



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held at 6.00 pm on

Monday 25 June 2018

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

Order of Business

- 1 Acknowledgement of Traditional Owners
- 2 Civic Prayer
- 3 Apologies
- 4 Disclosures of Pecuniary Interest
- 5 Petitions and Presentations
- 6 Confirmation of Minutes - Ordinary Meeting of Council 28/05/2018
- 7 Public Access Forum
- 8 Call of the Agenda
- 9 Lord Mayoral Minute
- 10 Urgent Items
- 11 Agenda Items
- 12 Confidential Business

Members

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

QUORUM – 7 MEMBERS TO BE PRESENT

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Reason for Confidentiality

This report recommends that this item be considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2)(d)(i) of the Local Government Act 1993, as the report contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.



MINUTES

ORDINARY MEETING OF COUNCIL

at 6.00 pm

Monday 28 May 2018

Present

Lord Mayor – Councillor Bradbery AM (in the Chair), Councillors Blakey, D Brown, T Brown, Colacino, Connor, Cox, Dorahy, Figliomeni, Kershaw, King, Rimmer (until 8.58 pm) and Walters

In Attendance

General Manager – D Farmer, Director Infrastructure and Works, Connectivity Assets and Liveable City – G Doyle, Director Planning and Environment, Future City and Neighbourhoods – A Carfield, Director Corporate Services, Connected and Engaged City – R Campbell, Director Community Services, Creative and Innovative City – R Elrington, Manager Governance and Information (Acting) – C Phelan, Manager Finance – B Jenkins, Manager Community Cultural and Economic Development – K Hunt, Manager Property and Recreation – P Coyte, Manager Environmental Strategy and Planning (Acting) – W Peterson, Manager City Works and Services – M Roebuck, Manager Project Delivery – G Whittaker, Manager Infrastructure Strategy and Planning – M Dowd and General Counsel – J Reilly

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Reason for Confidentiality

This report was considered in Closed Session to the exclusion of the press and public in accordance with Section 10A(2)(c) of the Local Government Act, 1993, as the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

DISCLOSURE OF INTERESTS

Councillor Rimmer declared a non-pecuniary perceived conflict of interest in Item C1 as she has family who have an interest in land near the road network which is being discussed. Councillor Rimmer advised she will depart the Chamber during debate and voting on the matter.

Councillor T Brown declared a non-pecuniary perceived conflict of interest in Item 5 as she is employed by the University of Wollongong. Councillor Brown advised she will depart the Chamber during debate and voting on the matter.

Councillor Figliomeni declared a non-pecuniary conflict of interest in Item 2 as he resides in Gallipoli Street and this matter includes rezoning of Gallipoli Park. Councillor Figliomeni advised he will depart the Chamber during debate and voting on the matter.

The Lord Mayor declared a significant non-pecuniary conflict of interest in Item B as he is a Minister of Religion and deals with the local funeral business owners and managers, and has a close relationship and regular contact with them. The Lord Mayor advised he will depart the Chamber during debate and voting on the matter.

Councillor Kershaw declared a non-pecuniary, non-significant conflict of interest in Item 15 as her husband is the President of Bellambi Surf Lifesaving Club and her family are members of the Club. Councillor Kershaw advised she will remain in the Chamber if the matter is discussed.

Councillor Connor declared a non-pecuniary, non-significant conflict of interest in Item C as he is employed by the Department of Education.

CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON MONDAY, 7 MAY 2018

57 **COUNCIL'S RESOLUTION** – RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor T Brown that the Minutes of the Ordinary Meeting of Council held on Monday, 7 May 2018 (a copy having been circulated to Councillors) be taken as read and confirmed.

DEPARTURE OF COUNCILLOR

During the Public Address by Ms Bailey and Ms J Briscoe-Hough, Councillor Connor departed and returned to the meeting, the time being from 6.07 pm to 6.13 pm.

PUBLIC ACCESS FORUM – ITEM B - PUBLIC CREMATORIUM

Ms J Baily supported the motion to put out to public tender the operation of the crematorium. She had buried two loved ones in the last 20 years and both times the fees were staggering, and that is for a family of seven adult children who can pitch in to cover the costs. Ms Bailey recently trained to offer funeral services because she felt strongly that people need meaningful and low-cost options and death needs to be returned to the community rather than the funeral industry. In NSW 80% of the industry is owned by InvoCare and in Wollongong, once the Council closes its crematorium there will be a duopoly in the delivery of crematoria services.

The study by Sydney Business School finds that the costs of funerals in NSW are higher than elsewhere because of the industry dominance of InvoCare. In conclusion, Ms Bailey said that it was important for people to access funeral services close to home. The whole rite and ritual of farewelling a loved one should not be mass produced or industrialised so people have to travel 30 kms to cremate or bury their loved one. The families she has worked with so far could not afford this and therefore would not have the same send-off. This leads to a poor bereavement.

Ms J Briscoe-Hough supported the Notice of Motion and advised that Tender Funerals had been recently established due to the high cost of funerals. There are a lot of people who are disadvantaged and are unable to afford funerals and Tender Funerals was one way of addressing this need. She said that the last time there were 'whispers' that the Crematorium was to close, there was a huge outcry. She felt that the cremator could be developed into a viable business model and that a social enterprise model would provide a community service and also keep other providers in check.

Ms Briscoe-Hough said that should the Cremator close, then there is the possibility that the community would need to travel to Nowra or Sydney. In conclusion, she requested Councillors to consider what is right for the community.

PUBLIC ACCESS FORUM – ITEM 1 PORT KEMBLA 2505 REVITALISATION PLAN AND ITEM 2 PLANNING PROPOSAL FORMER PORT KEMBLA PUBLIC SCHOOL SITE

Ms A Martin, Chairperson of Our Community Project supported the Revitalisation Plan and acknowledged the enormous and rich history of the community, as well as the culture and social activity in and around Port Kembla. She referred to the opportunity for a range of housing types for Wentworth Street, Port Kembla, which includes the community centre at the top of Wentworth Street. She advised that her group was more than happy to enter into discussions with Council around that particular site for affordable housing; one which focuses on old people and particularly old women who are increasingly becoming homeless. She advised that her group has access to funding as a community organisation and there is opportunity to work in partnership with Council. Port Kembla has a good community culture and Ms Martin asked Council not to constrain the potential for development in Wentworth Street.

In terms of the planning proposal for the former Port Kembla Public School site, Ms Martin was supportive of the draft Planning Proposal. She felt that it was important to get good quality residential on that site, along with good housing choices.

PUBLIC ACCESS FORUM – ITEM 2 DRAFT PLANNING PROPOSAL – FORMER PORT KEMBLA PUBLIC SCHOOL SITE

Mr L Rollinson on behalf of Martin, Morris and Jones (MMJ) advised that MMJ was the proponent on behalf of the current owners of the site. In the main, the report including the recommendation was supported and will lead to progressing the proposal to the consultation phase for the rezoning. He acknowledged the design detail requirements and agreed with Council that it should be a more collaborative process and therefore welcomed that opportunity moving forward.

In conclusion, Mr Rollinson said that the site was a large, under-utilised property and has great potential to support a range of housing products which will help contribute to the viability of the Port Kembla Town Centre.

DEPARTURE OF COUNCILLOR

During the address by Mr M Chiodo, Councillor Walters departed and returned to the meeting, the time being from 6.42 pm to 6.45 pm.

PUBLIC ACCESS FORUM – ITEM 5 VOLUNTARY PLANNING AGREEMENT WITH UNIVERSITY OF WOLLONGONG

Mr M Chiodo on behalf of the University of Wollongong Juniors Football Club supported the report's recommendation and said that the proposed upgrades to Kooloobong Oval will have great benefits for the community. Football/soccer is the fastest growing sport in the region with over 9,000 junior players. Wollongong's demographic is growing and changing with many young families moving into apartment and townhouse-style living and the Club is providing these new families with access to organised sporting recreation and therefore assisting them to become part of the greater Wollongong community.

The proposed upgraded facilities at Kooloobong Oval will provide junior football with the opportunity to participate and experience their sport on improved facilities and build a pathway not only to progressing their football excellence but also as a pathway into future studies at the University of Wollongong.

Mr B Baird on behalf of the Friends of the Wollongong Botanic Garden asked Council to reject the report's recommendation due to the number of serious concerns about both the original and the revised VPA particularly in respect of the State Heritage listed land of Kooloobong Oval. These concerns are clearly set out in the Group's written submission and he requested that those submissions presented in opposition to the VPA relating to Kooloobong Oval be allowed to apply to the second public exhibition period, if that is the resolution of Council, and groups not be required to resubmit submissions.

The Friends of the Wollongong Botanic Garden contend that the University's VPA process and the recommendation to the submission run counter to Council's own policies of community engagement and environmental sustainability. He requested that an Independent Hearing and Assessment Panel review the VPA for possible breach of the Deed of Gift. There remains a number of hidden aspects and risks associated with the VPA and he requested that the UOW resubmit a further revised VPA without the proposal to upgrade Kooloobong Ovals. The effect of a 20 year lease agreement and alienation from the garden with an entirely different use is to provide a "virtual ownership" of the land by the University – a "possession is 9/10^{ths} of the law" situation. In conclusion, Mr Baird put the question, Who will remember in 20 or more years that the land under Kooloobong Oval is community land, part of the Botanic Garden and gifted for that purpose?

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

CALL OF THE AGENDA

- 59 COUNCIL'S RESOLUTION** – RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Colacino that the staff recommendations for Items A, C, 3 and 6 to 20 inclusive, be adopted as a block.

A PROCEDURAL MOTION was MOVED by Councillor D Brown seconded Councillor Colacino that Item B be considered after the numbered agenda Items, prior to Closed Session. The PROCEDURAL MOTION on being PUT to the VOTE was CARRIED.

ITEM D – LORD MAYORAL MINUTE – APPOINTMENTS TO THE ILLAWARRA SHOALHAVEN JOINT ORGANISATION

60 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Bradbery that -

- 1 Wollongong City Council:
 - a Endorse the continuation of Councillor David Brown's appointment as a voting representative on the Illawarra Shoalhaven Joint Organisation (ISJO) Board.
 - b Elect an alternate Councillor delegate to represent Council on the ISJO Board, as required.
- 2 The election of the alternate Councillor delegate be undertaken by open means, on a show of hands.
- 3 The appointments be for the term of Council to ensure consistent representation.

In relation to Point 2 of Council's resolution the Lord Mayor conducted the election for the alternate Councillor delegate. Nominations were received for Councillors T Brown and Walters.

On a show of hands Councillor T Brown was duly elected as the alternate Councillor delegate.

ITEM A - NOTICE OF MOTION - COUNCILLOR COLACINO - IMPROVED ROAD SAFETY MEASURES FOR VULNERABLE ROAD USERS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 Council investigate improved road safety measures for vulnerable road users, who are limited to using the road pavement for pedestrian movements in the Wollongong Local Government Area.
- 2 The investigation also look at possible traffic calming measures including shared roadway zones, as well as the legalities of a possible reduction of the speed limit where a formal pedestrian off road area cannot be clearly delineated.
- 3 The staff response be made available by 20 August 2018 and be in the form of a Councillor Briefing or Information Note.

ITEM B - NOTICE OF MOTION - COUNCILLOR COX - PUBLIC CREMATORIUM

This item was considered prior to the Closed Session Item C1.

ITEM C - NOTICE OF MOTION - COUNCILLOR FIGLIOMENI - WEST DAPTO DEVELOPMENT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION - The Lord Mayor write to the –

- 1 Minister for Health to seek information from the NSW Government if there are plans for the provision of health facilities for the West Dapto growth area and if so, the timeframe for provision.
- 2 Minister for Education to seek details from the NSW Government on the provision and timing of primary and high schools in the West Dapto growth areas.

ITEM 1 - PORT KEMBLA 2505 REVITALISATION PLAN - POST EXHIBITION

61 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor King seconded Councillor Connor that -

- 1 The Port Kembla 2505 Revitalisation Plan 2018 – 2043 be adopted.
- 2 The Port Kembla Implementation Plan 2018 be noted and be used to inform future projects in Port Kembla.
- 3 Further consideration be given to the appropriate priority for the Implementation items relating to signage, footpath café authorisation, shared pathways and car parking.
- 4 The next Budget consider these items for implementation.

Variation The variation moved by Councillor Blakey (the addition of the words 'shared pathways' to Point 3) was accepted by the mover and seconder.

DEPARTURE OF COUNCILLOR

Due to a prior disclosure of interest Councillor Figliomeni departed the meeting and was not present during debate and voting on Item 2.

ITEM 2 - DRAFT PLANNING PROPOSAL: FORMER PORT KEMBLA PUBLIC SCHOOL SITE LOT 1 DP 811699 MILITARY ROAD, PORT KEMBLA

62 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor King seconded Councillor D Brown that -

- 1 A draft Planning Proposal be prepared to amend the Wollongong Local Environmental Plan 2009 for Lot 1 DP811699 Military Road, Port Kembla (the former Port Kembla Public School site) to enable medium density residential development, including:
 - a Rezone Lot 1 DP811699 Military Road, Port Kembla from B4 Mixed Use to R3 Medium Density Residential and possibly part RE2 Private Recreation;
 - b The potential Floor Space Ratio, Height of Buildings and Minimum Lot Size controls to be determined by the Urban Design Review process and reported to Council prior to exhibition;
 - c Amend the Heritage Schedule to refer to the site as "Site of former Port Kembla Public School";
 - d Amend the Key Site Map to identify the site as a Key Site under Clause 7.18 Design Excellence; and
 - e Agreement to provide at least 5% Affordable Rental Housing within the development including details of the proposed management arrangements of the dwellings and the proposed housing needs sector to be targeted.
- 2 The draft Planning Proposal also rezone Gallipoli Park (Lot 301 DP878127), Marne Street/Gallipoli Street, Port Kembla from R2 Low Density Residential to RE1 Public Recreation, and remove the floor space ratio provision associated with the site.
- 3 The draft Planning Proposal be referred to the NSW Department of Planning and Environment for a conditional Gateway determination and the following additional information be requested to be prepared:
 - a The proposed future built form of the site be guided by an Urban Design Review process involving the site owner and consultants, a representative of Council's

- Design Review Panel, NSW Ports, the NSW Department of Planning and Environment and a representative of the Port Kembla Chamber of Commerce.
- b The Urban Design Review process is to be reported to Council to enable the built form controls to be incorporated into the draft Planning Proposal.
- 4 Should a Gateway determination be issued, consultation be undertaken with the following agencies and stakeholders during public exhibition:
- a EPA;
 - b NSW Office of Environment and Heritage;
 - c NSW Heritage Council;
 - d Endeavour Energy;
 - e Transport for NSW – Roads and Maritime Services;
 - f Sydney Water;
 - g Illawarra Local Aboriginal Land Council; and
 - h NSW Ports.
- 5 A site specific DCP Chapter be prepared by the proponent in accordance with the “Key Site’s” Map designation based on the Urban Design Review process and submitted prior to the finalisation of the draft Planning Proposal. The DCP Chapter should also include:
- a Consideration that future potential port intensification may result in increased port noise impacting the proposed development, site specific noise amelioration controls and design measures are to be identified and incorporated within the residential design of the Plan. As a conservative measure, a minimum acoustic glazing requirement (Rw32 and Rw35) for all north facing dwellings is recommended. Furthermore, engineering and design solutions addressing dwelling design and layout are to identify and address activities that are carried out in open air and the noise sources which are not able to be eliminated or easily mitigated. The design solutions are to improve quality of life within the residential development by minimising potential noise impacts.
 - b A Heritage Interpretation Management Strategy which is to comprise of the following and will inform the design guidelines of the site:
 - i Key views and site lines into and out of the site;
 - ii Historic built form locations and building sitings, access points etc;
 - iii Social History of the site and the significance of past debates over conflicts with adjacent industrial development and the school and school activism in this space which eventually led to the relocation of the school;
 - iv The role of the school in providing education to the local Aboriginal community;
 - v Appropriate means for providing on site interpretation and recognition of historic significance of the site; and
 - vi Consideration of any special Aboriginal Cultural Significance, and/or archaeological significance attached to the site.
- 6 The draft Planning Proposal be exhibited for a minimum period of 28 days.
- 7 The NSW Department of Planning and Environment be requested to issue authority to the General Manager to exercise Plan making delegations, in accordance with Council’s resolution of 26 November 2012.

ITEM 3 - BEATON PARK, GWYNNEVILLE - DRAFT PLAN OF MANAGEMENT AND PLANNING PROPOSAL - POST EXHIBITION

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 The Beaton Park Plan of Management (Attachment 8 to the report) be adopted in accordance with section 40 of the Local Government Act 1993.
- 2 The draft Planning Proposal to add "medical centre" and "community health facilities" for Lots 113 DP 788462, 104 DP 594259, 401 DP 1128781 and "registered club" for Lot 113 DP 788462 as permissible uses in the RE1 Public Recreation zone for the Beaton Park site through a Schedule 1 amendment be finalised.
- 3 The final Planning Proposal be referred to the NSW Department of Planning and Environment for the making of arrangements for drafting to give effect to the final proposal, noting that the General Manager will thereafter proceed to exercise his delegation issued by the NSW Department of Planning and Environment under section 3.36 of the Environmental Planning and Assessment Act 1979 in relation to the final Planning Proposal.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 4, Councillor Rimmer departed and returned to the meeting, the time being from 7.31 pm to 7.33 pm.

ITEM 4 - DRAFT PLANNING PROPOSAL AND DRAFT DCP CHAPTER AMENDMENTS FOR YALLAH-MARSHALL MOUNT

63 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Dorahy seconded Councillor King that -

- 1 A draft Planning Proposal for the Yallah-Marshall Mount precinct be submitted to the NSW Department of Planning and Environment to seek a Gateway determination to:
 - a update the Land Reservation Acquisition Maps to reflect the updated road reservation requirements for Marshall Mount Road, Yallah Road, Road 8 and the Bypass Road, and make consequential changes to E2 Environmental Conservation zoned areas to E3 Environmental Management where a road is proposed;
 - b amend the Minimum Lot Size maps for R2 Low Density Residential land within 30 metres of Road No 8 to have a minimum lot size of 300 m²; and
 - c rezone the right of way within Lot 5 DP 24143 from E2 Environmental Conservation to E3 Environmental Management to enable access to Lot 1 DP 372848.
- 2 Following a Gateway determination, the draft Planning Proposal be exhibited for a minimum of 28 days.
- 3 The NSW Department of Planning and Environment be requested to issue authority to the General Manager to exercise Plan Making delegations, in accordance with Council's resolution of 26 November 2012.
- 4 Draft amendments to Chapter D16 – West Dapto Urban Release Area of Wollongong Development Control Plan 2009 to add the generic controls for the Yallah-Marshall Mount Precinct be exhibited for a minimum period of 28 days.

DEPARTURE OF COUNCILLORS

Due to a prior disclosure of interest Councillor T Brown departed the meeting and was not present during debate or voting on Item 5.

During debate and prior to voting on Item 5 the following Councillors departed and returned to the meeting:

- Councillor Walters from 7.55 pm to 7.57 pm;
- Councillor Cox from 8.15 pm to 8.16 pm;
- Councillor Colacino from 8.18 pm to 8.20 pm.

ITEM 5 - PROPOSED VOLUNTARY PLANNING AGREEMENT WITH UNIVERSITY OF WOLLONGONG

64 COUNCIL'S RESOLUTION – RESOLVED on the motion of Councillor D Brown seconded Councillor King that –

- 1 a The revised draft Planning Agreement between University of Wollongong and Council for the carrying out of public domain works be exhibited for community comment for a minimum period of 28 days.
 - b The staff responses to the initial community consultation be circulated to Councillors, together with the Deed of Gift and Council's ownership of the Botanic Garden, and the implications on the Heritage listing, for comment before the second round of consultation progresses.
 - c The community responses to the first round of consultation be included with those received from the second round of consultation.
- 2 This matter return to Council for consideration following exhibition.

Variation The following variations to Point 1b above were accepted by the mover and seconder:

- Councillor Colacino (the addition of the words 'together with the Deed of Gift and Council's ownership of the Botanic Garden');
- Councillor Blakey (the addition of the words 'and the implications on the Heritage listing').

In favour Councillors Kershaw, Rimmer, D Brown, King, Connor, Colacino, Walters, Dorahy, Figliomeni and Bradbery

Against Councillors Cox and Blakey

ITEM 6 - CONNECTING NEIGHBOURS GRANTS (PILOT) - 2017 - 2018 RECIPIENTS REPORT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION - Council approve the successful recipients for Connecting Neighbours Grants (Pilot) from the 2017/18 financial year budget.

ITEM 7 - ORGANISATIONAL STRUCTURE

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION - In accordance with Section 332 of the Local Government Act 1993, Council endorse the senior staff structure as outlined in Attachment 1 to the report.

ITEM 8 - POLICY REVIEW: PLANNING AGREEMENTS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION - The updated Planning Agreements Policy (Attachment 1 to the report) be adopted by Council.

ITEM 9 - POLICY REVIEW - APPOINTMENT OF COUNCILLOR DELEGATES TO COMMITTEES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION - Council adopt the Appointment of Councillor Delegates to Committees Policy.

ITEM 10 - PROPOSED ROAD CLOSURE OF MINOR PORTION OF RAILWAY CRESCENT AT STANWELL PARK

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 Council close and sell part of the public road known as Railway Crescent, Stanwell Park, which is encroached upon by a retaining wall, to the owner of 64 Lawrence Hargrave Drive.
- 2 The owners of 64 Lawrence Hargrave Drive pay Council \$900 per square metre for the road which equates to \$4,500 with the final purchase price to be dependent upon the registered acquisition survey.
- 3 The applicant to be responsible for all costs associated with the road closure and sale.
- 4 The General Manager be authorised to sign any documentation necessary to give effect to this resolution.
- 5 Authority be granted to the Lord Mayor and General Manager to affix the Common Seal of Council to any necessary documentation to effect this resolution.

ITEM 11 - LEASE OF TOWRADGI SURF LIFE SAVING CLUB AND BOATSHED, PART LOTS 188, 189 AND 190 DP 13182, MARINE PARADE, TOWRADGI TO TOWRADGI SURF LIFE SAVING CLUB INC

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 Council approve a 21 year lease of premises known as Towradgi Surf Life Saving Club Building and Boatshed Building, part Lots 188, 189 and 190 DP 13182, Marine Parade, Towradgi to Towradgi Surf Life Saving Club Inc (as shown in the draft lease – Attachment to the report).
- 2 Council delegate to the General Manager, the authority to finalise and execute the Lease and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of the Lease and any other documentation, should it be required, to give effect to this resolution.

ITEM 12 - PROPOSED TRANSFER OF THREE PARCELS OF LAND FROM ENDEAVOUR ENERGY AND CREATION OF EASEMENTS – BERKELEY, FAIRY MEADOW AND WOLLONGONG

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 Council acquire Lot 906 DP 36770 Kelly Street, Berkeley, Lot B DP 29635 Hopewood Crescent, Fairy Meadow and Lot Y DP 412393 Town Hall Place, Wollongong from Endeavour Energy, as shown hatched on Attachments 1, 2 and 3 to the report, on the following conditions:
 - a Payment by Council of compensation of \$1.00 for each parcel.
 - b The properties be accepted in their current condition.
 - c Each party be responsible for their own legal costs.
- 2 Council authorise the grant of easements as follows:
 - a Easement for Underground Cables 3m Wide over Lot 1 DP 723202 Crown Street and Lot 501 DP 735570 Burelli Street, Wollongong, as shown on Attachment 3 to the report.
 - b Easement for Indoor Substation No 43027 4m x 4.3m with a height of 2.7m and unlimited in depth over Lot 501 DP 735570 Burelli Street, Wollongong, as shown on Attachment 3 to the report.
 - c Easement for Indoor Substation No 43103 6m x 5m with a height of 2.7m and unlimited in depth over Lot 1 DP 1161730 Crown Street, Wollongong, as shown on Attachment 3 to the report.
 - d Easement for Access 5m Wide over Lot 501 DP 735570 Burelli Street, Wollongong, as shown on Attachment 3 to the report.
- 3 The Lord Mayor and General Manager be granted authority to affix the Common Seal of Council to the transfers, easement creation documents and any other documentation required to give effect to this resolution.

ITEM 13 - PROPOSED ACQUISITION OF LAND AT SCARBOROUGH OWNED BY AUSTRALIAN SECURITIES AND INVESTMENT COMMISSION

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 Council authorise the acquisition of Portion 28 Volume 7524 Folio 80 from the Australian Securities and Investment Commission (ASIC) for \$1 (GST free) as shown on the plan attached to the report.
- 2 The General Manager and Lord Mayor be authorised to sign any legal documentation necessary to complete the acquisition.
- 3 Each party be responsible for their own costs in association with the matter.
- 4 Upon the acquisition being finalised, the land be classified as Community Land under the Local Government Act 1993.

ITEM 14 - TENDER T17/32 - LAKE ILLAWARRA ENTRANCE CHANNEL MANAGEMENT OPTIONS DEVELOPMENT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Water Research Laboratory (WRL) for the development of options for the ongoing management of the Lake Illawarra Entrance channel, in the sum of \$262,675, excluding GST.
- 2 Accept the proposed additional scope for the completion of a sediment tracer study to improve the confidence of the study outcomes, in the sum of \$231,065, excluding GST.
- 3 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.
- 4 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 T18/11 - LIFEGUARD TOWER CONSTRUCTION AT BELLAMBI SURF LIFE SAVING CLUB

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 a In accordance with clause 178(1)(b) of the Local Government (General) Regulation 2005, Council decline to accept the tender received for the construction of a relocatable lifeguard tower at Bellambi beach and resolve to enter into negotiations with the tenderer or any other party with a view to entering into a contract in relation to the subject matter of the tender.
b In accordance with clause 178(4) of the Local Government (General) Regulation 2005, the reason for Council hereby resolving to enter into negotiations with the tenderer or any other party and not inviting fresh tenders is that it is anticipated that a satisfactory outcome can be achieved with one of those parties who demonstrate a capacity and ability to undertake the works.
- 2 Council delegate to the General Manager the authority to undertake and finalise the negotiations, firstly with the tenderer, and, in the event of failure of negotiations with the tenderer, any other party, with a view to entering into a contract in relation to the subject matter of the tender.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 16 - TENDER T18/13 - WOMBARRA PRE SCHOOL REFURBISHMENT AND RETAINING WALL

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Project Coordination Pty Ltd for the refurbishment of Wombarra Pre School and the construction of a new Retaining Wall, in the sum of \$879,090.00, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 17 - DRAFT QUARTERLY REVIEW STATEMENT MARCH 2018

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 The draft Quarterly Review Statement March 2018 be adopted.
- 2 The Budget Review Statement as at March 2018 be adopted and revised totals of income and expenditure be approved and voted.

ITEM 18 - APRIL 2018 FINANCIALS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION -

- 1 The financials be received and noted.
- 2 Council approves the proposed changes to the Capital budget including an overall increase of \$2.4M in the Capital Works Program.

ITEM 19 - STATEMENT OF INVESTMENT - APRIL 2018

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

COUNCIL'S RESOLUTION - Council receive the Statement of Investment for April 2018.

ITEM 20 - CITY OF WOLLONGONG TRAFFIC COMMITTEE - MINUTES OF MEETING HELD ON 9 MAY AND ELECTRONIC MEETING OF 14 MAY 2018

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 59).

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 9 May and electronic meeting of 14 May 2018 in relation to the Regulation of Traffic be adopted.

DEPARTURE OF LORD MAYOR

Due to a prior disclosure of interest in Item B the Lord Mayor vacated the Chair and departed the meeting, the time being 8.25 pm. At this stage the Deputy Lord Mayor, Councillor D Brown assumed the Chair.

During debate and prior to voting on Item B the following Councillors departed and returned to the meeting:

- Councillor Connor from 8.34 pm to 8.54 pm;
- Councillor Dorahy from 8.43 pm to 8.45 pm.

ITEM B - NOTICE OF MOTION - COUNCILLOR COX - PUBLIC CREMATORIUM

MOVED by Councillor Cox seconded Councillor Blakey that Council –

- 1 Notes the community concern regarding the impending closure of Wollongong's public Crematorium.
- 2 Calls for expressions of interest for organisations to operate the Crematorium as a public service, including contributing funds for repairing or upgrading the existing cremator.

The MOTION on being PUT to the VOTE was LOST.

In favour Councillors Cox and Blakey

Against Councillors Kershaw, Rimmer, D Brown, T Brown, King, Connor, Colacino, Walters, Dorahy and Figliomeni

RETURN OF LORD MAYOR AND RESUMPTION OF CHAIR

Following debate and voting on Item B, the Deputy Lord Mayor vacated the Chair and the Lord Mayor resumed the Chair, the time being 8.55 pm.

CLOSED COUNCIL SESSION

The Lord Mayor called for a motion to close the meeting to consider a report which deals with road network options for West Dapto in accordance with Section 10A (2) (c) of the Local Government Act 1993.

65 COUNCIL'S RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Walters seconded Councillor D Brown that Council move into Closed Session to consider a report which deals with road network options for West Dapto in accordance with Section 10A (2) (c) of the Local Government Act 1993 on the basis that –

- 1 The report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
- 2 On balance, the public interest in preserving the confidentiality of the information supplied outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting.

Prior to putting the above Motion to the vote, the Lord Mayor advised members of the gallery that Item C1 relates to road network options for West Dapto and is classified as Confidential for the following reasons –

- 1 Section 10A 2 (c) of the Local Government Act 1993, permits the meeting to be closed to the public, as the report contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

- 2 In accordance with Section 10A (4) of the Local Government Act, the Lord Mayor invited members of the gallery to make representations to the Council meeting as to whether this part of the meeting should be closed.

There being no members present in the gallery, the MOTION was PUT to the VOTE and was CARRIED UNANIMOUSLY.

DEPARTURE OF COUNCILLOR

Due to a prior disclosure of interest in Item C1 Councillor Rimmer departed the meeting, the time being 8.58 pm.

At this stage, the time being 8.58 pm, the Meeting moved into Closed Session.

DEPARTURE OF COUNCILLORS

During debate and prior to voting on Item C1 the following Councillors departed and returned to the meeting:

- Councillor Blakey from 9.03 pm to 9.05 pm;
- Councillor Connor from 9.30 pm to 9.31 pm;
- Councillor King from 9.30 pm to 9.31 pm.

EXTENSION OF MEETING TIME

A PROCEDURAL MOTION was MOVED by Councillor Colacino seconded Councillor Cox that the meeting time be extended to 10.15 pm.

ITEM C1 - WEST DAPTO STRATEGIC REVIEW - ROAD NETWORK OPTIONS

MOVED by Councillor D Brown seconded Councillor Dorahy that -

- 1 Council endorses in principle the preferred Strategic Review Road Network for West Dapto as shown on the draft 2018 West Dapto Structure Plan (Attachment 1 to the report).
- 2 Council endorses in principle the proposed Northern Transport Corridor Option 2 as a major collector sub arterial road with flood access reliability (Attachment 2 to the report).
- 3 a The General Manager be authorised to negotiate strategic acquisition of all land required to deliver the regional road outcome for the West Dapto Release Area, including in particular the Northern Transport Corridor in accordance with Council's preferred option. This will include:
 - i undertaking stakeholder engagement with affected land owners regarding the need to secure the Northern Transport Corridor strategic alignment;
 - ii specific stakeholder engagement with those parties directly affected by the proposed Northern Transport Corridor strategic alignment, being chiefly those persons who have purchased or sought to purchase future residential lots.
- b The General Manager report on the negotiation and stakeholder engagement, progress and that the preferred road network and structure plan be confirmed following a future endorsement of the General Manager's report.
- 4 a Council notes that a further report will be presented to Council seeking support to exhibit an updated draft 2018 West Dapto Vision document.

- b The Council endorsed preferred Northern Transport Corridor option be reflected in the Structure Plan component of the West Dapto Vision document.
- c The subsequent report –
 - i be presented to Council once the targeted engagement outlined in Recommendation 3 has occurred; and,
 - ii provide an update on the outcome of the engagement process.

At this stage, Councillor Figliomeni FORESHADOWED a MOTION should Councillor D Brown's Motion be defeated.

Councillor D Brown's MOTION on being PUT to the VOTE was LOST.

In favour Councillors King, Blakey, Walters, Dorahy and Bradbery

Against Councillors Kershaw, D Brown, T Brown, Connor, Cox, Colacino and Figliomeni

Following the defeat of Councillor D Brown's Motion, Councillor Figliomeni's FORESHADOWED MOTION became the MOTION.

EXTENSION OF MEETING TIME

A PROCEDURAL MOTION was MOVED by Councillor Kershaw seconded Councillor Figliomeni that the meeting time be extended to 10.30 pm.

An AMENDMENT was MOVED by Councillor Connor seconded Councillor King that:

- 1 Council endorses in principle the preferred Strategic Review Road Network for West Dapto as shown on the draft 2018 West Dapto Structure Plan (Attachment 1 to the report).
- 2 Council request a comparison of the proposed Northern Transport Corridor Options 2 and 2B as major collector sub arterial roads with flood access reliability (Attachment 2 to the report), with a further report to be provided to Council.

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

In favour Councillors King, Connor and Bradbery

Against Councillors Kershaw, D Brown, T Brown, Cox, Blakey, Colacino, Walters, Dorahy and Figliomeni

66 **COUNCIL'S RESOLUTION** – RESOLVED on the motion of Councillor Figliomeni seconded Councillor Kershaw that -

- 1 Council endorses in principle the preferred Strategic Review Road Network for West Dapto as shown on the draft 2018 West Dapto Structure Plan (Attachment 1 to the report).
- 2 Council endorses in principle the proposed Northern Transport Corridor Option 2B as a major collector sub arterial road with flood access reliability (Attachment 2 to the report).
- 3 a The General Manager be authorised to negotiate strategic acquisition of all land required to deliver the regional road outcome for the West Dapto Release Area, including in particular the Northern Transport Corridor in accordance with Council's preferred option. This will include undertaking stakeholder engagement with affected land owners regarding the need to secure the Northern Transport Corridor strategic alignment.

- b The General Manager report on the negotiation and stakeholder engagement, progress and that the preferred road network and structure plan be confirmed following a future endorsement of the General Manager's report.
- 4 a Council notes that a further report will be presented to Council seeking support to exhibit an updated draft 2018 West Dapto Vision document.
- b The Council endorsed preferred Northern Transport Corridor option be reflected in the Structure Plan component of the West Dapto Vision document.

In favour Councillors Kershaw, D Brown, T Brown, Cox, Blakey, Colacino, Dorahy and Figliomeni
Against Councillors King, Connor, Walters and Bradbery

67 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor Connor seconded Councillor Figliomeni that the meeting move out of Closed Session and into Open Council.

Council resumed into Open Session at 10.20 pm.

The Lord Mayor advised the meeting of Council's resolution whilst in Closed Session (refer to Minute Number 66).

THE MEETING CONCLUDED AT 10.23 PM.

Confirmed as a correct record of proceedings at the Ordinary Meeting of the Council of the City of Wollongong held on 25 June 2018.

Chairperson

ITEM 1 OUR WOLLONGONG 2028 AND STRATEGIC PLANNING DOCUMENTS

At its meeting on 3 April 2018, Council resolved to place on exhibition the draft suite of forward strategic plans collectively referred to as Our Wollongong 2028. These strategic management plans include the draft Community Strategic Plan, draft Delivery Program 2018-2021 and Operational Plan 2018-2019 and draft Resourcing Strategy 2018-2021. The preceding documents inform the delivery of actions over the Council term.

The exhibition period allowed the community an opportunity to provide further feedback and input into the draft Our Wollongong 2028 strategic plans.

RECOMMENDATIONS

- 1 Council incorporate the changes recommended in this report for the following documents, and these documents be adopted:
 - a Our Wollongong 2028 Community Strategic Plan
 - b Delivery Program 2018-2021 and Operational Plan 2018-2019;
 - c Operational and Capital Budget 2018-2021;
 - d Revenue Policy, Fees and Charges 2018-2019 and
 - e Resourcing Strategy 2018-2021.
- 2 Council makes the rates and charges for the period 1 July 2018 to 30 June 2019, outlined in the draft Revenue Policy 2018-19 as amended in this report, including the general rate increase of 2.3% as determined by the Independent Pricing and Regulatory Tribunal (IPART).
- 3 The General Manager be authorised to make any changes to the endorsed draft Operational Plan 2018-19 and draft Resourcing Strategy 2018-2021.

REPORT AUTHORISATIONS

Report of: Jen Menchin, Executive Strategy Manager (Acting)
Authorised by: David Farmer, General Manager

ATTACHMENTS

- 1 Summary of Submissions received during the exhibition of Our Wollongong 2028 Strategic Planning Documents
- 2 Summary of proposed amendments to Our Wollongong 2028
- 3 Financial Statements and Statement of Restricted Cash
- 4 Our Wollongong 2028 Community Engagement Report

BACKGROUND

The suite of draft Our Wollongong 2028 strategic planning documents and attachments were exhibited for 29 days from 9 April to 7 May 2018. 68 submissions were received from community members and organisations during this exhibition period. Prior to this in excess of 1000 people were engaged and consulted during the development of the draft Our Wollongong 2028 strategic planning documents with 48 submissions received from community members and organisations. This engagement process is detailed in the Our Wollongong 2028 Community Engagement Report (Attachment 4)

Council's Our Wollongong 2028 strategic planning documents include the Community Strategic Plan which details the community's visions and goals for the future of Wollongong. Supporting this is the Delivery Program 2018-2021 and Operational Plan 2018-2019 which outlines Council's response to the community vision. The suite also includes service plans, operational and capital budgets, and the Revenue Policy incorporating rates, fees and charges.

Our Wollongong 2028 is supported by the Resourcing Strategy 2018-2021 which includes a Long Term Financial Plan; Strategic Asset Management Plan; workforce planning strategy; and an Information Management and Technology Strategy. This document outlines and assesses Council's capacity to manage our finances, people, technology and assets against the expressed desires of our community.

The preceding documents deliver Council's integrated planning and reporting responsibilities under the Local Government Act 1993.

Submission Summary

68 submissions on 135 items were received from community members and organisations on the draft Our Wollongong 2028 strategic planning documents during the exhibition period 9 April to 7 May 2018. (A summary of these submissions is provided in Attachment 1)

There were four major themes emerging from the submissions, they were:

- *North Wollongong Surf Club* (39 submissions) – Support for the proposal to have the North Wollongong Surf Club's refurbishment timing reviewed.
- *Green House Gas Emissions* (12 submissions) – Requesting that Council include a reduced Green House Gas (GHG) emissions target in line with the Australian government's commitment.
- *Ethical Investment* (8 submissions) – Requesting to add an ethical investment strategy action within our plans.
- *Green Jobs* (7 submissions) – Within the 2028 Community Strategic Plan, make a strong commitment to make the region's economy more sustainable with a transition to green jobs.

All submissions received during the public exhibition period have been reviewed and given due consideration. Responses are provided to all submissions received during the public exhibition period.

Internal Review

Council staff also undertook a further review of the documents to address any irregularities and respond to external factors arising due to the exhibition period, and to confirm capacity to deliver and to refine language and duplication.

PROPOSAL

Attachment 2 outlines the recommended changes to the draft plans based on submissions received during the public exhibition period and feedback from the internal review process.

Of the changes arising from submissions, one recommendation requires an adjustment to the Infrastructure Delivery Program, being North Wollongong Surf Life Saving Club. This will involve amending the Infrastructure Delivery Program and Capital Budget to enable the two projects (roofing & downstairs refurbishment) to be undertaken concurrently commencing the winter of 2020, subject to a review of potential approval conditions. The works will include any necessary protection measures to the adjacent seawall.

Port Kembla Revitalisation Strategy

To address the resolution of Council at its meeting of the 28 May 2018 wayfinding signage for Port Kembla will be undertaken within the existing program and delivered in 2018-19. Signage relates to Port Kembla 2505 Revitalisation Strategy and would be delivered through Action 2.9 'Wayfinding Concept and Strategy' and 2.10 'Wayfinding: Delivery'.

The Port Kembla Revitalisation implementation plan includes an action to review the outdoor dining policy in 2018-19; 'With a focus on the Port Kembla Town Centre, and the strategic intent to activate the main street, review the Outdoor Dining Policy to identify levers to promote outdoor dining in Port Kembla. This review will consider fees, physical locations to support outdoor dining and the approvals process.' It is proposed that this can be resourced and accommodated within existing operational budget in 2018/19.

CONSULTATION AND COMMUNICATION

Preparation of the draft Our Wollongong 2028 strategic planning documents began in September 2017 as Divisions considered business needs and actions. During November and December, Council exhibited the Wollongong 2028 Discussion Paper inviting input from the community, businesses and government on their aspirations for the next ten years.

This approach led to the development of draft documents which have continued to be reviewed and refined with Management and Councillor input. Councillors informed the development of the suite of documents over the past six months, specifically during the Planning Workshops held in November 2017 and February 2018.

The draft Our Wollongong 2028 strategic planning documents and attachments were exhibited for 29 days from 9 April to 7 May 2018. The exhibition included promotion via a media briefing, newspaper advertisements, on Council's Have Your Say Page and via Council's Libraries, Reference Groups, State Government, social media, email's to Our Wollongong 2028 discussion paper feedback providers and in the community newsletter.

In excess of 1250 people were engaged through a range of methods during this process. This includes school visits, stakeholder forums, presentations to neighbourhood forums, attendance and community events and community kiosks in each ward.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 4 "*We are a connected and engaged community*".

It specifically delivers on core business activity: 'Coordinate and prepare Council's strategic management cycle including the Community Strategic Plan, Delivery Program, Operational Plan and Service Plans' in Corporate Strategy's Service Plan 2017-18.

FINANCIAL IMPLICATIONS

The following information outlines the proposed changes to the financial projections and Revenue Policy that were contained in the draft Operational Plan 2018-19 and draft Resourcing Strategy 2018-2021.

RATES FEES AND CHARGES

Rates

As detailed in the draft Revenue Policy – Rates, Fees and Charges 2018-19 document (page i), the 'Rate Yields' and 'Cents in the dollar' used in determining the actual rates charged would be subject to slight variation due to changes in properties and valuations anticipated prior to finalisation of the Operational Plan 2018-19. The revised rates, base charges, minimums, and yields for 2018-19, including the General Income variation approved by IPART and recommended in this report, are shown below.

The final rates calculation includes a 'catch up' for rates forgone in 2017-18 due to decreases in property values following objection by the owners to Property NSW. Total objections in 2017-18 amounted to approximately \$396,000. Although Council's General Rates income will increase in accordance with the IPART increase of 2.3%, individual assessments will vary depending on the value of each residential property. Overall, the average increase in property rates on individual properties will be around 2.6% in 2018-19 to offset the reductions flowing to those who had their valuations reduced on appeal. This revised table will be included in the final Revenue Policy for 2018-19 and is recommended for adoption in making the 2018-19 rates. The Ad Valorem rate is represented as a 'rate in the dollar' (with additional zeros after the decimal point) as opposed to cents in the dollar as was shown in the draft to reflect the rate that will be shown on rate notices.

Table 1

Rating Category	Name of sub-category	Number of Properties	Ad Valorem Rate *	Amount \$	Percentage Total Rate	Notional Income Yield
Residential		77,878.70	0.00256206	\$741.05 (B)	50.00%	115,423,390
Farmland		120.00	0.00193465	\$956.10 (M)	3.33%	314,196
Business	Ordinary	281.00	0.00329437			47,367
Business	Commercial	2,089.94	0.01557875	\$956.10 (M)	10.28%	19,938,436
Business	3c Regional Business	273.48	0.02082675	\$856.12 (M)	2.93%	6,402,942
Business	Light Industrial	1,024.88	0.01219238	\$956.10 (M)	12.72%	6,152,631
Business	Heavy Industrial	356.00	0.01959988	\$956.10 (M)	3.93%	6,658,087
Business	Heavy 1 Activity 1	40.00	0.02840275	\$856.12 (M)	5.00%	8,113,197
Mining		15.00	0.02767438	\$956.10 (M)	33.33%	920,526
Special Rate	Wollongong Mall Rate	73.00	0.00806616			1,107,000
Special Rate	City Centre Rate	662.36	0.00078634			402,708
* Ad valorem Rate is presented as rate in dollar as this is how it will be presented on the rate notice					TOTAL	165,480,479
(B) = Base Amount, (M) = Minimum Rate						

Fees and Charges

There have been no changes proposed to the Stormwater and Domestic Waste Management Charges that were included in the draft Fees and Charges document. The information provided in Tables 2 and 3 below is for information purposes only.

During the exhibition period, the Office of Local Government announced an increase in the life time registration fees for cats and dogs that will become effective on 1 July 2018. Regulatory or statutory fees are increased in line with government pronouncements and the Revenue Policy, Fees and Fees and Charges 2018-2019 document will be revised to reflect the recent advice.

Table 2

Stormwater Charges	Unit Rate	Yield
Stormwater Residential	\$25.00	1,393,726
Stormwater Residential Strata	\$12.50	215,825
Stormwater Business (per 350 sq metres or part capped at a maximum of \$100.00.)	\$25.00	202,600
Stormwater Business Strata (per 350 sq metres or part of the area of land upon which the lot exists capped at a maximum of \$100.00 and divided by the number of business strata lots on that area of land.)	\$25.00	12,919

Table 3

Domestic Waste Management Charges 2018-19		
	General Waste Bin Size	Annual Charge \$
Occupied land	80 litres	313
Occupied land	120 litres	411
Occupied land	240 litres	677
Households with Kidney Dialysis	240 litres	411
Vacant Land - Waste Charge		31

Draft Operational Plan 2018-19

Variations to the final projections are made as part of the annual planning process based on external submissions during the exhibition period, variations to the underlying long term financial estimates that are identified through quarterly review processes and additional information becoming available during the exhibition period.

The post exhibition forecasts include an adjustment for the early payment of the first two quarters of the 2018-19 Federal Assistance Grant in June 2018. This is estimated to be \$9.3 million which will be reflected as an improvement in the annual 2017-18 result and a corresponding reduction in 2018-19.

Financial Forecasts

The impact of the changes to the projected result for the three years is shown in the following table:

Table 4

	2018/19	2019/20	2020/21
	\$M	\$M	\$M
Draft Operational Plan			
Net Surplus (Deficit) [Pre Capital]	3.2	6.2	7.0
Net Surplus (Deficit)	58.9	54.0	48.5
Total Funds Surplus/(Deficit)	1.7	0.3	(0.1)
Draft Operational Plan including changes proposed during exhibition period			
Net Surplus (Deficit) [Pre Capital]	(6.9)	6.1	6.7
Net Surplus (Deficit)	46.9	54.3	48.2
Total Funds Surplus/(Deficit)	(7.7)	0.4	0.0

The proposed revision to the draft Operational Plan includes changes that were identified through the March Quarterly Review, additional information becoming available and the review of longer term operating income and expenditure trends.

The most material impacts on the Long Term Financial Plan Net Surplus (Deficit) [Pre Capital (Operating Result)] are as follows and a more comprehensive list is provided in Table 5 later in this report.

- **Supporting documents timing.** During the March Quarterly Review, it was determined that a number of studies and plans that were in progress would not be able to be fully completed in the current year and were removed from the 2017-18 Budget. Reintroduction of these was considered in the context of planned projects for the next three years and adjustments made across these periods to better reflect expected completion. The rephased forecasts are shown in Table 6 below.
- **Additional projects proposed during exhibition.** The revised projections include the introduction of Hill 60 Conservation Management Plan and Aboriginal Heritage Impact Permit preparation that will be completed over 2018-19 and 2019-20. This has been offset by transfer of unallocated funds for preparation of studies from future years.
- **Timing of grant income and funded projects.** A number of adjustments are included that address revised timeframes for project delivery and grant receipts across a range of programs. Some of these adjustments are a flow on from the March Quarterly review and in most instances are partly or fully funded.
- **Rate income.** Revised rate income projections include the adjustment to the rates calculation for rates forgone in 2017-18 due to decreases in property values following objection by the owners to Property NSW. Total objections in 2017-18 to be recovered in 2018-19 are approximately \$396,000. This is a non-recurrent increase. The revised forecasts propose that an equivalent amount be set aside in the Operational Contingency expense budget. In the past, Council has maintained around a \$1 million Operational Contingency budget to meet unforeseen non recurrent events that arise during a budget year. These were notionally removed through the development of the draft Operational Plan with the intent that future budget improvements could be used to rebuild the Operational Contingency levels as funding is available.

The revised result also includes some refinement of phasing and indexation approaches.

Surplus/(Deficit) [pre capital]

The projected Surplus/Deficit [pre capital] for 2018-19, based on the proposed changes, is anticipated to vary from a surplus of \$3.2 million to a deficit of \$6.9 million. This is primarily due to the early payment of the first two quarters of the 2018-19 Federal Assistance Grant in June 2018 (\$9.3 million) and the revised timing of other projects.

Net Surplus/Deficit

The projected Net Surplus/Deficit for 2018-19 that includes capital income from grants and contributions is anticipated to move from a net surplus of \$58.9 million to a surplus of \$46.9 million, which is attributable to proposed changes that have impacted on the pre capital result along with some more minor changes in timing of capital grants.

Total Fund Surplus / Deficit

The Total Funds Result for 2018-19 is now estimated to move from a surplus of \$1.7 million to a deficit of \$7.7 million. This is largely due to the timing of the Federal Assistance Grant payments discussed above. The Fund result is not impacted by the non-cash adjustments such as timing of grant funded projects.

Table 5 provides a summary of the long term impacts of the changes discussed above.

Table 5

PROPOSED VARIATIONS POST EXHIBITION OPERATIONAL PLAN 2018-19									
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000	\$,000
OPERATING RESULT BEFORE CAPITAL									
Timing									
Early payment of 2018-19 Federal Assistance Grant in 2017-18	(9,282)								
Projects in progress 2017-18 to be completed in 2018-19	(630)	(45)	(210)						
Introduction Hill 60 Conservation Plan & Aboriginal Heritage Impact Permit	(98)	(50)							
Adjustments to future years unallocated supporting documents budgets		123	25						
	(10,010)	28	(185)	0	0	0	0	0	0
Other Adjustments									
Decrease in Southern Phones dividend income	(200)	(97)	(98)	(98)	(98)	(97)	(95)	(92)	(94)
Decrease in projects supported from Southern Phones dividend	97	97	98	98	98	97	95	92	94
Insurance pool premiums	32	254							
Rates catch up	396								
Improvements transferred to Operational Contingency	(396)	(254)							
Various other changes & corrections	33	(102)	(101)	(142)	(476)	(178)	44	258	(417)
	(39)	(102)	(101)	(142)	(476)	(178)	44	258	(417)
Total Impact on Operating Result [pre capital]	(10,049)	(74)	(286)	(142)	(476)	(178)	44	258	(417)
FUND RESULT									
Net Operating Income changes	(10,049)	(74)	(286)	(142)	(476)	(178)	44	258	(417)
Fund adjustments									
Funding associated with projects in progress	360	30							
Southern Phones dividend income transferred to restricted cash	200								
Reduction in restricted cash available from Southern Phone dividend	(97)								
Funds previously approved to support operational costs of approved projects							503	399	
Correction of transfer of grant funds previously removed from budgets									342
Various other changes & corrections	145	157	408	254	416	29	69	74	(23)
Total Non Cash adjustments	608	187	408	254	416	29	69	576	717
Capital Program									
Capital expenditure	1,090	(1,638)	(3,430)	(760)	(3,040)	0	0	0	0
Funding for capital	(1,090)	1,658	3,410	760	3,040	0	0	0	0
Total Capital Adjustments	0	20	(20)	0	0	0	0	0	0
Impact on Total Funds Surplus (Deficit) changes	(9,441)	133	102	112	(60)	(148)	112	835	300

Supporting Documents Table

Table 6

Supporting Documents - Planning Studies & Investigations			
Service & Project	2018/19 Forecast \$000's	2019/20 Forecast \$000's	2020/21 Forecast \$000's
Community Programs	82		
Dapto Pilot Project	82		
Corporate Strategy			199
Centralised Studies & Plans (unallocated)*			199
Stormwater Services	982	350	350
Floodplain Management Studies	175	350	350
Review of Towradgi Creek FRMS - 2015/16	80		
Review of Hewitts Creek FRMS - 2015/16	95		
JJ Kelly Park Land Form Modification	50		
Review of Flood Studies & Floodplain Risk Mgmt Plans	99		
Minnegang Creek Flood Study	20		
Duck Creek Flood Study	65		
Review of Collins Creek Flood Study	46		
Review of Allans Creek Flood Study	70		
Review of Wollongong City Flood Study	17		
Review of Fairy Cabbage Tree Creek Flood Study	120		
Kully Bay Flood Study	60		
Minnegang Creek Flood Study Review	70		
Brooks Creek Flood Study/Floodplain Risk Mgmt.	15		
Economic Development	50		
Review Economic Development Strategy	50		
Governance and Administration	918	7	8
West Dapto Review	918	7	8
Leisure Services	100		
Beaton Park Precinct Masterplan	100		
Land Use Planning	450	245	160
Industrial Land Planning Controls Review	30		
Heritage Asset Management Strategy	25		
Helensburgh Town Centre Planning Study	60		
City Centre Planning Review	100	100	
Bulli Town Centre Planning Study	90		
Berkeley Commercial Centre Study	30		
Windang Town Centre Planning Study	90		
Tourism Accommodation Review Planning Controls	25	25	
Mt Kembla Village Centre Planning Study		30	
Woonona Village Planning Study		30	
Fairy Meadow Town Centre Planning Study		60	60
City Wide LEP Review			100

Table 6 (cont)

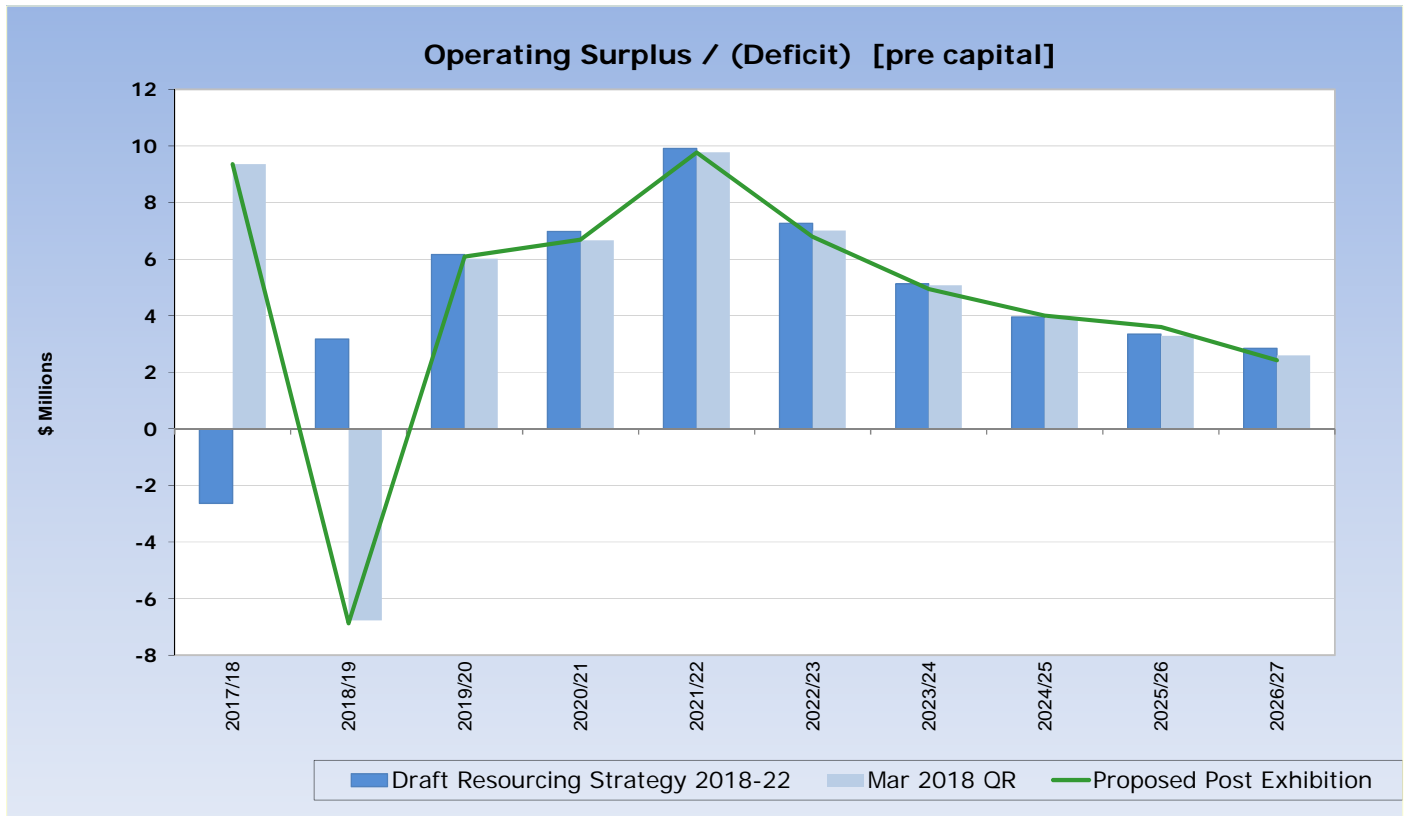
Supporting Documents - Planning Studies & Investigations			
Service & Project	2018/19 Forecast \$000's	2019/20 Forecast \$000's	2020/21 Forecast \$000's
Property Services	20		
Foreshore Parking Strategy	20		
Parks and Sportsfields	298	50	
Cringila Hills Site Assessment	150		
Hill 60 Master plan *	98	50	
Blue Mile Masterplan - update	50		
Transport Services	416	322	205
Accessible Car Parking and Bus Stops audit	125		
Access and Movement Strategy Review	176		
Foreshore Parking Strategy	20		
City Centre Parking Surveys - EMS Report		67	
Bellambi Foreshore Precinct Plan	50	150	100
Wollongong LGA Feasibility Studies	15	15	15
Social Infrastructure Supporting Document	30		
Integrated Transport Strategy		50	50
Review of Inner City Parking Strategy 2020-26		40	40
Total Expenditure *	3,315	974	922
*Expenditure shown above is for full project cost. A number of projects are supported from external grant funds or internal restrictions			

Long Term Financial Projections

Key Performance Information shown below provides a comparison of the long term forecasts that supported the exhibited draft Operational Plan 2018-2021 and Resourcing Strategy 2018-2021 with the impact of changes that are now proposed. The revised projections reflect the ongoing adjustments identified and reported through the March Quarterly Review, additional information that has become available during the exhibition period and a review of longer term operating income and expenditure trends. The 2017-18 and 2018-19 years are distorted by the early payment of the first two quarters of the 2018-19 Federal Assistance Grant in June 2018.

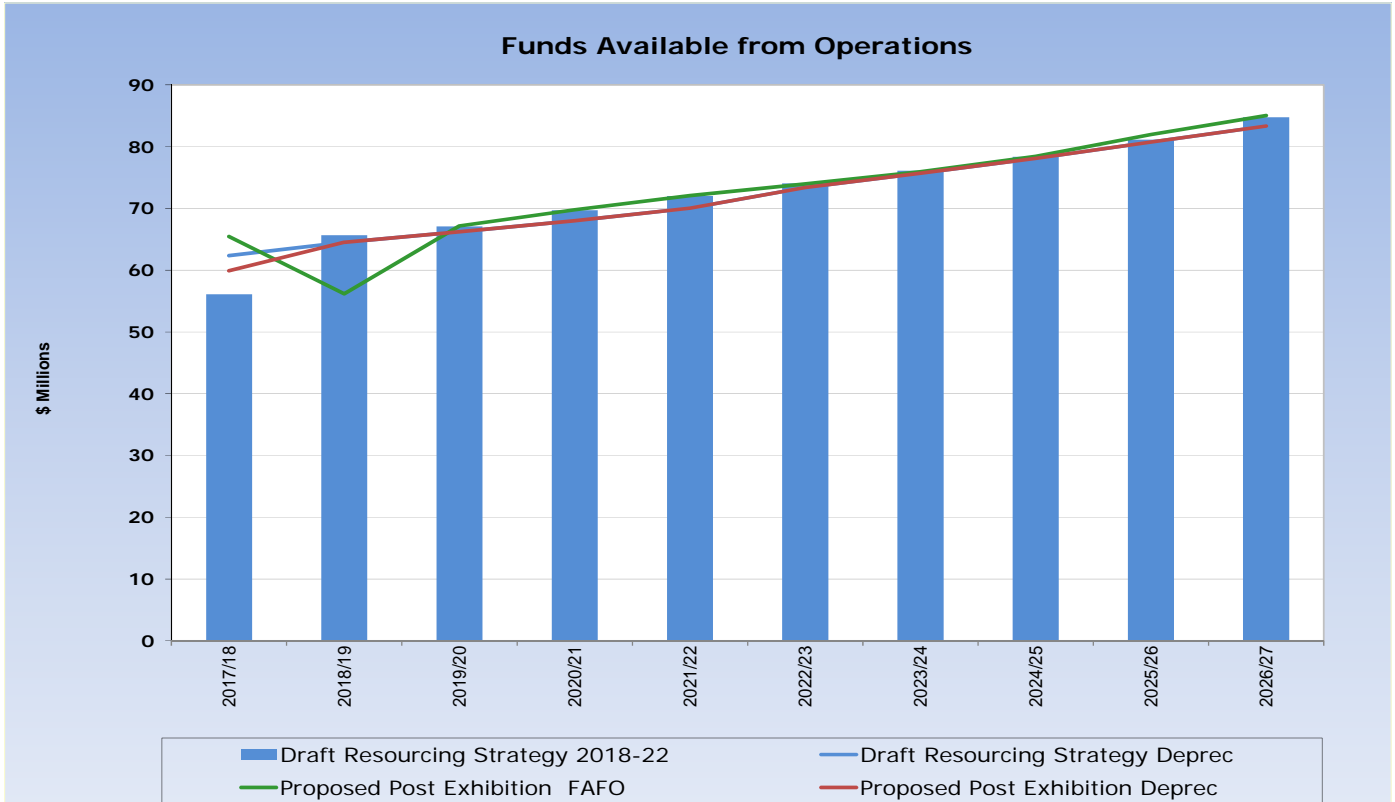
Long Term Operating Surplus/(Deficit) [pre capital]

The Operating Result [pre capital] provides an indication of the long term viability of Council. In broad terms, a deficit from operations indicates that Council is not earning sufficient revenue to fund its ongoing operations (services) and continue to renew existing assets. The revised projections include the proposed changes outlined in Table 5 above.



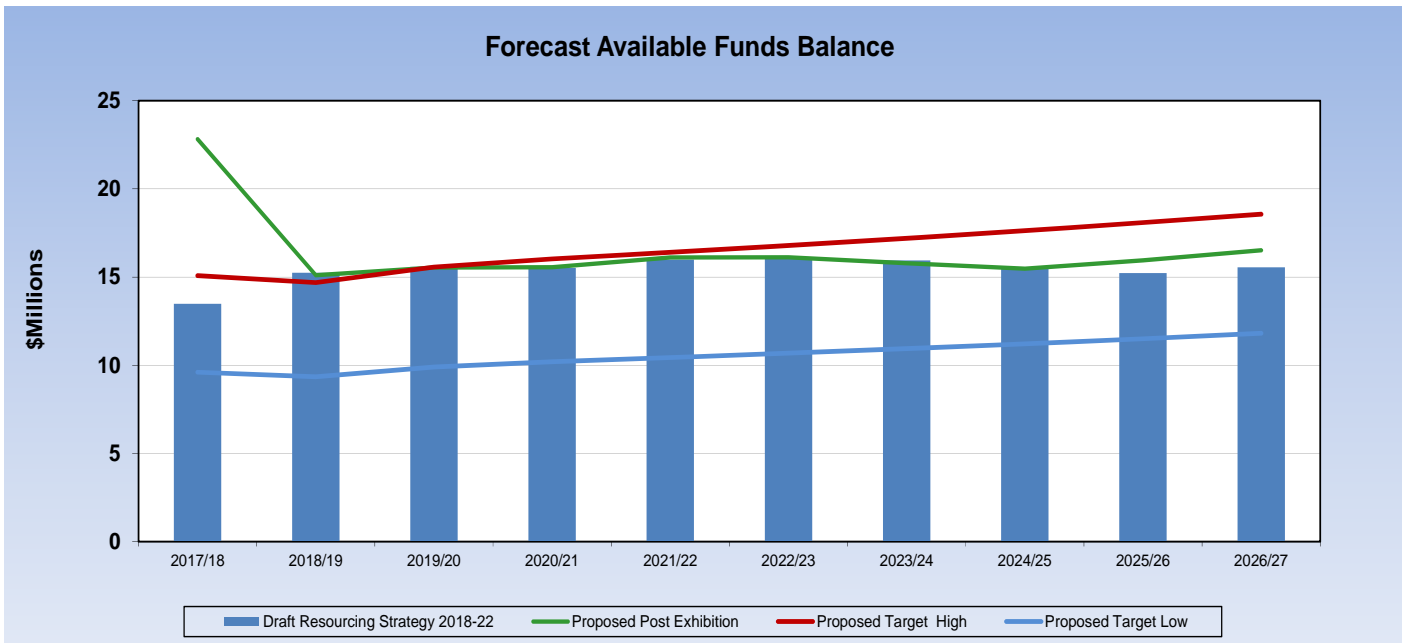
Funds Available from Operations

The Funds Available from Operations is a primary objective of Council over time to provide for effective renewal of assets and growth in assets. The following graph shows forecast depreciation expenses compared to Funds available from Operations. This is an important indicator as it demonstrates the capacity to generate sufficient funds from operations to meet asset renewal requirements. The graph generally show Council achieving its target of providing funds from operations equal to depreciation.



Available Funds

Available Funds are the uncommitted funds of an organisation that assist in meeting the short term cash requirements, provide contingency for unexpected costs or loss of revenue and provide flexibility to take advantage of opportunities that may arise from time to time. Council’s Financial Strategy has a target to achieve and maintain an Available Funds position between 3.5% and 5.5% of operational revenue [pre capital]. The post exhibition revised forecast for this indicator shows that Council remains on track to achieve and maintain the Available Funds strategy.



Capital budget

The budget has been reviewed since public exhibition in April 2018. Major changes include the Fowlers Road to Fairwater Drive extension project, Council's largest capital project, which has forecast expenditure for 2018-19 reduced from \$18 million to \$14 million. The scope of the project and the expected construction works to be delivered in the financial year remain consistent. Movements in the West Dapto Access Strategy are listed separately in the budget table below.

The other notable budget movement is in Waste Facilities where funds have been introduced for two main purposes: the Rehabilitation of the old Helensburgh tip site and the delivery of a range of projects primarily at Whytes Gully which will support the City's waste management services for many years to come.

The reduction of \$2.99M in footpaths and cycleways in 2019/20 is the North Beach Seawall construction which has budget allocated to outside the 3 year period shown.

The combined changes have resulted in a \$1.09 million reduction in forecast capital expenditure budget for the 2018-19 financial year with the total moving from \$99.05M to \$97.96M. The table below shows the proposed 2018-19/2020-21 capital budget by asset class, with the changes to the publicly exhibited April budget shown for each year.

ASSET CLASS	2018/19 \$M		2019/20 \$M		2020/21 \$M	
	Proposed budget	Change	Proposed budget	Change	Proposed budget	Change
Roads And Related Assets	19.38	-0.25	15.05	0.82	15.11	
Footpaths and Cycleways	11.52	0.96	15.73	-2.99	12.45	-0.70
Car Parks	2.37	0.50	1.24		1.49	
Stormwater and Floodplain	7.12	0.36	6.36		5.84	
Buildings	11.54	0.22	12.37	-1.76	18.63	2.69
Commercial Operations	1.61	0.30	1.37		1.39	
Parks, Gardens and Sportsfields	5.86	0.24	3.40	0.10	3.96	
Beaches and Pools	2.43	-0.34	3.03	0.16	2.97	0.07
Natural Areas	0.13	-0.10	0.28		0.18	
Waste Facilities	6.25	1.75	9.56	4.75	5.29	2.81
Fleet	1.70		1.70		1.80	0.62
Plant and Equipment	3.95		4.36		4.25	
Information Technology	0.78	-0.78	0.83	0.07	1.00	0.05
Library Books	1.19		1.22		1.25	
Public Art	0.10		0.10		0.10	
Emergency Services	1.20	0.20	0.00		0.00	
Land Acquisitions	0.10		0.10		0.10	
Non-Project allocations	3.49	1.61	6.50	0.19	3.91	-3.40
SUB-TOTAL	80.71	4.66	83.20	1.34	79.72	1.53
West Dapto	17.25	-5.75	26.30	0.30	36.20	1.90
TOTAL	97.96	-1.09	109.50	1.64	115.92	3.43
Draft budget exhibited in April	99.05		107.87		112.49	

CONCLUSION

The draft Our Wollongong 2028 strategic planning documents provide guidance for service delivery and decision making across the short to medium term. The Our Wollongong 2028 Community Strategic Plan is an important direction setting document which outlines the vision and goals of the community for the next ten years. The Delivery Program 2018-2021 and Operational Plan 2018-2019 outlines how council will contribute to the strategies within the community strategic plan for which it is responsible. Following a period of public exhibition, feedback on the draft plans has been considered, with a series of changes recommended for inclusion. These documents have been prepared following extensive research, engagement and data analysis, and are recommended for adoption.

OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
North Wollongong Surf Life Saving Club			
<p>David Meredith, Iain Adams, Marcus Morais, Glenn Drew, Paul Sparks, Bruce Nugara, Andrew MacKenzie, David Borger, Bob Chapman, Valda Oyston, Natalie Stefas, Severine Napper, Rob Barry, Derek Crowe, Dave Meredith, Phillip Stefas, Dave Forst, Simon Cunliffe, David Mewett, Suzanne McGuinn, Lisa Bourke, Ted Booth, Paul Hanrahan, Peter Gallagher, James Rankine, Kassandra Chan, Nigel Harpley, Darren O'Brien, Heidi Metson, Kerry- Lee Doyle, Scarborough Wombarra Surf Life Saving Club (Bindi Adams), Kimberly Chan, Carole Johnston, Kent Wilton, Blake Mckay, Errol Mckay, Fairy Meadow SLSC Tony Champman), Al Wetten.</p> <p><i>Total 39 submissions</i></p>	<p>Request that Council consider the following information regarding the refurbishment of North Wollongong Surf Life Saving Club.</p> <p>In summary the club requests:</p> <ol style="list-style-type: none"> 1.The DA ready club refurbishment project not be linked to the proposed sea wall in terms of budget, planning and construction 2. The roof and club refurbishment projects occur at the same time in 2019 as originally proposed. 3. The sea wall project be included in future budget priorities due to its cost and only being at a community consultation stage. 	<p>Defer the proposed roof replacement (from 2019 to 2020) and bring forward the building refurbishment (from 2021 to 2020) to deliver both projects in the winter of 2020.</p> <p>This will involve amending the Infrastructure Delivery Program and Capital Budget to enable the two projects (roofing & downstairs refurbishment) to be undertaken concurrently commencing the winter of 2020, subject to a review of potential approval conditions. The works will include any necessary protection measures to the adjacent seawall.</p>	<p>Yes</p>

*Indicates author has made a submission raising multiple issues

OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Green House Gas Emissions / Global Covenant of Mayors			
<p>Ian McKinlay, Emma Rooksby*, Rex Graham*, Frances Laverack*, Annie Marlow*, Deidre Stuart*, Stephen Spencer*, Brian Mason (Wilderness Society)*, Angela Sands*, Anne Marett*, Lissy Long, Stephen Young*</p> <p><i>Total 12 submissions</i></p>	<p>A detailed submission and rationale has been provided. It is noted that the following is only a summary of the information.</p> <p>The following amendments are requested:</p> <ol style="list-style-type: none"> 1. Within the 2028 Community Strategic Plan, specify strongly and clearly that Wollongong needs to reduce its greenhouse gas emissions, and to do its share to limit climate change. 2. Within the 2028 Community Strategic Plan, change the Goal 1 list of community indicators to include a measure of total GHG emissions in addition to the already-included Emissions per permanent resident measure, and specify yearly caps for total GHG emissions and for GHG emissions per permanent resident. 3. Within the Draft Delivery Program and Operational Plan 2018-2021, accelerate the Global Covenant of Mayors steps. 	<p>In relation to GHG reduction targets, these should be viewed as an entire community as they are not in the exclusive care and control of Wollongong City Council. This emphasis is not coming from a desire to abdicate responsibility, but to reflect the reality that Council does not control for the vast majority of these emissions (eg industrial, manufacturing etc) and is not in a position to directly affect them.</p> <p>Council recognises that it has a central and critical role to play in facilitating community wide reduction of GHG emissions. With this in mind, Council committed to the Global Covenant of Mayors in 2017 which will result in the following:</p> <ul style="list-style-type: none"> - A baseline inventory of citywide GHG emission profiles (to be completed within 12 months). - The development of a science derived GHG emissions reduction target (to be completed within 24 months). - The development of an action plan to ensure our targets are met, monitored and reported on to the community (to be completed within 36 months). <p>Council is expecting the draft inventory to be finalised and submitted to the Covenant before the end of the financial year. Once submitted we will commence development of the target.</p>	No

*Indicates author has made a submission raising multiple issues

OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Ethical Investment			
<p>Emma Rooksby*, Rex Graham*, Frances Laverack*, Annie Marlow*, Stephen Spencer*, Brian Mason (Wilderness Society)*, Angela Sands*, Anne Marett*</p> <p>Total 8 submissions</p>	<p>Support for an ethical investments policy that includes divestment from fossil fuel extraction and fossil fuel energy generation companies. Ethical investment should be clearly stated as a strategy for Council to achieve trust of the community by showing positive leadership and values. Divestment from companies that are a part of the fossil fuel industries or invest in fossil fuel projects must be part of this strategy. It may be that the NSW Treasury determines the bulk of where Council's savings are invested, however, there is value in the Council signing off on an ethical investment strategy and conveying this to the NSW Government. Having an ethical investment policy that includes divestment in its Delivery Program and Operational Plan would send another important signal to the wider NSW community that the Wollongong City Council takes its environmental sustainability commitments seriously.</p> <p>Request that within the Draft Delivery Program and Operational Plan 2018-2021, add an ethical investment strategy under objective 4.3 which currently reads "Our council is accountable, financially sustainable, and has the trust of the community". Ethical investment should be clearly stated as a strategy for Council to achieve trust of the community by showing positive leadership and values.</p>	<p>Council's investments are subject to legislative constraints as set out in the Ministerial Investment Order. Council can only invest in deposits, bonds, bills and notes with Australian Deposit Taking Institutions or managed funds with TCorp.</p> <p>Council's investments are directly with the banks or credit unions and Council is not in a position to determine the banks use of these funds or limit the application of the banks funds.</p> <p>Council considered this issue in 2015 and will review its policy again in the first half of 2018/19 including updates on Ethical Investment opportunities.</p>	No

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OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Green Jobs			
Stephen Young*, Stephen Spencer*, Brian Mason (Wilderness Society)*, Angela Sands*, Anne Marett*, Diedre Stuart*, Emma Rooksby* <i>Total 7 submissions</i>	Within the 2028 Community Strategic Plan, make a strong commitment to make the region's economy more sustainable with a transition to green jobs. We need to transition our economy towards green jobs. Council should express its support for the Green Jobs Illawarra project.	<p>The Green Jobs Illawarra initiative was previously the initiative of Regional Development Australia Illawarra, with funding from the NSW Government. However, as no further funding was provided, the initiative concluded around five years ago. Despite this, there is within our delivery program actions that contribute to the outcomes defined in the green jobs definition below.</p> <p>Green jobs are defined by the United Nations Environment Program as: "positions in agricultural, manufacturing, R&D, administrative, and service activities aimed at alleviating the myriad environmental threats faced by humanity. Specifically, but not exclusively, this includes jobs that help to protect and restore ecosystems and biodiversity, reduce energy, materials, and water consumption through high efficiency and avoidance strategies, de-carbonize the economy, and minimize or altogether avoid generation of all forms of waste and pollution."</p> <p>There are a number of actions within the draft Delivery Program and Operational Plan that contribute to the creation or outcomes delivered by green jobs. Some are listed below:</p> <ul style="list-style-type: none"> 2.2.1.1.1 - Seek out opportunities to incorporate green technology in Council's projects and contracts 1.1.1.1.2 - Provide opportunities to work with volunteers, community groups and government to actively participate in urban greening 1.1.1.2.2 - Implement priority actions from the Illawarra Biodiversity Strategy 1.1.1.2.7 - Coordinate natural area restoration works at priority sites 1.1.1.2.8 - Continue to implement and support pest management programs for priority pests 1.2.1.1.1 - Coordinate community environmental programs, including Rise and Shine program, Clean Up Australia Day and World Environment Day, National Recycling Week, International Composting Week and other waste education activities 1.2.1.1.2 - Deliver waste minimisation programs in accordance with the Waste Strategy 1.2.1.1.4 - Maintain active partnerships with NSW EPA, Workcover and NSW Office of Environment and Heritage to minimise pollution and its impacts 1.2.1.1.5 - Develop regulatory programs relating to water, air pollution and acoustic issues 1.2.1.2.1 - Review public place litter and waste bins and revise service levels and provision 1.2.1.2.3 - Implement a Pilot Public Place Recycling Program 2.2.1.2.1 - Implement a research & development program targeting alternatives to placing waste into landfill in partnership with the University of Wollongong's iAccelerate program <p>Council is also supporting research into green infrastructure initiatives, such as smart pavement technology that has the capacity to generate electricity from the kinetic energy of passing foot or vehicle traffic. We are hoping to pilot the application of this research in the city centre in future years.</p> <p>Council also recently contributed to an Australian Research Council grant application to look at the use of natural coir fibres as an alternative to geotextile in pavement stabilisation.</p> <p>Wollongong City Council continue to monitor any future initiatives from both the state and federal governments and opportunities for collaboration with University of Wollongong.</p>	No

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OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Beaton Park			
Paul Dreghorn	Specifically, I would like to see if not already in place significant renovations to Beaton Park Leisure Centre. I moved down from the Sutherland Shire several years ago and there is nothing in the Illawarra that comes close to Sutherland Leisure Centre. This is an essential hub for kids in the winter for lap swimmers. Sutherland offer aqua aerobics for an aging population, inflatable slides - party packages and learn to swim. On my attendance the pool area was extremely crowded and with only a few lanes open and being 25 mtrs not much room to share with lap swimmers the change rooms were equivalent to an aeroplane bathroom and there were no power points and I requested a refund. I think if expanded this could be a massive resource to the community.	Beaton Park Plan of Management has been exhibited and was considered by Council on 28 May 2018. A comprehensive master plan is currently being completed for the Beaton Park precinct which will significantly enhance the recreation, leisure and wellbeing options available at the site. The master plan will ensure that the programs and facilities offered are able to meet the whole community's needs well into the future and will see significant enhancement to the current facilities on offer.	No
Destination Wollongong Sleigh*	Mark We have appreciated the opportunity to work with Council officers on the development of master plans for Mt Keira and Beaton Park over the past two years and look forward to seeing final reports for both projects. Beaton Park is also a wonderful community asset and Council should be congratulated on the quick turnaround to upgrade four courts at the tennis facility to allow the Fed Cup tennis event to come to Wollongong in April, 2018 providing legacy infrastructure for the tennis community moving forward. Finalisation of this masterplan can only be beneficial to the City's major event program and the community at large.	The finalisation of the master plan will provide a strategic vision for the Beaton Park Precinct and will ensure that the community's needs are well catered for into the future. The master plan is being developed through a precinct approach ensuring larger events can be accommodated across the site. Beaton Park Plan of Management has been exhibited and was considered by Council on 28 May 2018. The Beaton Park master plan is in preparation.	No

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OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Affordable Housing			
Illawarra Business Chamber Ross Bain*	Direct and immediate action to increase the supply of affordable housing.	Addressing Affordable Housing requires action from all levels of Government and the private sector. The Delivery Program includes two actions that address this issue: 'Continue the preparation of the housing study', and 'progress an Affordable Housing Scheme'.	No
Family and Community Services Helen Board*	Supports continuation and strengthening of Council's role in the following: Strategic support by Council to improve access to a range of affordable housing options that are located close to transport links, jobs and other important infrastructure; this is referenced in Objective 5.3 'Residents have improved access to a range of affordable options'.	The Delivery Program includes two actions that address this issue: 'Continue the preparation of the housing study', and 'progress an Affordable Housing Scheme'. The provision of affordable housing opportunities close to jobs and transport is important, as well as the consideration of constraints such as flooding.	No
Urban Development Institute of Australia Keiran Thomas*	While we commend Council's use of measures, UDIA NSW reiterates the need for a separate Goal to improve housing affordability. This goal should include not only the proposed measure to reduce mortgage/rental stress, but also measures for key Council functions affecting housing affordability such as: - Increased supply of new residential lots - Increased proportion of residential lots within the LGA below 450m2 - Increased proportion of medium density housing - Increased proportion of dwellings approved as complying development - Reduced timeframes for residential rezonings and DAs - Adoption of DCP controls that encourage efficient small lots in greenfield areas.	The Delivery Program includes two actions that address this issue: 'Continue the preparation of the housing study', and 'progress an Affordable Housing Scheme'. Addressing Affordable Housing requires action from all levels of Government and the private sector. The NSW Department of Planning and Environment have released the Greenfield Housing Code which commences on 6/7/18.	No

