



## BUSINESS PAPER

## ORDINARY MEETING OF COUNCIL

To be held at 6:00 pm on

**Monday 29 May 2023**

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

(Note: In accordance with the Code of Meeting Practice, Councillors will be able to attend and participate in this meeting via audio-visual link)

### Order of Business

- 1 Opening Meeting
- 2 Acknowledgement of Traditional Custodians
- 3 Civic Prayer
- 4 Apologies and Applications for Leave of Absence by Councillors
- 5 Confirmation of Minutes of Ordinary Council Meeting
- 6 Confirmation of Minutes of Extraordinary Ordinary Council Meeting
- 7 Conflicts of Interest
- 8 Petitions and Presentations
- 9 Confirmation of Minutes of Council Committee Meeting
- 10 Public Access Forum
- 11 Call of the Agenda
- 12 Lord Mayoral Minute
- 13 Urgent Items
- 14 Reports to Council
- 15 Reports of Committees
- 16 Items Laid on the Table
- 17 Notices of Motions(s)/Questions with Notice
- 18 Notice of Rescission Motion
- 19 Confidential Business
- 20 Conclusion of Meeting

### Members

Lord Mayor –  
Councillor Gordon Bradbery AM (Chair)  
Deputy Lord Mayor –  
Councillor Tania Brown  
Councillor Ann Martin  
Councillor Cameron Walters  
Councillor Cath Blakey  
Councillor David Brown  
Councillor Dom Figliomeni  
Councillor Elisha Aitken  
Councillor Janice Kershaw  
Councillor John Dorahy  
Councillor Linda Campbell  
Councillor Mithra Cox  
Councillor Richard Martin

**QUORUM – 7 MEMBERS TO BE PRESENT**

## Statement of Ethical Obligations

In accordance with clause 3.23 of the Model Code of Meeting Practice, released by the NSW Office of Local Government, Councillors are reminded of their Oath or Affirmation of Office made under section 233A of the Act and their obligations under Council's Code of Conduct to disclose and appropriately manage conflicts of interest

### OATH OR AFFIRMATION OF OFFICE

The Oath or Affirmation is taken by each Councillor whereby they swear or declare to undertake the duties of the office of councillor in the best interests of the people of Wollongong and Wollongong City Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the *Local Government Act 1993* or any other Act to the best of their ability and judgment.

### CONFLICTS OF INTEREST

All Councillors must declare and manage any conflicts of interest they may have in matters being considered at Council meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed will be recorded in the minutes of the meeting at which the declaration was made.

Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with Council's Code of Conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting will be suspended or terminated for the time during which the matter is being considered or discussed by Council, or at any time during which Council is voting on the matter.

Councillors should ensure that they are familiar with Parts 4 and 5 of the Wollongong City Council **Code of Conduct for Councillors** in relation to their obligations to declare and manage conflicts of interests.

Staff should also be mindful of their obligations under the Wollongong City Council **Code of Conduct for Staff** when preparing reports and answering questions during meetings of Council.

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MINUTES

ORDINARY MEETING OF COUNCIL

at 6:00 pm

Monday 8 May 2023

**Present**

Lord Mayor – Councillor Gordon Bradbery AM (in the Chair)

Deputy Lord Mayor – Councillor Tania Brown

Councillor Ann Martin

Councillor Cameron Walters

Councillor Cath Blakey

Councillor David Brown

Councillor Elisha Aitken

Councillor John Dorahy

Councillor Linda Campbell

Councillor Mithra Cox

Councillor Richard Martin

**In Attendance**

General Manager

Director Infrastructure + Works, Connectivity Assets + Liveable City

Director Planning + Environment, Future City + Neighbourhoods

Director Corporate Services, Connected + Engaged City

Director Community Services, Creative + Innovative City

Chief Financial Officer

Manager Governance + Customer Service

Manager Property + Recreation (attended via audio-visual link)

Manager City Strategy

Manager Development Assessment + Certification

Manager Infrastructure Strategy + Planning

Manager Open Space + Environmental Services (attended via audio-visual link)

Manager Community Cultural + Economic Development

Manager Library + Community Services

Greg Doyle

Joanne Page

Linda Davis

Renee Campbell

Kerry Hunt

Brian Jenkins

Todd Hopwood

Lucielle Power

Chris Stewart

Mark Adamson

Jeremy Morgan

Paul Tracey

Sue Savage

Jenny Thompson

**Note:** In accordance with the Code of Meeting Practice, participants in the meeting can participate via audio-visual link. Those who participated via audio-visual link are indicated in the attendance section of the Minutes.

**Note:** Council resolved on 6 February 2023 to grant Councillor Figliomeni a leave of absence from 11 April 2023 to 14 May 2023.

**Note:** Council resolved on 8 May 2023 to grant Councillor Kershaw a leave of absence from 8 May 2023 to 30 June 2023.



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## CLOSED SESSION

### ITEM C1 CONFIDENTIAL: Renewal of General Manager's Contract.....6

#### 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)(a) of the Local Government Act, 1993, as the report contains personnel matters concerning particular individuals.*

## CONFLICTS OF INTERESTS

Councillor Mithra Cox declared a non-significant, non-pecuniary conflict in Item 6 - Post Exhibition - Sportsgrounds and Sporting Facilities Strategy 2023-2027 and Item 10 – Sports Grants Program Assessment Outcome 2023-2024, as she plays for Figtree Football Club and her children play for Football South Coast Flames. As she does not have any management or executive responsibility at either sporting organisation, Councillor Cox advised she would remain in the meeting during debate and voting on both items.

## CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON MONDAY, 3 APRIL 2023

- 814 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that the Minutes of the Ordinary Meeting of Council held on Monday, 3 April 2023 (a copy having been circulated to Councillors) be taken as read and confirmed.

## PUBLIC ACCESS FORUM

ITEM NO	TITLE	NAME OF SPEAKER
1	Public Exhibition – Bulli Showground Master Plan	Alastair Yorke Illawarra Folk Club Against Recommendation
Non-Agenda Item	Information regarding public engagement on the Aboriginal and Torres Strait Islander Voice	Daniel Bourke

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

## CALL OF THE AGENDA

- 816 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that the staff recommendations for Items 2 to 5 inclusive then 7 to 18 inclusive be adopted as a block.

## ITEM 1 - PUBLIC EXHIBITION - BULLI SHOWGROUND MASTER PLAN

- 817 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor R Martin that -

- 1 Council endorse the draft Bulli Showground Master Plan for public exhibition from 15 May to 12 June 2023.
- 2 Following exhibition, Council receives a further report with an updated Master Plan incorporating the community engagement findings.

## **ITEM 2 - PUBLIC EXHIBITION - DRAFT WOLLONGONG DEVELOPMENT CONTROL PLAN 2009 CHAPTER D21 - TALLAWARRA LANDS SITE**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

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

- 1 The submitted draft Wollongong Development Control Plan 2009 - Chapter D21 – Tallawarra Lands be amended in accordance with the changes outlined in the report and requested information being submitted to Council within three months.
- 2 The draft Wollongong Development Control Plan 2009 - Chapter D21 – Tallawarra Lands be exhibited for a minimum period of 28 days, following the amendments being made to the satisfaction of staff.

## **ITEM 3 - POST EXHIBITION - ELECTRIC VEHICLE CHARGING INFRASTRUCTURE ON COUNCIL LAND POLICY**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that the draft Electric Vehicle Charging Infrastructure on Council Land Policy be adopted as a Council Policy.

## **ITEM 4 - POST EXHIBITION - DRAFT MULLET CREEK FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that the Mullet Creek Floodplain Risk Management Study and Plan (as amended) be adopted.

## **ITEM 5 - POST EXHIBITION - 'PLACES FOR THE FUTURE' SOCIAL INFRASTRUCTURE FUTURE DIRECTIONS PLAN 2023-2036'**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that the draft *Places for the Future* - Social Infrastructure Future Directions Plan: 2023-2036 is adopted.

## **ITEM 6 - POST EXHIBITION - SPORTSGROUNDS AND SPORTING FACILITIES STRATEGY 2023-2027**

**818 COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Cox seconded Councillor Walters that Council -

- 1 Endorse the Sportsgrounds and Sporting Facilities Strategy 2023-2027.
- 2 Note the Sportsgrounds and Sporting Facilities Strategy 2023-2027 Implementation Plan.
- 3 Note the Sportsgrounds and Sporting Facilities Strategy 2023-2027 Engagement Report.

## **ITEM 7 - POST EXHIBITION: COUNCIL CODE OF BUSINESS ETHICS**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that Council adopt the revised Council Code of Business Ethics.

## **ITEM 8 - RISK MANAGEMENT FRAMEWORK**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

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

- 1 The Draft Risk Management Framework be placed on public exhibition for a period of 21 days.
- 2 A further report be provided to Council at the conclusion of the exhibition period.

## **ITEM 9 - INTERNAL AUDIT CHARTER**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that the Internal Audit Charter be adopted by Council.

## **ITEM 10 - SPORTS GRANTS PROGRAM ASSESSMENT OUTCOME 2023-2024**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

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

- 1 Council endorse the allocated points, rankings, and recommendations of the Sports and Facilities Reference Group assessment panel.
- 2 A sum of \$423,735.95 from the Sports Reserve fund is allocated to fund 10 projects that have met the criteria as determined by Sports and Facilities Reference Group assessment panel.

## **ITEM 11 - TRANSFER OF OWNERSHIP OF UNFORMED AND UNNAMED ROAD LOT 1 DP 56059 OTFORD TO NATIONAL PARKS AND WILDLIFE SERVICES TO FORM PART OF ROYAL NATIONAL PARK**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

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

- 1 Council supports the proposal by the National Parks and Wildlife Service to formally reserve the unnamed road reserve that traverses Lot 1 DP 56059 as shown crosshatched on Attachments 1 and 2, as National Park, effectively closing the road reserve and transferring ownership to the National Park and Wildlife Services.
- 2 The National Parks and Wildlife Services be responsible for preparation, and if necessary, registration of all necessary documentation to effect the reservation.
- 3 The National Parks and Wildlife Services be responsible for any and all costs in relation to this matter.

- 4 Approval be granted to affix the Common Seal of Council to any documentation required to give effect to this resolution.

**ITEM 12 - LEAVE OF ABSENCE - COUNCILLOR JANICE KERSHAW - 8 MAY 2023 TO 30 JUNE 2023**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that leave of absence be granted to Councillor Kershaw for the period 8 May 2023 to 30 June 2023.

**ITEM 13 - TENDER T1000093 - DRAINAGE OUTLET STRUCTURE RECONSTRUCTION - CLIFF PARADE, THIRROUL**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

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

- 1
  - a In accordance with Section 178(3)(e) of the Local Government (General) Regulation 2021, following no tender submissions being received, Council resolve to enter into negotiations with a suitably qualified and experienced parties with a view to entering into a contract in relation to the subject matter of the tender.
  - b In accordance with Section 178(4) of the Local Government (General) Regulation 2021, the reason for Council hereby resolving to enter into negotiations and not inviting fresh tenders is that it is anticipated that a satisfactory outcome can be achieved.
- 2 Council delegate to the General Manager the authority to undertake and finalise the negotiations with suitably qualified and experienced parties, 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 14 - TENDER T1000096 - CORRIMAL BEACH TOURIST PARK AMENITIES BLOCKS 3 AND 4 - ROOF REPLACEMENT WORKS**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

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

- 1 In accordance with Section 178(1)(a) of the Local Government (General) Regulation 2021, Council accept the tender of Batmac Constructions Pty Ltd for Corrimal Beach Tourist Park Amenities Blocks 3 and 4 - Roof Replacement Works, in the sum of \$452,769.40, inclusive GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

### **ITEM 15 - MARCH 2023 FINANCIALS**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

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

- 1 The financials be received and noted.
- 2 Council endorse the proposed changes to the Capital Budget for March 2023.

### **ITEM 16 - STATEMENT OF INVESTMENT - MARCH 2023**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that Council receive the Statement of Investment for March 2023.

### **ITEM 17 - TABLING OF RETURNS OF DISCLOSURES OF PECUNIARY INTEREST AND OTHER MATTERS - MAY 2023**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that Council note the tabling of the Returns of Disclosures of Interest as required by Part 4 of the Model Code of Conduct.

### **ITEM 18 - CITY OF WOLLONGONG TRAFFIC COMMITTEE MINUTES OF MEETING HELD ON 11 APRIL 2023**

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 816)

**COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Walters that in accordance with the delegated authority to Council, the Minutes and Recommendations of the Wollongong Traffic Committee held on 11 April 2023 in relation to regulation of Traffic as outlined within this report, be adopted.

### **CLOSED COUNCIL SESSION**

The Lord Mayor called for a motion to close the meeting to consider a Confidential item, which deals with a report to Council regarding the Renewal of the General Manager's Contract

Prior to putting the Motion to the vote, the Lord Mayor advised the meeting that Item C1 relates to a report to Council regarding the renewal of the General Manager's contract and that it is classified as Confidential for the following reason –

Section 10A(2) (a) of the Local Government Act 1993, permits the meeting to be closed to the public, as the report contains personnel matters concerning particular individuals.

**819 COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor T Brown seconded Councillor Dorahy that –

- 1 The meeting move into Closed Session to consider a report to Council regarding Renewal of General Manager's Contract, in accordance with Section 10A(2)(a) of the Local Government Act, 1993, which permits the meeting to be closed to the public as the report contains personnel matters concerning particular individuals.

- 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 matters in open meeting.

The MOTION on being PUT to the VOTE was CARRIED UNANIMOUSLY.

The meeting moved into Closed Session, the time being 6:47 pm.

#### **ITEM C1 - RENEWAL OF GENERAL MANAGER'S CONTRACT**

**820 COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor T Brown seconded Councillor Walters that –

- 1 Wollongong City Council note that based on the Local Government NSW General Manager Remuneration Report 2021/2022, the median salary for General Managers of Urban Very Large Councils in NSW is \$492,446 per annum.
- 2 Wollongong City Council offer Mr Greg Doyle a five-year contract as General Manager effective from 3 June 2023 with a Total Remuneration Package of \$492,500 per annum.

