost to Council;
- Applicants who have received donations, grants or sponsorship from Council in the past two years will be ineligible for sponsorship funding if all requirements of the previous sponsorship have not been satisfactorily complied with and finalised;
- Events will not be sponsored retrospectively.

2 ASSESSMENT CRITERIA

Eligible applicants will be prioritised according to the following assessment criteria:

- Citywide event (an event which encompasses the community of the whole of the City of Wollongong);
- Local ~~general~~ community event ~~(suburb based — a community event held in a particular suburb with the aim of bringing together the whole of the community of that suburb and opportunity for beyond that is inclusive and focuses on encouraging broad community participation, including but not limited to arts, culture and music.)~~;
- Sporting events of State or National significance held within the City of Wollongong LGA.

In assessing applications, the Committee will consider the event's social and economic benefit to the community, the expected outcomes of the event, demonstrated need for funding, demonstrated financial capacity and responsibility of applicant, availability of other funding sources, and appropriateness of the event.

In order to maximise community participation in sponsored events, applicants are encouraged to make attendance of their event free to the general public.

3 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of an event will be identified as part of the assessment.
- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

4 EVENT SUPPORT LEVELS

- Sponsorship funding for events held within the City of Wollongong LGA will be provided within the following parameters –
 - i Citywide events – funding to a maximum of \$15,000 + GST
 - ii Local general community events – funding to a maximum of \$5,000 + GST

iii Sporting events of State or National significance – funding to a maximum of \$5,000 + GST

- All sponsorship will be considered on a one-off basis and no guarantee is made for future sponsorship beyond the term described in the Sponsorship Agreement.
- Sponsorship arrangements for annual or ongoing events and activities *may* be subject to multi-year agreements over a period of up to four (4) years, at Council's discretion. Multi-year sponsorship is considered with a view to encouraging self-sufficiency for such events and activities, whilst at the same time maintaining a level of support which will guarantee their short term viability.

5 IN-KIND SPONSORSHIP

- Applicants must identify any in-kind sponsorship requested, including facilities for waste services, rebate of fees and charges, or any other Council-provided services or facilities.
- Requests for in-kind sponsorship will be assessed based on the criteria outlined in this policy and will be given a dollar costing at the normal rate of Council for such services or facilities. This value will be considered by the Sponsorship Allocation Committee along with all other sponsorship applications.
- A limited number of items are available for loan at no charge to event organisers, regardless of whether they are sponsored by Council. These include witches hats, barrier boards, bollards and sulo bins, and are subject to availability. To book equipment, event organisers must contact Council's Events and Functions Coordinator on (02) 4227 7104 or email events@wollongong.nsw.gov.au.

6 PROCEDURE

- Applications for sponsorship will be invited annually for events to be held in the following financial year.
- Applications must be lodged on the Sponsorship Application Form by the advertised closing date. Forms will be available on Council's website at www.wollongong.nsw.gov.au or may be requested by calling Council on (02) 4227 7111.
- Applicants should lodge a copy of their Constitution or Articles of Association with each application, if applicable.
- All applications will be assessed by the Sponsorship Allocation Committee, comprised of the General Manager, Manager Community Cultural and Economic Development, Public Relations Manager, and ~~Administration Officer – Public Relations/Events~~[Public Relations and Events Support Officer](#).
- Applications will be prioritised in accordance with the assessment criteria of this program.
- The Committee will recommend applications considered suitable for funding, with the General Manager having final approval.
- Successful applicants will be advised of Council's sponsorship including conditions of sponsorship and the Sponsorship Agreement.
- The successful applicant list will be reported to Council for information purposes.
- Unsuccessful applicants will be notified of the outcome of their application.
- Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.

7 OUT OF ROUND APPLICATIONS

- Should there be sufficient funds remaining from the initial sponsorship allocation, out of round applications may be considered at Council's discretion.