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OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Footpaths			
Professor Shane Clifton	Request for a new footpath in Coledale. States the foot paths that traverse from the cul-de-sac at the end of Park Street Coledale , down Lawrence Hargrave Drive to Sharkey's beach is in poor condition.	Request for a new footpath along Lawrence Hargrave Drive running north from the Park Street cul-de-sac has been added to Council's New Footpath Priority List and will be allocated resources within the Infrastructure Delivery Program based on its relative priority to other new footpath requests across the city. Further investigation of pedestrian treatments and routes for the area will be considered as part of the broader Pedestrian Plan review process.	No
Michelle McInnes	I would love to see footpaths in the Mount Saint Thomas area. It's quite dangerous to walk on the roadside in this hilly area.	Council's forward program for footpaths is based on priorities listed within the City of Wollongong Pedestrian Plan 2017-21 (Objective 5.2). Once these areas of focus are treated, sites which are located in other parts of the city will be addressed. Improvements to pedestrian crossing at The Avenue, Mt St Thomas are the highest priority and are included in the capital works program, with \$150,000 allocated for design and construction over the next two years.	Already Planned
Jennifer Gifford	Wollongong definitely needs to be more cycle friendly so we can ride our bikes to work without fear of being hit by cars, or yelled at by pedestrians. There needs to be clearer marked cycle ways, and shared footpaths/walkways, eg. from Figtree through to Mt St Thomas to Coniston to Wollongong CBD. And perhaps marked footpaths to show people where to walk (keep left) like in Manly.	Council has allocated funds in 2018/19 and 2019/20 to implement line marking on key cycleway links in the city, including centreline markings. An additional \$6.4m is allocated to the construction of New Cycleway links throughout the city over the next 4 years to encourage active transport. However, Council does not have any plans to implement line marking directions on footpaths specifically.	Already Planned

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OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
United Nations Sustainable Development Goals			
Justin Placek Healthy Cities Illawarra and Healthy People Illawarra, Belinda Gibbons University of Wollongong	Support for inclusion of the UN Sustainable Development Goals within the Community Strategic Plan. Recommendation that alignment to the SDG by using the six CSP goals and associated objectives as the structure, and then identifying which SDG specifically relates to each. It is important to recognise that not all SDG will be relevant to each CSP goal, whilst some may relate to many. Given the scope of WCC's activities, it is anticipated that all SDG are relevant to some extent. We also note the goals and objectives aligned to SDG17 - Partnerships for the Goals are identical to SDG15 - Life on Land and should be amended.	The support for the inclusion of the United Nations Sustainable Development Goals is noted. It is recommended that the following action be included in the Delivery Program and Operational Plan 2018-21 to "Develop a project and work with partners to further explore the United Nations Sustainable Development Goals and how they align to the community's goals with funding to be considered through the business proposal process." The recommendation to remap the UN Sustainable Development Goals by Our Wollongong 2028 is supported.	Yes
Deidre Stuart *	Lack of inclusion of guiding sustainability principles framework for decision-making.	Our Wollongong 2028 has been developed using the quadruple bottom line and consideration to social, environmental, economic and civic leadership issues. In addition, the plan has been developed using the social justice principles of equity, access, participation and rights. Council is required by legislation (under the Local Government Act 1993) to have regard to these principles as well as the other components of the quadruple bottom line in addition to sustainability. The focus on sustainability however has been a key driver in the development of Our Wollongong 2028 Community Strategic Plan, and this has resulted in a strong focus on sustainability that has been translated into the vision, goals, objectives and strategies. These strategies are turned into tangible actions through Council's Delivery Program and Operational Plan 2018-2021.	Yes

*Indicates author has made a submission raising multiple issues

OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Other Issues			
Office of Environment and Heritage Chris Page*	Aboriginal Cultural Heritage Support for inclusion of Aboriginal culture in the document. Office of Environment and Heritage encourages ongoing strategic planning that integrates Aboriginal heritage culture conservation with economic and social development. Detailed assessment at the early stage of development will enable integrated heritage conservation assessment, particularly for West Dapto. The ongoing management and improvement of foreshore amenities at Lake Illawarra is an area that may benefit from more strategic heritage assessment in conjunction with Shellharbour City Council.	Support is noted for Aboriginal heritage management and conservation as a focus of the Plan. Aboriginal Cultural Heritage significance is a key consideration in Council's assessment of planning proposals, neighbourhood plans, and development applications for all sub-divisions and urban development in West Dapto, as well as the broader LGA. Council is a member of the Lake Illawarra Estuary management committee and actively promotes a strategic heritage assessment and management approach in the committee.	No
Family and Community Services Helen Board*	Accessible Transport Supports continuation and strengthening of Council's role in the following: Provision of affordable and accessible transport to allow our vulnerable target groups to access education and employment opportunities as well as maintain health, social connection and wellbeing - this appears to be included in Objectives 6.1 'Wollongong is supported by an integrated transport system'; 6.2 'Connections between our city and Sydney are strengthened' and 6.3 'Provide connected and accessible places and spaces'.	Your support is noted regarding accessible transport for vulnerable groups. Council's Delivery program and Operational plan 2018-2021 includes a number of actions under Strategy 6.1.1 'Work in partnership to deliver the Gong Shuttle Bus as an affordable transport option for our community'. This supports the delivery of accessible and affordable transport.	No
Deidre Stuart*	Acknowledgement of Country The Acknowledgement of Country that appears on page 2 reads as if it could apply to any place in Australia. It does not mention the local Dharawal people or relevant tribes or nations or custodians by name.	The language Council applies recognises there are a variety of opinions within the local community as to who the Traditional Custodians are. To avoid causing offence to any one group Council acknowledges all the Traditional Custodians of the Land in its Acknowledgment of Country statement.	No
Office of Environment and Heritage Chris Page*	Biodiversity Recommend that Objective 1.1 be expanded to include 'protecting, managing and improving biodiversity in terrestrial natural areas'. This would further contribution to the actions under goal 5 of the Illawarra Shoalhaven Regional Plan.	Objective 1.1 to be amended to include the recommendation of the Office of Environment and Heritage and read 'Our natural environment, waterways and terrestrial areas are protected, managed and improved'.	Yes

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OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Neighbourhood Forum 5*	<p>City Centre Planning and Design</p> <p>Requests that Council ensure that in its review of City Centre Planning and Design:</p> <ol style="list-style-type: none"> 1. The desired future character statements ensure respect for the existing streetscape; 2. It removes anomalies and rationalises setback controls for residential development; 3. Changes requirements for building separation. 	The planning controls for the City Centre are being reviewed as part of the City Centre Planning and Design Review project, which is scheduled for completion in 2019-20.	No
Neighbourhood Forum 7*	<p>Communication and Engagement</p> <p>The section on 'Methods of Communication' in the Community Satisfaction Survey Results does not mention Neighbourhood Forums, why not? Community Engagement Activities – 65% people indicated they had not participated in a community engagement activity our 2016 / 2017 period.</p> <p>6% - participated in Neighbourhood Forums 8% - public exhibition process submissions 7% - participated in Community Forums 6% - visited Council Kiosks</p> <p>Is there a need to more widely advertise these events to get more people to be more engaged in these decisions? What other strategies can be employed to encourage greater community participation in the decision-making process?</p>	<p>The Community Satisfaction Survey Results do not mention Neighbourhood Forums in its method of communications as the focus of these techniques is for communication methods where council has a strong lead or manages the communications. Eg. Newsletters written by Council, articles in the local newspaper (which may be prompted by Council media releases).</p> <p>Neighbourhood Forums are however captured in the Community Survey in the section Method of Engagement as Neighbourhood Forums often play a key role in engagement processes. Council does promote methods of engagement broadly and will continue to seek ways to encourage greater participation in the decision making process. The Community Engagement Policy is currently being reviewed.</p>	No
Family and Community Services Helen Board*	<p>Community Facilities</p> <p>Supports continuation and strengthening of Council's role in the following: Provision and maintenance of high quality community facilities in key locations (both centres and outdoor areas that can be used by a range of community groups including those funded by FACS) - this is referenced in Objectives 5.1 'There is an increase in the health and wellbeing of our community' and 5.2 'Participation in recreational and lifestyle activities is increased'</p>	Noted	No
Deidre Stuart*	<p>Community Indicators</p> <p>Asking whether Goal 5 'We have a healthy community in a liveable city' could have more community-indicator measures with targets associated with it (and relevant strategies). Suggested a lack of precision around the definition of some indicator measures, and also a lack of transparency about the scope and extent of what were included or excluded in these. Suggestion that maybe future documents could footnote or reference links to where relevant details and specific definitions and data are available, for greater transparency.</p>	<p>The community indicators presented within Our Wollongong 2028 Community Strategic Plan form part of a suite of community indicators that will be used to track our progress toward achieving the goals. The suite of indicators for Goal 5, as presented in End of Term Report 2012-17 includes a number of health indicators such as children on track who reach development targets on all five AEDI domains, obesity and diabetes. These indicators will continue to be tracked and reported on through the End of Term Report, anticipated for September 2020.</p> <p>The Community Indicator Dictionary provides a clear definition of each indicator, baseline (where available) and current data and source. It is recommended that a footnote be added under each goal's community indicator table referencing the Community Indicator Dictionary.</p>	Yes

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Neighbourhood Forum 5*	Deep Soil Zones Reiterates its request to amend Chapter B1 Residential Development to prefer deep soil zones within the front setback, not merely allow it, noting that this should be a crucial element of the Greening Strategy.	Suggestion will be added to the list of suggested improvements / changes to the DCP, and considered as part of a future DCP review.	No
Deidre Stuart*	EPA Related to Goal 1 We value and protect our environment, can WCC more strongly commit to environmental stewardship through education/monitoring/enforcement of its own agreements/consents to ensure that individuals/corporations adhere to rules around zoning or land-use/developments? Can and does WCC require all new buildings and all renovations to meet a minimum of various environmental standards? Similarly, can WCC commit more strongly within these documents towards working with state government regulators (e.g. EPA) or planning assessors/approvers (DPE) to protect the environment. Could WCC specify within their strategic planning documents, targets for proportions of reports of environmental failures or non-compliances that are dealt with by Council or reported to EPA (or other relevant body) within a specified time-frame?	Council respond to customer requests regarding alleged non-compliance but also undertake proactive inspections. There are a number business types that are required to be registered with Council. Council regulates compliance through a system of Licenses, Regulations & Permits. Most residential buildings are required to comply with BASIX requirements. In addition, development applications are required to be assessed under Chapter A2: Ecologically Sustainable Development of WDCP2009. Council also encourages the use of other environmental building rating tools e.g. Green Star or NABERS, to document and demonstrate the environmental performance of a proposed development. State Government regulators such as the Environment Protection Authority or Department of Planning and Environment have their own programs and licence mechanisms to protect the environment which in many cases operate in conjunction with Council assessment processes. Council aims to investigate all reports of environmental non compliances or failures in accordance with the adopted Compliance and Enforcement Policy.	No
Office of Environment and Heritage Chris Page*	Flooding The Plan elaborate on Council's strategies and responsibilities in preparing Coastal Management Plans and Floodplain Risk Management Plans. This would be in strategic alignment with the Illawarra Shoalhaven Regional Plan and NSW Coastal Management Framework.	Actions to implement Coastal Management Plans and Floodplain Management Plans are included in Council's Delivery Program 1.1.3.2 'Establish effective urban stormwater and floodplain management Programs'. Further implementation plans are included in the Coastal Management Plans and Floodplain Risk Management Plans.	No
Lissy Long*	Plastic Bags Wollongong city should be plastic bag free before 2028.	Council has written to the State and Federal Government previously to seek to introduce a local ban on single use plastic bags. Unfortunately, we were denied and informed if a ban is imposed it will be from a whole of State point of view and not through individual Councils. Council has implemented a number of plastic reduction education and litter-reduction programmes. Council is also working with Plastic Free Wollongong and Ban the Bag Illawarra to reduce plastic bag use.	No
Destination Wollongong Mark Sleigh*	Flagstaff Hill When evaluating tourist hot spots in the area, there is no greater place of visitation than Flagstaff Hill, particularly for international visitors. We have noticed recently that the space has become slightly neglected and could do with a facelift to do justice to its location and history. There is a potential opportunity to look at how the bunker and retail face, leading into the third tier of carpark might be activated for the good of the community and visitors alike, another genuine celebration of Wollongong's history.	Council do not have any landscape plans that encompass Flagstaff Hill in the short to medium term. We understand that the NSW Government will soon be exhibiting a Draft Masterplan for the Wollongong Harbour precinct. Council staff regularly monitor and maintain this area and undertake tasks such as graffiti removal and general maintenance.	No

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Destination Wollongong Mark Sleigh*	<p>Grand Pacific Way/Walk Support for Grand Pacific Way/ Walk that is a project that amplifies the work undertaken by Destination Wollongong on the Grand Pacific Drive and fits perfectly into the healthy living aspects of the City.</p> <p>We are aware of several event operators who are looking at the Way/ Walk for a variety of events and encourage council to continue to look at funding opportunities to continue to create the linkages required to finalise this asset as a matter of priority.</p> <p>This infrastructure could also play a vital part in the review and update of the Wollongong Bike Plan.</p>	<p>Support for current and future stages of the Grand Pacific Walk is noted. Stage 1 works, Stanwell Park to Coalcliff are nearing completion.</p> <p>As a result, Council has allocated \$250,000 in the 2018/19-19/20 financial year budgets for the review and detailed design of further stages and works.</p> <p>We appreciate Destination Wollongong’s consideration of utilising the Grand Pacific Walk for events, and look forward to further work with Destination Wollongong regarding future grant submissions.</p>	No
Neighbourhood Forum 7*	<p>High Rise, Major Themes Any future high-rise developments considered need to cater for green space, parking spaces, sewage & water management, & social amenities included. Community Concerns listed will hopefully be a consideration in all decisions concerning our Region but Community Engagement is a major omission in this list. Effective Public Relations is not Community Engagement. Most people are not aware of Neighbourhood Forum Meetings access for them.</p>	<p>The consideration of green space, parking, sewerage and water management and other issues are an integral part of the planning of precincts for high-rise development and as part of the assessment of individual development applications.</p> <p>With regard to the list of community concerns, these are based on extensive feedback received in November and December when the Our Wollongong 2028 discussion paper was released.</p> <p>With regard to neighbourhood forums, Council recognises the importance of engagement and attendance at Neighbourhood Forums, however this was not a priority concern voiced by the wider community when conducting the engagement for Our Wollongong 2028 and identifying these themes.</p> <p>Council puts information about the meeting times and venues for each of the Neighbourhood Forums twice each month in the Wollongong Advertiser. We also promote the Neighbourhood forums on our website.</p> <p>One of the four annual Council Community Newsletters lists details of the Neighbourhood Forums. This newsletter is delivered to letter boxes across the Wollongong LGA.</p> <p>In addition, Council offers to annually produce 2100 DL flyers for each of the Neighbourhood Forums if requested. The printed flyers are then given to the Forum to distribute in their local community.</p>	No

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Neighbourhood Forum 7*	<p>Information Accessibility</p> <p>Residents who do not have access to internet or IT devices do not have easy & equitable access to information to be able to play an active role in the future decisions that affect our city. Some people also do not want to be in any decisions & are quite happy to complain about some decisions after they have been made if they feel it doesn't suit them. These people need to be made aware that IT access is available through community portals – Community Centres, Libraries, Neighbourhood Forum Meetings, etc. Again, here there is no mention of Neighbourhood Forums.</p>	<p>Council always attempts to make information available to the community in a range of different ways. Copies of documents on exhibition are put into libraries, we hold kiosks and drop in sessions to ensure that participation is available to all. Council promotes its public exhibitions and community engagement activities through a range of channels including notices in the Wollongong Advertiser and on our website.</p> <p>Council puts information about the meeting times and venues for each of the Neighbourhood Forums twice each month in the Wollongong Advertiser and promotes the Neighbourhood forums on our website, and in one of the four annual community newsletters delivered to homes across the local government area.</p> <p>In addition, Council offers to annually produce 2100 DL flyers for each of the Neighbourhood Forums if requested. The printed flyers are then given to the Forum to distribute in their local community.</p>	No
Neighbourhood Forum 5*	<p>Keiraville Gwynneville Implementation Plan</p> <p>Request a review of the time frame.</p>	The Keiraville Gwynneville Implementation Plan is reviewed annually as part of the preparation of the draft Operational Plan.	No
Neighbourhood Forum 5*	<p>Keiraville/Gwynneville planning proposal</p> <p>Reiterates its request to include processing the Planning Proposal for Keiraville/Gwynneville and, noting the response that NF 5 had withdrawn the proposal, suggest that this is a little ingenious as it was done under duress and the matter has become more urgent with the new Complying Development provisions.</p>	The draft Planning Proposal request submitted by NF5 was not supported by the NSW Department of Planning and Environment, and was subsequently withdrawn by NF5. The Low Rise Medium Density Code will apply to the State and enable dual occupancy development and other forms of housing in residential zones.	No
Illawarra Business Chamber, Ross Bain*	<p>LEP</p> <p>Provision of a certain, affordable and effective planning scheme including a new Wollongong City Council, Local Environment Plan.</p>	The Delivery Program includes an action to 'Commence city wide LEP review' in 2020/21	No
Family and Community Services, Helen Board*	<p>Local Employment</p> <p>Supports continuation and strengthening of Council's role in the following. Opportunities for local employment, which are key to breaking the cycle of disadvantage. FACS encourages and appreciates local government support for new business investment and for Social Enterprises and Social Businesses to give vulnerable people work experience and training opportunities - this is referenced in Objective 2.1 'Local employment opportunities are increased with a strong local economy.</p>	Noted.	No
Illawarra Business Chamber, Ross Bain*	<p>Marketing the Wollongong Advantage</p> <p>The Illawarra Business Chamber supports the proposed additional funding provided by Council for the "Marketing the Wollongong Advantage" project.</p>	Council appreciates the support of the Illawarra Business Chamber in regards to the proposed funding for the 'Marketing the Wollongong Advantage' program. These additional funds will help to promote Wollongong, change perceptions and attract business and investment to Wollongong.	No

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Neighbourhood Forum 5*	<p>Master Plan for MacCabe Park</p> <p>Forum 5 reiterates its request to include the preparation and adoption of a Master Plan for MacCabe Park and, noting the response was that it was planned for 2017/18, is unable to locate it in the Annual Service Plan.</p>	The Masterplan for MacCabe Park will be considered in future planning cycles as part of a supporting document prioritisation exercise. Council's resources are fully deployed due to the implementation of the Hill 60 Masterplan, development of Fairy Creek Corridor Masterplan and a review of the Stuart Park and Galvin Park Masterplans.	No
Neighbourhood Forum 1 Lorraine Rodden	<p>Mobile Phone Expenses</p> <p>On page 31 of the Draft Operational and Capital Budget 2018-2021 the item Councillor Expenses, the mobile phone expense budget forecast appears to be \$174,000</p>	Page 31 of the Draft Operational & Capital Budget (Attachment 1 to the Draft Delivery Program/Operational Plan) includes a series of tables. Each table has its own heading. Only the first table on the page relates to Councillor's Expenses. Then follows telephone expenses for WCC as a whole; mobile expenses; postage expenses; and finally Council Rates. The Mobile Phone table shows a forecast budget of \$174,000 for 2018/19 for mobile phone and data charges for the entire organisation – this is not councillor expenses.	No
Destination Wollongong Mark Sleight*	<p>Mt Keira Masterplan</p> <p>We have appreciated the opportunity to work with Council officers on the development of master plans for Mt Keira and Beaton Park over the past two years and look forward to seeing final reports for both projects. We are strongly of the view that Mt Keira is a key strategic asset of Wollongong and sensible commercial activation will drive our visitor economy into the future. In particular, the opportunity to facilitate mountain biking, an activity which is happening every day of the week on the Illawarra Escarpment, is a tremendous opportunity for Wollongong as there is no comparable experience in the Sydney basin.</p>	The preparation of the Mt Keira Plan of Management is progressing and is anticipated to be exhibited in the coming year.	Already Planned
Neighbourhood Forum 7*	<p>Neighbourhood Youth Programs and Youth Services</p> <p>1. Example of Accounting Figures are confusing to people who cannot understand monetary figures without a written description. There are other headings but just for an example we will discuss Youth Services. Example- P.4 of the Draft Infrastructure Delivery Program 2018-2022, Youth Services Infrastructure Maintenance & Operations - \$ 212,000, \$ 225,000, \$ 231,000, \$ 234,000 Why are these figures so high and what does the money go to? 2. Page 30 of the Draft Operational and Capital Budget 2018-2021, Neighbourhood Youth Program – \$ 130,000 from 2018 onwards. Are these figures separate or part of the same heading 'Youth Services' mentioned above?</p>	<p>1. This figure represents the costs associated with the use and operations of the facility. This includes costs such as building maintenance, depreciation, insurances, utilities (electricity, telephone etc.).</p> <p>2. These costs are part of the overall Youth Services Program that Council delivers, as are the asset facility costs shown above. The total cost of this program is expected to be \$1.223 million for 2018/19 (Page 43 Attachment 1Draft 2018-2021 Operational and Capital Budget). The Neighbourhood Youth Work Program is an aspect of this program and represents an outreach service where Council funds community groups to deliver youth services specifically in their geographical area on Council's behalf.</p>	No

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Destination Wollongong Mark Sleigh*	Mt Keira Masterplan We have appreciated the opportunity to work with Council officers on the development of master plans for Mt Keira and Beaton Park over the past two years and look forward to seeing final reports for both projects. We are strongly of the view that Mt Keira is a key strategic asset of Wollongong and sensible commercial activation will drive our visitor economy into the future. In particular, the opportunity to facilitate mountain biking, an activity which is happening every day of the week on the Illawarra Escarpment, is a tremendous opportunity for Wollongong as there is no comparable experience in the Sydney basin.	The preparation of the Mt Keira Plan of Management is progressing and is anticipated to be exhibited in the coming year.	No
Neighbourhood Forum 7*	Neighbourhood Youth Programs and Youth Services 1. Example of Accounting Figures are confusing to people who cannot understand monetary figures without a written description. There are other headings but just for an example we will discuss Youth Services. Example- P.4 of the Draft Infrastructure Delivery Program 2018-2022, Youth Services Infrastructure Maintenance & Operations - \$ 212,000, \$ 225,000, \$ 231,000, \$ 234,000 Why are these figures so high and what does the money go to? 2. Page 30 of the Draft Operational and Capital Budget 2018-2021, Neighbourhood Youth Program – \$ 130,000 from 2018 onwards. Are these figures separate or part of the same heading 'Youth Services' mentioned above?	1. This figure represents the costs associated with the use and operations of the facility. This includes costs such as building maintenance, depreciation, insurances, utilities (electricity, telephone etc.). 2. These costs are part of the overall Youth Services Program that Council delivers, as are the asset facility costs shown above. The total cost of this program is expected to be \$1.223 million for 2018/19 (Page 43 Attachment 1 Draft 2018-2021 Operational and Capital Budget). The Neighbourhood Youth Work Program is an aspect of this program and represents an outreach service where Council funds community groups to deliver youth services specifically in their geographical area on Council's behalf.	No
Neighbourhood Forum 5*	Parking Spaces Marking Reiterates its request to amend Chapter E3 of the DCP to require parking spaces needed for customers to be clearly marked and signposted (as with visitor parking) and, noting the response that this is impossible to police suggest that there is review into how to ensure equitable provision and use of such car parks.	Suggestion will be added to the list of suggested improvements/changes to the DCP, and considered as part of a future DCP review.	No
'Paul E'	Pedestrian Safety Zone at Corrimal Leagues Club Section 94 Developer Contributions: funds should be set aside from the development of the Corrimal Leagues Club site to provide for the installation of a pedestrian safety zone near the Railway and High Streets intersection. Railway Street is becoming increasingly busy and pedestrian traffic is also increasing and it is only a matter of time before there is a serious traffic/pedestrian accident. Prevention is better.	The Wollongong City-Wide Development Contributions Plan (Section 94) contributes to the funding of projects identified in the Capital Works Plan. The provision of a pedestrian refuge at this location is currently not on the 4-year Capital Works Program. However, safety improvement projects are reviewed and prioritised during budget cycles.	No

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Family and Community Services Helen Board*	<p>Plan Alignment</p> <p>Key aspects of the Plan closely align with overarching strategic goals for FACS, in particular:</p> <ul style="list-style-type: none"> - Community engagement activities for families with children and young people in priority locations of disadvantage. - Working in partnership to strengthen our communities and celebrate diversity. - Local crime prevention and partnerships toward a safe, accessible and resilient community. - An integrated transport system focussed on reducing private car dependency by increasing the use of public transport, cycling and walking. - Diverse and accessible recreation and lifestyle activities to foster community wellbeing for people of all ages, abilities, cultural backgrounds. 	Noted	No
Destination Wollongong Mark Sleigh*	<p>Planning Controls for Tourist Accommodation</p> <p>In 2009, Tourism Wollongong prepared a submission in relation to the draft Wollongong Local Environmental Plan 2009 (LEP), making the point that in order to facilitate future tourism growth in the region, it was imperative that the LEP not only serve to protect existing tourism assets, but also identify new optimal tourism development sites.</p> <p>Since 2009, the visitor economy of Wollongong has seen significant growth; however available hotel rooms are in decline. Four stand-alone hotels have been repurposed for other uses, a serviced apartment property in the CBD has recently been sold and is zoned for residential upgrades and only Headlands Hotel has been developed.</p> <p>Hotel occupancy data for the region received recently suggests that in 2014 average occupancy across the region was 68%, growing to 79% year end 2017. This growth has occurred at time when disruptors such as AirBnB and Stayz have come into the market and challenged traditional hotel occupancy.</p> <p>An additional challenge lies in the fact that ten existing, older style hotel/motel operations (marking up a further 350 rooms) are zoned for residential development and are unlikely to be used for short term accommodation within the next ten years.</p> <p>Given these facts, we are very encouraged that Wollongong City Council plans to undertake a review of the planning controls for Tourist Accommodation in the local government area.</p> <p>We commend Wollongong City Council for their vision in including this extremely important work in their strategic plan.</p> <p>We would welcome the opportunity to be involved in this project over the coming year.</p>	Support for Tourism Accommodation Review study noted. Destination Wollongong will be a stakeholder in the project. A review of the planning controls for Tourism Accommodation will be undertaken in 2018/19 and 2019/20.	Already Planned

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Illawarra Business Chamber Ross Bain*	Procurement Measures Sustaining and supporting local business through directed procurement measures. Reducing payment timeframes to businesses by Wollongong City Council.	Council provides preference for local suppliers by including a criteria, “Strengthening of Local Economic Capacity” in all Tender actions. When reviewing a lower priced purchases Council gives preference to a local supplier if the assessment of selection criteria is equal. The levels and weightings for these criteria are currently under review and will be reported to Council for further consideration. In terms of payment timeframes Council has continued to improve its consistency and timeliness in meeting acceptable payment targets in recent years. Council is currently exceeding the identified target for invoices paid within the existing 30 days after end of month terms and is committed to maintaining or exceeding this benchmark for payment on time. Council joined the NSW Government’s ‘Small Business Friendly Council’s Program’ and has agreed to investigate options in relation to alignment of Council’s payment policy with that of the NSW State Government (30 days) for small business. While supporting the implementation of a 30 day payment policy and working towards that goal, there are some challenges faced by Council to ensure any such commitments can be delivered consistently.	No
Destination Wollongong Mark Sleigh	Renewal of Assets We note with interest the intention to look at complimentary commercial uses of the Continental Baths and also potential upgrades to the North Wollongong Surf Club. The Destination Development Plan developed by Destination Wollongong in 2014 identified underutilised Council assets as being a prime opportunity for the city given they are often located in areas of high visitation. Queensland is very much the world leader in activating such assets and we see this as a tremendous opportunity for Wollongong to take the lead from a New South Wales perspective. The operations of the three Wollongong City Council run tourist parks have improved immeasurably over the last three years and they now form an integral part of our Major Event Strategy. Located in beach side locations, they are perfectly positioned to provide accommodation for families travelling to events and also teams looking to share affordable accommodation options. Upgrades to recreation facilities will only make the parks more attractive to these groups moving forward. Port Kembla is currently included in several scoping studies looking at the potential for new industry and new ideas to regenerate the area. Destination Wollongong is currently completing a Destination Development Plan for the suburb which will look at opportunities to create commercial tourist product to encourage visitation and create jobs in the area. Port Kembla is home to several distinct precincts, one of which is Hill 60, which has a rich tapestry of history and has been recently master planned by Wollongong City Council. We acknowledge the comment of Council to undertake landscape masterplan recommendations as part of this budget cycle and hope that further thought may be given to activating potential commercial opportunities celebrating the space in the near future.	Comments are noted on the continued input to the master planning in the City and the implementation of plans for Hill 60 and the Port Kembla precinct. Once Heritage approvals have been gained the ongoing renewal of Recreation and Sporting Infrastructure such as North Wollongong Surf Life Saving Club to enable and attract events to the city will remain a focus.	No
Neighbourhood Forum 5 David Winterbottom*	Single Storey Restriction Reiterates its request to amend the Development Control Plan to extend the single storey restriction to all development on battle-axe lots and to clarify site width definition.	Suggestion will be added to the list of suggested improvements/changes to the Development Control Plan, and considered as part of a future Development Control Plan review.	No

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Neighbourhood Forum 5 David Winterbottom*	Solar Panels Reiterates its request to amend Chapter D 13 City Centre to require all buildings over four stories to have at least 50% of green roofs or solar panels, noting that this should be a crucial element of the Greening Strategy.	The planning controls for the City Centre are being reviewed as part of the City Centre Planning and Design Review project, which is scheduled for completion in 2019/20.	No
Illawarra Business Chamber Ross Bain*	Transport Connectivity Focus on investment in transport connectivity to facilitate growth and investment.	Council has recently made two submissions to the NSW Government recommending improved transport connectivity for the Illawarra (one for the Future Transport 2056 and for the Freight and Ports Plan). Council has also provided feedback to the Illawarra Business Chamber to assist in the recent development of road and rail connectivity studies. One of the five top strategic priorities is 'Active Transport and Connectivity'. This Council is planning for, and progressively working towards, an integrated and active transport network with improved connectivity across the Local Government Area. A series of actions will be undertaken across this Term of Council to facilitate the upgrade of our public transport and bicycle networks and pedestrian access. This renewed focus is complemented by a significant investment into our footpaths and cycleways.	No
Emma Rooksby*	Urban Greening Advocate for adequate funding for the Urban Greening Strategy and particularly for supporting use of local native plant species in urban street tree and other plantings, as well as (of course) in bush regeneration projects. I would also like to see stronger protections of and valuing of remnant vegetation to the LGA. Urban development continues to destroy remnant vegetation, including critically endangered ecological communities such as Illawarra Lowlands Grassy Woodlands in the West Dapto area. Council has an important role to play in preventing further loss of endangered species and ecological communities and needs to act urgently and decisively to do so.	The exhibited draft Delivery Plan (see page 14 of the draft Operational and Capital Budget) proposes additional investment into Urban Greening. This project is a key priority for the city, and will involve the use and trial of various species including local native species in urban open spaces. Council notes your comments relating to urban development and the management of endangered ecological communities. The environmental impacts of proposed urban developments are considered in the planning and approval stages, and Council agrees it has an important role to play in the management and protection of endangered species and ecological communities. Council will also undertake a review of the Illawarra Biodiversity Strategy during the delivery period to both understand the effectiveness of its implementation to date and ensure that we are affording appropriate protection of biodiversity within the LGA.	Already Planned
Destination Wollongong Mark Sleight*	Visitor Information Centre Strategy We look forward to working with Council officers to finalise a Visitor Information Strategy for the region ensuring that as many visitors as possible have access to quality information in convenient locations.	Council's 2017-18 Annual Plan currently identifies that a new Visitor Information Strategy will be developed which best reflects visitor needs. It is noted that Destination Wollongong has strategically placed Visitor Information 'touch screens' in locations with heavy visitor foot traffic including Novotel Wollongong North Beach; Bald Hill; the University of Wollongong and Wollongong City Council. These screens serve up real time information to visitors and provide the ability to book local accommodation and tourist attractions with the click of a button.	Already Planned

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OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Neighbourhood Forum 5* John Rigall	<p>Waste and Resource Recovery Strategy</p> <p>It is obvious that Reports to Council have not been able to provide meaningful evaluation or reporting of progress on the WARR Strategy because the Action Plan is not specific, measurable, achievable, realistic or time based</p> <p>Therefore NF5 again requests, re the WARR Strategy 2022, that WCC urgently develop, engage the community and adopt:</p> <ul style="list-style-type: none"> • A detailed Action Plan must be provided which will form a satisfactory basis for planning, implementing and measuring performance. • A Financial Assessment • A Funding Strategy 	<p>The Waste and Resource Recovery Strategy provides a list of beneficial actions that will enable Council to work towards achievement of Waste Strategy strategic goals.</p> <p>Completion of these actions is subject to resourcing and as described in the strategy, subject to Council and the community's finite financial resources. By including these actions inside the approved strategic framework, Council is better able to take advantage of grant opportunities when they arise.</p> <p>Accordingly, the strategic actions are not time based as this may mislead the community into thinking the actions are funded.</p>	No
Deidre Stuart*	<p>Waste Management</p> <p>On page 14 in the Community Strategic Plan, in the paragraph about Waste Management, the text reads 'Wollongong's ecological footprint is 6.14 global hectares per person, 2.3 times more than the global average'. This is written in a very unusual way. This actually means that Wollongong residents have an ecological footprint that is 3.3 times the global average (that is, the global average plus 2.3 times the global average more). Is this what is intended? If yes, then perhaps just replace '2.3 times more than the global average' with '3.3 times the global average' which is a clearer way to present this information and which is more likely to be interpreted correctly. Alternatively, if Wollongong residents' ecological footprint is actually 2.3 times the global average, then remove the 'more' from the phrase '2.3 times more than the global average'.</p>	<p>This highlights a commonly misunderstood concept. Rather than explain the significance of global ecological footprint in greater detail to educate the wider audience, it has been decided that the issues surrounding unsustainable resource management are better explained by the following text:</p> <p>"The management of the waste that our community generates is a significant issue. Increasing population and consumption places pressure on diminishing landfill space. Measures need to be taken to reduce this pressure, including reducing the amount of waste that we, as a community send to landfill. It is the responsibility of all residents, business owners, industry and Council to reduce our impact on the environment".</p>	Yes
Deidre Stuart*	<p>Water Consumption</p> <p>Related to Goal 1 We value and protect our environment, has WCC investigated the likely causes of the higher water consumption in 2015/2016 compared to 2011? Has WCC come up with specific strategies to address this particular issue?</p>	<p>Water usage has increased by 1.268,477kL and in that time our population has increased by 6,800 people. Consumption of water has decreased from 181kL per household per year to 179kL per year per household. Sydney Water deliver water conservation programs to encourage households to reduce water consumption. Council continues to educate the community on how to implement sustainable behaviours which help to reduce their ecological footprint.</p> <p>An action is proposed to be added to the Delivery Program: 'Implement resourced priority actions from the Environmental Sustainable Strategy 2014-22'. This Strategy includes actions to reduce water use.</p>	Yes

*Indicates author has made a submission raising multiple issues

OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Urban Development Institute of Australian Keiran Thomas*	<p>West Dapto / Planning</p> <p>1 West Dapto is heavily reliant on unconfirmed capital grants and developer contributions based on estimated lot production. Council’s main source of past capital grants – LIGS – is being phased out. In addition, the removal of the cap on Section 94 developer contributions and the planned introduction of an Illawarra special Infrastructure Contribution have the potential to reduce lot production in the future. Developer contributions will also be servicing previous loans. This could create a vicious cycle that will stagnate development in West Dapto. UDIA NSW commends Council for its previous work in securing grants and interest-free loans for infrastructure in West Dapto and will continue to support Council’s pursuit of further grants. We also encourage Council to seek further low-interest or interest-free loans to ensure consistent capital expenditure on new assets in West Dapto over the life of the Plan. These loans can be repaid through future developer contributions and give developers and the community greater certainty about the future of West Dapto. UDIA NSW also encourages Council to:</p> <ul style="list-style-type: none"> - index the contributions for these assets at the cost of borrowing - accept VPAs or WIKs that lock I the contribution amount at DA lodgement, rather than determination - look at other options to fund infrastructure, which does not enable development through a special rate variation. 	<p>1 Council will continue to apply for loans and grants to assist with the delivery of West Dapto, and projects in other parts of the LGA. A further review of the West Dapto Development Contributions Plan is scheduled for 2018-19.</p>	No
	<p>2 Focus not just on existing urban areas but on early acquisition and construction of stormwater land and infrastructure in the West Dapto Urban Release Area. Significant budget savings can be achieved from the early acquisition of land and coordinated construction that achieves economies of scale.</p>	<p>2 Council is reviewing stormwater and floodplain management in West Dapto. We are currently updating the flood studies for both Duck and Mullet Creeks. We are also concurrently reviewing previous work and masterplans for West Dapto. Following completion of the Flood Studies, Council will undertake a comprehensive Floodplain Risk Management Study for West Dapto which will incorporate a new Water Cycle Masterplan including both water quality and quantity considerations. This will enable more informed decisions in West Dapto.</p>	No
	<p>3 Relevant draft action – Delivery Program 5.1.4.3 Action 1 Review West Dapto recreation needs. Suggestions for improvement – provide more detail on the review process and implication for infrastructure.</p>	<p>3 Comments noted. More details can be provided during the preparation of the study.</p>	No
	<p>4 Relevant draft action – Delivery Program 5.1.5.2 Action 4 Commence preliminary planning for the provision of social infrastructure for the emerging West Dapto community. Suggestions for improvement – complete preliminary planning in the next three years.</p>	<p>4 The West Dapto community will emerge over many years and both soft and hard social infrastructure requirements will need to be considered as different stages to ensure emerging needs are taken into consideration. Planning will occur across the life of the Delivery Program.</p>	Already Planned
	<p>5 Relevant draft action – Delivery Program 5.2.1.1 Action 1 Investigate a suitable location for an integrated West Dapto Leisure/Community Facility. Suggestions for improvement – identify, rezone and acquire the site. Investigation was part of the 2012-17 Delivery Program: 5.1.4.2 Investigate provision of Leisure Services in the greater Dapto area, taking into account expansion of West Dapto, and determine Council’s role in the market.</p>	<p>5 The suggestions on improvements are noted. Identifying, rezoning and acquiring the site will be applied if Council is unable to identify an appropriate site under its ownership and zoning.</p>	No

*Indicates author has made a submission raising multiple issues

OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
	<p>6 Rezoning and development consent processes. UDIA NSW is encouraged by the indications in the draft Annual Service Plan that Council will focus on rezoning West Dapto and improving development assessment services in 2018/19 but this needs to be supported by clear actions in the plan. UDIA NSW encourages Council to include actions to speed up rezonings and the negotiation of voluntary planning agreements. We would also like to see actions to streamline referrals, delegations and the administration of the Design Review Panel, Independent Hearing and Assessment Panel and Joint Regional Planning Panel. Delivery Program 1.3.1.1 Actions 1 and 2, Delivery program 1.3.1.2 Action 7, Delivery program 1.3.2.1 Actions 1, 2 and 3, Delivery Program 1.3.2.2 Actions 1, 2 and 3. All relate to the efficient administration of the development control functions in light of many changes and challenges.</p>	<p>6 The timing of the assessment of rezoning proposal, Neighbourhood Plans and Planning Agreements is partially dependent on the information or lack of information provided by proponents, the complexity of the NSW Planning System, liaising with other Government agencies, as well as Council resources. All projects are aimed to be managed effectively and efficiently.</p>	No
	<p>7 Delivery Program 5.4.2.1 Action 5 Provide Crime Prevention through Environmental Design (CPTED) advice in Development Assessments: Broaden this to focus on all DA referral and response timeframes. Delegations and information requirements should also be reviewed.</p>	<p>7 Suggestion noted. The proposed change would digress from the original intended community safety focus during DA design/assessment. The proposed changes also relate to external referral agency performance which is outside Council control. Staff delegations are reviewed quarterly by management and executive.</p>	No
	<p>8 Delivery Program 2.1.5.1 Action 1 Continue to implement the Infrastructure Delivery Program to support the West Dapto Urban Release Area. Council could include additional actions to encourage employment opportunities in West Dapto.</p>	<p>8 Strategies to increase employment opportunities and participation levels are important across the LGA. The Economic Development Plan contains additional information and actions.</p>	No
	<p>9 Council should consider acquiring and zoning land for the provision of regional stormwater basins in the Stage 3 release area ahead of development to save costs and improve housing affordability.</p>	<p>9 Suggestion noted. The revised Mullet Creek Flood Study has been exhibited and will soon be reported to Council for adoption. The Mullet Creek Flood Risk Management Study and Plan will then be prepared which will review the proposed detention basin system for West Dapto. Council will then determine the priorities for the implementation of the Plan, including the timing of the acquisition of land for basins.</p>	No

*Indicates author has made a submission raising multiple issues

OUR WOLLONGONG 2028 – SUBMISSIONS AND RESPONSES			
Author/s	Items and Submission Summary	Recommendation to Council	Amendment to Plan?
Illawarra Business Chamber Ross Bain*	Youth Unemployment Providing more employment and training opportunities to address youth unemployment.	Council manages a range of ongoing programs that directly address youth employment including the School Workplace Learning program which, in partnership with the Illawarra Careers Advisers Network and other stakeholders, provides: - school work experience VET placement opportunities and school-based traineeships which build employability skills and provide valuable on the job experience; - an Internship program for students in the region which provides opportunities to fulfil the work integrated learning requirements of their courses and address current and future skills shortages; - targeted recruitment strategies with local education providers to provide short term employment opportunities to students in the area so that they gain the necessary workplace experience to become more employable once they complete their studies and the \$2.1M a year Undergraduate, Apprentice and Trainee Program which currently employs more than 60 cadets, trainees and apprentices in supported education and employment pathways that will result in skilled and qualified employees. Council also works closely with stakeholders to identify other activities that will promote local government as an employer, provide information and assistance in improving opportunities, and create inclusive programs that increase diversity.	No
Neighbourhood Forum 5 David Winterbottom*	Discussion/input into major projects and proposals The Forum resolved that Council be advised that the Forum seeks discussion/input into major projects and proposals which relate to their area; in due course: 1. development assessment process improvements; 2. review the Economic Development Strategy 2013-23; 3. City Centre Revitalisation - preferably through a Reference Group; 4. review of City Centre Planning and Design; 5. updated Landscape Master plan for Stuart and Galvin Parks, North Wollongong; 6. review of Inner City Parking Strategy 2010-2026; 7. Expansion of Paid Public Parking Regime; 8. Review of Wollongong City Centre Access and Movement Strategy 2013-23; 9. review of the Wollongong Bike Plan; and 10. development of an Integrated and Sustainable Transport Strategy. It also resolved to prepare separate submissions on the Annual Service Plans.	Noted. 1. The process improvement and project referred to here is the actual implementation of Council's electronic application assessment and mobility measures (next steps). This includes process mapping and introducing technology to enhance electronic DA lodgement, assessment, mobility, amended plan lodgement, and plan stamping. There is no requirement for community consultation for this system improvement as it relates to internal processes. 3. Council recently undertook a review of reference committees and has endorsed a new mechanism for engagement via a 'Register of Interest'. The Register of Interest is currently being established and will enable interested stakeholders to receive information and provide input into engagement activities across a range of Council programs and services at a time and location convenient to them. In addition, a 'Register of Interest' establishes a database of community members, where participants can be contacted and/or kept informed throughout the life cycle of a project. A platform for the 'Register of Interest' will be created using Council's current online engagement platform (Bang the Table). The webpage will provide an introduction to the 'Register of Interest' opportunity and outline the expectations of participants. Those interested in registering would be invited to complete a registration form and invited to nominate their areas of interest. When a community engagement opportunity arises, community members registered for the related subject area will be sent an email notification linking them to the webpage related to their identified area of interest. 7. Council currently has no plans for the "Expansion of Paid Public Parking Regime" and should this be considered in the future would be with wide community consultation. 10. The Integrated and Sustainable Transport Strategy will be on public exhibition and community input will be welcomed at this time. This will be undertaken either with Transport for NSW or post the expected Transport for NSW Regional Transport Plan. Items 2,4, 5, 6, 8, 9 will be on public exhibition and community input will be welcomed at this time.	No

*Indicates author has made a submission raising multiple issues

OUR WOLLONGONG 2028 – SUMMARY OF PROPOSED AMENDMENTS

Recommended changes resulting from external submissions

North Wollongong Surf Life Saving Club

Infrastructure Delivery Program 2018-2022

Recommendation to defer the proposed roof replacement (from 2019 to 2020) and bring forward the building refurbishment (from 2021 to 2020) to deliver both projects in the winter of 2020.

This will involve amending the Infrastructure Delivery Program and Capital Budget to enable the two projects (roofing & downstairs refurbishment) to be undertaken concurrently commencing the winter of 2020, subject to a review of potential approval conditions. The works will include any necessary protection measures to the adjacent seawall.

Biodiversity

Our Wollongong 2028 Community Strategic Plan pg.22-24.

Amend Objective 1.1 to include reference to terrestrial areas: 'Our natural environment, waterways and terrestrial areas are protected, managed and improved'.

Community Indicators

Our Wollongong 2028 Community Strategic Plan, pgs. 26, 30, 33, 36 & 43.

Add a footnote under each goal's community indicator table referencing the Community Indicator Dictionary.

UN Sustainable Development Goals

Our Wollongong 2028 Community Strategic Plan, pgs. 48-51.

The UN Sustainable Development Goals will also be remapped by Our Wollongong 2028 Objectives first to focus on more localised issues.

Delivery Program and Operational Plan 2018-21

Include the following action in the Delivery Program and Operational Plan 2018-21: 'Develop a project and work with partners to further explore the United Nations Sustainable Development Goals and how they align to the community's goals with funding to be considered through the business proposal process.'

OUR WOLLONGONG 2028 – SUMMARY OF PROPOSED AMENDMENTS

Internal Amendments Recommended

Waste Management

Our Wollongong 2028 Community Strategic Plan, pg. 14, amend the words under 'Waste Management':

Paragraph to be updated in the plan to a sentence that provides more user friendly information: 'The management of the waste that our community generates is a significant issue. Increasing population and consumption places pressure on diminishing landfill space. Measures need to be taken to reduce this pressure, including reducing the amount of waste that we, as a community send to landfill. It is the responsibility of all residents, business owners, industry and Council to reduce our impact on the environment.'

Water Consumption

Delivery Program and Operational Plan 2018-21

Include the following action in the Delivery Program and Operational Plan 2018-21: 'Implement resourced priority actions from the Environmental Sustainability Strategy 2014-22'. This strategy includes actions to reduce water use.

Coastal Zone Management Plan

Delivery Program and Operational Plan 2018-21

Include the following action in the Delivery Program and Operational Plan relating to the implementation of the Coastal Zone Management Plan: 'Implement priority actions from the Coastal Zone Management Plan'. Delivery Stream 'Environmental and Sustainability Planning and Infrastructure Strategic Planning' and Supporting Document 'Coastal Zone Management Plan 2017'.

Update Reference to Environmental and Sustainability Strategy 2014-22

Delivery Program and Operational Plan 2018-21, pg. 26.

Change Operational Plan Action 1.2.1.1.1 Supporting Document from "Environmental Sustainability Policy" to "Environmental Sustainability Strategy 2014-22 and Action Plan".

Update Workforce Strategy Action

Resource Strategy 2018-2021, Workforce Strategy 2018-2022, pg. 15

Amend Action 1.4 relating to recruitment and attraction to read:

"What? – Identify and implement improvements in attraction and recruitment strategies and processes using a business improvement approach

Why? – To streamline internal and external processes and improve the applicant experience.

How? – Develop and implement contemporary streamlined processes that improve attraction and recruitment."

OUR WOLLONGONG 2028 – SUMMARY OF PROPOSED AMENDMENTS

Internal Amendments Recommended

Update Reference to Port Kembla 2025 Implementation

Delivery Program and Operational Plan 2018-21, pg. 52

Update action 5.1.4.2.7 relating to Port Kembla 2025 implementation to reflect the adoption of the Port Kembla 2505 Revitalisation Plan from 'Finalise Port Kembla 2505 Revitalisation Plan' to 'Deployment of the Port Kembla 2505 Revitalisation Strategy in accordance with the strategy implementation plan'.

Update Reference to City for People

Delivery Program and Operational Plan 2018-21, pg. 32

Amend action 2.1.2.2 'Progress implementation of the CBD Action Plan.' to 'Progress implementation of a City for People and its accompanying Implementation Plan.'

Update Supporting Documents Table

Delivery Program and Operational Plan 2018-21, Attachment 1 Operational and Capital Budget, p. 32

Update the Supporting Document table on page 32 of Attachment 1 Operational and Capital Budget 2018-2021 to include restricted assets and changes since the last Quarterly Review process.

Amend Actions relating to Community Planning

Delivery Program and Operational Plan 2018-21, p. 49

Amend action 5.1.1.2.1 from 'Assess the changing profile of the community and reprioritise services appropriately' to 'Assess the changing profile of the community to inform service delivery'.

Delivery Program and Operational Plan 2018-21, p. 49

Amend action 5.1.1.2.3 from 'Focus on Place Making projects so that suburbs reflect communities' to 'Focus on Place Making projects in partnership with the local community'.

Update Reference to Wollongong Art Gallery

Delivery Program and Operational Plan 2018-21, various pages.

Update all references from Wollongong City Gallery to Wollongong Art Gallery.

OUR WOLLONGONG 2028 – SUMMARY OF PROPOSED AMENDMENTS

Internal Amendments Recommended

Addition of action relating to Environmental Sustainability Strategy

Delivery Program and Operational Plan 2018-21, pg. 27

Add action: 'Implement resourced priority actions from the Environmental Sustainability Strategy 2014-22' under delivery program 1.2.2.1

Amend Actions relating to Illawarra Biodiversity Strategy

Delivery Program and Operational Plan 2018-21, pg. 23

Amend action 1.1.1.2.3 from 'Review and update the Illawarra Biodiversity Strategy 2011-2016' to 'Review and update the Illawarra Biodiversity Strategy 2011-2015'.

Updated actions relating to Community Safety

Delivery Program and Operational Plan 2018-21, pg 58

Change action 5.4.1.2.1 from 'Contribute to a range of community based initiatives in conjunction with partner organisations and volunteers, such as Illawarra White Ribbon Walk and Illawarra Reclaim the Night' to 'Contribute to a range of community safety initiatives in conjunction with community partners'.

Delivery Program and Operational Plan 2018-21, pg 58

*Reword action 5.4.2.1.1 to read 'Provide Crime Prevention through Environmental Design (CPTED) advice in Development assessments and Planning'.
Delete action 5.4.2.1.5.*

Amend action relating to Cultural Plan

Delivery Program and Operational Plan 2018-21, pg 38

Amend action 3.1.1.1.1 to indicate that the Cultural Plan will be complete in 2018-19, remove any action for 2019-20.

Amend Delivery Stream

Delivery Program and Operational Plan 2018-21, pg 39

Update Delivery Stream to 'Sportsfields' for action 3.1.1.5.1 'Collaborate with Destination Wollongong to encourage local sporting associations to host and facilitate events'.

OUR WOLLONGONG 2028 – SUMMARY OF PROPOSED AMENDMENTS

Internal Amendments Recommended

Amend reference to Seniors Week

Delivery Program and Operational Plan 2018-21, pg 41

Remove reference to Seniors Weeks in action 3.2.3.1.4 which relates to Youth Program. Seniors week is covered by action 3.1.1.4.2.

Remove reference to Inner City Parking Strategy

Delivery Program and Operational Plan 2018-21, pg 49

Under actions 5.1.1.2.2 – 5.1.1.2.4, remove 'Inner City Parking Strategy' as the supporting document.

Remove action Dapto Town Centre study – pilot project

Delivery Program and Operational Plan 2018-21, pg. 52

Remove action 5.1.4.2.6: 'Implementation of the Dapto Town Centre study - pilot project' as it is not funded in this delivery program.

Rewording of action regarding Homelessness

Delivery Program and Operational Plan 2018-21, pg. 57

Reword action 5.3.2.1.1 from 'Explore opportunities to work in partnership with other relevant agencies' to 'Explore opportunities to work in partnership with other relevant agencies that provide services for the homeless'.

Financial Statements and Statement of Restricted Cash

WOLLONGONG CITY COUNCIL			
3 Year Financials			
	2018/19 Budget \$'000	2019/20 Forecast \$'000	2020/21 Forecast \$'000
INCOME STATEMENT			
Income From Continuing Operations			
Revenue:			
Rates and Annual Charges	197,686	203,454	209,573
User Charges and Fees	34,967	35,197	35,606
Interest and Investment Revenues	4,572	4,981	6,193
Other Revenues	10,062	10,311	10,608
Grants and Contributions - Operating	19,837	29,090	29,406
Capital Grants & Contributions	53,752	48,203	41,541
Other Income:			
Share of Interest in Joint Venture	0	0	0
Profit/Loss on Disposal of Assets	0	0	0
Total Income From Continuing Operations	320,876	331,237	332,926
Expenses From Continuing Operations			
Employee Costs	129,419	131,950	135,102
Borrowing Costs	3,310	2,722	2,374
Materials, Contracts & Other Expenses	94,996	94,745	98,340
Depreciation, Amortisation + Impairment	64,508	66,220	68,025
Internal Charges (labour)	(16,581)	(17,000)	(17,412)
Internal Charges (not labour)	(1,653)	(1,690)	(1,736)
Total Expenses From Continuing Operations	273,999	276,947	284,693
Operating Result	46,877	54,290	48,233
Operating Result [pre capital]	(6,874)	6,087	6,692

WOLLONGONG CITY COUNCIL			
3 Year Financials			
	2018/19 Budget \$'000	2019/20 Forecast \$'000	2020/21 Forecast \$'000
FUNDING STATEMENT			
Surplus (Deficit) [Net Operating Result for the Year]	46,877	54,290	48,233
Add back :			
- Non-cash Operating Transactions	82,076	83,753	85,899
- Restricted cash used for operations	13,030	10,083	10,279
- Income transferred to Restricted Cash	(72,658)	(67,383)	(60,627)
- Payment of Accrued Leave Entitlements	(13,146)	(13,565)	(13,980)
- Payment of Carbon Contributions	0	0	0
Net Share Joint Venture using Equity Method	0	0	0
Funds Available from Operations	56,178	67,178	69,803
Borrowings repaid	(7,692)	(7,913)	(5,242)
Advances (made by) / repaid to Council	0	0	0
Operational Funds Available for Capital Budget	48,486	59,265	64,561
CAPITAL BUDGET			
Assets Acquired	(97,962)	(109,503)	(115,923)
Contributed Assets	(10,169)	(10,853)	(12,591)
Transfers to Restricted Cash	(1,497)	(2,073)	(2,644)
Funded From :-			
- Operational Funds	48,486	59,265	64,561
- Sale of Assets	1,795	1,292	1,801
- Internally Restricted Cash	11,310	13,816	8,079
- Borrowings	0	0	0
- Capital Grants	12,210	15,845	2,702
- Developer Contributions (Section 94)	8,195	10,241	36,407
- Other Externally Restricted Cash	9,230	12,595	4,525
- Other Capital Contributions	10,689	9,809	13,091
TOTAL FUNDS SURPLUS / (DEFICIT)	(7,713)	435	9

WOLLONGONG CITY COUNCIL			
3 Year Financials			
	2018/19 Budget \$'000	2019/20 Forecast \$'000	2020/21 Forecast \$'000
STATEMENT OF FINANCIAL POSITION			
CURRENT ASSETS			
Cash Assets	133,642	130,642	120,258
Investment Securities	14,849	14,516	13,362
Receivables	25,028	25,836	25,968
Inventories	298	298	298
Assets held for Sale (previously non-current)	0	0	0
Other	11,259	11,551	11,852
TOTAL CURRENT ASSETS	185,076	182,843	171,738
NON-CURRENT ASSETS			
Non Current Cash Assets	0	0	0
Non Current Investment Securities	0	0	0
Non-Current Receivables	0	0	0
Non-Current Inventories	5,791	5,791	5,791
Investments Accounted for using Equity Method	1,835	1,835	1,835
Investment Property	5,129	5,312	5,498
Intangible Assets	653	653	653
Property, Plant & Equipment	2,425,145	2,473,989	2,529,837
TOTAL NON-CURRENT ASSETS	2,438,554	2,487,580	2,543,614
TOTAL ASSETS	2,623,631	2,670,424	2,715,352
CURRENT LIABILITIES			
Current Payables	24,660	24,925	25,622
Provisions < 12 Months	11,792	12,098	12,413
Provisions > 12 Months	39,711	40,743	41,803
Interest Bearing Liabilities	7,913	5,242	5,482
TOTAL CURRENT LIABILITIES	84,075	83,009	85,320
NON-CURRENT LIABILITIES			
Non Current Interest Bearing Liabilities	17,568	12,529	7,047
Non Current Provisions	51,941	50,550	50,416
TOTAL NON-CURRENT LIABILITIES	69,510	63,079	57,463
TOTAL LIABILITIES	153,585	146,088	142,783
NET ASSETS	2,470,046	2,524,336	2,572,569
EQUITY			
Accumulated Surplus	(1,303,425)	(1,353,235)	(1,419,336)
Surplus (Deficit) for period	(46,877)	(54,290)	(48,233)
Asset Revaluation Reserve	(974,736)	(974,736)	(974,736)
Restricted Assets	(145,008)	(142,075)	(130,264)
TOTAL EQUITY	(2,470,046)	(2,524,336)	(2,572,569)

WOLLONGONG CITY COUNCIL			
3 Year Financials			
	2018/19 Budget \$'000	2019/20 Forecast \$'000	2020/21 Forecast \$'000
STATEMENT OF CASH FLOWS			
CASH FLOWS FROM OPERATIONS			
Receipts			
Rates and Annual Charges	197,421	202,646	209,441
User Charges & Fees	34,967	35,197	35,606
Investment Incomes	4,572	4,981	6,193
Grants & Contributions	63,420	66,440	58,356
Other Operating Receipts	9,598	9,836	10,121
Payments			
Employee Costs	(110,458)	(112,651)	(115,341)
Materials & Contracts	(92,522)	(92,790)	(95,907)
Borrowing Costs	(1,089)	(870)	(643)
Other Operating Payments	0	0	0
NET CASH PROVIDED BY (OR USED IN) OPERATIONS	105,908	112,790	107,826
CASH FLOWS FROM INVESTING ACTIVITIES			
Receipts			
Sale of Investment securities	(205)	333	1,154
Proceeds from Sale of Property, Plant & Equip	1,795	1,292	1,801
Repayments from Deferred Debtors	0	0	0
Payments			
Purchase of Property Plant & Equipment	(97,962)	(109,503)	(115,923)
Advances to Deferred Debtors	0	0	0
Purchase of Interest in Joint Ventures			
NET CASH PROVIDED BY (OR USED IN) INVESTING ACTIVITIES	(96,372)	(107,877)	(112,968)
CASH FLOWS FROM FINANCING ACTIVITIES			
Receipts			
Proceeds from Borrowings and advances	0	0	0
Payments			
Repayments of Borrowings and Advances	(7,692)	(7,913)	(5,242)
Repayment of Lease Finance Liabilities			
NET CASH PROVIDED BY (OR USED IN) FINANCING ACTIVITIES	(7,692)	(7,913)	(5,242)
NET INCREASE (DECREASE) IN CASH & CASH EQUIVALENTS HELD	1,845	(3,001)	(10,384)
Cash at Beginning of Period	131,797	133,642	130,642
CASH & CASH EQUIVALENTS AT EOY	133,642	130,642	120,258
PLUS other investment securities	14,849	14,516	13,362
TOTAL CASH & INVESTMENTS	148,491	145,158	133,620

3 YEAR RESTRICTED ASSETS SUMMARY										
PURPOSE OF RESTRICTED ASSET	Opening Balance 1/07/18	2018/19 Forecast \$'000			2019/20 Forecast \$'000			2020/21 Forecast \$'000		
		Transfer		Balance 30/06/19	Transfer		Balance 30/06/20	Transfer		Balance 30/06/21
		In	Out		In	Out		In	Out	
		Internally Restricted Assets								
Strategic Projects	37,683	2,609	7,182	33,110	2,629	5,190	30,549	1,923	2,314	30,159
Strategic Projects (unallocated)	9,394			9,394			9,394			9,394
Property Investment Fund	8,276	192	255	8,214	217	112	8,318	301	115	8,504
City Centre residual funds										
City Parking Strategy	986	632	590	1,028	619	238	1,409	605	1,389	625
Sports Priority Program	704	298	300	703	303	300	706	307	300	713
Natural Areas Fund	247		92	155	103	94	164	102	96	170
West Dapto Rates (additional)	4,759	1,497	1,627	4,629	2,073	591	6,111	2,644	730	8,025
Lake Illawarra Estuary Management Fund	241	165	165	241	165	165	241	165	165	241
Darcy Wentworth Park	171			171			171			171
Waste Disposal Facilities ***	1,580	3,056	6,300	(1,664)	3,138	9,605	(8,131)	3,063	5,343	(10,410)
Total Internal Restricted Assets	65,171	8,599	16,511	57,259	9,396	16,296	50,359	9,261	10,451	49,170
Externally Restricted Assets										
Section 94	21,157	30,555	8,642	43,071	22,177	10,628	54,620	29,856	36,805	47,672
Grants	495	20,717	17,580	3,631	23,398	20,472	6,557	6,280	7,622	5,216
Loan Repayment	6,505	146	2,350	4,301	128	2,400	2,029	51	4,129	(2,049)
Domestic Waste Management	12,413	629	139	12,902	452	220	13,134	523	390	13,267
Contributed Assets		8,469	8,469		9,236	9,236		12,591	12,591	
External Service Charges to Restricted Assets	92	94		186	96		281	98		379
Other Contributions	5,149	1,042	1,853	4,338	764	662	4,440	767	377	4,829
Special Rates Levies - City Centre + Mall	163	1,528	1,560	131	1,557	1,595	93	1,589	1,632	50
Housing Affordability Program	10,506	245		10,751	282		11,033	397		11,430
Local Infrastructure Renewal Scheme	12,679	307	6,000	6,986	139	9,500	(2,375)	19		(2,356)
Stormwater Management	1,186	1,825	1,559	1,452	1,830	1,380	1,903	1,839	1,086	2,656
Total External Restricted Assets	70,345	65,556	48,152	87,749	60,060	56,093	91,715	54,010	64,632	81,094
Grand Total	135,516	74,155	64,663	145,008	69,456	72,389	142,075	63,271	75,083	130,264
<p>*** The Waste Disposal Facilities Restricted Asset is held for the development and renewal of assets within Council's waste facilities and for the rehabilitation of the sites at the end of their lives. Council's Waste Strategy and Master Plan for facilities is currently being reviewed and will potentially change the life and capital requirements of the facilities. While this review is being progressed the forward capital works program only includes specific works that are not impacted by a revised strategy. Adjustments to the works program will be made where necessary following completion of the review program. Cash collections have been estimated in accordance with the current program.</p>										

3YEAR S94 RESTRICTED ASSETS SUMMARY										
PURPOSE OF RESTRICTED ASSET	Opening Balance 1/07/18	2018/19 Forecast \$'000			2019/20 Forecast \$'000			2020/21 Forecast \$'000		
		Transfer		Balance 30/06/19	Transfer		Balance 30/06/20	Transfer		Balance 30/06/21
		In	Out		In	Out		In	Out	
Externally Restricted Assets										
S94 Plans										
S94 West Dapto	6,573	29,019	6,325	29,267	20,587	8,863	40,991	28,112	34,554	34,549
S94 Calderwood	328	8		336	9		345	13		358
S94A City Centre	(1,186)	(2)	250	(1,438)	(8)		(1,446)	(27)	300	(1,773)
S94A City Wide	15,441	1,530	2,067	14,905	1,589	1,765	14,730	1,758	1,950	14,538
Total S94 Restricted Assets	21,157	30,555	8,642	43,071	22,177	10,628	54,620	29,856	36,805	47,672

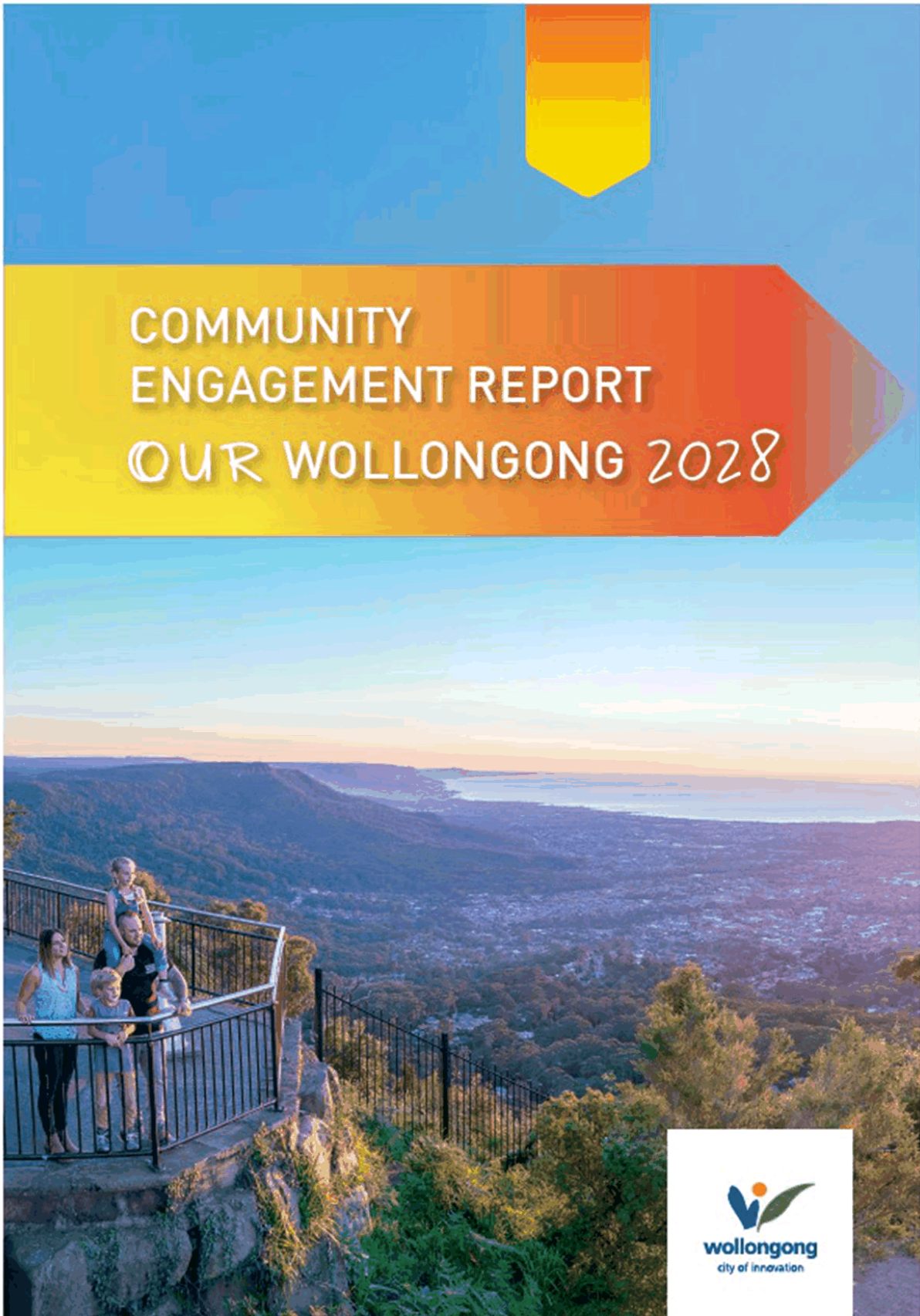


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1. EXECUTIVE SUMMARY

In 2012, Wollongong City Council endorsed the Wollongong 2022 Community Strategic Plan. Six years later, it is time for a refreshed Community Strategic Plan following the input and involvement of stakeholders.

A discussion paper *Our Wollongong 2028* was released in November 2017 to commence conversations with the community on the future of Wollongong. A variety of promotional and engagement methods were used to seek the community and stakeholder views on the future of Wollongong.

Highlights from the engagement in November include:

- 1,026 people engaged, including 608 through the Community Satisfaction Survey;
- Engagement with 92 people through the Neighbourhood Forums;
- Engagement with 90 local primary school students;
- 131 people engaged through community kiosks and Wishes for Wollongong;
- Engagement with Councillors, Council staff and representatives from the NSW Government, University of Wollongong and business community.

The majority of responses were supportive of the current goals and vision for Wollongong. The most common themes identified through the consultation included:

- Ensuring appropriate levels of development in the city centre and near beaches;
- Urban greening;
- Increasing employment opportunities for local residents with an emphasis on youth employment;
- Housing affordability,
- Traffic, reducing congestion and improving public transport;
- Parking, including cost and availability in the city centre;
- Retaining green spaces; and
- Protecting our local environment and planning for and managing impacts of climate change.

In addition to the refresh of the Community Strategy Plan, strategic management plans including the draft Delivery Program 2018-2021 and Operational Plan 2018-2019, and attachments including the draft Operational and Capital Budget 2018-2021, draft Revenue Policy, Fees and Charges 2018-2019 and Resourcing Strategy 2018-2021 were developed.

This suite of documents was exhibited for 29 days from 9 April to 7 May 2018. The exhibition period allowed the community an opportunity to provide further feedback and input into the draft *Our Wollongong 2028* strategic management plans.

The exhibition included promotion via a media briefing, newspaper advertisements, on Council's Have Your Say Page and via Council's Libraries, Reference Groups, State Government, social media and emails to Our Wollongong 2028 discussion paper feedback providers. A number of engagement activities were also undertaken to seek feedback from the community on the draft Plans and attachments. This included attendance at all Neighbourhood Forums and a kiosk held in each ward.

Highlights from the exhibition period include:

- 241 people engaged,
- Engagement with 83 people through the six Neighbourhood Forums;
- Engagement with Councillors, Council staff, University of Wollongong and business community

A further 68 submissions were received from community members and organisations during this period. The submissions raised 135 items.

All submissions received during the public exhibition period have been reviewed and given due consideration. Based on this review a number of changes to the strategic plans are recommended to Council.

2. INTRODUCTION

Under the *Local Government Act 1993*, each local government is required to have a strategic plan that identifies the main priorities and aspirations for the future. The Community Strategic Plan is a whole of community plan, in which everyone has an important role to play.

In 2011, Wollongong City Council carried out extensive engagement with more than 1,500 community members, government and partners. The *Community Engagement Strategy for the Community Strategic Plan* outlined a thorough process for engaging with the community and was developed using the spectrum developed by the International Association of Public Participation: *Inform, Consult, Involve and Collaborate*. It also included the social justice principles of *rights, equity, access and participation* to ensure all community members have the opportunity to actively participate.

This process led to the development of the Wollongong 2022 Community Strategic Plan, with the vision:

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

The Wollongong 2022 goals include:

1. We value and protect our environment
2. We have an innovative and sustainable economy
3. Wollongong is a creative, vibrant city
4. We are a connected and engaged community
5. We are a healthy community in a liveable city
6. We have sustainable, affordable and accessible transport

Six years later, it was time for a refresh to ensure our vision, goals and strategies are still heading in the right direction. In June 2018, a refreshed CSP will be released, following input and involvement from a range of stakeholders, including representatives from our community, government, business, educational institutions, non-government organisations, Councillors and Council staff.



The refreshed CSP will be a whole of community plan, in which all levels of government, business, educational institutions, community groups and individuals have an important role to play.

Engagement with the community is an essential part of ensuring that the refreshed CSP meets the community's expectations and wishes. In order to seek the views of the community, Council undertook engagement during November- December 2017. A Discussion Paper *Our Wollongong 2028* was released to start the conversation with the community on the future of Wollongong which outlined what has changed over the last six years and the current issues and challenges facing our community. It looked back on what Council has achieved and asked a series of questions to encourage discussion and conversation about Wollongong's future to inform the development of the CSP refresh:

- What changes have you noticed or experienced in the Wollongong Local Government Area (LGA) since 2012?
- Are our vision and goals for the Wollongong LGA current or have they shifted?
- Where do we want to be in ten years' time?
- How will we get there?
- How will we know we have arrived?

The following documents were exhibited in April and May 2018.

- Our Wollongong 2028 Community Strategic Plan
- Delivery Program 2018-2021 and Operational Plan 2018-2019;
- Operational and Capital Budget 2018-2021;
- Revenue Policy, Fees and Charges 2018-2019 and
- Resourcing Strategy 2018-2021.

The engagement process utilised a wide variety of techniques to engage with a wide variety of stakeholders, with a number of different activities undertaken.

This report outlines the engagement activities undertaken and results that have informed the development of the draft refreshed CSP and associated documents.

3. METHODOLOGY

A media release ‘Our Wollongong 2028: Have your say on City’s future’ was issued on 8 November 2017 with information also distributed through social media, hard copy flyers and The Advertiser. A video on Council’s Facebook page promoting the engagement process had 3,500 views, 73 likes, 22 shares and 27 comments. A further video aimed at young people had 3,500 views, 50 likes, 5 shares and 20 comments.

A media briefing was held on the 27 March 2018 to announce the exhibition of the suite of strategic planning documents of which three Illawarra Mercury articles were produced and a feature was aired on Nine News. An article in the Council newsletter was also distributed across the Local Government Area and the exhibition was promoted via social media.

Tables one and two outline the engagement activities undertaken.

Table One: Engagement during Our Wollongong 2028 discussion paper exhibition

Engagement type	Date & Activity	Number of people engaged
Wishes for Wollongong	Viva La Gong: Saturday 11 November 2017	102 people
	Thirroul Library and Community Centre: Thursday 16 November 2017	12 people
	Warrawong Plaza: Monday 13 November 2017	17 people
Neighbourhood Forums	Neighbourhood Forum 5 Wollongong: Wednesday 1 November 2017	28 people
	Neighbourhood Forum 4 Corrimal: Tuesday 7 November 2017	20 people
	Neighbourhood Forum 1 Helensburgh: Wednesday 8 November 2017	10 people
	Neighbourhood Forum 8 Dapto: Wednesday 8 November 2017	14 people
	Neighbourhood Forum 3 Thirroul: Tuesday 21 November 2017	8 people
	Neighbourhood Forum 7 Berkeley: 21 November 2017	12 people
Survey on “Have your Say”	Hard copies also provided at libraries, customer service desks, kiosks, neighbourhood forums, community hubs and to local Aboriginal groups.	45 surveys completed
Primary school students	Tarrawanna Primary School: Wednesday 8 November 2017	30 children
	Mt St Thomas Public School: Tuesday 14 November 2017	30 children
	Windang Public School: Monday 4 December 2017	30 children
Councillor workshop	Sunday 12 November 2017	17 people
Council staff workshop	Tuesday 7 November 2017	10 people
Local business community	Following a meeting with the Illawarra Business	2,400 people emailed

	Chamber, over 2,400 people were contacted via email seeking their thoughts and comments on the CSP refresh.	
Local Aboriginal community	Aboriginal groups were sent a pack with the discussion paper, surveys, FAQs and flyers	13 groups mailed
Workshop with NSW Government agencies	Department of Premier and Cabinet, NSW Police, NSW Health, Roads and Maritime Services, Office of Local Government, Family and Community Services and the Department of Planning and Environment: Thursday 7 December 2017.	17 people
Local multicultural community	Workshop held 1 December 2017	17 people
Community Satisfaction Survey 2017	IRIS Research were engaged to conduct a Community Satisfaction Survey on behalf of Council	608 people surveyed
University of Wollongong	Roundtable discussion held on 24 January 2018	9 UOW representatives

Table Two: Engagement during exhibition of Our Wollongong 2028 and strategic planning documents exhibition

Engagement type	Date & Activity	Number of people engaged
Kiosks	Thirroul Seaside Festival: 7 April 2018	19 people
	Eat Street Markets Wollongong: 12 April 2018	15 people
	Warrawong Markets: 21 April 2018	10 people
Neighbourhood Forums	Neighbourhood Forum 5 Wollongong: 4 April 2018	23 people
	Neighbourhood Forum 4 Corrimal: 1 May 2018	12 people
	Neighbourhood Forum 1 Helensburgh: 11 April 2018	10 people
	Neighbourhood Forum 8 Dapto: 11 April 2018	18 people
	Neighbourhood Forum 3 Thirroul: 17 April 2018	8 people
	Neighbourhood Forum 7 Berkeley: 17 April 2018	12 people
Submissions received	Hard copies provided at libraries, customer service desks, kiosks, neighbourhood forums and community hubs.	68 submissions
Letterbox Drop	Council newsletter distributed from Sat 7 April 2018	LGA
Councillor workshop	Saturday 17 February 2018	17 people
Council lunch and learn	13 April 2018	17 people
	30 April 2018	12 people
Media Briefing	27 March 2018	3 Illawarra Mercury articles 1 Nine News feature

Email	Groups and individuals engaged during discussion paper exhibition including; 'Have Your Say' participants, Illawarra Business Chamber, department of premier and cabinet and other state government groups, multicultural and aboriginal groups, schools, University of Wollongong, Healthy Cities Illawarra.	45 emails sent
Social Media post	Facebook	20 likes, 49 comments and 2 shares

3.1 Engagement Activities

a) Our Wollongong 2028 Survey

The *Our Wollongong 2028* survey was released for comment on Council's *Have your Say website* from 28 October – 26 November 2017.

As part of the survey, participants were asked five questions:

- What changes have you noticed or experienced in the Wollongong Local Government Area since 2012?
- Are the Wollongong 2022 goals still current and relevant? If not, what changes would you make?
- What do you consider to be the top 3 challenges facing the Wollongong LGA over the next three years?
- What are the top 3 priorities for the Wollongong LGA over the next 10 years?
- What would you like Wollongong to look like in 10 years?

b) Wishes for Wollongong

Community kiosks were held at Viva La Gong, Warrawong Plaza and the Thirroul Library and Community Centre. As part of this engagement, residents were asked to make a 'Wish for Wollongong' and identify what they would like Wollongong to look like in 10 years' time.



c) Community Satisfaction Survey

IRIS Research was engaged by Council to undertake the 2017 Community Satisfaction Survey. This survey tracks Council's performance in the delivery of key services and facilities and provides an overview of the perceptions of Council and the needs of the community. The telephone survey was conducted in October 2017.

As part of the survey, participants were asked to name 3 key areas they would like Council to focus on over the next three years and what they would like Council to look in 10 years' time.

d) Primary school students

Council staff engaged with three local primary schools to seek feedback and the thoughts of our children on the future of Wollongong, including Tarrawanna Primary School, Mount St Thomas Public School and Windang Public School. The children aged 5 to 12 years were provided the opportunity to voice their opinions, which have informed the CSP refresh.

e) Councillor workshops

Councillors attended a full day workshop in November 2017 and February, where they participated in a range of activities to inform the future direction of Wollongong. In November, Councillors participated in an activity where they were asked to hypothetically allocate money to ideas to demonstrate their priorities, recognising that resource constraints are a reality. A broad range of opportunities and ideas were suggested and prioritised which will inform future planning.

Councillors were also asked to complete a destination postcard, sending Council a postcard from the year 2028. This is a well utilised visioning exercise that helps test whether our Wollongong 2022 vision and goals still reflect our desired state.



In February, Councillors were given the opportunity to provide feedback on the draft CSP, delivery program and operational plan. They also workshoped the community indicators to be used in these documents.

f) Neighbourhood Forums and regional action groups

Council staff attended six neighbourhood forums to provide an update on the refreshed CSP and to encourage members to participate in the engagement process.

- Neighbourhood Forum 5 Wollongong: Wednesday 1 November 2017
- Neighbourhood Forum 4 Corrimal: Tuesday 7 November 2017
- Neighbourhood Forum 1 Helensburgh: Wednesday 8 November 2017
- Neighbourhood Forum 8 Dapto: Wednesday 8 November 2017
- Neighbourhood Forum 3 Thirroul: Tuesday 21 November 2017
- Neighbourhood Forum 7 Berkeley: 21 November 2017

This was followed by staff attending all six Neighbourhood Forums held in April and May 2018 during the exhibition of the suite of strategic management documents.

g) Multicultural Workshop

In December 2017, members of the Illawarra's various multicultural communities met to review Wollongong 2022 and identify areas of improvement as part of the CSP refresh. Participants engaged in an activity where they had to hypothetically allocate funds to identify priority areas for the coming year. This was followed up by emailing the group in April 2018 advising that the planning documents were on exhibition and encouraging the group to provide feedback.



g) Government workshop

A workshop was held with key state government agencies including Department of Planning and Cabinet, NSW Police, NSW Health, Roads and Maritime Services, Office of Local Government, Family and Community Services and Department of Planning and Environment. The rail network, economic development, West Dapto challenges, land prices, changes in the industry from the traditional to the new, specific group initiatives as well as other projects and priorities were discussed. This was followed by a letter to the members outlining where the CSP aligned with regional state priorities and encouraging feedback on the plans.



3.2 Engagement Results

In total, 1,275 people were engaged, including 512 people through face to face activities. An overview of the participation results is shown below.

Diagram 1: Engagement Activities and Participation Results



4. FEEDBACK – WHAT WE HEARD

This section outlines the key findings of the community engagement undertaken in the development of the refreshed CSP.

a) Our Wollongong 2028 Survey

A webpage on Council’s *Have your Say* website was created for this project. The page ‘Our Wollongong 2028’ included a link to the survey, FAQs and a range of documents including the Discussion Paper, End of Term Report, Wollongong 2022 CSP and Wollongong 2022 Children’s Report. The survey was available *Our Wollongong 2028* survey was released for comment on Council’s *Have your Say* website from 28 October – 26 November 2017.

In total, 658 people visited the webpage ‘Our Wollongong 2028’ to view the survey.

45 people participated in the survey, including 38 online and 7 through hard copy. The usage statistics for the project page on Council’s website are shown in Table 2 below.

Table 2: Our Wollongong 2028 website usage statistics

Measure and Explanation	Usage
Unique Site Visits – Total number of visits to the project page	658
Aware – Total number of users who viewed the project page	479
Informed – Total number of users who opened hyperlink	194
Engaged – Total number of users who completed survey	38

As part of the survey, participants were asked five questions, with the results outlined below.

The most noticeable changes in the Wollongong LGA were identified as:

- Density of housing and high-rise
- Decline in state government train services
- Increase in traffic and less parking
- Infrastructure improvements particularly in the CBD, rock pools, children’s playgrounds and the Blue Mile
- Increase in arts and cultural events

70% of respondents agreed that the Wollongong 2022 goals are still current and relevant. Other comments regarding the goals include increasing the emphasis to protect the environment (Goal One), increased emphasis on increasing local jobs (Goal Two), increase emphasis on housing affordability (Goal Five) and improving public transport including rail and buses (Goal Six).