**821 COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor T Brown seconded Councillor R Martin that the meeting move out of Closed Session and into Open Council.

Council resumed into Open Session at 6:52 pm.

#### **OPEN COUNCIL SESSION**

##### **RESOLUTIONS FROM THE CLOSED SESSION OF COUNCIL**

The Lord Mayor advised the meeting of the Council's Resolutions whilst in Closed Session (refer Minute Number 820)

#### **THE MEETING CONCLUDED AT 6:54 PM**

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Confirmed as a correct record of proceedings at the Ordinary Meeting of the Council of the City of Wollongong held on Monday 29 May 2023.

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Chairperson



**ITEM A LORD MAYORAL MINUTE - UNDERGROUND PETROLEUM STORAGE SYSTEMS**

Underground Petroleum Storage Systems (UPSS) are found in service stations and some industrial premises and depots. Wollongong City Council has 64 known UPSS sites, the majority of which are service stations. UPSS owners are required to comply with relevant provisions of the UPSS Regulation 2019, the *Protection of the Environmental Operations Act 1997* and relevant Australian Standards.

The number of disused UPSS sites in our LGA is expected to increase with greater use of electric vehicles.

The NSW Environmental Protection Authority originally managed a UPSS compliance program across NSW. Responsibility for the compliance of UPSS sites shifted to local government in 2019 with no additional funding or adequate ability to fully cost recover.

Wollongong City Council has implemented a compliance program to meet our statutory responsibilities for UPSS. This compliance program is largely administrative/desktop based to best utilise limited resources and manage risk.

In addition to maintaining a register of UPSS sites and ownership details (a minimum requirement of Councils), WCC also requires operators to submit compulsory leak detection reporting and ground water monitoring results for review. Based on desk top review of these reports further investigation and inspection is undertaken where non-compliance is identified or suspected.

Managing compliance with UPSS legislation will continue to have resource implications for Council. Adequate resources should have been provided when this responsibility was transferred from the NSW Environmental Protection Authority, particularly given concern in the community regarding defunct UPSS sites.

Where a UPSS exists Council's technical staff ensure that appropriate notations are included on Planning Certificates for relevant properties.

**RECOMMENDATION**

Wollongong City Council write to the Minister for Environment and Heritage to request that funding or additional cost recovery mechanisms be made available to assist Councils to manage compliance with the Underground Petroleum Storage System Regulation 2019 and associated legislation.

**ATTACHMENTS**

There are no attachments for this report.

## ITEM 1

## PUBLIC EXHIBITION: WOLLONGONG CITY-WIDE DEVELOPMENT CONTRIBUTIONS PLAN 2023

Development contributions are collected to help fund infrastructure required as a direct or indirect result of development. The current adopted Wollongong City-Wide Development Contributions Plan (2022) (Plan) came into force on 2 September 2022. The Plan is reviewed annually to reflect updates to Council's works program and any other required changes. The revised 2023 draft Plan incorporates the allocation of new projects, and changes to exemptions outlined in the Wollongong Housing Strategy adopted by Council on 29 February 2023.

It is recommended that the draft Wollongong City-Wide Development Contributions Plan (2023) (Attachment 1), be exhibited for community comment.

**RECOMMENDATION**

- 1 The draft Wollongong City-Wide Development Contributions Plan (2023) (Attachment 1), be exhibited for a minimum of 28 days.
- 2 Following the exhibition period, a report on submissions be prepared for Council's consideration.

**REPORT AUTHORISATIONS**

Report of: Chris Stewart, Manager City Strategy

Authorised by: Linda Davis, Director Planning + Environment - Future City + Neighbourhoods

**ATTACHMENTS**

- 1 Draft Wollongong City-Wide Development Contributions Plan 2023

**BACKGROUND****Development Contributions**

The *Environmental Planning and Assessment Act 1979* (Act) establishes various mechanisms through which a Council can collect development contributions.

Under Section 7.12 of the Act, contributions can be collected as 'fixed development consent levies' based on a percentage of the proposed cost of development. Clause 209 of the *Environmental Planning and Assessment Regulation 2021* (Regulation) sets the maximum percentage that can be levied. For the Wollongong Local Government Area (LGA) the levies are -

Where the proposed cost of carrying out the development is -

- Up to and including \$100,000 – Nil.
- More than \$100,000 and up to and including \$200,000 - 0.5% of that cost.
- More than \$200,001 - 1% of that cost.

For land within the Wollongong City Centre E2 Commercial Centre (formerly B3 Commercial Core) zone -

- Up to and including \$250,000 – Nil.
- More than \$250,001 – 2%.

Contributions are applied towards the provision, extension or augmentation of public infrastructure across the contribution area, or towards the recoupment of these costs.

**Wollongong City-Wide Development Contributions Plan**

The Wollongong Section 94A Development Contributions Plan initially came into force on 14 June 2006 when it repealed various Section 94 Contributions Plans. The Plan has been reviewed annually to reflect updates to Council's works program and any other required changes. Projects to be fully or partially funded through the contribution scheme are required to be listed in Schedule 5 and 6 and mapped in Schedule 7 of the Plan.

On 1 March 2018, the Act was amended, including a restructure and all sections were renumbered. Section 94A was renumbered to section 7.12.

On 23 July 2018, Council resolved to rename the plan to the Wollongong City-Wide Development Contributions Plan (2018). The Plan applies to the majority of the Wollongong LGA, excluding the West Dapto Urban Release Area, where the West Dapto Development Contribution Plan (2020) currently applies.

## PROPOSAL

This report proposes to update the current Plan to reflect Council's Draft Delivery Program 2022-2026 and Operational Plan 2023-2024 endorsed by Council for exhibition on 3 April 2023. Any updates or changes to the delivery program or operational plan will be reflected in the contributions plan prior to adoption. Other draft amendments include -

- 1 Replacement of the cover page image to assist in distinguishing the new 2023 Plan from the current 2022 version.
- 2 Updating of the list of proposed projects including proposed expenditure from the Wollongong City-Wide and City Centre Contributions accounts.
- 3 New maps identifying the location of the proposed projects (projects with no specific location are not identified on the maps).
- 4 Updating references from the former Business Zones to the new Employment Zones, including an update of the map at Figure 2 – replacing the B3 Commercial Core zone with the E2 Commercial Centre zone.
- 5 In Clause 15, clarifying that an exemption may be provided where warranted by a delegated Council Officer.
- 6 Incorporating a new Clause 16 providing for the deferral of development contributions for dwellings used as emergency, accessible and affordable rental housing by registered providers (discussed below).
- 7 In Clause 19, a renumbering and rewording of the excerpt of Section 208 of the Regulation outlining how the cost of development is determined.
- 8 In Clause 20, reducing the threshold where a detailed cost report is required from \$10M to \$2M. Delete a reference to a previously removed schedule.
- 9 Updating to the list of completed projects and actual expenditure from the Wollongong City-Wide Contributions account. It should be noted that any values for the 2022-23 Financial Year are year-to-date values as of February 2023 and will be updated for the full Financial Year with the adoption of the final Plan.
- 10 Updates to date references throughout the document, updated population forecasts through to 2041, renumbering of schedules etc.

Contributions are allocated to a range of new infrastructure projects across 7 categories, as summarised in the following table (summary of schedule 5 of the draft Plan) -

Category	2023-24	2024-25	2025-26	2026-27	Total	%
Roads and bridges	\$1,020,000	\$525,000	\$0	\$0	<b>\$1,545,000</b>	<b>7.2%</b>
Footpaths and cycleways	\$3,850,000	\$1,050,000	\$0	\$0	<b>\$4,900,000</b>	<b>22.8%</b>
Car parks	\$0	\$1,300,000	\$0	\$0	<b>\$1,300,000</b>	<b>6.0</b>
Non-commercial buildings (e.g. community centres)	\$1,000,000	\$6,740,000	\$3,000,000	\$0	<b>\$10,740,000</b>	<b>49.9%</b>
Parks, gardens and sports fields	\$200,000	\$1,300,000	\$0	\$0	<b>\$1,500,000</b>	<b>7.0%</b>

Category	2023-24	2024-25	2025-26	2026-27	Total	%
Land acquisition	\$250,000	\$250,000	\$250,000	\$250,000	<b>\$1,000,000</b>	<b>4.6%</b>
Administration	\$129,361	\$133,242	\$137,239	\$141,407	<b>\$541,249</b>	<b>2.5%</b>
<b>Total</b>	<b>\$6,449,361</b>	<b>\$11,298,242</b>	<b>\$3,387,239</b>	<b>\$391,407</b>	<b>\$21,526,249</b>	<b>100.0%</b>

## Wollongong Housing Strategy

On 29 February 2023, Council adopted the Wollongong Housing Strategy, which seeks to incentivise the provision of emergency, accessible and affordable rental housing. The following specific strategies relate to these incentives -

*H2 The Wollongong City-wide Development Contributions Plan 2022 and West Dapto Development Contributions Plan 2020 be amended to waive development contributions for future development applications lodged by registered providers of emergency housing for emergency and temporary housing dwellings projects, on sites owned by the provider and where the dwellings are available for emergency housing for a minimum period of 15 years.*

*AH2 The Wollongong City-wide Development Contributions Plan 2022 and West Dapto Development Contributions Plan 2020 be amended to waive development contributions for future development applications lodged by registered providers of accessible housing for supportive accommodation housing projects, on sites owned by the Provider and where the dwellings are available for accessible housing for a minimum period of 15 years.*

*ARH2 The Wollongong City-wide Development Contributions Plan 2022 and West Dapto Development Contributions Plan 2020 be amended to waive development contributions for future development applications lodged by registered Tier 1 or Tier 2 Community Housing Providers for Affordable Rental Housing Projects, on sites owned by the Provider and where the dwellings are available for affordable rental housing for a minimum period of 15 years.*

Future separate Council reports will address the West Dapto Development Contribution Plan, Affordable Housing Strategy, Affordable Housing Contribution Scheme and inclusionary zoning in the Wollongong Local Environment Plan 2009 for nominated precincts.

The Implementation Plan in the Wollongong Housing Strategy contains the following action which is relevant to the current contribution plan review -

*CP1 - Wollongong City-wide Development Contributions Plan 2022 – to exclude the payment of development contributions for emergency housing, accessible housing and affordable rental housing by registered providers.*

Council officers have undertaken a further review of the strategies and action, particularly in relation to whether the development contribution levy should be deferred rather than listed as an exemption. The following commentary is provided on the two options -

### **Exemption – no development contribution payment required**

- Clause 208 of the 2021 Regulations, includes an exemption from paying section 7.12 contributions for -
  - (j) the costs of enabling access by people with disability to the development.
  - (l) the costs of development that is provided as affordable housing,
- A 2007 Ministerial Direction exempts Social Housing providers from paying development contributions for Seniors Living Housing (which could include emergency, accessible or affordable rental housing).

- An exemption will result in reduced contribution income which will reduce the amount of contribution funds that Council can allocate for City-wide Capital Projects. For the City-wide Development Contribution Plan, it is estimated to be a minimal financial impact of between \$3,000-\$5,000 per dwelling, which could equate to \$30,000 - \$100,000 per year depending on the number of dwellings approved. The financial impact is greater for the West Dapto Development Contribution Area, where a per dwelling rate is applied, as opposed to a percentage of the development cost.
- An exemption process is easier to administer and manage compared to the deferral option, as once the development consent is issued no further work is required. The development consent would need to specify that for a minimum 15-year period the dwelling/development is required to be used for emergency, accessible or affordable rental housing.

***Deferral – development contribution still required but deferred for minimum period of 15 years***

- Development Contribution income with indexation, is still received at a future point in time (after 15+ years).
- New Development Consent condition wording will need to be prepared indicating that a development contribution is required to be paid, it will be deferred for 15 years and 1 day and will be indexed. A note will also be included advising that the condition can be amended to increase the timeframe beyond 15 years if the emergency, accessible or affordable housing use is going to continue. The timeframe will not be able to be decreased.
- Determining who is a registered provider - Community Housing organisations are registered by the Registrar of Community Housing and are in the National Register for Community Housing Providers database as a Tier 1 or Tier 2 Community Housing Provider.
- Internal and system procedures need to be prepared to track applications with deferred payments. Some procedures already exist for short-term deferred payments.
- Several measures are required to ensure that if the property is no longer used for emergency, accessible or affordable housing after 15 years and the dwelling is sold, that future owners are aware of the required contribution payment, including -
  - Advice on Part 5 Planning Certificates.
  - A Restriction on title.
  - Section 608 certificate notations that a charge is owed.

Despite the additional administrative procedures, a deferral approach is recommended which will enable Council to collect the contribution once the supportive accommodation use has ceased. A new Clause 16 has been included in the draft Plan.

## CONSULTATION AND COMMUNICATION

The Works Schedule has been updated in consultation with the Infrastructure Strategy and Planning Division to reflect the endorsed draft Infrastructure Delivery Plan 2022-2026. The update of the Plan has been discussed at the internal Development Contributions Coordination Group meetings.

If Council endorses the draft 2023 Plan, it will be exhibited for a minimum period of 28 days. Copies will be available on Council's website and at Council's Administration Centre and libraries.

Following the exhibition period, a report on submissions will be prepared for Council's consideration, along with a recommendation regarding adoption.

## PLANNING AND POLICY IMPACT

The Plan is linked to the Our Wollongong Our Future 2032 Community Strategic Plan and also the Draft Delivery Program 2022-2026 and Operational Plan 2023-2024 which was endorsed by Council for exhibition on 3 April 2023. Specifically, the contributions are used to fund or part fund infrastructure projects in the Infrastructure Delivery Plan. As the projects listed in the Infrastructure Delivery Program are updated annually, the City-Wide Development Contributions Plan also needs to be updated annually. The Plan does include a 4-year work schedule that provides flexibility for infrastructure projects to either be brought forward or delayed, depending on other issues such as the timing of approvals.

The report contributes to several Wollongong 2028 objectives as the Plan is aligned with the Infrastructure Delivery Plan and contributes to the funding required to implement the Delivery Program.