E CONTRIBUTION TO PUBLIC BANDS AND CHOIRS

Aim: To support the public performance of community bands and choirs in the City of Wollongong Local Government Area.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

- Applications will be considered from not-for-profit bands or choirs that are located and operate within the Wollongong Local Government Area.
- Groups must have membership that is open to the community, and be able to perform outdoors without amplification of sound.
- A community band is defined as “a community-based group of experienced musicians playing together, with a conductor, and performing different parts as a group.” It will typically hold regular rehearsals and be available to perform in the community.
- A choir is defined as “an organised group of singers who perform together, and typically whose numbers are large enough to incorporate small groups to sing different parts at different pitches.”
- School bands and choirs are not eligible for sponsorship under this program.

Successful applicants must sign and comply with a Sponsorship Agreement, which includes the requirement for:

- Acknowledgement of Council (including logo) equivalent to other similar amount sponsors and/or as stated within Council’s Sponsorship Agreement;
- The applicant to obtain and comply with all certificates and approvals required by law for the operation of the band or choir, and any performances by the group;
- Council to have the opportunity to display banners (as supplied by Council) at the group’s performances;
- Each sponsored band or choir to perform in a public place within the sponsorship period as follows:
 - Primary (or Senior) Bands to provide at least four performances, including two to be determined by Council, and two to be determined by the band and approved by Council.
 - Secondary (or Junior) Bands to provide at least two performances, including one to be determined by Council, and one to be determined by the band and approved by Council.
 - Choirs to provide at least two performances at civic functions and events negotiated with Council.
- A written evaluation to be submitted at the conclusion of the sponsorship period.

Sponsorship applications will be considered ineligible for support if:

- They are not in keeping with the goals and values of the Wollongong 2022: Community Strategic Plan (available at <http://www.wollongong.nsw.gov.au/council/publicdocuments/Pages/Wollongong2022.aspx>).
- They may be assessed as a risk management cost to Council.
- The applicant has not satisfactorily complied with and finalised all requirements of any donations, grants or sponsorship from Council within the previous two years.

2 ASSESSMENT CRITERIA

Eligible applicants will be prioritised according to the following assessment criteria:

- Appropriateness of the band/choir for community performances;
- Availability for performances at citywide events;
- Availability for performances at community-based events;
- Availability for performances at civic or other events;

- The financial capacity of the applicant.

3 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of a band or choir will be identified as part of the assessment.
- Council will not grant sponsorship to bands or choirs whose objectives and/or missions are in actual conflict with Council's policies.
- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

4 SUPPORT LEVELS (PER ANNUM)

- Sponsorship funding for bands and choirs will be provided within the following parameters:
 - Primary (or Senior) Bands to a maximum of \$2000
 - Secondary (or Junior) Bands to a maximum of \$1000
 - Choirs to a maximum of \$500.
- All sponsorship will be considered on a one-off basis and no guarantee is made for future sponsorship beyond the term described in the Sponsorship Agreement.
- Bands or choirs may be considered for multi-year agreements over a period of up to four (4) years, at Council's discretion. Multi-year sponsorship is considered with a view to encouraging self-sufficiency for groups.

5 PROCEDURE

- Applications for sponsorship will be invited annually for support of bands and choirs in the following financial year.
- Applications must be lodged on the Sponsorship Application Form by the advertised closing date. Forms will be available on Council's website at www.wollongong.nsw.gov.au or may be requested by calling Council on (02) 4227 7111.
- Applicants must lodge a copy of their Constitution or Articles of Association with each application, if applicable.
- All applications will be assessed by the Sponsorship Allocation Committee, comprised of the General Manager, Manager Community Cultural and Economic Development, Public Relations Manager, and ~~Administration Officer~~ Public Relations/Events Public Relations and Events Support Officer.
- Applications will be prioritised in accordance with the assessment criteria of this program.
- The Committee will recommend applications considered suitable for funding, with the General Manager having final approval.
- Successful applicants will be advised of Council's sponsorship including conditions of sponsorship and the Sponsorship Agreement.
- The successful applicant list will be reported to Council for information purposes.
- Unsuccessful applicants will be notified of the outcome of their application.
- Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.