Participants identified the top challenges for Wollongong over the next 3 years as:

- Environment, climate change, waste management and renewable energy

- Transport, parking and connectivity
- Employment and local jobs

Similarly, the top three priorities for the Wollongong LGA over the next 10 years were identified as:

- Environment, green spaces and waste management
- Transport – Gong Shuttle, buses, bikes and trains
- Employment, education and local jobs

Participants envisioned Wollongong in 2028 to have preserved natural environment and open green spaces, to have a clean city with well-maintained community facilities and to continue to improve on roads, infrastructure, cycle ways and footpaths.

b) Wishes for Wollongong

A total of 131 wishes were made. As a whole, residents were quite content with Wollongong, and most wishes were centred on how the city can continue to improve and become more innovative.

Dominant themes included:

- Environment: more trees, retaining green spaces
- Transport: retain the free Shuttle Bus, extend the free shuttle route, increasing parking spaces and reducing parking fees in the city centre, bike lanes
- Employment: more employment opportunities particularly for our young people
- Young people: more parks and playgrounds
- Mall: revitalise the mall, more shops/cafes/small bars/markets and events
- Community: better support for disadvantaged members of our community



c) Community Satisfaction Survey

IRIS Research was engaged by Council to undertake the 2017 Community Satisfaction Survey. This survey tracks Council's performance in the delivery of key services and facilities and provides an overview of the perceptions of Council and the needs of the community. The telephone survey was conducted in October with 608 residents participating.

As part of the survey, participants were asked to name 3 key areas they would like Council to focus on over the next three years and what they would like Council to look in 10 years' time.

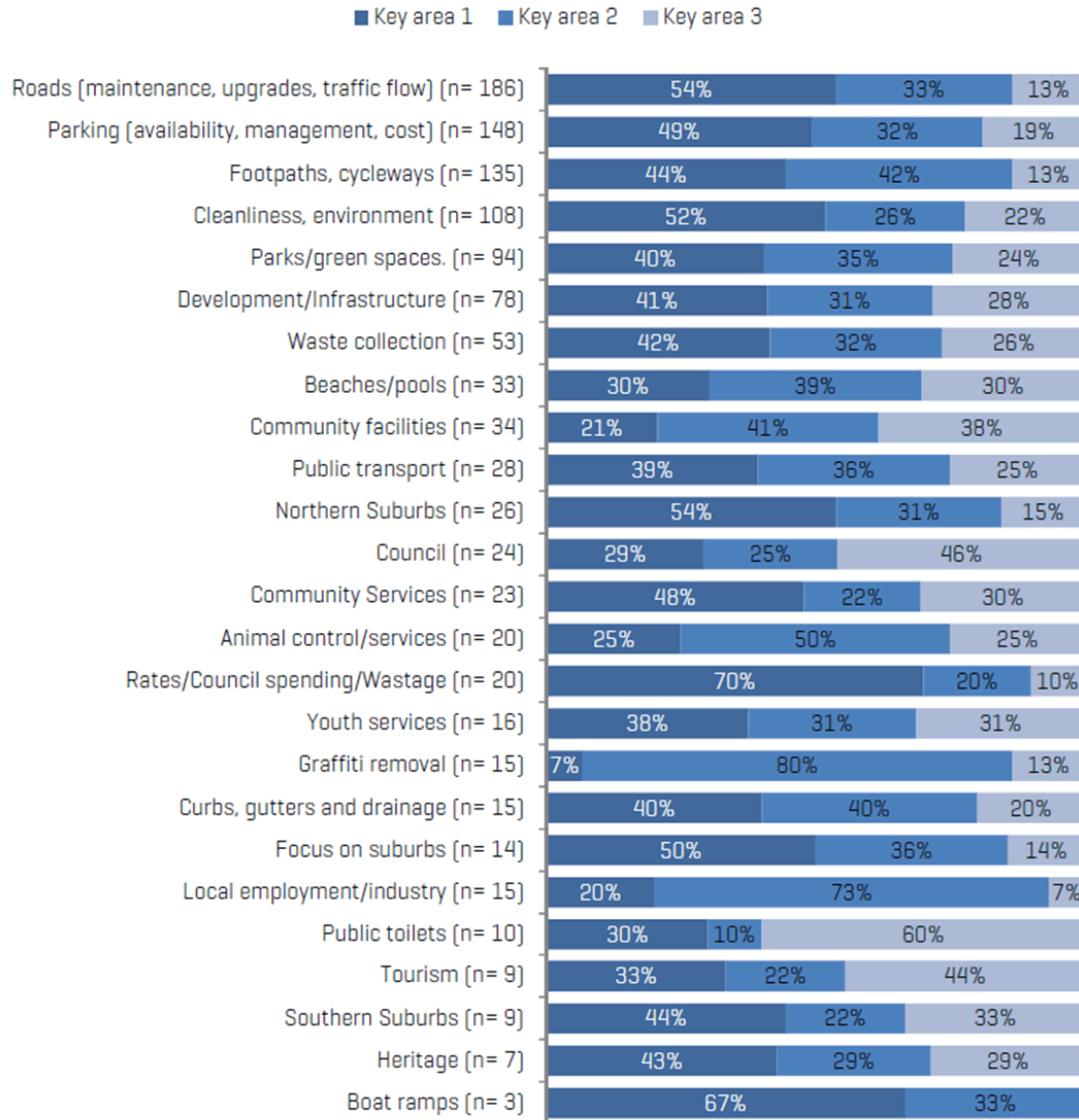
What key areas should Council focus on over the next three years?

The top responses included:

- Roads (maintenance, upgrades and traffic flow)
- Parking (availability, management and cost)
- Footpaths and cycle ways
- Cleanliness and the environment
- Parks and green spaces

Roads was selected by 54% of residents as the first key priority. 54% of respondents who mentioned roads suggested it is the first key improvement area. Parking, including availability, management and cost, were suggested as the first key improvement area by 49% who mentioned it.

Figure 2: Key improvement areas over the next three years (IRIS Research)



What would you like Wollongong to look like in 10 years' time?

In order of prevalence, the most common themes were:

1. Less high rise development, particularly in the CBD and around beaches.
2. Wollongong to be a clean, liveable and inviting city
3. a green city with parks, gardens and trees
4. Wollongong to be a modern and vibrant city (arts, nightlife, restaurants and infrastructure)
5. Maintain the status quo
6. Improvements to the city centre and making Wollongong a tourist destination.

d) Primary school students



Council staff engaged with three local primary schools to seek feedback and the thoughts of our children on the future of Wollongong.

The children aged 5 to 12 years were provided the opportunity to voice their opinions on the CSP refresh. 80% of the children agreed that Wollongong was a good place to live.

Children identified the natural environment (beaches, botanic gardens, bushwalks, cleanliness and parks); the good quality schools and the quietness as the best aspects to living in Wollongong.

They identified key issues for improvement, which included more bins provided, affordability of products, graffiti managed better, libraries and Windang jetty improved and more public transport.

The children envisioned that in 2028, Wollongong will have more jobs, new parks, no rubbish, the Windang jetty fixed, cheaper housing, less pollution, more sporting facilities, more animal areas/shelters, free Wi-Fi, more activities, bins and skate parks and no smoking/cigarettes.

In 2016, the Lord Mayor met with the school captains from high schools across the LGA to discuss issues of importance of young people¹. Key issues discussed included:

- Employment prospect pathways to employment, i.e.; mentors
- Affordable housing
- Poverty gap
- Cost of tertiary education
- Teachers not vested in students – individual learning styles need to be addressed
- Opportunities to develop a sense of self
- Promote Wollongong as a great place to live
- Be a voice of people who can't be heard
- Better planning for the city in relation to tourism opportunities and how to encourage people to come off the F6 and visit us but still uphold balance.

e) Councillor workshops

The most common themes envisioned from the postcards exercise included:

- Wollongong is a vibrant, well-connected, green city that uses renewable energy and is accessible by all.
- With our low unemployment levels, Wollongong is thriving because of the tourism sector boom and the 24/7 CBD.
- There is world class art and our suburbs are reflective of the communities.



In February, Councillors also workshoped projects that aligned with the visions and goals of the community which have been incorporated into the plans as actions.

¹ This was not specifically part of the CSP engagement undertaken, however, provided another opportunity for young people to discuss issues of importance.

f) Neighbourhood Forums and regional action groups

Neighbourhood Forum Five (NF5) provided a submission to Council, suggesting the inclusion of an additional goal 'We have a transparent and accountable Council which manages resources efficiently and effectively.'

A number of changes were noticed in the Wollongong LGA since 2012, including a reduction in tree cover; growth of the University and decline of TAFE; increase in high rise development; lack of Council engagement; increased traffic congestion and parking frustration; and a decrease in interaction with other organisations and agencies.

NF5 envisioned the following for Wollongong LGA in 2028:

- a greener city with fewer carbon emissions;
- increased role of economic development in promoting the growth of services in the city centre, the re-use of redundant industrial land and the creation of Business Parks providing employment for a variety of sectors;
- a successful University and TAFE;
- improved activities and ambience in the city centre;
- greater community participation and collaboration;
- up-to-date Master and Action Plans for all major parks;
- sustainable planning controls to make development responsive to its immediate context by improving liveability and protecting the ambience of ordinary streets;
- implement a City Centre traffic and parking regime with a few large parking stations and greater connectedness;
- improved public transport connections to Sydney and elsewhere; and
- improved participation and ideas from leading organisations.

NF5 suggested that these could be achieved by:

- Implementing the Urban Greening Strategy and providing more resources for natural area management;
- Providing extra economic development resources and creating stronger links to business, politicians and government;
- Improve liaison with the University and lobby for TAFE recovery;
- Implement further actions and initiatives of the Public Spaces Public Lives program;
- Empower and support local communities, particularly Neighbourhood Forums, and create more reference groups;
- Prepare park plans in collaboration with users and communities; and
- Review controls.

Corrimal Regional Action Group Two (CRAG2) identified a need for cycle ways and shared pathways from east to west which will in turn increase walkability and the use of bikes. Other items identified by CRAG2 in their submission include:

- The need for Ziems Park Sporting Complex be addressed and turned into a state class level sporting complex.
- Bellambi boat ramp and surrounding area turned into a marina.
- Consideration given to the development of the Aboriginal area in Bellambi, 'Keeping Place' into a cultural heritage site, providing tourist facilities. Promoting this cultural heritage can also be achieved through the integration of 'Bush tucker' vegetation along the east-west pathways proposed.
- Upgrade to the railway station and a bridge over Railway Street need to be considered, given the pending Coke Works development.

During the exhibition of the suite of planning documents in April and May 2018, three submissions were received from Neighbourhood Forums 1, 5 and 7.

Neighbourhood Forum 5 requested:

- an amendment of Solar Panel requirements in the City Centre
- certain inclusions are considered when reviewing the City Centre Planning and Design
- preference to include deep soil zones within residential development
- a review of the Keiraville/Gwynneville Implementation plan and a request to include processing the Planning Proposal for Keiraville/Gwynneville.
- MacCabe Park masterplan inclusion
- Amend Development Control Plan (DCP) to require parking spaces for customers to be clearly marked.
- Amend DCP to extend the single storey restriction to all development on battle-axe lots and to clarify site width definition.
- Requested discussion and input into the following major projects and proposals:
 - development assessment process improvements
 - review the Economic Development Strategy 2013-23;
 - City Centre Revitalisation - preferably through a Reference Group;
 - review of City Centre Planning and Design;
 - updated Landscape Master plan for Stuart and Galvin Parks, North Wollongong;
 - review of Inner City Parking Strategy 2010-2026;
 - Expansion of Paid Public Parking Regime;
 - Review of Wollongong City Centre Access and Movement Strategy 2013-23;
 - review of the Wollongong Bike Plan; and
 - development of an Integrated and Sustainable Transport Strategy.

Neighbourhood 7 submission included:

- suggestions on how to improve communication and engagement
- a request that future high-rise developments considered need to cater for green space, parking spaces, sewage & water management, & social amenities included.
- Ideas on promotion of IT and information access

Neighbourhood Forum 1 requested clarity on some monetary figures displayed in the Operational budget.

g) Multicultural Workshop

In December 2017, 17 members of the Illawarra's various multicultural communities met to review Wollongong 2022 and identify areas of improvement as part of the CSP refresh. Participants engaged in an activity where they had to hypothetically allocate funds to identify priority areas for the coming year. The areas which received the highest allocation of funds were:

- Public transport: faster bus and train service, Free Gong Shuttle, ferry service between Wollongong and Kiama
- More accessible Council website and material – easily translatable or interpreter services available
- Partnerships with local community groups (e.g. University, local businesses)



Participants of the workshop all felt strongly that creating a more accessible network of services, as well as having a more readily available public transport network, would create a more connected and engaged community.

g) Business Community

Council officers met with representatives of the Illawarra Business Chamber(IBC).

Following this meeting, over 2,400 people were contacted via email seeking their thoughts and comments on the CSP refresh.

The IBC prepared a formal submission in November 2017 and May 2018, identifying that the Wollongong economy is undergoing a transition, which presents an important opportunity for the NSW and national economies. Key recommendations from the submission included:

- Investment in transport connectivity to facilitate growth and investment
- Provision of a certain, affordable and effective planning scheme including a new Wollongong City Council, Local Environment Plan
- Direct and immediate action to increase the supply of affordable housing
- Sustaining and supporting local business through directed procurement measures

- Providing more employment and training opportunities to address youth unemployment
- Reducing payment timeframes to businesses by Wollongong City Council.

A formal submission was also received from Food Fairness Illawarra, which focused on reducing our ecological footprint, local food initiatives, improvement employment opportunities through local food production, consideration of regional food security, creating supportive environments for healthy eating and suggesting new development plans for access to healthy food choices. A number of objectives were also identified under Goal 5, including considering regional food security and creating supportive environments for healthy eating.

h) University of Wollongong

Representatives from the University of Wollongong (UOW) and Council held a round table meeting to discuss the refreshed CSP. UOW representatives agreed that the current vision and goals are still relevant and acknowledged that a lot of work went into the development of these in 2011. It was noted, however, that Goal Four could be less Council specific and more inclusive and collaborative.

Since 2012, UOW staff have noticed a transition in the economic sector of Wollongong and that we are now more closely aligned with the state through diversification and advancement. The way the city presents itself has improved, specifically the Blue Mile is in its final stages, improving the face of the city for visitors. The CBD and public domain has improved and there is greater pride in the city. Wayfinding has improved but Aboriginal heritage needs to be incorporated. There has been an increase in tourism, including the cruise ship visits and the change in expectations of the community has placed greater pressure on services. Housing affordability was also identified as a major concern.

By 2028, UOW representatives noted that they would like to see the LGA leverage opportunities with Western Sydney. UOW would like to see Wollongong embedded as a 'University town', noting the positive flow on effects this could have on the local economy. It was noted that the current vision statement mentions education, however, this is not specifically mentioned in the goals. The importance of the flow on effects from an educated community on our local community were noted.

Challenges for the LGA discussed include:

- The ageing population will provide interesting challenges as post war immigrants may revert back to their native language and cultural ways.
- Housing affordability.
- Appropriate management of growth.
- An increase in community expectations (resulting in reduced turnaround times).
- Service delivery through digital platforms increased but don't exclude community members that don't have access

Priorities identified for the LGA include:

- Walkability momentum continued to link with the healthy community goal
- East West cycle links
- Support aspirations of Aboriginal and Torres Strait Islanders – collaborate with UOW, Council and the community
- Decrease gaps of wealth and underprivileged
- Improve measures and indicators
- ‘Internet of Things’
- Keeping up with current technology trends, the digital age and rapid growth
- Modern smart city and NBN implementation

The University of Wollongong in collaboration with Healthy Cities Illawarra also submitted a submission during the later exhibition period. It praised the inclusion of the United Nations Sustainable Development Goals and outlined how the addition could be refined.

h) State Government and other organisations

Office of Environment and Heritage

The Office of Environment and Heritage (OEH) supported the inclusion of Aboriginal culture in the Community Strategic Plan and encouraged ongoing strategic planning that integrates Aboriginal heritage culture conservation with economic and social development. The OEH encouraged particular focus on conserving heritage areas in the West Dapto development and Lake Illawarra area. The OEH also recommended that Objective 1.1 be expanded to include 'protecting, managing and improving biodiversity in terrestrial natural areas' as it would further contribute to the actions under goal 5 of the Illawarra Shoalhaven Regional Plan. They also requested that the CSP elaborate on Council's flooding in preparing Coastal Management Plans and Floodplain Management Plans as it would be a strategic alignment with the Illawarra Shoalhaven Regional Plan and NSW Coastal Management Framework.

Family and Community Services

Family and Community Services (FACS) highlighted key aspects of the Plan that closely align with overarching strategic goals for FACS, in particular:

- Community engagement activities for families with children and young people in priority locations of disadvantage.
- Working in partnership to strengthen our communities and celebrate diversity.
- Local crime prevention and partnerships toward a safe, accessible and resilient community.
- An integrated transport system focussed on reducing private car dependency by increasing the use of public transport, cycling and walking.
- Diverse and accessible recreation and lifestyle activities to foster community wellbeing for people of all ages, abilities, cultural backgrounds.

They also support continuation and strengthening of Council's role in the following:

- Strategic support by Council to improve access to a range of affordable housing options that are located close to transport links, jobs and other important infrastructure; this is referenced in Objective 5.3 'Residents have improved access to a range of affordable options'.
- Provision of affordable and accessible transport to allow our vulnerable target groups to access education and employment opportunities as well as maintain health, social connection and wellbeing - this appears to be included in Objectives 6.1 'Wollongong is supported by an integrated transport system'; 6.2 'Connections between our city and Sydney are strengthened' and 6.3 'Provide connected and accessible places and spaces'.
- Opportunities for local employment, which are key to breaking the cycle of disadvantage. FACS encourages and appreciates local government support for new business investment and for Social Enterprises and Social Businesses to give vulnerable people work experience and training opportunities - this is referenced in Objective 2.1 'Local employment opportunities are increased with a strong local economy'.
- Provision and maintenance of high quality community facilities in key locations (both centres and outdoor areas that can be used by a range of community groups including those funded by FACS) - this is referenced in Objectives 5.1 'There is an increase in the health and wellbeing of our community' and 5.2 'Participation in recreational and lifestyle activities is increased'
- Opportunities for local employment, which are key to breaking the cycle of disadvantage. FACS encourages and appreciates local government support for new business investment and for Social Enterprises and Social Businesses to give vulnerable people work experience and training opportunities - this is referenced in Objective 2.1 'Local employment opportunities are increased with a strong local economy'.

Wilderness Society Illawarra

The Wilderness Society Illawarra (WSI) stated Council's current draft planning documents for the next decade do not currently specify greenhouse gas (GHG) emission reduction targets in line with Australian commitments. They requested five changes to the council's current 10-year draft planning documents: four changes to the Draft Our Wollongong 2028 Community Strategic Plan and one change to the Draft Delivery Program and Operational Plan 2018-2021. The requested changes are as follows:

- Requested Change 1: Within the 2028 Community Strategic Plan, specify strongly and clearly that Wollongong needs to reduce its greenhouse gas emissions, and to do its share to limit climate change.
- Requested Change 2: Within the 2028 Community Strategic Plan, change the Goal 1 list of community indicators to include a measure of total GHG emissions in addition

to the already-included Emissions per permanent resident measure, and specify yearly caps for total GHG emissions and for GHG emissions per permanent resident.

- Requested Change 3: Within the 2028 Community Strategic Plan, make a strong commitment to make the region's economy more sustainable with a transition to green jobs.
- Requested Change 4: Within the Draft Delivery Program and Operational Plan 2018-2021, accelerate the Global Covenant of Mayors steps.
- Requested Change 5. Within the Draft Delivery Program and Operational Plan 2018-2021, add an ethical investment strategy under objective 4.3 which currently reads "Our council is accountable, financially sustainable, and has the trust of the community". Ethical investment should be clearly stated as a strategy for Council to achieve trust of the community by showing positive leadership and values. WSI submits that divestment from companies that are a part of the fossil fuel industries or invest in fossil fuel projects must be part of this strategy.

Destination Wollongong

Destination Wollongong wrote a comprehensive submission around the strong strategic alignment to visitor economy growth. They were also encouraged by the review of Tourist Accommodation planning controls planned. Destination Wollongong commended work undertaken at Mt Keira and Beaton Park and are looking forward to seeing the final masterplans produced for these two areas. Destination Wollongong mentioned the parts of the plans that focus on the renewal of certain assets such as North Wollongong Surf Club, Tourist Parks, Port Kembla and Flagstaff Hill.

They showed support for Grand Pacific Way/ Walk that is a project that amplifies the work undertaken by Destination Wollongong on the Grand Pacific Drive and fits perfectly into the healthy living aspects of the City.

4.1 Summary of feedback

Overall, 1,280 people were engaged throughout the process.

An overview of the major themes that came through the engagement process are presented below (Diagram 2).



Diagram 2: Key Themes from Engagement – Our Wollongong 2028 Discussion Paper

Based on the extensive engagement and feedback received from the community a refreshed Community Strategic Plan, Our Wollongong 2028 was produced and exhibited. The community’s thoughts were referenced and adjustments to the strategies and objectives are now better align with the community’s priorities and aspirations for the future.

Following the exhibition of the strategic planning documents in April and May 2018, the following items were included within submissions:

Diagram 3: Key Themes from Engagement – Our Wollongong 2028 Strategic Planning Documents



Attachment A: Overview of engagement activities

Event	When	Location	No. people
Neighbourhood Forum 5 Wollongong	Wednesday 1 November 2017, 7pm	Wollongong Town Hall, Corner Crown and Kembla streets, Wollongong	28
Neighbourhood Forum 4 Corrimal	Tuesday 7 November 2017, 7pm	Towradgi Community Hall, Corner Towradgi and Moray roads, Towradgi	20
Staff Workshop	Tuesday 7 November 2017, 3:45	Council Building, Burelli Street, Wollongong	10
Tarrawanna Primary school activity	Wednesday 8 November 2017, 10am-11am	Meadow Street, Tarrawanna	30
Neighbourhood Forum 1 Helensburgh	Wednesday 8 November 2017, 7pm	Helensburgh Community Centre, Walker Street Helensburgh	10
Neighbourhood Forum 8 Dapto	Wednesday 8 November 2017, 7pm	Dapto Ribbonwood Centre, Princes Highway, Dapto	14
Viva La Gong	Saturday 11 November 2017 12pm to 3pm	MacCabe Park, Burelli Street, Wollongong	102
Councillor Workshop	Sunday 12 November 10am to 4pm	Council Building, Burelli Street, Wollongong	17
Warrawong Plaza	Monday 13 November 2017 11am to 1pm	Corner King and Cowper streets, Warrawong	17
Mount Saint Thomas Public School	Tue 14 November 2017 2pm-3pm	Taronga Avenue, Wollongong	30
Thirroul Library and Community Centre	Thursday 16 November 2017, 11am to 1pm	Thirroul Community Centre, Lawrence Hargrave Drive, Thirroul	12
Neighbourhood Forum 3 Thirroul	Tuesday 21 November 2017, 7pm	Thirroul Community Centre, Lawrence Hargrave Drive Thirroul	8
Neighbourhood Forum 7 Berkeley	Tuesday 21 November 2017, 6pm	Collegians, Port Kembla Leagues Club, Port Kembla	12
Windang Public School	Monday 4 December 2017, 10am	Oakland Avenue, Windang	30
NSW Government workshop	Thursday 7 December 2017	Level 0 Conference Room, 84 Crown Street, Wollongong	17

Councillor Planning Workshop	Saturday 17 February 2018	Council Building, Burelli Street, Wollongong	12
Neighbourhood Forum 5 Wollongong	Wednesday 4 April 2018, 7pm	Wollongong Town Hall, Corner Crown and Kembla streets, Wollongong	23
Thirroul Seaside Festival	Saturday 7 April 2018, 7pm	Thirroul Community Centre, Lawrence Hargrave Drive, Thirroul	19
Neighbourhood Forum 1 Helensburgh	Wednesday 11 April 2018, 7pm	Helensburgh Community Centre, Walker Street Helensburgh	10
Neighbourhood Forum 8 Dapto	Wednesday 11 April 2018, 7pm	Dapto Ribbonwood Centre, Princes Highway, Dapto	18
Eat Street Markets Wollongong	Thursday 12 April 2018, 5pm	Crown Street Mall	15
Council Staff Lunch and Learn	Friday 13 April 2018,	Council Building, Burelli Street, Wollongong	17
Neighbourhood Forum 3 Thirroul	Tuesday 17 April 2018, 7pm	Thirroul Community Centre, Lawrence Hargrave Drive Thirroul	8
Neighbourhood Forum 7 Berkeley	Tuesday 17 April, 6pm	Collegians, Port Kembla Leagues Club, Port Kembla	12
Warrawong Markets	Saturday 21 April, 9am	By the lake, Northcliffe Drive, Warrawong	10
Council Staff Lunch and Learn	Monday 30 April 2018,	Council Building, Burelli Street, Wollongong	12
Neighbourhood Forum 5 Wollongong	Wednesday 4 April 2018, 7pm	Wollongong Town Hall, Corner Crown and Kembla streets, Wollongong	23

ITEM 2 DRAFT BEATON PARK REGIONAL PRECINCT MASTER PLAN 2018-2038

This report considers the Draft Beaton Park Regional Precinct Master Plan prepared in accordance with the recommendations of the Beaton Park Needs Assessment and provides Council with a progress report. This report recommends that Council endorse the public exhibition of the draft plan for community comment before finalisation.

RECOMMENDATION

- 1 The Draft Beaton Park Regional Precinct Master Plan 2018-2038 be placed on public exhibition for a minimum of 28 days.
- 2 Consultation with relevant State Government agencies and stakeholders occur as part of the exhibition period.
- 3 A further report be submitted to Council on submissions received during the exhibition period to enable the master plan to be finalised.

REPORT AUTHORISATIONS

Report of: Mark Bond, Manager Property and Recreation (Acting)

Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Draft Beaton Park Regional Precinct Master Plan Financial Model
- 2 Draft Beaton Park Regional District Master Plan 2018-2038

BACKGROUND

The Beaton Park Precinct incorporates Beaton Park and the adjacent Wiseman's Park. The precinct is located just two km from Wollongong CBD and comprises Beaton Park Leisure Centre, Wollongong Tennis Club, Illawarra Basketball Stadium, Beaton Park Sports Ground, Wiseman's Park Sports Ground, Wiseman's Park Tennis Courts and Wiseman's Park Playground.

This precinct plays an important role in the lifestyles of many residents and visitors to Wollongong by providing significant opportunity as a leisure, sport and recreational hub. It has facilities and services to cater for the amateur to elite athlete as well as those looking for a variety of recreational opportunities in the one location.

In 2015 SGL Consultants were engaged to complete an assessment of the precinct which included extensive reviews of existing facilities and input from key precinct stakeholders, tenant groups and Regional and State Sport Associations to identify new opportunities that would complement existing facilities and generate greater interest in recreation, leisure and sport for the region at the site.

The objectives of the assessment were to:

- Provide an overall strategic approach for the Beaton Park precinct.
- Identify opportunities for complementary infrastructure and services to those currently present in the precinct.
- Identify opportunities to enhance existing stakeholder relationships and explore new potential stakeholders that could align to the vision for the Beaton Park Precinct.
- Identify potential funding and/or investment sources from current or potential stakeholders.
- Determine the feasibility of the establishment and integration of a 'Centre of Excellence' that enables community participation and engagement
- Identify opportunities to inform Council's Capital Program to support the precinct strategy.
- Enhance community access, engagement and usage of the precinct.
- Inform a review of the Beaton Park Plan of Management.

On 9 May 2016, the Beaton Park Needs Assessment was presented to Council and resolved to:

- *Note the Beaton Park Needs Assessment;*
- *A review of the Beaton Park Plan of Management be conducted;*
- *Investigations into the reclassification of identified land be commenced;*
- *Investigations into the feasibility of the acquisition of Defence Lands,*
- *The develop a staging plan for implementation of the Plan be completed*
- *A further progress report to Council be provided*
- *Community developed concept plans for Wisemans Park and related elements of the Gwynneville - Keiraville Community Planning Project be included to inform the character of the site*
- *Consideration be given to including Gilmore Park within the study area*

Since 2016, a number of tasks have been actioned and are now in deployment phase.

The Beaton Park Plan of Management has been reviewed and was endorsed by Council on 28 May 2018.

Investigations into the reclassification of land have been undertaken. Originally it was proposed to reclassify portions of the precinct from Community to Operational land to facilitate the recommendations of the needs assessment, however only additional uses were required to be added to the current zoning for the area. A draft planning proposal was therefore completed to add “medical centre” and “community health facilities” for Lots 113 DP 788462, 104 DP 594259, 401 DP 1128781 and “registered club” for Lot 113 DP 788462 as permissible uses in the RE1 Public Recreation zone for the Beaton Park site through a Schedule 1 amendment. This has been completed and was endorsed by Council on 28 May 2018.

Discussions with the Department of Defence are continuing however at this stage Defence have indicated they see their future on the current site and are not interested in Council acquiring the land. They have indicated however their willingness to discuss the use of the open parking area on their site for the formation of an at grade carpark for precinct use. These discussions are continuing.

A master plan for site has been developed which has taken into account the Needs Assessment as well as the concept plans for Wisemans Park, the Gwynneville - Keiraville Community Planning Project and Gilmore Park as well as a variety of other supporting documents. These have all assisted in informing the current draft master plan.

An update on progress to date was presented at a briefing session with Council on 19 March 2018, where it was requested a report be presented prior to exhibition of the plan.

PROPOSAL

This report presents a Draft Regional Master Plan for the Beaton Park Precinct and seeks Council's endorsement to proceed to exhibition. The plan has been prepared following the recommendations of the Beaton Park Needs Assessment finalised in 2015, a review of site constraints, discussion with both external and internal stakeholders and a review of the relevant Council policies and strategies.

The master plans aim is to develop Beaton Park as a regional centre of excellence with high performance and event facilities that are complemented with improved local open space and parkland areas.

The master plan sets out a long term vision to guide future development and the use of the land within the Beaton Park Precinct. Works are expected to be undertaken over a 10-20 year time period. It should be noted that the attached plan has been prepared based on available information and is a draft. It is sought to publically exhibit the draft plan to test whether it is considered to meet the communities' future needs or whether it requires amendment.

The draft plan provides a general staging outline, outlined below:

Stage	Components
1	Aquatic Centre and Greening
2	Leisure Centre upgrade, new entrance and Health and Wellbeing area
3	Multipurpose Stadium
4 Future Works	Repurpose of Snakepit Intersection reviews Football and Cricket Field drainage and lighting works Gipps Street parking formalisation

Staging Outline

Stage 1

Stage 1 relates to an expansion of the existing aquatic offering and greening works. The works are proposed to involve the retention of the existing 25m pool, construction of a new multipurpose hydrotherapy/program pool, interactive water play area for children, new amenities, a new spa and sauna area and associated plant, office and storage areas. As part of the building, new amenity, change room and storage areas are proposed to be provided to service the grass football and cricket fields. The gardeners store is also proposed to be relocated as part of this phase of development.

With regard to greening of the site, riparian works are proposed within the Fairy Creek tributary. The work proposed includes weed removal, seed collection and native vegetation reconstruction. Additional plantings and the establishment of the area between the grass fields and athletics track and additional community green space with pedestrian connections and outdoor fitness equipment is also proposed.

It is noted that the Stage 1 works as indicated on the draft plan impact on the existing Illawarra Sports Medicine Clinic (ISMC) building. Additional consideration needs to be given as to the staging of the works and relocation of the on-site health and wellbeing use to the new health and wellbeing building.

Stage 2

The second stage of works is proposed to be the leisure centre upgrade and expansion including a new main entrance and reception, establishment of a central corridor, expanding the gym area, a new health and wellbeing space, providing a new permanent kiosk which opens out to the courtyard area to the rear of the grandstand and leisure centre, a new playground and works to tennis courts. Works within the existing car parking area are proposed to include the provision for bus turning and drop off on site, directly adjacent to the main entrance.

Stage 3

The multipurpose stadium is proposed to comprise the third stage of works. The stadium is proposed to be directly accessible from the leisure centre reception area and contain additional amenities, storage and change room facilities, as well as first floor office space.

Stage 4 Future Works

Future works nominated as part of the master plan include the repurposing of the Snakepit building, intersection upgrade works, the formalisation of angled parking along Gipps Street adjoining the grass field areas, the renovation/rebuilding of the Tennis Club and Tennis Clubhouse buildings, and drainage and lighting works to the grass field area.

Landscaping, cycleway and shared path connections and car parking works are also proposed throughout the site as part of the overall masterplan. It is expected that these works will be undertaken in conjunction with the stages of the development to which they relate.

Key issues for consideration

Aquatic Space provision

Relevant Council policies including the Needs Assessment and Pools Strategy recommend that Council priorities for water space should include more warm water space for activities such as learn to swim and rehabilitation, rather than lap or competitive swimming at the site.

With an abundance of water facilities within the Local Government Area, including swimming pools, rock pools and beaches, another 50 metre pool is not considered to be a priority at this site and is therefore not identified as part of the draft master plan for this site. Council has identified as part of the Pool Strategy that Corrimal Swimming Pool will be the premier competitive pool for the LGA. A master plan for the Corrimal site is currently in development.

Synthetic fields

The Needs Assessment recommended that Council further consider whether a synthetic football field could be located within the centre of the existing athletics track and if so, whether an extension to the grandstand was warranted. The available dimensions between the synthetic surfaces have been reviewed, and there is insufficient area within the track area to provide for a FIFA compliant field, and hence could function as a training facility only. The location of a field within this area would also result in the need to relocate several throwing sports outside of the confines of the athletics area, which is undesirable from an athletics perspective, and given required setbacks from these sports, would likely impact on at least one of the existing grass football fields, and/or could require the erection of a netting system to protect the railway line and other surrounding site users. Concerns have also been raised with regard to the ability to control players crossing into the centre of the athletics track and resultant increased degradation to the synthetic athletics surface. Considering the above, the draft Master Plan does not recommend a synthetic field to be constructed within the track area.

There has also been discussion as to whether the two grass football fields could be developed to be synthetic fields in the future. This has been considered and given the flood affectation of that part of the site, a significant amount of engineering would be required to provide for the fields. The site is also expected to contain a degree of contamination and as such additional earthworks in this area are not desirable. Also, the dimensions of the available land between the existing shared path, the watercourse and Gipps Street would not be sufficient for two FIFA standard fields. One synthetic field is undesirable as it would prohibit the use of the site for cricket during the summer. The construction of synthetic fields in this area would also require the fencing of this area, and as such would result in a reduction in community green open space.

As such, synthetic football fields are not proposed to be located on the site as part of the draft master plan.

West Dapto

Consultants have been engaged to prepare a needs assessment and site analysis for the future West Dapto leisure centre site. The site is expected to contain both a leisure centre and open recreation area, and operate as a district level facility. Beaton Park remains classified as a regional facility.

Car parking on site

As part of the master planning process, Council commissioned a traffic study for the Beaton Park site. The study reviewed the existing studies relating to the site, the current operation of the site access points and car parking areas and provided recommendations as to possible solutions to mitigate identified issues.

The key findings from this study were:

- The use of public and active transport to the site is very low, partly due to:
 - The green bus does not stop at either of the two main public bus stops adjoining the site.
 - Public bus services to the site only operate until 6.30pm.

- Existing bus stops have poor amenity.
- There are a number of missing pedestrian and cycle way links within and surrounding the site.
- The existing car parking areas currently contain a total of 370 formal car parking spaces which are located within four distinctly separate car parking areas. There are approximately 140 additional unformed car parking spaces on the site. There are several signage and circulation issues between the car parks, significantly the causeway.
- There is no opportunity for bus drop off or turning within the site.
- Saturday mornings between 9.00am and 9.30am were found to have the highest car parking occupancy, with approximately 85% (315) of the available car parking spaces being occupied. Over all recorded events, the car parks were found to have an average occupancy of approximately 39% (145 spaces). A conservative average occupancy of 70% has been used for modelling purposes.
- Only 6% of vehicles utilised the Gipps Street entrance, with 94% accessing the site from the main Foleys Street driveway. Notwithstanding, the Foleys Street/Beaton Park intersection was identified to have good operation (Level of Service [LoS] A) at all recorded times.
- Strictly speaking, with all existing uses operating at full capacity, 477 car parking spaces would be required in accordance with Wollongong Development Control Plan 2009 and RMS Parking rates. The number of formal spaces provided at the site is 30% less than the required 477.
- Considering the proposed additional floor areas and expansion in uses, 750 car parking spaces would be required in accordance with the controls. 454 formal spaces, in addition to approximately 50 informal car parking spaces are proposed as part of the master plan, again being approximately 30% below the control rate.
- It is noted that it is likely that the peak periods for each land use within the park are unlikely to be at full capacity at the same time. It is also unlikely that the stadiums will be at full capacity apart from special events.
- Consideration needs to be given to encouraging the green bus route to be altered to better service the site to increase public transport patronage.
- Consideration could also be given to the preparation of a Traffic Management Plan to better manage parking during significant events. This Plan could include advertising of public transport access and proximity to bus stops and train stations, utilizing traffic marshals to control traffic movements throughout the car parking and considering alternative locations for informal parking for very significant events, for example the use of the soccer fields, the hardstand space within the Department of Defence site or parking areas at the University or TAFE (note that suggestions would be subject to further discussion and agreement being reached with those property owners),

Research

The draft master plan has been prepared in response to a significant amount of research undertaken by Council staff. This includes site visits to several facilities in Sydney, Melbourne and research into facilities in the planning phase or under construction in New Zealand. A review of these facilities indicates that Beaton Park has fallen behind in terms of the quality of the facility offering, is inefficient in buildings being reserved for used for a single sport or purpose, provides little flexibility in use and can be considered in some circumstances as no longer be able to cater for the many users of the site.

The majority of existing buildings on site were constructed between the 1960's and 1980's and have remained relatively unchanged since. Given the age of the facility, design changes and expansion over the coming years it is essential to ensure the facility is able to cater for not only the current clientele but also provide for increases in patronage and attraction of new users into the future.

Multifunctional and co-located facilities

With regard to leisure centres generally, the overriding trend observed through the research is to co-locate facilities and design centres to serve (or be capable of) serving multiple purposes. This provides for opportunities for more efficient use of the facilities, provides opportunities for less popular sports to grow without the financial burden of being required to hire whole centres or areas, provide opportunities for cost sharing between users and cost savings in terms of maintenance, cleaning and staffing. Co-location has also been found to facilitate the cross selling of the different activities, encourage greater utilisation of the area by the local community, increased use of active or public transport use and result in a reduction in overall car movements.

Examples of flexible or co-located spaces being incorporated into the draft master plan include:

- Amenities, storage and facilities for the sports fields being located as part of the overall leisure centre building.
- Storage opportunities for athletics being located as part of the overall leisure centre building.
- Multipurpose stadium providing a building that is capable of being used for multiple indoor local and regional level sports with additional flexibility for various sporting regulations with shared amenities, storage and office space.
- Football/Cricket field area remaining as public open space with public access outside of park booking times.
- Connected cycleway and footpath network with outdoor fitness equipment stations providing a clear, relatively flat, safe and free opportunities for an outdoor fitness circuit.
- Consolidated car park serving the whole precinct.
- Community rooms to serve the leisure centre community, the twelve clubs and associations currently located at the site as well as the general community.

Population

The Wollongong LGA estimated resident population has grown from 173,440 in 1991 to more than 211,000 people recorded in 2016. By 2036, the population is projected to grow by a further 17.17% to almost 255,000.

The City is expected to experience significant population growth especially with increased urban infill development surrounding the CBD area, and also in close proximity to the hospital and university precincts. In 2016, 35% of the LGA population (more than 74,000 people) lived within 5kms of the Beaton Park site. By 2036, this population is forecast to increase by 14% to 86,151 people. The greatest change in this the population age groups within this period is forecast to be in the 70+ service age group, which is expected to increase by more than 25% to comprise 14% of the total estimated resident population.

The cost of health

In 2008, the World Health Organisation estimated that physical inactivity caused 1.9 million deaths per year worldwide. In Australia, it has been estimated that inactivity results in more than 16,000 deaths annually. The cost of this inactivity was estimated in 2013 to be than \$800 million per year, \$640 million in direct costs and more than \$160M in indirect costs such as lost productivity and household out of pocket expenses. More recent studies by the University of Sydney state that three in five Australians are not doing enough physical activity. Moving forward collectively, Australian households are conservatively estimated to spend \$124M to address physical inactivity-related diseases annually.

With regard to the challenges being faced by the ageing population, a study by the Victorian Government found that only around one in 10 Australians over the age of 50 exercises enough to gain any cardiovascular benefit. Some estimates suggest that about half of the physical decline associated with old age may be due to a lack of physical activity. It has been suggested that people over the age of 65,

more than any other age group, require adequate fitness levels to help them maintain independence, recover from illness and reduce their high risk of disease.

Considering the Illawarra Shoalhaven Region specifically, 57% of the population were identified as being overweight or obese, compared with a NSW average of 53% in 2016. The same study found that 42% of the Region's population were also considered to be physically inactive. These statistics translate to hospital admissions for cardiovascular disease, chronic obstructive pulmonary disease, diabetes and obesity in our region, higher than the NSW averages. With regard to population, the percentage of the population aged 65 years or over has increased from 16% in 2011 to 17.2% in 2015. This number has been forecast by the Illawarra Shoalhaven Health District to continue to increase, projected to reach 26% by 2036.

Policy Review

The key planning controls and strategic documents that apply to the Beaton Park site have been reviewed and their recommendations incorporated into the draft master plan. The relevant policies include:

- Beaton Park Needs Assessment 2015 - The Beaton Park Needs Assessment was undertaken to provide an analysis of current and future social indicators, identify gaps and duplication of facilities within the community and provide a range of development options. Key recommendations of the Needs Assessment were as per the below:

Beaton Park Leisure Centre

- More health and fitness areas
- expanded/new improved wellness facilities
- New food/beverage and merchandising areas
- central reception to control users
- More aquatic leisure water facilities for family and children's use.
- New warm water pool area for older adults and warm water programs.

Kerryn McCann Athletics Track

- Investigate synthetic surface pitch inside track.
- Increase size of grandstand
- Co-located amenities
- Upgrade lighting

Illawarra Basketball Stadium

- Current stadium is aged and no longer complies with basketball standards
- Single use
- In the long term relocating of courts to the leisure centre site

Tennis Facilities

- Upgrade amenities
- Expand court lighting
- Adding 2 more courts to meet regional status.

Outdoor Playing Fields

- Upgraded surface, drainage and irrigation system on the outdoor fields.
- Co-locating amenities

Open Space

- New perimeter shared use trail
 - Links to Wiseman Park
 - New community playground and picnic area
 - Outdoor fitness equipment
 - Major active youth and children's area
 - Redeveloped entry/exit and internal road network with linked car parks at key activity nodes.
- Play Wollongong 2014-2024 - Provides direction for the future of playgrounds and play spaces in the Wollongong LGA including the planning and management. There is no specific reference to Beaton Park within this study, however direction is provided towards the expected evolution in play space and distribution of different categories of facilities, which can be considered as part of the master plan process.
 - Wollongong 2022 - Wollongong 2022 is a long term Community Strategic Plan for the City. The plan plays a vital role in the future of Wollongong, and provides direction for the delivery of key projects and services, which will help meet the needs of the community. The Beaton Park Regional Precinct Master Plan is aligned with the Plan as per the following points:
 - 5.1.5 The long terms needs of the community including our people and out places are effectively planned for
 - 5.1.6 Urban Areas are created to provide healthy living environments for our community
 - The Future of Our Pools 2014 - The future of our pools considered the use and community feedback on the nine supervised and nine tidal rock pools across the LGA. Of the existing swimming pool facilities, seven of the nine supervised swimming pools are 50m pools. Helensburgh and Beaton Park have 25m pools. The study also reviewed industry trends and advises that modern aquatic facility design reflects expanding the facility mix to include a combination of facilities, including heated water spaces which can accommodate a range of activities including lap swimming, aquatic programs, learn to swim, interactive play elements, provided in conjunction with health and fitness centres. Take home messages from this study include:
 - Wollongong has a large number of 50m pools which cater well for lap/fitness swimming.
 - Innovative and best practice aquatic centres are seeing aquatic facilities being co-located with other health and well-being facilities.
 - The community is seeking more contemporary facilities including interactive water play space for children.
 - The available water space at Beaton Park is at capacity during peak periods.
 - Keiraville Gwynneville Community Planning Project - The subject site, despite not being within the defined area of study for the Keiraville Gwynneville community planning project, is a key feature within the context of the suburbs and their connection between the University lands and the Wollongong CBD. Beaton Park is seen within the project as forming part of the south eastern boundary of the study area. Beaton Park is also identified as green space to be protected. The master planning of the site is not considered to be inconsistent with the future directions identified as a result of the project.
 - Keiraville/Gwynneville Access and Movement Strategy - The Keiraville/Gwynneville access and movement study is currently underway. The site forms the southern extent of the study area and will therefore be considered as part of the strategy.

- City of Wollongong Bike Plan 2014-2018 - The City of Wollongong Bike Plan provides a range of recommendations as to additional infrastructure and non-infrastructure measures to encourage additional active transport use. The additional cycleway links recommended as part of the draft master plan are consistent with those recommended for additional city centre links as part of the Bike Plan.
- Illawarra-Shoalhaven Regional Plan - The Illawarra Shoalhaven Regional Plan sets out to guide strategic planning within the region for the next 20 years. The master plan is considered to be consistent with Direction 3.1 Grow the opportunities for investment and activity in the regions network of centres and 3.3 Build socially inclusive, safe and healthy communities. The plan recognises that the redevelopment and expansion of sporting and active recreation infrastructure will be necessary as the region grows so that it retains its appeal as an attractive place to live, work and visit.

Service Delivery

Currently the many programs and services offered within the precinct are provided through a variety of delivery models including leasing, licencing and Council operated. All three methods work in tandem to ensure they provide the best outcome for the community. The mix of service delivery will continue following the master plan implementation to ensure we can continue to gain the best outcome for the community and Council.

CONSULTATION AND COMMUNICATION

The Draft Beaton Park Precinct Master Plan has been prepared in response to the Beaton Park Needs Assessment noted by Council in May 2016, and ongoing engagement with the key site stakeholders. These key stakeholders included:

- Wollongong Tennis Club
- Illawarra Basketball Association
- Athletics Wollongong
- Football South Coast
- Cricket Wollongong
- Illawarra Hawks
- Wollongong District Tennis Association
- Wollongong Swim Club
- Illawarra Badminton Association
- Illawarra Table Tennis Association
- Wollongong Little Athletics
- Illawarra Sports Medicine Clinic
- NSW Tennis
- Venues NSW

An information Kiosk and public hearing, conducted for the Plan of Management review was also utilised to present basic concepts and obtain feedback from the public.

A significant degree of internal consultation has also been undertaken as part of the preparation of the draft plan. This was conducted with over 50 participants through eight forums with the following divisions in attendance:

- Property and Recreation
- Infrastructure Strategy and Planning

- Governance and Information
- Project Delivery
- City Works and Services
- Environmental Strategy and Planning
- Community, Cultural and Economic Development

A project control group has also met fortnightly to ensure the continual review of information has been completed.

The finance division has completed an analysis of the master plan and provided detailed costings of the master plan impact following implementation

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.1.2 Child-friendly and age-friendly principles are incorporated in design, planning and service delivery within the city	5.1.2.1 Actively engage children and young people in planning and design processes	Continue to refine practices for children to ensure continuous improvement and actively to involve children in town and village planning, play space design and policy and planning
5.1.4 Flexible services are provided and can adapt to changing community needs and service demands	5.1.4.3 Investigate the future provision of Aquatic Services across the local government area and implement improvements	Implement program opportunities and innovative activity options to encourage healthy living, enhance user experience and increase patronage and new revenue streams at our supervised public swimming pools
5.1.5 The long term needs of the community, including our people and our places, are effectively planned for	5.1.5.2 Carry out commercial business management of Council's operational lands	Manage Council's commercial businesses to maximise return at Beaton Park Leisure Centre Completion of master plan for the Beaton Park Precinct
5.1.6 Urban areas are created to provide a healthy living environment for our community	5.1.6.2 Provide an appropriate and sustainable range of quality passive and active open spaces and facilities	Explore opportunities outlined in needs assessment developed for the Beaton Park Precinct Increase utilisation of Council's recreation and leisure assets
5.5.1 The built and natural environment provides access and connectivity	5.5.1.1 Maintain and establish corridors and parks that strengthen open space connections and people movement.	Undertake high priority works, as per open space works schedule
5.5.2 A variety of public spaces and opportunities for sport, leisure, recreation, learning and cultural activities in your community	5.5.2.4 Provide statutory services to appropriately manage and maintain our public spaces	Undertake a review of the Beaton Park Plan of Management
5.5.3 Healthy, active ageing programs are promoted in partnership with government agencies and community organisations	5.5.3.2 Deliver a range of recreational pursuits for older people	Provide a variety of affordable senior programs at the leisure centres

FINANCIAL IMPLICATIONS

The following financial information is of an indicative nature only and is based on a range of high level concepts and assumptions about the nature of the assets, how these will be operated, service levels, community usage and possible commercial arrangements. The financial information will need to be modified over time as the underlying assumptions are better defined and more information becomes available.

Preliminary Capital Investment Estimates

The full capital investment, over the lifetime of the plan, equates to approximately \$55M based on the current draft concept plan. The first stage is expected to cost in the vicinity of \$14M and would include the enhancement of the aquatics area.

Stage	Stage Description	Preliminary Capital Cost Estimate
1	Aquatics and Greening	\$ 14 M
2	Leisure Centre upgrade and expansion including café	\$ 9.8 M
2	Health and Wellbeing/community space	\$ 3 M
2	Tennis court works	\$ 1.2 M
3	Multipurpose Stadium including six basketball courts and office space	\$ 23 M
4	Future works	\$ 3 M
4	Repurpose Snakepit	\$ 0.545 M
	Total Construction Cost	\$ 55 M
		+ contingencies

In addition to the above construction costs, it is estimated that the project will also incur a non-recurrent net cost of \$0.89M from the closure of elements of the current operation as the masterplan is implemented. Current estimates based on anticipated timing of the project indicate a potential loss in revenue of \$1.74M that would be partially offset by reduced expenditure during construction of \$0.85M that relates to the variable costs for facilities not utilised while construction occurs.

Funding Opportunities

A number of funding opportunities have been explored and these include:

- Federal Grants
- State Grants
- Grants from National and State Sporting organisations
- Input from local sporting stakeholders where appropriate
- Joint venture opportunities

No allowance for these is included in the financial forecasts at this stage. Opportunities will be further explored once a master plan for the site is endorsed.

Preliminary Operational Impact Estimates

Preliminary operational cost estimates are based on the current draft concept plan and a range of assumptions for income and expense projections. These assumptions are based on current service delivery approaches and methodologies and do not as yet include consideration of possible alternatives.

The financial forecast is shown in current dollars and is for the expected net annual recurrent costs when the masterplan has been fully implemented. It should be noted that these projections do not include cost of capital.

The key assumptions used in the calculation of the impact operationally of the master plan include:

Income

- 100% increase in fees and charges within pool entry fees
- 50% increase in Learn to Swim and Swim squads
- 50% increase in sauna and spa usage
- 50% increase in centre memberships
- 100% increase in café rental
- 50% increase in health and wellbeing space rental

Expenses

- 150% increase in electricity costs
- 300% increase in water costs
- 20% increase in cleaning costs
- 37% increase in permanent staffing in aquatics and gym supervision
- 30% increase in casual staffing for aquatic programs
- 10% increase in casual staffing for gym programs

Expense forecasts also include an allowance for increased asset maintenance costs and depreciation associated with the additional assets. Maintenance costs are based on the nature and value of the new assets and are currently estimated to be between 1-2% of construction cost based on industry guidelines for the proposed asset types. Depreciation costs are based on the construction costs and expected useful lives of each asset type.

Recurrent Operational Implications

	Before Masterplan	After Masterplan
Income	\$2.37M	\$3.35M
Expenses	\$2.89M	\$6.12M
Operational Surplus/(Deficit)	(\$0.52M)	(\$2.77M)

Based on the indicative concepts and underlying assumptions, the Beaton Park Masterplan will increase net operational costs by \$2.25M. Additional asset maintenance and depreciation are estimated to be in the vicinity of \$2.2M. As the infrastructure within the Beaton Park Precinct is ageing, it is anticipated that without any enhancements at the site, it will still require significant outflows for asset maintenance of the current facilities over the next ten years. This will be funded from within the existing budget.

CONCLUSION

The Beaton Park Regional Precinct Master Plan will provide a road map for the delivery of recreational services in the region for the next 20 years. It will foster and promote healthy lifestyle choices for the whole community through a diverse and affordable range of quality recreational, sporting, health and leisure opportunities whilst ensuring the changing needs and shape of the community will be well catered for into the future. The endorsement of the draft concept plan will allow the community to be re-engaged and to provide feedback so the master plan can be progressed further.

Beaton Park Long Term Financial Model - Masterplan

Impact of Additional Masterplan Works	TOTAL	Aquatic	Gym Facilities	Athletics Track	Health Services	Stadium	Tennis	Snakepit	Sportsfields	Supporting Assets
Total Income from Continuing Operations	983,807	412,070	541,724	-	30,013	-	1	-	-	-
Total Expenses from Continuing Operations	3,231,731	1,267,777	715,498	(20,451)	72,129	929,356	23,390	16,568	58,782	168,683
Net Surplus/(Deficit)	(2,247,924)	(855,707)	(173,774)	20,451	(42,116)	(929,356)	(23,389)	(16,568)	(58,782)	(168,683)
Total Capital Expenditure	54,476,757	14,247,214	9,375,880	-	1,801,500	22,111,755	1,169,505	276,123	1,351,802	4,142,975

Before Masterplan	TOTAL	Aquatic	Gym Facilities	Athletics Track	Health Services	Stadium	Tennis	Snakepit	Sportsfields	Supporting Assets
Total Income from Continuing Operations	2,367,554	748,246	1,401,636	107,073	48,025	-	61,960	614	-	-
Total Expenses from Continuing Operations	2,888,123	1,477,238	1,362,800	47,830	110	-	143	1	-	-
Net Surplus/(Deficit)	(520,569)	(728,992)	38,836	59,243	47,915	-	61,817	612	-	-
Total Capital Expenditure	-	-	-	-	-	-	-	-	-	-

After Masterplan	TOTAL	Aquatic	Gym Facilities	Athletics Track	Health Services	Stadium	Tennis	Snakepit	Sportsfields	Supporting Assets
Total Income from Continuing Operations	3,351,361	1,160,316	1,943,360	107,073	78,038	-	61,961	614	-	-
Total Expenses from Continuing Operations	6,119,854	2,745,015	2,078,298	27,379	72,239	929,356	23,533	16,569	58,782	168,683
Net Surplus/(Deficit)	(2,768,493)	(1,584,699)	(134,938)	79,694	5,799	(929,356)	38,428	(15,955)	(58,782)	(168,683)
Total Capital Expenditure	54,476,757	14,247,214	9,375,880	-	1,801,500	22,111,755	1,169,505	276,123	1,351,802	4,142,975

*Athletics track reduction in expenditure relating to apportionment of reception from 10% to 5% to accommodate stadium after masterplan implementation.

Draft Beaton Park Regional Precinct Masterplan

2018 - 2038

Acknowledgements

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



1980s Exterior of Leisure Centre

How to read this document

A Master Plan study is a critical component in guiding the orderly development of a site. The Draft Beaton Park Regional Precinct Master Plan (the Plan) sets the long term vision for the future development of the Beaton Park Precinct. The Draft Plan has been prepared with respect to the aim and vision set for the future of Beaton Park, consideration of the site constraints and consultation with site stakeholders.

The Plan sets out 20 year vision to guide future development and the use of the land within the Precinct. It should be noted that the Plan has been prepared based on available information, and works proposed within are subject to detailed design, funding and grant applications. The Plan has also been designed to be flexible and multifunctional, providing opportunities for more efficient and economical use of facilities.

The Draft Master Plan guides the extent, type and general location of different development that can take place on the site. Each component of the Plan will be subject to the relevant application and public exhibition process.

This version of the Plan is in draft form. We are seeking community input and guidance to inform finalisation, clarify staging priorities and refine ideas.

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Introduction

Introduction

Beaton Park is located within the suburb of Gwynneville, 2km from the Wollongong City Centre Area and 1.5km from the University of Wollongong Main Campus Area.

Currently, the site contains Beaton Park Leisure Centre, Wollongong Tennis Club, 14 outdoor hardstand tennis courts, 8 hot shot tennis courts, the Snakepit (4 court Basketball Stadium), 2 soccer fields and 1 cricket field and Kerryn McCann Athletics Track and Grandstand and associated amenities and car parking areas. The complex covers almost 14 hectares and is generally bounded by Gipps Street to the north, the South Coast Railway Line to the east, Throsby Drive to the south and Foley Street to the west.

This precinct plays an important role in the lifestyles of many residents and visitors to Wollongong by providing significant opportunity as a leisure, sport and recreational hub.

The majority of existing buildings on site were constructed between the 1960's and 1980's and have remained relatively unchanged since.

Given the age of the facility, design changes and expansion over the coming years is essential to ensure facility is able to cater for not only the current clientele but also provide for increases in patronage and attraction of new users into the future.

History of Beaton Park

Originally comprising part of the Crown Grants to the Campbell Family, and later the site of the Federal Cokeworks, the area has significantly changed over the past.

The following table provides a brief history of the development of Beaton Park

1841	Crown Grant to Robert & Charles Campbell
1901	The Federal Coke Company established
1951	Consolidation of two adjoining private land areas
1957	Wollongong Tennis established
1964	Snake Pit developed - 2 courts
1973	Park area expanded following closure of the Cokeworks
1978	Area further expanded by 1.056 ha by linking excess railway land
1981	Beaton Park Leisure Centre and 25m pool completed
1983	Pool enclosed
1983	Snakepit extended – 4 courts
1993	Synthetic Athletics Track Completed
2001	Athletics track Grandstand added
2005	Children's playgrounds at Beaton Park and Wisemans Park opened
2017	Synthetic Athletics Track resurfaced



Informing the Masterplan

Alignment with Supporting Documents

A multitude of plans, studies and reports have informed the draft master plan, including:

- Beaton Park Needs Assessment
- Beaton Park Plan of Management (underway)
- Wollongong 2022 Community Strategic Plan
- Play Wollongong Strategy 2014-2024
- The Future of our Pools Strategy 2014-2024
- City of Wollongong Bike Plan 2014-2018
- Keiraville Gwynneville Community Planning Project 2014
- Illawarra Shoalhaven Regional Plan
- Keiraville Gwynneville Access and Movement Strategy (underway)
- Sportsground and Sporting Facilities Strategy 2017-2021
- 'A City for People', Wollongong Public Spaces Public Life 2016



Alignment with Community Strategic Plan

The Draft Master Plan will contribute to the delivery of the Wollongong 2022 community Strategic Plan goal "We are a healthy community in a liveable city". It specifically delivers on the following:

Community Strategic Plan	Draft Delivery Program 2018-2021	Annual Plan 2018-2019
Strategy	3 Year Action	Annual Deliverable
3.1.1 Using community art and cultural development practices, our places and space reflect the creativity, history and identity of our people	3.1.1.5 Encourage Sports Associations to conduct regional, state and national events in the city	Collaborate with Destination Wollongong to encourage local sporting associations to host and facilitate events
5.1.3 Involvement in lifelong learning, skills enhancement and community based activities is promoted	5.1.3.2 Carry out commercial business management of Council's operational lands	Manage Council's commercial businesses to maximise return at Corrimal, Bulli and Windang Tourist parks, Beaton Park Leisure Centre and Wollongong Memorial Gardens
5.1.4 Urban areas are created to provide a healthy and safe living environment for our community	5.1.4.1 Provide an appropriate and sustainable range of quality passive and active open spaces and facilities	Complete the master plan for the Beaton Park Precinct Explore opportunities outlined in needs assessment developed for the Beaton Park Precinct Increase utilisation of Council's recreation and leisure assets Pursue key actions outlined in the 2017-2021 Sports Ground & Sporting Facilities Strategy
5.2.1 Provide a variety of quality public spaces and opportunities for sport, leisure, recreation, learning and cultural activities in the community	5.2.1.2 Investigate the future provision of Aquatic Services across the local government area	Implement program opportunities and innovative activity options to encourage healthy living, enhance user experience and increase patronage and new revenue streams at our supervised public swimming pools Incorporate elements of good design and wise use of water resources when undertaking improvements to public pool amenities
5.2.1 Provide a variety of quality public spaces and opportunities for sport, leisure, recreation, learning and cultural activities in the community	5.2.1.3 Use data to assess the current community infrastructure available, community demand and develop a strategic framework and policies to either rationalise, enhance or expand to meet community needs	Implement the key recommendations of the Strategic Plan for Council's swimming pools in accordance with Council's capital program Implement The Future of Our Pools Strategy 2014-2024 Implement program of enhancing pool amenities, consistent with good design principles
5.2.2 Health, active ageing program are promoted in partnership with government agencies and community organisations	5.2.2.1 Deliver a range of programs and recreational pursuits for older people	Provide a variety of affordable senior programs at the leisure centres
5.5.1 Public facilities in key locations and transport routes are maintained and clean, accessible and inviting to our community and visitors	5.5.1.1 Well maintained assets are provided that meet the needs of the current and future communities	Undertake high priority works, as per open space works schedule to strengthen connections and people movement.

Needs Assessment, 2015

In 2015, Council engaged SGL Group to undertake a Needs Assessment for the Beaton Park site. The Assessment was undertaken to provide an analysis of current and future social indicators, identify gaps and duplication of facilities within the community and provide a range of development options.

The needs assessment involved interviews with a number of site stakeholders and interested parties including Tennis Wollongong, NSW Tennis and the City of Wollongong Tennis Club, Illawarra Basketball Association, Football South Coast, Wollongong Olympic Junior Football, Illawarra Badminton, Wollongong Swimming Club, Illawarra Cricket, Illawarra District Table Tennis Association, Illawarra Sports Medicine Clinic, Illawarra Academy of Sport, Illawarra Blue Stars Athletics, Athletics Wollongong, Wollongong City Little Athletics, University of Wollongong, PeopleCare, Destination Wollongong, Swimming NSW, Basketball NSW, Football NSW, Little Athletics NSW, Netball NSW and Table Tennis NSW. Several of these stakeholders have been involved in further discussions and the development of the plan as drafted.

The assessment was aimed at identifying opportunities for complementary infrastructure and services to those currently present in the precinct and guide an overall strategic approach for the Beaton Park Precinct.

The Needs Assessment was noted by Council at its meeting of 9 May 2016 and

Key findings from this assessment are below:

Beaton Park Leisure Centre

- More health and fitness areas
- Expanded/new improved wellness facilities
- New food/beverage and merchandising areas
- Central reception to control users
- More aquatic leisure water facilities for family and children's use.
- New warm water pool area for older adults and warm water programs.

Kerryn McCann Athletics Track

- Investigate synthetic surface pitch inside track.
- Increase size of grandstand
- Co-located amenities
- Upgrade lighting

Illawarra Basketball Stadium

- Current stadium is aged and no longer complies with basketball standards
- Single use
- In the long term relocating of courts to the leisure centre site

Tennis Facilities

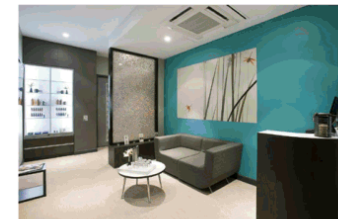
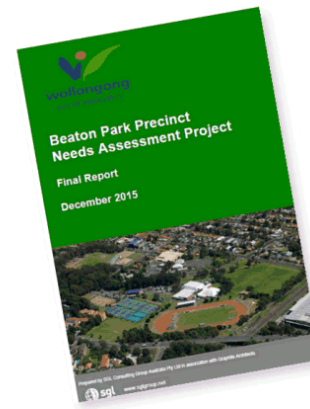
- Upgrade amenities
- Expand court lighting
- Adding 2 more courts to meet regional status.

Outdoor Playing Fields

- Upgraded surface, drainage and irrigation system on the outdoor fields.
- Co-locating amenities

Open Space

- New perimeter shared use trail
- Links to Wiseman Park
- New community playground and picnic area
- Outdoor fitness equipment
- Major active youth and children's area
- Redeveloped entry/exit and internal road network with linked car parks at key activity nodes.



The Future of our Pools Strategy, 2014 - 2024



The future of our pools considered the use and community feedback on the nine supervised and nine tidal rock pools across the LGA. Of the existing swimming pool facilities, seven of the nine supervised swimming pools are 50m pools. Helensburgh and Beaton Park have 25m pools.

The study also reviewed industry trends and advises that modern aquatic facility design is on expanding the facility mix to include a combination of facilities, including heated water spaces which can accommodate a range of activities including lap swimming, aquatic programs, learn to swim, interactive play elements, provided in conjunction with health and fitness centres.

Messages from this study include:

- Wollongong has a large number of 50m pools which cater well for lap/fitness swimming. No further 50m pools are required to service the current and projected Wollongong community
- Innovative and best practice aquatic centres are seeing aquatic facilities being co-located with other health and well-being facilities.
- The community is seeking more contemporary facilities including interactive water play space for children
- The available water space at Beaton Park is at capacity during peak periods

A Key Action from this Plan was to prepare a master plan for pool expansion/upgrading Beaton Park as the premier year round indoor facility and program pool in the Wollongong LGA.

Sportsground + Sporting Facilities Strategy, 2017-2021



The aim of this strategy is to assist Council to meet the existing and future needs of the community in a sustainable manner. The strategy seeks to clarify the current provision, distribution and identify service and infrastructure gaps in sportsgrounds and facility provision based on current and trending participation rates with the aim to determine the appropriate future needs, distribution, development and management of sportsgrounds and sporting facilities. Beaton Park is identified as a regional facility within this strategy.

The Draft Master Plan is consistent with a number of recommendations and focus areas of this study, in particular:

- Increasing the capacity of the sportsgrounds at the site through field drainage improvements, provision of additional lighting, storage and improved amenities.
- Renewing and enhancing existing sporting facility infrastructure with a focus on gender equality, improved accessibility and storage

Play Wollongong, 2014-2024



Provides direction for the future of playgrounds and play spaces in the Wollongong LGA including the planning and management. Direction is provided towards the expected evolution in play space and distribution of different categories of facilities, which has been considered as part of the master planning process.

Illawarra Regional Plan



The Illawarra Shoalhaven Regional Plan sets out to guide strategic planning within the region for the next 20 years. The master plan is considered to be consistent with Direction 3.1 Grow the opportunities for investment and activity in the regions network of centres and 3.3 Build socially inclusive, safe and healthy communities. The Plan recognises that the redevelopment and expansion of sporting and active recreation infrastructure will be necessary as the region grows so that it retains its appeal as an attractive place to live, work and visit.



Site Context

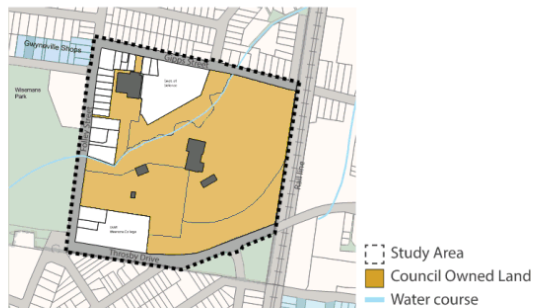
The Beaton Park site is located in close proximity to several other significant sites including being immediately adjacent to Wisemans Park and the Fairy Creek Master Plan area, between the Gwynneville village centre area and Wollongong CBD area, between Wollongong and North Wollongong Train Stations and in close proximity to the Wollongong Botanic Gardens and University of Wollongong main campus.

The site is also located on the green bus route, and is one of the main connecting sites for the cycle way links between the city centre and the University. There is also a significant amount of work currently being designed or under construction within the surrounds of the Site with regard to footpaths, playground replacement, community centre refurbishment, stormwater infrastructure and facility renewal.

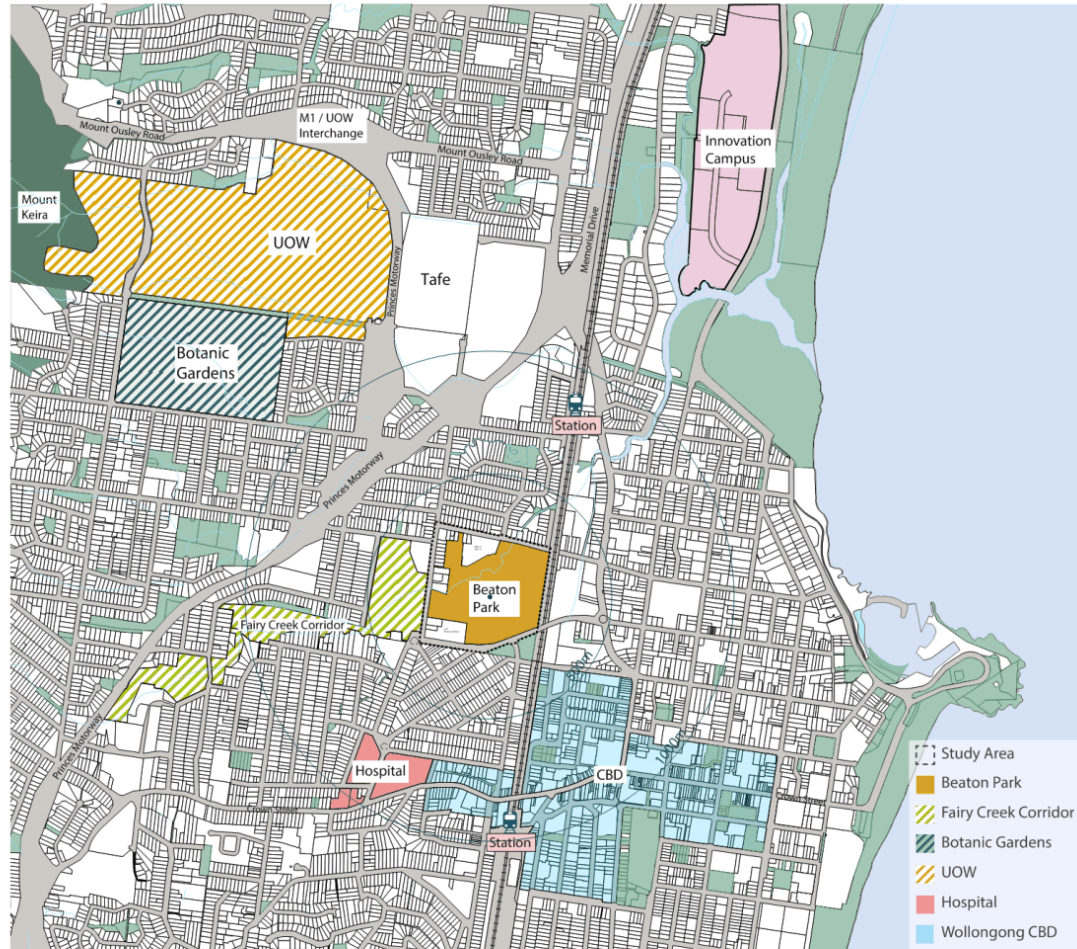
The Council owned land within the study area comprises six lots:

1. Lot 113 DP 788462
2. Lot 401 DP 1128781
3. Lot 104 DP 594259
4. Lot 105 DP 594259
5. Lot 102 DP 611233
6. Lot 2 DP 700616

There are three pockets of privately owned land adjoining the existing community land. These pockets are comprised of UOW Weerona College, a scouts hall and Girl Guides Hall on the corner of Foley Street and Throsby Drive, private properties to the north west and Department of Defence Land to the north.



The Study Area



Context Map: Key sites

Community Demographics

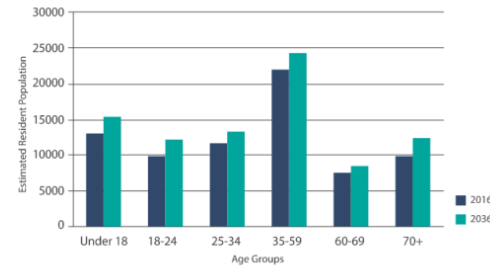
The Wollongong LGA estimated resident population has grown from 173,440 in 1991 to more than 211,000 people recorded in 2016. By 2036, the population is projected to grow by a further 17.17% to almost 255,000. The City is expected to experience a significant population growth especially with significant urban infill development surrounding the CBD area, and also in close proximity to the hospital and university precincts.

In 2016, 35% of the LGA population (more than 74,000 people), lived within 5kms of the Beaton Park site. By 2036, this population is forecast to increase by a further 14% to 86151 people. The greatest change in this the population age groups within this period is forecast to be in the 70+ service age group, which is expected to increase by more than 25% to comprise 14% of the total estimated resident population.

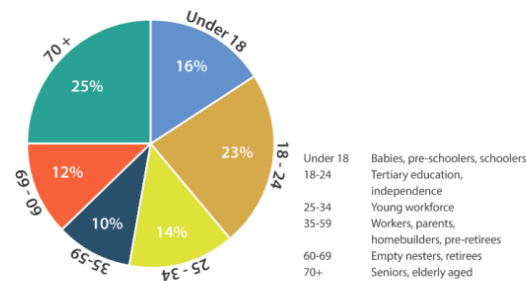
The percentage of the population aged 65 years or over has also increased from 16% in 2011 to 17.2% in 2015. This number has been forecast by the Illawarra Shoalhaven Health District to continue to increase, projected to reach 26% by 2036.



Projected population change by age group within a 5km radius, 2016-2036



Population change by age group within a 5km radius, 2016-2036



Site Analysis

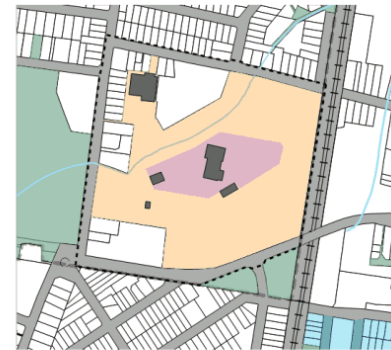
The study area encompasses one of the most interesting and dynamic areas of the Wollongong LGA. The site is located between the CBD and UOW main campus area, and hence is one of the main connection points for people travelling between the two. The site is also located on one of the main access points from the M1 motorway to the Wollongong CBD, in close proximity to the Gwynneville town centre and located between the Wollongong and North Wollongong Train stations. Understanding these key connections and the relationship of the site with the surrounding area is key to developing the master plan.

LEP zoning



- RE1, Public Recreation
- R1, General Residential
- R2, Low Density Residential
- B4, Mixed Use

Community + Lands Management



- Sportsground
- General Community Use
- Water Course

Key Connections



- Key footpath connections
- Cycleways

Public Transport



- Green Shuttle
- R1
- Bus Stops

Pedestrian + Vehicular Entrances



- Vehicular
- Pedestrian
- Proposed Pedestrian

Cycleways



- Existing Cycle Network
- Proposed Cycle Network

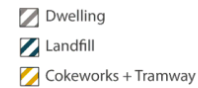
Site Constraints

The Beaton Park Precinct is known to be affected by several constraints and hazards. The site contains a tributary of Fairy Creek which is identified as a riparian corridor. The site is also known to contain low, medium and high flood risk precincts due to the watercourse. Dense vegetation within Wisemans Park creates a potential bushfire hazard and the previous use of part of the property as the Federal Cokeworks results in areas of fill and potential contamination. The following maps provide a visual representation of these hazards and the extent to which they affect the site currently.

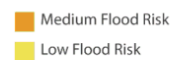
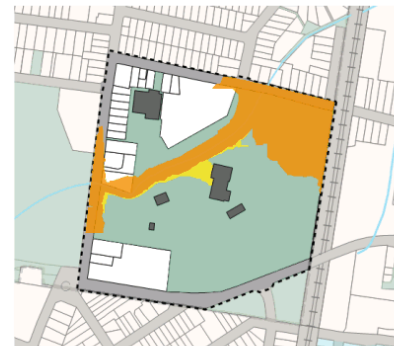
Bushfire



Contamination



Flood



Riparian/watercourse/vegetation



Aim:

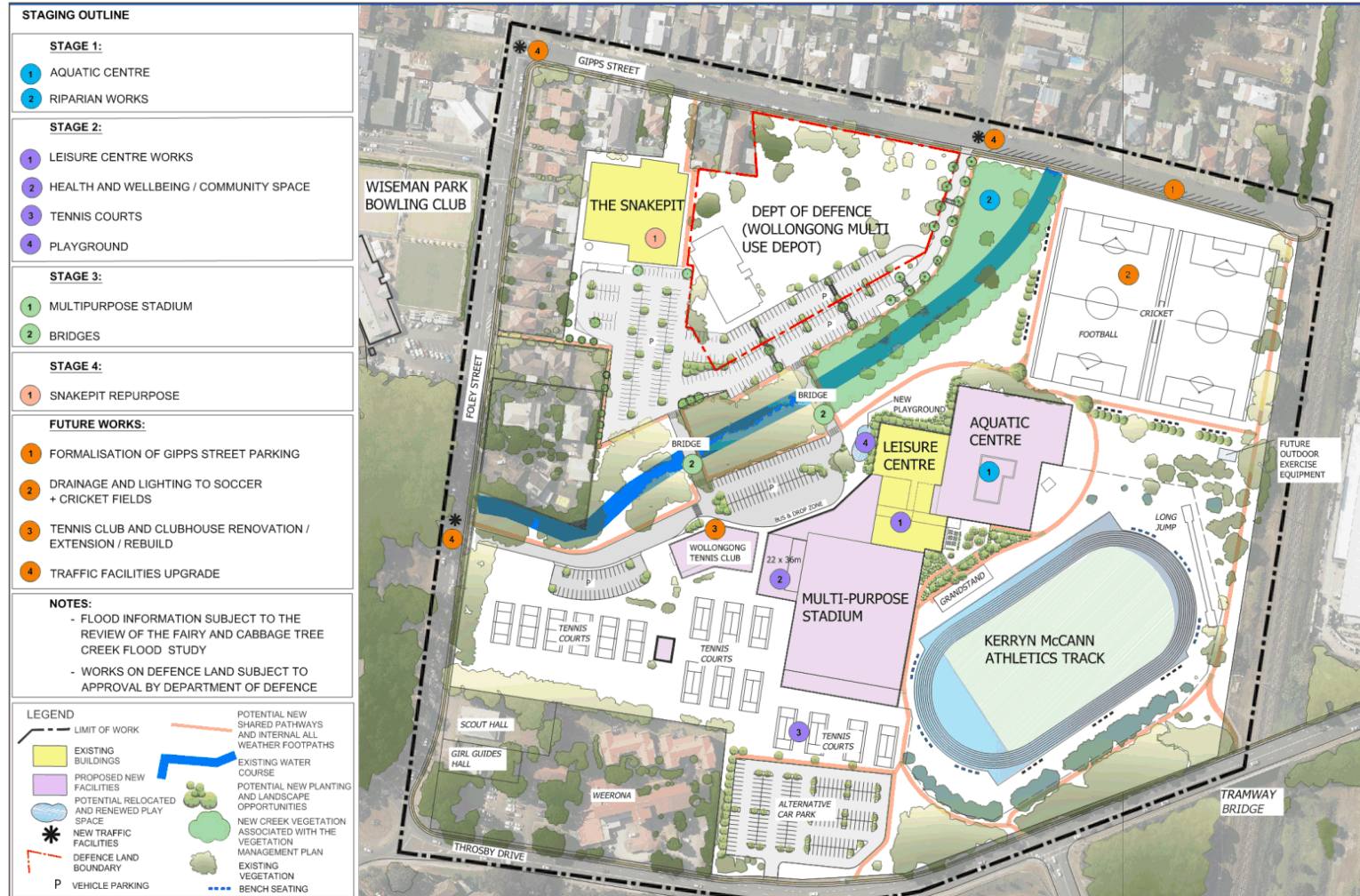
To develop Beaton Park as a Regional Centre of excellence with high performance and event facilities that are complemented with improved local open space and parkland areas.

Vision:

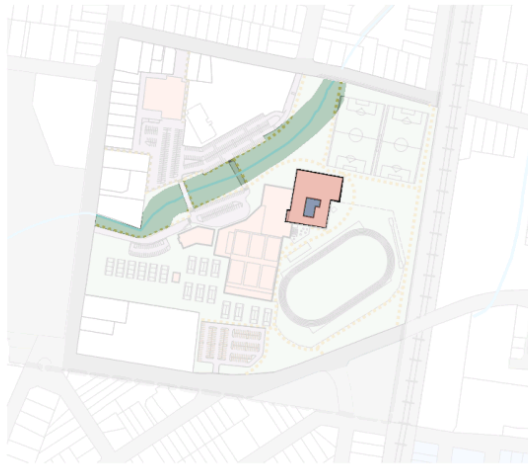
Beaton Park is a place to foster and promote healthy lifestyle choices for the whole community through a diverse and affordable range of quality recreational, sporting, health and leisure opportunities.



Draft Master Plan



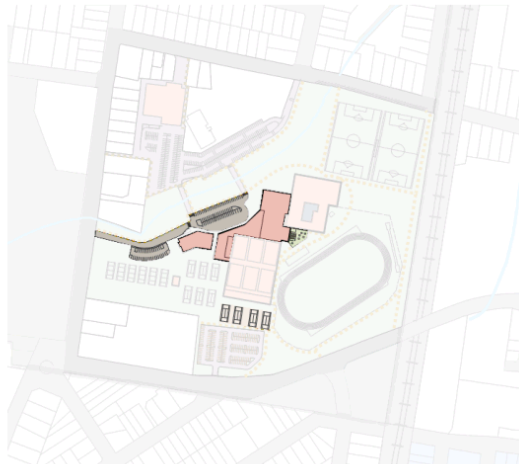
Staging Plan



Stage 1: Aquatic Expansion

Stage 1 relates to an expansion of the existing aquatic offering and greening works. The works are proposed to involve the retention of the existing 25m pool, construction of a new multi-purpose hydrotherapy/program pool, interactive water play area for children, new amenities, a new spa and sauna area and associated plant office and dual direction storage areas. As part of the building, new amenity, change room and storage areas are proposed to be provided to service the grass football and cricket fields. Once the existing 25m pool reaches the end of its design life, the floor plate provides the opportunity for a widened, rectangular 25m pool to replace the existing "L" space pool. The gardeners store is also proposed to be relocated as part of this phase of development.