It also delivers on core business activities as detailed in the Land Use Planning Service Plan.

## FINANCIAL IMPLICATIONS

Since 2006, Council has allocated \$53.7M of developer contributions to a range of projects, as summarised in the following table (summary of schedule 5 of the draft 2023 Plan) -

Category	Total	%
Roads and Bridges	\$6,322,830	11.8%
Footpaths and Cycleways	\$14,239,720	26.5%
Car parks	\$2,650,270	4.9%
Non-commercial buildings	\$16,132,311	30.0%
Parks, Gardens and sports fields	\$6,888,154	12.8%
Land acquisition	\$5,714,238	10.6%
Administration	\$1,623,105	3.0%
<b>Total</b>	<b>\$53,720,628</b>	<b>100.0%</b>

As at 28 February 2023, the net balance of Section 7.12 contributions held by Council was \$26.459M. This includes \$22.031M held in the City-Wide restricted account and a balance of \$4.428M in the City Centre restricted account. The balance has been allowed to grow to enable the funds to be allocated to significant projects and the coming years.

Income is forecast at an average of approximately \$1.2M per annum, although fluctuates depending on the commencement of development. The proposed Works Schedule for 2023-24 includes approximately \$6.449M of expenditure, with an additional \$15.077M over the following three years. Significant projects to be funded (partially or fully) include the Southern Suburbs Library and Community Centre and the North Wollongong Station to Guest Avenue shared path.

The income and expenditure will continue to be monitored and reviewed in response to current community needs. Future year reviews will consider budget allocations towards infrastructure projects as they approach delivery phase, for example the proposed Helensburgh Community Centre and Library.

## CONCLUSION

The Wollongong City-Wide Development Contributions Plan is an important mechanism to assist with funding public infrastructure within the LGA. This report recommends that the existing Plan be updated to reflect changes in legislation and Council's capital works program, as well as other minor amendments.

It is recommended that the draft Wollongong City-Wide Development Contributions Plan (2023) (Attachment 1) be exhibited for community comment.





Wollongong City Council

# Draft Wollongong City-Wide Development Contributions Plan 2023



# Wollongong City-Wide Development Contributions Plan (~~2022~~2023)

Document Control						
Document ID: Wollongong City-Wide Development Contributions Plan						
Rev No	Date	Revision Details	Typist	Author	Verifier	Approver
1	March 2006	Draft for exhibition (2006 version)	ZS	ZS	ZS	ZS
2	June 2006	In force (2006 version)	ZS	ZS	ZS	ZS
3	December 2006	Ministers Direction under S94E added	ZS	ZS	ZS	ZS
4	May 2007	Draft for exhibition (2007 version)	ZS	ZS	ZS	ZS
5	June 2007	In force (2007 version) Draft	ZS	ZS	ZS	ZS
6	May 2008	For exhibition (2008 version)	DG	DG	DG	DG
7	24 July 2008	In force (2008 version) Draft	DG	DG	DG	DG
8	28 July 2009	For exhibition (2009 version)	DG	DG	DG	DG
9	27 October 2009	Endorsed by Council	DG	DG	DG	DG
10	4 November 2009	In force (2009 version)	DG	DG	DG	DG
11	27 July 2010	Draft for exhibition (2010 version)	DH	DH	JB	RC
12	6 September 2010	In force (2010 version)	DH	DH	DG	DG
13	3 June 2011	Draft for exhibition (2011 version)	DH	DH	DG	DG
14	26 July 2011	In force (2011 version)	DH	DH	DG	DG
15	2 August 2012	Draft for exhibition (2012 version)	DH	DH	DG	DG
16	8 December 2012	In force (2012 version)	DH	DH	DG	DG
17	8 April 2013	Draft for exhibition (2013 version)	DH	DH	DG	DG
18	16 September 2013	In force (2013 version)	DH	DH	DG	DG
19	9 September 2014	Draft for exhibition (2014 version)	DG	DG	DG	DG
20	3 November 2014	In force (2014 version)	DG	DG	DG	DG
21	10 July 2015	Draft for exhibition (2015 version)	MH	MH	DG	DG
22	26 October 2015	In force (2015 version)	MH	MH	DG	DG
23	06 October 2016	Draft for Exhibition (2016 version)	BL	MH	DG	DG
24	19 December 2016	In force (2016 version)	BL	MH	DG	DG
25	8 May 2017	Draft for Exhibition (2017 version)	MB	MB	MH	DG
26	26 July 2017	In force (2017 version)	JP	MB	MB	DG
27	7 May 2018	Draft for exhibition (2018 version)	MB	MB	DG	DG
28	28 July 2018	In force (2018 version)	MB	MB	SH	DG
29	12 August 2019	Draft for exhibition (2019 version)	SH	SH	DG	DG
30	23 November 2019	In force (2019 version)	SH	SH	DG	DG
31	20 July 2020	Draft for exhibition (2020 version)	SH	SH	DG	DG
32	16 November 2020	In force (2020 version)	SH	SH	DG	DG
33	31 May 2021	Draft for Exhibition (2021 version)	SH	SH	DG	DG
34	2 August 2021	In force (2021 version)	SH	SH	DG	DG
35	6 June 2022	Draft for Exhibition (2022 version)	SH	SH	DG	DG
36	2 September 2022	In force (2022 version)	SH	SH	DG	DG
37	29 May 2023	Draft for Exhibition (2023 version)	SH	SH	DG	DG



**Wollongong City-Wide Development Contributions Plan (2022/2023)**

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**Wollongong City-Wide Development Contributions Plan (2022/2023)**

## Part A - Schedules

### 1. Schedule 1 – City-Wide levy rates

In accordance with clause 209(2) of the *Environmental Planning and Assessment Regulation 2021* (EP&A Regulation), the rate of the levy for development carried out on land to which this Plan applies (excluding Wollongong City Centre Commercial Core - see Schedule 2) is calculated as follows:

Proposed cost of carrying out development (Determined in accordance with Clause 4819 of this Plan)	Levy Rate
Up to and including \$100,000	Nil
More than \$100,000 and up to and including \$200,000	0.5%
More than \$200,000	1%

### 2. Schedule 2 - Wollongong City Centre Commercial Core levy rates

In accordance with clause 209(1) of the EP&A Regulation, the rate of the levy for development carried out on land within the ~~B3 Commercial Core zone~~ Zone E2 Commercial Centre in the Wollongong City Centre, as shown at Figure 2, is calculated as follows:

Proposed cost of carrying out development (Determined in accordance with Clause 4819 of this Plan)	Levy Rate
Up to and including \$250,000	Nil
More than \$250,000	2%

This contribution provides funding towards the Special City projects originally nominated in the Civic Improvements Plan (2009) for the Wollongong City Centre, reproduced below. The timing of the implementation of the projects will be determined through Councils Management Plan process as funding permits, and then detailed in Part D Schedule 5.

Item	Cost Estimate (2009)
Crown Street Upgrade	\$14,200,000
City Beach Waterfront Improvements	\$11,000,000
Civic Precinct Revitalisation	\$21,000,000
MacCabe Park Landscape Improvements	\$12,000,000
Bus Transport Initiatives	\$20,000,000
Traffic Management Works	\$2,000,000
City Centre Car Park	\$8,000,000
<b>Total</b>	<b>\$88,200,000</b>

Note: The Civic Improvement Plan was retired in 2016 as a policy document

In 2010 Wollongong Council commenced a CBD revitalisation program of streetscapes and public domain areas. Major projects completed since include:

- Keira Street – Crown Street to Smith Street
- Crown Street Mall – Kembla Street to Keira Street
- Market Street – Keira Street to Young Street
- Crown Street West – Atchison Street to Railway Parade

In addition, traffic signals have been installed to improve pedestrian activity and safety at:

- Intersection of Auburn & Burelli Streets
- Intersection of Victoria and Keira Streets
- Intersection of Kenny and Burelli Streets

**Wollongong City-Wide Development Contributions Plan (2022/2023)**

**3. Schedule 3 – Works schedule summary**

Category/Asset Class	Actual Contribution Expenditure 2006/07 to FEB23	Proposed Contribution Expenditure 2023/24 to 2026/27	Total Contribution Expenditure 2006/07 to 2026/27
Roads and bridges	\$6,322,830	\$1,545,000	\$7,867,830
Footpaths and cycleways	\$14,239,720	\$4,900,000	\$19,139,720
Car parks	\$2,650,270	\$1,300,000	\$3,950,270
Community buildings	\$16,132,311	\$10,740,000	\$26,872,311
Parks, gardens and sportsfields	\$6,888,154	\$1,500,000	\$8,388,154
Land acquisitions	\$5,714,238	\$1,000,000	\$6,714,238
Administration	\$1,623,105	\$541,249	\$2,164,354
<b>Total</b>	<b>\$53,570,628</b>	<b>\$21,526,249</b>	<b>\$75,096,877</b>

For further details refer to Part D Schedule 5 and 6 – Detailed Works Schedules.

**Part B – Expected Development and Demand for Public Facilities**

**4. Expected Development and Demand for Public Facilities**

This part broadly discusses the relationship between the expected types of development in the Council's area and the demand for additional public amenities and services to meet that development. That relationship is established through current demographic information.

The expected types of development include but are not limited to:

- Alterations and additions to existing development;
- Dwellings of all forms;
- Commercial development located primarily in commercial precincts;
- Industrial development;
- Subdivisions; and
- Mixed use development.

The relationship between expected development and the demand for public facilities is established through:

- The population projections undertaken by informed decisions (.id), adopted from the Australian Bureau of Statistics (ABS) information and other factors, indicate that continued population growth in Wollongong is expected. A projected population of 249,422,243,104 is expected by 2031 and 278,744,270,518 by 2041.
- Accelerating housing costs in metropolitan Sydney contribute to certain pressures in Wollongong, particularly new housing developments, which will largely impact the future needs of the region.
- The likely population growth will diminish the enjoyment and standard of public facilities for the existing population unless additional facilities are provided to meet the additional demand.
- The likely growth will require the provision of additional public facilities to meet additional demands.

Wollongong City Council wants to ensure that it has a sustainable local government area, safeguarding the economic, social, cultural, and environmental wellbeing of present and future generations. These levies will assist Council to provide high quality and diverse public facilities to meet the expectations of the existing and new residents of Wollongong City Council.

The additional public facilities to be provided to meet the expected future development are set out in Part D Schedule 5 and 6.

The demand for facilities within the Wollongong City Centre is based on the growth and development projected for the Wollongong City Centre in the Illawarra Shoalhaven Regional Growth Plan 2015 and A City for People 2016. In

**Wollongong City-Wide Development Contributions Plan (2022-2023)**

particular, this includes the total developable floor space allowed under the Wollongong Local Environmental Plan 2009 and Wollongong Development Control Plan 2009.

**Part C – Administration and Operation of the Plan**

**5. What is the name of this Contributions Plan?**

This Plan is called the "Wollongong City-Wide Development Contributions Plan (2022-2023)" (the Plan) and replaces the Wollongong City Wide Development Contributions Plan (2021-2022).

This Plan levies contributions under Section 7.12 of the *Environmental Planning and Assessment Act 1979*.

**6. Where does this Plan apply?**

This Plan applies to all land within the local government area of Wollongong City Council excluding the West Dapto Urban Release Area, as shown at Figure 1.

**7. What is the purpose of this Plan?**

The purpose of this Plan is to:

- To enable the imposition of a condition on certain development consents and complying development certificates requiring the payment of a contribution pursuant to Section 7.12 of the *Environmental Planning and Assessment Act 1979* (EP&A Act).
- Authorise Council, and accredited certifiers or other consent authority to impose conditions requiring contributions under Section 7.12 of the EP&A Act when determining an application on land to which this Plan applies;
- Assist the Council to provide the appropriate public facilities which are required to maintain and enhance amenity and service delivery within the area.
- Publicly identify the purposes for which the levies are required.

**8. When does this development contributions Plan commence?**

This Plan takes effect from the date on which this Plan is adopted, pursuant to clause 214(4) of the EP&A Regulation.

This City-Wide Development Contributions Plan 2022-2023 was adopted by Council at its Meeting of 29 August 2022 [DATE OF ADOPTION] and came into force on 2 September 2022 [DATE IN FORCE].