F MINOR DONATIONS

Aim: To provide assistance for groups, organisations or individuals within the City of Wollongong who are not eligible for sponsorship under any other Financial Assistance Program in this policy.

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

Applications will be considered from groups, organisations or individuals within the Wollongong Local Government Area who are not eligible for financial assistance under any other Financial Assistance Program in this policy.

Categories include:

- Selection to represent the City of Wollongong in a reputable national or international event. Applicants must be non-professional and have been selected for participation through a competitive process or officially recognised criteria (eg: success at qualifying events or judging by expert panel).
- Contribution to a not-for profit organisation providing a recognised, necessary service to the Wollongong community which would otherwise be non-existent.
- Contribution to an organisation recognised under the Charitable Fundraising Act which provides significant support to groups or individuals within the Wollongong Local Government Area.

The following activities will not be considered eligible for support:

- Participation in an event for which there is no recognised qualification process (eg: where selection is automatic upon payment of entry fee or subscription).
- Volunteering activities, or courses of study undertaken by individuals.
- The production of publications or staging of exhibitions.

Donations will not be provided retrospectively.

2 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of a band or choir will be identified as part of the assessment.
- Council will not grant sponsorship to groups or individuals whose activities, objectives or missions are in actual conflict with Council's policies.

3 SUPPORT LEVELS

Donations will be considered within the following parameters:

- Individual selection for a national or international event: maximum \$250.
- Selection of multiple residents of Wollongong Local Government Area for a national or international event: maximum \$500.
- Qualification by an entire team based in the Wollongong Local Government Area for a national or international event: maximum \$750
- Where multiple residents or an entire team are selected for an event, the donation will be provided to the team or group as a whole – ie: not to each individual.
- All other donations: maximum \$250

4 PROCEDURE

- Applications must be lodged on Council's 'Application for Minor Donation' form. This form is available on Council's website www.wollongong.nsw.gov.au or by calling (02) 4227 7111.
- There is no closing date for applications, however once the Minor Donations budget has been fully expended, no further allocations will be made in that financial year – even if the applicant meets all eligibility requirements.
- Requests for donations will be assessed by the relevant Council Officer to determine if the recommendation is submitted to the General Manager for approval.
- All applicants will be advised in writing of the outcome of their application.
- Upon approval of a donation, the Council Officer will arrange for payment to be made by cheque. Where the applicant is an individual, a cheque will be forwarded directly to the recipient. Where the donation is for an organisation, group or team, Council at its discretion may request a tax invoice or invoice before processing payment.
- Details of donation recipients will be reported to Council for information.
- Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.

G ACTIVITIES WITH ECONOMIC BENEFIT

Aim:

- To support activity that creates economic benefit in the City of Wollongong Local Government Area.
- To ensure a fair and transparent process is used in the allocation of funding to activities with economic benefit.
- To support the Wollongong 2022 Community Strategic Plan goal: "We have an innovative and sustainable economy".

Administered by: Community Cultural and Economic Development Division

1 ELIGIBILITY

- This program is open to applicants organising initiatives or events with a direct, significant and demonstrable economic benefit to business or industry based in the City of Wollongong Local Government Area.
- Activities that may be considered for funding within this program include:
 - industry development initiatives
 - projects or events that promote Wollongong, and/or locally based businesses and industry, outside the Illawarra region
 - projects that support local business networks
 - research or programs that support business attraction
 - the development and delivery of signature events, as defined within Council's Major Events Strategy.

2 CONFLICT OF INTEREST

- Applicants must identify and declare any actual, potential or perceived conflict of interest (if applicable) in accordance with Council's Code of Conduct and Conflict of Interest Policy which are available on Council's website.
- Any actual, potential or perceived conflict of interest posed by the potential sponsorship of an activity or initiative will be identified as part of the assessment.