With regard to greening of the site, riparian works are proposed within the Fairy Creek tributary. The work proposed includes weed removal, seed collection and native vegetation reconstruction. Additional plantings and the establishment of the area between the grass fields and athletics track and additional community green space, pedestrian connections and outdoor fitness equipment is also proposed.



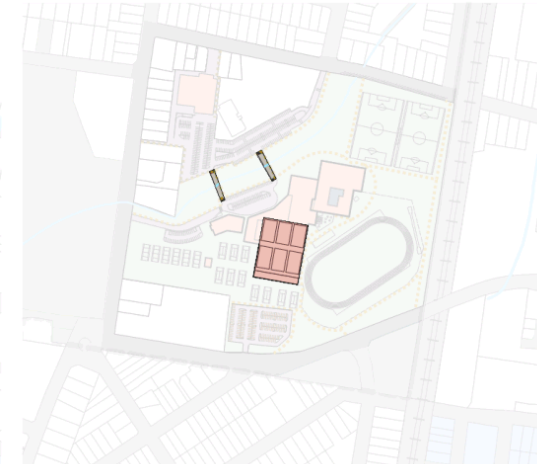
Stage 2: Leisure Centre upgrade, new entrance and Health and wellbeing area

The second stage of works is proposed to be the leisure centre upgrade and expansion including a new main entrance and reception, establishment of a central corridor, providing a covered entrance, expanding the gym area, office and storage areas, a new health and wellbeing space, alterations to the existing child minding area, providing a new permanent café space which opens out to a landscaped courtyard area to the rear of the grandstand, a new playground and works to tennis courts.

It is expected that Council would undertake the construction of the shell of the health and wellbeing facility and engage with an external independent operator to undertake the fitout.

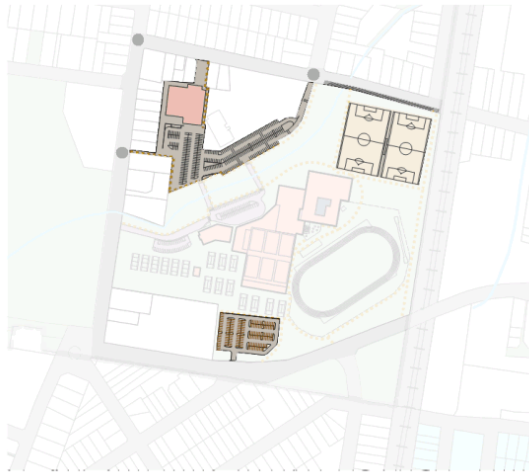
Works within the existing car parking area are proposed to include the provision for bus turning and drop off on site, directly adjacent to the main entrance.

The construction of new tennis courts is proposed as part of this phase of the development, to make way for the third stage of works. In addition to the new courts proposed, courts to be retained in their current position also require reconstruction to address concerns with regard to the underlying base lifecycle and the location of expansion joints. The works will be staged to ensure that 16 courts (14 standard courts and 8 hot-shot courts) remain available.



Stage 3: Multi-purpose Stadium

The stadium is proposed to be directly accessible from the leisure centre reception area and contain additional amenities, storage and change room facilities, as well as first floor office space. Following interest being expressed by the Illawarra Hawks, a retractable seating system which has a capacity approximately 3000 seats is being explored within this area.



Stage 4: Future Works

Future Works:

Future works nominated as part of the master plan include the repurposing of the Snakepit building, intersection upgrade works, the formalisation of angled parking along Gipps Street adjoining the grass field areas, the renovation/rebuilding of the Tennis Club and Tennis Clubhouse buildings, and drainage and lighting works to the grass field area.

Embellishments:

Landscaping, cycleway and shared path connections and car parking works are also proposed throughout the site as part of the overall masterplan. It is expected that these works will be undertaken in conjunction with the stages of the development to which they relate.

Facility Changes

Existing Facilities

Aquatics

- 25m pool
- Amenities
- Learn to swim offices
- Pump room
- 120 sqm in amenities



Proposed Future Facilities

Aquatics

- 25m pool
- Hydrotherapy/Program pool (approx. dimensions 20x15m)
- Up to 1500 sqm in aquatic play space
- Spa and sauna
- Hydro slide
- Expanded pump room - separate filters
- Chemical storage area
- 300 sqm + in amenities

Gym/leisure centre

- 420 sqm in gym floor space
- Two office areas
- 80 sqm reception floor – 2 workstations
- 20sqm retail space
- Ted Tobin Hall and group activity room
- RPM / Cycling room
- Amenities
- Spa and sauna
- Temporary kiosk
- Circuit room



Gym/leisure centre

- Up to 1400sqm in gym floor space
- Minimum 6 flexible office spaces
- 200sqm + reception space – min 3 workstations
- 20sqm retail area
- Ted Tobin Hall and group activity room
- RPM room
- Amenities
- 140 sqm in café floor space
- Additional storage areas
- Function training area

Stadium

- 4 basketball courts (not to regulation)
- Approximately 2000 seating capacity
- 250 sqm temporary office space



Stadium

- Flexible court space including provision multiple court arrangements
- 2000 seat retractable seating system
- 250 sqm office space

Health and Wellbeing

- 300sqm



Health and Wellbeing

- Minimum 500sqm

Tennis

- 4 grass courts
- 10 hard courts
- 8 hot shot courts
- Tennis Club



Tennis

- 4 grass courts
- 10 hard courts
- 8 hot shot courts - All resurfaced / new
- Tennis Club

Sports fields

- 2 grass football fields
- 1 cricket pitch
- 150 sqm amenities



Sports fields

- 2 grass fields with improved drainage
- 1 cricket pitch
- New co-located amenities with storage
- Field lighting

Car Parking

- 370 formed spaces + overflow



Car Parking

- 454 formed spaces + overflow

Conclusion

The Draft Beaton Park Regional Precinct Master Plan sets the strategic direction and Vision for the study area over the coming years. Delivering on the Master Plan will require collaboration across government agencies, private industry and the community.

This version of the Plan is in draft form. We are seeking community input and guidance to inform finalisation, clarify staging priorities and refine ideas.




Join the conversation...

We want to work with you to understand what you think is important for the future of the Beaton Park Precinct.

If you have any questions regarding the draft Masterplan contact the Property and Recreation team on (02) 4227 7111

This Draft document is on Public Exhibition from x to x

You can share your thoughts by following one of the options below:

 Emailing: records@wollongong.nsw.gov.au	 Writing a letter to: The General Manager, Wollongong City Council, Locked Bag 8821 WOLLONGONG NSW 2500.	 In Person: Council staff will be available to answer questions about the Draft Master Plan at kiosks: TBC
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ITEM 3

ADOPTION OF THE BROOKS CREEK FLOOD STUDY REVIEW, MULLET CREEK FLOOD MODEL UPDATE AND MACQUARIE RIVULET FLOOD STUDY

The Brooks Creek Flood Study Review, Mullet Creek Flood Model Update and Macquarie Rivulet Flood Study have been completed and were publicly exhibited. They are recommended for adoption so that they can inform land use planning, planning certificates and be used as the basis for the future development of floodplain risk management studies and plans.

RECOMMENDATION

- 1 Council adopt the Brooks Creek Flood Study Review, Mullet Creek Flood Model Update and Macquarie Rivulet Flood Study.
- 2 Council write to Shellharbour Council to show its appreciation for the provision of flood information along Macquarie Rivulet at Yallah and Haywards Bay.

REPORT AUTHORISATIONS

Report of: Mike Dowd, Manager Infrastructure Strategy and Planning
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

- 1 Brooks Creek Catchment - Flood study review - location map and executive summary
- 2 Mullet Creek Council report attachment
- 3 Macquarie Rivulet

BACKGROUND

The NSW Government's Floodplain Development Manual provides a framework to ensure the sustainable use of floodplain environments and incorporates the NSW Flood Prone Policy. Under the Policy, the management of flood liable land remains the responsibility of Local Government with State Government subsidising flood mitigation works to alleviate existing problems and providing specialist technical advice to assist Councils in performing their floodplain management responsibilities.

The Policy provides for technical and financial support by the State Government through five stages:

- 1 **Flood Study** –Determines the nature and extent of flooding.
- 2 **Floodplain Risk Management Study** – Evaluates risks and management options for the floodplain in respect of both existing and proposed development.
- 3 **Floodplain Risk Management Plan** – Involves formal adoption by Council of a plan of management for the floodplain.
- 4 **Implementation of the Plan** – voluntary house purchase, flood readiness and response plans, construction of flood mitigation works to protect existing development and use of planning controls (LEP, DCP) to ensure new development is compatible with the flood hazard.
- 5 **Review** – reviews are recommended on average every 5 years and are also generally recommended after significant flood events, policy changes, or land use changes and where impediments to flood management plan implementation exist that warrant a review.

Brooks Creek (Dapto, Kanahooka, Koonawarra):

SMEC Australia Pty Ltd (SMEC) was commissioned by Wollongong City Council (WCC) to undertake a review of the Brooks Creek Flood Study. The review was recommended by the Mullet and Brooks Creek Floodplain Risk Management Study and Plan (2010). As the review started in 2012, it is based on the previous version of the Australian Rainfall and Runoff (1987), however the review considers Council's new blockage policy (2016).

Mullet Creek (West Dapto):

BMT WBM was commissioned by Wollongong City Council (WCC) to undertake an update of the Mullet Creek Flood model. The update was triggered by a need for the latest flood information to inform the West Dapto Urban Release masterplan, associated Section 94 plan and proposed infrastructure designs for the urban release area. As the update started in November 2015, it is based on the previous version of the Australian Rainfall and Runoff (ARR87) however it does consider Council's new blockage policy (2016).

Brooks Creek and Mullet Creek have an existing combined flood study and the respective review and update has allowed studying these catchments separately and therefore in more details which allowed a more accurate representation of the flood behavior. Flood affected areas along some tributaries that were not mapped previously have now been mapped. Generally both studies have found that flood levels directly upstream of culverts have dropped due to the lower blockage factors of the 2016 Council blockage policy.

Macquarie Rivulet (Yallah, Haywards Bay):

WMA Water was engaged by Shellharbour City Council to undertake a flood study of the Macquarie Rivulet. There is only a small flood prone section of this catchment that is located into Wollongong City Council LGA in Yallah and Haywards bay. As the flood study started prior to the release of the Australian Rainfall and Runoff 2016, it is based on the previous 1987 version. Blockage has been incorporated in the modelling using the guidelines developed as part of ARR project 11. They slightly differ from Wollongong City blockage factors adopted in 2016 which are shown below within brackets.

The following blockage factors were adopted for the 1%AEP event:

- hydraulic structures with less than 1 m diagonal – 100% (WCC-70%)
- hydraulic structures between 1m and 6m diagonal -50% (WCC -40% to 70%)
- hydraulic structures with a diagonal greater than 6m – 0 % (WCC- 10%)

PROPOSAL

The Brooks Creek Flood Study Review, Mullet Creek Flood Model Update and Macquarie Rivulet Flood Study be adopted

Following adoption of the flood studies the following actions will be undertaken:

- Update the flood planning levels - Environmental Strategy + Planning
- Update of the relevant Section 10.7 planning certificate -Environmental Strategy + Planning
- Preparation of the Floodplain Risk Management study and Plan (timing subject to priority and funding) – Infrastructures + Works

CONSULTATION AND COMMUNICATION

Brooks Creek:

The final draft report went on public exhibition from 25 September to 20 October 2017. A drop in Session at the Dapto Ribbonwood Centre on Tuesday 10 October 2017 from 3pm to 6pm was attended by approximately 15 people.

A Newsletter to all residents and property owners in flood affected areas (all properties with the extent of the PMF) was mailed out to advise of the public exhibition process and seek feedback on the document. Media release and formal advertisement in local Newspapers were also organised. Hard copies of the document were placed at the Ribbonwood Centre during the exhibition period as well as on Council's website. 44 submissions were received. General issues raised were related on impact on insurance cost and development or redevelopment restrictions.

The community feedback received related to potential mitigation measures was mainly associated with the management of vegetation and blockage, the investigation, and design of a debris control structure at Byamee St culvert was a therefore included in the capital works program. This option was recommended by the Mullet and Brooks Creek Floodplain Risk Management Study and Plan (2010) and is supported by the findings of the flood study review which shows potentially significant impact on flood levels at this particular location due to blockage.

Mullet Creek:

The final draft report was placed on public exhibition from 16 October to 10 November 2017. A drop in Session at Dapto Ribbonwood Centre took place on 31 October 2017 from 6pm to 8pm and was attended by approximately 15 community members. A Newsletter to advise all residents and property owners in flood affected areas was mailed out to advise of the public exhibition process and seek feedback on the document. A total of 106 submissions were received. General issues raised were related to impact on insurance costs, impacts from new development, redevelopment restrictions, flood mapping extents as well as general maintenance of creeks and channels.

Feedback received during the exhibition period led to some refinements in modelling and mapping of the flood behaviour.

The Brooks Creek Flood Study Review and Mullet Creek Flood Model Update were reported to the Southern Floodplain Risk Management Committee on 29 March 2018 which recommended that they be adopted by Council.

Macquarie Rivulet:

The flood study development was overseen by the Macquarie Rivulet Floodplain Management Committee. Staff from Wollongong City council attended the committee meetings. 172 residents in Yallah and Haywards Bay were notified of the public exhibition the study and were invited to provide comments. Drop in sessions were held on 14th and 22nd July 2016. Council has not received any concerns from Haywards Bay or Yallah residents related to the draft flood study. The flood study was adopted by Shellharbour City Council in April 2017.

Planning and Policy Impact

This report contributes to the delivery of Wollongong 2022 goal “We Value and Protect Our Environment”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
1.1.3 The potential impacts of natural disasters, such as those related to bushfire, flood and landslips are managed and risks are reduced to protect life, property and the environment	1.1.3.2 Implement an integrated approach to floodplain and stormwater management	Implement Council's floodplain risk management program

Ecological Sustainability

Brooks Creek and Macquarie Rivulet studies have assessed the impacts of both rainfall intensity increase and sea level rise due to climate change.

Mullet Creek study has only assessed the impact of rainfall intensity increase as no provision was made to investigate risk due to sea level rise. This will be assessed during the floodplain risk management study and plan.

RISK ASSESSMENT

The three flood studies recommended for adoption provide a better representation of the flood behavior; the next phase will be to develop a Floodplain Risk Management Study and Plan in order to understand the risks and investigate flood mitigation options. The scope of the works will also include an update of the Flood Study to integrate the new Australian Rainfall and Runoff (2016) guidelines.

The development of a floodplain risk management study and plan for Brooks Creek will be subject to funding and is seen as a lesser priority than other catchments which have much more significant flood risks.

Council's grant application to undertake a floodplain risk management study and plan for Mullet Creek to the State Government Flood Program 2018/2019 has been successful. A technical brief is currently being developed.

The development of a floodplain risk management study and plan for Macquarie Rivulet will be subject to Shellharbour City Council undertaking this project.

FINANCIAL IMPLICATIONS

The Brooks Creek flood study review has cost \$70,808. \$15,333 has been funded by the government

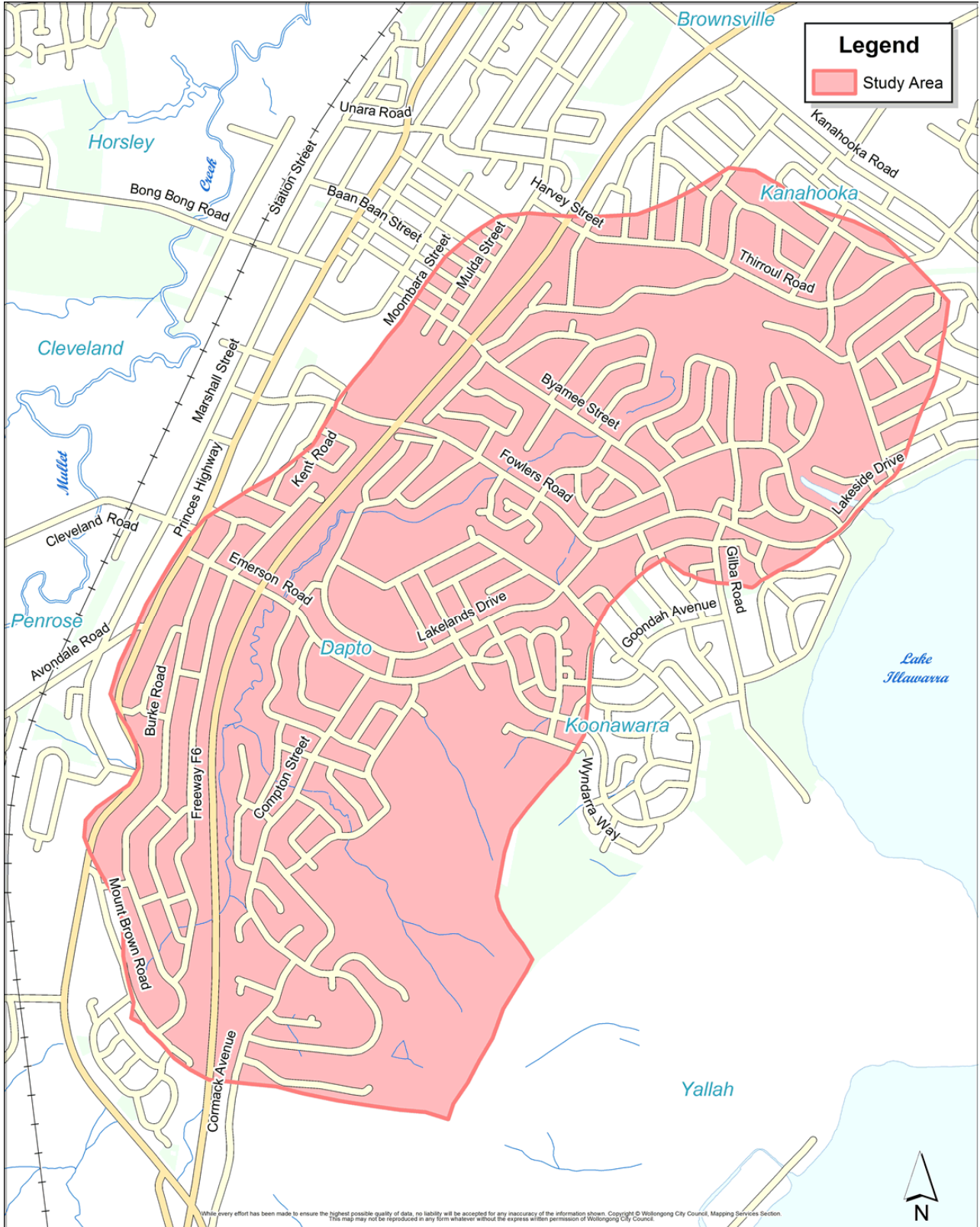
The Mullet Creek Flood Model update has cost \$161,836 (inc GST) and was funded through the West Dapto budget.

The Macquarie Rivulet flood Study was entirely funded by Shellharbour City Council and the State Government.

CONCLUSION

The Brooks Creek Flood Study Review, Mullet Creek Flood Model Update and Macquarie Rivulet Flood Study have been prepared with the cooperation, assistance and support of many stakeholders, including community members and State government representatives.

The three studies result in an improved flood analysis which identifies with more accuracy the level and extent of flooding in these catchments. The reports and flood models for Brooks Creek and Mullet Creek will be placed on the NSW Flood data portal so that they can be publicly accessed. This will lead to a greater understanding of flood behaviour and risk and wiser decision making.



1. EXECUTIVE SUMMARY

Study Objective

SMEC Australia Pty Ltd (SMEC) was commissioned by Wollongong City Council (WCC) to undertake a review of the 2010 Brooks Creek Flood Study and Floodplain Risk Management Study and Plan. The primary objectives of the study were to:

- Develop a revised Flood Study and Floodplain Risk Management Study and Plan for the study area, so that Council and the Floodplain Management Committee can make informed management decisions and assess potential impacts associated with proposed floodplain management measures, and thus develop a sound and responsible approach to management of the floodplain and future development.
- Address the existing, future and continuing flood problems, taking into account the potential impacts of climate change.
- To protect, and where possible, enhance the creek/lake and floodplain environment.
- To be consistent with the objectives of the relevant State policies.
- To integrate the Floodplain Risk Management Plan with the local emergency management plan (flood plan), other relevant catchment management plans, Council's existing corporate, business and strategic plans, existing and proposed environmental planning instruments and policies, and to meet Council's obligations under the Local Government Act, 1993.
- To ensure actions arising out of the management plan are sustainable in social, environmental and economic terms, including the timely adaptation to climate change impacts as they manifest.
- To establish a program for implementation that should include priorities, staging, responsibilities, funding mechanism, constraints and monitoring.

This report is specifically related to the Review of the Brooks Creek Flood Study.

Catchment and Study Area

Brooks Creek is an urbanised catchment covering 5.03 square kilometres and draining water from an elevation of 120 m AHD into the tidally affected Lake Illawarra over a distance of about five kilometres. The south-east portion of the catchment is a densely forested hill known as Mount Brown Reserve.

The catchment is also split by the M1 Princes Motorway that runs in a north south direction. The catchment west of the motorway is drained to Brooks Creek via a series of culverts that pass under the motorway.

The 2010 study was combined with Mullet Creek. However, Council has now decided to split the two catchments so that Brooks Creek becomes a standalone study. This will enable a more detailed assessment of flooding within the Brooks Creek catchment, compared to the 2010 study.

Data Sets

WCC provided a range of datasets to assist with the study. This included aerial photography, cadastre, roads, topographic contours, land zonings and ALS survey.

Additional rainfall data was obtained during the study from the Bureau of Meteorology (BoM).

The additional surveys of bridges and structures were obtained by Craven Elliston & Hayes Surveyors during the project.

Tailwater levels used for the downstream boundary condition of each historic event were obtained from Office of Environment and Heritage (OEH).

Community Consultation

A community consultation process was initiated to introduce the floodplain management process to the local community. The consultation process included introducing information about the flood study to residents and landowners within the project area by newspaper articles and sending out a newsletter and flood questionnaires.

The flood questionnaire was primarily used to develop a database of floodmarks/ flood levels associated with various historic floods that could be used in calibrating and validating the computer flood model.

Flood information obtained from the questionnaire included dates of flooding and floodmarks, estimates of flood depths, description of flooding and duration and qualitative estimate of flow velocities. This information has not been included in this report for privacy reasons. In some cases, photographs and videos were also provided. From the responses of the flood questionnaire the February 1984 historic flood event was selected for calibration of the hydrologic and hydraulic models.

The flood marks gained from the community consultation were used for the calibration, but it was found that some marks did not provide accurate levels and were discounted.

Study Methodology

The Flood Study involved an assessment of the rainfall-runoff processes using the WBNM hydrologic model and the TUFLOW hydraulic model to compute flood characteristics such as flows, flood levels and extents, flow distributions, and water velocities.

The hydrologic and hydraulic models, from the 2010 Flood Study, were reviewed and amended as required to provide a full 1D/2D representation of the catchment.

The original WBNM model catchment breakup was amended from 21 sub areas to 67 sub areas to better define the flow distribution. The calculation time step was also amended from one hour to 5 minutes since the Brooks Creek catchment area was originally modelled together with the larger Mullet Creek catchment. As this study only involved the smaller Brooks Creek catchment, the use of a shorter time step was considered more appropriate.

The TUFLOW model was used for representation of the distribution of flows and resulting flood levels and velocities, including the representing of bridges, fences and buildings. The TUFLOW hydraulic model utilised Council's stormwater GIS information, 2013 ALS survey in conjunction with additional survey of structures collected specifically for this study.

The 2010 TUFLOW 2D model was modified as follows:

- The 2D area was expanded to include all the urbanised areas
- All major structures and pits and pipes in the flow paths were added to the model

- The point inflows along Brooks Creek were replaced with inflow lines at the 2D boundary and SA catchments to represent the inflow into the model. SA catchments allow the actual catchments to be represented spatially within TUFLOW and the flow hydrographs attributed to each SA catchment are introduced in the model at the lowest point of the SA catchment.

Model Calibration

One stream gauge was located within the Brooks Creek catchment, however it only covered the 1999 rainfall event. Therefore, it was not possible to calibrate the hydrology for the 1984 event, within the TUFLOW model. Flood marks were only available for the 1984 event through public consultation within the study area, therefore the accuracy cannot be confirmed. However, this event was selected for the calibration for comparison by the TUFLOW model and also had a continuous record of rainfall data.

The intensity-frequency-duration values were derived from a number of rainfall stations located within the Brooks Creek catchment to ensure a reasonable representation of spatial variations in design rainfall. The Wongawilli and Port Kembla stations were used to source pluviograph data for the establishment of the average temporal pattern.

The TUFLOW hydraulic model provided a close calibration for the February 1984 event. The calibration resulted in an average difference between floodmarks and modelled flood levels within 0.22m for the February 1984 event.

Design Flood Modelling

Based on the results of calibration, the modelling parameters were adopted to enable modelling of design flood events. Design flood events included the 20%, 10%, 5%, 2%, 1% AEP and PMF events.

Design rainfall for the 20%, 10%, 5%, 2% and 1% AEP events were derived using standard procedures outlined in 'Australian Rainfall and Runoff (ARR) – A Guide to Flood Estimation' by extracting base design intensity-frequency-duration values. The standard rainfall patterns for each event and duration were then embedded in a 6-hour storm of the same event. It should be noted that the design rainfalls and corresponding temporal patterns used in this study were based on the 1987 edition of ARR, and have not been updated for the 2016 edition of ARR.

Probable Maximum Precipitation (PMP) depths were derived from the 2010 flood study report and adopted for the study review.

OEH provided six historical tide events for Lake Illawarra, which were used to define the downstream boundary condition for the 20%, 10%, 5% and 2% AEP events. The 1% AEP event was taken as the worst-case envelope of the 1% runoff/5% tide and 5% runoff/1% tide scenarios. The PMF event adopted the 1%AEP tide level taken from the Lawson and Treloar Lake Illawarra Flood Study (July 2001).

The TUFLOW model was used to simulate flood behaviour across the Brooks Creek catchment for the range of design floods and the critical storm duration. The critical duration for each AEP event was derived from the WBNM model.

A mapping threshold for the TUFLOW flood extent maps was set at 150mm. This depth was adopted as it distinguishes between shallow flooding and more significant floodwater depths that have the potential to overtop kerbs and cause property and above floor flooding.

Sensitivity Testing

A sensitivity analysis was undertaken to investigate potential variations in flood levels resulting from a change of modelling parameters and to assist in determining which model runs to apply in

the development of preliminary flood planning levels and areas. A number of factors were varied, with the 1% AEP design event adopted as the base case for the purposes of the sensitivity analysis. Factors that were varied included: climate change scenarios with the assessment of increased rainfall intensity and sea level rise modelled separately; rainfall losses; Manning's n roughness; blockage at hydraulic structures; and tailwater conditions.

The model was most sensitive to changes in culvert blockage and rainfall intensity.

The sensitivity analyses testing for all other parameters had a relatively minor impact on the overall modelling results.

Revised Blockage Policy

TUFLOW modelling was initially based on Councils 2002 Blockage Policy, which is consistent with the approach adopted for the 2010 Flood Study. However, the modelling was subsequently updated in accordance with the revised WCC blockage policy, as described in the report titled '*WCC Review of Conduit Blockage Policy – Final Draft*' (WMA Water, May 2016).

The modelling results of the 2016 revised blockage scenario, compared to the 2002 blockage scenario, shows that the 2016 blockage scenario produces a general decrease in flooding upstream of culverts and an increase downstream of culverts as compared to the 2002 blockage scenario. Significant differences in flood levels, under the revised Blockage Policy, were seen at the following locations along Brooks Creek:

- Byamee Street
- Fowlers Road
- Lakelands Drive
- Emerson Road

Overall Findings from the Flood Study Review

The review of the 2010 Brooks Creek Flood Study, which was originally completed as a combined Mullet Creek and Brooks Creek study, showed that both the hydrologic and hydraulic models needed to be updated to provide a more accurate definition of flooding within the catchment. The revised models included more detailed catchment delineation and expanded hydraulic model extents.

The more detailed modelling allowed an assessment of the potential impact of diversion flows along the F6 Motorway, as well as an assessment of flood impacts in other areas of the Brooks Creek catchment, that were not included in the 2010 study. The updated study also assessed a revised Culvert Blockage Policy, which was finalised in May 2016. The 2016 policy, which includes both Design and Risk Management blockage scenarios, supersedes the original Blockage Policy that was adopted by Council in 2002.

In general, the revised Blockage Policy results in lower flood levels upstream of major culverts along Brooks creek, compared to the 2002 Policy. However, as the modelling also includes a "no blockage" scenario, the flood levels downstream of the culverts are generally unchanged.

The revised modelling enabled more detailed analysis of the major overland flow paths within the catchment and more accurate definition of the properties that are potentially flood affected. These findings are mainly related to how the hydraulic model was configured rather than the identification of new areas that are now flood prone (i.e. the extent of the model has been expanded, compared to the 2010 study, to include more areas that are flood prone).

The study results generally confirm the flood extents along the main path of Brooks Creek, which were reported in the 2010 study, but highlight additional flooding within residential areas along the major tributaries draining to the creek. There is also additional flooding identified along, and on the north-western side, of the F6 Motorway. These areas of flooding were not reported in the 2010 study as they were outside the extent of the hydraulic model.

A comparison of 1% AEP design flood levels at a number of key locations within the Brooks Creek Catchment is given in the Table E1. This table lists flood levels for the following model results:

- 2010 Flood Study (based on the 2002 Blockage Policy)
- Current Flood Study (based on the 2002 Blockage Policy)
- Current Flood Study (based on the 2016 Design Blockage Policy)

The table also indicates the blockage percentage adopted at each culvert.

Two key differences are highlighted in the table.

1. The 2010 and current model results (based on the 2002 Blockage Policy) are similar, except upstream of the Emerson Road culvert. In the current study, flood levels are significantly lower as flows breakout to the M6 Motorway rather than build up behind the culvert.
2. Flood levels, upstream of road culverts, based on the 2016 Design Blockage Policy, are generally lower than the flood levels based on the 2002 Blockage Policy, as the blockage percentages are lower.

Public Exhibition of Draft Flood Study Report and Maps

The Draft Flood Study report was placed on public exhibition on the 25th of September 2017 and a community information session was held in Dapto on Tuesday the 10th of October 2017. The information session provided an overview of the Flood Risk Management process as well as flood maps showing the extent and depth of flooding for the 20% AEP, 1% AEP and PMF flood events, which are shown in Figures E1 to E3 respectively.

Several residents attended the information session and a total of forty-four written submissions were received in response to a newsletter/questionnaire, which was distributed by Council to residents and businesses in the Brooks Creek catchment.

Although there were several issues raised by the residents, the main issue was related to the impact of vegetation (and other debris) on channel conveyance, especially the potential for culvert blockage and resultant flooding. Other issues were related to development restrictions in flood affected areas and the impact on insurance premiums, especially in locations that were not identified as flood affected in the 2010 Flood Study.

Feedback from residents regarding flood affectation was generally consistent with the flood modelling results. Where an address was provided with the submission, the response from the resident (i.e. flooded / not flooded) was consistent with the modelling results.

Table E 1 1%AEP Flood Levels (mAHD)

Location (Culvert details)	2010 Study - 2002 blockage (% Blockage)	Current Study - 2002 blockage (% Blockage)	Current Study – 2016 Design blockage (% Blockage)
1-Upstream of Lakeside Drive (bridge)	2.35 (0)	2.38 (0)	2.38 (10)
2-Upstream of Brooks Creek (weir)	3.00 (0)	2.83 (0)	2.83 (0)
3-Upstream of Byamee Street Culvert RCBC (3x3.8x2.4)	8.50 (100)	8.43 (100)	6.44 (35)
4- Upstream Fowlers Road Bridge over Brooks Creek RCBC (2x3.0x3.0)	11.00 (100)	10.71 (100)	10.03 (35)
5-Intersection of Wyndarra Way and Lakelands Drive	N/A*	17.86	17.86
6-At Intersection of Robert Street and Byamee Street	N/A*	10.65	10.65
7-Fowlers Road Culvert Over Princes Highway	N/A*	15.24	15.13
8-Upstream of Lakelands Drive Culvert Pipe (5x1.6)	16.00 (100)	15.28 (100)	15.20 (50)
9-Upstream of Emerson Road Culvert RCBC (3x3.0x3.0)	23.00 (100)	20.36 (100)	17.42 (35)
10-Brown Avenue Cul-de-sac	24.00	25.21	25.21
11-Intersection Bright Parade and Rutledge Avenue	N/A*	37.20	37.20
12-Upstream Cormack Avenue Culvert Pipe (1x1.2)	N/A* (100)	41.21 (100)	41.18 (75)

*(% blocked) shown in brackets
% blocked for 2010 Flood Study are assumed

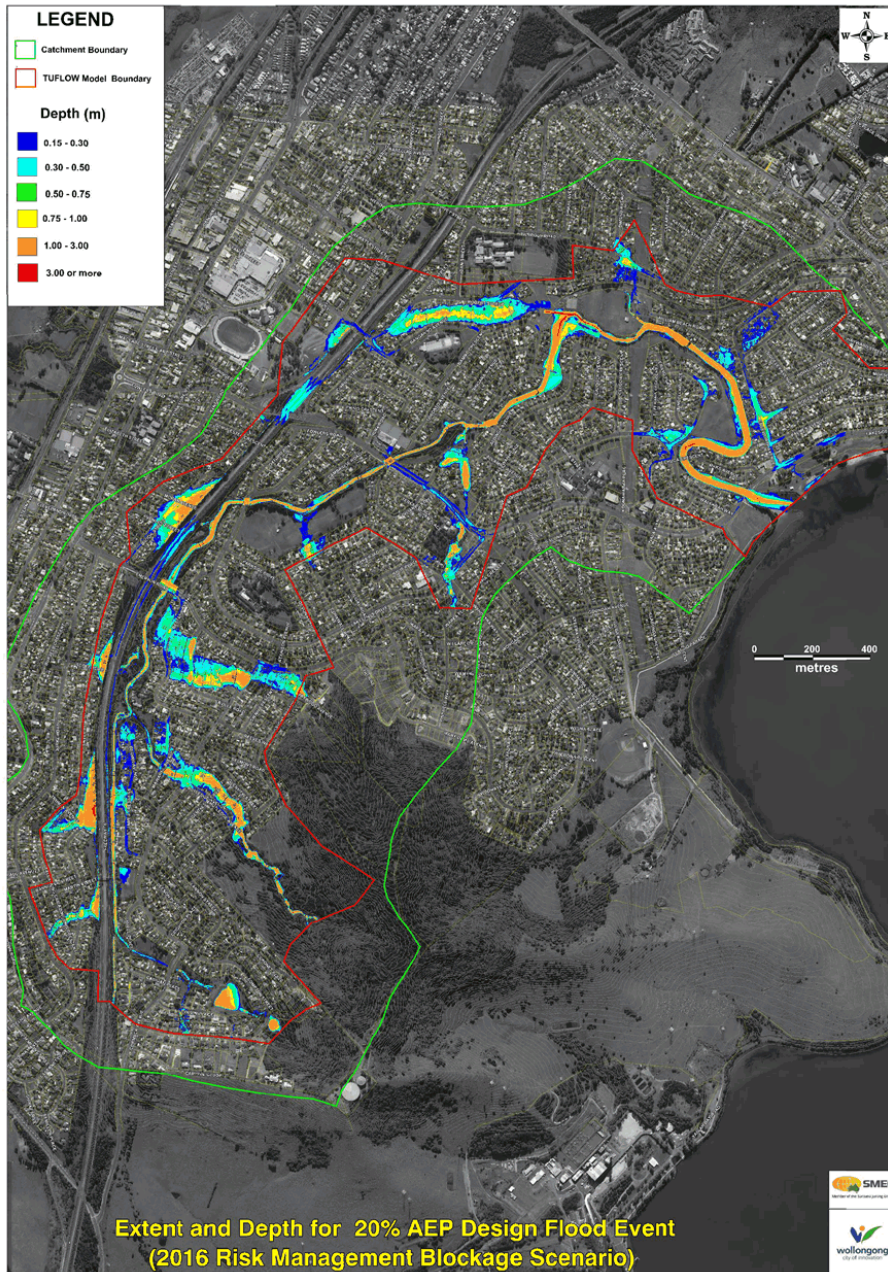


Figure E 1 Extent and Depth for 20% AEP Design Flood Event (2016 Risk Management Blockage Scenario)

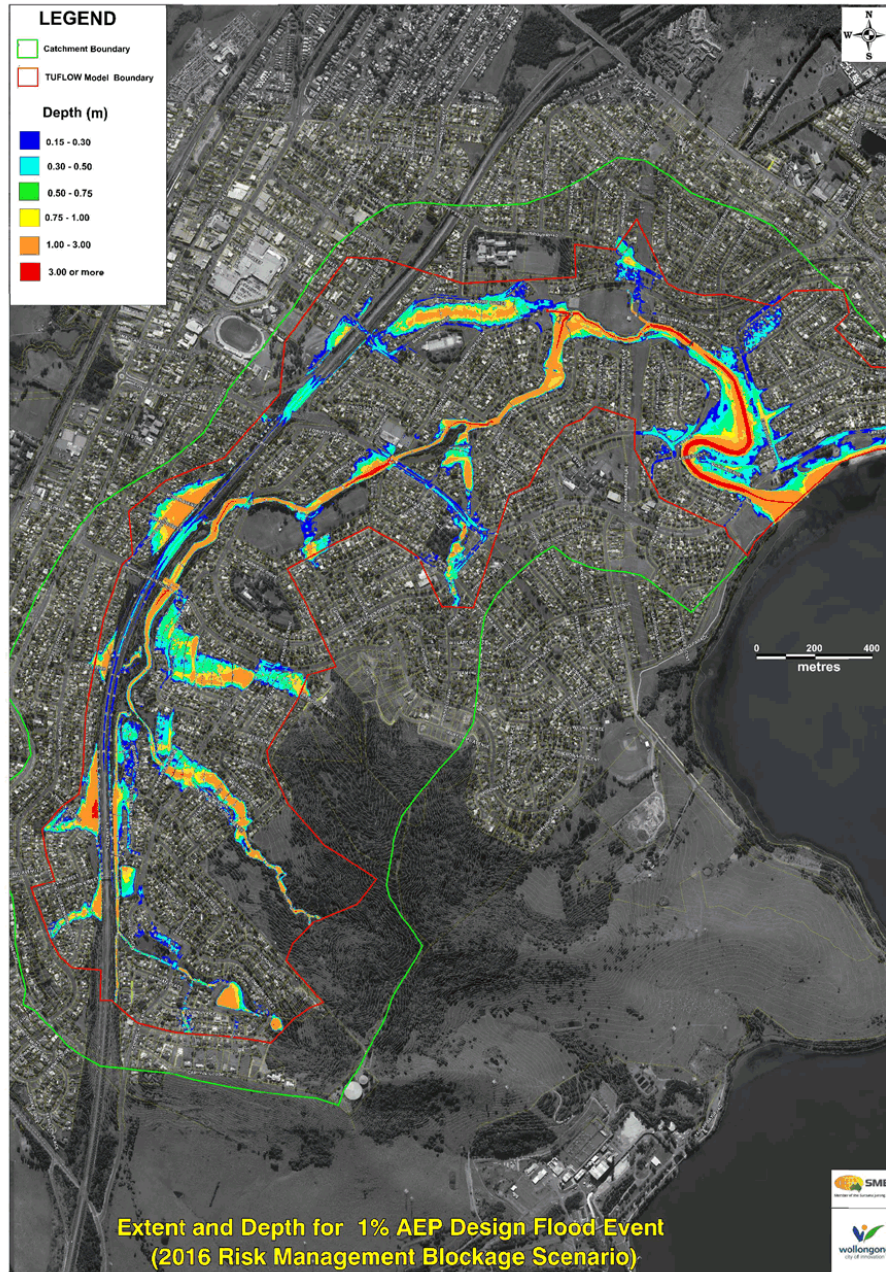


Figure E 2 Extent and Depth for 1% AEP Design Flood Event (2016 Risk Management Blockage Scenario)

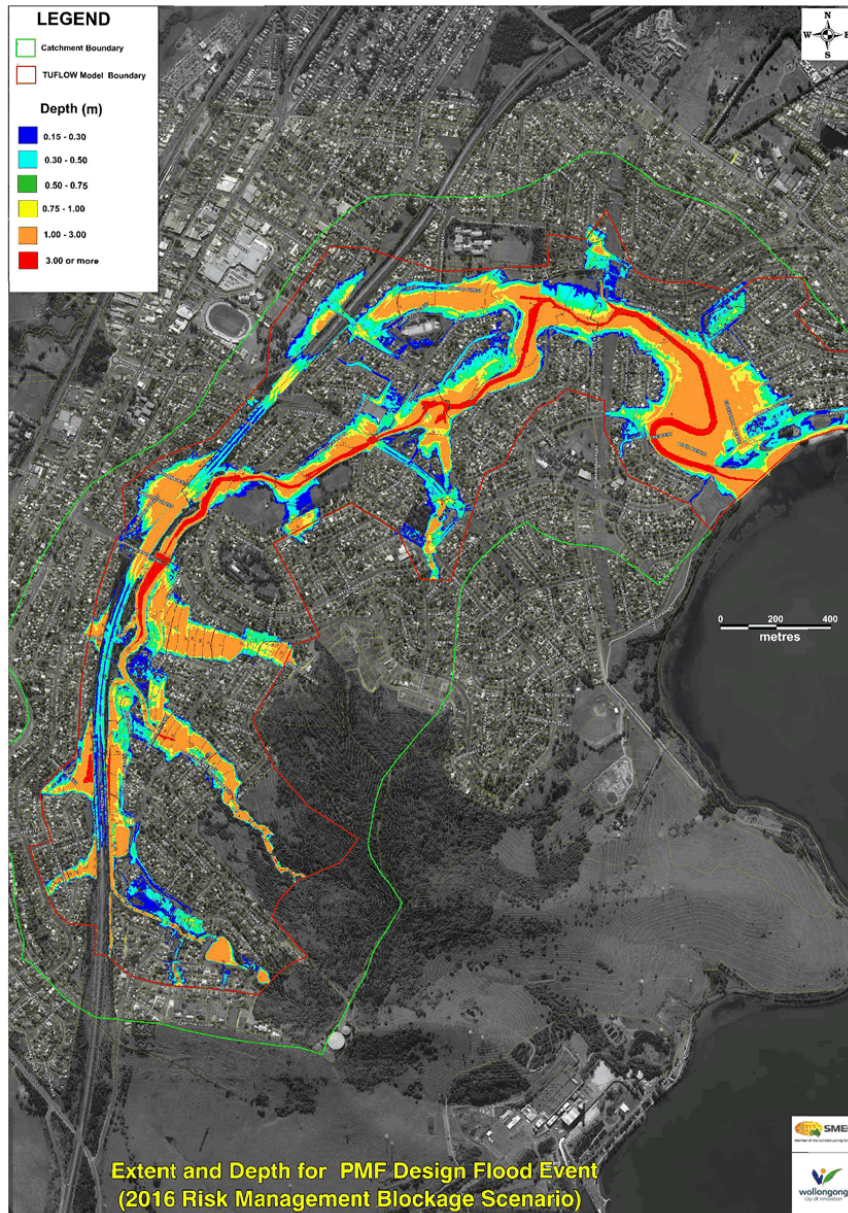


Figure E 3 Extent and Depth for PMF Design Flood Event (2016 Risk Management Blockage Scenario)

Mullet Creek Flood Model Update

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Executive Summary

Introduction

The model update of Mullet Creek has been prepared for Wollongong City Council (Council) to define the existing flood behaviour in the Mullet Creek. The model update was required due to a number of recent changes within the catchment and to take advantage of innovations and improvements in computer flood modelling. The model update provides a holistic assessment of historic, current and future flood risk and establishes the basis for the subsequent Floodplain Risk Management Study and Plan.

Flood risk has been assessed through the establishment of appropriate numerical models. The study has produced information on flood flows, velocities, levels and extents for a range of flood event magnitudes under existing catchment and floodplain conditions and considering the influence of potential climate change on future flood behaviour. Specifically, the study incorporates:

- Compilation and review of existing information pertinent to the study;
- Restructuring of the hydrologic and hydraulic flood models developed for the 2010 flood study and 2011 model extension, and subsequent calibration;
- Development of a baseline flood model incorporating recent changes to the Mullet Creek catchment;
- Determination of design flood conditions for a range of design events - including the 20% Annual Exceedance Probability (AEP), 10% AEP, 5% AEP, 2% AEP, 1% AEP, 0.2% AEP and Probable Maximum Flood (PMF);
- Examination of potential impact of climate change for the 1% AEP design event (20% increase in rainfall); and
- Presentation of study methodology, results and findings in a concise report and flood mapping compendium.

Catchment Description

The Mullet Creek study area is located to the west of Lake Illawarra. Mullet creek contains a number of ephemeral tributaries including; Dapto Creek, Reed Creek and Robins Creek. The creeks drain a combined catchment area of approximately 75 km² and extend from the Illawarra Escarpment in the west to Mullet Creek adjacent to the Princes Highway, where they discharge into Lake Illawarra.

The headwaters of Mullet creek originate at the Illawarra escarpment, at an elevation of approximately 600m AHD, before flowing a distance of some 18 kilometres to its outlet at Lake Illawarra. The headwaters are very steep – the elevation falls from a maximum of 600m AHD to 50m AHD in the foothills only 2.5 kilometres further east. These steep catchment conditions provide for dynamic flooding and geomorphic conditions in the catchment. The floodplain near Lake Illawarra is broad and flat, extending up to 2.8 kilometres in width.

The influence of the escarpment on orographic rainfall increases the propensity for flooding in the study area with rapid catchment response to intense rainfall.

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Data Collection and Review

The Mullet Creek catchment has been extensively modelled during investigations into catchment flooding. Flood studies, floodplain risk management studies and historic flood event analysis have all been undertaken for the Mullet Creek catchment.

Data collection and review included the previous investigations and their associated modelling files, topographic data (photogrammetry, ALS and LiDAR), bridge and road upgrade information, West Dapto Access Strategy, survey information ("Works as Executed" drawings), recently approved developments and calibration/validation data.

Model Restructure

Computer models are the most accurate, cost-effective and efficient tools to assess a catchment's flood behaviour. Traditionally, for the purpose of a Flood Study, a hydrologic model and a hydraulic model are developed. For this study, hydraulic and hydrologic models from the 2010 Flood Study and 2011 Flood Model extension were restructured.

The WBNM (Watershed Bounded Network Model) hydrologic model was selected for this study to simulate the catchment rainfall-runoff relationships. WBNM is a runoff-routing hydrological model used to represent catchment rainfall-runoff relationships. The model has been updated using the WBNM model developed as part of the 2010 Flood Study and 2011 Flood Model extension. The WBNM sub-catchment delineation has been updated to ensure that the level of detail is sufficient for modelling the required flooding mechanisms within the 2D model representing current day conditions in the study area.

With consideration to the available survey information and local topographical and hydraulic controls, a fully two - dimensional (2D) hydraulic model has been developed for the study area extending from the foothills of the Illawarra Escarpment to Lake Illawarra. The upstream limit of the 2D model extends into the headwaters of Mullet Creek. The hydraulic model has been updated using the TUFLOW model developed as part of the 2010 Flood Study and 2011 Flood Model extension. The model simulates flood depths, extents and velocities utilising the TUFLOW 2D software developed by BMT WBM. This 2D modelling approach is suited to model the complex interaction between channels and floodplains and converging and diverging of flows through structures and urban environments.

The 2D model domain was updated to represent the entire study area with one 2D domain. The adoption of one 2D model domain negates the need for the transition zone utilised in the West Dapto Extension of Flood Model (Bewsher, 2011).

Three sources of DEM were analysed to confirm suitability for use in the 2D hydraulic model. The results of the DEM analysis indicated that the 2005-2007 ALS was the most appropriate in representing ground elevations across the study area. The channel and floodplain topography is defined using a hydraulic model grid resolution of 5m. This detailed model grid provides for greater accuracy in predicting flows and water levels and the interaction of in-channel and floodplain areas compared with previous studies.

Model Calibration and Validation

The February 1984 and October 1999 events have been selected for model calibration and validation. The February 1984 flood has been used as the principal calibration event, given the

Mullet Creek Flood Model Update

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availability and completeness of historical flood levels and anecdotal evidence on observed flood mechanisms.

The October 1999 event has been chosen to allow validation of the hydraulic model to be used for the design model simulations, and principally focused on the recorded stream gauge data on Mullet Creek.

The model calibration and model validation re-established flood conditions following the model re-structure, producing reasonable matches to observed flood level data. Furthermore, the model calibration/validation achieved greater statistical accuracy than the calibration achieved in the 2010 Mullet Creek Flood Study. The developed hydrological and hydraulic models are thus considered to provide a sound representation of the flooding behaviour of the catchment.

Development of a Baseline Model

The calibrated and validated flood models were updated to incorporate recent changes in the Mullet Creek catchment. Specifically, these changes include:

- Road and bridge upgrades;
- Approved developments;
- Changes in land-use;
- Council's recently adopted Conduit Blockage Policy (2016); and
- Changes to catchment topography.

The baseline model has been used to establish design flood conditions for the Mullet Creek catchment.

Design Event Modelling and Output

The developed hydrological and hydraulic models have been applied to derive design flood conditions within the Mullet Creek study area. Design rainfall depth is based on the generation of intensity-frequency-duration (IFD) design rainfall curves based on Wollongong City Council IFD data and utilising the procedures outlined in AR&R (2001). A range of storm durations using standard Australian Rainfall and Runoff (AR&R, 2001) temporal patterns, were modelled. The design results represent the maximum envelope of the critical catchment duration assessed for the given design event frequency.

The design events considered in this study include the 20% (5 year Annual Return Interval (ARI)), 10% AEP (10 year ARI), 5% AEP (20 year ARI), 2% AEP (50 year ARI), 1% AEP (100 year ARI), 0.2% AEP (500 year ARI) and Probable Maximum Flood (PMF) events. The model results for the design events considered have been presented in a detailed flood mapping compendium for the catchment. The maps present the peak value across all scenarios for each design event simulated.

Maps have been produced showing water level, water depth, water velocity, provisional flood hazard categories and hydraulic categories. The mapping outputs are presented in a separate Flood Mapping Compendium.

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Climate Change

In 2007 the NSW Government released a guideline for practical consideration of climate change in the floodplain management process that advocates consideration of increased design rainfall intensities of up to 30%. Future planning and floodplain management in the catchment will need to take due consideration of this increased flood risk.

In discussion with Council, impacts due to climate change were assessed for the 1% AEP design flood event (20% increase in rainfall intensity). As the focal point of this study is the West Dapto urban release area (upper and middle Mullet Creek catchment areas), no provision was made to investigate risk due to sea level rise.

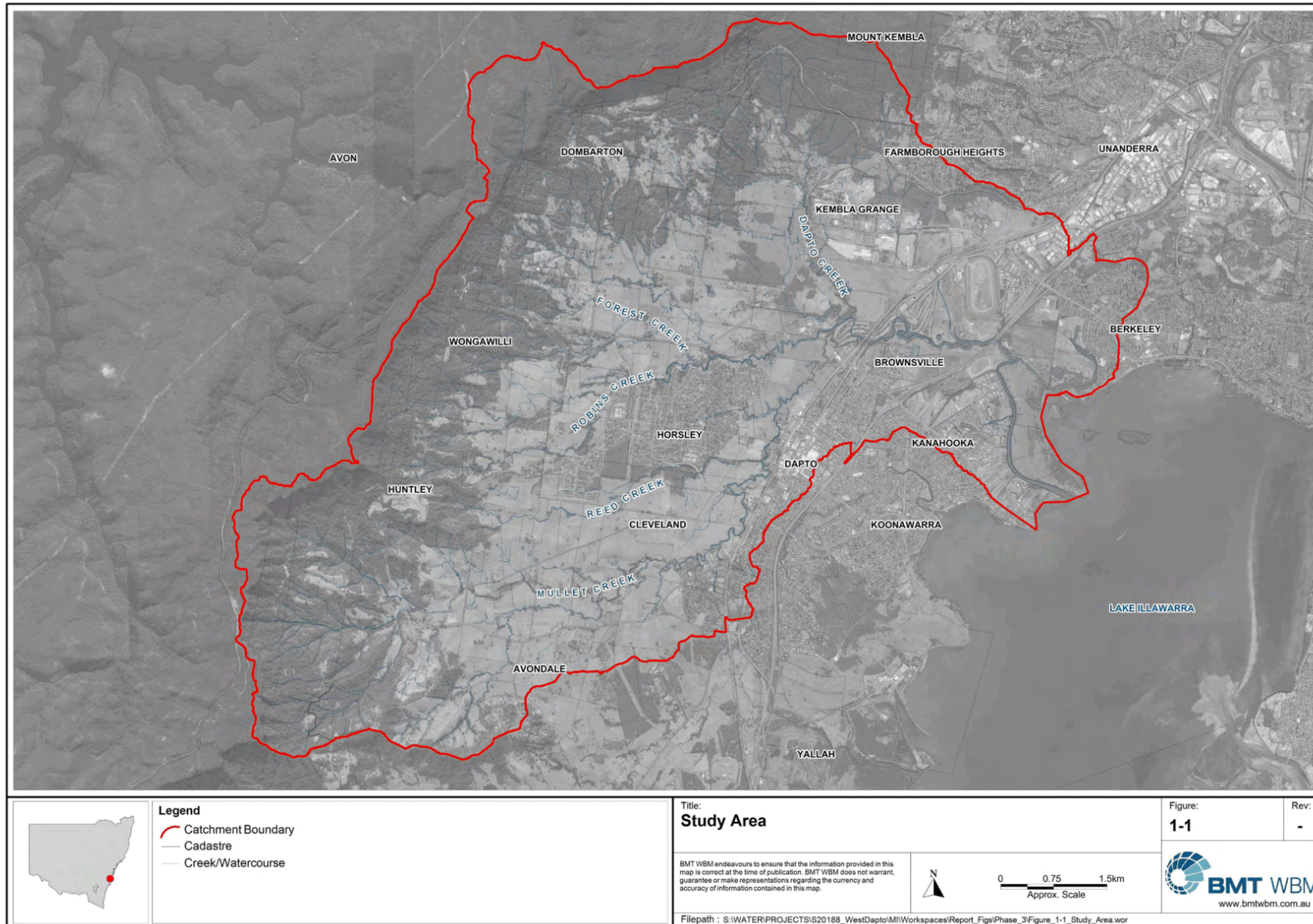
Community Consultation

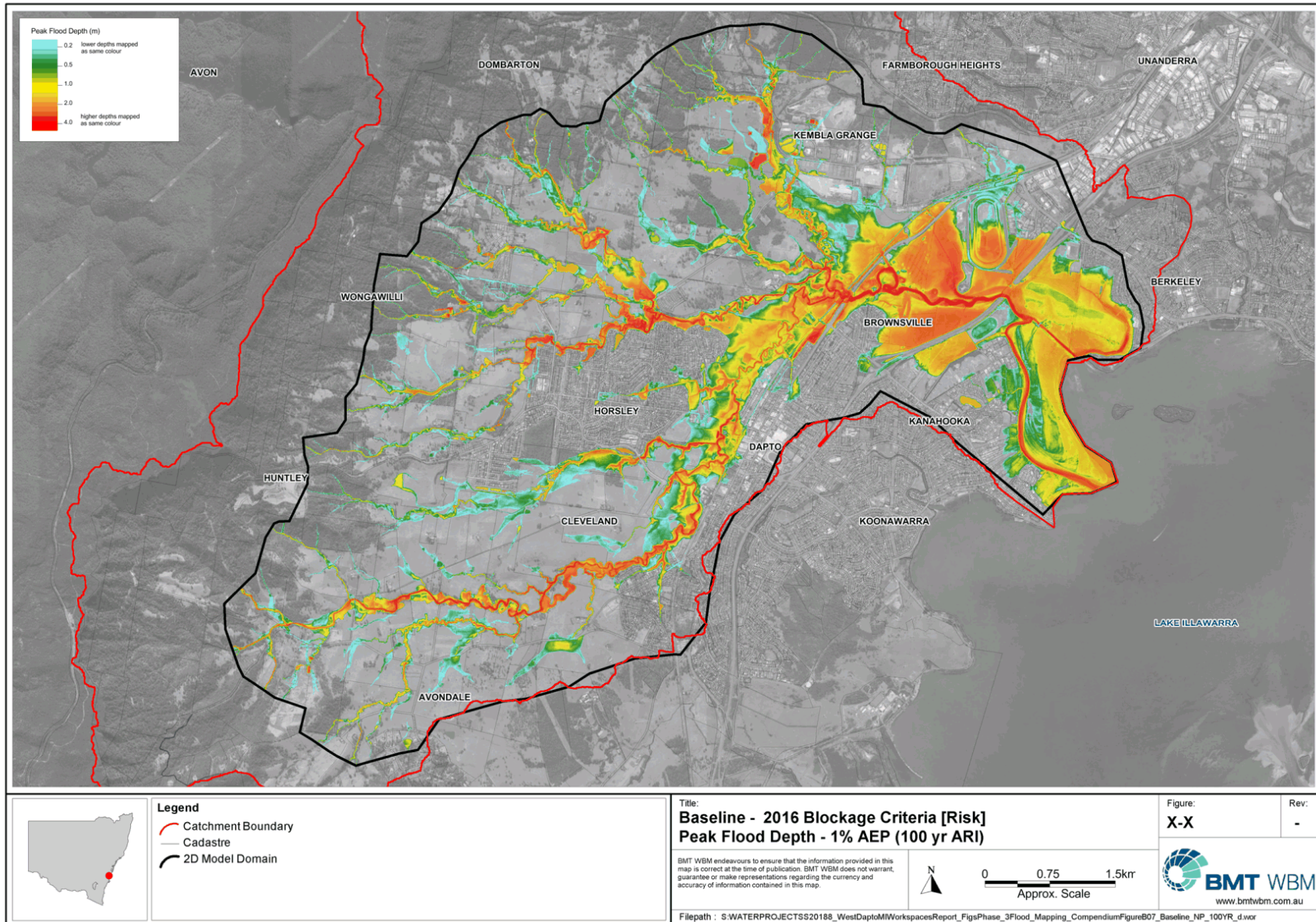
Community consultation undertaken during the study has aimed to inform residents within the Mullet Creek catchment of the Flood Model update and the subsequent outcomes. The key element of the consultation process involved the distribution of an information newsletter and community feedback form. The community were asked to provide feedback on the Flood Model Update and associated mapping within the study area.

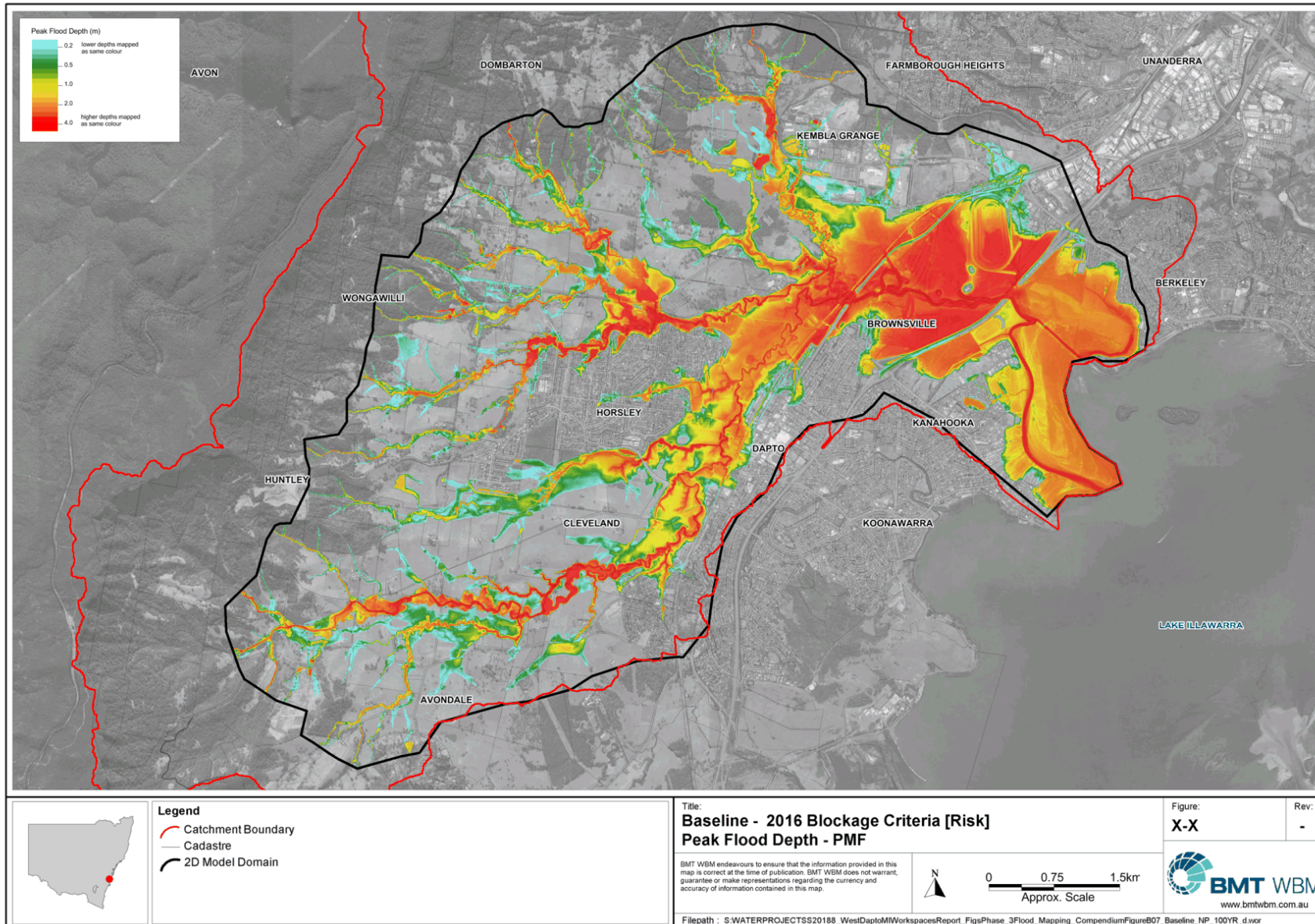
The Draft Mullet Creek Flood Model Update was placed on public exhibition from Monday the 16th October to Friday the 10th November 2017 with a single community information session held during the exhibition period. A total of 106 submissions were received by post, email, online sources and also documented from the community information session. These responses provided feedback on the draft Flood Model Update report and mapping.

Conclusions

The primary objective of the Mullet Creek Flood Model update was to re-establish the flood behaviour in the Mullet Creek study area through the establishment of appropriate numerical models. The principal outcome of the flood study is the understanding of flood behaviour in the catchment and in particular the design flood level information that will be used to set appropriate flood planning levels. The flood study will form the basis for the subsequent floodplain risk management activities, being the next stage of the floodplain management process. Accordingly, the adoption of the flood study and predicted design flood levels is recommended.







1. INTRODUCTION

1.1. Background

The Macquarie Rivulet catchment drains an area of 110 km² extending from the shores of Lake Illawarra upstream for a distance of approximately 23 km to the Illawarra escarpment (Figure 1). The upper parts of the catchment (up to 770 mAHD) are characterised by steep gradients moving to flatter terrain in the lower reaches of Macquarie Rivulet dropping to approximately mean sea level. The catchment is made up of a number of tributaries including the main Macquarie Rivulet, as well as Frazers Creek, Marshall Mount Creek and Yellow Rock Creek. There have been several recorded instances of flood-producing storms in the catchment, including February 1984, June 1991, February 1992 and most recently March 2011. The largest recent historical floods within the catchment are believed to have occurred in 1959, 1961 and 1975, however there is limited information regarding these earlier floods.

The present study has been commissioned by Shellharbour City Council (SCC), with financial and technical assistance from the NSW Office of Environment and Heritage (OEH). This study considers flooding in the entire Macquarie Rivulet catchment in combination with backwater flooding from Lake Illawarra.

The catchment is predominantly rural with some existing urban development in Albion Park and Albion Park Rail. The Illawarra Regional Airport is located at the downstream end of the catchment and in large flood events, the airport is expected to experience inundation and cross-flows from Macquarie Rivulet to Albion Creek.

As urbanisation and development continues, the ability to effectively manage flood prone lands will be dependent on a robust assessment of existing flood conditions upon which to base future floodplain management decisions. It is therefore important that appropriate tools and information to assess flood risk are available to Shellharbour and Wollongong Councils for planning purposes.

1.2. Objectives

The key objective of the Macquarie Rivulet Flood Study is the development of computational hydrologic and hydraulic models that define design flood behaviour for the 20%, 10%, 5%, 2%, 1%, 0.5% and the Probable Maximum Flood (PMF) design storms in the study area. The key sequential reporting stages include:

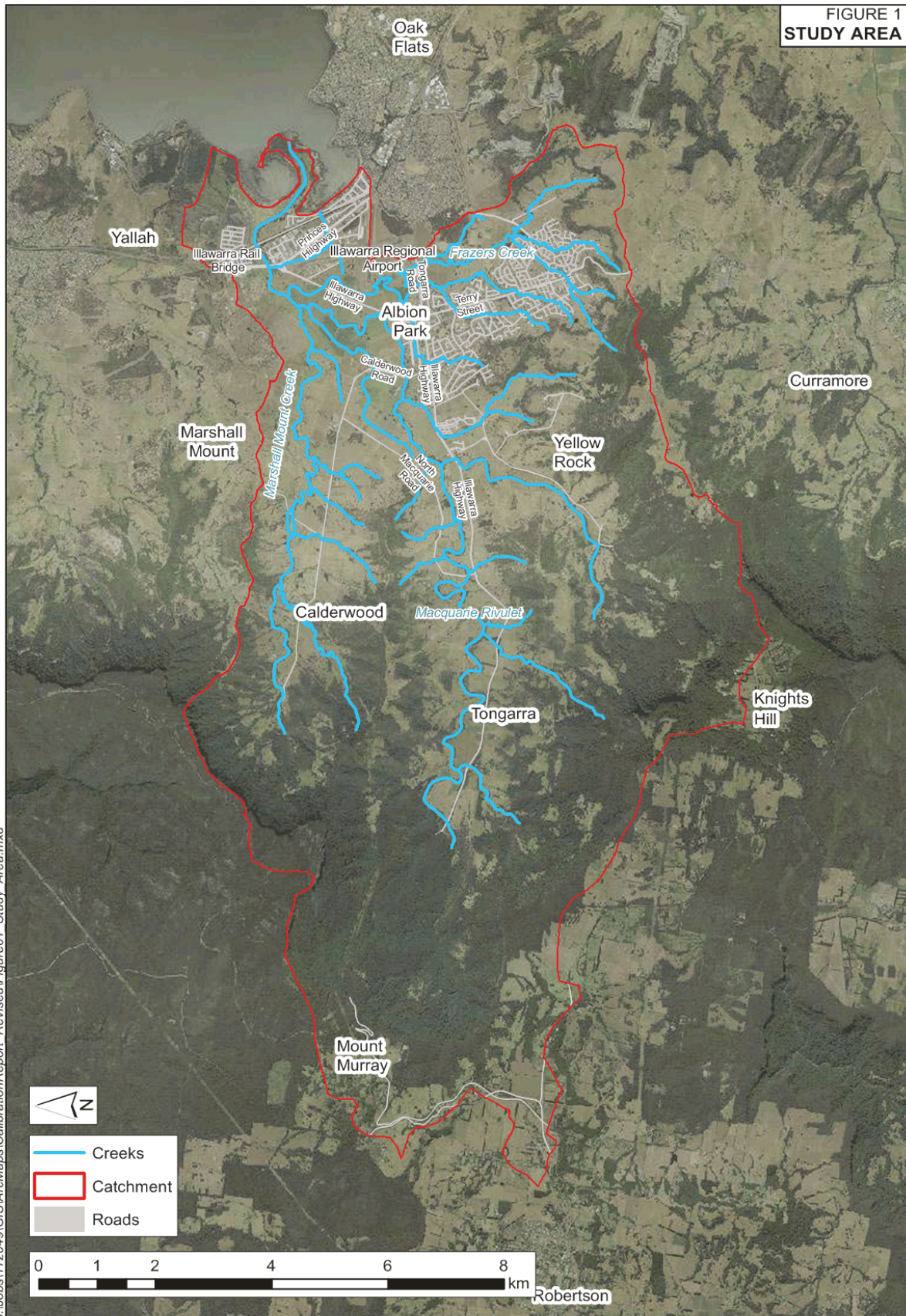
Stage 1: Data Collection plus Assessment and Community Consultation;

Stage 2: Model Calibration and Validation;

Stage 3: Modelling and Mapping of Design Flood Events.

The primary tasks undertaken as part of the Flood Study process can be summarised as:

- obtaining and assessing survey data including creek bathymetry, detail ground survey, LiDAR and survey of important structures,
- assessing historical flood data and aerial photography,
- identify general and site specific flooding issues,
- determining the nature and extent of existing and historical flow paths and flood flow distributions,
- the collection of information pertaining to historic flood damage experienced and flood calibration data,
- establishing hydrologic and hydraulic models of the catchment,
- undertaking flood frequency analysis,
- the calibration/validation of hydrologic and hydraulic models, and
- determining design flood behaviour.



ITEM 4 EASY TO DO BUSINESS

The 'Easy to do Business' Program is a joint initiative of the NSW Government including the Department of Premier and Cabinet, the Customer Service Commissioner, the Office of the NSW Small Business Commissioner and Service NSW, now being rolled out across NSW.

The purpose of the program is to make it easier to set up a business in NSW by reducing complexity and red tape.

This report recommends Council join the Easy to do Business Program and enter into a partnership with Service NSW.

In the first instance the program will focus on helping business owners open a new cafe, small bar or restaurant through access to a single online digital solution and personalised support. The program will expand to include other industries and the entire small business lifecycle, in the future.

There are a number of benefits to Council participating in the program, including productivity gains through time saving and higher quality planning applications; provision of a better customer service experience; red tape reduction and an improved perception of Council being business friendly amongst the community and key business stakeholders.

RECOMMENDATION

- 1 Wollongong City Council join the Easy to do Business Program.
- 2 Council delegate authority to the General Manager to enter into an agreement with Service NSW for Easy to do Business and any necessary documents be authorised for execution.

REPORT AUTHORISATIONS

Report of: Kerry Hunt, Manager Community Cultural and Economic Development
Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

The Wollongong LGA has around 13,000 businesses and of these, approximately 94% are classified as small to medium enterprises (SME's).

The Easy to do Business Program ("the Program") is an integral part of the Small Business Friendly Councils' Program, building on the work already undertaken to create a one-stop shop for small business customers and streamlining the way these businesses transact with local, state and federal government.

The purpose of the Program is to:

- help business owners open and grow a café, small bar or restaurant by providing a single online digital solution and personalised support, and
- make it easier to set up a business in NSW.

A recent review by The Small Business Commissioner identified examples where it took up to 18 months to obtain approval to open a small bar/café in NSW across various agencies, up to 48 forms and 75 pieces of regulation. The aim of this Program is to reduce this to three months through a one point of entry digital platform via Service NSW and reduce complexity and red tape through providing a one-stop, streamlined process.

This Program has been piloted across selected NSW councils for the last 12 months and is now being progressively rolled out across the state.

PROPOSAL

On 13 November 2017, the NSW Small Business Commissioner wrote to the Lord Mayor and General Manager seeking Council's agreement to join the Program.

In the initial phase, the Program will help business owners looking to open a new café, small bar or restaurant by providing access to a single online digital solution and personalised support. The Program is expected to expand to include other industries and the entire small business lifecycle, in the future.

Under the Program, Service NSW provides a digital platform and upfront information regarding what is required by a potential new business owner from all the relevant approval authorities, including Council. A single digital form replaces the 48 existing forms, comprising 11 from Council, including: Development Application; Construction Certificate; Application Outdoor Dining; Temporary Road Occupancy; Occupancy Certificate; Hoarding Application; Notice of Commencement of Work; Political Donations and Gifts; Disclosure Statement; Notice of Development Application; Regulated Health Premises; and Registration Application for Mobile Vending). All information provided will be specific to the Wollongong LGA.

A business concierge service (staffed by Service NSW) via a single phone number is also provided to support customers through the process. The applicant will then print and sign the forms, lodge with Council and pay any fees as per normal processes.

The Program does not impact upon Council processes or systems. The platform is accessed online and managed by Service NSW and does not need to talk with Council's system. Any Council queries at that point after lodgement are raised directly with the customer and the final decision will be relayed to the customer and the Easy to do Business team (via email) for tracking.

Council will remain the approval authority for the relevant applications, licences and other approvals such as development approvals, local approvals policy, food premises licensing and inspections and footpath dining approvals. There is no change to actual lodgement processes and customers still directly provide Council with the relevant forms.

Through participation in the Program, Council will further its commitment as 'business friendly' and responsive to the needs of small business and the community, which is likely to be well received by the local business community including the Illawarra Business Chamber.

Getting local SMEs out trading in a faster timeframe, due to reduced red tape, across various approval agencies, enables more jobs in the LGA. In the 12 months to December 2017, Council had approximately 1,833 enquiries regarding small business that came through the customer service desk – representing an average of over seven enquiries per working day.

NEXT STEPS

The Service NSW (One-stop Access to Government Service) Act 2013 No 39 ('the Act') requires a resolution of Council to allow Service NSW to support Council's customer service functions.

Specifically, in accordance with s 7.5 of the Act, Service NSW requires Council approve the delegation of the relevant customer service functions related to the administration of the Easy to do Business Program to the Chief Executive Officer, Service NSW. The relevant customer service functions, defined in Section 5 of the Act, would be the "provision of information or advice about Government services or State legislation or any other matter".

Following Council's approval to join, the General Manager of Council (or delegate) would need to enter into a non-legally binding Memorandum of Understanding (MOU) with Service NSW.

There are no specific reporting requirements from Council to Service NSW.

Following the signing of the MOU, an initial 'gap analysis' will need to be undertaken in conjunction with Service NSW, so that Council can become operationally ready. Once complete, the relevant forms/information will be uploaded to the platform and the system will go live.

CONSULTATION AND COMMUNICATION

Service NSW has consulted with both the Development Assessment and Certification Division and the Economic Development Team.

Service NSW presented an overview of the Program to the Illawarra-Shoalhaven Joint Organisation.

PLANNING AND POLICY IMPACT

The program contributes to the delivery of Wollongong 2022 Goal 2 “We have an innovative and sustainable economy”.

It specifically delivers on core business activities as detailed in the Economic Development Delivery Stream 2017-18. Specifically:

- 2.1.1.1 Support regional activities and partnerships that result in increased business investment and jobs growth (Delivery Program 2012-2017)

The program also delivers on several of the core business activities in the Development Assessment and Certification Plan 2017-18.

FINANCIAL IMPLICATIONS

There are no financial costs to Wollongong City Council from participating in the Program.

CONCLUSION

This report is seeking Council's approval to enter into a partnership with Service NSW to deliver the Easy to do Business Program. This will allow for appropriate delegation of functions under the Act, to support Council's customer service functions.

ITEM 5

PROPOSED COMMITTEE STRUCTURE AND CHARTER: AUDIT, RISK AND IMPROVEMENT COMMITTEE

This report proposes a review of the existing committee arrangements with respect to audit and corporate governance, and recommends the establishment of an Audit, Risk and Improvement Committee.

RECOMMENDATION

Council –

- 1 Dissolve the Audit Committee and the Corporate Governance Committee effective from 5 September 2018.
- 2 Establish an Audit, Risk and Improvement Committee.
- 3 Adopt the Audit, Risk and Improvement Committee Charter.
- 4 Determine the annual fees, for external independent members of the Audit, Risk and Improvement Committee as:
 - a Ordinary members - \$4,000 ex GST; and
 - b Council appointed chairperson - \$4,800 ex GST.
- 5 Invite expressions of interest from independent members of the existing Audit and Corporate Governance Committees, to fill three independent member positions, including the role of chairperson.
- 6 Receive a report on the outcomes of invitations for expressions of interest for appointment to the Audit, Risk and Improvement Committee at the 13 August 2018 Council meeting.
- 7 Elect Councillor delegates to the Audit, Risk and Improvement Committee at the 13 August 2018 Council meeting.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)

Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

- 1 Draft Audit Risk and Improvement Committee Charter

BACKGROUND

The *Local Government Amendment (Governance and Planning) Act 2016* No 38 (“the Amending Act”) received assent on 30 August 2016 although some of parts of the Amending Act have not commenced.

One of the parts of the Amending Act that has not commenced is paragraph 41 of Schedule 1 to the Amending Act, which (once it commences) will amend the Local Government Act 1993 to insert the following as a (new) Part 4A to the Local Government Act:

428A Audit, Risk and Improvement Committee

- (1) *A council must appoint an Audit, Risk and Improvement Committee.*
- (2) *The Committee must keep under review the following aspects of the council’s operations:*
 - (a) *compliance,*
 - (b) *risk management,*
 - (c) *fraud control,*
 - (d) *financial management,*

- (e) *governance,*
 - (f) *implementation of the strategic plan, delivery program and strategies,*
 - (g) *service reviews,*
 - (h) *collection of performance measurement data by the council,*
 - (i) *any other matters prescribed by the regulations.*
- (3) *The Committee is also to provide information to the council for the purpose of improving the council's performance of its functions.*

Councils can reasonably anticipate that they will, in the future, be under a statutory obligation to appoint an Audit, Risk and Improvement Committee. The draft Charter, attached to this report, meets the requirements of the new Part 4A in the Amending Act.

Council currently has a two-committee structure comprising of an Audit Committee, and a Corporate Governance Committee which were established by Council's Administrators in 2008. The committees function in accordance with their respective Charters.

Both committees meet on a quarterly basis to receive updates and reports from staff and auditors, for a total of eight meetings a year between the two. Each committee has five voting members, consisting of three external independent and two Councillor members. A number of reports and updates received by each Committee present the same or similar information.

PROPOSAL

It is proposed that Council dissolve the Audit Committee and the Corporate Governance Committee, and establish in their place a single Audit, Risk and Improvement Committee, to keep under review those aspects of Council's operations as outlined in the proposed s428A of the *Local Government Act 1993*. Moving to a single committee structure presents an opportunity to achieve operational efficiencies without compromising organisational corporate governance oversight.

A draft charter for the Audit, Risk and Improvement Committee has been developed which incorporates the anticipated statutory requirements. The draft Audit Risk and Improvement Committee is principally based on the Model Audit and Risk Committee charters released by NSW Treasury and the Institute of Internal Auditors Australia. It has had input from and been reviewed by both the Audit Committee and the Corporate Governance Committee.

The proposed committee membership is three external independent members and two Councillor members, with one alternate Councillor delegate.

Membership

Council has a range of options for filling the three external independent member positions, two of which are set out below.

- 1 Invite expressions of interest from the current independent members of the existing Audit Committee and Corporate Governance Committee:
 - a to fill vacancies on a new Audit, Risk and Improvement Committee for an initial three-year period; and
 - b for the position of Committee chairperson.

OR

- 2 Conduct an open recruitment process with current independent members also invited to submit an expression of interest for the new committee.

Filling vacancies from the existing independent membership would have the added benefit of transferring combined experience, skills and knowledge to the new Committee.

If option 1 is selected and, following receipt and assessment of expressions of interest from any current members, a vacancy or vacancies still exists, an open expression of interest process could still be undertaken to fill any remaining position/s.

The tenure of independent members appointed to the new committee would be considered to be a continuance of their current membership in terms of the length of membership.

Regardless of the overall process for appointment of independent members, assessment will be undertaken in accordance with the *Recruitment of External Members to Committees* policy.

Remuneration

The current annual remuneration (excluding GST) for external independent members of the Audit Committee and the Corporate Governance Committee is \$2,400 for ordinary members and \$3,600 for the Chairperson. Fees are paid in quarterly instalments and are based on meeting attendance. A single committee structure will allow for a more competitive level of remuneration for independent members, within the existing budget allocation.

It is proposed that the annual fees (excluding GST) for external independent members of an Audit, Risk and Improvement Committee be set at \$4,000 for ordinary members and \$4,800 for the Council appointed chairperson, based on the conduct of four meetings per year. Fees to be paid in equal quarterly instalments following each meeting of the Committee.

Benchmarking was undertaken against Councils of a similar size and risk profile, with Audit Risk and Improvement Committees, and the proposed fees are considered to be comparable and competitive.

Operation of the Committee

The next meeting of the Corporate Governance Committee is scheduled for 7 August 2018 and the next meeting of the Audit Committee is scheduled for 4 September 2018. It is proposed that each Committee still meet on those dates, firstly to provide time for the establishment of the new Committee, and secondly to ensure important functions of the committees, for example, the review of draft Financial Statements for 2017/18, are not interrupted.

It is anticipated the new Committee would review and set its reporting requirements, agenda format and order, attendance requirements, and method of reporting. For example, the current Corporate Governance Committee receives much of its information out of session, allowing additional time at each meeting for presentations on identified risks, policy development and review, and emerging change points.

CONSULTATION AND COMMUNICATION

Extensive consultation was undertaken with both the Audit Committee and the Corporate Governance Committee. This included the development of a background paper to inform a joint workshop of the two committees, which was held earlier this year, specifically focussed on future structure. Subsequent to this, both Committees have formally considered and provided input into the draft Charter of the proposed Audit, Risk and Improvement Committee, and unanimously endorsed the proposal to move towards a single committee structure.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
4.4.4 Policies and procedures are simplified to ensure transparency and efficiency.	4.4.4.1 Ensure policies and procedures are regularly reviewed, updated and promoted.	Support the effective operation of the Corporate Governance and Audit Committees.

FINANCIAL IMPLICATIONS

Moving to a single Committee structure with a more competitive fee structure can be accommodated within the current budget.