**9. Relationship with other development contribution Plans**

This plan repeals the following contributions plan:

- Wollongong City-Wide Development Contributions Plan (2021-2022 version)

Previous iterations of contributions plans that applied to all or part of the land to which this plan applies which have been repealed are:

- **Wollongong City-Wide Development Contributions Plan (2021 version)**
- Wollongong City-Wide Development Contributions Plan (2020 version)
- Wollongong City-Wide Development Contributions Plan (2019 version)
- Wollongong Section 94A Contributions Plan (2018 version)
- Wollongong Section 94A Contributions Plan (2017 version)
- Wollongong Section 94A Contributions Plan (2016 version)
- Wollongong Section 94A Contributions Plan (2015 version)
- Wollongong Section 94A Contributions Plan (2014 version)
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- Wollongong Section 94A Contributions Plan (2009 version)
- Wollongong Section 94A Contributions Plan (2008 version)

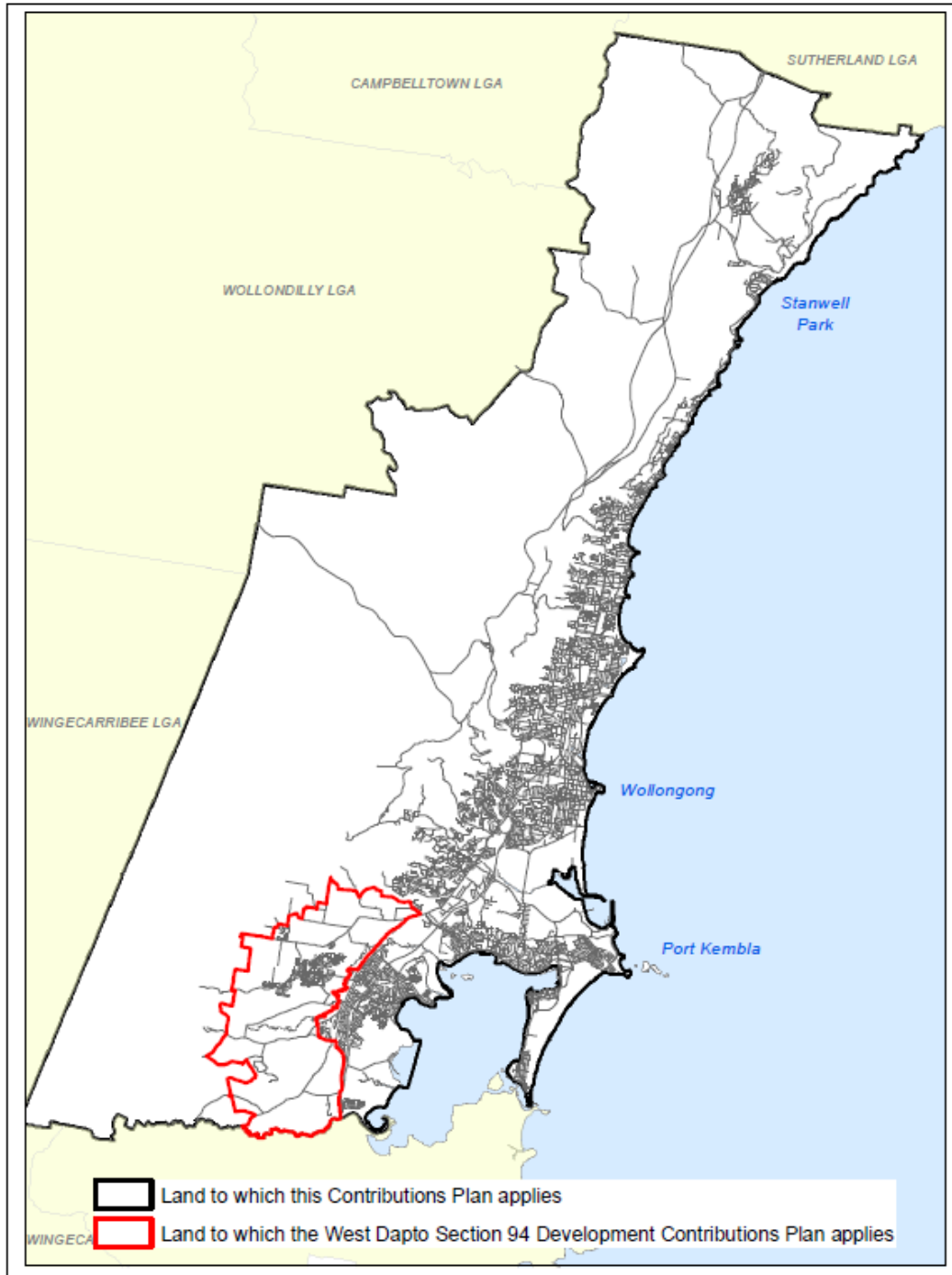
***Wollongong City-Wide Development Contributions Plan (2022-2023)***

- Wollongong Section 94A Contributions Plan (2007 version)
- Wollongong Section 94A Contributions Plan (2006 version) – this plan repealed the following Section 94 plans:
  - CP No 1 Open Space Embellishment, Recreation Facilities, Community Facilities;
  - Amendment to CP No 1 Open Space;
  - CP No 2 Traffic Management & Road Works in City of Wollongong;
  - CP No 3 Car Parking in the City of Wollongong;
  - CP No 4 Studies & Administration;
  - CP No 6 Car Parking in Area between Fairy Creek & Georges Plan Nth Wollongong;
  - CP No 7 Open Space Dedication (Nth Side Kanahooka Road);
  - CP No 8 Roundabout at the intersection of Unara Road, Yalunga Street & Princes Highway, Dapto;
  - CP No 9 Mount Brown Local Area Traffic Management Scheme;
  - CP No 10 Bank Street (Road Works & Intersection Upgrade);
  - CP No 11 Bank Street (Car Parking Facility between Bank & Stewart Streets);
  - CP No 12 Sandon Point Section 94 Land Acquisition; and
  - CP No 13 Library Resources.

Any other Section 7.11 or Section 7.12 contributions plans that are not repealed continue to apply to all areas and development to which they are stated to apply.

**Wollongong City-Wide Development Contributions Plan (2022/2023)**

Figure 1 Land to which this Contributions Plan applies

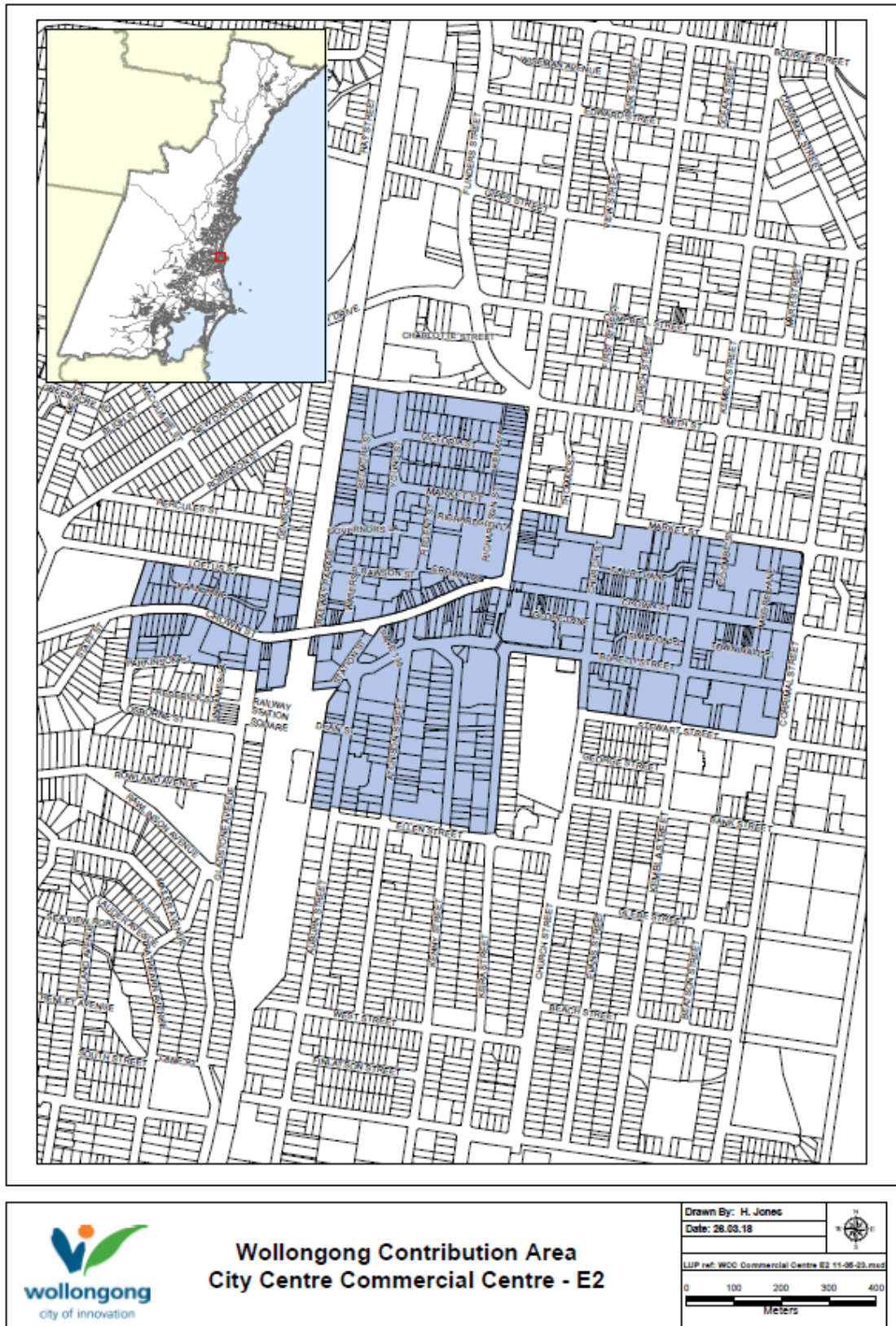


	<p><b>Wollongong Development Contribution Areas</b></p>		Drawn By: J Lewis Date: 19.03.18		
			File ref: Wollongong Sec94A 19.03.18.mxd		



**Wollongong City-Wide Development Contributions Plan (2022/2023)**

Figure 2 Land within the Wollongong City Centre Commercial Core



**Wollongong City-Wide Development Contributions Plan (2022/2023)**

**10. What does Section 7.12 of the EP&A Act provide?**

Section 7.12 of the EP&A Act provides as follows:

**7.12 Fixed development consent levies**

- (1) A consent authority may impose, as a condition of development consent, a requirement that the applicant pay a levy of the percentage, authorised by a contributions plan, of the proposed cost of carrying out the development.
- (2) A consent authority cannot impose as a condition of the same development consent a condition under this section as well as a condition under section 7.11.
- (2A) A consent authority cannot impose a condition under this section in relation to development on land within a special contributions area without the approval of:
  - (a) the Minister, or
  - (b) a development corporation designated by the Minister to give approvals under this subsection
- (3) Money required to be paid by a condition imposed under this section is to be applied towards the provision, extension or augmentation of public amenities or public services (or towards recouping the cost of their provision, extension or augmentation). The application of the money is subject to any relevant provisions of the contributions plan.
- (4) A condition imposed under this section is not invalid by reason only that there is no connection between the development the subject of the development consent and the object of expenditure of any money required to be paid by the condition.
- (5) The regulations may make provision for or with respect to levies under this section, including:
  - (a) the means by which the proposed cost of carrying out development is to be estimated or determined, and
  - (b) the maximum percentage of a levy.

**11. Council may require payment of the levy as a condition of development consent**

This Plan enables the Council to grant consent to development to which this Plan applies subject to a condition requiring the applicant to pay to the Council a levy calculated as per clause 12.

**12. How will the levy be calculated**

The levy will be determined on the basis of the rate as set out in Part A Schedule 1 City Wide Section 7.12 Levy Rates and Schedule 2 – Wollongong City Centre Commercial Core Section 7.12 Levy Rates. The levy will be calculated as follows:

$$\text{Levy payable} = \%C \times \$C$$

Where:

**%C** is the levy rate applicable

**\$C** is the proposed cost of carrying out development as determined in accordance with clause 4819.

**13. Development to which this Plan applies**

This Plan applies to all applications for development consent and complying development certificates required to be made by or under Part 4 of the EP&A Act in respect of development on land to which this Plan applies.

**14. Section 7.17 Directions**

Any current and relevant Direction issued by the NSW Minister for Planning under Section 7.17 of the EP&A Act will prevail over the provisions of this Plan. Current Section 7.17 Directions relative to this Plan include:

- If a development contribution under section 94 of the *Environmental Planning and Assessment Act 1979* has been required in respect of the subdivision of land (initial subdivision), a levy under section 94A of that Act may not be required in respect of any other development on the land, unless that other development will, or



***Wollongong City-Wide Development Contributions Plan (2022/2023)***

is likely to, increase the demand for public amenities or public services beyond the increase in demand attributable to the initial subdivision. (14/04/2016)

- A condition may not be imposed under section 94A of the *Environmental Planning and Assessment Act 1979* in relation to development on land within the Port Kembla Lease Area, as mapped in the *State Environmental Planning Policy (Port Botany and Port Kembla) 2013*. (6/12/2013)
- A contribution cannot be imposed on development for the purposes of any form of seniors housing as defined in the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004* (formerly the *State Environmental Planning Policy (Seniors Living) 2004*) where the development consent is granted to a social housing provider as defined in the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*. (14/9/2007)
- Development contributions on Development Applications (excluding subdivisions) over \$10 million may be paid prior to the issue of an Occupation Certificate, not a Construction Certificate. Council is to issue statements confirming payment. This expired on 31 March, however construction certificates in respect to applicable development can be issued up to 25 September 2022 under this Direction. The monetary contributions must be paid before the issue of the first construction certificate after this date for any building. (25/06/2020).

Further details on current Section 7.17 Directions can be found at [www.planning.nsw.gov.au](http://www.planning.nsw.gov.au).

**15. Are there any exemptions to the levy?**

Council may allow for exemptions (partial or full) in the following circumstances. For an exemption to be considered based on clause 15 (a) to (h), the written application should clearly state which exemption criteria is expected to ensure it is considered and provide all relevant supporting information.

- a. An application by the Council for community infrastructure, such as but not limited to libraries, community facilities, child care facilities, recreational facilities or car parks.
- b. An application by the NSW Government for public infrastructure, such as but not limited to hospitals, police stations, fire stations, education facilities (primary and secondary) and public transport infrastructure.
- c. An application for the continued operation of a coal mine, where rail transport is used for the transportation of coal.
- d. An application for place of public worship.
- e. An application for a residential care facility carried out under the *State Environmental Planning Policy (Housing for Seniors or People with a Disability) 2004*.
- f. An application for an industrial training facility.

The following exemption requests (partial or full) will require a comprehensive written submission:

- g. An application on behalf of Council for community infrastructure, such as but not limited to libraries, community facilities, child care facilities, recreational areas or facilities and car parks.
- h. An application on behalf of the NSW Government for public infrastructure, such as but not limited to hospitals, police stations, fire stations; education facilities (primary and secondary) and public transport infrastructure.
- i. An application for privately funded community infrastructure, such as but not limited to education facilities (primary and secondary) and private hospitals.
- j. Any other development for which Council considers an exemption is warranted, where the decision is made by formal resolution of the Council at a public Council meeting **or by a delegated Council Officer**.
- k. An application by or on behalf of a tertiary education provider:
  - (i) Full exemption may be allowed for facilities that are directly required by the main function of the educational facility, such as – classrooms, lecture theatre, training facility, administrative office, research facility.
  - (ii) Partial (50%) exemption may be allowed for developments that are not directly required by the

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main function of the educational facility but will provide support to its main function, such as student accommodation, car park, sports facility, playgrounds, food-court, display facility, function centre, convention hall, auditorium, community centre.