- No employee of Council may seek or receive a personal benefit or be perceived to receive a personal benefit as a result of sponsorship allocation from Council.

3 PROCESS:

- Potential applicants should initially contact Council's Economic Development Unit to discuss their project by calling (02) 4227 7111 or emailing council@wollongong.nsw.gov.au
- A formal application must be lodged using the 'Application for Funding: Activity with Economic Benefit' form.
- All applications will be assessed by the Economic Development Manager and Manager Community Cultural and Economic Development.
- A value will be assigned to any in-kind support requested (if applicable), using normal Council rates for its services and facilities. This costing will be considered in the assessment of the application.
- Applications considered suitable for funding will be forwarded to the General Manager for final approval.
- Successful applicants will be required to sign an Agreement for Funding before any support is provided.
- At the conclusion of the agreed funding period, the applicant must submit a written report to Council on the supported activity.
- Details of supported activities will be reported to Council for information quarterly as required.

H BUILDING BETTER REGIONAL CITIES – HOME DEPOSIT ASSISTANCE PROGRAM

Aim:

To allocate funding granted under the Federal Government's Building Better Regional Cities Program to eligible applicants, the objective of which is to invest in local infrastructure projects supporting an increase in the number of homes for sale and rent that are affordable for working families on low to moderate incomes.

Eligible Applicants:

Individuals as assessed in reference to the eligibility criteria.

Administered by:

Internally by Council's Finance Division in conjunction with the IMB, a licensed credit provider and authorised deposit-taking institution (ADI).

1 BACKGROUND AND ELIGIBILITY

In June 2012, Wollongong City Council received funding under the Building Better Regional Cities Program in relation to the West Dapto Urban Release Area. Under the funding agreement, a program is to be established to improve affordability of housing in the area for low to moderate income earners. This will be achieved by the provision of assistance under the Home Deposit Assistance Program (the Program).

Eligible applicants must meet pre-defined eligibility criteria relating to income limits (lower and upper limits) and general eligibility criteria. Packages under the Program will relate to newly released house and land packages in West Dapto.

2 ELIGIBILITY CRITERIA

The criteria are set to ensure that applicants can afford their home loan without undue risk whilst belonging to the intended target audience of low to moderate income earners. It is necessary for an applicant to meet all of these criteria. An appeal mechanism will exist to review applications that were rejected due to the Council's eligibility criteria.

Eligibility Criteria

Income and other limits

Lower limits – applicants must meet the normal IMB lending policy income requirements to qualify for a home loan. These requirements and process will be set by the IMB.

Upper limits – upper limits will be set in reference to the NRAS (National Rental Affordability Scheme) limits. These limits are set annually and vary depending on the make-up of the household. The current limits are:

Household composition	Initial household income limit (\$)
One adult	45,956
Two adults	63,535
Sole parent with one child	63,579
Sole parent with two children	78,822
Sole parent with three children	94,065
Couple with one child	78,778
Couple with two children	94,021
Couple with three children	104,913*

Note: This proposal is a draft and is subject to finalisation, Council approval, IMB Board approval and public consultation.

The figures in the table above will be updated as the NRAS indexes household income limits each year.

The NRAS income limit for a couple with three children has been substituted with the maximum income for a Low to Moderate Income Earner under the BBRC funding agreement.

IMB will have the right of refusal to offer all loans under the Program and is under no obligation to approve any application under the Program.