CONCLUSION

There are efficiencies that can be gained in moving towards a more streamlined single committee structure, significantly reducing duplication of administration and reporting, without compromising the quality or scope of independent corporate governance oversight of Council.

DRAFT CHARTER

AUDIT, RISK AND IMPROVEMENT COMMITTEE



CHARTER ADOPTED ON **DATE**

1. Introduction

The Audit, Risk and Improvement Committee (the Committee) has been established to promote the good corporate governance of Wollongong City Council (Council). This Charter sets out the Committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

2. Committee objectives

- 2.1 The Committee has an important role in the governance framework of Council. Its focus is to provide independent assistance and oversight to Council by monitoring, reviewing and providing advice about the following aspects of Council's operations:
- compliance
 - risk management activities and control frameworks
 - fraud control prevention strategies and activities
 - Internal audit
 - governance processes
 - implementation of the strategic plan, delivery program and strategies
 - service reviews
 - collection of performance measurement data.
 - external accountability obligations
 - any other matter prescribed by the regulations.

3. Authority

- 3.1 The Audit, Risk and Improvement Committee is an advisory committee, and will provide advice, feedback, and support to Council in developing, implementing and monitoring policies and strategies which relate to the governance of Council.
- 3.2 The Council authorises the Committee, within the scope of its role and responsibilities, to:
- request any information it needs from any employee and/or external party (subject to their legal obligation to protect information)
 - discuss any matters with the external auditor, and internal auditor (subject to confidentiality considerations)
 - request the attendance of any employee, including the General Manager, at Committee meetings
 - obtain external legal or other professional advice, as considered necessary to meet its responsibilities. The payment of costs for that advice by Council is subject to the prior approval of the General Manager.
- 3.3 The Committee does not have decision making authority, the power to bind the Council, nor the power to incur expenditure, subject to clause 3.2.

4. Composition

Members (voting)

- 4.1 The Committee will consist of five voting members:
- Three external independent members, one of whom will be appointed chairperson.
 - Two Councillor delegates

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The Council may appoint an alternate Councillor delegate to the Committee to attend meetings in the absence of one or both Councillor delegates. The alternate Councillor delegate will have the same voting rights as the Councillor delegate being replaced.

The Lord Mayor shall not be a voting member of the Committee.

Member skillset

- 4.2 The members of the Committee, taken collectively, will possess broad business, resource management, and public sector experience, functional and operational knowledge of:
- The business environment in which Council operates;
 - governance and financial management of organisations in the public sector (including planning, reporting and oversight);
 - Internal control frameworks and risk management;
 - Strategy development and deployment;
 - Business improvement;
 - Human Resources and performance management frameworks;
 - Public relations;
 - Information technology systems and controls;
 - The roles of internal and external audit;
 - The application of accounting and auditing standards; and
 - Relevant legislative and policy requirements, including financial and performance reporting.
- 4.3 At least one independent member of the Committee must have professional accounting experience with a comprehensive understanding of accounting and auditing standards in a public sector environment.

Ex-officio members and invitees (non-voting)

- 4.4 Council's General Manager, Director Corporate Services, Manager Governance and Information, Manager Finance, and Executive Strategy Manager will attend Committee meetings as ex-officio members and will provide professional advice to the Committee.
- 4.5 The Professional Conduct Coordinator will attend a closed session with no staff present, prior to the commencement of each meeting of the Committee to present a report on all known instances of actual, suspected or alleged fraud affecting Council and how Council responded to such instances. The report must include any changes made to the control environment. The report must also address how Council has fulfilled its fraud reporting obligations in accordance with relevant legislation and regulations.
- The Committee members may invite the General Manager to attend closed sessions with the Professional Conduct Coordinator as required.
- 4.6 Other Council staff, advisors or individuals may attend meetings from time to time to provide expert advice, information, or presentations in relation to Committee business. Attendance of any person at Committee meetings is by invitation and approval of the Committee.

Auditors (non-voting)

- 4.7 Council's external, and internal auditors will be invited to attend all Committee meetings.
- 4.8 Auditors will be invited to meet with Committee members in a closed session with no staff present, prior to the commencement of each meeting of the Committee.

5. Terms of appointment

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Independent external members

- 5.1 The independent external members of the Committee will be appointed for an initial term of no less than three years, and up to five years, on a staggered basis to ensure continuity of independent membership is maintained.
- 5.2 At the expiry of the initial term, the independent external member may seek reappointment for a further term subject to a formal review of their performance. The total tenure on the Committee for each independent member will not exceed eight years.
- 5.3 Formal performance reviews, prior to reappointment, will be conducted by the General Manager in consultation with the Committee chairperson and Councillor delegates to the Committee, except in the case of a performance review of the chairperson, which will be undertaken by the General Manager in consultation with the Councillor delegates to the Committee only.

Chairperson

- 5.4 The voting members of the Committee will endorse one of the independent members as chairperson for an initial term of at least three years, with a maximum period of five years.
- 5.5 The term of appointment to the role of chairperson can be extended at the request of the Committee and by the approval of the Council, but any extension must not cause the total term to exceed five years as chairperson of the Audit, Risk and Improvement Committee.
- 5.6 A chairperson's appointment or extension of appointment will be subject to report to, and confirmation by resolution of, Council.

Councillor delegates

- 5.7 Councillor delegates, including the alternate delegate(s), are elected and appointed by the Council for a term determined by the Council, with a minimum term of one year, up to a period equal to the term of the Council.

Vacancies

- 5.8 A vacancy on the Committee may occur upon:
 - the resignation of the member
 - expiry of a term of appointment as outlined in this Part
 - death of the member
 - failure to attend without cause or notice, two consecutive meetings, or
 - removal by resolution of Council.

NOTE: Prior to a member who fails to attend without cause or notice having their position vacated, the General Manager in consultation with the chairperson and Councillor delegates of the Committee must assess that member's performance. A recommendation will be made to the Committee (excluding that member) as to the position being vacated either permanently or temporarily, or other appropriate action to be taken.

- 5.9 Permanent independent member vacancies that occur on the Audit, Risk and Improvement Committee will be filled by:
 - invitations for Expressions of Interest, in accordance with the *Recruitment of External Members to Committees* policy for independent members
 - election and appointment by resolution of Council, for Councillor delegates
- 5.10 Temporary vacancies that occur on the Committee affecting the quorum may be filled by a suitably qualified person, appointed by the General Manager following consultation with the Committee chairperson and/or Councillor delegates on the Committee.

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6. Responsibilities and functions

The responsibilities and functions of the Audit, Risk and Improvement Committee are to review the following aspects of Council's operations:

Compliance and Governance processes

The Committee will:

- 6.1 Review Council's approach to:
 - Managing conflicts of interests
 - Monitoring the policy register and policy review timeframes
 - Monitoring the implementation of resolutions of Council
 - Secondary employment policies
 - Corruption risk management
 - Developing and maintaining staff awareness of ethical conduct, risk management and corruption prevention
 - Complaint management policies and practices
 - Management of significant compliance and ethical issues as well as independent investigations and disciplinary action in relation to non-compliance or unethical behaviour
 - Review of management disclosures in financial reports of the effects of significant compliance issues
 - Ensuring internal audit activity considers assessing compliance and ethics risks in the Internal Audit plan.
- 6.2 Review and provide advice to management on a framework for promoting and achieving ethical conduct by Council and Council employees.
- 6.3 Review Management's approach to embedding a culture of ethical and lawful behaviour across the Council.
- 6.4 Review Council's Codes of Conduct at regular intervals to ensure consistency with the model Code of the Office of Local Government.

Risk management and fraud control

- 6.5 The Committee is to provide assurance to Council that a comprehensive risk management framework is in place and management has a program to manage all significant risks by identification, prioritisation, and implementation of strategies, and that there are clear and specific internal accountabilities for individual Managers.
- 6.6 The Committee will closely monitor the risk management program to ensure a strong focus by management.
- 6.7 In particular, the Committee will:
 - Review reports on risk assessments and controls
 - Review risk management policies and procedures
 - Review the risk management systems and compliance processes for adequacy
 - Ensure that risk assessments are reviewed by Executive Management when there are significant changes to work practices.
 - Ensure that Council has adequate Fraud prevention strategies in place, including review of the Fraud and Corruption Control Plan

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- Receive reports on the findings of matters investigated by the Professional Conduct Coordinator in relation to:
 - i. fraud
 - ii. corrupt conduct
 - iii. maladministration
 - iv. serious and substantial waste of public money
 - v. breaches of the Government Information (Public Access) Act 2009, and
 - vi. breaches of the pecuniary interest rules applying to NSW Local Government.

Implementation of the strategic plan, delivery program and strategies

- 6.8 Monitor the development of Council's Operational Plan.
- 6.9 Review and monitor progress of Council's Delivery Program.
- 6.10 Review and monitor Council's progress against the long term Community Strategic Plan.

Performance measurement, service reviews, and improvement

The Committee will:

- 6.11 Satisfy itself that Service Reviews are being carried out by Council in line with the Office of Local Government principles for Service Reviews.
- 6.12 Have oversight of the performance improvement functions of the organisation including:
 - Collecting performance measurement data
 - reviewing Council's progress against key performance indicators documented in the Operational Plan and other sources
 - providing advice to the General Manager on the adequacy of Council's performance against key performance indicators
 - Identifying and recommending to the General Manager Council services or business processes that may benefit from review through the Committee's exercise of its functions.

External accountability

Financial management

- 6.13 The Committee will advise Council whether the financial information reported by management reasonably portrays Council's financial position, results of operations and significant commitments. In fulfilling this responsibility the Committee will:
 - 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
 - Review and monitor Council's financial performance against the Budget as approved by Council, both operating and capital budgets, to achieve budget balance
 - Review long term financial strategies developed by management
 - Review any project proposals which involve significant expenditure or joint project delivery (eg joint venture)

Internal and External Audit

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- 6.14 The Committee will have oversight of the functions of both internal audit and external audit, including where appropriate:
- Appointment and removal of Internal Auditors
 - Internal auditor engagement letters
 - Coordination of audit activities
 - Monitor audit results and follow up activities
 - Review of auditor performance
 - Annual review of the Internal Audit Charter
- 6.15 In fulfilling these responsibilities the Committee will:
- Recommend to Council the appointment of the internal auditor. Appointments are to follow competitive selection processes involving the Committee
 - Consider, approve and monitor the annual audit plan for internal audit activities
 - Ensure that all systems, processes, operations, functions, and activities of Council are subject to internal audit evaluation at regular intervals based on risk assessment
 - Consider the requirement for 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 Council's internal control structure. This will include review of management responses to audits
 - Review Council's risk profile as developed by the Internal Auditor. The Committee will monitor the performance of management in dealing with risk
 - Review audit reports and the practicality of any recommendations. The Committee will 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.

Other functions

- 6.16 The responsibilities and functions of the Audit, Risk and Improvement Committee in relation to the Annual Review of Performance of General Manager are to ensure that the review is undertaken by the Performance Review Committee and that Committee members are available for advice on governance issues, if required.
- 6.17 In addition to the specific functions listed in this Charter, the Committee is to undertake other activities related to its responsibilities as prescribed by legislation, regulations or as requested by Council from time to time.

7. Responsibilities of members

- 7.1 Members of the Audit, Risk and Improvement Committee, in performing their duties, are expected to:
- i Act honestly and in good faith
 - ii Perform their duties in a manner that ensures public trust in the integrity, objectivity, and impartiality of the Committee
 - iii Make themselves available as required to attend and participate in meetings
 - iv Contribute the time needed to study and understand the papers provided
 - v Apply good analytical skills, objectivity and good judgement
 - vi Comply with Council's Codes of Conduct.

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- vii Comply with the Audit, Risk and Improvement Committee Charter
- viii Advise of any change in employment status

Specific responsibilities of the chairperson

7.2 The chairperson will manage the Committee with the following specific duties and responsibilities:

- i Act as chair, unless absent, at all meetings of the Committee
- ii set the agenda for each meeting of the Committee
- iii be responsible for the management, the development and effective performance of the Committee
- iv act in an advisory capacity to the General Manager in all matters relating to the Committee
- v assist the Committee in the discharge of its mandate and responsibilities
- vi ensure the purpose, membership and operation of the Committee is effective and to make appropriate by conducting an annual review of the Committee, including surveys of its members and relevant management
- vii Ensure the Committee reviews its Charter as required by Section 9
- viii Prepare and present regular, and at least annual, reports to the Council on the activities of the Committee and make recommendations as required
- ix Assist with Councillor inductions relating to the role and responsibilities of the Committee
- x Any other duties and responsibilities set by the Council.

8. Reporting

- 8.1 The minutes of meetings will be provided to Councillors and Council's Executive Management for information. Minutes will also be distributed to all Committee members.
- 8.2 Advice and decisions of the 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 at the discretion of the Manager Governance and Information.
- 8.3 The Committee will regularly, but at least once a year, report to the Council on its operation and activities during the year. The report should include:
 - i an overall assessment of the Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting the Council
 - ii a summary of the work the Committee performed to fully discharge its responsibilities during the preceding 12 month period
 - iii details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended
 - iv a summary of the Council's progress in addressing the findings and recommendations made in internal and external reports
 - v a summary of the Committee's assessment of the performance of internal audit.
- 8.4 The Committee's annual report will form part of the Council's annual report.
- 8.5 The Committee may, at any time, report to the Council any other matter it deems of sufficient importance to do so. In addition, at any time an individual committee member may request a meeting with the General Manager.

9. Administrative arrangements

Meetings

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- 9.1 Committee meetings will be held at least quarterly, one of which will consider the annual financial statements of the Council.
- 9.2 The chairperson is required to call a meeting if requested to do so by the General Manager, or another Committee member.
- 9.3 A meeting plan, including meeting dates and agenda items, will be agreed by the Committee each year. The meeting plan will cover all of the Committee's responsibilities as detailed in this Charter.

Attendance at meetings and quorums

- 9.4 A quorum will consist of three voting Committee members. A quorum must include at least two independent members.
- 9.5 While it is the responsibility of members to attend and participate in meetings as required, Committee members who, with good reason, cannot attend a meeting in person have an option to participate through tele/video conference, subject to the following conditions:
 - i The chairperson must be physically present in order to chair the meeting
 - ii Independent members must advise the chairperson and relevant Council staff prior to the meeting, so that appropriate arrangements can be made
 - iii Members who participate via teleconference or other remote means, subject to the above conditions, will have it noted in the Minutes
 - iv Council staff will not provide support services to non-Council equipment used by members during any teleconference.

Voting

- 9.6 Voting at a Committee meeting is to be by open means, such as by voice or a show of hands.

Dispute resolution

- 9.7 Members of the Committee and Council's management will strive to maintain an effective working relationship, and seek to resolve differences by way of open negotiation. However, in the event of a disagreement between the Committee and management, including the General Manager, the chairperson may, as a last resort, refer the matter to an appropriately qualified member of the Council appointed Code of Conduct Review panel, to be dealt with independently.

Secretariat

- 9.8 A staff member will be appointed to provide secretariat support to the committee.
- 9.9 The secretariat will ensure the agenda for each meeting and supporting papers are circulated, after approval from the Chairperson, at least five calendar days before the meeting.
- 9.10 The secretariat will ensure the minutes of the meeting are prepared and maintained. Minutes must be approved by the Chairperson and circulated within one week of the meeting to each member as appropriate.

Agendas and business papers

- 9.11 A Draft Agenda will be prepared and discussed with the Committee Chairperson prior to the Business Paper production.
- 9.12 The close off for submission of Agenda items is 12 noon, 14 calendar days prior to the meeting.
- 9.13 The final Agenda and Business Paper will be provided to Committee members at least five calendar days prior to the meeting.
- 9.14 Committee members, in Closed Session with no staff present, will receive and discuss a report from the Professional Conduct Coordinator on all suspected and actual fraud, theft or breaches of laws.

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- 9.15 Committee members are able to discuss the Agenda and Business Paper informally prior to each meeting.
- 9.16 The Council-appointed chairperson will chair Meetings. 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 the meeting.
- 9.17 The Committee has an advisory role to Council and will make recommendations by consensus. In the absence of consensus, advice from the Committee may be presented with supporting and dissenting views of Committee members.

Privacy and conflict of interests

- 9.18 The Committee will comply with Council policies in relation to confidentiality, privacy and reporting. Members of the Committee will not disclose matters dealt with by the Committee to third parties except with the approval of the Committee.
- 9.19 A member of the Committee who has a perceived or actual conflict of interest in any matter before the Committee must disclose the nature of the conflict 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.
- 9.20 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*.

Induction

- 9.21 New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities.

Assessment arrangements

- 9.22 The General Manager, in consultation with the Chairperson of the Committee, will establish a mechanism to review and report on the performance of the Committee, including the performance of the Chairperson and each member, at least annually. The review will be conducted on a self-assessment basis (unless otherwise determined by the Council) with appropriate input sought from the General Manager, the internal and external auditors, management and any other relevant stakeholders, as determined by the General Manager.

Review of Charter

- 9.23 As required, and at least every two years, the Committee will review this Charter. This review will include consultation with the General Manager.
- 9.24 Any substantive changes to this Charter will be recommended by the Committee and formally reported to Council for adoption.

10. Remuneration

- 10.1 The independent members of the Committee will be entitled to remuneration on the basis of a fee determined by Council.
- 10.2 The fee will include all expenses incurred by the independent members in relation to their responsibilities as members of the Committee, including travel costs, attendance at inductions, training and personal development opportunities.
- 10.3 The fee will be payable following each meeting of the Committee, and upon receipt of an invoice.
- 10.4 In the absence of the Council appointed chairperson at a meeting, the Committee member who chairs the meeting will be paid the usual Committee member fee.

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Related Council documents

- Codes of Conduct
- Conflict of Interests policy
- Gifts and Benefits policy
- Privacy Management Plan
- Internal Audit Charter
- Recruitment of External Members to Committees policy

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AUDIT, RISK AND IMPROVEMENT COMMITTEE



SUMMARY SHEET	
Responsible Division	Governance and Information
Date endorsed by Committee	[To be inserted by Corporate Governance]
Date adopted by Council	[To be inserted by Corporate Governance]
Date of next review	June 2019
Legislative or other requirement for review	<ul style="list-style-type: none"> → Bi-annual review by Committee (policy) → Review for adoption by each Term of Council (policy)
Responsible Manager	Manager Governance and Information
Authorised by	Director Corporate Services
Date of previous adoptions/reviews	Summary of amendments

ITEM 6

ELECTION TO FILL A CASUAL VACANCY IN THE OFFICE OF VICE PRESIDENT ON THE BOARD OF THE LOCAL GOVERNMENT AND SHIRES ASSOCIATION OF NSW

On 6 April 2018 the former Vice President (Regional/Rural councils) resigned from the Board of the Local Government and Shires Association of New South Wales. This resulted in a casual vacancy. The Association's rules require the casual vacancy to be filled by secret postal ballot in accordance with the provisions for the election for the vacant office. The Lord Mayor and Deputy Mayor are automatically entitled to vote on behalf of Council. Council is entitled to elect five additional voting delegates.

RECOMMENDATION

- 1 Council elect five additional voting delegates to participate in the election of the casual vacancy with the Lord Mayor and Deputy Lord Mayor being automatically entitled to vote on behalf of Council.
- 2 The election of voting delegates be conducted by open means on a show of hands.

REPORT AUTHORISATIONS

Report of: Jen Menchin, Executive Strategy Manager (Acting)
Authorised by: David Farmer, General Manager

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Ordinary members of the Association entitled to vote in the election must provide the names and postal addresses of their nominated voting delegates to Association by midday on Friday 6 July 2018.

On 13 July 2018 the Australian Electoral Commission will cause an Election Notice inviting nominations for the office of Vice President to be published the Association's official journal, the *LGNSW Weekly*, and sent to each member entitled to vote in the election.

Further details about the election, including the date that nominations close and the date that ballot opens/closes will be contained in the Election Notice.

PROPOSAL

Wollongong City Council has 7 voting entitlements for the election to fill the casual vacancy in the office of Vice President. As with voting entitlements for the LGNSW Conference, it is proposed that the Lord Mayor and Deputy Lord Mayor are automatically entitled to vote in the election. This report seeks Council endorsement of a further five Councillors as voting delegates.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "Goal 4: We are a connected and engaged community".

CONCLUSION

Council is required to endorse the Lord Mayor, Deputy Lord Mayor and 5 additional voting delegates to participate in the election to fill the casual vacancy on the Board of the Local Government and Shires Association of New South Wales.

ITEM 7

PROPOSED NAMING OF MILLINGAA PARK, CORNER OF WAPLES ROAD AND COACHWOOD DRIVE, FARMBOROUGH HEIGHTS

The local Aboriginal name of 'Millingaa' is proposed for unnamed community land formally known as Lot 2 DP 1067419. The subject land is located at the corner of Waples Road and Coachwood Drive, Farmborough Heights.

Council publically exhibited the naming proposal 'Millingaa' Park from 19 March to 12 April 2018. This report outlines the outcome of the community engagement and now seeks Council endorsement to apply to the Geographical Names Board to formally assign Lot 2 DP 1067419 as 'Millingaa' Park under the Geographical Names Act 1996.

RECOMMENDATION

Council endorse the application to the Geographical Names Board of NSW to formally assign Lot 2 DP 1067419 as 'Millingaa Park' under the Geographical Names Act 1996.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Locality Map - Lot 2 DP 1067419 - Proposed Naming of Millingaa Park
- 2 Community Engagement Report - Naming Proposal Millingaa Park

BACKGROUND

Council on 15 August 2016, resolved to undertake the following:

- 1 *Immediately begin the naming process for the park at the corner of Coachwood Drive and Waples Road, Farmborough Heights, in accordance with the Naming of Parks, Sportsgrounds and Natural Areas policy.*
- 2 *Investigate the history of the park for a suitable name and undertake appropriate community engagement as part of the process.*

At around the same time of the resolution, Council received a resident request to name the reserve in recognition of the original land owner 'Captain Robert Martin Cole'.

Council's policy for naming of community land is the *Naming of Community Facilities and Parks (Including Sports Grounds and Natural Areas) Policy* which outlines the:

- Criteria for place naming requests; and
- Procedure, including stakeholder and community engagement.

Under this policy, Council will consider the naming of parks, sportsgrounds, natural areas and general community use lands based on the following:

- Names of Aboriginal origin and indigenous significance to the local area;
- Botanical reference native to the area;
- Historical or cultural significance to the local area; and
- Geographical relevance of the immediate area.

Research into the proposal for Captain Robert Martin Cole revealed the he was one of the early landowners in the area, however, the title of 'Captain' was a courtesy rank and not a title bestowed through service. Other issues considered in the naming process:

- The NSW Geographical Names Board (GNB) guidelines state:
 - Titles shall not be included in geographical names; and
 - long names of two or more words should be avoided.

Recent proposals by Council have reconfirmed that the board will not support the suggested name due to its length, as long names of two or more words should be avoided. The suggestion would be shortened in line with the GNB requirements (eg Robert Cole) and hence the historical link to land ownership would be diminished.

The matter was subsequently referred to the Aboriginal Reference Group for consideration in November 2016. The group confirmed in February 2017 that a local Aboriginal name was the preferred option and that this be referred to the Illawarra Local Aboriginal Land Council (ILALC) to determine an appropriate name.

Council subsequently forwarded the proposal to ILALC in July 2017 seeking its feedback. In February 2018 ILALC confirmed the preferred name 'Millingaa', the local Aboriginal name for White Cedar. White Cedar or *Melia azedarach* is a native deciduous rainforest tree and is found across the escarpment of Wollongong, including Farmborough Heights. The proposed name and spelling is referenced in a report published by Organ, MK. (1993) Illawarra and South Coast Aborigines 1770-1900, University of Wollongong. Further consultation with representatives of the ILALC confirmed spelling as proposed.

The proposed naming was publically exhibited seeking community feedback. The outcome of the public exhibition is outlined in the Consultation and Communication and detailed in Attachment 2.

PROPOSAL

Noting the extensive community consultation regarding the proposal and the advice received from both the ILALC and the Aboriginal Reference Group on the proposed name 'Millingaa', Council endorsement is sought to apply to the Geographical Names Board to formally assign Lot 2 DP as 'Millingaa Park' under the Geographical Names Act 1996.

Should the GNB support the proposal, interpretative signage or additional signage text will be utilised to identify the name of the language group from which the name originated, its meaning as well as its phonetical pronunciation. This approach is consistent with the NSW Geographical Names Board Policy and Guidelines.

CONSULTATION AND COMMUNICATION

Following endorsement by EMC on 20 February 2018, a community engagement process was undertaken from 19 March to 12 April 2018 to canvass the community's views on the proposal.

Three submissions were received within the consultation period in relation to the proposal - two were supportive and one recommended a different name for the park. The first respondent expressed support for the proposal and stated:

"...I think it's fantastic to see this consultative approach and respect for the linguistic heritage of the Dharawal people. I hope signage includes the meaning (and pronunciation). It would be great to see more place names explicitly acknowledged as Dharawal. NZ is a great example of how language can be respected and shared."

The second respondent simply indicated support for the proposed name. The third respondent did not agree with the proposed name for the park and suggested that it be called "Waples Reserve" suggesting that white cedar trees had not been observed in the subject area.

The engagement elements that were undertaken for this proposal are summarised as follows:

Methods	Details of Methods	Distribution
Councillor information Note	Information about the exhibition was sent to Councillors prior to the proposal being distributed to the community	Lord Mayor and Councillors
FAQ	A Frequently Asked Questions document was created addressing location, background information, and the process to name the Park	All community
Map	A Location Map was created, which was used during the exhibition to clearly show the proposed location of the Park and its proximity houses and existing roads.	All community
Feedback Form	A Feedback Form was created for those wishing to submit comments on the proposal	All community
Website	The Have Your Say webpage was created that included opportunities for online feedback	All community
Media Release	A Media Release was distributed to notify the community of the proposal	All community
The Advertiser	A notice was placed in the Council column of "The Advertiser".	All community
Social media	Messages were distributed via Council's social media channels to the broader community.	All community
Stakeholder Letter	Letters were sent to more than 200 households within a radius of approximately 300 metres of the site – included with the letter was: a FAQ document, a Map, a Feedback Form, and a link to Council's "Have Your Say" website.	Local residents

PLANNING AND POLICY IMPACT

This report contributes to the delivery of the Draft Our Wollongong 2028 Goal 4 "We are a connected and engaged community". It specifically delivers on the following:

Draft Community Strategic Plan	Draft Delivery Program 2018-21	Operational Plan 18/19
Strategy	5 Year Action	Annual Deliverables
4.1 Provide residents with equitable access to information and opportunities to inform decision making	4.1.1.1 Ensure an effective community engagement framework that connects the community to Council decision making	Deliver a diverse range of community engagement opportunities to inform and guide development and delivery of Council business.

FINANCIAL IMPLICATIONS

Following any subsequent approval by the NSW Geographical Names Board, Council would be required to install park signage which is estimated to cost \$3,500 which will be funded operationally from the existing budget.

CONCLUSION

In accordance with Council's Naming of Community Facilities and Parks (including Sports Grounds and Natural Areas) Policy, the local Aboriginal name of 'Millingaa' is proposed for unnamed community land in Farmborough Heights formally known as Lot 2 DP 1067419.

Noting the extensive community consultation regarding the proposal and the advice received from both the ILALC and the Aboriginal Reference Group on the proposed name 'Millingaa', Council endorsement is now sought to apply to the Geographical Names Board to formally assign Lot 2 DP 1067419 as 'Millingaa Park' under the Geographical Names Act 1996.

Park Naming Proposal Millingaa Park





OUR PLACE
our voice
OUR FUTURE

PROPOSED NAMING OF MILLINGAA PARK, FARMBOROUGH HEIGHTS

**ENGAGEMENT
REPORT**

March-April 2018

Z18/80934

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Preamble

During the period 19 March to 12 April 2018, a community engagement process was undertaken to canvass the community's views on the proposal to name the parkland adjacent to the intersection of Waples Road and Coachwood Drive, Farmborough Heights Millingaa Park (see Figure 1), consistent with Council's "Naming of Community Facilities and Parks Policy".

Set out in this Report are details of: the engagement process; the submissions received from the community regarding the proposal; and the documentation that was provided to the community.

Background

In August 2016, Council received a request and a Notice of Motion from former Councillor Blicavs to name the subject parcel of land. There was some initial suggestion to name it in recognition of the original owner, Captain Robert Martin Cole - however research undertaken by Council staff revealed that Mr Cole was not in fact a Captain. In addition, it is understood that the Geographical Names Board (GNB) would not accept such a long name as that suggested.

The proposal was then referred to the Aboriginal Reference Group for consideration in November 2016 - the Group confirmed in February 2017 that a local Aboriginal name was its preference, and that this be referred to the Illawarra Local Aboriginal Land Council (ILALC) for its advice.

Council subsequently consulted the ILALC in July 2017, and in February 2018, the ILALC confirmed that its choice for the name of the park was 'Millingaa' - the local Aboriginal name for white cedar. Further, the proposed name and spelling was also referenced in a report published by Organ, MK. (1993) *Illawarra and South Coast Aborigines (1770-1900)*, University of Wollongong.

Relationship to Community Strategic Plan

This proposed engagement strategy contributed to the delivery of the goal stated in the Our Wollongong 2022 Community Strategic Plan, "we are a connected and engaged community" - it specifically delivered on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
4.1: Engagement activities by all levels of government are enhanced and improved to achieve diverse community representation and to encourage participation.	4.1.1.1: Council's Policies and Plans that relate to Community Land and Recreation are developed through a variety of engagement streams	Deliver a diverse range of community engagement opportunities to inform and guide development and delivery of Council business.

Engagement Methodology

Given Council was seeking to advise the community of the recommendation of Illawarra Local Aboriginal Land Council to name the park "Millingaa", the appropriate level of engagement was to *Inform* and *Consult*.

The engagement elements that were undertaken for this proposal were as follows:

Methods	Details of Methods	Distribution	Responsibility
Internal			
Councillor information Note	Information about the exhibition was sent to Councillors prior to the proposal being distributed to the community	Lord Mayor and Councillors	Project Manager
External			
FAQ	A Frequently Asked Questions document was created addressing location, background information, and the process to name the Park	All community	Engagement Team
Map	A Location Map was created, which was used during the exhibition to clearly show the proposed location of the Park and its proximity houses and existing roads.	All community	Engagement Team
Feedback Form	A Feedback Form was created for those wishing to submit comments on the proposal	All community	Engagement Team
Website	The Have Your Say webpage was created that included opportunities for online feedback	All community	Engagement Team
Media Release	A Media Release was distributed to notify the community of the proposal	All community	Media Team
The Advertiser	A notice was placed in the Council column of "The Advertiser".	All community	Engagement Team
Social media	Messages were distributed via Council's social media channels to the broader community.	All community	Media team
Stakeholder Letter	Letters were sent to more than 200 households within a radius of approximately 300 metres of the site – included with the letter was: a FAQ document, a Map, a Feedback Form, and a link to Council's "Have Your Say" website.	Local residents	Engagement Team

Submissions received

Three (3) submissions were received within the prescribed consultation period in relation to the proposal - two were supportive and one recommended a different name for the Park.

The first respondent expressed support for the proposal and stated “...I think it's fantastic to see this consultative approach and respect for the linguistic heritage of the Dharawal people. I hope signage includes the meaning (and pronunciation). It would be great to see more place names explicitly acknowledged as Dharawal. NZ is a great example of how language can be respected and shared.

The second respondent simply indicated support for the proposed name.

The third respondent did not agree with the proposed name for the Park and suggested that it be called “Waples Reserve” after a former Councillor, suggesting that white cedar trees had not been observed in the subject area.

Next Steps

Following consideration and endorsement by Council of the proposal to name the reserve Millingaa Park, a submission will be prepared and lodged with the Geographical Names Board (GNB) for its determination. If supported by the GNB, the proposed place name will be publicly exhibited for a further month seeking public comment, prior to a final determination.

Appendix A: Location Map



Appendix B: Notification Letter to Residents



WOLLONGONG CITY COUNCIL

Address 41 Burelli Street Wollongong • Post Locked Bag 8821 Wollongong DC NSW 2500
Phone (02) 4227 7111 • Fax (02) 4227 7277 • Email council@wollongong.nsw.gov.au
Web www.wollongong.nsw.gov.au • ABN 63 131 525 939 • 057 Registered

«Owner»
«StreetNoandAddress»
«SuburbStatePostcode»

Our Ref
File
Date

Z18/45424
CCE-040.010.01.257
14 March 2018

Dear Owner/Resident

PROPOSED NAMING OF MILLINGAA PARK, FARMBOROUGH HEIGHTS

Council is seeking your feedback on a proposal to name the existing parkland opposite the intersection of Waples Road and Coachwood Drive Farmborough Heights "Millingaa Park", in accordance with the requirements of Council's Naming of Community Facilities and Parks Policy.

In selecting the name, Council considered a number of options and referred the matter to the Illawarra Local Aboriginal Land Council (ILALC) for advice, the name "Millingaa" was recommended, it is the local Aboriginal term for White Cedar. It is noted the proposed name and spelling was also referenced in a report published by Organ, MK. (1993) Illawarra and South Coast Aborigines (1770-1900), University of Wollongong.

Following this engagement process, Council will consider the community feedback and if it agrees, will forward the proposal to the Geographical Names Board, who make the final decision.

Enclosed for your consideration is a Frequently Asked Questions (FAQ) and a Feedback Form should you wish to provide your comments. Please visit Council's website at www.wollongong.nsw.gov.au, to provide your feedback online. The information will also be on display at our Administration Building, 41 Burelli Street Wollongong and at the Unanderra Branch Library, Factory Road Unanderra.

Should you require further information, please contact Council's Community Engagement team on (02) 4227 7111 or via email at engagement@wollongong.nsw.gov.au

Please note: Submissions close at 5pm on Friday 13 April 2018.

This letter is authorised by

Diane Sanderson
Engagement Coordinator (Acting)
Wollongong City Council
Telephone (02) 4227 7111

Appendix C: Frequently Asked Questions



Frequently Asked Questions

Proposed Naming of Millingaa Park, Farmborough Heights

Council has received an application to name the existing parkland opposite the corner of Waples Road and Coachwood Crescent, Farmborough Heights. In accordance with the requirements of Council's 'Naming of Community Facilities and Parks Policy', the community is being invited to provide comments on name proposed for the reserve. Following Council's consideration of the comments received, and if it agrees, an application to name the park will be submitted to the Geographical Names Board, who make the final decision on the proposal. **Feedback must be received by 5pm, 13 April 2018**

Which area does this proposal apply to?
 The open space area opposite the intersection of Waples Road and Coachwood Drive, Farmborough Heights as shown on the Location Map overleaf.

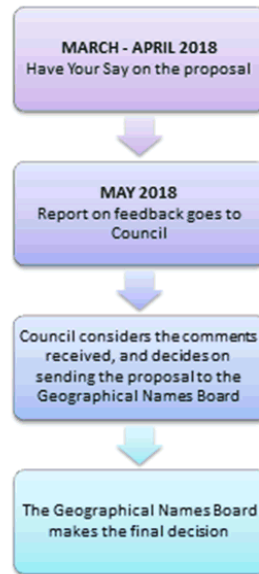
Who submitted the proposal?
 The request to name the park arose from a submission and Notice of Motion from former Wollongong City Councillor Michelle Blicavs.

What are the guidelines that cover the naming of a park?
 Council's 'Naming of Community Facilities and Parks Policy' follows the guidelines of the Geographical Names Board (GNB) for the assignment of names to parks, sportsgrounds and natural areas within the Wollongong Local Government Area. The Board's guidelines encourage the use of names that are easily pronounced, have an Aboriginal origin and/or have a historical connection.

Why call it 'Millingaa Park'?
 Consistent with Council's park naming Policy and the GNB's guidelines, the matter was referred to the *Jilayara Local Aboriginal Land Council (ILALC)* for its advice. The ILALC subsequently recommended the name "Millingaa", the local Aboriginal name for white cedar. It is noted that the proposed name and spelling was also referenced in a report published by Organ, M.K. (1993) *Jilayara and South Coast Aborigines (1770-1900)*, University of Wollongong

What might the sign look like?
 It will follow the style guidelines set out in Council's 'Suburb and Park Signage Style Guide' and be similar to reserve and park signs in other locations.

What is the community engagement process for naming the park?



Appendix C: Frequently Asked Questions (*cont.*)



Locality Plan



Where can I get more information about the proposal?

Further information on this proposal can be obtained by contacting Council's Community Engagement Team at:
Phone: (02) 4227 7111
Fax: (02) 4227 7580
Email: engagement@wollongong.nsw.gov.au.

Where can I get information about the Geographical Names Board?

Visit www.gnb.nsw.gov.au to obtain Fact Sheets on *Place Naming* and the *Guidelines for the determination of place names*.

How can I have my say?

The easiest way to provide your feedback on the proposed naming of Millingaa Park is to complete a Council

Feedback Form, which is available at:

- Council's website, www.wollongong.nsw.gov.au.
- Council's Customer Service Centre
- The Unanderra Branch Library.

www.wollongong.nsw.gov.au

ITEM 8 POLICY REVIEW: ENVIRONMENTAL SUSTAINABILITY POLICY

The Environmental Sustainability Policy was adopted by Council in July 2014. The Policy is required to be reviewed in each Council term. The Policy has been reviewed and remains appropriate, with only minor date changes proposed.

RECOMMENDATION

The revised Environmental Sustainability Policy be adopted.

REPORT AUTHORISATIONS

Report of: David Green, Manager Environmental Strategy and Planning (Acting)

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

ATTACHMENTS

- 1 Environmental Sustainability Policy

BACKGROUND

The Environmental Sustainability Policy was adopted by Council in July 2014. The Policy is supported by the Environmental Sustainability Strategy 2014 – 2022 (supporting document) and the Environmental Sustainability Plan 2013 - 2017 (Implementation Plan) and closely aligns with Wollongong 2022 Community Strategic Plan.

PROPOSAL

The Policy is required to be reviewed and adopted in each Council Term. The Policy has been reviewed and only minor date changes are proposed. The only change proposed is the date range for the Environmental Sustainability Plan to reflect the updated implementation date range of 2017 - 2022. No other changes have been made to the Policy. The Environmental Sustainability Strategy is not due for review until 2022.

Over the last 4 years, 82% of all actions in the Environmental Sustainability Plan 2014 -2017 were either completed or commenced and half of these actions have been included as ongoing actions. Some key highlights include:

- Over 60,00 volunteer hours in Bushcare, Dunecare, FIReady and Greenhouse Park;
- Trialling of the NSW Office of Environment and Heritage (OEH) Biodiversity Certification Methodology in the West Dapto Urban Release Area;
- Vegetation Vandalism Policy prepared and exhibited;
- Dune Management Strategy adopted and implementation commenced;
- Administration Building achieving a 5 star Green Star performance pilot rating;
- Plastic bag avoidance program implemented;
- Waste wise events program implemented, diverting approximately 80% of event waste from landfill;
- Development and adoption of the Urban Greening Strategy;
- Completion of a sustainability review of the DCP and adoption of a Sustainability Chapter;
- Coastal Zone Management Plan certified by NSW Government and adopted by Council;
- Sustainable Wollongong Newsletter distributed monthly to over 2,000 subscribers;
- Sustainability targets and indicators reporting framework developed

Global Covenant of Mayors for Climate and Energy

Council joined the Global Covenant of Mayors for Climate and Energy in August 2017. Completing the Global Covenant of Mayors requirements is an action in the Environmental Sustainability Strategy and is an action in the Delivery Program.

The first requirement is completing an inventory of Council’s Greenhouse gas emissions, which is in preparation, and will be submitted before August 2018. In the following year, Council officers will develop science based emissions reduction target for community (LGA wide) emissions and emissions from Council operations. Following the development of the targets we will liaise with stakeholders to develop an action plan to reduce community and Council emissions.

It is noted that Council only has direct responsibility for emissions from its own operations. Council has an advocacy or facilitation role in assisting the community and businesses in reducing their own emissions.

CONSULTATION AND COMMUNICATION

The existing Environmental Sustainability Policy was developed following extensive community and staff consultation. The Environmental Sustainability Policy and Strategy were placed on full public exhibition and adopted by Council along in 2014.

A Councillor briefing session in relation to the Policy and Strategy was held on 21 May 2018.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We Value and Protect Our Natural Environment”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
1.3.3 Our community is proactively engaged in a range of initiatives that improve the sustainability of our environments	1.3.3.1 Develop and implement an Environmental Sustainability and Strategy	Implement resources and actions from the Environmental Sustainability Strategy, including schools involvement in biodiversity programs such as National Tree Day.

Ecological Sustainability

This Policy is directly related to ecological sustainability and the adoption of the Policy will contribute toward improvements in sustainability outcomes across the organisation.

CONCLUSION

There is only a minor amendment to the Environmental Sustainability Policy to update the reference to the subordinate Environment Sustainability Strategy Plan 2017-22.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

From the mountains to the sea, we value and protect our natural environment and we will be leaders in building an educated, creative and connected community—Wollongong 2022.

Wollongong is a place of unique natural beauty and ecological diversity, our community treasures our beautiful beaches, escarpment and bushland areas. To protect and enhance our natural environment we must embrace environmental sustainability and integrate environmental sustainability into all Council decision making processes. An Environmental Sustainability Strategy has been developed to support this policy and will provide strategic direction and priority actions to reduce our impact on the environment.

OBJECTIVE

The objective of this policy is to guide Council activities to integrate environmental sustainability considerations into all Council decision making processes and activities, to meet legislative requirements, community expectations and to demonstrate leadership.

POLICY STATEMENT

This policy will support Council's requirements under sections 7 and 8 of the Local Government Act that:

s.7(e) "require Councils, Councillors and Council employees to have regard to the principles of ecologically sustainable development in carrying out their responsibilities"; and

s.8(1) "to properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development".

This policy will:

- a act as a foundational document to embed environmental sustainability in all of Council's operations;
- b provide a set of principles to support further implementation of strategies and actions contained within the Environmental Sustainability Strategy; and
- c simplify the principles of environmental sustainability and provide a shared understanding of what environmental sustainability means to Council.

DEFINITION:

Sustainability has been commonly defined as "*meeting the need of present generations without compromising the ability of future generations to meet their own needs*" (Our Common Future, World Commission on Environment and Development 1987).

ENVIRONMENTAL SUSTAINABILITY

COUNCIL POLICY

ENVIRONMENTAL SUSTAINABILITY PRINCIPLES

Wollongong City Council will work to protect our local environment, reduce the use of natural resources and to support our quality of life for present and future generations. We will demonstrate leadership and responsible planning and decision-making to avoid any harmful local and global effects of our actions. We will also work in partnership with the community, stakeholders and other government organisations to achieve our environmental sustainability commitments.

- a We will consider the principles of Ecologically Sustainable Development (ESD) in all Council decision making processes. These principles are:
 - i The Precautionary Principle – we will not undertake any actions that have a potential risk to cause serious harm to the community or the environment; even in the absence of scientific certainty;
 - ii Inter and intra-generational equity – we recognise the importance of equity within and between generations;
 - iii Biological diversity – we value our natural biodiversity and will work to protect and enhance local native habitat; and
 - iv Improved valuation, pricing and incentive mechanisms – we will integrate long and short-term economic, environmental and social considerations into all Council decision making processes and operations.
- b We will use resources efficiently and responsibly and reduce our ecological footprint.
- c We will develop sustainable performance measures for Council's built assets.
- d We will protect and enhance our bushland areas, high ecological value sites, coastal areas and waterways.
- e We recognise the importance of access to fresh, local and sustainably produced food and protecting our fertile and productive lands.
- f We will improve sustainability awareness of Council staff, Councillors and the community.
- g We will actively encourage the community to become involved at the local level to reduce the environmental impact of their work, home, school and recreational activities.
- h We recognise the importance of issues beyond our borders and aim to create a balance between local and global issues.
- i We will adopt an advocacy role where an issue is not under our direct control but will have a major impact on our environment and/or community.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

STATEMENT OF PROCEDURES

We will protect the local environment, reduce our use of natural resources and support a high quality of life for present and future generations. We will also demonstrate leadership, responsible planning and decision making to minimise the local and global impacts of our actions.

We have identified a number of strategies that will assist Council in meeting its environmental sustainability commitment and to incorporate environmental sustainability principles into all operations and services. These objectives not only highlight longer-term sustainability objectives but also reflect work that has been undertaken by Council over a number of years as well as its present delivery program.

We will put our Environmental Sustainability Commitment into action through implementing strategies and priorities identified in the Council adopted Environmental Sustainability Strategy 2014-22 and Plan 2017-22. These will be enacted through the Annual Plan and will be monitored, reviewed and reported on annually.

ENVIRONMENTAL SUSTAINABILITY

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Environmental Strategy and Planning
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	14 July 2014, 16 December 2002
Date of next review	[List date - Not more than 4 years from adoption]
Legislative or other requirement for review DELETE THIS WHOLE ROW IF NOT APPLICABLE	[List review timeframe and Act, policy or review requirement]
Responsible Manager	Environmental Sustainability Officer
Authorised by	Manager Environmental Strategy and Planning

ITEM 9 POLICY REVIEW: FOOTPATHS AND ROAD RESERVES MOWING

The Footpaths and Road Reserves Mowing policy has now been reviewed as part of Council's rolling review schedule of its policies, with only minor amendments.

RECOMMENDATION

The draft Footpaths and Road Reserves Mowing Policy be adopted for a further period of 4 years.

REPORT AUTHORISATIONS

Report of: Mark Roebuck, Manager City Works and Services
 Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

- 1 Footpaths and Road Reserves Mowing Policy

BACKGROUND

This Council policy was adopted on 5 August 1985, and a review of this policy was endorsed by Executive Management Committee on 26 March 2013. To progress Council's periodic process of review of policies, the Footpaths and Road Reserves Mowing Council Policy has been reviewed by City Works and Services Division.

PROPOSAL

Summary of changes proposed:

- Addition of the term 'road reserves' in the policy;
- Removal of specific types of mowing carried out by Council on road reserves.

CONSULTATION AND COMMUNICATION

The following staff were consulted as part of this review:

- Parks Coordinators (North, Central and South);
- Operations Managers;
- Parks + Open Space Manager (Acting).

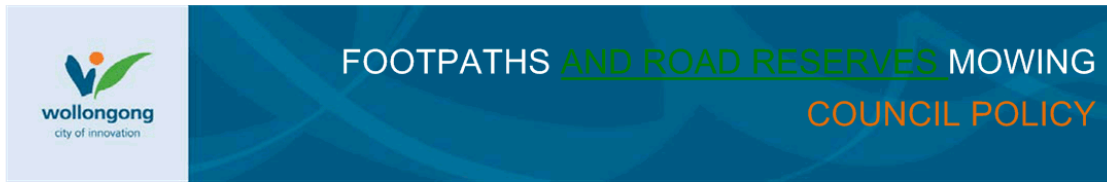
PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.3.3 Well maintain assets that meet the needs of current and future communities are provided.	5.3.3.1 Manage and maintain community infrastructure portfolio with a focus on asset renewal	Continue to work with the community to review levels of service.

CONCLUSION

The Footpaths and Road Reserves Mowing Policy has been reviewed with only minor amendments from the previously adopted policy. Executive Management Committee have endorsed the amendments and recommended referral to Council for adoption.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Council owns the land ~~of on which public roads on behalf of the public and roadside reserves lie. Council does not have a legal obligation or sufficient funds to fully maintain the land of all public roads road reserves throughout the City. Council maintains the footpaths and road reserves adjacent to Council owned properties.~~

Council encourages adjoining property owners to maintain footpaths, including the mowing of grass, to provide a safe and attractive appearance of the road reserves.

OBJECTIVE

To define extent of Council involvement in mowing of footpaths and roadside reserves.

POLICY STATEMENT

Council will maintain footpaths and mow road reserves adjacent to Council-owned properties to a standard outlined in this Policy.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

FOOTPATHS MOWING

COUNCIL POLICY

STATEMENT OF PROCEDURES

1 ADJACENT TO COUNCIL-OWNED PROPERTIES

- (a) Properties with a high public visibility, such as Libraries and Council run facilities - the footpaths in the vicinity of these properties ~~should will~~ be maintained ~~at a high~~ to a suitable standard, including ~~hand-mowing, edge edging trimming~~ and removal of clippings.
- (b) Other Council properties - ~~no hand m~~Mowing ~~should will~~ be carried out ~~unless unavoidable and then only~~ to a standard sufficient for safe and nuisance-free pedestrian usage. ~~Mowing should be carried out by tractor mowing wherever possible.~~
Council staff will determine the most appropriate treatment method to undertake this work.

2 ADJACENT TO GOVERNMENT-OWNED PROPERTIES

~~No mowing, by hand or tractor mower, to be carried out unless the cost is met by the government body concerned. Council does not mow footpaths and road reserves adjoining other Government owned property as a standard service.~~

3 ADJACENT TO PRIVATE PROPERTIES

In those cases where mowing is not being carried out, the property owner is to be asked to carry out the work, and if the work is not then done, Council ~~is to do~~will undertake the minimum amount of work necessary to provide safe and nuisance-free ~~conditions access for~~ for pedestrians. ~~Hand mowing is only to be undertaken in those cases where tractor mowers are unable to operate.~~ These considerations are to apply to tenanted or leased Council-owned properties with the exception that the tenant or lessor is first to be asked to carry out the work instead of the owner.

4 GENERAL

Authority to approve ~~of~~ exceptions to this policy, due to special circumstances, ~~is to be given to~~ the responsibility of the Manager City Works and Services.

FOOTPATHS MOWING

COUNCIL POLICY

SUMMARY SHEET

Responsible Division	City Works and Services
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	EMC on 26 March 2013 ¹ , 5 August 1985
Date of next review	[List date - Not more than 4 years from adoption]
Prepared by	City Maintenance Manager
Authorised by	Manager City Works and Services

DRAFT

¹ Minor change to Clause 1(a) to reference Libraries and Council run facilities (not branch offices)

ITEM 10 POLICY REVIEW: GRAFFITI MANAGEMENT COUNCIL POLICY

The Graffiti Management Policy has been revised as part of the Council policy review process and is presented to Council for endorsement.

RECOMMENDATION

The revised Graffiti Management Policy be adopted.

REPORT AUTHORISATIONS

Report of: Kerry Hunt, Manager Community Cultural and Economic Development
Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Draft Graffiti Management Policy

BACKGROUND

On 25 November 2013 Council adopted the existing Graffiti Management Policy. The revised policy includes changes to the timeframes for the removal of graffiti on Council assets, removes any ambiguity over the circumstances as to how and when Council removes graffiti from private property and outlines the responsibilities of Council divisions involved with graffiti prevention, management and removal.

A recent benchmarking exercise with five selected councils, namely Blacktown, Newcastle, Parramatta, Penrith and Sutherland, has been conducted. Comparisons were made against the timeframes for the removal of offensive graffiti/non-offensive graffiti on Council assets, the method of reporting graffiti to Council and the types of graffiti prevention programs. The data obtained from the benchmarking exercise was used to inform the revised policy. In particular, the removal timeframes proposed for offensive and non-offensive graffiti on Council assets are comparable with the other benchmarked Councils.

The 2013 Graffiti Management Policy had a three tiered priority ranking for graffiti removal. Graffiti identified as 'Priority 2' was in response to six identified geographical 'hotspots' at that time (Austinmer, Thirroul, Bellambi, Fairy Meadow, Berkeley and Wollongong CBD). Data was collected during the 2017 calendar year to establish the need for 'hot spot' prioritisation in the revised policy. The Wollongong CBD Priority 2 site had 175 reports in this period but this figure is distorted as it includes reports for the Special City Centre Rates Levy area (which cannot be separated for data collection). This area has a specific weekly graffiti removal program funded by the levy. The number of graffiti reports for the other five Priority 2 sites in 2017 were between 59 (Thirroul - highest) and 22 (Berkeley - lowest). This is a reduction from the reports received of 108 (Bellambi -highest) to 29 (Corrimal - lowest) during July 2014 to June 2015.

In addition to the low level of graffiti reports, Council's works crew have improved their work operating practices. The process now is to remove graffiti on Council assets at any work site/s, regardless of the graffiti having been reported or not. Previously work crews would only remove graffiti at a site if it was reported and recorded as part of the works to be performed at that site. The new process has resulted in a faster period of removal of graffiti as works crews are not waiting for a report of the graffiti being logged before they can remove it. This improvement has resulted in graffiti being removed generally within one week.

The improved work practices mean the removal of graffiti at the previously identified Priority 2 sites will be generally removed within one week, which results in them being managed to have the same standard of service of graffiti removal as outlined in the 2013 Graffiti Management Policy. The previously listed Priority 2 sites currently have a lower rate of reported graffiti occurring at them. Given the combination of lower rates of graffiti reports and graffiti removal generally being within one week at a site, it is suggested

the previously identified Priority 2 sites are no longer requiring a specific response in the new revised Graffiti Management Policy.

The revised policy identifies two types of graffiti with prioritised removal time:

TYPE OF GRAFFITI	PRIORITY REMOVAL TIME
<p>Type 1 Racist, defamatory, offensive graffiti on Council assets and/or prominent sites or sites of significance</p>	Within 1 working day
<p>Type 2 All non-offensive or other types of graffiti</p>	Within 1 to 20 working days in accordance with Council's asset routine maintenance schedule

Council has developed and maintains community partnerships with the Department of Corrective Services NSW, Dapto Rotary and a Disability Employment provider to remove graffiti from non-Council assets (eg business and private property) across the Wollongong Local Government Area. These partnerships enable a rapid removal graffiti program to be delivered on non-Council assets which has resulted in significant reduction of graffiti and adding to the amenity of an area.

The revised Policy is to provide a clear and consistent framework for managing graffiti so that we have an attractive and safe urban environment and an effective and efficient removal strategy.

PROPOSAL

The revised Graffiti Management Policy be adopted as a Council policy.

The purpose of the Graffiti Management Policy is to provide a clear and consistent framework for managing graffiti so that we are a healthy community in a liveable city.

Through the policy, Council recognises the significant community impact of graffiti and will minimise and manage the impacts of graffiti through the implementation of its Graffiti Prevention and Management Program.

CONSULTATION AND COMMUNICATION

Consultation and feedback was received and incorporated into the final policy document from:

- Infrastructure Strategy and Planning Division.
- City Works and Services Division.
- Governance and Information Division including Legal Services.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal – 5 'We are a healthy community in a liveable city'. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.3.2 Public facilities in key locations are clean and accessible.	5.3.2.1 Manage and maintain public facilities.	Coordinate graffiti removal from Council assets and work with community partners for preventative action and graffiti removal.

FINANCIAL IMPLICATIONS

There is a current budget for the implementation of graffiti removal, prevention and management strategies.

CONCLUSION

The revised Graffiti Management Policy provides Council with a clear and consistent framework for the effective management of graffiti in the Wollongong Local Government Area.



GRAFFITI MANAGEMENT COUNCIL POLICY

ADOPTED BY EXECUTIVE MANAGEMENT COMMITTEE: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Graffiti has a direct and immediate impact on the community by reducing the social amenity of public spaces, creating visual pollution and leading to increased fear for personal security. Graffiti is an offence under the *Graffiti Control Act 2008* (updated 2010) and the role of Local Government in managing graffiti is identified under that Act. Despite legal sanctions, it is an increasingly prevalent social problem that causes serious damage to property and imposes significant removal costs for Council, businesses and private citizens.

OBJECTIVE

The purpose of this Policy is to provide a clear and consistent framework for managing graffiti so that we are a healthy community in a liveable city.

POLICY STATEMENT

Council recognises the significant community impact of graffiti and will minimise and manage the impacts of graffiti through the implementation of the Graffiti Prevention and Management Program.

The program aims to:

- Minimise the incidence of graffiti on public and private property.
- Reduce the impact of graffiti on residents and business operators.
- Increase quality of community life in relation to personal safety and security.
- Reduce the financial impact of responding to graffiti.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

GRAFFITI MANAGEMENT

COUNCIL POLICY

STATEMENT OF PROCEDURES

Approach

Council's approach to graffiti management is based on the following principles:

- Detection and reporting
- Prompt removal
- Criteria for prioritisation of removal work
- Enforcement of legal sanctions
- Community information and education
- Data collection and analysis
- Ongoing program evaluation and research
- Facilitation of legal avenues for expression

Deployment

Council will respond to graffiti within the Wollongong Local Government Area via the following strategies:

1 Reporting

Promotion of Council's Graffiti Reporting Line and Graffiti Removal Services will encourage the community to report incidents of graffiti in the Local Government Area. The Council Graffiti Reporting Line will be the central point for the collation and allocation of graffiti removal jobs for the Local Government Area. Ownership of the property affected by graffiti (Council assets, private property or owned by another Government authority) will determine action or referral. The Graffiti Reporting Line phone number and website will be displayed clearly on Council assets for easy reporting of graffiti.

2 Prioritisation of Graffiti Removal on Council Assets

~~Wollongong's Local Government Area has been divided into prioritised sites for the removal of graffiti from Council assets based on reports of graffiti, operational knowledge of under-reported graffiti locations and the relative impact of graffiti on community amenity.~~

~~Priority sites for graffiti removal have been established for the Wollongong Central Business District (CBD) and other areas of Wollongong City Council that have a concentration of graffiti. Graffiti removal on Council assets will be in accordance with the Graffiti Priority Removal Table. The priority locations are identified in the Wollongong Local Government Area Graffiti Priority 2 Sites Map and will be revised throughout the term of the policy based on data from graffiti reports received, operational knowledge of under-reporting and the relative impact of graffiti on community amenity.~~

Removal of graffiti on Council assets is further prioritised based on the nature-type of graffiti, with precedence given to the removal of offensive, racist or defamatory graffiti and/or graffiti on prominent sites or sites of significance within the community. The following table outlines the graffiti removal timelines on Council assets depending on the type of the graffiti.

<u>TYPE OF GRAFFITI</u>	<u>PRIORITY REMOVAL TIME</u>
<u>Type 1</u> <u>Racist, defamatory, offensive graffiti on Council assets and/or prominent sites or sites of significance.</u>	<u>Within 1 working day</u>
<u>Type 2</u> <u>All non-offensive or other types of graffiti.</u>	<u>Within 1 to 20 working days in accordance with Council's asset routine maintenance schedule.</u>

NOTE: The priority removal time is relevant to the current level (number) of staff removing graffiti.

GRAFFITI MANAGEMENT

COUNCIL POLICY

~~See Attachment 1 – Wollongong Local Government Area Graffiti Priority Removal Table and Attachment 2 – Wollongong Local Government Area Graffiti Priority 2 Sites Map~~

3 Council

Council has four (4) Divisions that have clearly defined responsibilities for prevention, management and graffiti removal.

- *Community Cultural and Economic Development Division*
The Graffiti Prevention Program aims to reduce graffiti from Council assets and non-Council assets through a community development approach that engages the community and partners with other levels of government and business. This includes actions such as maintaining community partnerships which remove graffiti from non-Council assets, completing community prevention murals to reduce graffiti costs on Council assets which also act to improve amenity in the area and conducting community education prevention programs such as Graffiti Removal Day.
- *Governance and Information Division*
Customer Service receives all enquires relating to graffiti (including Council and non-Council assets) that come through Council's dedicated GraffitiLine and directs the enquiry to the appropriate Council Division for action or advice.
- *Infrastructure, Strategy and Planning Division*
Incorporate graffiti removal requirements and industry standards as stated in the Graffiti Management Policy into the Service Level Agreements with City Works for the delivery of maintenance and graffiti removal programs from Council assets.
- *City Works and Services Division*
Provide graffiti removal on Council assets in accordance with the Graffiti Management Policy and the Service Level Agreement/s.

4 Support For Removal of Graffiti on Private Property

Subject to item 5 below, Council does not remove graffiti from private property. Council will only remove graffiti from Council owned assets. Council will provide information regarding the removal or prevention of graffiti using Crime Prevention Through Environmental Design (CPTED) principles on private property. Council provides free graffiti removal kits for residents.

5 Access For Graffiti Removal on Private/Commercial Properties

The *Graffiti Control Act 2008* provides Councils with the power to remove graffiti where the graffiti can be seen and accessed from a public place. The removal of graffiti from private property is set out in Part 4 Sections 10, 11 and 12 of the *Graffiti Control Act*.

The Act states that local Councils, by agreement with the owner/occupier of any private land, can remove graffiti on the land.

Council has also been given the authority to remove graffiti without agreement from the owner/occupier if:

- Graffiti removal can only occur from a public place.
- Graffiti is visible from a public place.
- Council must cover the cost of graffiti removal.
- Council must, within a reasonable time, inform in writing the owner/occupier of the work that has occurred at that property.
- If any damage is caused by Council while removing the graffiti Council must pay compensation.

The *Graffiti Control Act* states that if a local Council is carrying out work on private property it must keep a register of graffiti removal work including location, the nature of the graffiti, and cost for the work for each incident.

GRAFFITI MANAGEMENT

COUNCIL POLICY

6 Register of Graffiti Removal Work

As part of the Graffiti Control Act 2008 - section 13, Council must keep a register of graffiti removal work carried out. The register is available on Council's web page and updated regularly.

The register must:

- Specify the graffiti removal work carried out;
- The location address of the graffiti;
- The nature of the work carried out;
- The cost of carrying out the work; and
- The actual cost of the graffiti removal by Council.

7 Community Participation and Prevention of Graffiti

Council's Graffiti Management Action Plan includes a range of strategies for community participation and prevention. Community education programs will focus on primary and high schools and link to key local activities such as festivals and social events.

A number of partnerships have been developed to work with Council on the removal of graffiti from private / commercial property. Council supplies the material and equipment so that our partners can remove and paint over graffiti on Council's behalf.

Encouraging participation in community development activities such as community murals is intended to encourage a shift away from illegal graffiti activities. Key groups within the community will be targeted for engagement in planning community murals and participation in all aspects of the projects.

8 Data Analysis, Evaluation and Research

Council will record and analyse data regarding frequency of graffiti, location, reported details and cost of removal. This information will be utilised to inform Council in its ongoing approach to the management of graffiti.

Council will continue to review the effectiveness of its prevention activities and assess other models of intervention that may be applicable to the Wollongong Local Government Area.

Attachments

[Attachment 1 – Wollongong Local Government Area Graffiti Priority Removal Table](#)

[Attachment 2 – Wollongong Local Government Area Priority 2 Sites Map](#)

GRAFFITI MANAGEMENT

COUNCIL POLICY

ATTACHMENT 1 – Wollongong Local Government Area Graffiti Priority Removal Table

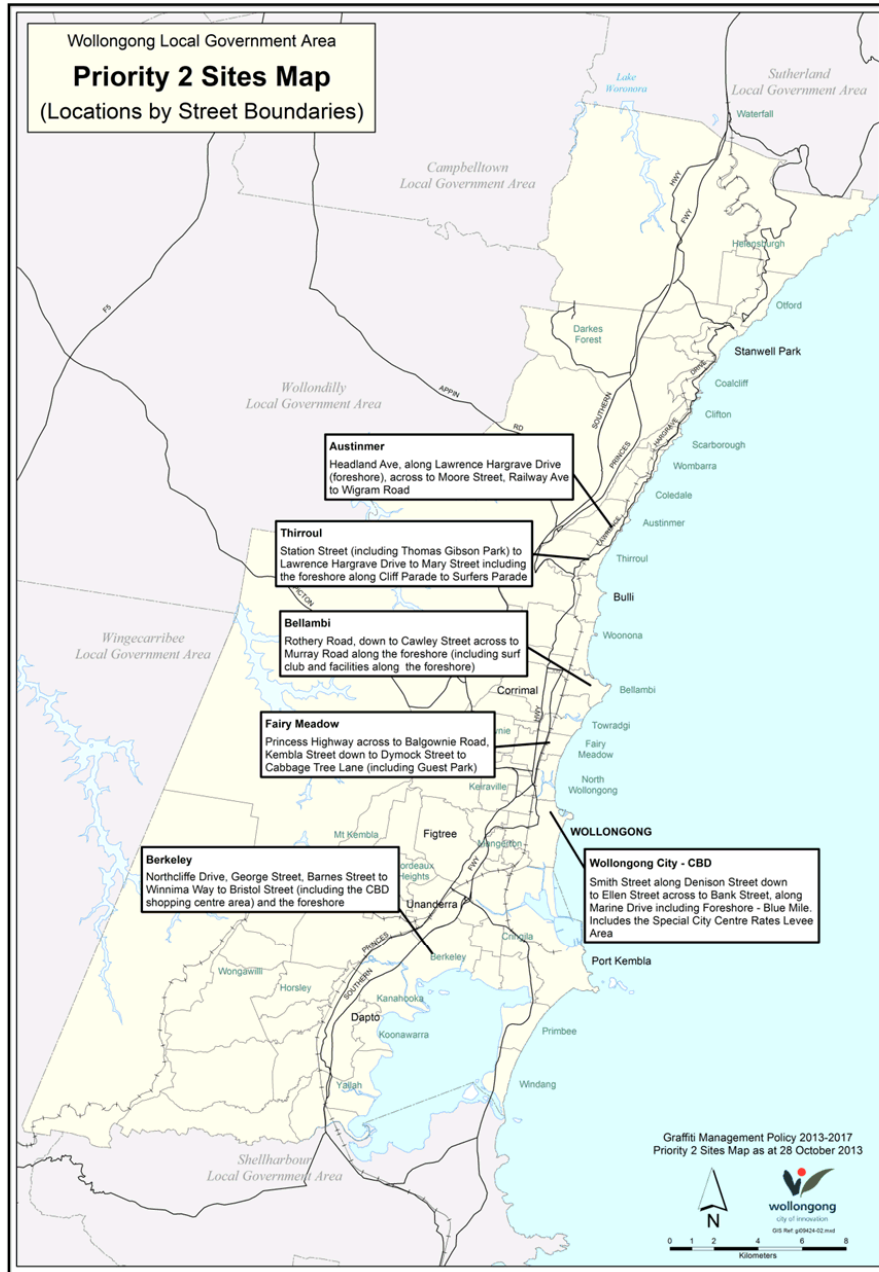
PRIORITY	PRIORITY REMOVAL TIME
<p><u>Priority 1</u> Racist, defamatory, offensive graffiti on Council assets or private property and prominent sites or sites of significance.</p>	<p>Within 1 working day</p>
<p><u>Priority 2</u> Based on reported incidents of graffiti on Council assets and operational knowledge of under reported graffiti locations as contained in the Graffiti Hotspots Location Table.</p>	<p>Within 7 Working Days</p>
<p><u>Priority 3</u> All other areas in the Local Government Area.</p>	<p>Within 8-20 Working Days</p>

NOTE: The priority removal time is relevant to the current level (number) of staff removing graffiti.

GRAFFITI MANAGEMENT

COUNCIL POLICY

ATTACHMENT 2 – Wollongong Local Government Area Priority 2 Sites Map



GRAFFITI MANAGEMENT

COUNCIL POLICY

SUMMARY SHEET

Responsible Division	Community Culture and Economic Development
Date adopted by Executive Management Committee	[To be inserted by Corporate Governance]
Date of previous adoptions	25 November 2013, 11 March 2009
Date of next review	[List date – Not more than 4 years from adoption] <u>November 2016</u>
Responsible Manager	Community Cultural and Development Manager
Authorised by	Manager Community Cultural and Economic Development

ITEM 11

POLICY REVIEW: COMMERCIAL FITNESS TRAINING ACTIVITIES PUBLIC OPEN SPACE COUNCIL POLICY

The Commercial Fitness Training Activities on Public Open Space Council Policy has now been reviewed as part of Council's rolling review schedule of policies. Minor amendments have been made to include changes to allocation processes and clarification of issues that have arisen over the past three years.

RECOMMENDATION

The revised Commercial Fitness Training Activities on Public Open Space Policy be adopted.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation

Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Draft Commercial Fitness Training Activities on Public Open Space Policy 2018

BACKGROUND

Council last updated the Commercial Fitness Training Activities on Public Open Space Policy in June 2015. The policy outlines the requirements for commercial fitness training activities on public open space to ensure that they are delivered in a manner which protects public infrastructure, minimises disturbance to surrounding residents and addresses public risk concerns.

The intent of the existing policy is to ensure the sustainable use of public open space while providing equitable access for general community use and commercial fitness training activities, whilst encouraging and supporting the utilisation of public open space for health and recreational pursuits.

PROPOSAL

Council adopt the revised Commercial Fitness Training Activities on Public Open Space Policy.

Since the last update of the policy, Council has managed the commercial activities through licence agreements and competitive allocation processes. Throughout the duration of these licence agreements, Council has received regular feedback from operators and the community on the impact of the activities, and suggestions for improvements to the policy. A number of these suggestions have been incorporated in the reviewed policy.

The minor amendments in question comprise the following:

- Additions to definitions;
- Updating of clauses to improve alignment with Council Policy and removal of references to specific parts of legislation as they are susceptible to change during the life of this policy;
- Inclusion of 'zones' to assist in managing demand across the LGA;
- Additions to the area which the policy applies, exclusion zones, exempt activities and prohibited activities; and
- Addition to clauses covering risk management, noise/disturbance and insurance.

CONSULTATION AND COMMUNICATION

Noting there are only minor changes proposed and no impact on commercial fitness trainers and the community, the consultation was limited to internal review only. Council officers within the Property and Recreation, Regulation and Enforcement and Corporate Governance Teams have been consulted.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Draft *Our Wollongong 2028* Goal 4 “We are a Connected and Engaged Community”. It specifically delivers on the following:

Draft Community Strategic Plan	Draft Delivery Program 2018-2012	Draft Annual Plan 18/19
Strategy	5 Year Action	Annual Deliverables
4.3.1 Positive leadership and governance, values and culture are built upon	4.3.1.1 Ensure appropriate strategies and systems are in place that support good corporate governance	Conduct rolling review of Council’s policy register

RISK ASSESSMENT

Ensuring commercial fitness training activities are conducted in a safe manner is a key focus of this Policy. This includes specific clauses that directly relate to protecting public infrastructure, minimising disturbances to surrounding residents and addressing public safety/risk concerns. Minor amendments proposed assist in strengthening risk management of the activities covered by the policy.

FINANCIAL IMPLICATIONS

The proposed amendments will not introduce any additional financial expenditure requirements to Council. However, it is acknowledged that the reviewed policy reflects State Government requirements for competitive processes or the payment of market value for commercial activities on Crown Land managed by Council.

CONCLUSION

Council’s existing Commercial Fitness Training Activities on Public Open Space Council Policy was first adopted by Council on 27 October 2009 and last updated in June 2015. The policy outlines the requirements for engaging in a licence for commercial fitness training on public land including the general provisions that trainers are to operate under.

Given that the existing policy remains relevant to current operations, it is recommended that this policy be revised subject to the inclusion of several amendments which are considered to be of a minor nature and beneficial to the wider community, commercial fitness trainers and Council officers.



COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

To ensure the sustainable use of public open space while providing equitable access for general community use and commercial fitness training activities.

To encourage and support the utilisation of public open space for health and recreational pursuits.

OBJECTIVE

The purpose of this policy is to provide for the effective management of commercial fitness training activities occurring on public open space to ensure that they are delivered in a manner which protects public infrastructure, minimises disturbance to surrounding residents and addresses public risk concerns.

POLICY STATEMENT

The purpose of this policy is to provide for the effective management of commercial fitness training activities occurring on public open space to ensure that they are delivered in a manner which protects public infrastructure, minimises disturbance to surrounding residents and addresses public risk concerns.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

COUNCIL POLICY

STATEMENT OF PROCEDURES

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COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

COUNCIL POLICY

DEFINITIONS OF THIS POLICY

COMBAT TRAINING

The term 'combat training' where stated in this policy refers to physical activities which involve opposing individuals and/or competitive or fighting and is of an aggressive or intimidating nature.

COMMERCIAL FITNESS TRAINING

The term 'commercial fitness training' where stated in this policy refers to the teaching of exercise for the purposes of conducting a business and to assist participants in the improvement of physical fitness and mental wellbeing. Engaging in such business involves the exchange of fee, reward or payment.

COMMERCIAL FITNESS TRAINING ACTIVITY OPERATOR

The term 'commercial fitness training activity operator' where stated in this policy refers to those people owning, managing, teaching or instructing mental wellbeing and physical fitness training for the purposes of conducting a business for exchange, reward, of fee or payment.

COMMERCIAL FITNESS TRAINING ACTIVITIES

The term 'commercial fitness training activities' where stated in this policy refers to the various physical fitness activities conducted for the purposes of conducting a business through training participants on how to improve their physical fitness and mental wellbeing.

FIXED STRUCTURE

The term 'fixed structure' where stated in this policy refers to any item that is deemed immovable or securely positioned including signs and storage containers.

LICENCE AGREEMENT AND LICENCE

The term 'licence' and/or 'Licence Agreement' where stated in this policy refers to a printed document that gives official permission from Wollongong City Council to a specific person, operator or company to conduct commercial fitness training activities within a designated area of public open space. A licence may be issued in accordance with the *Local Government Act 1993* and *Crown Lands Act 1989*.

MOBILE LICENCE PERMIT

The term 'mobile licence permit' where stated in this policy refers to a licence which permits an operator to undertake commercial fitness training activities involving no greater than three (3) participants only, on public open space where development consent/Council approval has been granted.

NOTICES

The term 'notices' where stated in this policy refers to signs erected by Council which relate to the doing of anything in a public place, the use of the place or any part of the place or the payment of a fee for entry or use of the public place.

PRIMARY SITE LICENCE

The term 'primary site licence' where stated in this policy refers to a licence which permits an operator to undertake commercial fitness training activities involving greater than ~~two (2)~~ three participants per session, on public open space where development consent/Council approval has been granted.

PUBLIC OPEN SPACE

The term 'public open space' where stated in this policy refers to land that is provided for the use of the community and administered through its representatives in government. Specifically, 'public open space' includes land designated as public parks and reserves, sportsgrounds, beaches, cycleways, shared pathways and footpaths within public parks/open spaces that are within the ownership of Wollongong City Council or Crown Land vested in the care and control of Wollongong City Council.

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

COUNCIL POLICY

1 INTRODUCTION

Wollongong City Council plays a significant role in providing recreational opportunities and the supporting infrastructure on public land that encourages physical activity among the community. In addition to Council's provision, there is a demand for commercial fitness trainers to provide assistance in enhancing public health and well-being. In supporting the use of public open space for such fitness endeavours, Council recognises the need to plan and coordinate for the provision and maintenance of open space to limit the potential impact of activities and ensure equitable use of open space.

Management of the use of public open space within the Wollongong Local Government Area is regulated by the *Local Government Act 1993* and *Crown Lands Act 1989*, and is subject to Council's Plans of Management.

As a growing segment in the Fitness Industry, the use of public open space for commercial fitness training highlights a number of issues including:

- Access – e.g. equity of access to public open space for the greater community and the potential risks of monopolisation of areas by commercial fitness training operators;
- Asset – e.g. increasing impact on public open space, potentially causing wear and tear to public recreational facilities; and
- Public Liability – e.g. concerns for public liability and sufficient insurance for commercial fitness training.

This policy complements ~~the Wollongong City Council Social Plan 2007-11~~ Our Wollongong 2028 in ensuring good planning of public infrastructure for community cohesion, health and well-being. The policy also ~~develops~~ aligns with Wollongong City Council's Strategic Framework for Open Space, Recreation Facilities and Community Facilities, *Planning People Places*, in providing a proactive approach to the broadening of lifestyle and activity opportunities, while ensuring quality spaces and management that is sensitive to the cultural and environmental facets.

1.1 AIM

The purpose of this policy is to provide for the effective management of the regular commercial use of open space by commercial fitness training groups and personal trainers and to minimise the impact on surrounding residents and the general public's use of open space whilst recognising the increased community demand for commercial fitness activities in open space.

Through the implementation of this policy, Council aims to:

- Ensure equity of access to public open space;
- Reduce and manage the potential impact of commercial fitness training activities on public assets;
- Minimise public liability concerns; and
- Contribute to delivering Our Wollongong 2028 Community Strategic Plan ~~Council's Strategic Directions 2009-12~~.

1.2 AREA TO WHICH THE POLICY APPLIES

This policy applies to all Council-managed public open space within the Wollongong Local Government Area (LGA), including all parks, sportsgrounds, beaches, pools, cycle ways, footpaths and shared ~~paths~~ ways within parks and open spaces/reserves but does not include Council owned Leisure /Recreation Centres, libraries or community facilities situated on public open space.

The scope of this policy refers to all individual and group sessions on these lands.

The activities provided for in this policy are subject to the provisions of ~~Part 1 of Chapter 7 of~~ the *Local Government Act 1993*.

1.3 APPROVAL PROCESS

All commercial fitness training activities covered by this policy require development consent (unless exempt by legislation) ~~and a licence~~.

Approved sites ~~may be licensed through Council's Property and Recreation Division~~ in accordance with the *Local Government Act 1993*, the *Crown Lands Act 1989*, and any other relevant statutory requirements, and Council's 'Lease and Licences of Council Owned and Managed Land, Buildings and Public Roads' Policy.

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

COUNCIL POLICY

Council approved commercial fitness training operators are permitted to operate commercial exercise activities in areas in accordance with their Licence Agreement. Council at its discretion will also determine appropriate zones to assist in managing demand and impact on public property.

Council acknowledges that a number of commercial fitness training activities occur in public open space that may involve personal (one-on-one) or small group (one-to~~two~~-~~three~~ participants) training activities. These activities are typically of a roving nature and operators will be required to obtain a 'mobile licence permit' which permits them to undertake such commercial activities where development consent/Council approval has been granted.

Where commercial fitness training activities involve greater than three (3) participants (per session), operators will be required to obtain a 'primary site licence' which permits them to undertake such commercial activities from a base location where development consent/Council approval has been granted.

Should a commercial fitness training operator be using public open space on a regular basis for activities without Council approval and licence, Council Rangers will be able to undertake enforcement action in accordance with the *Local Government Act 1993*.

1.4 EXCLUSION ZONES

Commercial fitness training activities are not permitted within or on the following areas:

- Cemeteries – not permitted at any time;
- Natural areas, sand dunes and dune stabilisation areas – not permitted at any time;
- Beaches – within 100 metres either side of patrolled areas (ie flagged areas) with the exception of those sites given Development Approval and a Licence Agreement and subject to the daily advice of Council Surf Lifeguards and volunteer Surf Patrols;
- Within 10 metres of heritage monuments, memorials, playgrounds, or public change rooms;
- Council picnic shelters, park furniture, and trees; and
- Stairways within the Blue Mile Precinct, with the exception of the stairway located at City Beach where use is only permitted through specific licence conditions.

Use of designated sportsgrounds and courts within public open space is permitted, however a separate booking for group activities at each location is required. Fees, charges, terms and conditions relevant to the sportsgrounds and courts will apply. This includes operating in accordance with sportsground closure processes.

Use of areas such as swimming centres and tennis courts within public open space is permitted in accordance with the relevant facilities fees, charges, terms and conditions.

Council may nominate other exclusion areas during the life of this policy from time to time.

1.5 ACTIVITIES FOR WHICH THE POLICY APPLIES

Commercial fitness training activities are limited to the normal activities of a registered personal trainer/instructor, which would include but not be limited to:

- Gym sessions (with or without weights, fit balls, skipping ropes etc);
- Boxing and pad training;
- Organised aerobic activity;
- Yoga, Tai Chi and Pilates classes and like activities;
- Circuit training; and
- Walking and running.

1.6 PROHIBITED ACTIVITIES

The following activities within public open space are prohibited under this policy;

- Aggressive or intimidating activities including combat training;

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

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- Outdoor recreational activities conducted with amplified music or voice including megaphones or whistles which cause offensive noise as defined by the *Protection of the Environment Operations Act 1997*;
- Organised ball sports and competitions (unless conducted on designated ovals, sportsgrounds or courts which are subject to the payment of applicable published fees and charges);
- The soliciting of funds directly from park visitors or the public;
- The erection of advertising signs, flags and banners without Council's prior written consent;
- Erection of signs, stakes, rope or tape;
- Suspending boxing (or kicking) bags, training slings, ropes or any other equipment from trees and/or structures;
- Dragging of logs, tyres, heavy ropes and other equipment that may damage the natural environment; and
- Using trees, seating, picnic tables, rotundas and other park infrastructure for exercise training, except as permitted by the particular individual licence conditions.

1.7 EXEMPT ACTIVITIES/GROUPS

This policy does not apply to the following activities:

- Not-for-profit individual or small group exercise (eg Tai-Chi or Meditative Yoga);
- Not-for-profit walking, jogging or cycling groups;
- Community training groups (where no participation fees are charged);
- Recreation activities performed by local schools under the supervision of a Teacher;
- Irregular recreation activities performed by local sporting clubs, Surf Life Saving Clubs and Associations under the conditions of a site specific booking or approval;
- and Emergency services for training drills and exercise regimes; and
- Defence Force activities including but not exclusive to training drills, Army Reserves and exercise regimes.

Any significant, organised activities which these groups may wish to conduct on a public park, sportsground or beach must be independently hired and would be subject to Wollongong City Council's Terms and Conditions for Use of Council Playing Fields, Parks and Beaches and Wollongong City Council's current Major Events Policy.

1.8 TERM OF LICENCE

A commercial fitness training operator's Licence Agreement will be valid for a period of **not less than six (6) months and not greater than five (5) years** and will authorise each trainer to use designated public open space for commercial fitness training activities in accordance with this policy on a **non-exclusive basis**.

1.9 SECURITY DEPOSIT

The grantee of a 'primary site licence' must deposit with Council the sum equivalent to twenty-five per cent (25%) of the annual licence fee.

This deposit will be refunded upon termination of the licence provided there is no damage to the designated area of public open space as a result of the commercial fitness training activities undertaken on the site.

1.10 FEES

Licence holders are required to pay fees and charges in accordance with Council's adopted Fees and Charges, and as per terms of the licence agreement.~~Annual fees associated with a 'mobile licence permit' will be in accordance with Council's Fees and Charges.~~

~~Annual fees associated with a 'primary site licence' are applicable under this policy and shall be determined by Council.~~

~~Annual fees are to be paid to Council in advance upon approval of licences.~~

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

COUNCIL POLICY

2 GENERAL PROVISIONS

2.1 INDUSTRY COMPLIANCE

All commercial fitness activities must be undertaken in accordance with the recommendations and guidelines of Fitness Australia or other relevant peak body.