- (iii) Nil exemption for developments that are not directly required to the main function of the educational facility and/or have potential to create additional demand for public services and amenities. Development such as but not limited to – shops, supermarket, shopping centre, office for lease, business park, commercial centre, child care centre, entertainment facility.

**Submission Requirements for an exemption claim to be considered**

For an exemption to be considered in accordance with clause 15 (g) to (k) above, the application will need to include a comprehensive written submission arguing the case for exemption and including details of:

- Under which sub-clause the exemption claimed is to be considered.
- The mechanism ensuring that such development will remain in the form proposed in the future (i.e. Not to increase future demand on public amenities and services), NB: where a further development application or application for complying development under the EP&A Act is required for any change to the development no mechanism is necessary, however if a change of use is available by way of exempt development then the requirement for a mechanism remains.
- Other items if applicable:
  - How the development will incorporate the maintenance of the item of heritage significance.
  - How the development will contribute to the public benefit of the community.
  - Works in the public domain included in the development.
  - How the residents/users will utilise existing private facilities attached to the development that replicate those types provided by Council.
  - Advice indicating that the application is on behalf of Council or the NSW Government.

Exemptions (partial or full) listed under clause 15 (g) to (k) will only to be granted with approval of the Council Officer(s) whose position(s) holds the required Council delegations or ~~in terms of clause 15(i)~~ by formal resolution of the Council at a public Council meeting.

**16. Deferred Contributions for Affordable, Accessible and Emergency Housing**

In addition to any exemptions that may apply under clause 14 and 15, the following developments may be granted a deferral of contributions for the duration of the time that the development is used for the following purpose:

- a. Affordable housing development carried out by a registered Tier 1 or Tier 2 Community Housing Provider on sites owned by the Provider and where the dwellings are available for affordable rental housing for a minimum period of 15 years.
- b. Accessible housing for supportive accommodation housing projects carried out by a registered Provider of Accessible Housing, on sites owned by the Provider and where the dwellings are available for accessible housing for a minimum period of 15 years.
- c. Emergency and temporary housing developments carried out by a registered Provider of Emergency Housing, on sites owned by the provider and where the dwellings are available for emergency housing for a minimum period of 15 years.

For completeness, a contribution will be calculated and a condition imposed on any consent issued, and at the end of the 15 years, or when the development ceases its exempted use, the deferred contributions will become payable, including any indexation in accordance with the Plan.

**17. Complying Development Certificates and the obligations of accredited certifiers**

In accordance with sections 4.28(9) and 7.21 of the EP&A Act and clause 156 of the EP&A Regulation, applications for a complying development certificate are also subject to the provisions of this Plan, and the Certifier (whether Council or an Accredited Certifier) must impose a condition requiring the payment of a Section 7.12 contribution in accordance with the requirements of this Plan.

The condition must include the contribution amount calculated in accordance with this Plan and require payment before any building or subdivision work authorised by the certificate commences. Further information on how to calculate and condition contributions is available on Councils website and from Council. The following template condition should be used:

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**Development Contributions**

*Pursuant to Section 4.28(9) of the Environmental Planning and Assessment Act 1979 and the Wollongong City-Wide Development Contributions Plan (2022), a monetary contribution of \$[INSERT AMOUNT], subject to indexation, must be paid to Wollongong City Council before any building or subdivision work authorised by this certificate commences.*

*As the contribution amount is subject to indexation until the date of payment, contact Council for the current indexed amount prior to payment. The contribution can be paid online at <http://www.wollongong.nsw.gov.au/applicationpayments> (contact Council for the payment reference number) or by cash, EFTPOS or bank cheque at 41 Burelli Street, Wollongong.*

In accordance with clause 156(2) of the EP&A Regulation, the Certifier must ensure that the contribution has been fully paid before any building or subdivision work authorised by the certificate commences and submit receipt(s) confirming full payment with the complying development certificate.

**18. Construction/Subdivision certificates and the obligations of accredited certifiers**

In accordance with clause 20(b) of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, a certifier must not issue a construction certificate for building work under a development consent unless a condition of the development consent, referred to in the Act, section 7.11 or 7.12, requiring the payment of a monetary contribution or levy before building work is carried out.

In accordance with clause 34(2)(b) of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, a certifier must not issue a subdivision works certificate under a development consent unless a condition of the development consent, referred to in the Act, section 7.11 or 7.12, requiring the payment of a monetary contribution or levy before work is carried out.

In accordance with clause 12(2) of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, the certifier must ensure that copies of receipt(s) confirming that contributions have been fully paid are provided to the Council.

**19. How is the proposed cost of carrying out development determined?**

Clause 208 of the EP&A Regulation sets out how the proposed cost of carrying out development is to be determined. That clause provides as follows:

**208 Section 7.12 levy—determination of proposed cost of development**

- (1) The proposed cost of carrying out development is to be determined by the consent authority, for the purpose of a section 7.12 levy, by adding up all the costs and expenses that have been or are to be incurred by the applicant in carrying out the development, including the following:
  - (a) if the development involves the erection of a building, or the carrying out of engineering or construction work—the costs of or incidental to erecting the building, or carrying out the work, including the costs (if any) of and incidental to demolition, excavation and site preparation, decontamination or remediation;
  - (b) if the development involves a change of use of land—the costs of or incidental to doing anything necessary to enable the use of the land to be changed;
  - (c) if the development involves the subdivision of land—the costs of or incidental to preparing, executing and registering the plan of subdivision and any related covenants, easements or other rights;
- (2) For the purpose of determining the proposed cost of carrying out development, a consent authority may have regard to an estimate of the proposed cost of carrying out the development prepared by a person, or a person of a class, approved by the consent authority to provide such estimates
- (3) The following costs and expenses are not to be included in any estimate or determination of the proposed cost of carrying out development:
  - (a) the cost of the land on which the development is to be carried out;
  - (b) the costs of any repairs to any building or works on the land that are to be retained in connection with the development;
  - (c) the costs associated with marketing or financing the development (including interest on any loans);
  - (d) the costs associated with legal work carried out or to be carried out in connection with the development;
  - (e) project management costs associated with the development;
  - (f) the cost of building insurance in respect of the development;
  - (g) the costs of fittings and furnishings, including any refitting or refurbishing, associated with the development (except where the development involves an enlargement, expansion or intensification of a current use of land);
  - (h) the costs of commercial stock inventory;

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- ~~(i) any taxes, levies or charges (other than GST) paid or payable in connection with the development by or under any law;~~
- ~~(j) the costs of enabling access by disabled persons in respect of the development;~~
- ~~(k) the costs of energy and water efficiency measures associated with the development;~~
- ~~(l) the cost of any development that is provided as affordable housing;~~
- ~~(m) the costs of any development that is the adaptive reuse of a heritage item;~~
- (4) The proposed cost of carrying out development may be adjusted before payment, in accordance with a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan (such as a Consumer Price Index) between the date the proposed cost was determined by the consent authority and the date the levy is required to be paid.
- (5) To avoid doubt, nothing in this clause affects the determination of the fee payable for a development application.

**208 Determination of proposed cost of development—the Act, s 7.12(5)(a)**

- (1) The proposed cost of carrying out development must be determined by the consent authority by adding up all the costs and expenses that have been or will be incurred by the applicant in carrying out the development.
- (2) The costs of carrying out development include the costs of, and costs incidental to, the following—
  - (a) if the development involves the erection of a building or the carrying out of engineering or construction work—
    - (i) erecting the building or carrying out the work, and
    - (ii) demolition, excavation and site preparation, decontamination or remediation,
  - (b) if the development involves a change of use of land—doing anything necessary to enable the use of the land to be changed,
  - (c) if the development involves the subdivision of land—preparing, executing and registering—
    - (i) the plan of subdivision, and
    - (ii) the related covenants, easements or other rights.
- (3) In determining the proposed cost, a consent authority may consider an estimate of the proposed cost that is prepared by a person, or a person of a class, approved by the consent authority to provide the estimate.
- (4) The following costs and expenses must not be included in an estimate or determination of the proposed cost—
  - (a) the cost of the land on which the development will be carried out,
  - (b) the costs of repairs to a building or works on the land that will be kept in connection with the development,
  - (c) the costs associated with marketing or financing the development, including interest on loans,
  - (d) the costs associated with legal work carried out, or to be carried out, in connection with the development,
  - (e) project management costs associated with the development,
  - (f) the cost of building insurance for the development,
  - (g) the costs of fittings and furnishings, including refitting or refurbishing, associated with the development, except if the development involves an enlargement, expansion or intensification of a current use of land,
  - (h) the costs of commercial stock inventory,
  - (i) the taxes, levies or charges, excluding GST, paid or payable in connection with the development by or under a law,
  - (j) the costs of enabling access by people with disability to the development,
  - (k) the costs of energy and water efficiency measures associated with the development,
  - (l) the costs of development that is provided as affordable housing,
  - (m) the costs of development that is the adaptive reuse of a heritage item.
- (5) The proposed cost may be adjusted before payment of a development levy, as specified in a contributions plan, to reflect quarterly or annual variations to readily accessible index figures adopted by the plan between the day on which the proposed cost was determined by the consent authority and the day by which the development levy must be paid.
- (6) To avoid doubt, this section does not affect the determination of the fee payable for a development application.

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**20. Cost estimate reports**

An application for a development application or a complying development certificate is to be accompanied by a report, prepared at the applicant's cost and in accordance with this clause, setting out an estimate of the proposed cost of carrying out the development for the purposes of clause 208 of the EP&A Regulation, per clause 4819 above. Where a separate cost estimate is not provided, the estimated cost of development as provided on the development application will be used to calculate the contribution.

The following types of report are required:

- where the estimate of the proposed cost of carrying out the development is less than \$10,000,000 \$2,000,000 - a suitable cost estimate prepared by a person who, in the opinion of the Council, is suitably qualified. This includes a licensed builder, registered architect, qualified and accredited building designer, registered quantity surveyor or a person who is licensed with relevant qualifications and proven experience in costing of similar development works, but who is not the owner or applicant;
- where the estimate of the proposed cost of carrying out the development is \$10,000,000 \$2,000,000 or more - a detailed cost report in accordance with Part D Schedule 4 prepared by a quantity surveyor who is a registered member of the Australian Institute of Quantity Surveyors.

Applicants will be required to declare upon signing of application for development/building work that the cost of carrying out development as evidenced by their submitted estimate has been calculated in accordance with the provisions of this Plan, in particular clause 4819.

Upon reviewing a cost estimate, the Council may require a further estimate to be provided by a registered quantity surveyor at the applicant's cost. The Council may, at the applicant's cost, engage a person referred to in this clause to review a report submitted by an applicant in accordance with this clause.

**21. How will the Council apply money obtained from the levy?**

Money paid to the Council under a condition authorised by this Plan is to be applied by the Council towards meeting the cost of the public facilities that will be or have been provided within the area as listed in Part D Schedule 5 and 6.

**22. What are the funding priorities from levies authorised by this Plan?**

Subject to section 7.3(2) of the EP&A Act and clauses 4920 and 2223 of this Plan, the public facilities listed in Part D Schedule 5 are to be provided in accordance with the staging set out in that Schedule.

**23. Pooling of levies**

For the purposes of section 7.3(2) of the EP&A Act, this Plan authorises money obtained from levies paid in respect of different developments to be pooled and applied by the Council progressively towards the public facilities listed in Part D Schedule 5 in accordance with the staging set out in that Schedule.

**24. The Goods and Services Tax (GST)**

At the time this Plan was made, the position of the Australian Taxation Office (ATO) was that the payment of development contributions made under the EP&A Act is exempt from the Goods and Services Tax (GST). Items in the works schedule of this Plan have been calculated without any GST component.

**25. When is the levy payable?**

A levy to be paid by a condition authorised by this Plan must be paid to the Council in accordance with the following requirements:

- A Development Application involving construction – prior to the issue of the Construction Certificate;
- A Development Application involving subdivision – prior to the issue of the Subdivision Certificate;
- A Development Application involving construction and subdivision (ie dual occupancies) – prior to the issue of the Construction Certificate;
- A Complying Development Certificate Application – before any work authorised by the certificate commences.

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Where the development is phased the condition may allow for the levy to be paid at relevant phases.

**26. Can deferred or periodic payments of levies be made?**

Deferred or periodic payments may be permitted in the following circumstances:

- Deferred or periodic payment of the contribution will not prejudice the timing or the manner of the provision of public facilities included in the works program;
- In other circumstances considered reasonable by Council.

For a deferred or periodic payment to be considered, the applicant must satisfy to Council that:

- There are valid reasons for deferred or periodic payment;
- No prejudice will be caused to the community deriving benefit from the services being provided under this Plan;
- No prejudice will be caused to the efficiency and operation of this Plan.

If Council does decide to accept deferred or periodic payment, Council may require the applicant to provide a bank guarantee for the full amount of the contribution or the outstanding balance on condition that:

- a) The bank guarantee be issued by a bank for the amount of the total contribution, or the amount of the outstanding contribution, plus an amount equal to thirteen (13) months interest.
- b) Any charges associated with establishing or operating the bank security are payable by the applicant.
- c) The bank guarantee must carry specific wording identifying the exact obligation to which it relates (i.e. section 7.12 development contributions for development of Lot x DP xxx under Development Consent No. xxx)
- d) The bank unconditionally pays the guaranteed sum to the Council if the Council so demands in writing not earlier than 12 months from the provision of the guarantee or completion of the work.
- e) The bank must pay the guaranteed sum without reference to the applicant or landowner or other person who provided the guarantee, and without regard to any dispute, controversy, issue or other matter relating to the development consent or the carrying out of development.
- f) The bank's obligations are discharged when payment to the Council is made in accordance with this guarantee or when Council notifies the bank in writing that the guarantee is no longer required.
- g) Where a bank guarantee has been deposited with Council, the guarantee shall not be cancelled until such time as the original contribution and accrued interest are paid.

Deferred or periodic payments may be permitted, in accordance with the above requirements, only with approval of the Council Officer(s) whose position(s) holds the required Council delegations.