General Eligibility Criteria

At least one of the applicants is an Australian citizen or permanent resident
Age restriction: Each applicant must be at least 18 years of age
Property Value: The Council security deposit will be required to account for 20% of the value of the security property
Each applicant is a natural person and not a company or trust
Applicants may be Singles or Joint Applicants who are married or living together as a couple in a de facto relationship (including same sex relationships) as defined in the <i>Interpretation Act 1987</i>
Each applicant has entered into a contract for the purchase of a new house and land package within the West Dapto Urban Release Area
Where the property is purchased jointly, the purchase must be made as joint tenants (not tenants in common)

Program conditions will also be established to manage ongoing compliance with program requirements during Program participation, for example the requirement for the property to be owner occupied.

3 LEVEL OF FUNDING AVAILABLE

Assistance in the form of a security deposit of 20% of the value of the property up to \$75,000 (2013/14 issues) will be offered. Each year the amount of assistance offered at issue will be adjusted upwards of \$75,000 based on a housing price index to ensure affordability to new applicants is maintained in line with increases in property values.

The security deposit will remain in Council's name for the duration of the assistance. During this period, arrangements will be made so the interest that Council earns on the deposit is applied to the borrower's loan (with potential deductions for reasonable administration expenses). Minimum repayments under the loan will

be calculated without reference to any of the interest amounts directed from the security deposit to the loan account. The borrower will not be able to redraw on these amounts and redraws in general will not be permitted while the security deposit is in place. This will have a similar effect to a mortgage offset account, but will allow the deposit to remain in Council's name.

There is an additional benefit to participants in the Program that will not require additional cash outflow from Council. Applicants will not be required to pay mortgage insurance as the Council security deposit will be in place at 20% of the house and loan value. This will create premium and interest savings for the applicant. Successful applicants will not require a deposit to qualify for a home loan.

4 TIMING

Initial round offers

Funding totalling \$9,225,000 will be delivered to the Community under this Program. This will be achieved by initially offering 27 packages in 2013/14 and 48 packages in each of the following two years. Applications will be assessed on a first-in-first-served basis; applicants with completed applications meeting the Program's eligibility criteria and the IMB's lending criteria first will be allocated assistance under the Program subject to loans being settled within a reasonable period.

Recycled Deposits

As deposits are released back to Council, they will be recycled to new applicants. This will allow the initial funding pool to revolve to assist additional members of the community. The objective is to maximise the number of packages offered under the Program. This will not require any increase to the initial funding amount of \$9,225,000. The process for recycling deposits is outlined as follows:

- Security deposits will remain in place until the initial loan value reduces to 80% of the property value (as determined by a valuation performed by an IMB panel valuer) or early exit is required.
- Releases due to property value increases will take place when market indicators suggest there has been a sufficient increase in property values to a level where the security deposit is no longer required. Property valuations for this purpose will be carried out by an IMB panel valuer. If these conditions are met, the release of the deposit back to Council will be possible. If these conditions have not been met, then the value of the property will be reassessed at a later date. Notwithstanding a property value increase, the security deposit arrangement will remain in place for a minimum of five years, unless property early exit is required.
- Early exit of the arrangement will be triggered in the event of the sale of the security property, default on the loan, or failure to comply with other conditions of the arrangement. Council will not attempt to recover any portion of capital gain that participants enjoy on the sale of the property.
- As deposits are released, Council will recycle deposits to new applicants through annual programs.
- In the event of a default, it is unlikely that the security deposit will be returned. Defaults will reduce the amount of the funding pool available over time. Council will not replenish this depletion or other decreases in value due to inflation in the pool of funding.

5 PLANNED EXIT FROM PROGRAM

After the completion of the program (initially assessed at 15 years), new issuances under the Program will cease and deposits will no longer be recycled. At this time, it is expected there will still be packages in service and Council will manage the remaining loans after this period until release conditions occur and the deposits are returned to Council. After new issuances cease, a tail period of approximately seven years is anticipated.

The balance of funds at exit will be redirected to an organisation or program whose charter shares the purpose of improving housing affordability for people on low to moderate incomes. The recipient organisation will be identified at the exit phase of the Program.