2.2 SITE CAPACITY AND TRAINER/PARTICIPANT RATIO

The size of a licensed site will be determined by Council however the maximum number of participants will not exceed 54 participants at one licensed location.

Commercial fitness training activities are to be undertaken in a manner that should ensure that all group participation is appropriately supervised, providing instruction to each individual.

Fitness training groups are limited to 18 participants per instructor where participants are undertaking the same activity and six (6) participants per instructor where participants are undertaking different activities.

2.3 HOURS OF OPERATION

Subject to development consent, licence holders are permitted to operate on their licensed area from Monday to Saturday between 6 am and 8 pm, and on Sunday between 7 am until 10 am.

When conducting activities beyond daylight hours, Commercial Fitness trainers must monitor and control risks to participants and ensure public safety is not impacted by their activities (e.g. use of personal lighting and high visibility garments).

Failure to operate within these specified times will be dealt with in accordance with the Termination clause outlined in a Licence Agreement.

2.4 QUALIFICATIONS

To be eligible for consideration of a Licence Agreement, a commercial fitness activity trainer must:

- a) provide evidence in having completed accredited courses specific to the type of activity being instructed and endorsed by Fitness Australia and/or VETAB providers such as TAFE, Universities and Nationally Recognised Training institutions/colleges;
- b) have a current Senior First Aid Certificate; and
- c) proof of being a current registered professional with Fitness Australia or the relevant peak body.

All fitness trainers employed by the licence holder are also required to hold the above qualifications.

2.5 STORAGE

All equipment used for training sessions is to be stored off site. The erection of fixed structures for the storage of fitness equipment is not permitted.

2.6 SALE OF MERCHANDISE

Licence holders are permitted to provide/offer the sale of health and fitness clothing and equipment associated with the activity to their clients/participants.

2.7 CAR PARKING

Licence holders and participants are required to park in designated parking areas. Parking on grassed open space is not permitted and will incur penalties in accordance with ~~section 632, section 650 and section 651~~ of the *Local Government Act 1993*.

2.8 WASTE

Licence holders are required to ensure the area used for personal training sessions is clean and tidy after use and that such is communicated to session participants.

2.9 ENVIRONMENT

Licence holders must manage the activities to minimise wear and tear on grassed areas (this includes rotating within the designated area and/or alternating activities).

2.10 RISK MANAGEMENT

Licence holders must comply with industry guidelines including ensuring:

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

COUNCIL POLICY

- Availability of a well-equipped first aid kit in close proximity for the duration of the activity; and
- Pre-exercise screening of all participants to ensure effective and safe programming.

Licence holders must, prior to commencing commercial fitness training activities, assess weather conditions and inspect the immediate area ~~to ensure no for~~ hazards ~~are evident~~ and take appropriate action to remove those hazards or alternatively move the training site and, without undue delay, report to Council the hazard or any other hazardous matters observed during the training that may require Council's attention.

2.11 INSURANCE

Licence holders must take out and maintain in their name, for the duration of the term of the Licence Agreement, public liability insurance for a minimum of \$10 million (or such greater amount as Council may reasonably require) and produce documentary evidence of this at the time of application and at time of renewal. Failure to hold or produce evidence of public liability insurance to Council's satisfaction will result in cancellation of the licence.

2.12 BUSINESS INTERRUPTION

Council will accept no responsibility or liability for any interruption to business caused by the need for Council or any other Authority to carry out any special event or type of maintenance works on the approved public open space site, inclement weather or any other interruption to business howsoever caused.

2.13 NOISE/DISTURBANCE

Under this policy and the allocation of a Licence Agreement, commercial fitness training activity operators must:

- always conduct themselves in accordance with the Fitness Australia Code of Ethics, in a proper and orderly manner and be considerate to other reserve users and adjacent residents;
- not create any noise from training activities that unreasonably disturbs other users and adjacent residents;
- ensure that all noise associated with their activities does not cause offensive noise as defined by the *Protection of the Environment Operations Act 1997*;
- ensure that any exercise equipment used does not create any hazards or obstruction;
- ensure that any training group for which they are responsible, runs in single file when running in narrow areas (ie along footpaths, stairways, shared paths and cycleways), and always give way to pedestrians/cyclists using those areas;
- ensure that any activities conducted outside of their licensed area does not interfere with any Council approved or booked activity, or the passive recreational use of an area or impact on the enjoyment of such passive use; and
- leave the training area in the same condition it was at the commencement of training.

2.14 PENALTIES FOR ACTING CONTRARY TO NOTICES

A person who fails to comply with terms of any notice erected by Council is guilty of an offence pursuant to section 632 of the *Local Government Act 1993*. Council officers and rangers ~~will~~ may enforce penalties on any person who fails to comply with any notice.

2.15 OTHER CONDITIONS

Under this policy and the allocation of a Licence Agreement, commercial fitness training activity operators are to:

- use their licensed area as the primary location for all activities;
- ensure that their activities do not impact on other licensed activities outside of their licensed area;
- It is acknowledged that operators would, from time to time, as part of normal training activities, move from the 'primary site' to other locations, including neighbouring parks, reserves, beaches, footpaths/cycleways. These activities though, should not impact on the general community or other licensed areas/activities as outlined in this policy;

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

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- Primary site licence holders must ensure that they commence and cease their commercial fitness training activities from within their licensed location; and
- Commercial Fitness Training Operators are to act in accordance with Council's Code of Business Ethics policy [in their dealings with Council.](#)

DRAFT

COMMERCIAL FITNESS TRAINING ACTIVITIES ON PUBLIC OPEN SPACE

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Property and Recreation
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	22 June 2015, 27 October 2009
Date of next review	[List date - Not more than 4 years from adoption] <u>June 2022</u>
Responsible Manager	[Position title only - Line Manager or above] <u>Recreation Services Manager</u>
Authorised by	[Manager/Director's title only] <u>Director Community Services</u>

DRAFT

ITEM 12 POLICY REVIEW: PRIVACY MANAGEMENT PLAN

The Privacy Management Plan has been reviewed as part of the rolling policy review schedule. Only minor administrative changes are proposed.

RECOMMENDATION

Council adopt the reviewed Privacy Management Plan.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)

Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

- 1 Draft Privacy Management Plan

BACKGROUND

Council is required to have a privacy management plan under s33 of the *Privacy and Personal Information Protection Act 1998 (NSW)* (PPIPA). The WCC Privacy Management Plan outlines how Council complies with the legislative requirements of the PPIPA, the *Health Records and Information Privacy Act 2002* (HRIPA), and the *Privacy Code of Practice for Local Government*.

PROPOSAL

The Privacy Management Plan was last reviewed by Council in March 2016. This review does not recommend any significant changes and the Plan remains consistent with legislative requirements, and its own objectives.

When Council last reviewed the Privacy Management Plan in May 2016, an additional requirement was added by Council, and included in the Resolution to adopt the Plan:

- When this Plan comes back to Council for review in 2018, and in subsequent years, it will include information that outlines the number of applications received from employees who have asked to review, and have then challenged, the opinions that are held regarding their details.*
- This information will not include the names of those who enquired.*

Since the Privacy Management Plan was last adopted, Council has not received any enquiries of this nature.

The Executive Management Committee, at its meeting on 15 May 2018, endorsed the draft policy for referral to Council for adoption.

CONSULTATION AND COMMUNICATION

Professional Conduct Coordinator

Manager Human Resources

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a connected and engaged community". It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.

CONCLUSION

This review confirms that it remains compliant with Information and Privacy Commission Guidelines and recommends only minor administrative amendments to the policy.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

This policy has been developed in order to outline that Wollongong City Council collects, stores and uses a broad range of information for the purpose of facilitating its business. A significant part of that information is personal and health information. It is important that the community and Council officials, including Councillors, employees, contractors and volunteers, understand how we manage personal information.

In addition, Council is required to have a privacy management plan under s33 of the *Privacy and Personal Information Protection Act 1998 (NSW)* (PPIPA).

This Plan outlines how Council complies with the legislative requirements of the PPIPA, the Health Records and Information Privacy Act 2002 (HRIPA) and the Privacy Code of Practice for Local Government (Code).

This Plan should be read in conjunction with the Code of Practice for Local Government.

Nothing in this Plan is to:

- affect any matter of interpretation of the Codes or the Information Protection Principles and the Health Privacy Principles as they apply to the Council;
- affect any obligation at law cast upon the Council by way of representation or holding out in any manner whatsoever; or
- create, extend or lessen any obligation at law which the Council may have.

OBJECTIVE

The main objectives of this policy are to –

- 1 inform the community about how their personal information will be collected, used, stored and accessed by Council;
- 2 provide Council officials with their obligations in relation to handling personal information and when they can and cannot disclose, use or collect it; and
- 3 introduce Council policies and procedures to maximise compliance with the PPIPA and the HRIPA.

POLICY STATEMENT

Wollongong City Council is committed to protecting the privacy of our customers, business contacts, Councillors, employees, contractors and volunteers.

This policy aims to ensure Council manages the personal and health information it collects, stores, accesses, uses and discloses in the course of its business activities ethically and appropriately.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

PRIVACY MANAGEMENT PLAN

COUNCIL POLICY

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STATEMENT OF PROCEDURES

Definitions

~~In this Plan, all references to councillors should be taken as referring to the Administrator.~~

<i>Council official</i>	includes councillors, members of staff of Council, administrators, contractors, volunteers, Council committee members and delegates of Council
<i>Public register</i>	a register of personal information that is required by law to be, or is made, publicly available or open to public inspection
<i>Privacy Contact Officer</i>	assigned to Council's Public Officer
<i>Code</i>	Privacy Code of Practice for Local Government
<i>PPIPA</i>	Privacy and Personal Information Protection Act 1998 (NSW)
<i>HRIPA</i>	Health Records and Information Privacy Act 2002

Part 1 – Personal and health information

1.1 What is personal information?

Personal information is defined to mean information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. Personal information can include a person's name, address, family life, sexual preferences, financial information, fingerprints and photos. This information can be on a database and does not necessarily have to be recorded in a material form.

1.2 What is not “personal information”

“Personal information” does not include information about an individual that is contained in a publicly available publication. This information ceases to be covered by the PPIPA.

The following are examples of publicly available publications:

- An advertisement containing personal information in a local, city or national newspaper
- Personal information on the Internet
- Books or magazines that are printed and distributed broadly to the general public
- Council Business papers or that part that is available to the general public
- Personal information that may be a part of a public display on view to the general public.

1.3 Electoral Rolls

Electoral rolls are held by the Australian Electoral Commission (AEC). Anyone wanting to view an electoral roll can request access from the AEC.

1.4 What is health information?

Health information is defined in the HRIPA as:

“personal information that is information or an opinion about the physical or mental health or a disability (at any time) of an individual or an individual's express wishes about the future provision of health services to him or her or a health service provided or to be provided to an individual”.

1.5 Application of this Plan

The PPIPA, HRIPA and this Plan apply, wherever practicable, to:

- Councillors
- Council employees
- consultants and contractors of the Council
- volunteers

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- Council owned businesses
- Council committees (including those which may be established under section 355 of the Local Government Act 1993 (LGA)).
- anyone working for and on behalf of Council in whatever capacity

1.6 Personal and health information held by Council

The following is a list of examples of the types of personal and health information and circumstances in which we may collect personal information in exercising Council functions:

Councillors

Council holds personal information concerning Councillors, such as:

- personal contact information
- complaints and disciplinary matters
- pecuniary interest returns
- entitlements to fees, expenses and facilities.

Customers, ratepayers and residents

Council holds personal and health information in its records such as:

- rates records
- development applications and related submissions
- library lending records
- library special needs statements
- leases, licences and agreements
- waste services records
- customer requests
- tree removal requests, including for requests for health reasons
- fitness testing records
- burial and cremation records
- financial records
- donation, grant and sponsorship applications
- photos of vehicle registration plates
- responses to clean up notices regarding health issues
- youth health information for excursions
- golf club records - membership, financial and agreements, member fitness medical records
- child care information, immunisation, illness and accident records
- community service utilisation e.g. Community Transport
- age & disability support records including health records
- submissions and information collected as part of Council's community engagement and consultation activities
- Public access forum applications
- CCTV footage.

Employees, volunteers and contractors

The Council holds personal and health information concerning its employees, volunteers and contractors, such as:

- personal contact information
- recruitment material
- pre-employment medical information
- bank account details
- wage and salary entitlements
- leave and payroll data
- employee immunisation records and medical certificates
- volunteers' medical information
- disclosure of interest returns
- workers' compensation investigations
- public interest disclosure investigations
- performance management plans
- disciplinary matters.

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1.7 Unsolicited Information

Unsolicited information is personal or health information received by Council in circumstances where Council has not asked for or required the information to be provided. It includes gratuitous or irrelevant information received. Such information is not deemed to have been collected by Council but the retention, use and disclosure principles of the information will apply to any such information in Council's possession. Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and may be made available for release to the public.

Personal or health information disclosed publicly and recorded for the purposes of webcasting at Council Meetings is not deemed to have been collected by Council. Retention and Use Principles of this information will apply to such information in Council's possession, however Disclosure Principles will not apply as the information was voluntarily disclosed with the prior knowledge that it would be recorded, broadcast via the internet to the public and made available by Council for public viewing.

Part 2 – Public registers

2.1 What are public registers?

A public register is defined in section 3 of the PPIPA as “a register of personal information that is required by law to be, or is made, publicly available or open to public inspection (whether or not on payment of a fee)”.

Council holds public registers under the LGA, including:

- Land Register
- Records of Approvals
- Register of Disclosures of Interests

Note: this [above list](#) is purely indicative. Council may, by virtue of its own practice, hold other public registers, to which PPIPA applies.

Council holds public registers under the *Environmental Planning and Assessment Act 1979 [EPA]*, including:

- Register of consents and certificates
- Record of building certificates

Council hold public registers under the *Protection of the Environment Operations Act 1997 [POEO]*, including:

- Public register of licences

Council holds a public register under the *Impounding Act 1993 [IA]*:

- Record of impounding

The purpose for each of these public registers is set out in this Plan.

2.2 Disclosure of personal information contained in public registers

Personal information contained in a public register, other than where required by legislation, will only be disclosed where Council is satisfied that it is to be used for a purpose relating to the purpose of the register.

A person seeking a disclosure of someone else's personal information from a public register must satisfy Council that the intended use of the information is for a purpose directly relating to the purpose of the register or the Act under which the register is kept.

2.3 Purposes of Public Registers

Register	Primary purpose of the Register is to:
<i>Land register</i>	Identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council.
<i>Records of approvals</i>	Identify all approvals granted under the LGA.
<i>Register of disclosures of interests</i>	The primary purpose of this register is to Determine whether or not a Council official has a pecuniary interest in any matter with which the council is likely to be concerned. There is a corresponding public accountability purpose and

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	third party access is a secondary purpose.
<i>Register of consents and certificates</i>	The primary purpose is to Identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.
<i>Record of building certificates</i>	The primary purpose is to Identify all building certificates.
<i>Public register of licences</i>	The primary purpose is to Identify all licences granted under the <i>Protection of the Environment Operations Act 1997</i> .
<i>Record of impounding</i>	The primary purpose is to Identify any impounding action by Council.

2.4 Secondary purpose of all public registers

Due to the general emphasis on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore, disclosure of specific records from public registers would normally be considered to be allowable under section 57 of PPIPA.

However, requests for access, copying, or the sale of the whole or a substantial part of a Public Register held by Council will not necessarily fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request and may seek a statutory declaration to satisfy itself as to the intended use of the information.

2.5 Other purposes

Persons or organisations who apply to Council to have access to the information contained in any public register for a purpose not related to the purpose of the register, may be given access at the discretion of Council but only in accordance with the Code.

2.6 Other registers

Council may keep other registers that are not public registers. The Information Protection Principles, this Plan, the Code and PPIPA apply to the use and disclosure of information in those registers.

A register that Council keeps that is not a public register is the rates record and Council's position on this record is as follows:

Register	Primary purpose of the Register is to:
<i>Rates record</i>	The primary purpose is to Record the value of a parcel of land and record rate liability in respect of that land. The secondary purpose includes recording the owner or lessee of each parcel of land.

Public access to the rates record will only be granted where the purpose of the access is to obtain information necessary for a statutory purpose such as the service of a notice under the *Dividing Fences Act 1991*, or when there is an overriding public interest in favour of disclosure.

The rates record will also be used by Council to notify relevant land owners of development applications and other matters where Council is required or wishes to consult its local community.

Part 3 – Accessing personal or health information

Council ensures that people can access information we hold about them. People have a right to amend their own personal or health information.

3.1 How do I access or amend my own personal or health information?

Informal Request

Individuals wanting to access Council's records to confirm or amend their own personal or health information, such as updating contact details can do so by contacting Council either in person or in writing. Council will take steps to verify the identity of the person requesting access or changes to information.

A formal application may not be necessary and is only used as a last resort.

Formal Application

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Individuals wanting to access or amend their own personal or health information must put the request to Council in writing. This application must contain the following information:

- The full name, date of birth¹ and contact details of the person making the request
- State whether the application is under the PPIPA (personal information) or HRIPA (health information)
- Explain what personal or health information the person wants to access or amend
- Explain how the person wants to access or amend it, including (but not limited to) the following methods:
 - Copies of the information (copy charges may apply, see Council's Fees and Charges)
 - Viewing the information, but not taking copies or taking notes.
- Confirmation of the applicant's identity

3.2 Accessing or amending other people's personal or health information

Council is restricted from giving individuals access to someone else's personal and health information unless that person provides us with written consent. An "authorised" person must confirm their identification to act on behalf of someone else.

There may be other reasons Council ~~may be~~ is authorised to disclose personal and health information, such as in the event of a serious and imminent threat to the life, health and safety of the individual, to find a missing person or for compassionate reasons. A third party could also consider making an application for access to government information under the GIPA Act.

3.3 Applications for suppression of personal information in a public register

A person about whom personal information is contained (or is proposed to be contained) in a public register, may request Council to have the information removed from or not placed on the register by submitting an application in the form of a Statutory Declaration.

If Council is satisfied that the safety or well-being of any person would be affected by not suppressing the person's personal information, Council will suppress the information in accordance with the request unless Council is of the opinion that the public interest in maintaining public access to the information outweighs any individual interest in suppressing the information.

The information may still be used in the exercise of Council functions, but it cannot be disclosed to other parties.

Part 4 – Policies and legislation

Policies and legislation affecting the processing of information and related to this plan include:

- Council's *Public Access to Documents and Information held by Council* policy
This Plan should be read in conjunction with the *Public Access to Documents and Information Held by Council* policy, the *Privacy Code of Practice for Local Government*, together with Council's *Information Guide*.
The above documents are available for viewing at www.wollongong.nsw.gov.au .
- *Environmental Planning and Assessment Act 1979* (EPAA)
The EPAA contains provisions that require Council to make development applications and accompanying information publicly available and provides a right for people to inspect and make copies of elevation plans during the submission period.
The EPAA is available for viewing at www.austlii.edu.au/
- *Health Records and Information Privacy Act 2002* (HRIPA)
The HRIPA governs both the public and private sector in NSW. It contains a set of 15 Health Privacy Principles and sets up a complaints mechanism to ensure agencies abide by them.
The HRIPA is available for viewing at www.ipc.nsw.gov.au
- *Privacy and Personal Information Protection Act 1998* (PPIPA)
In addition to requirements covered in this plan, the PPIPA prohibits disclosure of personal information by public sector officers that are not done in accordance with the performance of their official duties. These provisions are generally directed at corrupt or irregular disclosure of personal information staff may have access to at work and not inadvertent failure to follow procedures or guidelines. Corrupt or irregular disclosure

¹ A date of birth may assist Council in distinguishing between individuals with the same or similar names.

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can include intentionally disclosing or using personal information accessed in doing our jobs for an unauthorised purpose, or to offer to supply personal information that has been disclosed unlawfully. Offences can be found listed in s62-68 of the PPIPA, are considered serious and may, in some cases, lead to imprisonment.

The PPIPA is available for viewing at www.ipc.nsw.gov.au

- Public Interest Disclosures Act 1994 (PIDA)

The definition of personal information under PPIPA excludes information contained in a public interest disclosure. This means that a person cannot seek review of the use or disclosure of a public interest disclosure or be prosecuted for unauthorised disclosure of public interest disclosure information under PPIPA. However, this plan is still able to address strategies for the protection of personal information disclosed under PIDA.

The PIDA is available for viewing at www.legislation.nsw.gov.au – further information can be obtained from the NSW Ombudsman at www.ombo.nsw.gov.au.

Part 5 – Information Protection Principles

5.1 Information Protection and Health Privacy Principles

This section contains a general summary of how we must manage personal and health information under the PPIPA and HRIPA and other relevant laws.

PPIPA provides for the protection of personal information by means of 12 Information Protection Principles and HRIPA provides for the protection of health information by means of 15 Health Information Protection Principles.

Council complies with the Information Protection Principles (IPPs) prescribed under PPIPA and Health Privacy Principles (HPPs) prescribed under HRIPA as follows:

IPP 1 & HPP 1 Lawful collection

Council will only collect personal and/or health information for a lawful purpose as part of its proper functions.

Council will not collect any more information than is reasonably necessary to fulfil its proper functions.

Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

Anyone engaged by Council as a private contractor or consultant that involves the collection of personal and health information must agree to be bound not to collect personal information by any unlawful means.

Any forms, notices or requests by which personal and health information is collected by Council will be referred to the Privacy Contact Officer prior to adoption or use.

IPP 2 & HPP 2 Direct collection

Personal information will be collected directly from the individual, unless that person consents otherwise. Parents or guardians may give consent for minors.

Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so.

Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person.

The Code makes provision for Council to depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

Council may collect personal information from other public sector agencies in respect of specific statutory obligations where it is authorised by law to do so.

PIPPA permits non-compliance with this principle if council is exercising complaint handling, investigative functions or is authorised or required not to comply with the principle under any Act or law.

IPP 3 & HPP 3 Requirements when collecting

Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information.

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A Privacy Statement is published on Council's website, intranet, included on forms where personal or health information is collected and available as a handout to the public.

Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

IPP 4 & HPP 4 Relevance of collection

Council will seek to ensure that personal and health information collected is directly relevant to its functions, is accurate, and is up-to-date and complete. The collection will not be excessive or intrude into the personal affairs of individuals.

Council will in normal circumstances rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

IPP 5 & HPP 5 Secure storage

Council will store personal and health information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by State Records Authority of NSW. It will then be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g. consultants and contractors), everything reasonably within the power of the Council is done to prevent unauthorised use or disclosure of the information.

IPP 6 & HPP 6 Transparent access

Council will provide reasonable detail about what personal and/or health information is stored on an individual. Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant records keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g. electronically with open or restricted access to staff, in hard copy in a locked cabinet etc.).

Where Council receives an application or request by a person as to whether council holds information about them, council will undertake a search of its records to answer the enquiry. Council may ask the applicant to describe what dealings the applicant has had with council in order to assist council to conduct the search.

Council will ordinarily provide a response to applications of this kind within 28 days of the application being made.

Council will issue a statement to be included on its Web and in its Annual Report concerning the nature of personal information it regularly collects, the purpose for which the personal information is used and an individual's right to access their own personal information.

IPP 7 & HPP 7 Access to own information

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense.

Compliance with this principle does not allow disclosure of information about other people. If access to information that relates to someone else is sought, the application must be made under the GIPA Act.

Where a person makes an application for access under the PPIPA and it is involved or complex, it may be referred, with the written consent of the applicant, as an application under the GIPA Act.

IPP 8 & HPP 8 Right to request to alter own information

Council will, at the request of a person, allow them to make appropriate amendments (i.e. corrections, deletions or additions) to their own personal and health information so as to ensure the information is accurate, relevant to the purpose for which it was collected, up to date and not misleading.

Changes of name, address and other minor amendments require appropriate supporting documentation. Where substantive amendments are involved, an application form will be required and appropriate evidence must be provided as to why the amendment is needed.

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If Council is unable to amend or delete the personal information a statement can be attached in such a manner as to be read with the information.

IPP 9 & HPP 9 Accurate use of information collected

Council will take all reasonable steps necessary to ensure personal and health information is accurate, relevant and up to date before using it.

Council will take into account the age of the information, its significance, the likelihood of change and the particular function for which the information was collected.

IPP 10 & HPP 10 Limits to use of information collected

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent.

It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety, for the management of a health service, for training, research or to find a missing person.

Additionally, Council may use personal information to exercise complaint handling or investigative functions.

The Code makes provision that Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s
- where personal information is to be used for the purpose of conferring upon a particular person, an award, prize, benefit or similar form of personal recognition.

IPP 11 & HPP 11 Restricted and Limited disclosure of personal and health information

Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers that the individual would not object.

Personal and health information may also be used without the individual's consent in order to deal with a serious and imminent threat to any person's life, health, safety, for the management of a health service, for training, research or to find a missing person.

PPIPA permits non-compliance of this principle if the disclosure is in relation to a complaint that is made to or referred from an investigative agency.

PPIPA permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) if the disclosure is for the purposes of informing that Minister about any matter within that administration, or by a public sector agency under the administration of the Premier if the disclosure is for the purpose of informing the Premier about any matter.

IPP 12 Special limits on disclosure

Council will not disclose sensitive personal information without consent unless it is necessary to prevent a serious and imminent threat to the life or health of an individual, in relation to the following:

- ethnic or racial origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- health or sexual activities

Council will not disclose this information to any person or body who is in a jurisdiction outside New South Wales unless:

- a relevant privacy law that applies to the personal information concerned is in force in that jurisdiction
- the disclosure is permitted under a Privacy Code of Practice
- Council is requested by a potential employer outside NSW, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

PRIVACY MANAGEMENT PLAN

COUNCIL POLICY

5.2 Specific Health Information Privacy Principles

Health information includes information or an opinion about the physical or mental health or a disability of an individual and includes personal information about:

- a health service provided, or to be provided, to an individual
- an individual's express wishes about the future provision of health services
- information collected in connection with the donation of human tissue
- genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

Health information is given a higher level of protection regarding use and disclosure than is other personal information.

In addition to the principles, above, the following four additional principles apply specifically to health information:

HPP 12 Unique Identifiers

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

HPP 13 Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service(s) from Council.

HPP 14 Transborder data flow

Council will not transfer health information out of NSW without the individual's consent unless:

- Council is unable to obtain consent, it is of benefit to the individual and that they would likely give it
- It is necessary for a contract with a third party
- to help prevent a serious and imminent threat to life, health or safety of individuals
- It is permitted by an Act or other law
- the recipient is subject to protection laws similar to the HRIPA

HPP 15 Cross-organisational linkages

Council does not participate in a system to link health records across more than one organisation at this time. If Council decided to use a system like this in the future, Council would make sure that the individual to whom the health information relates expressly consents to the link.

5.3 How the Privacy Code of Practice for Local Government affects the Information Protection Principles

With regard to IPPs 2, 3, 10 and 11, the Code makes provision for Council to depart from these principles where the collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

With regard to IPP 10, in addition to the above, the Code makes provision that Council may use personal information for a purpose other than the purpose for which it was collected where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.

With regard to IPP 11, in addition to the above, the Code makes provision for Council to depart from this principle in the circumstances described below:

- 1 Council may disclose personal information to public sector agencies or public utilities on condition that:
 - (i) the agency has approached Council in writing
 - (ii) Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
 - (iii) Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.
- 2 Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

PRIVACY MANAGEMENT PLAN

COUNCIL POLICY

Part 6 – Dissemination of the Privacy Management Plan

6.1 Compliance strategy

During induction and on a regular basis all employees will be made aware of this Plan and it will be made available for on Council's Intranet and Council's website.

Council officials will be regularly acquainted with the general provisions of the PPIPA and HRIPA and, in particular, this Plan, the Information Protection Principles, the Public Register provisions, the Privacy Code of Practice for Local Government, and any other applicable Code of Practice.

6.2 Communication strategy

Council will promote awareness of this plan and rights under PPIPA, HRIPA and this Plan to Council officials by:

- providing an overview at inductions and including a copy of the plan in induction packs
- publishing the plan on our internal and external websites
- offering training sessions on a regular basis as required
- providing specialised and on-the-job training to key groups
- promoting the plan regularly through newsletters, all staff emails, staff notice boards and initiatives such as Privacy Awareness Week.

6.3 Responsibilities of Council Officials

Council will ensure computer screens in its public areas have special provisions similar to the following:

- fast screen savers
- facing of the computers away from the public
- only allowing the record system to show one record at a time

Council's electronic databases are also reviewed to ensure that they contain procedures and protocols to check the accuracy and currency of personal and health information.

6.4 Promoting the Plan to the Community

Council promotes public awareness of this Plan to the community by:

- making it publicly available and publishing it on our website
- writing the Plan in plain English
- telling people about the Plan when they enquire about personal and health information
- provide a link on our website to the Information & Privacy Commission website and distributing copies of literature available on that site
- including privacy statements on application forms and invitations for community engagement
- publishing a Privacy Handout advising how to access information on an individual's rights under PPIPA, HRIPA and this Plan.

Part 7 – Complaint process

Council encourages individuals to try to resolve privacy issues with us informally before going through the formal review process. People can contact Council by phone and speak to a Customer Service Officer for advice and if the issue is not resolved they may be referred to the Privacy Contact Officer. People can also write a letter or email us with their concerns and Council will respond providing advice on the best course of action.

7.1 Internal Review

If an issue has not been resolved after discussions with Council's Privacy Contact Officer, or if they think that Council has breached the PPIPA or HRIPA relating to their own personal or health information they may seek an internal review.

Individuals cannot seek an internal review for a breach of someone else's privacy, unless they are an authorised representative.

An application for internal review is to be made in writing to Council's Privacy Contact Officer within 6 months of when the person first became aware of the conduct or decision that is the subject of the application.

PRIVACY MANAGEMENT PLAN

COUNCIL POLICY

7.2 How does the process of Internal Review operate?

The Privacy Contact Officer will appoint a suitably qualified Reviewing Officer to conduct the internal review. The Reviewing Officer will report their findings to the Privacy Contact Officer.

The review is to be completed within 60 days of receipt of the application. The applicant will be notified of the outcome of the review within 14 days of its determination.

The Privacy Contact Officer will notify the Privacy Commissioner of a review application as soon as is practicable after it is received. Council will brief the Privacy Commissioner on the progress of an internal review and notify them of the outcome.

The role of the Privacy Commissioner in the internal review process

The Privacy Commissioner can make submissions provide relevant material in relation to internal reviews for Councils consideration. Council can, if it deems it appropriate, ask the Privacy Commissioner to conduct the internal review.

7.3 Alternative to lodging an application for internal review

If a person does not want to lodge an application for internal review with Council, they may contact the Privacy Commissioner directly.

The complaint does not need to be reviewed internally before being reviewed by the Information Commissioner. The role of the Privacy Commissioner includes promoting the adoption of and compliance with the information protection principles, investigating complaints, initiating privacy codes of practice, assisting agencies manage personal information and implement privacy management plans, conducting research, recommending legislative, administrative or other action in the interests of privacy as well as conducting inquiries and investigations into privacy related matters.

7.4 External Review

If the applicant disagrees with the outcome of an internal review or is not notified of an outcome within 60 days, they have the right to seek an external review.

If the applicant remains unsatisfied with the outcome of an internal review they may appeal to the NSW Civil and Administrative Tribunal (NCAT) for a review of Councils conduct.

An application for external review can only be made after an internal review has been completed and must be made within **28 days** from the date of the internal review decision.

7.5 Offences

It is an offence for Council Officials to:

- intentionally disclose or use personal information about another person accessed in the exercising of official functions for an unauthorised purpose
- offer to supply personal information that has been disclosed unlawfully.

Part 8 – Specific exemptions in PPIPA and HRIPA relevant to Council

There are a number of exemptions from compliance with the PPIPA and HRIPA that apply directly to Council. These relate to situations where:

- information is collected in connection with proceedings (whether commenced or not) before any Court or Tribunal
- information is collected for law enforcement purposes
- information is used for a purpose reasonably necessary for law enforcement purposes or to protect the public revenue
- Council is authorised or required by a subpoena or search warrant or other statutory instrument
- Council is investigating a complaint that may be referred or made to an investigative agency
- Council is permitted by a law or Act not to comply
- compliance would prejudice the interests of the individual to whom the information relates
- the individual to whom the information relates has given express consent to Council not to comply
- disclosure is permitted under the *Privacy Code of Practice for Local Government*.

PRIVACY MANAGEMENT PLAN

COUNCIL POLICY

Part 9 – Other information

9.1 Review of the collection, storage and use of personal or health information

The information practices relating to the collection, storage and use of personal or health information will be reviewed by the Council at least every two years. Any new program initiatives will be incorporated into the review process with a view to ascertaining whether or not those programs comply with the PPIPA.

9.2 NSW Civil and Administrative Tribunal (NCAT)

NCAT was established on 1 January 2014. NCAT consolidates the work previously dealt with by 22 separate tribunals. Council's previous Privacy Management Plan was covered under the Administrative Decisions Tribunal (ADT).

NCAT's broad and diverse jurisdiction and matter types are dealt with in four specialist Divisions. The division that is relevant to this Plan is the Administrative and Equal Opportunity Division. This division reviews administrative decisions made by NSW Government agencies and resolves discrimination matters.

Part 10 – Contact details

For assistance in understanding the processes under the PPIPA and HRIPA, please contact Council's Privacy Contact Officer or the Information & Privacy Commission.

All communication should be addressed to:

The Privacy Contact Officer

Wollongong City Council

Locked Bag 8821, Wollongong DC NSW 2500

Phone: 02 4227 7111

Email: council@wollongong.nsw.gov.au

Website: www.wollongong.nsw.gov.au

Wollongong Administration Centre

Administration Building
41 Burelli Street, Wollongong

Monday to Friday – 8.30 am to 5.00 pm

Information & Privacy Commission

GPO Box 7011
SYDNEY NSW 2001

Phone: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Web: www.ipc.nsw.gov.au

NSW Civil and Administrative Tribunal (NCAT)

Level 10, John Maddison Tower
86-90 Goulburn Street
SYDNEY NSW 2000

Phone 02 9377 5859

Or 1300 006228

PRIVACY MANAGEMENT PLAN

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Governance and Information
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	09/05/2016, 11/03/2013, 23/11/2010, 17/07/2007, 17/07/2000
Date of next review	Two years from adoption
Legislative or other requirement for review	<i>The Information and Privacy Commission guidelines for Privacy Management Plans recommend review at least every two years.</i>
Responsible Manager	Manager Governance and Information
Authorised by	Director Corporate Services

ITEM 13 POLICY REVIEW: SCHOOL USE OF COUNCIL SWIMMING POOLS COUNCIL POLICY

An updated version School Use of Council Swimming Pools Policy was presented to Council on 30 January 2018 as part of Council's rolling review schedule of policies. Council resolved the policy be deferred pending a Councillor briefing to consider the matters raised in relation to school carnivals and the matter return to a future Council meeting.

A Councillor briefing was conducted on 9 April 2018 where a number of minor amendments were considered to ensure the policy considered the NSW Department of Education and Training "Water Safety Guidelines for Unstructured Aquatic Activity" and remains consistent with recommendations from the NSW Government and Council's "Risk Management Approach to Water Safety".

RECOMMENDATION

The revised School Use of Council Swimming Pools Council Policy be adopted.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

1 Draft School Use of Councils Swimming Pools

BACKGROUND

The School Use of Council Swimming Pools Council Policy is currently due for review. The policy states the provisions for schools utilising Council pools in order to minimise any inconvenience to members of the public arising and in accordance with the expectations of the community.

This policy was first adopted in September 1987, reviewed in December 2014 and was again considered by Council on 30 January 2018. When the matter was considered by Council in January there were three key issues that were raised as items of interest -

- Consideration to varying the approach to non-competitive swimming (unstructured aquatic free play opportunities),
- Clarity on the need to retain the restrictions on primary school carnivals to half day events
- Risk and Cost implications of varying the policy to accommodate schools conducting unstructured swimming activities such as "Free Play Opportunities"

These matters were considered in detail at a Councillor briefing session on 9 April 2018, where it was highlighted that the NSW Government's Water Safety Practice Note 15 (October 2017) was the key reference document in guiding Council's to carry out its water safety functions.

Water Safety Practice Note 15 highlighted that councils should -

- Pursue a risk management approach to determine what strategies are reasonable and appropriate.
- That schools undertaking water based activities be guided by the Department of Education's policies and guidelines relevant to the activity.
- Council's consider Coronial findings and recommendations.

During the Councillor briefing it is noted that the previous policy had noted that Council's approach saw that there was "No non-competitive swimming" which needed consideration to reflect that "structured novelty activities" such as foam noodle or boogie board races were being permitted to be conducted within lanes during swimming carnivals.

It was also acknowledged that enabling “unstructured swimming activities” at public pools on carnival days was indeed difficult for schools to facilitate given the Department of Education and Training “Water Safety Guidelines for Unstructured Aquatic Activity” strict proficiency assessment requirements including the Water Survival Challenge which encompassed five elements of proficiency.

The information at the briefing also highlighted that there was significant demand for access to facilitate carnivals during term 1 and this required the restrictions on half day hire to be retained.

It is proposed that the policy now provide clarity to reflect the opportunity for schools to conduct “structured novelty activities”. The proposed policy also notes the need to comply with Department of Education’s requirements for any “unstructured aquatic activities” but that these opportunities are booked in advance and independent of school carnival bookings. Such “unstructured swimming opportunities” will be facilitated on a full cost recovery basis noting the increase in staffing levels 1 Lifeguard to 50 students.

PROPOSAL

Council adopt the amended School Use of Council Swimming Pools Council Policy.

CONSULTATION AND COMMUNICATION

Council officers within the Property and Recreation and Community Cultural and Economic Development Divisions have been consulted.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a healthy community in a liveable”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.5.2 A variety of quality public spaces and opportunities for sport, leisure, recreation, learning and cultural activities in the community.	5.5.2.1 Use data to assess the current community infrastructure available, community demand and develop a strategic framework and policies to either rationalise, enhance or expand to meet hanging community needs.	Implement the key recommendations of the Strategic Plan for Council’s swimming pools in accordance with Council’s capital program.

CONCLUSION

The School Use of Council Swimming Pools Council Policy reinforces Council’s commitment to providing the maximum benefit to schools through use of Council’s swimming pools.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Council maintains various public swimming pools which it makes available to schools for swimming carnivals by excluding public access on those occasions.

In order to minimise any inconvenience to members of the public arising from the use of the pools by schools, it is necessary for schools to undertake their use of Council's pools in accordance with the expectations of the community.

OBJECTIVE

To maximise the benefits to schools through the use of Council's swimming pools.

POLICY STATEMENT

Council will make its swimming pools available for use by schools in accordance with the provisions of this Policy.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

SCHOOL USE OF COUNCIL SWIMMING POOLS

COUNCIL POLICY

STATEMENT OF PROCEDURES

BOOKINGS

- 1 Bookings will be accepted for Swimming Carnivals, Learn to Swim or Intensive Lifesaving and weekly swimming between the hours of 8:30am and 3.30pm on weekdays only. Carnivals outside these hours will be charged a fee accordingly.
- 2 Carnivals to have precedence over regular and casual bookings. Carnivals only during first term.
- 3 Only one (1) carnival permitted per school per season.
- 4 Wherever possible, accurate numbers should be given to aid the scheduling of the timetable.
- 5 Individual School Learn to Swim and Intensive Lifesaving to be held only in first and fourth term and in school hours.
- 6 All school bookings shall not have exclusive use of the Pool Complex.
- 7 All pupils must leave the Pool Complex at the end of booked period.
- 8 Unstructured swimming opportunities such as free swim time must be booked in advance and be conducted in strict compliance with the NSW Department of Education and Training : "Water Safety Guidelines for Unstructured Aquatic Activity". All associated costs with additional lifeguarding requirements to maintain a ratio of 1 Lifeguard to 50 students will be met by the hirer.

ENTRY TO THE POOL

- 1 Teachers to assemble pupils outside the main entrance to the Swimming Pool.
- 2 Teachers to accompany pupils and ensure they enter the main entrance in an orderly manner.

SUPERVISION

- 1 Each school should provide sufficient staff to supervise its pupils.
- 2 Teachers are required to supervise the entrance.
- 3 Teachers are required to supervise pupils in the change rooms.
- 4 Teachers are also required to familiarise themselves with the pool rules and wherever possible, enforce these rules.
- 5 No balls or ball games are allowed except when booked as a ball game.
- 6 An area must always be made available to the general public.
- 7 No valuables to be left in change rooms.
- 8 The area must be left in a clean and tidy condition at the end of the booked period.

SCHOOL CARNIVALS

- 1 Individual primary school carnivals to be restricted to half day; however schools with a minimum enrolment of 800 pupils be eligible to hold an all-day carnival.
- 2 High schools are eligible to hold an all-day carnival.
- 3 Primary school Zone Carnivals are eligible to hold all-day carnivals.
- 4 A maximum of eighteen (18) school carnivals be permitted at any specific pool in the one season.
- 5 Specific major events shall have priority, eg Zone Championships.
- 6 All-day carnivals to continue through lunch break.

SCHOOL USE OF COUNCIL SWIMMING POOLS

COUNCIL POLICY

7 No unstructured aquatic activities~~non-competitive swimming~~

8 Structured novelty events such as noodle and/or boogie board races must be conducted within lanes.

PUBLIC ADDRESS SYSTEM

- 1 The Pool Public Address System will be made available for school carnivals.
- 2 Please make only necessary announcements.
- 3 No barracking over the Public Address System.

FEES AND CHARGES

Schools will be charged fees for the use of swimming pools, determined on an annual basis and included in Council's Schedule of Annual Fees and Charges.

RISK MANAGEMENT

In accordance with the requirements of the NSW Government's Water Safety Practice Note 15 (October 2017), Council deploys a 'Risk Management Approach to Water Safety'. The Water Safety Practice Note provides a detailed framework to guide Council in managing risk at its pools. The approach categorises each of our pool facilities to inform our personnel requirements, safety equipment and signage required to minimise risk to patrons. The risk based categorisation approach considers facility size, configuration, usage, incidents and the profile of users, eg age and swimming ability.

SCHOOL USE OF COUNCIL SWIMMING POOLS

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Property and Recreation
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	16 December 2014, 6 November 2002, 21 September 1987
Date of next review	[List date - Not more than 4 years from adoption]
Legislative or other requirement for review DELETE THIS WHOLE ROW IF NOT APPLICABLE	[List review timeframe and Act, policy or review requirement]
Responsible Manager	Recreation Services Manager
Authorised by	Manager Property and Recreation

DRAFT

ITEM 14 POLICY REVIEW: FIRE SAFETY

The purpose of this report is to submit to Council a revised Fire Safety Policy for adoption in accordance with the rolling Policy review schedule.

RECOMMENDATION

The revised Fire Safety Policy be adopted.

REPORT AUTHORISATIONS

Report of: Mark Riordan, Manager Development Assessment and Certification

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

ATTACHMENTS

- 1 Draft Fire Safety Policy (with changes shown in mark-up format)

BACKGROUND

The original Policy was adopted in 1994 to promote adequate fire safety or fire safety awareness throughout the Wollongong LGA. The Policy was reviewed and amended on 10 March 2014 in accordance with the recommendations of the internal Audit conducted in July 2012.

In October 2017 the Environmental Planning and Assessment Amendment (Fire Safety and Building Certification) Regulation 2017 came into effect. The amending Regulation serves to improve fire safety in new and existing buildings. The changes relate to complex buildings and do not affect houses or related outbuildings like garages and carports.

PROPOSAL

The draft Fire Safety Policy has been amended to reflect the legislative changes implemented in October 2017.

The relevant changes being:

- 1 A new role of competent fire safety practitioner where independent, specialist expertise is needed.
- 2 Fire safety statement assessments.
- 3 Standardising fire safety certificates and statements.

No other changes have been made to the Policy. The required legislative changes are reflected in track changes in the attached draft Policy.

CONSULTATION AND COMMUNICATION

The changes to the Policy relate specifically to legislative changes made since the last policy review and do not change Council's Fire Safety functions across the LGA. Further consultation is not considered necessary prior to Council considering adoption of the revised Policy.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We Value and protect our environment". It specifically delivers on core business activities as detailed in the Development Assessment Service Plan 2017-18.

FINANCIAL IMPLICATIONS

There are no direct financial implications that would be added with the amended Fire Safety Policy.

CONCLUSION

The review of the Policy provides a regulatory update on the functions of Councils Statutory Fire Safety processes. The reviewed policy is also consistent with the underlying objectives/recommendations of the internal Audit conducted in July 2012, and meets Council's objectives in regularly reviewing its Policies.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

This policy has been developed in order to establish clear principles and guidelines to assist Council officers to act fairly, consistently and effectively in relation to building fire safety matters that are governed under the provisions of the Environmental Planning and Assessment Act, 1979 and Environmental Planning and Assessment Regulation, 2000.

OBJECTIVE

The main objectives of this policy are to –

- 1 assist premise owners of Class 1b to 9 buildings meet their legal obligations regarding the implementation and maintenance of fire safety measures;
- 2 give the community confidence that Council takes its obligations under the law seriously in terms of submission of fire safety certificates and annual fire safety statements; and
- 3 promote fire safety compliance in buildings within Wollongong.

POLICY STATEMENT

Council is strongly committed to ensuring premise owners of Class 1b to 9 buildings within the Wollongong Local Government Area, are aware of and meet their fire safety obligations as governed under the Environmental Planning and Assessment Act, 1979 and Environmental Planning and Assessment Regulation, 2000.

POLICY REVIEW AND VARIATION

- 1 Council is to have opportunity to review and adopt, at least once during its Term, each Council policy.
- 2 A resolution of Council is required to adopt any variations to this policy, with the exception of minor administrative changes, such as updates to legislative references, which may be endorsed by the Executive Management Committee (EMC). Endorsement of administrative changes made to this policy by EMC does not alter the requirement for it to be reviewed and adopted by each Term of Council.

FIRE SAFETY

COUNCIL POLICY

STATEMENT OF PROCEDURES

Application

This policy is primarily directed at the regulation and promotion of fire safety awareness and provisions within Class 1b to 9 buildings. These classes of building are defined under the National Construction Codes Series – Building Code of Australia.

Terms

Annual Fire Safety Statement

An Annual Fire Safety Statement is issued every twelve months after the date of issue of the Final Fire Safety Certificate with the check of the essential fire safety measure being undertaken within three (3) months of the issue of the statement.

Essential Fire Safety Measure

Essential Fire Safety Measures are any installations or type of construction that have been incorporated into the building to ensure the safety of the occupants within the building in the event of fire or other emergency, and may include such measures as automatic fire suppression systems (eg sprinkler systems), fire hose reels, fire hydrants, automatic fire detection and alarm systems, fire doors, fire extinguishers, smoke exhaust systems, exit signs, emergency lighting and fire engineered solution.

Essential Service Details

Essential Service Details includes annual fire safety statement, fire safety certificates, fire safety statements, supplementary fire safety statement and/or fire safety schedules which acknowledges the existence, installation and performance standards of fire safety measures required to serve a Class 1b to Class 9 building.

Fire Safety Certificate

A Fire Safety Certificate is a type of certificate submitted by the owner or the person acting for the building owner, which in effect certifies that specified essential fire safety measures have been installed and perform in accordance with the relevant Building Code of Australia requirements and Australia Standards.

It is the first certificate issued after installation of essential fire safety measures following completion of:

- any approved new building work or change of building use and prior to use of the new facilities; or
- fire safety upgrade works required by council.

Fire Safety Schedule

A Fire Safety Schedule is a document specifying all the essential fire safety measures (both existing and proposed) serving the whole building and lists the minimum standard of performance to which each identified fire safety measure must be capable of operating to.

Fire Safety Statement

Fire Safety Statement means an annual fire safety statement or a supplementary fire safety statement.

Supplementary Fire Safety Statement

A Supplementary Fire Safety Statement is a statement applying to Critical Fire Safety Measures installed on the premises, which are measures that are of such importance that they must be certified more frequently than every 12 months and at an interval specified on the fire safety schedule for the premises. The assessment of the critical fire safety measures must be undertaken within one (1) month of the date of issue of the Statement.

Competent Fire Safety Practitioners

[As described under Clause 167\(A\) of Environmental Planning and Assessment Regulation 2000.](#)

[The Competent Fire Safety Practitioner Co-regulatory Accreditation Framework Guideline](#)

Refer to

http://www.fairtrading.nsw.gov.au/sites/ftw/Businesses/Specific_industries_and_businesses/Fire_safety_practitioners/Professional_bodies_and_industry_associations.page

FIRE SAFETY

COUNCIL POLICY

Fire Safety Regulatory Activities

Council will undertake the following activities:

- 1 keep an electronic register of Class 1b to Class 9 buildings with fire safety measures based on information recorded on fire safety schedules, fire safety certificates or obtained from other relevant documentation;
- 2 written notification to building owners regarding submission requirement for fire safety statement;
- 3 procedures for handling late submission of a fire safety statement;
- 4 compliance investigations; and
- 5 proactive fire safety activities.

Electronic Register

Essential service details will be recorded and tracked using Council's electronic management system. This system will be used to register receipt of fire safety schedules, fire safety certificate/statements and other correspondence received and sent regarding fire safety measures serving a Class 1b to Class 9 building.

Reminder Notification

Owners of premises registered on Council's essential service register will generally be sent written notification approximately one (1) month prior to the due date of the fire safety statement. While Council sends a courtesy reminder letter to the building owner, Council accepts no responsibility for any reliance upon it and the legal responsibility for providing the statement which rests with the owner of the premises. Notification will be sent to the building owners mailing address supplied for rate notification or in the case of strata subdivided properties, the mailing address supplied for the relevant Owners Corporation.

Registration Fees

Council will charge a fee for the registration of received fire safety statements. This fee will be charged in accordance with Council's Fees and Charges Policy.

Acceptability of Annual/Supplementary Fire Safety Statement

Council will generally check submitted fire safety statements to ensure that they comply with Part 9 Division 5 of the Environmental Planning and Assessment Regulation 2000. An annual fire safety statement must appear in the correct statutory format, include compulsory wording as prescribed by the legislation and confirm the performance of each required fire safety measures as listed on the fire safety schedule. A statement will not be accepted if:

- it is not prepared in accordance with Part 9 Division 5 of the Environmental Planning and Assessment Regulation 2000; or
- it does not confirm the performance of each fire safety measures as listed on the fire safety schedule; or
- ~~it does not include the name and contact details of the competent fire safety practitioner who endorsed the statement~~ ~~it is not signed by the building owner or a person acting for the building owner.~~ ~~The person acting for the building owner should not be the service provider.~~

Any problems that are identified will be communicated to the building owner or their representative for their rectification.

In the case of strata titled properties, one annual fire safety statement must cover the entire building. In this instance, the Executive Committee of the Owners Corporation (or Body Corporate) is responsible for organising the assessment of all fire safety measures that exist within individual units and on common property such as common area, corridors/hallways and car parks. The Owners Corporation then prepares and submits one complete annual fire safety statement for the whole of the premises. The Executive Committee may appoint the property strata manager to prepare and submit the annual fire safety statement on their behalf.

Overdue Statements

It is an offence to fail to provide an annual fire safety statement by the due date. Substantial and continuing weekly penalty notices apply for this offence:

- 1 week late ~~\$500~~ ~~\$1000~~
- 2 weeks late ~~\$1000~~ ~~\$2000~~
- 3 weeks late ~~\$1500~~ ~~\$3000~~
- 4 weeks / 4+ weeks late ~~\$2000~~ ~~\$4000~~

Therefore, if the statement is not submitted by the due date, enforcement action will generally be taken. The enforcement includes the issuing of Penalty Infringement Notices (PINs) and/or fire safety notice and orders. Council's Penalty Notice Policy outlines the process for managing PINs. Penalty rates will be in accordance with the Local Government Fixed Penalty Handbook.

FIRE SAFETY

COUNCIL POLICY

Failure to submit an annual fire safety statement could also lead to legal proceedings in the Land and Environment Court where the maximum penalty for a breach is \$110,000.

Stay of Penalty Notice

Although there are no provisions in the legislation for extensions of time to be given, Council may grant small extensions of time in extenuating circumstances. Where maintenance work might be required and will delay the issue of the fire safety statement, a written submission should be made to Council regarding reasons for this delay and anticipated date statement will be submitted. So that Council can consider any stay in proceedings, the building owner or the person acting for the building owner will need to apply by completing Council's Stay of Penalty Infringement Notice Form. This request must be lodged prior to the due date of the annual fire statement and submitted either via email, fax or post.

It is unlikely a Stay of Penalty Infringement Notice will be supported in the event of a history of late submission.

Enforcement Proceedings

Council, in deciding whether to take enforcement action, will base the decision on the available evidence and individual circumstances. At the conclusion of an investigation, Council may:

- take no action
- issue verbal advice
- issue a formal letter
- issue a Penalty Infringement Notice
- issue notices/orders
- commence legal proceedings

Proactive Fire Safety Activities

Council will engage in various proactive fire safety activities to ensure buildings within our city continue to meet an acceptable level of fire safety. Priority will be given to buildings that pose the greatest risk to human life due to the way they are used and the number of people using it, or where maintenance of fire safety measures are not identified on Council's essential service register. Buildings of significance include boarding houses, night clubs and premises without an existing fire safety schedule. The level of fire safety may also be brought to Council's attention through the approval of building works, a change in building use, or due to a complaint.

Council may conduct fire safety checks of existing Class 1b to 9 buildings. Council may charge a fee for conducting fire safety inspections. Alternately, Council may require an assessment report of the building by an independent and qualified building code consultant. It is expected a consultant report compares the level of fire safety in the building against the current requirements of the Building Code of Australia and if there are deficiencies, make recommendations on how to achieve acceptable levels of fire protection and fire safety awareness with regard to the occupants of the building.

Some buildings may need to be upgraded. Building design and the level of risk will vary from case to case and influence the upgrade requirements, priorities and expenses.

Upgrading is likely to be required if Council determines that the:

- a provisions for fire safety or fire safety awareness are not adequate to prevent fire, suppress fire or prevent the spread of fire or ensure or promote the safety of persons in the event of fire;
- b maintenance or use of the premises constitutes a significant fire hazard.

Fire Safety Orders

Fire Safety Orders are issued by Council or Fire and Rescue NSW where the level of fire safety within a building is found to be inadequate.

Fire Safety Orders may be issued as Emergency Orders where immediate action is required to reduce fire risk. Where an Emergency Order is issued it is imperative that the terms of the order be complied with immediately and that Council is contacted to establish that the terms of the Order have been complied with.

Where an Emergency Fire Safety Order is not complied with within the required period, Council may immediately seek Court directions to have the terms of the Order fulfilled.

Where a lesser fire risk is evident or more extensive works are required a Notice of Intention to Serve an Order will be issued. The notice will indicate the terms of the proposed order, the proposed period of compliance and the period in which representation must be made to Council.

Representations seeking to appeal against or modify the terms of the proposed order or when requesting an extension of time to comply with the order must be received in writing. In order for Council to consider the case, a

FIRE SAFETY

COUNCIL POLICY

Notice of Intention/Order – Representation Request Form should be completed. This form should be completed by the recipient of the notice/order, or the person entitled to act on their behalf. The form needs to be received by Council prior to the expiry date specified on the notice or order. Where an extended time is requested to complete work, the recipient of the notice/order will need to include a programme of works (inclusive of scheduled completion dates for staging of any works).

DRAFT

FIRE SAFETY

COUNCIL POLICY

Notice will be provided regarding the outcome of representation requests. Depending on the circumstances the outcome may include:

- Not to Proceed with Order
- Issue Modified Order
- Revoke Order
- Proceed to Issue Order per terms stated in Notice of Intention
- Extension to time to comply with Order granted
- Terms of Order stand and matter referred for legal action

Forms

The following forms will be available for download from Council's website:

- Annual Fire Safety Statement
- Fire Safety Certificate
- Request for Stay of Penalty Infringement Notice
- Notice of Intention/Order – Representation Request Form

Related Policies

- Penalty Notice Review Policy

FIRE SAFETY

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Development Assessment and Certification
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	10 March 2014; 4 July 1994
Date of next review	[List date - Not more than 4 years from adoption]
Legislative or other requirement for review DELETE THIS WHOLE ROW IF NOT APPLICABLE	[List review timeframe and Act, policy or review requirement]
Responsible Manager	[Position title only - Line Manager or above]
Authorised by	[Manager/Director's title only]

ITEM 15 CHANGES TO INDEPENDENT HEARING AND ASSESSMENT PANEL

Council has used an Independent Hearing and Assessment Panel (IHAP) since 2008 to review and provide advice on sensitive Development Applications. Adjustments have now been made to Council's IHAP following legislative changes which commenced 1 March, 2018. The IHAP now determines development applications that meet criteria set by NSW Minister of Planning, and also reviews planning proposals (rezoning applications). The pool of independent experts and community representatives for the IHAP has also been refreshed.

This report provides an overview of key changes to IHAP and seeks Council endorsement to rename the IHAP to 'Wollongong Local Planning Panel' (WLPP) to be consistent with legislation. A submissions policy is also proposed based on the Council adopted IHAP charter that was in force prior to 1 March, 2018 to provide continuity of IHAP referral criteria.

The Recommendation was amended after the initial release of the Business Paper.

RECOMMENDATION

- 1 The attached submissions policy be exhibited for 28 days and following this exhibition be reported to Council for adoption. In the interim the draft policy continue to be applied as additional referral criteria for Local Planning Panel development advice.
- 2 Council's Independent Hearing and Assessment Panel (IHAP) be renamed as Wollongong Local Planning Panel (WLPP).

REPORT AUTHORISATIONS

Report of: Mark Riordan, Manager Development Assessment and Certification

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

ATTACHMENTS

- 1 IHAP referral criteria, Development Applications, NSW Minister for Planning s9.1 Direction, issued 23 February, 2018
- 2 IHAP referral criteria, Planning Proposals, NSW Minister for Planning s9.1 Direction, issued 23 February, 2018
- 3 Submissions policy (and letter) submitted to Department of Planning and Environment on 8 March 2018

BACKGROUND

The Environmental Planning and Assessment and Electoral Legislation Amendment (Planning Panels and Enforcement) Bill 2017 (Bill) commenced on 14 August 2017. The purpose of the Bill was to require Councils to constitute Local Planning Panels (or IHAPs) with determination power. Prior to this Wollongong Council's IHAP, which has been in operation since 2008, operated as an advisory panel on development applications in accordance with the Council adopted IHAP charter. Council has now responded to the legislative changes, in particular:

- IHAP or Council staff under delegation now exercise the consent authority functions of Council.
- Councillors are not permitted to exercise consent authority functions (ie determine development applications).
- The Department of Planning recruited a pool of IHAP chairs and experts.
- The Minister appointed the chair and alternate chairs for each Council.
- Panel experts have been appointed from the Department's pool and additional community representatives appointed from across all Wards.
- The 'old' IHAP (comenced in 2008) had its last meeting on 28 February 2018.
- The new IHAP (Local Planning Panel), established in accordance with amended EP&A Act, had its first meeting on 21 March 2018.

IHAP Referral Criteria and Operating Procedures

On 23 February 2018 the Minister for Planning issued directions under Section 9.1 of the EP&A Act 1979 which outlined the referral criteria for development applications to be determined by an IHAP (see attached). This replaced the previous Council adopted IHAP referral criteria contained within the IHAP charter. In addition the direction required that certain planning proposals are to be referred to the IHAP for advice. The Minister also issued a code of conduct and operational procedures. The directions, code of conduct and operational procedures all came into force on 1 March 2018 and replaced Council's IHAP charter and code of conduct.

Submissions Policy

The new IHAP referral criteria enables Council to refer additional development applications to IHAP for determination if a submissions policy is in place under the Ministerial Direction, which must be first approved by the Secretary of the NSW Department of Planning & Environment (DPE). A draft policy was prepared and forwarded to DPE for approval on 8 March 2018 (as attached). This policy is based on Council's former IHAP criteria and provides for:

- Councillor, General Manager and Director call-up provisions
- Reduced number of objections for relevant development categories
- Reduced threshold for departures to development standards

DPE are yet to advise Council on the status of the submissions policy. In the interim all sensitive development applications (DAs) captured by this draft policy have been referred to IHAP for advice (rather than determination) under clause 2.19(1)(c) of EP&A Act. This has enabled a continuity of development assessment service to the local community, without a significant increase in IHAP referral numbers. Council has historically referred around 2% of development applications to IHAP and this rate has not increased significantly, despite the additional DAs referred to IHAP for advice only.

Planning Proposals

Planning proposals which meet the referral criteria set by the Minister (see attached) will now be referred to IHAP. Importantly, all planning proposals will continue to be reported to Council for endorsement. A relevant fee to cover IHAP referral cost for planning proposals has already been adopted in Revenue Policy Fees & Charges 2018-19. No planning proposals have been sent as yet to IHAP. No similar fee is able to be applied to development applications referred to IHAP.

PROPOSAL

1 Submission Policy Adoption

It is recommended that the attached submissions policy be formally adopted and applied as additional referral criteria to IHAP for either development application (DA) advice or determination. This will ensure continuity of the IHAP service to the local community, with the ongoing referral of those DAs deemed to be locally sensitive or significant. This submissions policy is based on Council's recently superseded IHAP charter, which was developed and refined over 10 years in consultation with the local community. If DPE does not endorse the submissions policy it may continue to be applied (subject to Council endorsement) to refer locally sensitive or significant DAs to IHAP for development 'advice' rather than for determination.

2 IHAP Name Change

It is proposed that the IHAP be renamed the Wollongong Local Planning Panel (WLPP) to be consistent with the legislation. New panels being established across Sydney are generally named LPPs. Prior to the legislation change there were 20 NSW Councils with an IHAP, or similarly named panel, that operated under a range of criteria. Notwithstanding that the local community is more familiar with the term IHAP, a change to LPP is considered appropriate to reflect the contemporary legislation and the enhanced planning role of the panel, including review of planning proposals.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We Value and protect our environment”. It specifically delivers on core business activities as detailed in the Development Assessment Service Plan 2017-18.

CONCLUSION

Wollongong Council’s IHAP has been in place since 2008 to review sensitive development applications. Recent legislative changes to IHAP have been successfully implemented and the Panel will continue to provide a transparent process for stakeholders to discuss and review relevant applications. To ensure that all locally sensitive development applications continue to be referred to IHAP a draft submissions policy is proposed, which will compliment the new IHAP framework. In addition the proposed name change for IHAP, to the Wollongong Local Planning Panel (WLPP), is considered to reflect the contemporary legislation and the enhanced planning role of the Panel.

LOCAL PLANNING PANELS DIRECTION – DEVELOPMENT APPLICATIONS

I, the Minister for Planning, give the following direction under section 9.1 of the *Environmental Planning and Assessment Act 1979*.



Minister for Planning

Dated: 23/2/2018

Objective

The objective of this direction is to identify the development applications that are to be determined by local planning panels on behalf of councils in the Greater Sydney Region and Wollongong.

Application

This direction applies to councils in the Greater Sydney Region and Wollongong. It also applies to any other council that constitutes a local planning panel under the *Environmental Planning and Assessment Act 1979*.

Interpretation

A word or expression used in this direction has the same meaning as it has in the standard local environmental planning instrument prescribed by the *Standard Instrument (Local Environmental Plans) Order 2006* made under the Act, unless it is otherwise defined in this direction.

Direction

Local planning panels of councils in the areas identified in the Table below are to determine development applications involving development of a kind specified in the Schedule to this direction that is identified in the Table below.

Note: Councils can make arrangements for the determination of applications for the modification of development consents by either the local planning panel or council staff.

Table

Council	Development
Bayside, Blue Mountains, Burwood, Camden, Campbelltown, Canada Bay, Georges River, Hawkesbury, Hornsby, Hunters Hill, Ku-ring-gai, Lane Cove, Mosman, North Sydney, Randwick, Ryde, Strathfield, Waverley, Willoughby, Wollondilly, Woollahra, and any other council that constitutes a local planning panel constituted under the EP&A Act	Schedule 1
Blacktown, Canterbury-Bankstown, Cumberland, Fairfield, Inner West, Liverpool, Northern Beaches, Parramatta, Penrith, Sutherland, The Hills, Wollongong	Schedule 2
City of Sydney	Schedule 3

This direction takes effect on 1 March 2018 and applies to development applications made but not determined before 1 March 2018.

If a council to which this direction applies has not delegated the function of determining a development application to an officer or employee of the council, then the local planning panel is to determine the development application.

SCHEDULE 1

1. Conflict of interest

Development for which the applicant or land owner is:

- (a) the council,
- (b) a councillor,
- (c) a member of council staff who is principally involved in the exercise of council's functions under the *Environmental Planning and Assessment Act 1979*,
- (d) a member of Parliament (either the Parliament of New South Wales or Parliament of the Commonwealth), or
- (e) a relative (within the meaning of the *Local Government Act 1993*) of a person referred to in (b) to (d).

but not development for the following purposes:

- (a) internal alterations and additions to any building that is not a heritage item,
- (b) advertising signage,
- (c) maintenance and restoration of a heritage item, or
- (d) minor building structures projecting from the building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services, and sun shading devices).

2. Contentious development

Development that:

- (a) in the case of a council having an approved submissions policy – is the subject of the number of submissions set by that policy, or
- (b) in any other case – is the subject of 10 or more unique submissions by way of objection.

An **approved submissions policy** is a policy prepared by the council and approved by the Secretary of the Department of Planning and Environment which details the circumstances in which a local planning panel or council staff should exercise the consent authority functions of the council, based on the number and nature of submissions received about development.

3. Departure from development standards

Development that contravenes a development standard imposed by an environmental planning instrument by more than 10% or non-numerical development standards.

Note: If the Secretary allows concurrence to be assumed by council staff for contravening development standards, the panel can delegate these applications to council staff to determine.

4. Sensitive development

- (a) Designated development.
- (b) Development to which *State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development* applies.
- (c) Development involving the demolition of a heritage item.
- (d) Development for the purposes of new licenced premises, that will require one of the following liquor licences:
 - (i) a club licence under the *Registered Clubs Act 1976*,
 - (ii) a hotel (general bar) licence under the *Liquor Act 2007*, or
 - (iii) an on-premises licence for public entertainment venues under the *Liquor Act 2007*.
- (e) Development for the purpose of sex services premises and restricted premises.
- (f) Development applications for which the developer has offered to enter into a planning agreement.

SCHEDULE 2

1. Conflict of interest

Development for which the applicant or land owner is:

- (a) the council,
- (b) a councillor,
- (c) a member of council staff who is principally involved in the exercise of council's functions under the *Environmental Planning and Assessment Act 1979*,
- (d) a member of Parliament (either the Parliament of New South Wales or Parliament of the Commonwealth), or
- (e) a relative (within the meaning of the *Local Government Act 1993*) of a person referred to in (b) to (d).

but not development for the following purposes which requires:

- (a) internal alterations and additions to any building that is not a heritage item,
- (b) advertising signage,
- (c) maintenance and restoration of a heritage item, or
- (d) minor building structures projecting from the building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services, and sun shading devices).

2. Contentious development

Development that:

- (a) in the case of a council having an approved submissions policy – is the subject of the number of submissions set by that policy, or
- (b) in any other case – is the subject of 10 or more unique submissions by way of objection.

An **approved submissions policy** is a policy prepared by the council and approved by the Secretary of the Department of Planning and Environment which details the circumstances in which a local planning panel or council staff should exercise the consent authority functions of the council, based on the number or nature of submissions received about development.

3. Departure from development standards

Development that contravenes a development standard imposed by an environmental planning instrument by more than 10% or non-numerical development standards.

Note: If the Secretary allows concurrence to be assumed by council staff for contravening development standards, the panel can delegate these applications to council staff to determine.

4. Sensitive development

- (a) Designated development.
- (b) Development to which *State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development* applies and is 4 or more storeys in height.

- (c) Development involving the demolition of a heritage item.
- (d) Development for the purposes of new licenced premises, that will require one of the following liquor licences:
 - (i) a club licence under the *Registered Clubs Act 1976*,
 - (ii) a hotel (general bar) licence under the *Liquor Act 2007*, or
 - (iii) an on-premises licence for public entertainment venues under the *Liquor Act 2007*.
- (e) Development for the purpose of sex services premises and restricted premises.
- (f) Development applications for which the developer has offered to enter into a planning agreement.

SCHEDULE 3

1. Conflict of interest

Development for which the applicant or land owner is:

- (a) the council,
- (b) a councillor,
- (c) a member of council staff who is principally involved in the exercise of council's functions under the *Environmental Planning and Assessment Act 1979*,
- (d) a member of Parliament (either the Parliament of New South Wales or Parliament of the Commonwealth), or
- (e) a relative (within the meaning of the *Local Government Act 1993*) of a person referred to in (b) to (d).

but not development for the following purposes which requires:

- (a) internal alterations and additions to any building that is not a heritage item,
- (b) advertising signage,
- (c) maintenance and restoration of a heritage item,
- (d) development for the purpose of end of journey facilities, or
- (e) minor building structures projecting from the building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services, and sun shading devices).

2. Contentious development

Development that:

- (a) in the case of a council having an approved submissions policy – is the subject of the number of submissions set by that policy, or
- (b) in any other case – is the subject of 25 or more unique submissions by way of objection.

An **approved submissions policy** is a policy prepared by the council and approved by the Secretary of the Department of Planning and Environment which details the circumstances in which a local planning panel or council staff should exercise the consent authority functions of the council, based on the number or nature of submissions received about development.

3. Departure from development standards

For development for the purpose of dwelling houses, dual occupancies and attached dwellings, development that contravenes a development standard imposed by an environmental planning instrument by more than 25% or non-numerical development standard.

For all other development, development that contravenes a development standard imposed by an environmental planning instrument by 10% or non-numerical development standards.

Note: If the Secretary allows concurrence to be assumed by council staff for contravening development standards, the panel can delegate these applications to council staff to determine.

4. Sensitive development

- (a) Designated development.
- (b) Development to which *State Environmental Planning Policy No 65 – Design Quality of Residential Apartment Development* applies and is 4 or more storeys in height.
- (c) Development involving the demolition of a heritage item.
- (d) Development for the purposes of new licenced premises, that will require one of the following liquor licences:
 - (i) a club licence under the *Registered Clubs Act 1976*,
 - (ii) a hotel (general bar) licence under the *Liquor Act 2007*, or
 - (iii) an on-premises licence for public entertainment venues under the *Liquor Act 2007*.
- (e) Development for the purpose of sex services premises and restricted premises.
- (f) Development applications for which the developer has offered to enter into a planning agreement.

LOCAL PLANNING PANELS DIRECTION – PLANNING PROPOSALS

I, the Minister for Planning, give the following direction under section 9.1 of the *Environmental Planning and Assessment Act 1979*.



Minister for Planning

Dated: 23/2/2018

Objective

The objective of this direction is to identify the types of planning proposals that are to be advised on by local planning panels on behalf of councils in the Greater Sydney Region and Wollongong.

Application

This direction applies to a council that has constituted a local planning panel under the *Environmental Planning and Assessment Act 1979*, other than the council of the City of Sydney.

Direction

A council to whom this direction applies is required to refer all planning proposals to be prepared after 1 June 2018 to the local planning panel for advice, unless the council's general manager determines that the planning proposal relates to:

- (a) the correction of an obvious error in a local environmental plan,
- (b) matters that are of a consequential, transitional, machinery or other minor nature, or
- (c) matters that council's general manager considers will not have any significant adverse impact on the environment or adjoining land.

A proposal is to be referred to the local planning panel before it is forwarded to the Minister under section 3.34 of the *Environmental Planning and Assessment Act 1979*.

This direction takes effect on 1 June 2018 and applies to planning proposals prepared, but not submitted to the Minister, before 1 June 2018.



WOLLONGONG CITY COUNCIL

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016



Ms Alison Frame
Deputy Secretary Policy & Communications
NSW Department of Planning & Environment
GPO Box 39
SYDNEY NSW 2001

Our Ref:
File:
Date:

Z18/54231
CP-911.02.002
8 March 2018

Dear Ms Frame

SUBMISSIONS POLICY

Please find attached the Wollongong City Council Submissions Policy, prepared in accordance with the Minister's Local Planning Panel Direction – Development Applications dated 23 February 2018. Council is seeking approval of the Submissions Policy in accordance with Schedule 2 of the Ministerial Direction.

As you would be aware Council's Independent Hearing and Assessment Panel (IHAP) has been in continuous operation for nearly 10 years, commencing in October 2008. During this period Council's IHAP referral criteria and procedures have been refined in consultation with the local community, IHAP members, and Council. The relevant IHAP submission referral criteria, in force up until 1 March 2018, is now incorporated into the attached policy.

Council is keen to provide continuity of service and to work with the NSW Department of Planning and Environment to ensure that the new IHAP system is a success. The proposed Submissions Policy is consistent with ICAC recommendations and stakeholder expectations, and will not compromise assessment times. Based on past experience, the Submissions Policy, in conjunction with other Schedule 2 referral criteria, will result in less than 2% of development applications being referred to IHAP. The Chair of the Wollongong City Council IHAP has also been consulted on the drafting this policy.

I trust that you will also consider Council's request favourably. Should you have any further enquiries please contact Mr Mark Riordan, Manager Development Assessment & Certification on telephone (02) 4227 7111.

Yours faithfully



David Farmer
General Manager
Wollongong City Council
Telephone: (02) 4227 7111

Attach



Wollongong City Council Submissions Policy

OBJECTIVE

To identify the circumstances in which contentious development applications should be referred to the Independent Hearing and Assessment Panel (IHAP) for determination. The policy is intended to support the provisions introduced on 1 March 2018 for Wollongong City Council's IHAP.

POLICY STATEMENT

Wollongong City Council is committed to providing a robust and transparent process for assessing contentious development applications. This policy outlines the circumstances in which an application will be referred to IHAP for determination based on the number and nature of submissions.

APPLICATIONS TO BE REFERRED TO THE IHAP FOR DETERMINATION (Contentious development)

Development that:

1. Is the subject of five or more unique submissions by way of objection; and
 - (a) is a Class 2 to 9 building under the Building Code of Australia (BCA) including residential flat buildings, mixed use developments, multi dwelling housing, retail and commercial, industrial, motels, hospitals, clubs etc, and has a construction cost greater than \$1 million, or
 - (b) subdivision of land creating five or more lots, or
 - (c) subject of a Section 8.2 Review of Determination, or
 - (d) made under Section 4.55
2. Is the subject of two or more unique submissions by way of objection and contravenes a development standard imposed by Local Environmental Plan by up to 10%, or
3. Is the subject of a submission by 4 or more Councillors, or
4. Is deemed to be of significant community interest or identified as a significant planning policy matter by the General Manager and the Director Planning and Environment.

This policy is made pursuant to point 2 of schedule 2 of the Local Planning Panels Direction dated 23 February 2018.

ITEM 16

PROPOSED ACQUISITION OF EASEMENT FOR DRAINAGE AND ACCESS OVER LOT 72 SEC 3 DP 5507 NO 23 MATTHEWS STREET, WOLLONGONG

In order to access and maintain the landlocked parcel of Council land known as Lot 1 DP 1132396 Sperry Street, Wollongong, it is proposed to acquire an Easement for Drainage and Access over Lot 72 Sec 3 DP 5507 No 23 Matthews Street, Wollongong.

This report seeks approval to the acquisition of the easement.

RECOMMENDATION

- 1 Council authorise the acquisition of an Easement for Drainage and Access over Lot 72 Sec 3 DP 5507 No 23 Matthews Street, Wollongong for \$22,800 (GST free), as shown shaded dark grey on the attachment to this report.
- 2 Authority be granted to the Lord Mayor and General Manager to affix the Common Seal of Council to the easement creation documents and any other documents required to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Mark Bond, Manager Property and Recreation (Acting)

Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Map of Easement for Drainage and Access proposed to be acquired over Lot 72 Sec 3 DP 5507 No 23 Matthews Street, Wollongong

BACKGROUND

The drainage reserve now known as Lot 1 DP 1132396 was created in 1938 upon the registration of DP 18551. Lot 1 DP 1132396 is landlocked and Council has no formal means of accessing the land for maintenance purposes. Upon request to maintain the land, the Council maintenance crew has had to obtain informal access to the land through a property in Northcote Street. They usually access the Council land at least twice a year to undertake spraying of weeds. This activity usually takes approximately half an hour at a cost to Council of \$160.00 per hour.

In November 2010, Council reclassified Lot 1 DP 1132396 from Community land to Operational land with a view to disposing of the land to the adjoining landowners and a Council resolution was obtained in June 2013 authorising the sale of the land.

Letters were then sent to the adjoining owners seeking interest in the purchase of the land, however, due to the presence of the watercourse through the majority of the land, no interest was received at that time from those owners.

In September 2014, the new owners of No 19 Matthews Street contacted Council to express their interest in purchasing the portion of Lot 1 DP 1132396 adjoining the rear of their property. The watercourse does not affect this portion of the Council land. Agreement has been reached with the owners of No 19 Matthews Street to sell the portion of Lot 1 DP 1132396 adjoining their property to them for \$10,000 (GST exc).

Council's Property Officer applied to subdivide the land and upon the development application being submitted to the Independent Hearing and Assessment Panel, the panel members advised that the current access arrangements to the land are not considered satisfactory and they recommended that the subdivision not be approved until formal access to Lot 1 DP 1132396 has been created.

The Property Officer then approached the owners of No 23 Matthews Street expressing interest in acquiring an Easement for Drainage and Access over the creek through their property, as shown shaded dark grey on the attachment to this report (subject to survey). Valuation advice was sought on the

amount of compensation that would be payable by Council to the landowners for the acquisition of the easement.

Following negotiation, agreement has been reached with the owners of No 23 Matthews Street for the acquisition of the easement. This easement will allow the Council work crew to formally access landlocked Lot 1 DP 1132396 for maintenance purposes into the future. It will also permit the subdivision and sale of part of Lot 1 DP 1132396 to the owners of No 19 Matthews Street and the sale of the remainder of the land to adjoining landowners in the future. In addition, Council will relieve the owners of No 23 Matthews Street of the maintenance burden of the creek through their property which was a factor in them agreeing to grant the easement to Council.

PROPOSAL

It is proposed to acquire an Easement for Drainage and Access over Lot 72 Sec 3 DP 5507 No 23 Matthews Street, Wollongong, as shown shaded dark grey on the attachment to this report.

CONSULTATION AND COMMUNICATION

Infrastructure Division – is in agreement with the acquisition of the easement.

The owners of No 23 Matthews Street, Wollongong and their legal representative, Gamble Law and Estate Planning – are in agreement with the acquisition of the easement.

Walsh and Monaghan Valuers.

PLANNING AND POLICY IMPACT

This report is in accordance with Council's policy "Land and Easement Acquisition and Disposal".

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city".

It specifically delivers on core business activities as detailed in the Property Services Service Plan 2017-18.

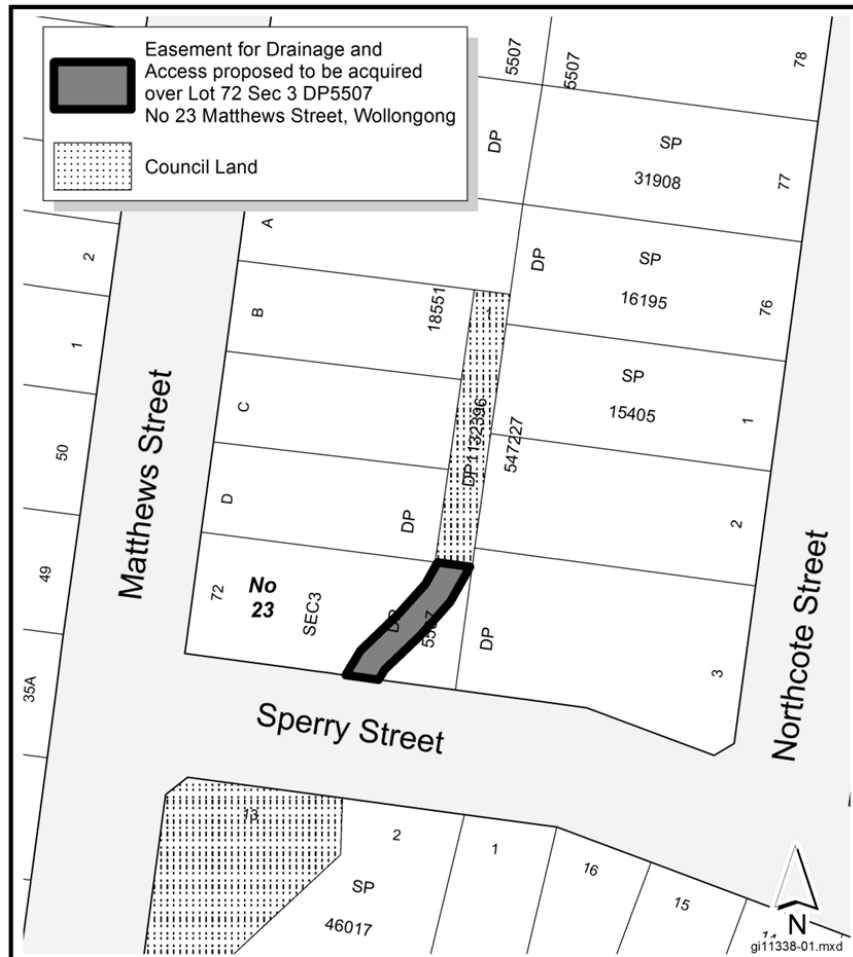
FINANCIAL IMPLICATIONS

Agreement has been reached with the owner of No 23 Matthews Street, Wollongong for Council to pay \$22,800 (GST free) in compensation for the acquisition of the easement, with Council to be responsible for all reasonable costs associated with the matter.

Infrastructure Division has advised that funds for the acquisition and associated costs are available from the capital budget from the land acquisitions account.

CONCLUSION

As well as giving the Council work crew formal access to landlocked Lot 1 DP 1132396 for maintenance purposes into the future and permit the subdivision and sale of part of Lot 1 DP 1132396 to proceed, the acquisition of the easement will also relieve the owners of No 23 Matthews Street of the maintenance burden of the creek through their property. Therefore, it is recommended that the easement be acquired as set out in this report.