**27. Planning Agreements**

Section 7.4 of the EP&A Act states that a planning agreement is a voluntary agreement between a planning authority and a developer, under which the developer agrees to make contributions towards a public purpose. This may include the dedication of land, a monetary contribution, any other material public benefit or a combination of these. A planning agreement may exclude the application of Section 7.12 to the entire development or to part of the development that is subject to the agreement.

The provisions of Sections 7.4 to 7.10 of the EP&A Act and Part 9 Division 1 of the EP&A Regulation prescribe the contents, form, subject matter and procedures for making planning agreements.

Further information can be found in Council's Planning Agreements Policy.

**28. How will the levy be adjusted?**

As the date of the consent may vary to the actual time of payment of the contribution, clause 208(5) of the EP&A Regulation allows Council to adjust the contribution to reflect current between the date of the consent and the time of payment. Contributions required as a condition of consent under the provisions of this Plan will be indexed quarterly in accordance with movements in the Consumer Price Index; All Groups CPI; issued by the Australian Bureau of Statistics (ABS Series ID A2325806K).



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The following formula for indexing contributions is to be used:

$$\text{Contribution at time of payment} = \$C \times (CP2/CP1)$$

Where:

**\$C** is the original contribution as set out in the consent

**CP1** is the Consumer Price Index; All Groups CPI; Sydney at the time the consent was issued

**CP2** is the Consumer Price Index; All Groups CPI; Sydney at the time of payment

In the event that the current index is lower than the index for the previous quarter, no adjustment will be made.

**29. Savings and Transitional Arrangements**

A development application or complying development certificate application which has been submitted prior to the adoption of this Plan but not determined shall be determined in accordance with the provisions of this Plan.

**30. Are refunds for payments of levies possible?**

For a refund of levy payments to be considered, the applicant/landowner must:

- Submit a written request to Council;
- As a part of the request, demonstrate that the development that is the subject of the consent has not been commenced;
- Submit the request for a refund within 12 months of the payment;
- Formally surrender the consent that applied the levy;

In other circumstances considered reasonable by Council at its sole and unfettered discretion, where a formal request is made, part or full refunds may be provided.

***Part D – References***

**31. What definitions apply?**

In this Plan, unless the context or subject matter otherwise indicates or requires the following definitions apply:

- **ABS** means the Australian Bureau of Statistics
- **EP&A Act** means the Environmental Planning and Assessment Act 1979
- **EP&A Regulation** means the Environmental Planning and Assessment Regulation 2000
- **Council** means Wollongong City Council
- **Levy** means a levy under section 7.12 of the EP&A Act authorised by this Plan
- **Plan** means this Wollongong City-Wide Development Contributions Plan
- **Public facility and Public Infrastructure** means a public amenity or public service

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**32. Schedule 4 – Detailed Works Schedule – Projects proposed to utilise Section 7.12 funds**

The Capital Works Program that Council delivers is funded from a mix of budget sources, including contributions collected from this Plan. Section 7.12 Contributions will be allocated to projects through the annual budget preparation process based on this schedule, and will be subject to refinement until the project delivery stage. This may include the review of projects and/or budget allocations as part of the monthly budget review process that is reported to and endorsed by Council. Section 7.12 Contributions currently allocated to future projects are shown in the table below:

Map No.	Project Number	Project	Location	Section 7.12 Forecast Funding Allocation				
				2022-23	2023-24	2024-25	2025-26	Total
		<b>Roads and Bridges</b>						
3	127515	Murray Rd Pedestrian Crossing Facility at Carroll Rd	East Corrimal	\$125,000				\$125,000
5	129112	Gipps Rd; Foley St to Vickery St	Gwynneville	\$270,000				\$270,000
1	127952	Phillips St near Ryan's Hotel Pedestrian Facility	Thirroul	\$100,000				\$100,000
7	127948	King St/Greene St/Montgomery St	Warrawong	\$325,000	\$325,000			\$650,000
7	128107	King St/Cowper St Traffic Light Upgrade	Warrawong	\$200,000	\$200,000			\$400,000
		<b>Sub total</b>		<b>\$1,020,000</b>	<b>\$525,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,545,000</b>
		<b>Footpaths and Cycleways</b>						
4	126269	Princes Hwy; North Wollongong Station to Guest Ave	Fairy Meadow	\$1,450,000				\$1,450,000
4	128026	Virginia St; Bourke St to Squires Way	North Wollongong	\$1,000,000				\$1,000,000
8	129032	Military Rd, Church St to Olympic Blvd - Shared User Path	Port Kembla	\$450,000				\$450,000
5	126626	Reserve St; Gilmore St to Robsons Rd; south side	West Wollongong	\$700,000				\$700,000
4	128146	Bourke St, North Wollongong Train Station to Cliff Rd	North Wollongong		\$200,000			\$200,000
5	128131	Braeside Ave, Murphys Rd to Gipps St	Gwynneville	\$250,000				\$250,000
7	129672	Warrawong Town Square	Warrawong		\$850,000			\$850,000
		<b>Sub total</b>		<b>\$3,850,000</b>	<b>\$1,050,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,900,000</b>
		<b>Car parks</b>						
7	129671	Warrawong Laneway Relocation and Carpark	Warrawong		\$1,000,000			\$1,000,000
6	128034	Swan Street, east of Corrimal St	Wollongong		\$300,000			\$300,000
		<b>Sub total</b>		<b>\$0</b>	<b>\$1,300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300,000</b>
		<b>Non-Commercial buildings,</b>						
7	125350	Southern Suburbs Library + Community Centre	Warrawong	\$1,000,000	\$6,740,000	\$3,000,000		\$10,740,000
		<b>Sub total</b>		<b>\$1,000,000</b>	<b>\$6,740,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$10,740,000</b>
		<b>Parks, Gardens and sports fields</b>						
	125109	Sports Facilities - New	Various		\$400,000			\$400,000
2	125125	Corrimal Memorial Park Fencing	Corrimal	\$100,000				\$100,000



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9	125126	Lakelands Oval Drainage	Dapto	\$100,000				\$100,000
	129028	Thirroul Skate Park	Thirroul		\$900,000			\$900,000
		<b>Sub total</b>		<b>\$200,000</b>	<b>\$1,300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500,000</b>
		<b>Land Acquisitions</b>						
	124909	Land Acquisitions	Various	\$250,000	\$250,000	\$250,000	\$250,000	\$1,000,000
		<b>Sub total</b>		<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>\$1,000,000</b>
		<b>Administration</b>						
		Development Contributions Planner		\$117,466	\$120,990	\$124,620	\$128,359	\$491,435
		Development Contributions Admin Support - Finance		\$11,895	\$12,252	\$12,619	\$13,048	\$49,814
		<b>Sub total</b>		<b>\$129,361</b>	<b>\$133,242</b>	<b>\$137,239</b>	<b>\$141,407</b>	<b>\$541,249</b>
		<b>TOTAL</b>		<b>\$6,449,361</b>	<b>\$11,298,242</b>	<b>\$3,387,239</b>	<b>\$391,407</b>	<b>\$21,526,249</b>

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**33. Schedule 5 – Detailed Works Schedule – Projects that have included Section 7.12 funds**

The Capital Works that Council delivers are funded from a mix of sources, including contributions collected from this Plan. Section 7.12 Contributions that have been allocated to projects are shown in the table below:

Project	Section 7.12 Actual Funding Allocations					
	2006-07 to 2018-19	2019-20	2020-21	2021-22	2022-FEB23	Total 2006-07 to 2022-FEB23
<b>Roads and Bridges</b>						
Other Road and Bridge Projects	\$5,090,767					\$5,090,767
Towradgi Rd-Caters Lane crossing relocation		\$12,791				\$12,791
Point Street Local Area Traffic Management			\$132,263			\$132,263
Maidstone -The Ridge roundabout		\$100,000				\$100,000
Northcliffe Dr, Pharlap Ave to Princes Hwy, roundabout		\$695,206	\$102,037			\$797,243
Cordeaux Rd - Princes Hwy Roundabout Upgrade				\$13,910		\$13,910
Phillips St near Ryan's Hotel Pedestrian Facility				\$39,200		\$39,200
Wollongong City Centre Wayfinding Signage				\$31,123		\$31,123
Factory Rd, kerb and gutter					\$105,533	\$105,533
<b>Sub total</b>	<b>\$5,090,767</b>	<b>\$807,997</b>	<b>\$234,300</b>	<b>\$84,233</b>	<b>\$105,533</b>	<b>\$6,322,830</b>
<b>Footpaths and Cycleways</b>						
Other footpath and cycleway projects	\$10,881,445					\$10,881,445
Hamilton, Tasman, Craig, Surfers & Cliff		\$194,222				\$344,222
Denison St; Crown St to Throsby Dr		\$300,000				\$300,000
Porter St, Hindmarsh Ave to Flinders St		\$300,000				\$300,000
Kendall St; outside Tarrawanna Public School, south side		\$74,385				\$74,385
Thames St; The Mall to 40 Thames St, east side		\$50,000				\$50,000
Murphys Ave; Robsons Rd to Grey St, south side		\$52,375				\$52,375
Vereker St; Hamilton St to 16 Macarthur Ave, east side		\$50,250				\$50,250
Heaslip St; Taronga Ave to St Johns Ave, south side		\$70,000				\$70,000
Tallegalla St; Victoria St to Charcoal Creek, west side		\$20,000				\$20,000
Cliff Rd; Harbour St to Lang Park, south side		\$55,033				\$55,033
Harry Graham Park; Uralba St to Therry St		\$40,000				\$40,000
Robinson St; Hercules St to Denison St		\$111,705				\$111,705
University Avenue, eastern side near Porter Street		\$50,000				\$50,000
The Avenue Pedestrian Refuges		\$100,000				\$100,000
Crawford Ave; Porter St to Hay St access			\$247,725			\$247,725
Greenacre Rd, Mercury St to Rosemont St			\$145,137			\$145,137
Beacon Ave; Showground to Coastline Cycleway			\$84,403			\$84,403

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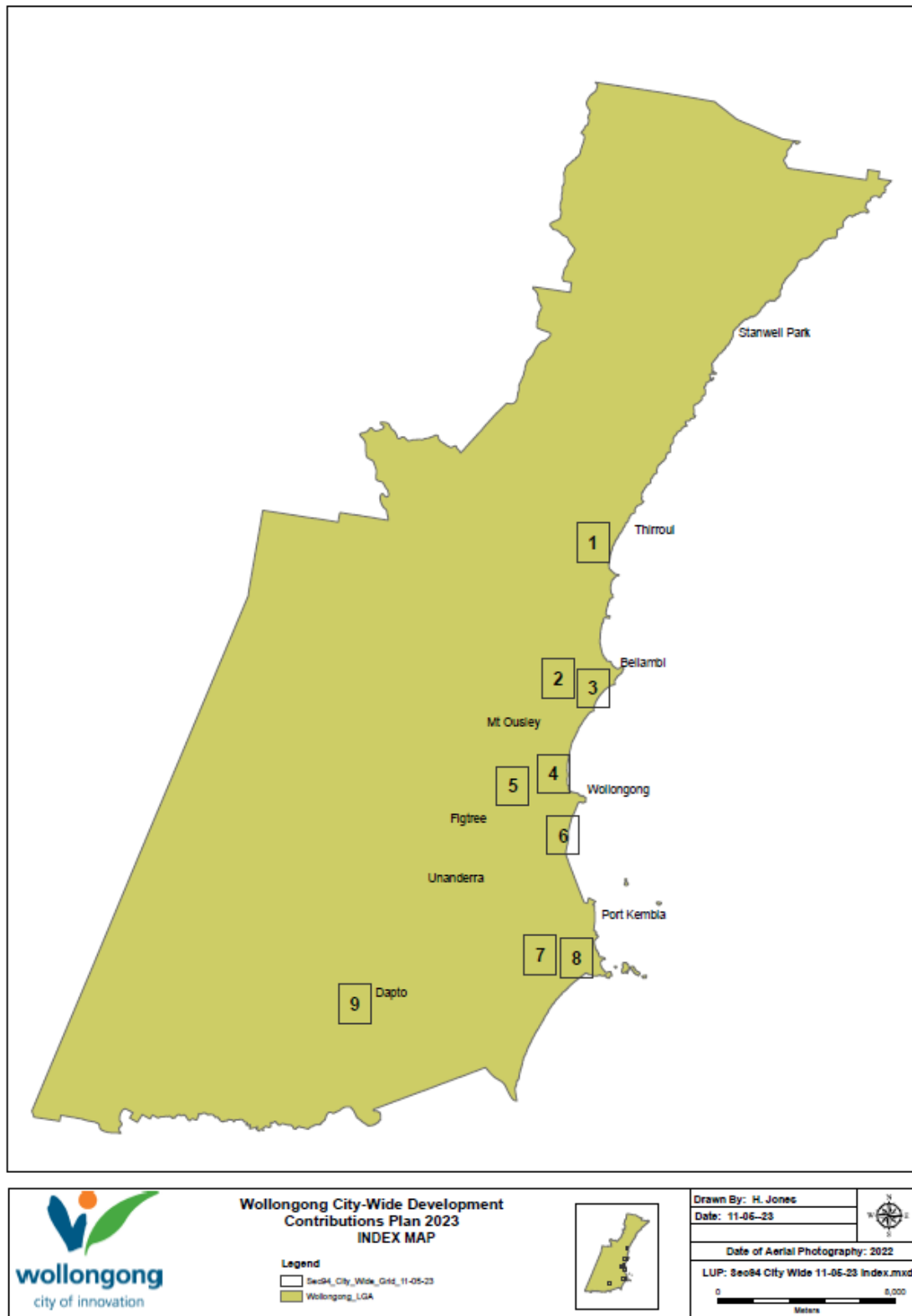
Project	Section 7.12 Actual Funding Allocations					
	2006-07 to 2018-19	2019-20	2020-21	2021-22	2022-FEB23	Total 2006-07 to 2022-FEB23
Murrarar Rd; Towradgi Station to Coastline Cycleway			\$125,440			\$125,440
Cliff Rd; Stuart Park to Marine Dr			\$18,073			\$18,073
Hooka Creek Road; Lake Ride to Northcliffe Dr			\$16,848			\$16,848
Wollongong City Centre Wayfinding Signage			\$30,265			\$30,265
Smith St - Keira St to Harbour St; and Harbour St - Smith St			\$328,000			\$328,000
Station St; Duff Pde to Pioneer Rd; north side			\$128,917			\$128,917
Smith St - Belmore St to Keira St			\$90,000			\$90,000
Kembla St - Smith St to Crown St			\$45,000			\$45,000
Beacon Ave; Showground to Coastline Cycleway				\$22,992	\$171,296	\$194,288
Military Rd, Old Port Rd to Port Kembla Pool, On-road Cycleway				\$91,112		\$91,112
Reserve St; Gilmore St to Robsons Rd; south side				\$10,223		\$10,223
Gladstone Ave - Crown St to Railway Station Sq; Railway Station				\$26,043		\$26,043
Stewart St -Corrimal St to Church St; and Church St – Stewart St				\$28,754		\$28,754
Crown St - Kembla St to Corrimal St				\$1,499		\$1,499
Princes Hwy; North Wollongong Station to Guest Ave					\$13,660	\$13,660
Phillips St near Ryan's Hotel Pedestrian Facility					\$712	\$712
Grand Pacific Walk - Clifton					\$204,920	\$204,920
Gipps Rd; Vickery St to Foley St, Southern side					\$419	\$419
Factory Rd, Shared User path and Footpath					\$58,867	\$58,867
<b>Sub total</b>	<b>\$10,881,445</b>	<b>\$1,467,970</b>	<b>\$1,259,808</b>	<b>\$180,623</b>	<b>\$449,874</b>	<b>\$14,239,720</b>
<b>Car parks</b>						
Other car park projects	\$2,260,270					\$2,260,270
Berkeley Park Carpark – Off Bourke Way		\$190,000				\$190,000
Robert Ziems Park Cricket Ground Carpark			\$200,000			\$200,000
<b>Sub total</b>	<b>\$2,260,270</b>	<b>\$190,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,650,270</b>
<b>Non-Commercial buildings</b>						
Other Non-Commercial Building projects	\$14,055,419					\$14,055,419
New Warrawong Multipurpose Facility			\$381,606	\$859,907	\$835,379	\$2,076,892
<b>Sub total</b>	<b>\$14,055,419</b>	<b>\$0</b>	<b>\$381,606</b>	<b>\$859,907</b>	<b>\$835,379</b>	<b>\$16,132,311</b>
<b>Parks, Gardens and Sports Fields</b>						
Other Parks, Gardens and Sports Fields Projects	\$5,415,298					\$5,415,298
Brownlee Park Playground Replacement and New Shade Sail		\$50,000				\$50,000
The Drive; LHD to Stanwell Park Tennis Courts		\$55,317				\$55,317