I CROWN STREET AND INNER CITY BUILDING FAÇADE REJUVENATION PROGRAM

Aim: To incentivise building owners and business operators in the Façade Rejuvenation Grant Area to improve the appearance of their buildings façades and shopfronts through the provision of financial assistance. It is considered that façade improvements will:

- 1 Improve the visual appearance of the street and foster a unique identity;
- 2 Improve the perception of safety and atmosphere of the City Centre;
- 3 Support building owners and business operators to improve the public impression of their buildings and businesses, respectively;
- 4 Stimulate the creation of high quality façades and shopfronts to encourage more people to live, work, play, and do business in attractive surroundings; and
- 5 Address issues of illegal or non-compliant signage.

Eligible Applicants

Building owners and business operators of each rateable property in the category of 'business' undertaking works for building façades fronting the Grant Area shown at Figure 1. Eligible applicants are required to submit all relevant documentation and information with the completed application form. Government-owned properties are excluded from applying for grant funding under this Policy.



Figure 1: Façade Rejuvenation Grant Area

Administered by: Community Cultural and Economic Development

An assessment panel formed by the Manager Community Cultural and Economic Development will evaluate applications against formalised and ranked assessment criteria as outlined in this Policy.

1 BACKGROUND AND ELIGIBILITY

All applications must be for physical works on building façades fronting the Façade Rejuvenation Grant Area shown at Figure 1. Corner properties that have a building façade not directly fronting, but a façade adjacent to the endorsed project area are also eligible for grant funding. However to be eligible, these works are to complement façade works fronting the endorsed project area.

For works requiring planning approvals, including, but not limited to a development consent or complying development certificate, a condition will be attached to any agreement between Council and the applicant that stipulates planning approvals and their subsequent conditions must be obtained and adhered to prior to the commencement of any works.

Only those projects able to be completed in the timeframes, as set within the assessment criteria of this Program, will be considered. Examples of eligible projects include:

- Restoration of exterior finishes;
- Repainting of building façade and windows;
- Removal/relocation of air conditioning units;
- Removal of opaque roller shutters/security grilles to be replaced with more appropriate transparent or inset behind shop display roller shutters;
- Disabled access;
- Under-awning lighting;
- Streetscape lighting;
- Skinning of existing awning structure and fascia with new material and signage;
- Repair or replace awning structure.

2 PROJECTS NOT FUNDED

Funding will generally **not** be provided for works not within the scope of the Program; including the following:

- Where the property has overdue rates payable to Council;
- Where the applicant has received financial assistance previously and not finished projects;
- Removal of non-compliant signage;
- For the purchase of a building, site or movable item;
- Internal alterations and additions to a building;
- Relocation of a building;
- Where acquittal has not been received for a previous Wollongong City Council grant;
- Work that has already been completed;
- Purchase of tools and plant;
- Where property owners, or related entities, have previously received assistance under this Policy for three (3) rateable properties in the Façade Rejuvenation Grant Area shown at Figure 1.

3 ASSESSMENT CRITERIA

Eligible applicants will be prioritised according to the following assessment criteria:

- Is the project consistent with the relevant requirements of the *Wollongong Development Control Plan 2009*?
- Is the project consistent with the relevant recommendations of the *Crown Street and Globe Lane Rejuvenation Project 2012 Façade Audit – Guiding Principles Report*?
- Is there is a cluster of eligible properties committing to undertaking improvement projects?
- Is the project likely to encourage upgrades of other façades?
- Does the project contribute to broader heritage conservation?
- Have licenced tradespersons/contractors details been submitted to undertake the works?
- The extent to which the project contributes to the visual improvement of the façade, and is highly visible from the public domain.
- The applicant's ability to demonstrate technical and financial responsibility with regard to the project.
- The applicant's ability to complete the project within the allocated time frame being six (6) months from the date of grant approval. In extraordinary circumstances, Council reserves the right to consider an increase to the allocated time frame of up to six (6) months.
- The degree to which the applicant is financially contributing to the project.