While every effort has been made to ensure the highest possible quality of data, no liability will be accepted for any inaccuracy of the information shown.
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ITEM 17 TENDER T18/07 - CITY WIDE PARK FURNITURE PAINTING

This report recommends acceptance of a tender for City Wide Park Furniture Painting in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The City Wide Park Furniture Painting covers scheduled maintenance painting of park furniture at parks along the coastal zone including Windang foreshore precinct and Crown Street Mall.

The term of the contract will be 2 years with an option of 3 x 1 year extensions exercisable at the sole discretion of Council.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Programmed Property Services Pty Ltd for City Wide Park Furniture Painting as per tender, in the sum of \$297,164, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Mark Roebuck, Manager City Works and Services

Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

On the coastal fringe of the Wollongong LGA there are 39 recreational parks with various parks furniture and assets such as seats, picnic shelters, bin enclosures and various assets constructed from timber and steel located within these parks. These assets are maintained in a new condition on a scheduled maintenance regime to paint and seal all the timber and steel structures on a six monthly or yearly schedule.

The tender specification outlines the preparation and painting/sealing of approximately 450 bench seats and table settings and 90 bin enclosures across the 39 parks including the Crown Street Mall furniture. The work will be carried out on a scheduled maintenance program yearly and six monthly around the Blue Mile and Harbour foreshore areas.

Tenders were invited for this project by the open tender method with a close of tenders of 10.00am on 4 April 2018.

Five tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Infrastructure Works, City Works and Services, Corporate Services, Governance, SCLM and Infrastructure Strategy and Planning Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

Satisfactory references from referees for previous projects of similar size and scope.

Assessable Criteria

- 1 Cost to Council – 45%;
- 2 Methodology for delivery of service -15%;
- 3 Project Schedule – 15%;
- 4 Demonstrated strengthening of local economic capacity - 5%;
- 5 WH&S and Risk Management policies and procedures – 10%;
- 6 Environmental management policies and procedures -10%;

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council.

Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Programmed Property Services	1
Omega Industries	2
Style Maintenance Services	3
Masta Maintenance Services	4
ProAsset Painting Maintenance	5

PROPOSAL

Council should authorise the engagement of Programmed Property Services Pty Ltd to carry out the City Wide Park Furniture Painting in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel.
- 2 Nominated referees.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.3.3 Well maintained assets that meet the needs of current and future communities are provided	5.3.2.3 Use additional funds achieved through the financial sustainability review for renewal of major building projects as per capital program	Continue delivery of expanded building renewal and maintenance programs through allocation of increased funds

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan –

Recreation Maintenance Budget 2018 to 2020

CONCLUSION

The recommended tenderer has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.

ITEM 18

TENDER T18/19 - HARRY GRAHAM DRIVE, MT KEIRA - EMBANKMENT STABILISATION STAGE 2 (SITE 1)

This report recommends acceptance of a tender for the Embankment Stabilisation of Stage 2 (Site 1) on Harry Graham Drive, Mt Keira in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

Harry Graham Drive embankments are showing signs of geotechnical instability and failure caused by natural events. Council identified three locations, which required rectification. In December 2017, Council awarded Tender T17/48 for rectification works at Sites 2 and 3 where work is now complete. This tender relates to the rectification works at the remaining location identified as Site 1.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Specialised Geo Pty Ltd for Harry Graham Drive Embankment Stabilisation Stage 2 (Site 1), in the sum of \$476,417.00, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery

Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

- 1 Location Plan - Stage 2

BACKGROUND

Council has been monitoring the embankments which support Harry Graham Drive for some time and has previously identified three sites requiring stabilisation works. In December 2017, Council awarded Tender T17/48 for rectification works at Sites 2 and 3 where work is now complete. Approval has now been obtained for the remaining Site 1 which involves a similar scope of work to the completed project. The scope of work includes traffic control, excavation, soil anchors, shotcreting and drainage works.

Works on all three sites are being carried out in a manner that is sensitive to the nature of the environment in which the works are being conducted. Adjacent landowners, Water NSW and National Parks and Wildlife Services, were consulted during the design phase and communication continues during the construction phases of the project.

Tenders were invited for this project by the open tender method with a close of tenders of 10.00 am on Thursday, 26 April 2018.

Two tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Project Delivery, Finance, Infrastructure Strategy and Planning and Governance and Information Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- 1 Satisfactory references from referees for previous projects of similar size and scope
- 2 Financial assessment acceptable to Council which demonstrates the tenderer's financial capacity to undertake the works

Assessable Criteria

- 1 Cost to Council – 35%
- 2 Appreciation of Scope of Works and Construction Methodology – 15%
- 3 Experience and Satisfactory Performance in Undertaking Projects of Similar Size, Scope and Risk Profile - 20%
- 4 Staff Qualifications and Experience – 5%
- 5 Proposed Sub-Contractors - 5%
- 6 Project Schedule - 5%
- 7 Demonstrated Strengthening of Local Economic Capacity - 5%
- 8 Workplace Health and Safety Management System - 5%
- 9 Environmental Management Policies and Procedures - 5%

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Specialised Geo Pty Ltd	1
Geovert Ground Engineering Pty Ltd	2

PROPOSAL

Council should authorise the engagement of Specialised Geo Pty Ltd to carry out the works in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

An acceptable financial capability assessment has been received in relation to the recommended tenderer.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel
- 2 Nominated Referees

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 5 “We are a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.3.3 Well maintained assets that meet the needs of current and future communities are provided	5.3.3.1 Manage and maintain community infrastructure portfolio with a focus on asset renewal	Deliver 85% of Council's capital investment into our asset renewal program

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan –

2018/19 Capital Budget

CONCLUSION

Specialised Geo Pty Ltd has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.



ITEM 19

TENDER T18/23 - REX JACKSON PARK, HELENSBURGH RUGBY LEAGUE AMENITIES BUILDING REFURBISHMENT

Council inspected the rugby league amenities building within Rex Jackson Park, Helensburgh, located just north of the skate park facility. The original inspection identified that the ceiling would need to be replaced and roof repairs to stop further rain damage. Further investigation has revealed that the original scope of works would not fully prevent further damage and that windows, cladding and upgraded electrical lighting would be required.

This report recommends acceptance of a tender for Helensburgh Rugby League Club Refurbishment in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of New England Constructions Pty Ltd for Helensburgh Rugby League Club Refurbishment, in the sum of \$240,209, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Mark Roebuck, Manager City Works and Services

Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

- 1 Location Plan

BACKGROUND

This facility has a history of structural and water ingress issues, as well as components reaching the end of intended design life. The scope includes remediation works, replacement windows and roofing works addressing water ingress, in addition to insulation works and lighting upgrade to enhance energy usage efficiency.

Tenders were invited for this project by the open tender method with a close of tenders of 10.00am on 29 May 2018.

Five tenders were received by the close of tenders. One tender was received after the closing time. This tender was deemed a late tender and was given no further consideration. The remaining tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the City Works + Services, Finance, Governance + Information and Infrastructure Strategy + Planning Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

Satisfactory references from referees for previous projects of similar size and scope

Assessable Criteria

- 1 Cost to Council 45%'
- 2 Appreciation of scope of works and construction methodology 20%'
- 3 Experience and satisfactory performance in undertaking projects of similar size and risk profile 10%'
- 4 Project schedule 10%'
- 5 Demonstrated strengthening of local economic capacity 5%'
- 6 Workplace health and safety management system 5%'
- 7 Environmental management policies and procedures 5%.

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council.

Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
New England Constructions Pty Ltd	1
M & A Lukin	2
Davone Constructions Pty Ltd	3
Programmed Property Services Ltd	4
Makki Construction Pty Ltd	5

PROPOSAL

Council should authorise the engagement of New England Constructions Pty Ltd to carry out the Helensburgh Rugby League Club Refurbishment in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council's standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel;
- 2 Nominated Referees.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 5: "We are a healthy community in a liveable city". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
5.3.3 Well maintained assets are provided that meet the needs of current and future communities are provided.	5.3.3.1 Manage and maintain community infrastructure portfolio with a focus on asset renewal.	Review Council's Asset Management Plans: Buildings, Recreation, Stormwater, Plant and Vehicles, Transport

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council's Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council's risk assessment matrix and appropriate risk management strategies will be implemented.

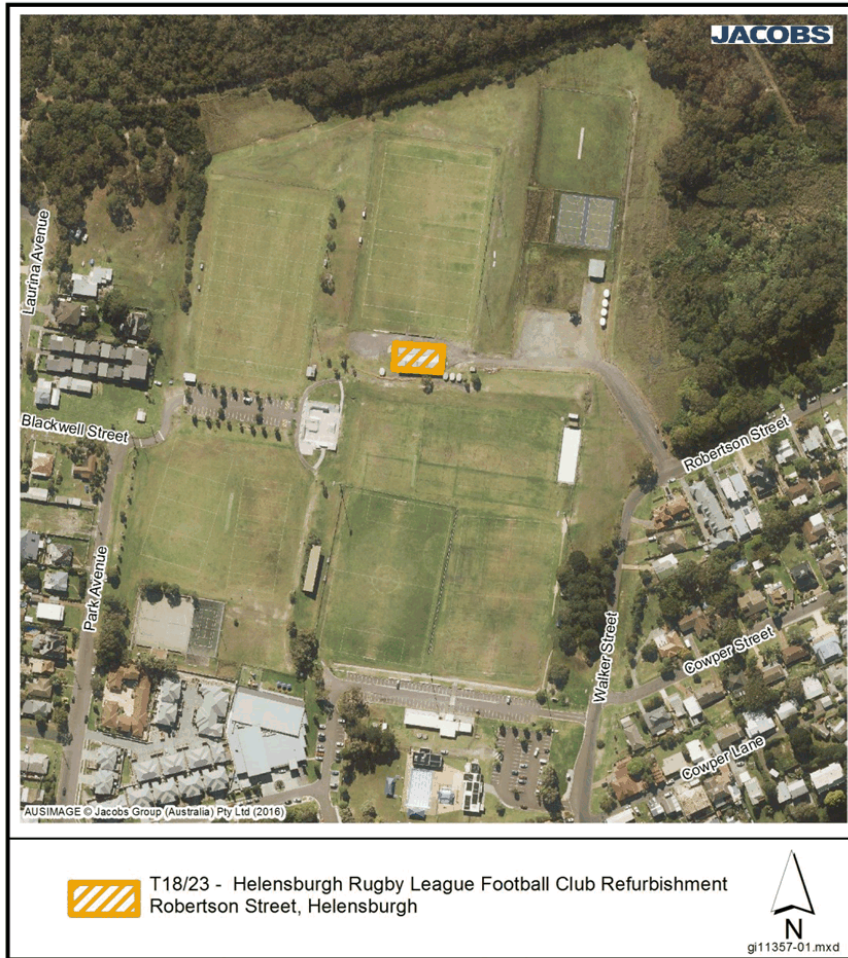
FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan –

Infrastructure, Strategy and Planning maintenance budget

CONCLUSION

The recommended tenderer has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.



ITEM 20 TENDER T18/26 - WONGAWILLI - DN250 WATER PIPE INSTALLATION

This report recommends acceptance of a tender for Wongawilli Road – DN250 Water Pipe Installation in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

As part of the road development work for the Wongawilli Access Project, Council requires a Sydney Water accredited contractor to supply and install 630m of DN 200/250 water main along the southern side of Wongawilli Road, Wongawilli, to replace the existing service and remove the existing 150 mm pipe.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Glennos Constructions Pty Ltd for Wongawilli Road – DN250 Water Pipe Installation, in the sum of \$294,700, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Mark Roebuck, Manager City Works and Services
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

The Wongawilli Access Project will provide an upgraded, flood resistant vehicle access to the growing West Dapto community of Wongawilli. The new link will cover a distance of approximately 1.6 km of road, the construction consists of a four lane road with 2 lanes being trafficable until the need is there to formalise the two outside parking lane into trafficable lanes.

The relocation of the water main will facilitate the construction of the southern lane widening.

Tenders were invited for this project by the open tender method with a close of tenders of 10.00am on 5 June 2018.

Four tenders were received by the close of tenders and advice from one tender was received after the closing time. This tender was deemed a late tender and was given no further consideration. The remaining tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the City Works + Services, Infrastructure Strategy + Planning, Governance + Information and Finance Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- 1 Referees;
- 2 Financial Capacity – tenderers may be required to provide the information required by an independent financial assessment provider engaged by Council to provide an assessment of the financial capacity of the tenderer;
- 3 Tendering Organisation must be an Accredited Plumber for Sydney Water.

Assessable Criteria

- 1 Cost to Council – 40%;
- 2 Appreciation of scope of works and construction methodology – 10%;
- 3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile – 10%;
- 4 Project Schedule – 25%;
- 5 Demonstrated strengthening of local economic capacity – 5%;
- 6 WH&S and Risk Management policies and procedures – 5%;
- 7 Environmental management policies and procedures - 5%.

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council.

Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Glennos Constructions Pty Ltd	1
Michael Graham Plumbing Pty Ltd	2
Cadifern Pty Ltd	3
Beno Excavations Pty Ltd	4

PROPOSAL

Council should authorise the engagement of Glennos Constructions Pty Ltd to carry out the Wongawilli Road – DN250 Water Pipe Installation in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel;
- 2 Nominated Referees;
- 3 External Consultants – TAI – Greg Engel.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 “Goal 6 – We Have Sustainable, Affordable and Accessible Transport”.

It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
6.2.1 Effective and integrated regional transport, with a focus on road, bus, rail and freight movement (including the port of Port Kembla), is provided.	6.2.1.3 Allocate approximately \$6M of additional funds achieved through the Financial Sustainability Review to road resurfacing and reconstruction	Deliver the road resurfacing and reconstruction program.

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan –

B 318701

CONCLUSION

The recommended tenderer has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.

ITEM 21

PROPOSED NAMING OF UNNAMED VEHICULAR ACCESSWAY AT PORT KEMBLA AS 'DIGGERS LANE'

Council is proposing to name an unnamed vehicular accessway between ANZAC Way and Reservoir Street at Port Kembla as 'Diggers Lane'.

This report seeks approval to take action under Section 162 of the Roads Act 1993 to name the accessway.

RECOMMENDATION

Action be taken under Section 162 of the Roads Act 1993 to name the vehicular accessway at Port Kembla, being the private Right of Carriageway at the rear of properties in Suvla Street, as 'Diggers Lane', shown shaded grey on the attachment to this report.

REPORT AUTHORISATIONS

Report of: Mark Bond, Manager Property and Recreation (Acting)

Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Map of unnamed accessway at rear of properties in Suvla Street, Port Kembla proposed to be named as Diggers Lane

BACKGROUND

Council is proposing to name an unnamed vehicular accessway between ANZAC Way and Reservoir Street at Port Kembla which is a private Right of Carriageway running along the rear of properties in Suvla Street, Port Kembla, as shown by dark grey shading on the attachment to this report. It is not a public road, but a private Right of Carriageway which was created in 1959 by Metal Manufactures Ltd, as the subdivider of the surrounding land. The Right of Carriageway is in favour of the adjoining properties in Somme Street.

Usually, the naming of such thoroughfares within a subdivision is undertaken by a developer, but in this case, as redevelopment of the surrounding lots is on an ad hoc basis, the NSW Geographical Names Board has recommended that Council undertake the naming of the Right of Carriageway in order to provide new properties with addresses. Council, as the roads authority, has the authority to name roads, whether public or private, in accordance with Sections 2.4.3 and 6.7.3 of the NSW Geographical Names Board's NSW Addressing User Manual. Although the Right of Carriageway is not a public road, Council's Mapping Services Section staff are able to provide a street number to a thoroughfare, as long as it is named.

Suggestions were sought from the Reference Library and following consultation with the local community, it is proposed to name the Right of Carriageway as "Diggers Lane", a military slang term for soldiers from Australia and New Zealand which became prominent in World War I and is synonymous with the ANZAC legend, standing for endurance, courage, ingenuity, good humour and mateship.

PROPOSAL

It is proposed to take action under Section 162 of the Roads Act 1993 to name the vehicular accessway at Port Kembla as "Diggers Lane".

CONSULTATION AND COMMUNICATION

61 letters were sent to Port Kembla landowners in the vicinity of the Right of Carriageway and a notice published in the Wollongong Advertiser on 18 April 2018. A total of 15 submissions were received as follows:

- Nine responses in support of the name of Diggers Lane.
- Two responses in support of the name Dalfram Lane – the SS Dalfram was the name of the ship involved in the World War II dispute over the export of pig iron from Port Kembla to Japan.
- Two responses in support of the name Red Poppy Lane - during World War I, red poppies were among the first plants to spring up in the devastated battlefields of northern France and Belgium.
- Two residents disagreed with the Right of Carriageway being named at all as they considered that this would turn it into a public thoroughfare and encourage the public to use it. However, as lots adjoining the Right of Carriageway are subdivided in the future, the new properties will need to be addressed to the Right of Carriageway to avoid confusion for postal deliveries and emergency services, therefore it must be named.

PLANNING AND POLICY IMPACT

This report is in accordance with Council’s policy “Road Naming”.

This report contributes to the delivery of Wollongong 2022 goal “We are a healthy community in a liveable city”.

It specifically delivers on core business activities as detailed in the Property Services Service Plan 2017-18.

FINANCIAL IMPLICATIONS

The only cost which will be incurred in this matter will be the erection of street signs, the cost of which is available in the current budget.

CONCLUSION

In order to provide proper identification of this vehicular accessway for emergency services and delivery purposes, it is recommended that the unnamed accessway at Port Kembla be named ‘Diggers Lane’.



ITEM 22 WRITE OFF BAD DEBTS - SUNDRY DEBTORS

Council has a small number of court imposed charges, regulatory charges and property rental/license debts that have been through extensive recovery processes without payment being made. This report seeks to write off these amounts as they are now considered either unrecoverable or uneconomical to recover.

Council has already made a financial provision for the write off of these debts in its annual financial statements over a period of time, which reflected the probability that these accounts would not be recovered.

RECOMMENDATION

Council agree to write off the outstanding debt of the seven accounts listed against the provision of doubtful debts.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance

Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

- 1 List of Bad Debts Greater than \$3,000

BACKGROUND

Council raises invoices for goods and services of Council as well as other miscellaneous debts such as property leases, court imposed charges and regulatory charges.

The current billing and recovery process is outlined below:

- Request received to raise an invoice with the appropriate documentation.
- An invoice is issued to the debtor who then has 30 days from the date of invoice to pay the amount due.
- If payment is not received by the end of the month, a statement is produced and mailed to the debtor (additional property management processes are carried out for property leases and licenses in accordance with specific legislation).
- For those accounts that do not have payment at 45 days, a seven day reminder letter is generated and mailed.
- A follow up telephone call is made at 60 days for those accounts that remain unpaid.
- If payment is still not received or a negotiated payment arrangement is not made, the account is considered for further recovery action, which can include follow up telephone calls, skip tracing (eg white pages, Facebook, ABN look up, Google, LinkedIn etc), demand letters and, where the amount is financially viable for legal action and recovery prospects are reasonable, the account is handed to Council's external solicitors for legal action.

As part of our review process into debt recovery within Sundry Debtors, we have streamlined the process and shortened the time frames that trigger actions in accordance with the Debt Recovery and Hardship Assistance Policy. These changes will ultimately lead to improved recovery rates and allow for a more efficient process of commencing litigation and write off of bad debt.

The attached list consists of debtors that have balances greater than \$3,000 that are considered unrecoverable or uneconomical to pursue further and require Council consideration and resolution to write off. Council has already made financial provision for the write off of these debts in its annual

financial statements over a period of time, which reflected the likelihood that these accounts would not be recovered.

This recommendation is to formally write off the amounts from the debtor's system by resolution of Council as required by the Local Government Act. The list includes debts that have now been outstanding for an extended period of time totalling \$40,723.00. During that time, Council has issued \$325 million of invoices. Council's annual expense for doubtful debts in recent years has averaged 0.072% of invoices raised.

Although the debts will be written off, Council can still collect these debts in the future should circumstances change, providing they are under the six year statute of limitation for NSW as per the Limitations Act 1909, and the debtor is not classified insolvent as per the Bankruptcy Act 1966.

PROPOSAL

Council to authorise the writing off of these bad debts against the provision for doubtful debts.

CONSULTATION AND COMMUNICATION

Consultation with relevant staff has been undertaken, including legal advice.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a connected and engaged community".

It specifically delivers on core business activities as detailed in the Financial Services Plan 2017-18.

FINANCIAL IMPLICATIONS

Provision has been made in prior periods to reflect the likelihood that these accounts would not be recovered. The write-off of these debts therefore has no financial impact in the current year.

CONCLUSION

All reasonable recovery actions have been undertaken by Council to secure payment of the listed debts. It would be uneconomical and an inefficient use of Council resources to continue to pursue these debts.

List of Bad Debts Greater than \$3,000

Debtor Account N°	Debt Category	Amount Outstanding \$	Details of Debt	Actions	Reasons for Write Off
407137.4	Property Lease/License	14,063.31	Lease of Cliffhanger Café at Bulli Tops, 851 Princes Highway, Maddens Plains	Debtor does not own property within Wollongong LGA. The ABN linked with the account shows the address for service of notices is the business address, no current contact details.	Uneconomical to pursue further
200695.0	Debtors - Property	6,526.05	Reimbursement of Rates & Charges on Lot 51 DP1022266 115 Reddalls Road, Kembla Grange	Multiple contacts to resolve with nil result.	Statute barred, greater than 6 years
200335.3	Tourist Parks Annual Site Fees	4,810.70	Annual Site fees for Corrimal Beach Tourist Park	Tribunal orders granted in NSW civil administrative tribunal (NCAT) to pay Council costs. Unable to locate debtor or contact debtor to pay or enforce NCAT order.	Uneconomical to pursue further
406173.0	Clearing of Lands	4,483.00	Charge for clearing of land at Lot 208 DP 203414 74 Laver Road, Dapto	Commenced statement of claim to recover amount, unable to serve debtor.	Uneconomical to pursue further
407042.6	Tourist Parks Annual Site Fees	4,029.72	Annual Site fees for Corrimal Beach Tourist Park.	Tribunal orders granted in NSW Civil Administrative Tribunal (NCAT) to pay Council costs. Unable to locate debtor or contact debtor to pay or enforce NCAT order.	Uneconomical to pursue further
209023.6	Tourist Parks Annual Site Fees	3,728.72	Annual site fees for Bulli Beach Tourist Park.	Orders not granted in NCAT as debtor terminated agreement, returned mail to PO Box. Nil other details to locate debtor.	Uneconomical to pursue further
403287.4	Food Premises Re-inspection Fee	3,081.50	Illawarra Business Sampler	Sent demand letter and multiple broken arrangements to repay debt.	Uneconomical to pursue further

ITEM 23

ANNUAL FEES PAYABLE TO INDEPENDENT MEMBERS OF THE AUDIT AND CORPORATE GOVERNANCE COMMITTEES FROM 1 JULY 2018

Independent members of Council's Audit Committee and Corporate Governance Committee are remunerated on the basis of a Committee meeting fee as determined by the Council. This report requests Council to review and set the meeting fee effective from 1 July 2018.

RECOMMENDATION

The annual fees payable from 1 July 2018 be:

- 1 \$3,690 (ex GST) for Independent Chairpersons; and
- 2 \$2,460 (ex GST) for Independent Members.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Independent members' meeting fees are paid for the period 1 July to 30 June each year and include all expenses incurred by the independent members in relation to their responsibilities as members of either the Audit Committee or the Corporate Governance Committees.

In accordance with the Charter for each Committee and adopted by Council, the fees are subject to an annual review. The review and any proposed increase is in accordance with the percentage increase in the fee payable to Councillors as determined by the Local Government Remuneration Tribunal each year. For the 2018-2019 financial year, this increase is set at 2.5%.

PROPOSAL

This report recommends an increase in the annual fees paid to the independent chairpersons and members of the Audit Committee and the Corporate Governance Committee. This amount excludes GST and is paid for attendance at quarterly meetings.

Note, a separate report has been presented to Council as part of this Agenda to consider a proposal to move to a single Audit, Risk and Improvement Committee. The report does not seek to have the proposed new committee established, and the existing committees dissolved, until September 2018. The setting of the fees for the current committees provides for any final meetings that may be held for each of Corporate Governance and/or Audit Committees.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a connected and engaged community". It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.

FINANCIAL IMPLICATIONS

There are sufficient funds in the 2018-19 Budget to meet the proposed increase in annual fees.

CONCLUSION

The annual fees for independent members of the Audit and Corporate Governance Committees should be increased in line with the percentage increase of Councillors' fees.

ITEM 24

LOCAL GOVERNMENT REMUNERATION TRIBUNAL - ANNUAL FEES PAYMENTS TO LORD MAYOR AND COUNCILLORS 1 JULY 2018 TO 30 JUNE 2019

The Local Government Remuneration Tribunal has made determinations under Section 241 of the Local Government Act 1993 in respect of the annual fees payable to the Lord Mayor and Councillors effective from 1 July 2018.

RECOMMENDATION

The annual fees payable for the period 1 July 2018 to 30 June 2019 be:

- 1 \$31,260 for each Councillor including the Lord Mayor, and
- 2 \$97,370 additional fee for the Lord Mayor.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
 Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

- 1 2018 Local Government Remuneration Tribunal Annual Determination of Councillor and Lord Mayoral Fees

BACKGROUND

The *Local Government Act 1993* (the Act) provides for the establishment of a Local Government Remuneration Tribunal to determine categories for councils, together with annual fees payable to Mayors and Councillors. The Tribunal, in accordance with Section 241 of the Act, must determine no later than 1 May each year the minimum/maximum fees payable for Councillors and Mayors for each category.

Council is required under the Act to determine the fee to be paid to the Lord Mayor and Councillors. Section 248 of the Act stipulates that a council must pay each Councillor an annual fee in accordance with the Tribunal’s determinations, the annual fee is to be the same for each Councillor and Council is able to pay that fee having regard to the category established by the Tribunal.

In setting the fee Council may fix a fee that is equal to or greater than the minimum but not greater than the maximum for the appropriate category. When Council declines to fix a fee, it must pay the appropriate minimum fees as determined by the Tribunal. Wollongong City Council is categorised as ‘Regional City’ and the proposed fee represents a 2.5% increase to the previous year’s fee.

PROPOSAL

This report recommends the full increase be applied to Lord Mayoral and Councillors’ fees for 2018/19, with the maximum fee being paid.

Wollongong City Council is categorised as a Regional City. Pursuant to s.241 of the Act 1993, the annual fees to be paid to Councillors and Lord Mayor, effective on and from 1 July 2018 are determined as follows:

Category	Councillor Annual Fee		Lord Mayor Additional Fee	
	Minimum	Maximum	Minimum	Maximum
Regional City	\$17,980	\$31,260	\$38,200	\$97,370

CONSULTATION AND COMMUNICATION

This report has been prepared on advice received from the Local Government Remuneration Tribunal and in accordance with the provisions of the Local Government Act 1993.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.

FINANCIAL IMPLICATIONS

There are sufficient funds in the 2018-2019 budget to meet a determination within the ranges set by the Tribunal.

CONCLUSION

The Tribunal has determined that the minimum and maximum fees applicable for the purposes of remuneration of local government elected representatives will be increased by 2.5 per cent, consistent with the government’s policy on wages. It is recommended Council adopt the proposed fees for 2018/19 as outlined in this report.

**Local
Government
Remuneration
Tribunal**

**Annual Report
and
Determination**

*Annual report and determination under sections 239
and 241 of the Local Government Act 1993*

**17 April
2018**

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Executive Summary

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Local Government by 1 May each year as to its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

The Tribunal has reviewed the criteria that apply to the categories of councils and the allocation of councils into those categories. The Tribunal found that there was no strong case to change the criteria or the allocation of councils into categories at this time. The criteria applicable to each of the categories are published in Appendix 1 of the determination and are unchanged from 2017.

Fees

The Tribunal has determined that the minimum and maximum fees applicable to each category will be increased by 2.5 per cent which is consistent with the government's policy on wages.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the *Local Government Act 1994* (the LG Act) provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
2. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
3. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A (1) of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
4. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the government's wage policy pursuant to section 242A (3) of the LG Act.
5. The Tribunal's determinations take effect from 1 July in each year.

Local Government Remuneration Tribunal

Section 2 2017 Determination

6. The Tribunal undertook a significant review of the categories and the allocation of councils into each of those categories. The review was prompted by the amalgamation of councils resulting in the creation of 20 new councils and an overall reduction in the number of councils in NSW from 152 to 128.
7. In reviewing the categories the Tribunal examined a range of statistical and demographic data and considered the views of councils and Local Government NSW (the LGNSW). Having regard to that information, the Tribunal determined a categorisation model which differentiates councils primarily on the basis of their geographic location. Other factors which differentiate councils for the purpose of categorisation include population, the sphere of the council's economic influence and the degree of regional servicing.
8. The Tribunal's 2017 Determination was made on 12 April 2017 and determined the categories of general purpose councils as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

9. The criteria for the categories were also determined and are now contained in Appendix 1. The Tribunal's determination also provided for each of the 128 Councils to be allocated into one of the above categories.
10. The 2017 Determination provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.

Local Government Remuneration Tribunal

Section 3 2018 Review

11. The Tribunal wrote to all mayors in November 2017 advising of the commencement of the 2018 Annual Review. In doing so the Tribunal noted that at the time of making the 2017 determination a number of further merger proposals were on hold as a consequence of legal action taken by councils covered by these proposals. On 27 July 2017 the Premier, the Hon Gladys Berejiklian MP, issued a media release which advised that due to the protracted nature of those legal challenges and the impact on ratepayers, that the following mergers would not proceed:
 - Burwood, City of Canada Bay and Strathfield Municipal councils
 - Hornsby Shire and Ku-ring-gai councils
 - Hunter's Hill, Lane Cove and City of Ryde councils
 - Mosman Municipal , North Sydney and Willoughby councils
 - Randwick City, Waverley and Woollahra Municipal councils.
12. While the Tribunal is only required to review the categorisation every three years, given the changed circumstances, if requested, the Tribunal stated it would review the allocation of the above metropolitan councils into the existing categories.
13. In this respect, any requests for a review would need to be supported by evidence which would indicate that the council is more appropriately allocated into another category based on the criteria.
14. The Tribunal also stated that it does not intend to alter the groups or the criteria which apply unless there is a very strong case to do so.
15. The Tribunal also wrote to the President of LGNSW in similar terms, and subsequently met with the Chief Executive of LGNSW. The Tribunal wishes to place on record its appreciation to the Chief Executive for meeting with the Tribunal.
16. In response to this review the Tribunal received 13 submissions from individual councils and a submission from LGNSW. Those submissions addressed the categorisation model and criteria, the allocation of councils into those categories, and/or the fees. A summary of the matters raised and the Tribunal's consideration of those matters is outlined below.

Local Government Remuneration Tribunal

Categorisation

Categorisation model

17. The majority of submissions supported the categorisation model, suggested additional categories or made no comment. Concerns were largely based on the criteria and in particular the emphasis on population to determine appropriate categorisation.
18. One submission also requested that consideration be given to making the criteria for Principal CBD and Major CBD more general in nature.
19. Apart from requests for new categories, no case has been put to the Tribunal to adjust or change the categorisation model. The Tribunal is required to review the categories every three years. As the current model was introduced in 2017 the Tribunal will next consider the model and the allocation of councils into that model in 2020.
20. The Tribunal has reviewed the criteria which apply to the categories of Principal CBD and Major CBD. The criteria for Principal CBD and Major CBD are specific to the characteristics of councils within those categories. This is different to the other categories which have indicative population thresholds and general criteria which describe common features of councils in these groups.

Allocation of councils into categories

21. The criteria applicable to the categories are outlined in Appendix 1. The categories differentiate councils on the basis of their geographic location with councils grouped as either metropolitan or non-metropolitan. With the exception of Principal CBD and Major CBD, population is the predominant criterion to determine categorisation. Other common features of councils within those categories are also broadly described. These criteria have relevance when population alone does not adequately reflect the status of one council compared to others with similar characteristics. In some instances the additional criteria will be sufficient enough to warrant the categorisation of a council into a group with a higher indicative population range.
22. In respect of the request to reconsider the criteria for Principal CBD and Major CBD, the Tribunal notes that the current criteria are specific to the councils of Sydney City and Parramatta City respectively. Prior to the making of the 2017 determination Sydney City Council was a standalone category. Parramatta City Council was grouped with Newcastle

Local Government Remuneration Tribunal

City Council and Wollongong City Council. The Tribunal's 2017 review determined that Parramatta City Council would also be a standalone category within the group of metropolitan councils. Newcastle and Wollongong were placed in a separate category, Regional City.

23. The allocation of Sydney City Council and Parramatta City Council into unique categories reflects their status within the metropolitan area. These precincts have been identified by the NSW Government in its metropolitan planning policies¹ as "Metropolitan City Centres" and are the only local government precincts to be given this status. The Tribunal considers that Parramatta City Council is the only council which currently meets the criteria of Major CBD.
24. The Tribunal received ten requests for re-categorisation. Each of those requests was considered having regard to the case put forward and the criteria for each category. A multi variable approach was adopted in assessing each council against all the criteria (not only population) for the requested category and also the relativities within the categories. At the time of making the determination the Tribunal only had available to it population data as of 2016. The Australian Bureau of Statistics (ABS) has advised that more up to date population data will not be published until 24 April 2018 which is too late for consideration as part of this review. The Tribunal found that the current categorisation was appropriate, but noted that some of those councils seeking to be moved are likely to meet the criteria for re-categorisation in future determinations in the medium term. A summary of the Tribunal's findings for each of the applications is outlined in the following paragraphs.

Penrith

25. Penrith sought to be re-categorised to a new category (possibly Metropolitan Large – Growth Centre) to reflect expected population growth and development. The council submitted that the new category could have fees equivalent to Regional City. The submission also drew the Tribunal's attention to the regional servicing role of Penrith to Greater Western Sydney, the Blue Mountains and the Central West of NSW.

¹ Greater Sydney Commission's (GSC) Greater Sydney Regional Plan – *A metropolis of three cities – connecting people – March 2018* (GSR Plan); Transport for NSW's *Future Transport Strategy 2056, March 2018*; NSW Government's *The NSW State Infrastructure Strategy 2018-2038, 18 March 2018*.

Local Government Remuneration Tribunal

26. The Tribunal examined Penrith's submission in the context of other councils in the Metropolitan Large category. Penrith currently has the smallest population in this group of councils and the degree of population growth is comparable to other fringe metropolitan councils. While the council area is host to a range of regional facilities these are similar to those available in other council areas within this group. On the basis of the information available the Tribunal does not find there is a case to create a new category to accommodate Penrith.

Inner West

27. Inner West has sought to be re-categorised from Metropolitan Medium to Metropolitan Large. The council has a population of 190,500 (2016) which is substantially below the population of other Metropolitan Large councils. In considering this request the Tribunal has reviewed the additional factors which guide categorisation to both Metropolitan Large and Metropolitan Medium, as outlined in Appendix 1 of this determination. The Tribunal notes that while significant residential development is proposed for this council that development is influenced by a number of urban renewal and infrastructure projects which have either not commenced or are in their early stages. The Tribunal finds the council does not demonstrate a sufficient number of additional criteria to warrant re-categorisation as Metropolitan Large at this time. However, with expected population growth it is likely the council may be more comparable with other Metropolitan Large councils in the short to medium term.

Randwick

28. Randwick has sought to be re-categorised from Metropolitan Medium to Metropolitan Large principally on the basis of its regional servicing and facilities. The Tribunal notes that the council's population of 146,250 (2016) is squarely within the indicative range for this category of (100,000 to 200,000). In reviewing this request the Tribunal has also considered the degree of regional servicing and sphere of economic influence. Having regard to those factors the Tribunal does not find that the council can display additional criteria to a degree comparable to other councils in Metropolitan Large or that re-categorisation into this group is appropriate.

Canada Bay

Local Government Remuneration Tribunal

29. Canada Bay has sought to be re-categorised from Metropolitan Small to Metropolitan Medium. Canada Bay has a population 90,850 (2016) which is the largest of the councils in Metropolitan Small but still well below the indicative range of Metropolitan Medium councils. The council has put a case forward based on its growing regional influence with a large influx of workers, shoppers and visitors each day.
30. The Tribunal has compared the profile of Canada Bay to other councils in Metropolitan Medium and finds that the scale of its operations and degree of regional servicing are not sufficient to warrant re-categorisation. The Tribunal notes however, that similar to Inner West, expected population growth it is likely to make the council more comparable to those in Metropolitan Medium in the medium term.

Willoughby and North Sydney

31. Both Willoughby and North Sydney have sought to be re-categorised from Metropolitan Small to Metropolitan Medium. Under the new categorisation model these councils were allocated into a category with lower fees than those previously available under the former categorisation. The Tribunal finds that while some existing councillors may be receiving lower fees as a result of the revised categorisation, this is not a factor in the categorisation of councils into categories.
32. The categories have been developed to group councils with as many like characteristics as possible. The Tribunal has considered the characteristics of Willoughby and North Sydney in the context of those that apply to both Metropolitan Small and Metropolitan Medium.
33. Willoughby has a population of 77,950 (2016) and North Sydney 72,150 (2016). Willoughby has sought to be re-categorised having regard to additional criteria including its scale of operations and businesses and the regional significance of its centres. North Sydney has sought consideration of its regional services and facilities and high percentage of non-resident visitors and workers.
34. Both councils have sought recognition of the significant number and percentage of non-resident workers, however the available data from the ABS would suggest that many other metropolitan councils across all categories host a significant number of non-resident workers.
35. The Tribunal notes that the current population of both councils is within the indicative population range for Metropolitan Small councils and well below that of Metropolitan Medium. Having regard to the addition criteria that apply to Metropolitan Small and

Local Government Remuneration Tribunal

Metropolitan Medium, the Tribunal finds that the characteristics of Willoughby and North Sydney are more appropriately aligned with those of other Metropolitan Small councils and finds no case for them to be re-categorised at this time.

Port Macquarie

36. Port Macquarie has sought to be re-categorised from Regional Rural to Regional Strategic Area. Alternatively, it is requested that consideration be given to the creation of a new category for similar councils in the Regional Rural group.
37. Port Macquarie has a population of 79,650 (2016) which is significantly below the indicative population range of Regional Strategic Area councils. The Tribunal finds that Port Macquarie has not demonstrated the additional criteria to warrant inclusion into this group.
38. The Tribunal notes that there is a large population range of those councils included in the Regional Rural category. These councils are grouped together to reflect their like features such as having a major township which provides regional servicing to smaller rural communities and rural councils. The Tribunal does not propose to further differentiate this group at this time.

Maitland

39. Maitland has sought to be re-categorised from Regional Rural to Regional Strategic Area or that a new category be created between Regional Rural and Regional Strategic Area.
40. Maitland has a population of 78,200 (2016) which is significantly below the indicative population range of Regional Strategic Area councils. The Tribunal finds that Maitland has not demonstrated the additional criteria to warrant inclusion into this group. As outlined above the Tribunal does not propose to further differentiate this group at this time.

Hilltops

41. Hilltops Council has sought to be re-categorised from Rural to Regional Rural. The new Hilltops Council is an amalgamation of three former councils in the Rural category (Young, Boorowa and Harden). The submission states that the new council has increased complexity of business and should be recognised as Regional Rural.
42. The Tribunal notes that Hilltops has a population of 19,150 (2016) which is just below the indicative population range of Regional Rural councils. The category of Regional Rural currently includes one council – Broken Hill – which has a population similar to that of Hilltops. Broken Hill warrants categorisation as Regional Rural in recognition of the degree

Local Government Remuneration Tribunal

of regional servicing it provides to far western NSW. It is not considered that Hilltops provides the same degree of regional services and on that basis re-categorisation is not warranted at this time.

Leeton

43. Leeton has sought reconsideration of the criteria for eligibility to the categorisation of Regional Rural to take into account councils with populations of less than 20,000. Leeton has a population of 11,750 (2016).
44. Leeton has not sufficiently demonstrated that it meets the additional criteria for re-categorisation to Regional Rural level. The Tribunal does not propose to further differentiate this group at this time.

Fees

45. The LGNSW submission requested that the Tribunal increase fees by the allowable maximum of 2.5 per cent. The submission also reiterated its view that the current arrangement for setting fees is inappropriate and does not provide proper compensation for the significant workload and the range of responsibilities of mayors and councillors. Comparative information was presented in respect to board fees, fees paid to mayors and councillors of councils in Queensland and salaries for Members of Parliament. It was also suggested that when determining fees the Tribunal consider other matters, including the new induction and other professional development training requirements and the implementation of the NSW Local Government Capability Framework. The LGNSW submission also sought consideration of the non-payment of superannuation.
46. A number of submissions also sought an increase to the allowable maximum of 2.5 per cent and raised similar issues to LGNSW in respect to the current fees not being adequate compensation for the heavy or "full-time" workload and time commitment required to carry out mayoral and councillor duties.
47. One submission also raised the matter of fees for deputy mayors, submitting that an additional fee of \$200.00 per month be payable when the role of deputy mayor exists in a council.

Local Government Remuneration Tribunal

Findings

Quantum of Fees

48. The Tribunal has considered the submissions received and notes the comparisons drawn between the fees paid to councillors and mayors in NSW with those in other states, members of Parliament in NSW, and members of boards and committees. The Tribunal is mindful that the roles and responsibilities of councillors and mayors in NSW are outlined in the LG Act and notes that they are not necessarily comparable to the roles and responsibilities of councillors and mayors in other states, members of Parliament or members of boards and committees.
49. The Tribunal also notes that some of the other matters raised by submissions are more appropriately dealt with in the context of the current Local Government reform agenda and are outside the Tribunal's powers.
50. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
51. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government's policy of rate pegging, and finds that the full increase of 2.5 per cent is warranted. The 2.5 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.

Other matters

52. The Tribunal notes that the NSW Independent Local Government Review Panel made a number of recommendations in 2013 which addressed the role and remuneration of mayors and deputy mayors. The Tribunal understands that those recommendations have not yet been implemented or were supported by the Government in part only.
53. Should the Government's policies change with respect to remuneration the Tribunal would be willing to participate in any further review or consideration of this matter.
54. The matter of the non-payment of superannuation has been previously raised in submissions to the Tribunal and is not a matter for the Tribunal to determine. Section

Local Government Remuneration Tribunal

251 of the LG Act confirms that councillors are not employees of the council and the fee paid does not constitute a salary under the Act. The Tribunal notes that the Australian Tax Office has made a definitive ruling (ATO ID 2007/205) that allows councillors to redirect their annual fees into superannuation on a pre-tax basis and is a matter for councils (*Ref: Councillor Handbook, Oct 2017, Office of Local Government p.69*).

55. Councils have raised the matter of separate fees for deputy mayors on previous occasions and the Tribunal notes that it has previously determined that there is no provision in the LG Act to empower the Tribunal to determine a separate fee or fee increase for deputy mayors. The method for determining separate fees, if any, for a deputy mayor is provided in section 249 of the LG Act as follows:

249 Fixing and payment of annual fees for the mayor

- (1) *A council must pay the mayor an annual fee.*
- (2) *The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) *A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) *A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) *A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee."*

Conclusion

56. The Tribunal's determinations have been made with the assistance of the two Assessors - Mr Ian Reynolds and Mr Tim Hurst. The allocation of councils into each of the categories, pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, are outlined in Determination No. 2.

Local Government Remuneration Tribunal

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 17 April 2018

Local Government Remuneration Tribunal

Section 4 Determinations

Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2018

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta
Metropolitan Large (8)	Metropolitan Medium (9)
Blacktown	Bayside
Canterbury-Bankstown	Campbelltown
Cumberland	Georges River
Fairfield	Hornsby
Liverpool	Ku-ring-gai
Northern Beaches	Inner West
Penrith	Randwick
Sutherland	Ryde
	The Hills
Metropolitan Small (11)	
Burwood	
Camden	
Canada Bay	
Hunters Hill	
Lane Cove	
Mosman	
North Sydney	
Strathfield	
Waverley	
Willoughby	
Woollahra	

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Table 2: General Purpose Councils – Non-Metropolitan

Regional City (2)	Regional Strategic Area (2)	
Newcastle	Central Coast	
Wollongong	Lake Macquarie	

Regional Rural (37)	Rural (57)	
Albury	Balranald	Kyogle
Armidale	Bellingen	Lachlan
Ballina	Berrigan	Leeton
Bathurst	Bland	Liverpool Plains
Bega	Blayney	Lockhart
Blue Mountains	Bogan	Moree Plains
Broken Hill	Bourke	Murray River
Byron	Brewarrina	Murrumbidgee
Cessnock	Cabonne	Muswellbrook
Clarence Valley	Carrathool	Nambucca
Coffs Harbour	Central Darling	Narrabri
Dubbo	Cobar	Narrandera
Eurobodalla	Coolamon	Narromine
Goulburn Mulwaree	Coonamble	Oberon
Griffith	Cootamundra-Gundagai	Parkes
Hawkesbury	Cowra	Snowy Valleys
Kempsey	Dungog	Temora
Kiama	Edward River	Tenterfield
Lismore	Federation	Upper Hunter
Lithgow	Forbes	Upper Lachlan
Maitland	Gilgandra	Uralla
Mid-Coast	Glen Innes Severn	Walcha
Mid-Western	Greater Hume	Walgett
Orange	Gunnedah	Warren
Port Macquarie-Hastings	Gwydir	Warrumbungle
Port Stephens	Hay	Weddin
Queanbeyan-Palerang	Hilltops	Wentworth
Richmond Valley	Inverell	Yass
Shellharbour	Junee	
Shoalhaven		
Singleton		
Snowy Monaro		
Tamworth		
Tweed		
Wagga Wagga		
Wingecarribee		
Wollondilly		

Local Government Remuneration Tribunal

Table 3: County Councils

Water (4)	Other (6)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Riverina Water	Hawkesbury River
Rous	New England Tablelands
	Upper Hunter
	Upper Macquarie

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2018 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,970	39,540	164,980	217,080
	Major CBD	17,980	33,310	38,200	107,620
	Metropolitan Large	17,980	29,670	38,200	86,440
	Metropolitan Medium	13,480	25,160	28,640	66,860
	Metropolitan Small	8,970	19,790	19,100	43,150
General Purpose Councils – Non-metropolitan	Regional City	17,980	31,260	38,200	97,370
	Regional Strategic Area	17,980	29,670	38,200	86,440
	Regional Rural	8,970	19,790	19,100	43,170
	Rural	8,970	11,860	9,540	25,880
County Councils	Water	1,780	9,890	3,820	16,250
	Other	1,780	5,910	3,820	10,790

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 17 April 2018

Local Government Remuneration Tribunal

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Local Government Remuneration Tribunal

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Local Government Remuneration Tribunal

Regional City

Councils categorised as Regional City will typically have a population above 150,000. These councils are metropolitan in nature with major residential, commercial and industrial areas. These Councils typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.

These councils provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region. These councils typically also contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Regional City.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Rural category on the basis of their significant population. Councils categorised as Regional Strategic Area will typically have a population above 200,000. These councils contain a mix of urban and rural settlements. They provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community. These councils host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- a major town or towns with the largest commercial component of any location in the surrounding area
- a significant urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages or may be located on or close to the coast with high levels of population and tourist facilities
- provide a full range of higher-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- regional services to the wider community through principal referral hospitals, tertiary education services and major regional airports
- these councils may also attract large visitor numbers to established tourism ventures.

Local Government Remuneration Tribunal

Rural

Councils categorised as Rural will typically have a population below 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Noxious Weeds Act 1993*.

ITEM 25

VARIATION TO DEVELOPMENT STANDARDS - DECEMBER 2017 AND MARCH 2018
QUARTERS

This quarterly report to Council identifies three (3) Development Applications were determined during the period 1 October to 31 December 2017, where a variation to a development standard was granted. During the 1 January to 31 March 2018 quarter five (5) Development Applications were determined where a variation to a development standard was granted. The NSW Department of Planning and Environment has been notified of the variations as part of Council's ongoing reporting requirements.

RECOMMENDATION

Council note the report.

REPORT AUTHORISATIONS

Report of: Mark Riordan, Manager Development Assessment and Certification

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

ATTACHMENTS

- 1 Variation to Development Standards - October 2017 to December 2017 Quarter
- 2 Variation to Development Standards - January 2018 to March 2018 Quarter

BACKGROUND

Development Applications involving variations to development standards may be made under clause 4.6 of Wollongong Local Environmental Plan 2009 (WLEP 2009). Requirements are provided within clause 4.6 of WLEP 2009 for the assessment of variations to development standards.

Any variations approved are reported on a quarterly basis to Department of Planning and Environment (DPE), in accordance with procedural guidelines. Council and DPE may in turn consider the extent and nature of variations granted when reviewing relevant planning controls or instruments.

Wollongong City Council provides further transparency and oversight of applications seeking departures to development standard via:

- Independent Hearing and Assessment Panel (IHAP) review.
- Declaration of any variation during public exhibition.
- Maintaining an ongoing public record of all variations approved.

QUARTERLY RESULT

1 October to 31 December 2017 Quarter

During the 1 October 2017 to 31 December 2017 quarter three (3) Development Applications were approved which included a variation to a development standard.

- The first application (DA-2016/1557) involved the demolition of existing structures and construction of a hotel building involved a variation to Clause 8.6 (2.3) Building Setbacks under Wollongong Local Environmental Plan 2009. Referred to IHAP on 30 August 107. IHAP recommended the application be subject to amended plans to delete all openings on the nil eastern setback. IHAP advised the application could be approved by Council officers without the need for re-referral back to IHAP. The amended plans were received and approved by Council officers under delegated authority.
- The second application (DA-2016/1354) involved the demolition of existing structures and construction of a shop top housing development containing 203 residential apartments, two (2) levels of commercial office/retail floor space and four (4) basement parking levels.

The proposal involved variations to Clause 4.4 FSR, Clause 4.3(2) Height of Buildings and Clause 8.6 Building Separation under Wollongong Local Environmental Plan 2009, and was supported by Southern Joint Regional Planning Panel on 16 November 2017.

- The third application (DA-2017/732) involved the construction of a multi dwelling housing development consisting of six (6) townhouses with a requested variation to Clause 7.14 minimum site width development standard under Wollongong Local Environmental Plan 2009 and was supported by IHAP on 11 October 2017.

Attachment 1 provides for the information relating to these matters and forms the basis of the quarterly return to the Department of Planning and Environment, which is now submitted.

1 January 2018 to 31 March 2018 Quarter

During the 1 January to 31 March 2018 quarter five (5) Development Applications have been determined where a variation to a development standard was granted.

- The first application (DA-2016/1719) involved a mixed use development containing commercial ground and mezzanine uses with 92 upper level residential apartments. The proposal involved a variation to clause 8.6(2,3) of Wollongong Local Environmental Plan (WLEP) 2009 (Building separation within zone B3 Commercial Core or zoned B4 Mixed Use), and was supported by Southern Joint Regional Planning Panel on 24 January 2018.
- The second application (DA-2017/794) involved an automotive service centre in the North Wollongong industrial area. The proposal involved a variation to clause 4.3(2) (Height of buildings) under WLEP 2009, and was supported by IHAP on 7 February 2018.
- The third application (DA-2017/1250) involved the construction of a self-storage unit. The proposal involved a variation to clause 4.4(2) (Floor space ratio) under WLEP 2009, and was supported by IHAP on 28 February 2018.
- The fourth application (DA-2017/1448) involved the construction of a dwelling-house and a swimming pool. The proposal involved a variation to clause 4.4(2) (Floor space ratio) under WLEP 2009, and was supported by IHAP on 28 February 2018.
- The fifth application (DA-2017/1379) involved a mixed use development containing ground floor retail space and 9 upper level residential apartments – The proposal involved a variation to clause 7.14 (1,2) (Minimum site width) and clause 7.13 (Ground floor residential development on Business zoned land), and was supported by IHAP on 21 March 2018.

Attachment 2 provides further information relating to these matters and forms the basis of the quarterly return to the Department of Planning and Environment, which was submitted at the end of each quarter.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We Value and protect our environment”. It specifically delivers on core business activities as detailed in the Development Assessment Service Plan 2017-18.

Development Applications approved with variations to development standards for the quarterly period between 1 October 2017 and 31 December 2017 (Reporting applications with a decision of 'Approved'/'Deferred Commencement')

Application	DA-2016/1557		
Lot	9 DP 10704	Zone	B3 Commercial Core
Address	385A Crown Street, WOLLONGONG NSW 2500		
Description	Demolition of existing structures and construction of hotel development		
Decision	Approved	Decision Date	18/10/2017
Variations	Planning Instrument	WLEP 2009	Clause Cl 8.6 (2,3) Zone B3 Commercial Core/Zone B4 Mixed
	Justification of variation	<p>The departure is consistent with the objectives of standard and the B3 Commercial Core. Therefore, the variation to the building setback is considered reasonable in the circumstances of the case.</p> <p>The application was referred to IHAP on 30 August 2017. The panel members recommended that the application be deferred for amended plans that delete all openings on a nil setback to the eastern boundary. The panel members concurred that subject to the amended plans being received to the satisfaction of Council that the application could be approved by Council officers without the need for re-referral back to IHAP. The amended plans were received and approved by Council officers under delegated authority.</p>	
	Extent of variation	<p>Clause 8.6(3)(b) which requires that any part of a dwelling be setback 16 metres from any other part of any other building</p> <p>Proposal provides for a setback to the southern boundary of 6m.</p>	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2016/1354		
Lots	26 Sec 2 DP 979376, Lot 27 Sec 2 DP 979376, Lot 82 DP 842265, Lots 25 and 26 DP 745523	Zone	B3 Commercial Core
Address	43 Atchison Street, 45 Atchison Street, 40-42 Kenny Street and 44-46 Kenny Street, WOLLONGONG NSW 2500		
Description	Demolition of existing structures on site and construction of a shop top housing development containing 203 residential apartments, two (2) levels of commercial/retail floor space, four (4) basement parking and servicing levels and associated landscaping and services		
Decision	Deferred Commencement	Decision Date	16/11/2017
Variations	Planning Instrument	WLEP 2009	Clauses Cl 4.3(2) Height of buildings Cl 8.6 (2,3) Zone B3 Commercial Core/Zone B4 Mixed Cl 4.4A Floor space ratio Wollongong City Centre
	Justification of variation	<p>1. <u>Clause 4.4 - FSR</u></p> <p>Variation sought in relation to the B6 zoned portion of the site, being the portion of road reserve to be closed to form part of the site. The FSR for the site overall, if calculated using Clause 4.4A over the whole site area, would be compliant. The departure was supported as the zone objectives were met, the objectives of the development standard are met despite the departure and the applicant's</p>	

		<p>submission was consistent with the requirements of Clause 4.6.</p> <p>2. Clause 4.3 - Building Height</p> <p>Variation sought in relation to the B6 zoned portion of the site, being the portion of road reserve to be closed to form part of the site. The applicant's submission addressed Clause 4.6 and the development will be consistent with the objectives of the zone and the development standard despite the departure. Further, no unreasonable impacts will arise from the departure.</p> <p>3. Clause 8.6 - Building Separation</p> <p>Variation to the northern boundary adjacent to dwelling at 41 Atchison Street, Wollongong. The reduced separation distance comes about due to the placement of the neighbouring dwelling. It is expected that with redevelopment of this site, a continuous street wall may be achieved. The applicant's submission addressed Clause 4.6. The development is consistent with the zone objectives and the objectives of the development standard despite the departure. Variation also sought in relation to the separation distance between Blocks A and B. A 10m separation is proposed; Clause 8.6(3)(a) requires a 20m separation distance. The design appropriately overcomes any concerns with regard to amenity. The development is consistent with the objectives of the standard despite the non-compliance and the applicant's submission addressed Clause 4.6.</p> <p>The application was referred to Southern Joint Regional Planning Panel on 16 November 2017. All panel members concurred with the Council Officers recommendation subject to some amendments to the "Deferred Commencement" consent conditions.</p>
	Extent of variation	<p>1. Clause 4.3 Building Height in relation to that part of the site zoned B6 which is subject to a 9m height limit; proposed height is 60m.</p> <p>2. Clause 4.4 Floor Space Ratio (FSR) maximum permissible FSR of 0.5:1. The FSR of the development occupying the road closure allotment is 2.632:1.</p> <p>3. Clause 8.6 Building Separation - variation to the northern boundary adjacent to 41 Atchison Street - 16m separation distance required; approximately 7m proposed. Variation between towers A and B within the development - 10m separation proposed; 20m required.</p>
	Concurring Authority	Council under assumed concurrence

Application	DA-2017/732		
Lot	144 DP 518900	Zone	R2 Low Density Residential
Address	14 Russell Street, BALGOWNIE NSW 2519		
Description	Residential - construction of multi dwelling housing - six (6) townhouses		
Decision	Approved	Decision Date	11/10/2017
Variations	Planning Instrument	WLEP 2009	Clause Cl 7.14 (1, 2) Minimum site width
	Justification of variation	The requested variation is considered reasonable in the circumstances of the case. A functional building can be provided on the narrower portion of the site with the provision of appropriate carparking and access, landscaping and private open space areas,	

		without detrimentally impacting the surrounding properties. The application was referred to IHAP on 11 October 2017. All panel members concurred with the Council Officers recommendation subject to amendments.
	Extent of variation	Minimum Site Width - Required 18m - Proposed 14.87m
	Concurring Authority	Council under assumed concurrence

Application	DA-2017/925		
Lot	7 Sec 4 DP 2185	Zone	R2 Low Density Residential
Address	1 Harbord Street, THIRROUL NSW 2515		
Description	Residential - demolition of existing dwelling, construction of dual occupancy and swimming pool and Subdivision - Strata title - two (2) lots		
Decision	Approved	Decision Date	12/12/2017
Variations	Planning Instrument	WLEP 2009	Clause Cl 4.4 (2) Floor space ratio
	Justification of variation	<p>The requested exception to development standard Clause 4.4 – Floor Space Ratio of Wollongong Environmental Plan 2009 is considered reasonable in the circumstances of the case. The applicant has provided adequate justification for the variation sought which demonstrates that strict compliance with the development standard is unreasonable and unnecessary.</p> <p>The application was referred to IHAP on 6 December 2017. All panel members concurred with the Council Officers recommendation subject to amendments.</p>	
	Extent of variation	<p>Maximum FSR permitted: 0.5:1 Approved FSR: 0.57:1</p>	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2017/831		
Lots	8 SP 75088, Lot 3 DP 730418	Zone	R1 General Residential
Address	8/10 Harbour Street, 10 Harbour Street, WOLLONGONG NSW 2500		
Description	Residential - alterations and additions		
Decision	Approved	Decision Date	18/10/2017
Variations	Planning Instrument	WLEP 2009	Clause Cl 4.3 (2) Height of buildings
	Justification of variation	<p>The applicant has provided an exemption request prepared in accordance with Clause 4.6 of Wollongong LEP 2009. The proposal complies with the majority of planning controls except for variations to the building height. The proposal is considered reasonable in the circumstances of the case.</p> <p>The matter was considered and determined by the IHAP on 11 October 2017. All panel members concurred with the Council Officers recommendation subject to amendments.</p>	
	Extent of variation	<p>The approved building height is 17.495m whereas Clause 4.3 specifies a maximum height limit of 16m.</p>	
	Concurring Authority	Council under assumed concurrence	

Development Applications approved with variations to development standards for the quarterly period between 1 January 2018 and 31 March 2018 (Reporting applications with a decision of 'Approved'/'Deferred Commencement')

Application	DA-2016/1719		
Lot	1 DP 1202226	Zone	B3 Commercial Core
Address	38 Atchison Street, WOLLONGONG NSW 2500		
Description	Mixed use development - ground and mezzanine level commercial with 92 residential apartments over two (2) basement carparking levels		
Decision	Approved	Decision Date	24 January 2018
Variations	Planning Instrument	WLEP 2009	Clause c8.6 (2,3) Zone B3 Commercial Core/Zone B4 Mixed
	Justification of variation	<p>Departure is a technical non-compliance as a result of the location of the neighbouring buildings. With redevelopment it is expected that a continuous street edge will be achieved. The development is consistent with the zone objectives and the objectives of the development standard despite the departure.</p> <p>The application was referred to JRPP on 24 January 2018. All panel members concurred with the Council Officer's recommendation subject to conditions.</p>	
	Extent of variation	3.5m to northern boundary; 1.0m to southern boundary. 0m separation distance required to achieve a continuous street edge.	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2017/749		
Lots	122 DP 587977, 121 DP 703902	Zone	IN2 Light Industrial
Address	101 Montague Street, NORTH WOLLONGONG NSW 2500 103-105 Montague Street, NORTH WOLLONGONG NSW 2500		
Description	Industrial - demolition of existing structures and construction of automotive service centre with associated carparking and riparian revegetation works		
Decision	Approved	Decision Date	7 February 2018
Variations	Planning Instrument	WLEP 2009	Clause c4.3(2) Height of buildings
	Justification of variation	<p>Building height exceeded to address flooding constraints (elevated floor level) and accommodate necessary clearance for vehicle hoists for the proposed vehicle repair use. No adverse amenity or streetscape impacts arise from the variation.</p> <p>The application was referred to IHAP on 7 February 2018. All panel members concurred with the Council Officer's recommendation subject to conditions.</p>	
	Extent of variation	9.55% (9.86m building height proposed where 9m maximum height permitted)	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2017/1250		
Lot	12 DP 1054513	Zone	IN2 Light Industrial
Address	25 Steel Street, FAIRY MEADOW NSW 2519		
Description	Industrial - construction of a self-storage unit		
Decision	Approved	Decision Date	28 February 2018
Variations	Planning Instrument	WLEP 2009	Clause c4.4(2) Floor space ratio
	Justification of variation	<p>Yes.</p> <p>The sufficient planning grounds to justify contravening the 0.5:1 Floor Space Ratio limit are outlined in the applicant's Clause 4.6 statement.</p> <p>The applicant has noted environmental planning grounds that justify the departure also include:</p> <ul style="list-style-type: none"> • The proposed building is 'tucked away' at the eastern end of the site and out of view from Steel Street and is not visually obtrusive. • The building is single storey structure and located 3m from northern and eastern boundary and 7m from southern. There are no overshadowing impacts to neighbouring residential properties. • The building has been positioned with regard to the current easements which traverse the site. • The height of the building is less than the initial 'Block 3' which was approved for the site with a zero setback on the northern boundary. It will be far less visually obtrusive particularly with the retention of the existing Melaleuca on the site. <p>The application was referred to IHAP on 28 February 2018. All panel members concurred with the Council Officer's recommendation subject to conditions.</p>	
	Extent of variation	<p>The Floor Space Ratio Map under Clause 4.4(2) of Wollongong Local Environmental Plan 2009 sets a maximum 0.5:1 floor space ratio for the site. The proposed additional storage unit is 84.3sqm increasing the current gross floor area from 1896.9sqm (0.625:1 current) to 1981.2sqm resulting in an FSR is 0.65:1.</p>	
	Concurring Authority	Council under assumed concurrence	

Application	DA-2017/1448		
Lot	21 DP 1015275	Zone	E4 Environmental Living
Address	51 Gooyong Street, MOUNT KEIRA NSW 2500		
Description	Residential - dwelling house, swimming pool and tree removal		
Decision	Approved	Decision Date	28 February 2018
Variations	Planning Instrument	WLEP 2009	Clause c4.4(2) Floor space ratio
	Justification of variation	<p>The proposal achieves the objectives of the floor space ratio (FSR) development standard despite the minor non-compliance. The bulk and scale of the proposed dwelling-house is sympathetic with surrounding development in the locality. The design of the dwelling-house is not bulky as it incorporates appropriate articulation and variation in the treatment of the building elevations and roofline. The minor non-compliance with the FSR development standard is unlikely to have any adverse visual, privacy or amenity impact upon any other adjoining residential property or public area.</p> <p>The application was referred to IHAP on 28 February 2018.</p> <p>All panel members concurred with the Council Officer's</p>	

		recommendation for conditional approval.
	Extent of variation	<10%
	Concurring Authority	Council under assumed concurrence

Application	DA-2017/1379		
Lot	1 DP 112275	Zone	B4 Mixed Use
Address	8 Railway Parade, THIRROUL NSW 2515		
Description	Mixed use development - demolition of existing structures and construction of retail premises and nine (9) residential units, basement parking and associated landscaping works		
Decision	Deferred Commencement	Decision Date	21 March 2018
Variations	Planning Instrument	WLEP 2009	Clause c7.14 (1, 2) Minimum site width, c7.13 Ground floor residential development on Business Zoned Land
	Justification of variation	<p>The proposal involves an exception to two development standards being clause 7.13 ground floor development on land within business zones and clause 7.14 minimum site width. The proposed variations to the development standard are considered acceptable since the proposal has been designed to provide active commercial uses at the street level to encourage the presence and movement of people. The irregularity of the site has resulted in a unique design response which results in the ground floor retail space clearly fronting Railway Parade and the ground floor residential units being located to the rear of the site, are not visible from the street. The design of the development has been the subject of a Design Review Panel process and is considered acceptable.</p> <p>The application was referred to IHAP on 21 March 2018. All panel members concurred with the Council Officer's recommendation for conditional approval.</p>	
	Extent of variation	2 ground floor residential units enabled, irregular lot shape with variable width to a maximum of 20.4m only.	
	Concurring Authority	Local Planning Panel via cl. 64 EPA Regulation 2000	

ITEM 26

PROPERTY ADJUSTMENT REQUIRING WRITE OFF OF COUNCIL RATES - BELMORE BASIN FORESHORE, BELMORE BASIN

The assessment 215901-5, located at Belmore Basin Foreshore, Belmore Basin, Wollongong NSW 2500, comprising Pt 1 Lot DP 633814, Lots1-4 DP 713883 Lease N^o 455445, was subject to a lease on part of crown land. The lease was created in 2010 and cancelled in 2013.

RECOMMENDATION

Council approves the writing off of land rates totalling \$35,350.13 on Assessment N^o 215901-5.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance

Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

1 Map - Lot 1 DP 633814 Belmore Basin Foreshore, Belmore Basin, Wollongong NSW 2500

BACKGROUND

The rate account issue involves a use of part of a parcel of land, Assessment N^o 215901-5, identified within the red boundary on the attached map. This parcel has a number of leases associated with it, Lease No 455445 was for the slip way and machinery shed. The entity that was subject to the lease was deregistered by the Australian Securities and Investment Commission (ASIC) in April 2015. As the Corporation is deregistered Council has been unable to recover the rate arrears.

The parcel of land is owned by NSW State Government and would normally be exempt from rates. As part of the parcel was under a lease, the property became rateable with the corporation being responsible to pay the rates. The lease has been cancelled, the corporation is now deregistered, and the debt in such cases does not transfer to the state as it would with privately owned land. The lease commenced in 2010 with Council first raising the rates in July 2010 with rate notices, instalment notices, reminders and final notices being mailed out accordingly over the next four years with rates remaining unpaid.

Council's Debt Recovery Policy in 2014 indicated that when a debt was owed by a Corporation that a statutory demand was to be issued in the first instance. As per the Policy, Council issued a statutory demand in February 2014 which was not responded to.

After the 21 day response period to the statutory demand, Council then filed a Statement of Claim in March 2014 in the local court which was served on the registered office address of the business; this was not responded to.

Council filed for default judgment in May 2014 and, when granted, an examination notice was issued. The directors of the Corporation completed the examination notice which contained the following information:

- the company is no longer trading;
- there are no company assets and considerable debt;
- the directors of the company are pensioners;
- the directors may be able to make payments toward the debt of \$20 per week.

At this stage, the debt was approximately \$27,000 and it was considered that the payment arrangement was unacceptable to clear the arrears in a timely manner as per Council's Policy. The debt remained unpaid and subsequently the business was deregistered in April 2015 by ASIC.

In June 2013, the lease agreement was terminated by Crown Lands and the valuation was cancelled by the Valuer General.

PROPOSAL

As the Corporation is now deregistered, there are no avenues of recovery for Council and we therefore request that the amount of \$35,350.13 be written off by Council resolution.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Financial Services Plan 2017-18.

CONCLUSION

It is recommended that Council resolves to write off the rates arrears on Assessment N° 215901-5 totalling \$35,350.13 due to the Corporation being formally deregistered with ASIC and Council being unable to recover the rates arrears.



Pt 1 Lot DP 633814, Lots 1-4 DP 713883 Lease N° 455445, Licence 494313

Belmore Basin Foreshore, Belmore Basin, Wollongong NSW 2500

ITEM 27 FINANCIAL ASSISTANCE POLICY – 2018 – 2019 RECIPIENTS REPORT

Wollongong City Council provides the opportunity for the community to apply for funding assistance through a number of programs within the Financial Assistance Policy.

This report provides information in accordance with Council's Financial Assistance Policy in relation to successful recipients for the 2018-19 financial year within the following programs:

- Part B: Small Cultural Grants Program
- Part C: Small Grants NAIDOC Week Event
- Part D: Sponsorship of Community Events
- Part E: Contribution to Public Bands and Choirs

RECOMMENDATION

Council note this report.

REPORT AUTHORISATIONS

Report of: Kerry Hunt, Manager Community Cultural and Economic Development
Authorised by: Renae Elrington, Director Community Services - Creative and Innovative City

ATTACHMENTS

- 1 Small Cultural Grants Program 2018 - 2019
- 2 NAIDOC Week Small Grants 2018
- 3 Sponsorship of Community Events Recipients 2018/19 Report
- 4 Contribution to Bands and Choirs Recommendations - 2018/2019

BACKGROUND

Council's Financial Assistance Policy provides for financial assistance to a variety of groups, individuals and not-for-profit organisations. In accordance with the policy the attached recipients applied for funding. The Statement of Procedures for each category of funding sets out a process for approval and, in accordance with the policy, each of the requests for financial assistance are assessed and considered under the delegation of the General Manager.

This report covers four of the programs offered by Wollongong City Council under the current Financial Assistance Policy. Each of these categories has slightly different assessment processes being determined under delegated authority (as per the policy) and being reported to Council for transparency.

PROPOSAL

Council note the report.

CONSULTATION AND COMMUNICATION

The opportunity to apply for financial assistance in accordance with Council's Financial Assistance Program and to attend one of the two information sessions to the broader community was communicated in the following ways:

- Media releases to local media
- Advertisements in Council's pages of The Advertiser
- Information and applications were available on Council's website
- Social media activity

- Council Meeting 25 June 2018
- Direct mail to all previous applicants and event organisers

The consultation/assessment process was undertaken in accordance with the policy and involved the following:

For Sponsorship of Community Events and Contribution to Bands and Choirs:

- General Manager
- Manager Community, Cultural and Economic Development
- Public Relations Manager
- Events Team Leader

For Small Cultural Grants and Small Grants NAIDOC Week Event:

- Community and Cultural Development Team
- Wollongong City Council’s Aboriginal Reference Group
- Small Cultural Grants Sub-Committee

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 Goal 3 “Wollongong is a creative, vibrant city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012 – 2017	Annual Plan 2017 - 2018
Strategy	5 Year Action	Annual Deliverables
3.1.2 Artists and innovators are employed, mentored and supported	3.1.2.1 Provide support to existing and emerging arts workers and their networks	Manage Cultural Grants (small and large)
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	3.4.1.1 Support the coordination of an externally funded delivered calendar of activities across the City	Facilitate events occurring for NAIDOC Week, Reconciliation Week and Sorry Day
3.4.2 Using community cultural development practices, our places and space reflect the creativity and identity of our people	3.4.2.1 Develop a new Cultural Plan	Deliver key funded strategies from the Cultural Plan including community cultural development projects

This report also contributes to the delivery of Wollongong 2022 Goal 4 “*We are a connected and engaged community*”.

It specifically delivers on core business activities as detailed in the Public Relations Service Plan 2017-18.

RISK ASSESSMENT

All applicants were required to provide an operational budget as part of the application process. Once approved funding recipients are required to supply evidence of their public liability insurance with their signed agreement, while also providing a report post event showing the outcomes of the event. Applicants are also advised throughout the process that the approval of funding is not an approval of their event and that all appropriate permits and licences must be sought separately to this process.

FINANCIAL IMPLICATIONS

The following Financial Assistance Programs are delivered within the 2018-19 Council approved budget:

- Part B: Small Cultural Grants Program
- Part C: Small Grants NAIDOC Week Event
- Part D: Sponsorship of Community Events
- Part E: Contribution to Public Bands and Choirs.

CONCLUSION

Council's Financial Assistance Policy enables the City of Wollongong to deliver events, activities and programs throughout our community. These events reach deep into a variety of sectors of our community enriching lives and adding valuable experiences while also providing a value proposition that feeds the visitor economy.

The delivery of the Financial Assistance Program is an investment in our community.

Supported Projects – Small Cultural Grants Program 2018 - 2019

Category 1

Applicant	Project Summary	Amount Granted
Stanwell Park Art Theatre Inc	<ol style="list-style-type: none"> 1. A Youth/Children's Drama Workshop will be offered during school holiday to provide a focus for local students to encourage and develop their drama skills. 2. Shakespeare-in-the-Park (A Mid Summers Night Dream) We would use part of the funding to underwrite the production costs that will be associated with performing Shakespeare in an open air setting in Stanwell Park. 	3000
Arcadians Theatre Group	<p>The Arcadians Miner's Lamp Theatre (formally the Corrimal Community Hall and Library) has progressively been refurbished internally to provide a fully functional and successful community theatre performance space.</p> <p>We now intend to enhance the theatre's streetscape image by incorporating a local artist-inspired painted mural to the front and side of the theatre that captures the region's rich mining identity.</p>	3284
Honk Oz Association	<p>The Arts Precinct of the Wollongong CBD comes alive for three days in January for The Honk!Oz 2019 Street music festival. Within the Courtyard of the Arts Precinct a 'room' will be created for the duration of the festival, which will become a performance space for a HONK!ArtsJam.</p> <p>Well-known local street artist will perform on the walls, dancer will perform on the grass, all jamming to the music being created by Honk!Oz bands. The performances will form part of the programme of the Honk!Oz festival.</p>	4000

Applicant	Project Summary	Amount Granted
South Coast Writers Centre Inc	<p>The proposed community engagement project comprises an online masterclass course, two readings at the Wollongong Art Gallery and three genre workshops.</p> <p>These three platforms cater for various needs:</p> <ul style="list-style-type: none"> a) Individualised learning and flexibility, access for disabled writers or those who live remotely (masterclass course), b) To connect with local writers and literary activities (Rocket Readings and Black Wallaby Indigenous Readings) and c) Skill development for young, emerging writers (genre workshops). 	3600
Wollongong Northern District Aboriginal Community	<p>The proposed project aims to provide opportunities for the wider community to actively engage with the cultural arts of Indigenous groups in the northern Illawarra, particularly in Bellambi and surrounds.</p> <p>This will be done through a series of workshops, demonstrations and performances facilitated by local cultural performers and artisans. These will include traditional crafts such as weaving, beading, painting and carving; and performance arts such as dance, music and storytelling. Cultural performers from the region will also be invited to perform in dance, music and song. Cultural foods and traditional games will also feature in the event.</p>	4000
Angie Cass Art	<p>I propose to make a 3-minute multi-disciplinary animation with the Port Kembla community on the theme of Port Kembla's self-image. The composition will be a mythic imagining of the community's ongoing resilience, free spirit and creativity.</p> <p>Participants (children and adults working collaboratively) will tell the story of their lives as characters in the Legend of Port Kembla through paper collage using pre-prepared quality materials, and by the storytelling of everyday heroics. They will then transpose their collage into a simple moving image using basic stop-motion animation techniques.</p>	2765

Applicant	Project Summary	Amount Granted
Diane Zaharis and Millicent Wheeler	<p>The Queer Arts Festival Community Collaborative Art Project will be an interactive community engagement activity as part of the Wollongong Queer Arts Festival in July 2018. This will take place at Project Contemporary Artspace.</p> <p>This event will involve two facilitated workshops that any member of the community will be able to attend, at which a facilitator will guide the group in creating a series of painted canvas panels to become part of the exhibition.</p> <p>These artworks will then be submitted to become part of the Viva La Gong Festival in November 2018 and re-used at future Queer Arts Festivals from 2019 onwards.</p>	870
Circus WOW	<p>We would like to further develop a collaborative performance piece that explores women's responses to sexual abuse and it's prevalence in our culture. 'The Silence We Carry' is a collaboration between Circus WOW's acrobalance group and award-winning local poet Gabrielle Jones. The act combines powerful, personal poetry with acrobatic movement.</p> <p>If successful, this event will be performed at a special showing of its own, such as International Women's Day and Reclaim the Night.</p>	3333

Category 2 (a)

Circus Monoxide	<p>Purchasing and installing 5 Quad 18 stage lights into the Circus Monoxide Training space, which can be converted into a 150 seat performance venue. Circus Monoxide uses this venue for the Lab Cabarets, end of year showcases and various other events, such as last year's Anywhere Festival.</p> <p>The Lab is an opportunity for emerging artists to perform, and for established artists to perform new work, but we have to hire lights to augment our existing lighting, and this cost is threatening the viability of the event, with tech costs pushing the last 2 Lab cabarets into small deficits.</p>	3998
SOL Illawarra Cultural Arts	<p>SOL (Serve, Organise, Learn) Cultural Arts is a non-profit organisation with a mission to provide opportunities for youth and their families to make positive changes to their communities.</p> <p>The MUD FUN youth leadership and community engagement program project under SOL has been successfully operating for over five years in the Wollongong LGA.</p> <p>This funding would help the organisation market the projects to reach more communities, and broader audiences, and find further support for MUD FUN programming.</p>	2750
Illawarra Choral Society	<p>Funds are requested to enable the Illawarra Choral Society to provide better storage for its sheet music collection.</p>	4000
Phoenix Theatre Incorporated	<p>The purchase of curtain tracking and black curtains for the Phoenix Theatre performance space.</p>	3960
Ms Sarah Nicolson	<p>"Heroines" celebrates and promotes the talents of women writers who reclaim, restore, and reimagine women's stories. With a focus on speculative and historical storytelling the Heroines program's inaugural theme is "Finding our past, imagining our future." The program's aim is to bring together women writers who have the dived into our historical record and brought back the lost stories of women's lives; at the same time Heroines will be showcasing women writers who are creatively imagining the future of women in fictive worlds and reality.</p> <p>The program will include workshops, readings and panels. In collaboration with Wollongong Writers' Festival, the South Coast Writers' Centre, Culture Bank Wollongong, and the Stella Prize, The Neo Perennial Press brings the Heroines to readers and writers from the greater Wollongong area, and beyond, for the first time.</p>	544

Category 2 (b)

No Applications		
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Category 1: \$ 24,852

Category 2A: \$ 15,252

Category 2B: \$ 0

TOTAL: **\$ 40,104**

Not Supported Projects – Small Cultural Grants Program 2018 – 2019

Category 1

Applicant	Project Summary	Amount Requested
George Cross Falcons Community Centre	<p>Maltese migrated to Wollongong over the last 70 years and we think although many that arrived here are in their 80's, we must not forget their contributions to the area. On the day we will invite local members of parliament, the Mayor and church leaders.</p> <p>There will be refreshments and photographs for all to look at of the last 70 years in the Illawarra</p>	1000
Giselle Stanborough	<p>The development of a 2 part video art piece as part of "The TV Show", an exhibition opening at Wollongong Art Gallery in November, 2018. The first part of the piece will be set and filmed in Wollongong and explores the connection between place, identity and voice through the familiar conventions of mainstream reality TV in juxtaposition with avant-garde artistic video practices.</p> <p>When this work is installed in the gallery, the audience will be invited to critique and respond in video format, which will then become part of the artwork itself. This process of making meaning collaboratively engages the community and challenges the divides between artist, artwork and audience.</p>	3000
Multicultural Communities Council of Illawarra	<p>We want to provide a platform for local students to share in a positive and creative way, their own stories through the U & Me project. This project will allow teachers and students to finish off a structured curriculum with an opportunity to have fun whilst learning about harmony, multiculturalism and friendship.</p>	4000
Ms Elsie Cogar	<p>Pop up art exhibits to raise awareness and promote the use of interdisciplinary arts and crafts to showcase a future of cultural possibilities given the highlights of the cultural past.</p> <p>The project would be achieved by setting up little art shows at local venues for accidental or direct exposure.</p>	4000

Applicant	Project Summary	Amount Requested
KAZ Productions	<p>The proposed project is to stage a rehearsed performance read of a new play called '96 Candles' in situ at Mount Kembla, as part of the commemoration this year of the Mount Kembla Mine Disaster of 1902.</p> <p>The play is based on events leading up to and including the mine disaster of 1902. It is a doco-drama and based primarily on the participants own words, that is verbatim theatre.</p>	4000
Austinmer Dance Theatre	<p>The proposed project -'Move & Inspire, Underprivileged Schools Development Program', creates opportunities for personal and creative development of primary and high school aged students through dance workshops.</p> <p>Austinmer Dance Theatre Director - Michelle Forte and two company members will visit underprivileged schools within the Illawarra region to give dance based workshops on a semi-regular or one off occasion.</p> <p>Participating students will also have the exciting opportunity to attend Austinmer Dance Theatre's inspiring performance season. This project will be fundamental in developing student's focus, creativity and self-esteem.</p>	4000
Cortex Journal	<p>The Illawarra is home to many threatened species, but one of these, the freshwater crayfish <i>Euastacus hirsutus</i>, is endemic to the area, living only in a few creeks dotted along a 55km stretch of the escarpment between Mt Keira and Nowra.</p> <p>Our project will take this unique and endangered species as a leitmotif in order to tell stories about the Illawarra and Australian culture, about what is endangered and precious within it, and its prospects for the future.</p>	3272
The Disability Trust	<p>We are seeking funds to support the production of the Disability Trust's Junior and Altogether Drama groups' bi-annual end of year performances. These are two new community theatre shows which provide participants a chance to develop new skills in devising, storytelling, and working together as an ensemble.</p> <p>In particular, we are seeking funds to engage professional local artist Emma Saunders, as choreographer on the project, and for contribution to director, costume and sound/microphone hire costs.</p>	2985

Applicant	Project Summary	Amount Requested
Ms Lorin Reid	<p>We propose a project comprised of a series of 6 monthly poetry slams & community workshops from July to December 2018.</p> <p>We will pay professional spoken word artists to guest feature at each event, we will book local artists and practitioners to deliver engaging community poetry workshops and support headlining feature guests and we will engage new and expanding audiences with our innovative format that requires participation and conversation from the people of Wollongong.</p> <p>Three of our six proposed events involve partnerships with key local arts organisations, providing further cohesion, discussion and opportunities for poets in the broader arts community.</p>	3750
	Total	\$ 30,007

Category 2 (a) – Unsuccessful Applicants

South Coast Writers Centre	<p>Professional Development for Emerging Writers that comprises of two online modules and four workshops: Self-editing, grant writing, author's platform, structural editing, and the creation of two online modules, to provide young and emerging writers with essential tools to improve their self-representation in the publishing world.</p> <p>It will further provide the SCWC interns with crucial knowledge which they can apply in their day-to-day tasks at the South Coast Writers Centre.</p>	4000
Mr Darian Zam	<p>This publishing project documents Wollongong's main street by thematic study of 15+ heritage sites and relevant activities/themes. Each site will be portrayed by an artwork created for Wollongong City Council's pilot 'Heritage & Poetry Project' 2017-2018 and will be accompanied by writing exploring that site/expanding on the theme. I will also conduct tours around the Crown Street CBD including 6 of the installed artworks.</p>	1891

Our Community Project	<p>Culture Bank provides small grants to artists, performers and innovators who have creative projects they want to develop which add to the cultural life of Wollongong LGA. We have a steady membership, currently of 133 people. We have enhanced and updated our web based payments and membership systems over the last 12 months.</p> <p>We need to re-launch Culture Bank to the public in order to boost our membership. In turn, this will result in ongoing and increased grant giving.</p> <p>Culture Bank has always had a greater potential than it has achieved, mainly due to significant lack of resources.</p>	4000
Illawarra Potters Incorporated	<p>For further repairs to work shop equipment ie kiln 1 re-brick and install elements in damaged door.</p> <p>Source and supply one set of elements custom made for kiln 2</p> <p>Electric wheels repair to damaged wheels re-bush and adjust.</p>	4000
Total		\$ 13,891

Category 2 (b) – Unsuccessful Applicants

Country Women's Association Keiraville Branch	<p>To produce re-usable boomerang bags to distribute throughout the Wollongong area to encourage people to avoid using plastic bags for shopping and therefore reduce the amount of plastics going in to the environment.</p> <p>We require the grant to purchase materials for use in the making of these bags, such as screen printing ink, fabric, sewing cottons, needles, machine maintenance, purchase of op-shop usable material. These are all made on a voluntary basis and distributed free of charge within the Wollongong area.</p>	1000
Bike Park Gallery	<p>To fund hosting of a website for 12 months to maximise our online presence and reach a wider audience through web-based marketing.</p> <p>Secondly, to purchase a sandwich board to go on the footpath outside the gallery to entice foot traffic on Wentworth Street into the gallery. Lastly, to purchase multi-room speakers for daily use within the gallery and for use in installation, multimedia and sound based artworks.</p>	830

	Total	\$ 1,830
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Total Requested Before Allocating Amounts: \$ 112,029

Total Successful (Allocated): \$ 40,104

Total Unsuccessful: \$ 45,728

TOTAL: \$ 85,832

Approved by the General Manager:

Date:

NAIDOC Small Grants 2018

Organisation	Activity/Event	Date	Amount Requested	Suggested	Recommended
Illawarra Koori Men's Group	Annual NAIDOC Family and Community Bowls Day	12-7-18	\$990	\$990	\$990
Wollongong Northern District Aboriginal Community (WNDAC)	Bellambi NAIDOC celebration to be held at the Bellambi Surf Life Saving Club	18-7-18	\$1200	\$1200	\$1200
Noogaleek Children's Centre	NAIDOC Morning Tea at Noogaleek Berkeley in partnership with IAC Elders Group	9-7-18	\$1000	\$1000	\$1000
Careways Dapto	Careways NAIDOC Family Fun Day at Koonawarra	12-7-18	\$5000	\$1310	\$1310
Barnardos Warrawong	Green Street NAIDOC Family Fun Day	10-7-18	\$1000	\$1000	\$1000
Benevolent Society	Women's Weaving Group as part of WNDAC Bellambi NAIDOC celebration	18-7-18	\$500	\$500	\$500
Illawarra Aboriginal Corporation (IAC)	NAIDOC Family Fun Day to be held Killalea State National Park	5-10-18	\$3500	Ineligible	Ineligible
TOTALS			\$13,190	\$6,000	\$6,000

The above recommendations were made at Council's Aboriginal Reference Group meeting held on 23 May 2018.