*Wollongong City-Wide Development Contributions Plan (2021)*

Project	Section 7.12 Actual Funding Allocations					
	2006-07 to 2018-19	2019-20	2020-21	2021-22	2022-FEB23	Total 2006-07 to 2022-FEB23
Farmborough Heights Community Tennis Courts		\$50,000				\$50,000
Cringila Hills Pump Track			\$30,000			\$30,000
Criterium Track			\$45,000		\$367,956	\$412,956
Lindsay Mayne Park Perimeter Control and Landscaping				\$30,000	\$213,256	\$243,256
Thomas Gibson Sports Field Lighting					\$43,128	\$43,128
Port Kembla Beach access ramp					\$588,199	\$588,199
<b>Sub total</b>	<b>\$5,415,298</b>	<b>\$155,317</b>	<b>\$75,000</b>	<b>\$30,000</b>	<b>\$1,212,539</b>	<b>\$6,888,154</b>
<b>Land Acquisitions</b>						
Other Land Acquisitions	\$2,201,500					\$2,201,500
Acquisition of Strip adjoining 5 Franklin Avenue, Bulli			\$1,500	\$5,838		\$7,338
Helensburgh CC+L Land Acquisition				\$3,500,000		\$3,500,000
216 Princes Highway Dapto LOT B DP156856				\$4,300		\$4,300
Acquisition of part lot 1 DP1207666 - Dapto Leagues Club				\$1,100		\$1,100
<b>Sub total</b>	<b>\$2,201,500</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$3,511,238</b>	<b>\$0</b>	<b>\$5,714,238</b>
<b>Administration</b>						
S94 Planner	\$641,326	\$103,000	\$107,498	\$110,723	\$74,676	\$1,037,223
S94 Admin Support - Finance	\$92,006	\$12,000	\$10,886	\$11,212	\$7,562	\$133,666
S94 Administration & Studies	\$452,216					\$452,216
<b>Sub total</b>	<b>\$1,185,548</b>	<b>\$117,000</b>	<b>\$118,384</b>	<b>\$121,935</b>	<b>\$82,238</b>	<b>\$1,623,105</b>
<b>TOTAL</b>	<b>\$41,090,247</b>	<b>\$2,736,284</b>	<b>\$2,270,598</b>	<b>\$4,787,936</b>	<b>\$2,685,563</b>	<b>\$53,720,628</b>

### 34. Schedule 6 - Works Schedule – Maps

Projects locations are noted as best as possible given their nature and scale of mapping.





A horizontal scale bar with a black background. It has a white line segment in the middle. The number '0' is at the left end and '300' is at the right end. Below the bar, the word 'Meters' is written in blue.





**Wollongong City-Wide Development  
Contributions Plan 2022  
MAP 2**

**Legend**

- Sec94\_City\_Wide\_Grid\_11-05-23
- Community Land
- Land Reservation Acquisition LEP 2009
- Section\_7-12\_Funded\_Projects\_11-05-23



Drawn By: H. Jones  
Date: 11-06-23



Date of Aerial Photography: 2022  
LUP: Sec94 City Wide 11-05-23 MAPBOOK.mxd  
0 300  
Meters



**Wollongong City-Wide Development  
Contributions Plan 2022  
MAP 3**

**Legend**

- Sec94\_City\_Wide\_Grid\_11-05-23
- Community Land
- Land Reservation Acquisition LEP 2009

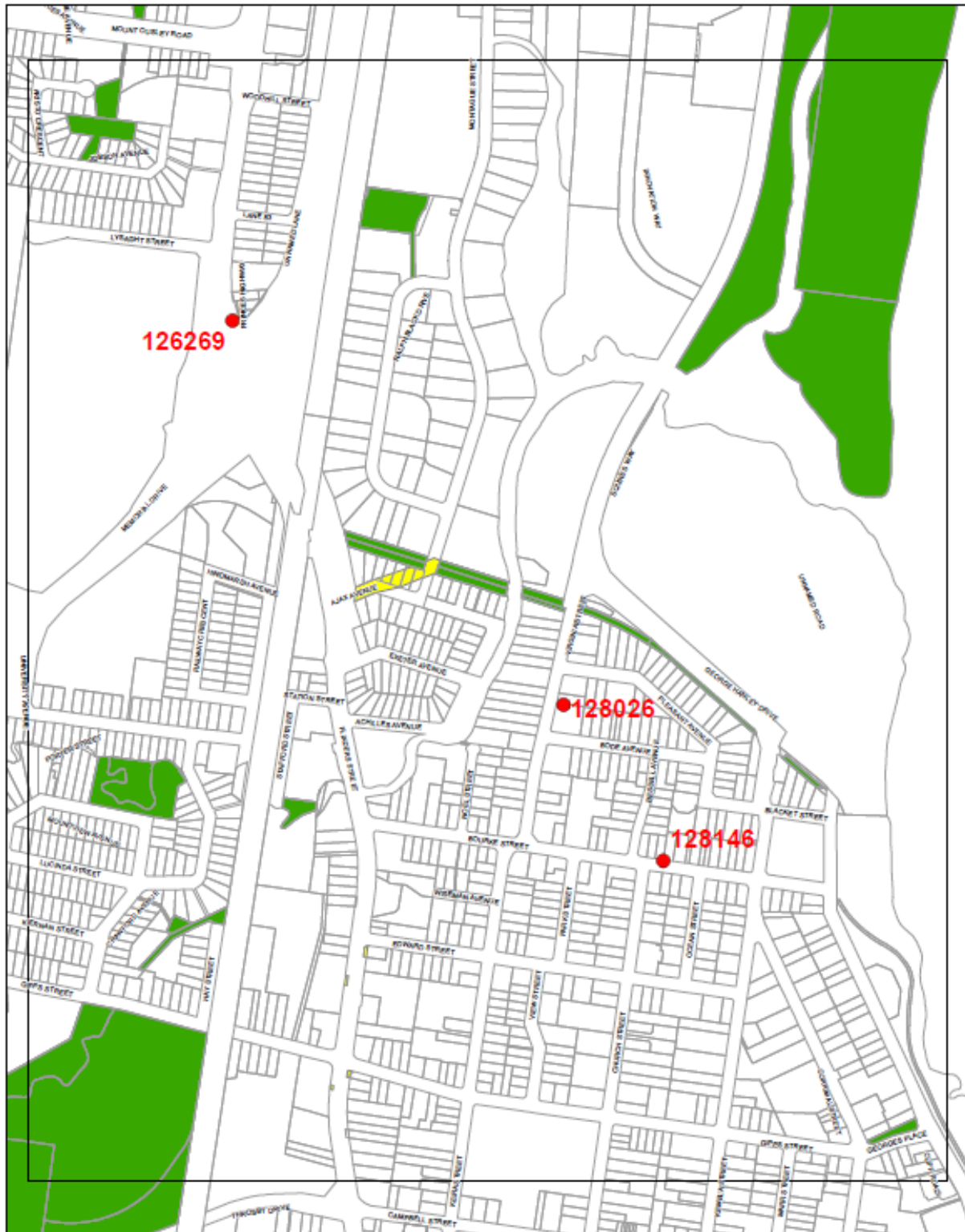


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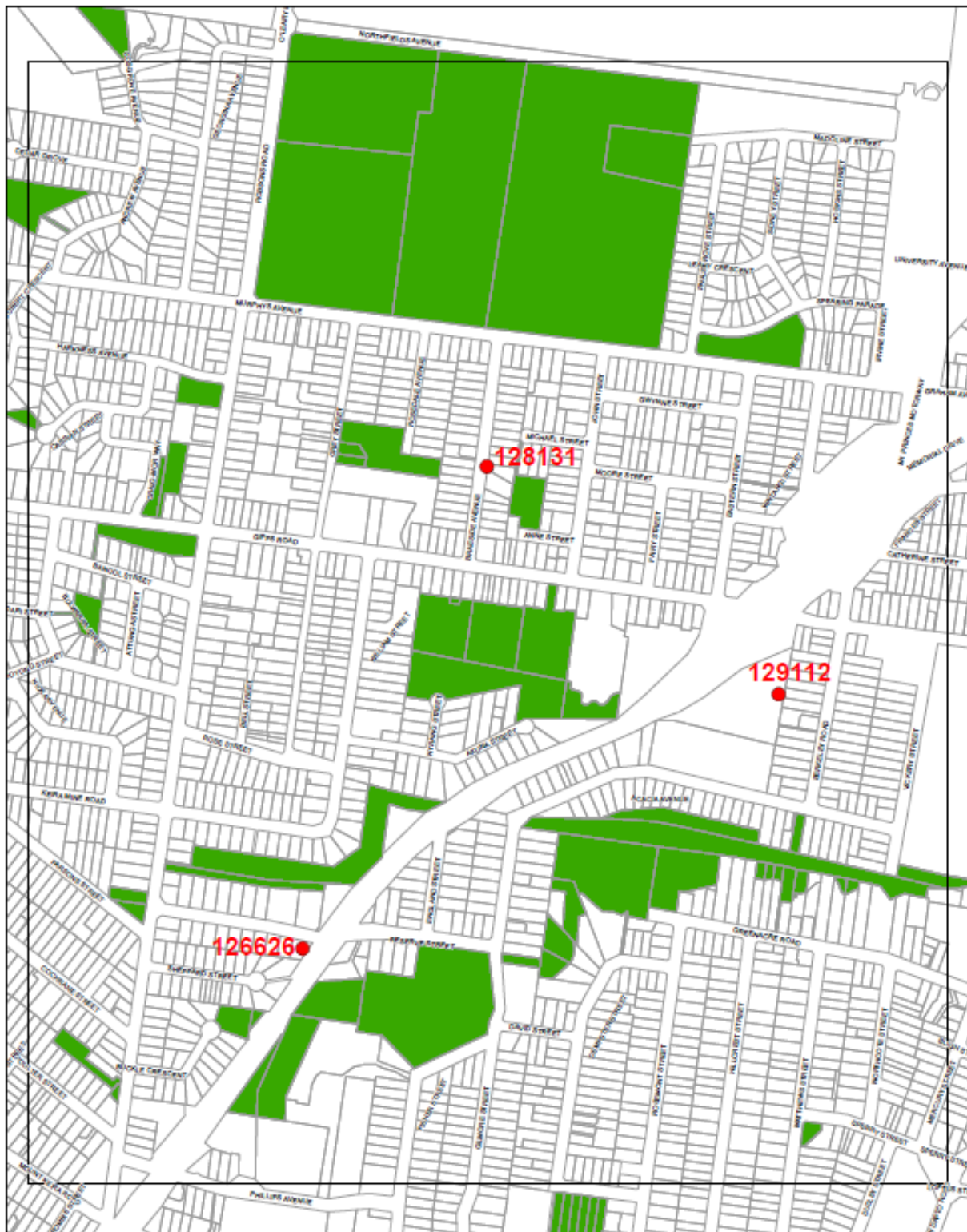


Date of Aerial Photography: 2022  
LUP: Sec94 City Wide 11-05-23 MAPBOOK.mxd

0 300  
Meters







**Wollongong City-Wide Development  
Contributions Plan 2022  
MAP 5**

**Legend**

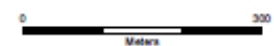
- Sec94\_City\_Wide\_Grid\_11-05-23
- Community Land
- Land Reservation Acquisition LEP 2009
- Section\_7-12\_Funded\_Projects\_11-05-23