- Is the application being made on behalf of a small or medium-sized business enterprise?
- Has the applicant read and agreed to comply with the terms and conditions applying to the Program.

Council reserves the right to approve or refuse a grant application in terms of the colour, material or method of execution as it considers appropriate. Prior to commencing the works applicants must enter into an agreement with Council detailing the agreed schedule of works and grant sum.

4 LEVEL OF FUNDING AVAILABLE

\$300,000.00 per year for the next two (2) financial years has been allocated to the Façade Rejuvenation Project:

2013-2014 financial year – \$300,000.00

2014-2015 financial year – \$300,000.00

The maximum level of funding per rateable property in the category of 'business' will be limited to a rebate of 50% of the total project cost, to a maximum dollar value of \$20,000.00 (excl. GST) funding per ('business') rateable property. Council reserves the right to offer assistance of less than 50% of the project cost. Council will not offer assistance to the GST component of a project unless a registered ABN is provided. Applications that include a registered ABN will be eligible for grants up to \$22,000.00. Council is then eligible to claim the GST component.

Where there are multiple property owners, or related entities, within the Façade Rejuvenation Grant Area shown at Figure 1, that multiple property owner, or related entity, will be eligible for funding up to a maximum of three (3) ('business') rateable properties within the Façade Rejuvenation Grant Area shown at Figure 1.

Business owners of eligible properties may apply for funding subject to obtaining owners consent.

Funding will not be reimbursed until after completion of the project and Council has agreed that all work has been carried out satisfactorily and within the specified time frame.

The total amount of funding available is limited so Council may not be able to fund all eligible projects. There will be a maximum of up to two rounds per year. Funding availability in the second round will be dependent on funds not exhausted following the first round.

5 PROCEDURE

- Applications must be lodged on the Sponsorship Application Form by the advertised closing date. Forms will be available on Council's website at www.wollongong.nsw.gov.au or may be requested by calling Council on (02) 4227 7111.
- All applications will be assessed by the Assessment Panel formed by the Manager Community Cultural and Economic Development Unit.
- Applications will be prioritised in accordance with the assessment criteria of this program.
- The Committee will recommend applications considered suitable for funding, with the General Manager having final approval.
- Recommended applicants will be reported to Council for endorsement.
- Successful applicants will be advised of Council's sponsorship and the sponsorship agreement.
- Unsuccessful applicants will be notified of the outcome of their application.
- Any application received which requires consideration outside of the parameters of this program will be submitted to Council for determination.
- Successful applicants will be required to complete the project within the allocated time frame being six (6) months from the date of grant approval. In extraordinary circumstances only, Council reserves the right to consider an increase to the allocated time frame for up to an additional six (6) months. It should be noted that grants are only paid on completion of projects as a reimbursement of demonstrated expenditure.
- In accordance with the *Government Information (Public Access) Act 2009*, your application including any personal information such as your name and address, will be made available for public inspection. You may request, in the form of a statutory declaration, that Council suppress the personal information in your application from public inspection, if you consider that the personal safety of any person would be

affected if the information was not suppressed. Any such request will be dealt with in accordance with the *Privacy and Personal Information Protection Act 1998*.

- In the event that an application is recommended for approval, public notice of the proposal to provide the applicant with financial assistance will first be given.

6 OUT OF ROUND APPLICATIONS

- Should there be sufficient funds remaining from the initial sponsorship allocation, out of round applications may be considered at Council's discretion.

DRAFT

SUMMARY SHEET	
Responsible Division	Community Cultural and Economic Development
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	29 January 2013 (<i>Note: On 9 September 2013, Council adopted Parts H and I as an addition to this policy</i>) 27 May 2008; 16 December 2008; 5 July 2011
Date of next review	[List date - Not more than 3 years from adoption]
Prepared by	Administration Officer – Public Relations/Events
Authorised by	Manager Community Cultural and Economic Development

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