David Farmer
General Manager
 Wollongong City Council
 Telephone: (02) 4227 7111

Date: ____ / ____ / ____

FINANCIAL ASSISTANCE - SPONSORSHIP OF COMMUNITY EVENTS RECOMMENDATIONS - 2018/2019 APPLICATIONS

Name of Event	Date of Event	Location of Event	Please select the option that best suits your event	Tier	How many people do you expect to attend your event	What type of sponsorship are you seeking	How would sponsorship be used for this event
BlueScope WIN Wollongong Eisteddfod	1/6/18-14/7/18	IPAC, Town Hall, Conservatorium & Wesley Church.	Local general community event	Tier 4	8,000 - 10,000	Cash	Council funds, and the Council name, are used for co-sponsorship of the prestigious signature sections; Operatic ARIA and Senior Piano Scholarship as these sections attract high quality entrants and the maximum number of interstate performers. Funds are also used towards to the high cost of venue hire and professional adjudicator's expenses plus other costs such as programme printing and sound equipment hiring.
Southern Stars	Friday 31 August & Saturday 1 September 2018	WIN Entertainment Centre, Wollongong	City-wide event	Tier 2	15 000	Cash	Sponsorship from Wollongong City Council would contribute to funding the enormous production costs involved in producing a first class event. These include professional lighting teams, sound teams as well as the construction of staging elements in the WIN Entertainment Centre.

Honk Oz 2019	11-13 January 2019	Arts Precinct and Wollongong Mall	City-wide event	Tier 4	1500	Cash	To cover some of the costs of running this not for profit free event, where musicians do not get paid for performances. Costs include bus hire to transport musicians and their instruments to and from accommodation, contribute to accommodation costs, printing of festival programs and promotional material and banners, sponsorship of musicians who run workshops.
Combined Churches, Carol's in the Burgh	15/12/18	Helensburgh Park, Park avenue and Blackwell St. Hel	Local general community event	Tier 4	2500 - 3500	Cash	To cover cost of toilets, bins, lighting towers, generators, and admin fees etc.
Ability Artists Exhibition	09/09/2018	Uniting Church Underwood St Corrimal	City-wide event	Tier 2	300 to 400	Cash	Hire of exhibition fencing Printing and distribution of flyers Advertising costs including the purchase of two banners and two pop up banners Hire of the hall Insurance
Dapto Community Christmas Festival	15/12/2018	Moombara St, Dapto	Local general community event	Tier 4	3,000	Cash	Council's funds would be used, together with other sponsors, to support the event with venue, sound & lighting as well supporting the free family festival activities throughout the evening, as well as advertising prior to the event.
Mountain to Mountain Challenge	29th July 2019	Mt Keria to Mt Kembla	Local general community event	Tier 4	Between 1000 and 1500	Cash	Sponsorship would be used to offset some of the costs of staging the event, primarily the costs involved are traffic management, participant transport, toilet facilities and waste removal.
Spring into Corrimal	9th September 2018	Corrimal	Local general community event	Tier 3	50,000 - 60,000 people	Cash	The Sponsorship Monies would entitle the Wollongong City Council to be listed as a Sponsor for Spring into Corrimal 2018.The monies would be used to help run the event (Traffic Management, Staging ,PA Hire and Entertainment etc).

Hargroove Festival.	9,16,23 March 2019	Stanwell Park , Next to beach Kiosk.	Local general community event	Tier 4	500 to 1500	Cash	Social Media, Publications, Facebook and website.
Santa Fest Christmas Carols	Dec 9th 2018	Lang Park	City-wide event	Tier 4	5000	Cash	Funds would support the running costs of the event so that it may remain a free event for all who attend.
Kembla Joggers Fitness Five 2019	7 April 2019	Wollongong Foreshore	Local general community event	Tier 4	400 plus 200 volunteers and Spectators		Offset costs such as Event Management licence, Section 138 Road Licence and part of Traffic Management costs
Figtree Community Carols	8 December 2018	Sporting Oval of Figtree High School	Local general community event	Tier 4	Approx 6,000 to 7,000	Cash	To offset some of the high costs associated with putting on such a significant and highly professional community event

Australia Day Aquathon & Walk	26012019	Wollongong harbour	Sporting event - state significance	Tier 3	2000 participants & 4000+ with supporter/spectator	In kind	As the 20th anniversary event, significant investment will drive to maintain/grow the events signature status, profile and reach within and outside of Illawarra. Sponsorship is directly linked to producing a national class sporting/fitness event with key professional and safety services and marketing of the event to a broad out of town and local market. Specific funds will be directed to broaden the reach to a wider 'inclusive' market. This includes working with local non for profits/charities as Flagstaff Group, disability groups and para-triathletes. Funds are used to subsidise family entry and maintain lower cost entry for children. Investment will also be directed to increasing safety and resources as larger colour water markers, and safety on the run route. On a local front funds as also directed to promote the health and wellbeing benefits to Illawarra community and focus on children's fitness.
Rainbow Run 2508	08 Sept 2018	Rex Jackson Ovals Helensburgh	Local general community event	Tier 4	250 to 350.	Cash	The cash contribution of \$1000 will be used to defray council-imposed costs associated with the event (such as development application and facility booking fees) plus be used to support public safety (eg payment to first aid providers) and marketing.

Wollongong "Basin2Beach" Ocean Swims	170219	North Beach Wollongong	Local general community event	Tier 4	500-600	Cash	Increase the events promotional reach to attract a larger out of area swimmer market. To promote the swim as a destination swim to out of area markets. Specific advertising channels to ocean swimmer, and surf lifesaving community as advertising in oceanswims.com Australia's largest online swimmer community. To promote surf safety/ocean swimming to Illawarra community - a strategic alliance with Surf Lifesaving clubs. Increase children and novice participation. Increase donation to assist surf lifesaving clubs. Include a series of educational videos to assist preparation and safe swimming.
FIRST Lego League Wollongong Regional Tournament	10 Nov 2018	University of Wollongong Innovation Campus	Local general community event	Tier 4	Approx 550	Cash	Catering for volunteers. Printing volunteer information packs. Stationary for volunteer usage at tournament cleaning fee for venue.
Illawarra Disability Sports Family Day	October 2018	Beaton Park Sports Precinct	Local general community event	Tier 4	100	Cash	Venue hire costs, publicity
Horsley Community Day	04.05.19	Horsley Community Centre 82 Bong Bong Rd Horsley	Local general community event	Tier 4	Approximately 500 people	Cash	Sponsorship from Wollongong City Council will be used for children's activities such as animal petting zoo and jumping castle. The Horsley Community day largely attracts the young families that live in West Dapto.
Sky's the Limit - Mini Olympics	25/10/2018	Beaton Park, Wollongong NSW 2500	City-wide event	Tier 4	300 participants/250 volunteers	Cash	This cost would contribute towards participant athlete Mini Olympics T-shirts. These are produced every year in different colours as a souvenir gift to the youth. We also have staff and a few volunteer t-shirts printed so we stand out amongst the crowd and easy to spot if attendees have questions or queries.

Walk For Brain Cancer Wollongong	11 November 2018	Beaton Park Athletics Track	Local general community event	Tier 4	Aiming for 600 (398-2017; 282-2016; 125-2015)	Cash	It would be used to fund any of the following: the track hire fee, marketing of the event, purchase of water bottles and snacks of walkers, sausage sizzle, purchase of stationery and other supplies that may be needed, provide kids/ family entertainment, use of photographer, balloons, plates/cups/napkins, first aid kit, etc.
AFRO LATINO CONNECTION	22/11/2018	IPAC Theatre	City-wide event	Tier 1	500-800	Cash	This grant will be used to subsidise the cost of:• Marketing• Outdoor performance• Stage hire/sound equipment• Volunteers equipment and catering
Carols in Corrimal (LATE APPLICATION)	7th December 2018	Robert Ziems Park Corrimal	City-wide event	Tier 3	3000	Cash	The Sponsorship Monies would entitle the Wollongong City Council to be listed as a Sponsor for Carols in Corrimal 2018 and for the Corrimal Cougars in the 2019 season. The monies would be used to help run the event (Waste Management, Staging , PA Hire, lolly bags for the children and Entertainment, Food and Drink Supplies).
Dapto Street Fair (LATE APPLICATION)	02/09/2018	Princes Highway Dapto	Local general community event	Tier 4	10,000 to 15,000 approximately.	Cash	The sponsorship is used to provide all the services associated with the fair, equipment hire, staging, etc.

FINANCIAL ASSISTANCE - CONTRIBUTION TO BANDS AND CHOIRS RECOMMENDATIONS - 2018/2019
APPLICATIONS

Bands and choirs	Name of Band Choir	Name of Secondary Band	Sponsorship recipient	Sponsorship type
Band	The Con Artists	The Curious Rendition Orchestra	Both primary and secondary band	Cash
Band	City of Wollongong Brass Band	City of Wollongong Wind Band	Both primary and secondary band	Cash
Band	Chord-eaux		Both primary and secondary band	Cash
Choir	Wollongong Harmony Chorus		Both primary and secondary band	Cash
Choir	Sing Australia Wollongong		Both primary and secondary band	Cash
Band	Wollongong Community Orchestra (Ex-Term)		Both primary and secondary band	Cash
Choir	Arcadians Lamplighters Male Choir		Both primary and secondary band	Cash
Choir	Out of the Blue Singers Inc		Both primary and secondary band	Cash
Choir	Illawarra Choral Society		Both primary and secondary band	Cash

ITEM 28 MAY 2018 FINANCIALS

Overall, the result for the month of May is favourable compared to phased budget for the key indicators. The Operating Result [pre capital] is favourable by \$3.5M, the Funds Available from Operations is favourable by \$1.6M and the Funds Result shows a favourable variance compared to the phased budget of \$8.1M.

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

Council has expended \$81.0M on its capital works program representing 81% of the annual budget. The year to date budget for the same period was \$87.4M.

RECOMMENDATIONS

- 1 The financials be received and noted.
- 2 Council approves the proposed changes to the Capital Budget.
- 3 Council approves the introduction of contributed assets and associated funding implications.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance

Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

- 1 Income and Funding Statement - May 2018
- 2 Capital Project Report - May 2018
- 3 Balance Sheet - May 2018
- 4 Cash Flow Statement - May 2018

BACKGROUND

This report presents the Income and Expense Statement, Balance Sheet and Cash Flow Statement for May 2018. Council's current budget has a Net Funding (cash) deficit of \$4.2M, an Operating Surplus [pre capital] of \$9.4M and a capital expenditure of \$99.6M. Indications at the end of May are that Council will meet the target of the operational components of this result.

The following table provides a summary view of the organisation's overall financial results for the year to date.

FORECAST POSITION		Original Budget	Revised Budget	YTD Forecast	YTD Actual	Variation
		1-Jul	25-May	25-May	25-May	
KEY MOVEMENTS						
Operating Revenue	\$M	261.5	274.2	240.3	240.7	0.4
Operating Costs	\$M	(269.9)	(264.9)	(238.0)	(234.8)	3.1
Operating Result [Pre Capital]	\$M	(8.4)	9.4	2.3	5.8	3.5
Capital Grants & Contributions	\$M	44.9	27.6	16.5	36.8	20.3
Operating Result	\$M	36.4	37.0	18.8	42.6	23.8
Funds Available from Operations	\$M	54.4	65.5	54.3	55.9	1.6
Capital Works		91.4	99.6	87.4	81.0	6.4
Contributed Assets		3.6	7.8	-	17.1	(17.1)
Transfer to Restricted Cash		-	13.8	13.7	13.6	0.1
Borrowings Repaid	\$M	7.5	7.5	6.7	6.7	0.0
Funded from:						
- Operational Funds	\$M	54.4	65.5	47.6	49.2	1.6
- Other Funding	\$M	38.4	59.1	45.9	63.0	17.1
Total Funds Surplus/(Deficit)	\$M	(9.7)	(4.2)	(7.6)	0.5	8.1

Financial Performance

The May 2018 Operating Result [pre capital] shows a positive variance compared to budget of \$3.5M.

The Funds Available from Operations shows a positive variance of \$1.6M. This includes the Operating Result [pre capital] variance of \$3.5M but excludes non-cash and transfer to and from restricted assets movements. The following is a summary of the main non cash components variations compared to phased budget that impact on the Operating result:

Underspend in funded projects – (\$2.6M)

Additional depreciation expense - \$0.5M

Loss on disposal of assets - \$0.2M

Non cash component of labour savings – (\$0.2M)

Operational grant income transferred to restricted cash – (\$0.2M)

Payment of leave entitlements - \$0.4M

Funds Result

The Total Funds result as at 25 May 2018 shows a positive variance of \$8.1M compared to phased budget. This is due to the funds component of the Operating Result (\$1.6M), lower expenditure than the phased budget in the overall capital works program (\$6.4M) and lower transfers to restricted assets (\$0.1M).

Capital Budget

As at 25 May 2018, Council had expended \$81.0M or 81% of the approved annual capital budget of \$99.6M.

This report recommends that the capital budget expenditure for 2017-18 be reduced by \$2.7M with a corresponding reduction in funding. It is also proposed that the capital budget also be adjusted to include \$15.6M of contributed assets that were recognised during May. Contributed assets are reported as notional capital expenditure that is supported by equivalent notional capital income.

Liquidity

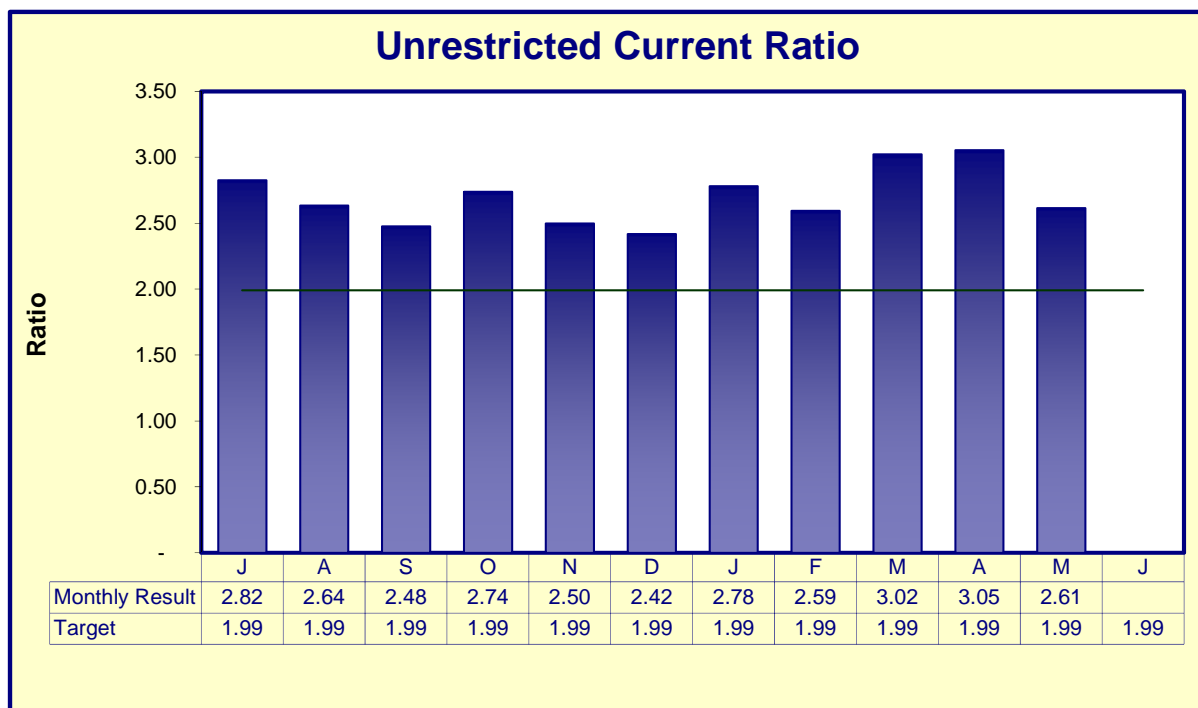
Council's cash and investments decreased during May 2018 to holdings of \$147.2M compared to \$150.4M at the end of April 2018. This reflects normal trends for this time of the year.

CASH, INVESTMENTS & AVAILABLE FUNDS				
	Actual 2016/17	December QR 2017/18	March QR 2017/18	Actual Ytd May 2018
	\$M	\$M	\$M	\$M
Total Cash and Investments	167.6	143.5	146.5	147.2
Less Restrictions:				
External	75.8	77.0	70.9	73.1
Internal	57.4	61.5	63.4	63.7
Total Restrictions	133.2	138.4	134.3	136.8
Available Cash	34.4	5.0	12.2	10.4
Adjusted for :				
Current payables	(41.6)	(24.1)	(23.8)	(25.1)
Receivables	23.5	22.8	23.5	33.2
Other	10.7	11.0	11.0	9.2
Net Payables & Receivables	(7.4)	9.7	10.7	17.2
Available Funds	27.0	14.7	22.8	27.6

The Available Funds position excludes restricted cash. External restrictions are funds that must be spent for a specific purpose and cannot be used by Council for general operations. Internal restrictions are funds that Council has determined will be used for a specific future purpose.

The Available Funds forecast that formed part of the 2017-18 Annual Plan is within Council's Financial Strategy target of 3.5% to 5.5% of Operational Revenue [pre capital] and is between \$9.2M and \$14.4M for the year ending 30 June 2018. The actual Available Funds at 25 May 2018 has been impacted by the progress of planned expenditure to date.

The Unrestricted Current Ratio measures the cash/liquidity position of an organisation. This ratio is intended to disclose the ability of an organisation to satisfy payment obligations in the short term from the unrestricted activities of Council. Council's current ratio is above the Local Government Benchmark of >2:1, however, the strategy is to maximise the use of available funds for asset renewal by targeting a lean Unrestricted Current Ratio.



Receivables

Receivables are the amount of money owed to Council or funds that Council has paid in advance. At May 2018, receivables totalled \$33.2M, compared to receivables of \$27.3M at May 2017. Fluctuations relate to the timing of revenue and rates payments which are accrued before the actual payments are due and EPA levies paid relating to Capital Works that will be refunded once approved.

Payables

Payables (the amount of money owed to suppliers) of \$25.1M were owed at May 2018 compared to payables of \$29.0M in May 2017. The difference in payables relate to goods and services and capital projects delivered but not yet paid for, timing of the receipt of rating income and timing of the Financial Assistance Grant payments.

Debt

Council continues to have financial strength in its low level of borrowing. The industry measure of debt commitment is the Debt Service Ratio that measures the proportion of revenues that is required to meet annual loan repayments.

Council's Financial Strategy includes provision for additional borrowing in the future and Council will consider borrowing opportunities from time to time to bring forward the completion of capital projects where immediate funding is not available. Council currently has borrowings through an interest free loan and the subsidised Local Government Infrastructure Renewal Scheme (LIRS). In 2009-10, Council borrowed \$26M interest free to assist in the delivery of the West Dapto Access Plan. Council has also been successful in securing subsidies for loans under the three rounds of the LIRS program and has entered into loans of \$20M in 2012-13 for Round 1, \$4.3M in 2013-14 for Round 2 and \$20.5M for Round 3. The LIRS program provides a loan subsidy of 4% for Round 1 and 3% for the subsequent rounds. Loan funds have been used to accelerate the Citywide Footpaths, Shared Path Renewal, Missing Links Construction Program, building refurbishment works for Berkeley Community Centre, Corrimal Library and Community Centre, Thirroul Pavilion and Kiosk and to support the West Dapto Access – Fowlers Road project respectively.

Council's Debt Service Ratio forecast for 2017-18 is approximately 3.5%, which is still below Council's target of 4% and remains low in comparison to the Local Government's benchmark ratio of <10%. It is noted that the non-cash interest expense (amortisation of the income recognised on the interest free

West Dapto Access Plan Loan at the commencement of the loan) is not included when calculating the Debt Service Ratio.

Assets

The Balance Sheet shows that \$2.6B of assets are controlled and managed by Council for the community as at 25 May 2018. The 2017-18 capital works program includes projects such as the West Dapto Access Strategy, Grand Pacific Walk, Tramway sea wall and path upgrade, civil asset renewals including roads, car parks and buildings and purchase of library books. As at 25 May 2018, Council had expended \$81.0M or 81% of the approved annual capital budget of \$99.6M.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal ‘We are a connected and engaged community’. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-17	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.1 Effective and transparent financial management systems are in place	Provide accurate and timely financial reports monthly, quarterly and via the annual financial statement Continuous Budget Management is in place, controlled and reported Manage and further develop compliance program Monitor and review achievement of Financial Strategy

CONCLUSION

The results for May 2018 are within projections over a range of financial indicators and it is expected that Council will achieve the forecast annual results.

WOLLONGONG CITY COUNCIL				
1 July 2017 25 May 2018				
	2017/18 Original Budget \$'000	2017/18 Current Budget \$'000	2017/18 YTD Budget \$'000	2017/18 Actual YTD \$'000
Income Statement				
Income From Continuing Operations				
Revenue:				
Rates and Annual Charges	190,941	191,259	172,395	172,597
User Charges and Fees	35,691	35,300	31,680	31,730
Interest and Investment Revenues	4,321	5,357	4,903	4,765
Other Revenues	9,705	10,402	9,277	9,448
Grants & Contributions provided for Operating Purposes	20,838	30,695	19,136	19,443
Grants & Contributions provided for Capital Purposes	44,858	27,598	16,518	36,809
Profit/Loss on Disposal of Assets	0	1,228	2,869	2,685
Total Income from Continuing Operations	306,353	301,838	256,778	277,476
Expenses From Continuing Operations				
Employee Costs	125,906	122,841	110,704	110,351
Borrowing Costs	3,849	3,848	3,469	3,500
Materials, Contracts & Other Expenses	93,150	93,895	83,325	79,270
Depreciation, Amortisation + Impairment	64,340	59,900	54,564	55,042
Internal Charges (labour)	(15,702)	(14,033)	(12,649)	(12,306)
Internal Charges (not labour)	(1,618)	(1,573)	(1,418)	(1,012)
Total Expenses From Continuing Operations	269,926	264,879	237,994	234,845
Operating Results From Continuing Operations	36,427	36,959	18,784	42,631
Net Operating Result for the Year	36,427	36,959	18,784	42,631
Net Operating Result for the Year before Grants & Contributions provided for Capital Purposes	(8,431)	9,361	2,266	5,822
NET SURPLUS (DEFICIT) [Pre capital] %	11.9%	12.2%	7.3%	15.4%
Funding Statement				
Net Operating Result for the Year	36,427	36,959	18,784	42,631
Add back:				
- Non-cash Operating Transactions	80,942	75,609	67,171	67,491
- Restricted cash used for operations	13,286	17,551	15,746	13,159
- Income transferred to Restricted Cash	(63,408)	(51,617)	(35,059)	(55,549)
- Payment of Accrued Leave Entitlements	(12,718)	(13,035)	(12,264)	(11,805)
- Payment of Carbon Contributions	0	0	0	0
Funds Available from Operations	54,529	65,468	54,377	55,926
Advances (made by) / repaid to Council	0	0	0	0
Borrowings repaid	(7,486)	(7,486)	(6,748)	(6,707)
Operational Funds Available for Capital Budget	47,043	57,981	47,630	49,219
CAPITAL BUDGET				
Assets Acquired	(91,373)	(99,632)	(87,360)	(80,992)
Contributed Assets	(3,600)	(7,849)	0	(17,075)
Transfers to Restricted Cash	(140)	(13,765)	(13,751)	(13,625)
Funded From :-				
- Operational Funds	47,043	57,981	47,630	49,219
- Sale of Assets	1,750	10,864	9,591	10,560
- Internally Restricted Cash	9,241	13,504	11,990	10,751
- Borrowings	0	0	0	0
- Capital Grants	9,641	13,026	11,696	12,073
- Developer Contributions (Section 94)	6,665	5,210	4,673	4,758
- Other Externally Restricted Cash	5,630	7,284	6,921	6,487
- Other Capital Contributions	5,428	9,196	1,009	18,324
TOTAL FUNDS SURPLUS / (DEFICIT)	(9,715)	(4,181)	(7,603)	481

CAPITAL PROJECT REPORT							
as at the period ended 25 May 2018							
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	3,220	(2,298)	2,807	(1,912)	2,006	(413)	386
Public Transport Facilities	386	(170)	374	(155)	340	(12)	15
Roadworks	14,188	(2,852)	13,614	(2,791)	11,502	(553)	61
Bridges, Boardwalks and Jetties	2,360	0	2,304	0	1,811	(56)	0
TOTAL Roads And Related Assets	20,134	(5,319)	19,099	(4,858)	15,659	(1,035)	462
West Dapto							
West Dapto Infrastructure Expansion	11,411	(11,411)	11,130	(11,130)	10,436	(282)	282
TOTAL West Dapto	11,411	(11,411)	11,130	(11,130)	10,436	(282)	282
Footpaths And Cycleways							
Footpaths	3,688	(1,051)	3,695	(1,121)	3,044	7	(71)
Cycle/Shared Paths	14,632	(3,966)	14,586	(3,965)	13,765	(46)	1
Commercial Centre Upgrades - Footpaths and Cycleway	3,787	(600)	4,028	(600)	3,151	241	0
TOTAL Footpaths And Cycleways	22,106	(5,617)	22,308	(5,687)	19,960	202	(70)
Carparks							
Carpark Construction/Formalising	225	(140)	198	(120)	190	(27)	20
Carpark Reconstruction or Upgrading	2,093	(73)	2,105	(73)	1,758	12	(0)
TOTAL Carparks	2,318	(213)	2,303	(193)	1,949	(15)	20
Stormwater And Floodplain Management							
Floodplain Management	2,356	(800)	2,709	(1,082)	1,552	353	(282)
Stormwater Management	4,426	(634)	3,827	(210)	3,179	(599)	424
Stormwater Treatment Devices	238	(10)	236	(10)	173	(2)	0
TOTAL Stormwater And Floodplain M	7,020	(1,444)	6,772	(1,301)	4,903	(248)	142
Buildings							
Cultural Centres (IPAC, Gallery, Townhall)	1,360	0	1,310	0	947	(50)	0
Administration Buildings	1,611	(20)	1,547	(20)	1,253	(65)	0
Community Buildings	7,555	(834)	7,722	(834)	7,299	166	0
Public Facilities (Shelters, Toilets etc.)	616	0	605	0	523	(11)	0
Carbon Abatement	1,128	(825)	1,128	(825)	1,016	0	(0)
TOTAL Buildings	12,271	(1,679)	12,312	(1,679)	11,038	41	(0)
Commercial Operations							
Tourist Park - Upgrades and Renewal	870	0	884	0	876	14	0
Crematorium/Cemetery - Upgrades and Renewal	320	0	320	0	120	0	0
Leisure Centres & RVGC	170	0	171	0	91	1	0
TOTAL Commercial Operations	1,360	0	1,376	0	1,087	16	0
Parks Gardens And Sportfields							
Play Facilities	1,486	(146)	1,489	(146)	1,083	3	0
Recreation Facilities	611	(528)	569	(486)	397	(42)	42
Sporting Facilities	1,226	(492)	1,136	(402)	632	(90)	90
TOTAL Parks Gardens And Sportfield	3,323	(1,166)	3,195	(1,034)	2,112	(129)	132

Item 28 - Attachment 2 - Capital Project Report - May 2018

Beaches And Pools							
Beach Facilities	244	0	182	0	92	(82)	0
Rock/Tidal Pools	1,399	(165)	1,262	(165)	1,023	(137)	0
Treated Water Pools	981	(11)	973	(9)	872	(8)	2
TOTAL Beaches And Pools	2,625	(176)	2,397	(174)	1,987	(227)	2
Natural Areas							
Natural Area Management and Rehabilitation	310	(10)	317	(10)	308	7	0
TOTAL Natural Areas	310	(10)	317	(10)	306	7	0
Waste Facilities							
Whytes Gully New Cells	8,108	(8,108)	6,973	(6,973)	6,395	(1,135)	1,135
Whytes Gully Renewal Works	300	(300)	205	(205)	179	(95)	95
Helensburgh Rehabilitation	50	(50)	50	(50)	27	(0)	(0)
TOTAL Waste Facilities	8,458	(8,458)	7,228	(7,228)	6,602	(1,230)	1,230
Fleet							
Motor Vehicles	1,545	(814)	1,545	(814)	1,235	0	0
TOTAL Fleet	1,545	(814)	1,545	(814)	1,235	0	0
Plant And Equipment							
Portable Equipment (Mowers etc.)	115	(42)	115	(42)	74	0	0
Mobile Plant (trucks, backhoes etc.)	3,543	(864)	3,543	(864)	928	0	0
Fixed Equipment	65	(10)	65	(10)	55	0	0
TOTAL Plant And Equipment	3,723	(936)	3,723	(936)	1,057	0	0
Information Technology							
Information Technology	1,372	(6)	1,372	(6)	593	0	0
TOTAL Information Technology	1,372	(6)	1,372	(6)	593	0	0
Library Books							
Library Books	1,162	(6)	1,162	(6)	1,013	0	(0)
TOTAL Library Books	1,162	(6)	1,162	(6)	1,013	0	(0)
Public Art							
Public Art Works	40	(18)	40	(18)	21	(0)	0
Art Gallery Acquisitions	164	(49)	164	(49)	156	0	0
TOTAL Public Art	204	(67)	204	(67)	177	(0)	0
Emergency Services							
Emergency Services Plant and Equipment	254	0	254	0	253	(0)	0
TOTAL Emergency Services	254	0	254	0	253	(0)	0
Land Acquisitions							
Land Acquisitions	1,249	(1,149)	709	(609)	617	(540)	540
TOTAL Land Acquisitions	1,249	(1,149)	709	(609)	617	(540)	540
Non-Project Allocations							
Capital Project Contingency	(1,224)	0	(524)	0	0	700	0
Capital Project Plan	10	0	10	0	8	0	0
TOTAL Non-Project Allocations	(1,214)	0	(514)	0	8	700	0
GRAND TOTAL	99,632	(38,471)	96,892	(35,732)	80,991	(2,739)	2,739

Manager Project Delivery Division

Commentary on May 2018 Capital Budget Report

On 26 June 2017, Council approved a Capital budget for 2017-18 of \$91.4M. At the end of May 2018, the approved capital budget had increased to \$99.63M with year to date expenditure of \$80.99M. The following table summarises the proposed changes to the total Capital Budget arising from the May 2018 Capital Budget Report. The changes arise from either of the following:

- Transfer of budget between various capital programs
- Reduction or introduction of various types of external or loan funding

These changes result in a net decrease of \$2.74M in the overall capital budget from \$99.63M to \$96.89M.

Program	Major Points of change to Capital Budget
Traffic Facilities	Reallocate budget from Traffic Facilities Program to contingency Re-phase Section 94 funding for existing projects. Re-phase RMS funding for existing projects
Public Transport Facilities	Reallocate Budget from Roadworks Program to Public Transport Facilities Program Reallocate budget from Traffic Facilities Program to Contingency Re-phase Section 94 funding for an existing project.
Roadworks	Reallocate budget from Roadworks Program to Contingency Reallocate Budget from Roadworks Program to Public Transport Facilities Program. Reallocate Budget from Roadworks Program to Commercial Centre Upgrades – Footpaths and cycle ways Program. Reallocate Budget from Roadworks Program to Bridges, Boardwalks and Jetties Program Re-phase Roads to Recovery funding for existing projects.
Bridges, Boardwalks and Jetties	Reallocate budget to Bridges, Boardwalks and Jetties Program from Roadworks Program. Reallocate budget from Bridges, Boardwalks and Jetties Program to Contingency
West Dapto Infrastructure Expansion	Re-phase West Dapto Funding for existing projects. Re-phase Section 94 West Dapto for existing projects.
Footpaths Program	Introduce Strategic Projects Funding for existing project. Re-phase Section 94 for existing project. Reallocate budget from Footpaths Program to Contingency
Cycle/Share Paths	Reallocate budget from Cycle/Shared Paths Program to contingency Reallocate budget from Cycle/Share Paths Program to Commercial Centre Upgrades – Footpaths and Cycle ways. Re-phase Section 94 funding for an existing project.
Commercial Centre Upgrades – Footpaths and Cycle ways	Reallocate budget from Cycle/Share Paths Program to Commercial Centre Upgrades – Footpaths and Cycle-ways Program. Reallocate budget from Roadworks Program to Commercial Centre Upgrades – Footpaths and Cycle ways Program. Reallocate budget from Commercial Centre Upgrades – Footpaths and Cycle ways Program to Contingency
Carpark Construction/Formalising	Re-phase Section 94 Funding for existing project. Reallocate budget from Carpark Construction/Formalising Program to Carpark Reconstruction or Upgrading Program Reallocate budget from Contingency to Carpark Construction/Formalising.
Carpark Reconstruction or Upgrading	Reallocate budget from Carpark Construction/Formalising Program to Carpark Reconstruction or Upgrading Program. Reallocate budget from Carpark Reconstruction or Upgrading Program to Contingency.

Program	Major Points of change to Capital Budget
Floodplain Management	Introduce OEH funding for existing project. Reallocate Budget from Capital Budget Contingency to Floodplain Management Program. Reallocate budget from Stormwater Management to Floodplain Management
Stormwater Management	Reallocate budget from Stormwater Management Program to Contingency. Reallocate budget from Stormwater Management Program to Floodplain Management Program. Re-phase Stormwater Levy funding for existing projects
Stormwater Treatment Devices	Reallocate budget from Stormwater Treatment Devices to Contingency.
Cultural Centres	Reallocate budget from Cultural Centres Program to Community Buildings Program
Administration Buildings	Reallocate budget from Administration Buildings Program to Community Buildings Program.
Community Buildings	Reallocate budget from Administration Buildings Program to Community Buildings Program Reallocate budget from Cultural Centres Program to Community Buildings Program Reallocate budget from Public Facilities Program to Community Buildings Program. Reallocate budget from Rock/Tidal Pools Program to Community Buildings Program.
Public Facilities (Shelters, Toilets etc.)	Reallocate Budget from Public Facilities Program to Community Buildings Program
Tourist Parks Upgrade/Renewal	Reallocate budget from Rock/Tidal Pools Program to Tourist parks Upgrade/Renewal Program
Leisure Centres & RVGC	Reallocate budget from Rock/Tidal Pools Program to Leisure Centres & RVGC Program.
Play Facilities	Reallocate budget from Rock/Tidal Pools Program to Play Facilities Program
Recreation Facilities	Re-phase OEH Funding for an existing project Re-phase Strategic Projects funding for existing project
Sporting Facilities	Re-phase Sports Priority Reserve Funding for existing projects.
Beach Facilities	Reallocate Budget from Beach Facilities Program to Contingency
Rock/Tidal Pools	Reallocate Budget from Rock and Tidal Pools Program to Community Buildings Program Reallocate Budget from Rock and Tidal Pools Program to Tourist Parks Upgrade/Renewal Program. Reallocate budget from Rock/Tidal Pools Program to Leisure Centres & RVGC Program Reallocate budget from Rock/Tidal Pools Program to Play Facilities Program. Reallocate budget from Rock/Tidal Pools Program to Natural Areas Management and Rehabilitation Program. Reallocate budget from Rock/Tidal Pools Program to Contingency.
Treated Water Pools	Re-phase PKCIF Funding for an existing program
Natural Areas Management and Rehabilitation	Reallocate budget from Rock/Tidal Pools Program to Natural Areas Management and Rehabilitation Program.
Whytes Gully New Cells	Re-phase Garbage Disposal Facility Funding for Existing Projects Re-phase Better Waste and Recycling Funding for existing Project.
Whytes Gully Renewal Works	Re-phase Garbage Disposal Facility Funding for Existing Project
Land Acquisitions	Re-phase strategic Reserve Funding for an existing project
Capital Project Contingency	Reallocate budget to and from Capital Project Contingency to and from various Capital Programs detailed above.

WOLLONGONG CITY COUNCIL		
	Actual 2017/18 \$'000	Actual 2016/17 \$'000
Balance Sheet		
as at 25 May 2018		
Current Assets		
Cash Assets	15,900	23,534
Investment Securities	108,206	119,458
Receivables	33,214	23,532
Inventories	294	6,089
Other	9,267	10,680
Assets classified as held for sale	0	6,381
Total Current Assets	166,881	189,672
Non-Current Assets		
Non Current Cash Assets	23,085	24,585
Non-Current Receivables	0	0
Non-Current Inventories	5,791	0
Property, Plant and Equipment	2,375,589	2,314,277
Investment Properties	4,775	4,775
Westpool Equity Contribution	1,835	1,835
Intangible Assets	291	653
Total Non-Current Assets	2,411,367	2,346,125
TOTAL ASSETS	2,578,248	2,535,797
Current Liabilities		
Current Payables	25,064	41,617
Current Provisions payable < 12 months	12,171	11,185
Current Provisions payable > 12 months	37,669	37,669
Current Interest Bearing Liabilities	7,513	7,513
Total Current Liabilities	82,416	97,984
Non-Current Liabilities		
Non Current Interest Bearing Liabilities	26,000	32,188
Non Current Provisions	49,944	48,121
Total Non-Current Liabilities	75,944	80,309
TOTAL LIABILITIES	158,361	178,292
NET ASSETS	2,419,887	2,357,505
Equity		
Accumulated Surplus	1,304,268	1,249,603
Asset Revaluation Reserve	978,830	974,736
Restricted Assets	136,788	133,166
TOTAL EQUITY	2,419,887	2,357,505

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 25 May 2018		
	YTD Actual 2017/18 \$ '000	Actual 2016/17 \$ '000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rates & Annual Charges	168,574	182,005
User Charges & Fees	30,530	39,819
Interest & Interest Received	5,072	5,464
Grants & Contributions	50,020	57,871
Other	12,166	25,559
Payments:		
Employee Benefits & On-costs	(104,822)	(102,860)
Materials & Contracts	(42,993)	(60,479)
Borrowing Costs	(2,009)	(1,447)
Other	(36,084)	(44,300)
Net Cash provided (or used in) Operating Activities	80,454	101,632
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts:		
Sale of Infrastructure, Property, Plant & Equipment	10,560	3,239
Deferred Debtors Receipts	-	-
Payments:		
Purchase of Investments	-	-
Purchase of Investment Property	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(104,883)	(90,313)
Purchase of Interests in Joint Ventures & Associates	-	-
Net Cash provided (or used in) Investing Activities	(94,323)	(87,074)
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts:		
Proceeds from Borrowings & Advances	-	5,500
Payments:		
Repayment of Borrowings & Advances	(6,517)	(7,159)
Repayment of Finance Lease Liabilities	-	-
Net Cash Flow provided (used in) Financing Activities	(6,517)	(1,659)
Net Increase/(Decrease) in Cash & Cash Equivalents	(20,386)	5,787
plus: Cash & Cash Equivalents and Investments - beginning of year	167,577	161,790
Cash & Cash Equivalents and Investments - year to date	147,191	167,577

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 25 May 2018		
	YTD Actual 2017/18 \$ '000	Actual 2016/17 \$ '000
Total Cash & Cash Equivalents and Investments - year to date	147,191	167,577
Attributable to:		
External Restrictions (refer below)	73,112	75,788
Internal Restrictions (refer below)	63,676	57,379
Unrestricted	10,403	34,410
	147,191	167,577
External Restrictions		
Developer Contributions	18,153	16,367
RMS Contributions	446	216
Specific Purpose Unexpended Grants	3,359	3,049
Special Rates Levy Wollongong Mall	258	228
Special Rates Levy Wollongong City Centre	28	28
Local Infrastructure Renewal Scheme	15,252	19,973
Unexpended Loans	7,027	7,424
Domestic Waste Management	12,310	11,114
Private Subsidies	4,692	4,905
West Dapto Home Deposit Assistance Program	10,376	10,085
Stormwater Management Service Charge	1,126	1,423
West Dapto Home Deposits Issued	85	85
Carbon Price	-	891
Total External Restrictions	73,112	75,788
Internal Restrictions		
Property Development	3,913	3,912
Property Investment Fund	8,366	8,266
Strategic Projects	40,470	30,175
Future Projects	5,059	5,239
Sports Priority Program	439	362
Car Parking Strategy	1,217	1,124
MacCabe Park Development	1,128	991
Darcy Wentworth Park	171	170
Garbage Disposal Facility	1,607	5,915
Telecommunications Revenue	254	193
West Dapto Development Additional Rates	511	501
Southern Phone Natural Areas	281	366
Lake Illawarra Estuary Management Fund	260	165
Total Internal Restrictions	63,676	57,379

ITEM 29 STATEMENT OF INVESTMENT - MAY 2018

This report provides an overview of Council's investment portfolio performance for the month of May 2018.

Council's average weighted return for May 2018 was 2.55% which was above the benchmark return of 2.10%. The result was primarily due to the positive marked to market valuation of the NSW TCorp Hour Glass facilities in Council's portfolio. 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 Statement of Investment for May 2018.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance

Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

- 1 Statement of Investment - May 2018
- 2 Investment Income Compared to Budget 2017-2018

BACKGROUND

Council is required to invest its surplus funds in accordance with the Ministerial Investment Order and Division of Local Government guidelines. The Order reflects a conservative approach and restricts the investment types available to Council. In compliance with the Order and Division of Local Government guidelines, Council adopted an Investment Policy on 19 October 2015. The Investment Policy provides a framework for the credit quality, institutional diversification and maturity constraints that Council's portfolio can be exposed to. Council's investment portfolio was controlled by Council's Finance Division during the period to ensure compliance with the Investment Policy. Council's Governance Committee's role of overseer provides for the review of the Council's Investment Policy and Management Investment Strategy.

Council's Responsible Accounting Officer is required to sign the complying Statement of Investment 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 25 May 2018 were \$146,809,263 (Statement of Investment attached) [26 May 2017 \$162,978,925].

Council's average weighted return for May 2018 was 2.55% which was above the benchmark return of 2.10%. The result was primarily due to the positive marked to market valuation of the NSW TCorp Hour Glass facilities in Council's portfolio. 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.

At 25 May 2018, year to date interest and investment revenue of \$4,239,603 was recognised compared to the year to date budget of \$4,341,407.

During the month Council purchased a five year \$1M ANZ Bank floating rate note. Council's 20 floating rate notes had a net decrease in value of \$34,235 for May 2018.

Council holds two Mortgaged Backed Securities (MBS) that recorded a net decrease in value of \$9,598 for May 2018. The coupon margins on these investments reflect pre Global Financial Crisis (GFC) pricing. For example, the Emerald A is paying 45 basis points over the BBSW where a comparative investment is now paying 100 basis points over the BBSW. This is reflected in the coupon rates on both these investments. While the maturity dates are outside Council's control, the investment advisors had

previously indicated that capital is not at risk at that stage and recommended a hold strategy due to the illiquid nature of the investment.

Council has two investment holdings under the NSW TCorp Hour Glass Facility: the Long-Term Growth Facility and the NSW TCorpIM Cash Fund. The Long-Term Growth recorded an increase in value of \$11,742 and the Cash Fund recorded an increase in value of \$35,660 in May. The fluctuation in the Long-Term Growth Facility is a reflection of the current share market volatility both domestically and internationally, whereas the Cash Fund provides relatively stable returns with low potential for capital loss while maintaining high levels of liquidity, similar to an at call account. The fund only invests in Australian cash and fixed interests.

At the May 2018 RBA meeting, the official cash rate remained unchanged at 1.50%. The RBA has advised that it would continue to assess the outlook and adjust policy as needed to foster sustainable growth in demand and inflation outcomes consistent with the inflation target over time. The current inflation rate is quite low and below target.

This report complies with Council’s Investment Policy which was endorsed by Council on 19 October 2015. Council’s Responsible Accounting Officer has signed the complying Statement of Investment contained within the report, certifying that all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

PLANNING AND POLICY IMPACT

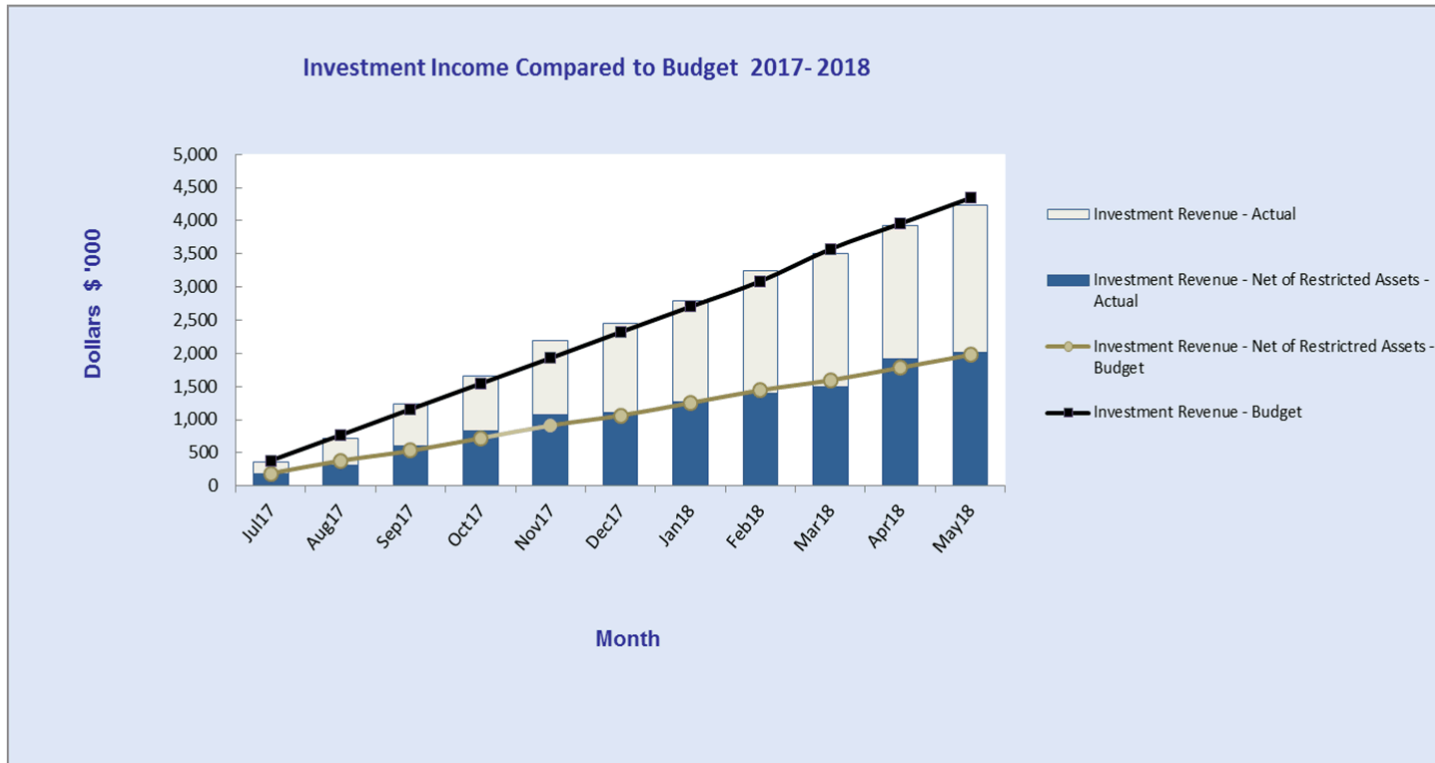
This report contributes to the delivery of Wollongong 2022 goal ‘*We are a connected and engaged community*’. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-17	Annual Plan 2017-18
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.1 Effective and transparent financial management systems are in place	Provide accurate and timely financial reports monthly, quarterly and via the annual financial statement Continuous Budget Management is in place, controlled and reported Manage and further develop compliance program Monitor and review achievement of Financial Strategy

CONCLUSION

The investments for May 2018 have performed favourably compared to the year to date budget and the portfolio recorded an average weighted return above the annualised Bloomberg Bank Bill Index Benchmark.

WOLLONGONG CITY COUNCIL STATEMENT OF INVESTMENT 25 May 2018							
On Call & Term Deposits							
DIRECT INVESTMENTS							
Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Security	Purchase Date	Maturity Date	Interest / Coupon Rate
NAB Professional Maximiser	A1+	-	2,006,921	Prof Fund A/c	25/05/2018	25/05/2018	1.90%
NAB General Fund	A1+	-	1,291,727	General A/c	25/05/2018	25/05/2018	
SUN	A1	2,000,000	2,000,000	T/Deposit	05/03/2018	04/06/2018	2.47%
CBA	A1+	3,000,000	3,000,000	T/Deposit	06/09/2017	18/06/2018	2.56%
NAB	Fitch A-	1,030,000	1,030,000	T/Deposit	19/12/2016	19/06/2018	2.79%
WBC	A1+	2,000,000	2,000,000	T/Deposit	26/06/2017	26/06/2018	2.52%
ME	A2	1,500,000	1,500,000	T/Deposit	08/01/2018	09/07/2018	2.60%
BEN	Fitch A-	5,000,000	5,000,000	T/Deposit	22/06/2017	23/07/2018	2.75%
Bwest	A1+	5,000,000	5,000,000	T/Deposit	05/03/2018	02/08/2018	2.45%
BOQ	Moody's STP-2	3,000,000	3,000,000	T/Deposit	07/02/2018	07/08/2018	2.55%
BOQ	Moody's STP-2	3,000,000	3,000,000	T/Deposit	05/03/2018	07/08/2018	2.50%
BOQ	Fitch A-	2,000,000	2,000,000	T/Deposit	09/09/2016	10/09/2018	2.65%
IMB	BBB	2,000,000	2,000,000	T/Deposit	12/09/2016	12/09/2018	2.60%
ME	BBB	2,000,000	2,000,000	T/Deposit	14/09/2016	14/09/2018	2.65%
BEN	Fitch A-	2,000,000	2,000,000	T/Deposit	29/09/2016	28/09/2018	2.90%
CBA	A1+	3,000,000	3,000,000	T/Deposit	07/02/2018	05/10/2018	2.53%
ME	A2	3,000,000	3,000,000	T/Deposit	16/10/2017	16/10/2018	2.62%
WBC	A1+	2,000,000	2,000,000	T/Deposit	06/09/2017	06/11/2018	2.60%
WBC	AA-	3,000,000	3,000,000	T/Deposit	23/02/2017	23/11/2018	2.80%
IMB	A2	2,000,000	2,000,000	T/Deposit	01/12/2017	03/12/2018	2.55%
BOQ	Fitch A-	1,500,000	1,500,000	T/Deposit	08/12/2016	07/12/2018	2.95%
SUN	A+	3,000,000	3,000,000	T/Deposit	08/12/2016	07/12/2018	2.76%
WBC	A1+	2,000,000	2,000,000	T/Deposit	06/09/2017	07/01/2019	2.62%
WBC	AA-	3,000,000	3,000,000	T/Deposit	31/01/2017	31/01/2019	2.90%
CBA	A1+	5,000,000	5,000,000	T/Deposit	05/03/2018	05/03/2019	2.61%
WBC	A1+	2,000,000	2,000,000	T/Deposit	06/09/2017	06/03/2019	2.64%
BEN	Fitch A-	1,000,000	1,000,000	T/Deposit	13/03/2017	13/03/2019	2.90%
IMB	A2	3,000,000	3,000,000	T/Deposit	08/03/2018	08/04/2019	2.62%
BOQ	A1+	2,000,000	2,000,000	T/Deposit	22/12/2017	24/06/2019	2.65%
BEN	A2	3,000,000	3,000,000	T/Deposit	08/01/2018	08/07/2019	2.65%
BOQ	Moody's STP-2	1,000,000	1,000,000	T/Deposit	06/09/2017	06/09/2019	2.80%
WBC	A1+	2,000,000	2,000,000	T/Deposit	01/12/2017	02/12/2019	2.68%
IMB	A2	3,000,000	3,000,000	T/Deposit	22/12/2017	20/12/2019	2.65%
WBC	A1+	5,000,000	5,000,000	T/Deposit	22/12/2017	23/12/2019	2.77%
ME	A2	3,000,000	3,000,000	T/Deposit	04/01/2018	06/01/2020	2.75%
BOQ	Moody's STP-2	2,000,000	2,000,000	T/Deposit	19/02/2018	10/02/2020	2.88%
IMB	A2	2,000,000	2,000,000	T/Deposit	29/03/2018	27/03/2020	2.85%
Total			93,328,648				



ITEM 30 ELECTRONIC TRAFFIC COMMITTEE MEETING HELD ON 7 JUNE 2018

An Electronic Meeting of the City of Wollongong Traffic Committee was held on 7 June 2018 to consider the three Regulation of Traffic Items 7–9 be reported to Council and then Items 1-6 and Items 10–15 will be considered at the scheduled Traffic Committee Meeting on 13 June 2018 to be determined under delegation.

RECOMMENDATION

In accordance with the powers delegated to Council, the Minutes and recommendations of the City of Wollongong Electronic Traffic Committee Meeting held on 7 June 2018 be adopted.

REPORT AUTHORISATIONS

Report of: Mike Dowd, Manager Infrastructure Strategy and Planning
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City

ATTACHMENTS

- 1 Standard Conditions for Road Closures
- 2 Corona Sunset Music Festival
- 3 Criterium Flagstaff Hill Race
- 4 State Junior Championship Marshall Mount Race

BACKGROUND

1 NORTH WOLLONGONG WARD 2 (ITEM 7 OF THE TRAFFIC COMMITTEE MINUTES)

Cliff Road – Corona Sunset Music Festival 1 December 2018 from 2.00pm to 11.00pm.

Background

Council has received an application from the organisers for the Corona Sunset event proposed for North Beach on Saturday 3 March 2018. Although the event is to be held within the beach reserve the application is for road closures of Blackett Street (eastern end) and Cliff Road between Bourke Street and the George Hanley Drive access road to Stuart Park. It is understood that the road closures are requested to permit the event to be set up and that preliminary negotiations have been undertaken with Managers of the Novotel.

It is proposed that residents of Blackett Street and service vehicles for the Novotel will be permitted to enter Blackett Street during the event. The organisers are making a separate application to Council for the use of the car park off the northern end of Cliff Road. The closures will take effect from 2.00pm – 11.00pm on the day. The RMS and Police representatives have no objections providing suitable vehicle mitigation measures are included.

Consultation

Consultation is a condition of approval for this Agenda item.

Proposal

The proposed road closures be approved subject to the submitted Traffic Management Plans (Attachment 2) and Councils Standard Conditions for Road Closures (Attachment 1).

2 WOLLONGONG –WARD 2 (ITEM 8 OF THE TRAFFIC COMMITTEE MINUTES)

Flagstaff Hill – Criterium Circuit – Sunday 12 August 2018.

Background

The Illawarra Cycle Club is holding a State Junior Cycling event over the weekend of 11 & 12 August 2018. On Sunday 12 August the Club has applied for a road closure of Endeavour Drive Wollongong to permit the Criterium Event to be held. The road closure will take effect from 6.00am until 5.00pm. The submitted Traffic Management Plans shows traffic controllers within the Wollongong harbour roadway to ensure that the normal one way flow can be managed as two-way during the road closure. The RMS and Police representatives have no objections providing suitable vehicle mitigation measures are included.

Consultation

Consultation is a condition of approval for this Agenda item.

Proposal

The proposed road closure be approved subject to the submitted Traffic Management Plans (Attachment 3) and Council's Standard Conditions for Road Closures (Attachment 1).

3 AVONDALE WARD 3 (ITEM 9 OF THE TRAFFIC COMMITTEE MINUTES)

Marshall Mount Road – State Junior Championship Marshall Mount Road Race – Saturday 11 August 2018.

Background

The Illawarra Cycle Club is holding a State Junior Cycling event over the weekend of 11 & 12 August 2018. On Saturday 11 August the Club has applied for a road closure and traffic controls on Marshall Mount Road, Avondale between Council's southern boundary and Huntley Road, to permit the State Junior Road Race and Time Trial Event to be held. The road closure and traffic controls will take effect from 8.00am until 4.00pm on the day. Due to the event being spread out with relatively small numbers at any one point the Police and the RMS representatives have no objections to the event proceeding.

Consultation

Consultation is a condition of approval for this agenda item.

Proposal

The proposed road closure be approved subject to the submitted Traffic Management Plans (Attachment 4) and Council's Standard Conditions for Road Closures (Attachment 1).

Attachment 1 – WCC Standard Conditions

Standard Conditions for Road Closures

For Special Events and Work Related activities Within Council Road Reserves.

Following approval by Wollongong City Council, road closures are subject to the additional Council conditions:

1. **The Applicant must complete the Council form** 'Application to Open and Occupy or Underbore a Roadway or Footpath' (Refer to Checklist below – relates to Section 138 of the Roads Act.)
2. **NSW Police Approval:** The Applicant must obtain written approval from NSW Police, where required under the Roads Act.
3. **If the Road Closure is within 100m of any traffic control signals or on a 'State Classified Road'** the Applicant must obtain a Road Occupancy Licence (ROL) from NSW Roads & Maritime Services (RMS).
4. **The Applicant must advise all affected residents and business owners** within the closure area of the date/s and times for the closure, at least 7 days prior to the intended date of works.
5. **The Applicant must advise Emergency Services:** Ambulance, Fire Brigade and Police, Taxi and Bus Companies of the closure dates and times in writing, 7 days prior to the intended date of works. The Applicant must endeavour to minimise the impact on bus services during the closure.
6. **Traffic Management Plan:** The closure must be set up in accordance with the approved **Traffic Management Plan (TMP)** prepared by an appropriately qualified traffic controller; a copy of whose qualifications must be included with the submitted TMP.
7. **Traffic Management Plan Setup:** The Traffic Management Plan must be set up by appropriately qualified traffic control persons or the NSW Police.
8. **Access to properties affected by the road closure must be maintained where possible.** Where direct access cannot be achieved, an alternative arrangement must be agreed to by both the applicant and the affected person/s.
9. **Public Notice Advertisement:** The Applicant must advertise the road closure in the Public Notices section of the local paper, detailing closure date/s and times at least 7 days prior to the closure.
10. **Public Liability Policy:** The Applicant must provide Council with a copy of their current insurance policy to a value of no less than \$20 million dollars to cover Wollongong City Council from any claims arising from the closure.

Checklist:

- Completed Council Form:**
'Application to Open and Occupy or Underbore a Roadway or Footpath'.

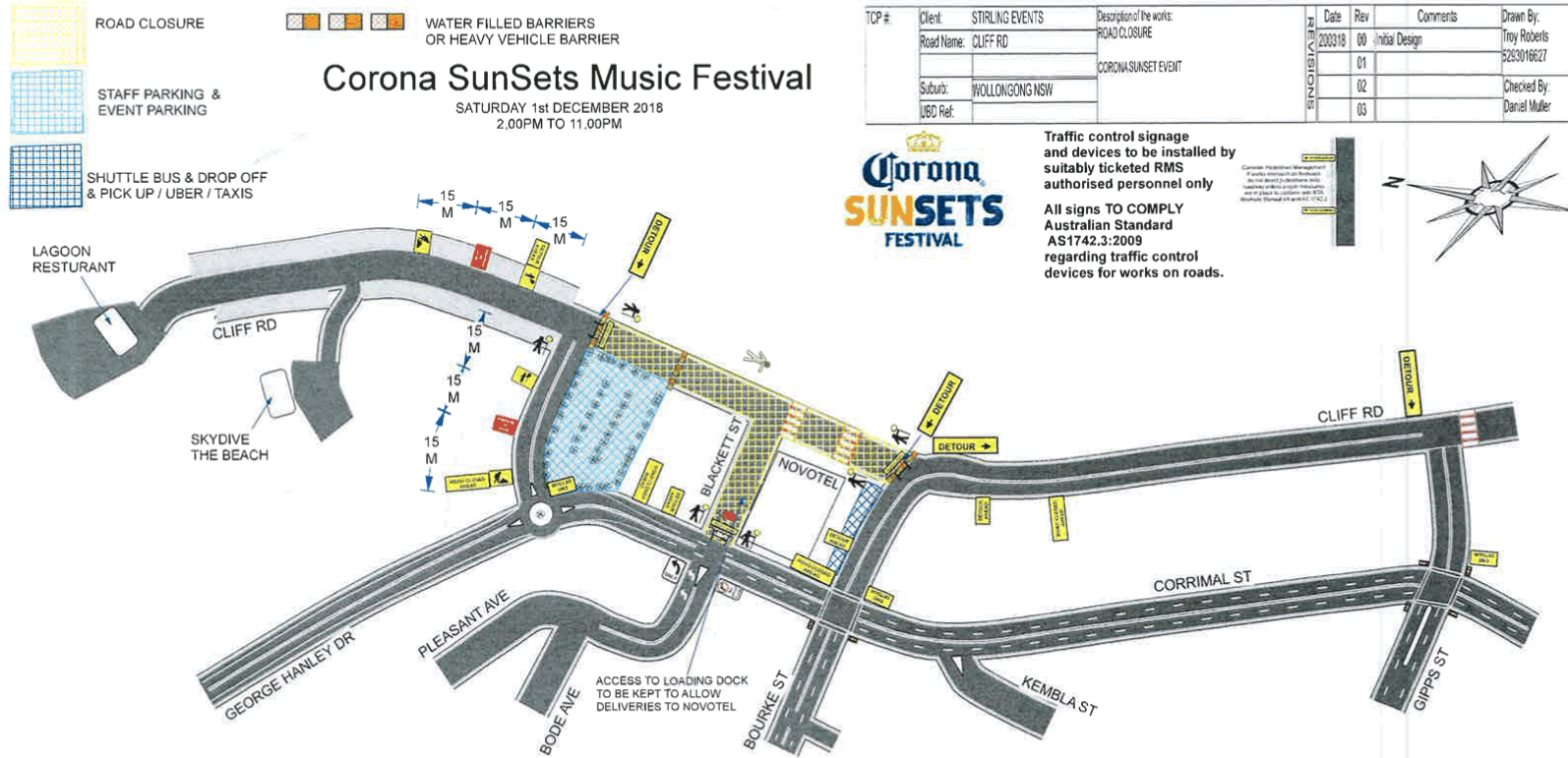
Required information as shown below MUST be attached:

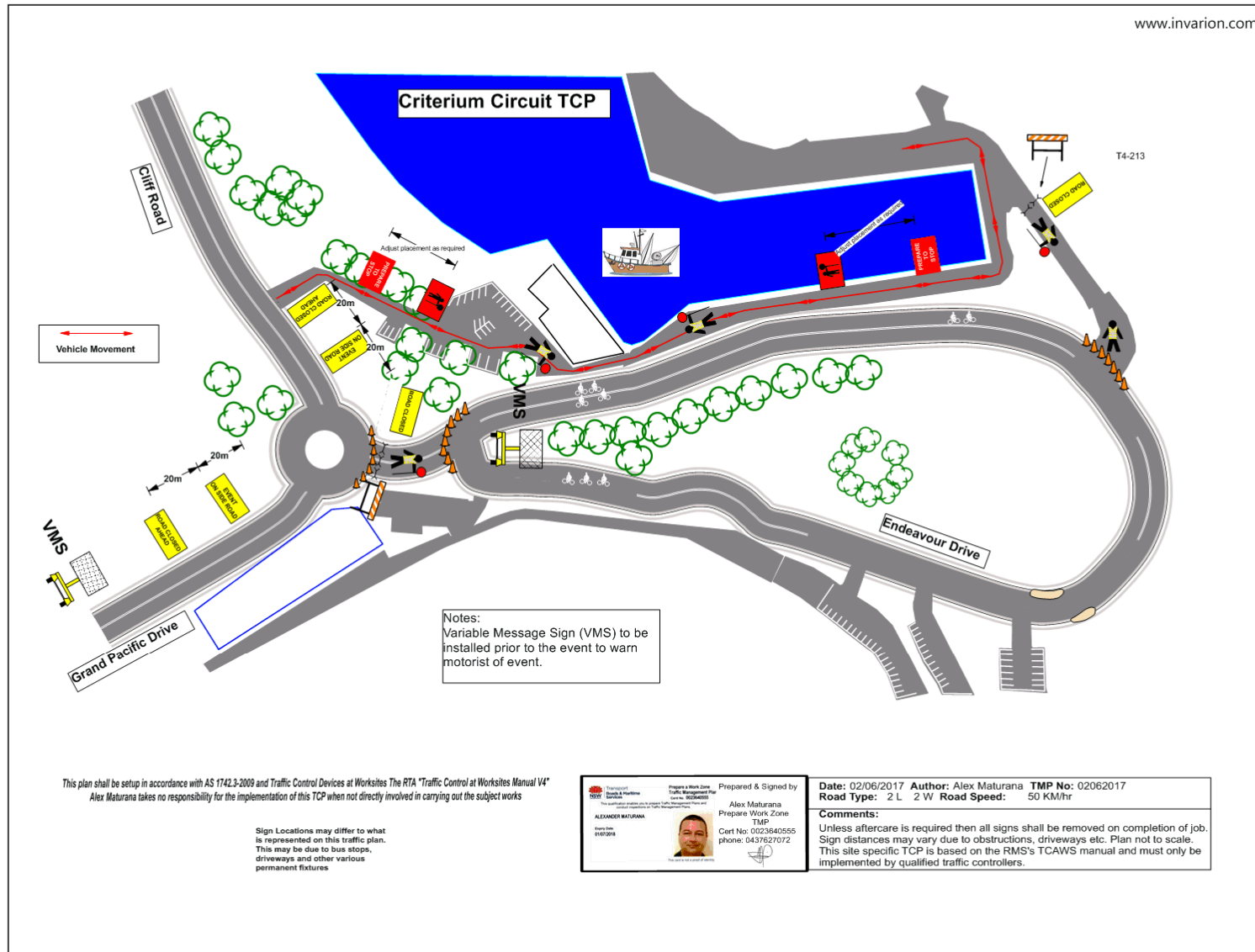
- A copy of the letter from the Traffic Committee authorising the closure
- The Traffic Management Plan (TMP)
- The Road Occupancy Licence (ROL) *if required*
- Written approval from NSW Police
- Public Liability Insurance

Applications may be lodged in the Customer Service Centre located on the Ground Floor of Council's Administration Building, 41 Burelli Street Wollongong between 8.30am and 5pm Monday to Friday.

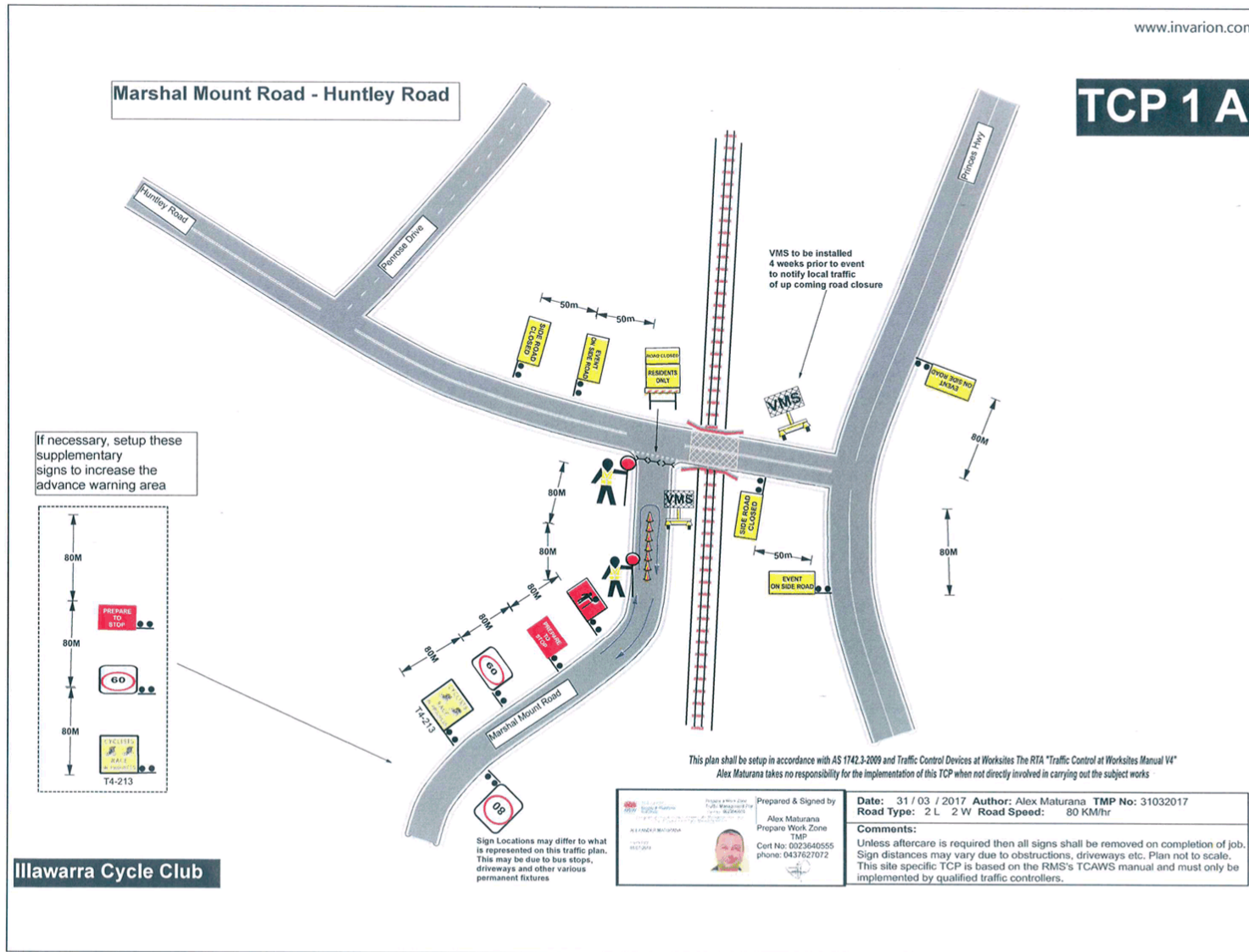
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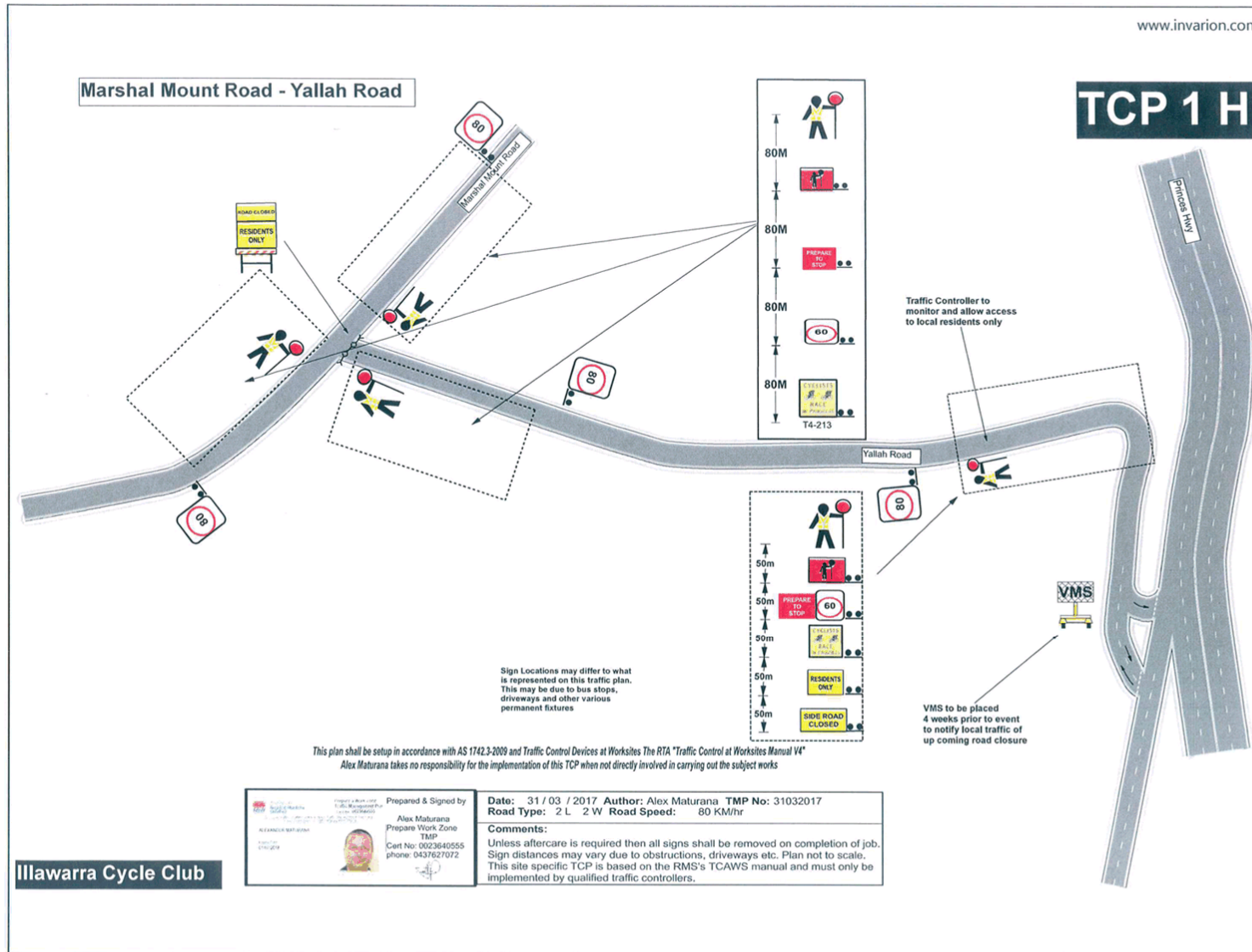
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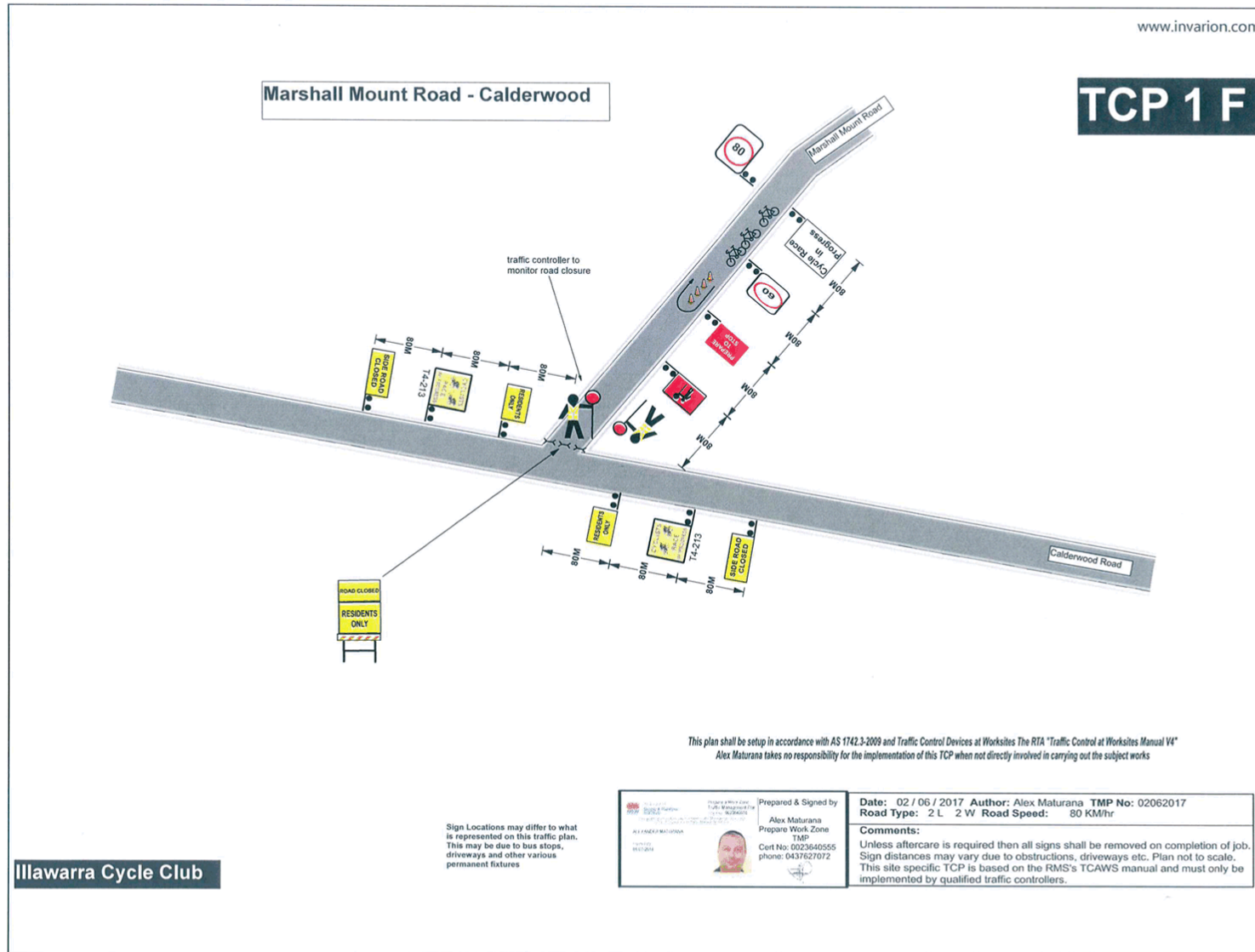












ITEM 31

BI-MONTHLY RETURNS OF DISCLOSURES OF INTERESTS AND OTHER MATTERS -
JUNE 2018

The Local Government Act 1993 requires the General Manager to table all Returns of Disclosures of Interest lodged by persons nominated as designated persons. Returns are submitted to Council on a bi-monthly basis.

RECOMMENDATION

Council note the tabling of the Returns of Disclosures of Interest as required by Section 450A of the Local Government Act 1993.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Manager Governance and Information (Acting)
Authorised by: Renee Campbell, Director Corporate Services - Connected and Engaged City

ATTACHMENTS

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

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”. It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2017-18.