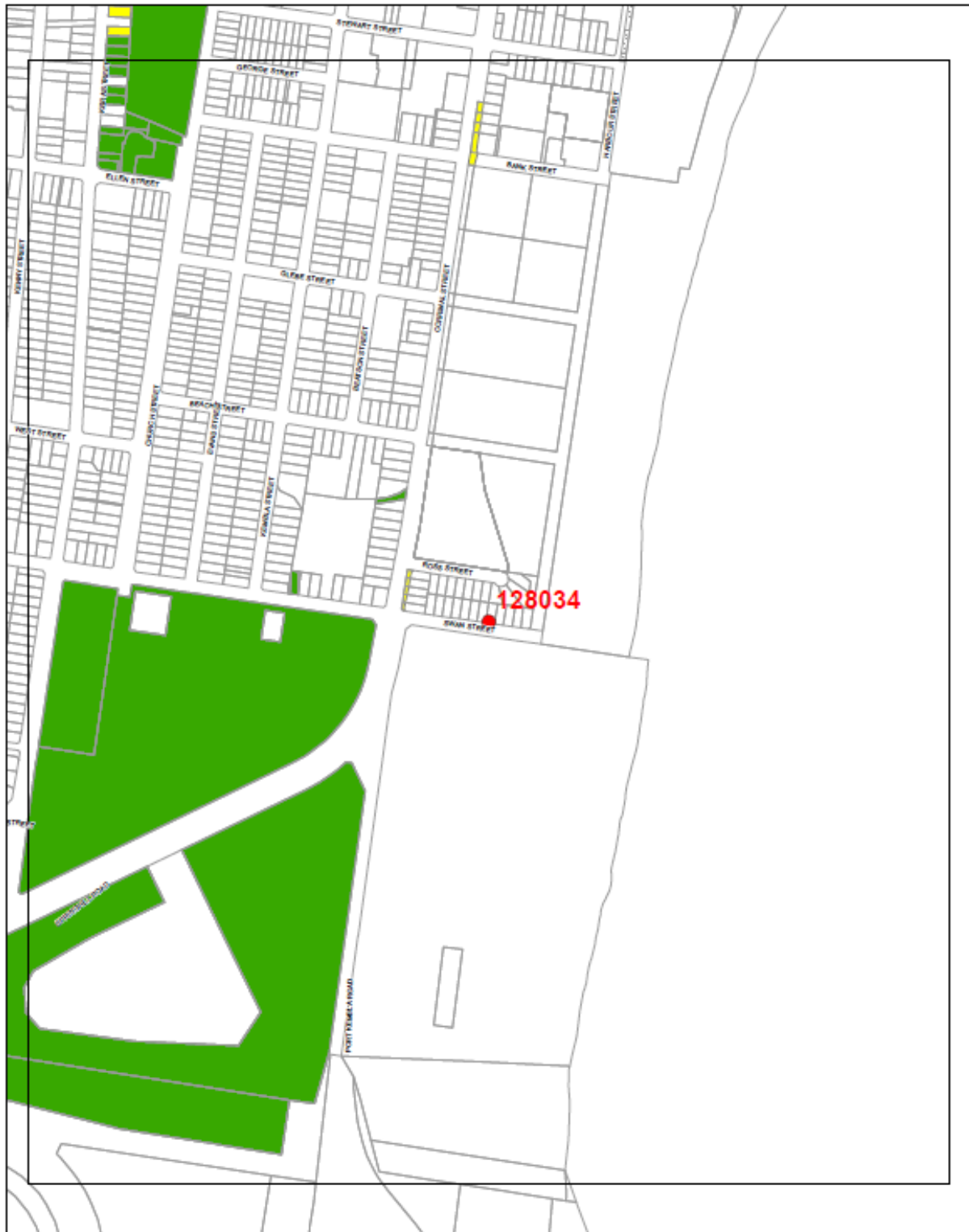


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Date: 11-05-23



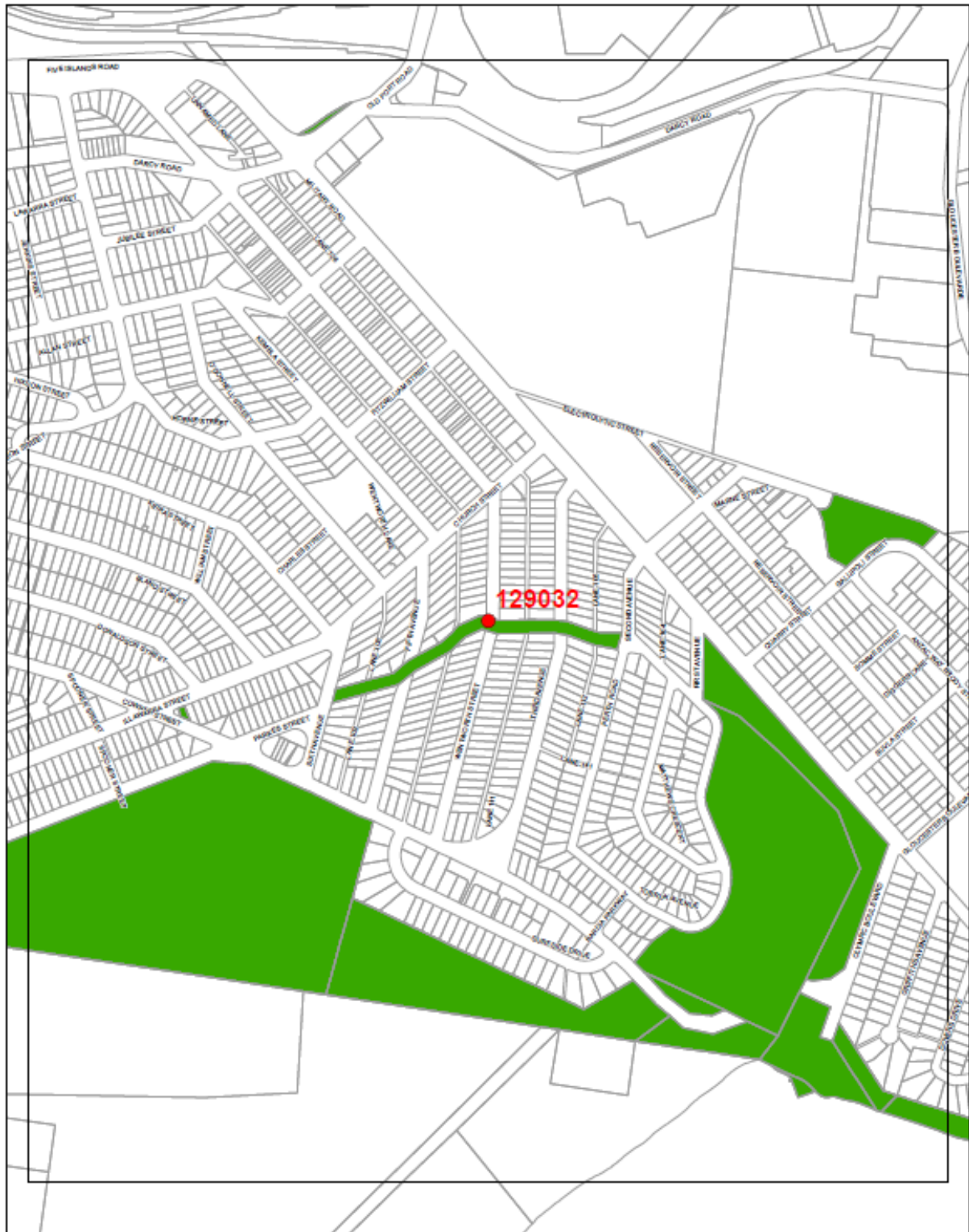
Date of Aerial Photography: 2022  
LUP: Sec94 City Wide 11-05-23 MAPBOOK.mxd

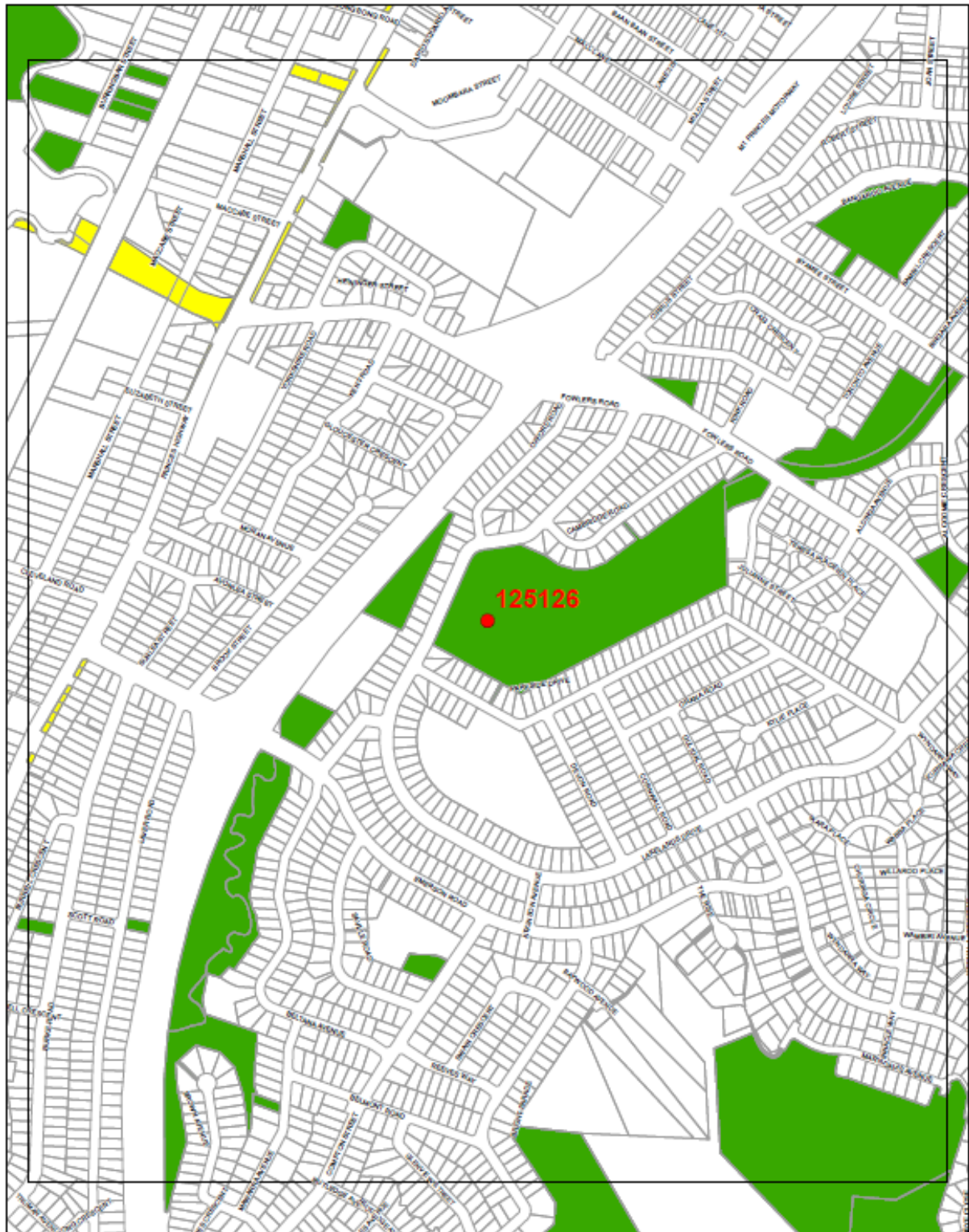














From the mountains to the sea, we value and protect our natural environment and will be leaders in building an educated, creative, sustainable and connected community.

We value and protect our environment

We have an innovative and sustainable economy

Wollongong is a creative, vibrant city

We are a connected and engaged community

**We have a healthy community in a liveable city**

We have affordable and accessible transport



**Wollongong City Council**  
wollongong.nsw.gov.au  
Phone (02) 4227 7111





**ITEM 2 DRAFT QUARTERLY REVIEW STATEMENT MARCH 2023**

The Quarterly Review Statement outlines progress towards the achievement of Council's Strategic Planning documents, in particular, the Delivery Program 2022-2026 and Operational Plan 2022-2023. The Statement addresses the financial and operational performance of Council and includes the Budget Review Statement.

**RECOMMENDATION**

- 1 The draft Quarterly Review Statement March 2023 be adopted.
- 2 The Budget Review Statement as at March 2023 be adopted and revised totals of income and expenditure be approved and voted.

**REPORT AUTHORISATIONS**

Report of: Brian Jenkins, Chief Financial Officer

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

**ATTACHMENTS**

- 1 Draft Quarterly Review Statement March 2023

**BACKGROUND**

Council's draft Quarterly Review Statement March 2023 outlines the operational and financial performance of Council's Strategic Planning documents - the Delivery Program 2022-2026 and Operational Plan 2022-2023.

This report also provides an overview of achievements against priority areas and demonstrates the organisation's performance through the inclusion of performance indicators and details of Council's performance against its budgets.

Significant highlights during the quarter include:

- Completion of Stage One of the Fred Finch Park netball court improvements with 16 new courts unveiled.
- Adoption of the Wollongong Housing Strategy.
- Launch of the 'It's on in Wollongong' campaign to promote the CBD's entertainment, nightlife, food and music scene.
- Invest Wollongong released the new Investment Prospectus 2023.
- Celebrated Australia Day with Wollongong's Australia Day Awards, Citizenship Ceremony and community events.
- Launch of Coomaditchie: The Art of Place at Wollongong Art Gallery celebrating 30 years of Coomaditchie United Aboriginal Corporation.
- Launch of the 2023 biennial Sculpture in the Garden exhibition at the Wollongong Botanic Garden.

**CONSULTATION AND COMMUNICATION**

Executive Management Committee

Senior Leadership Team

## PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2032 goal 4 “*We are a connected and engaged community*”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2022-2026
Strategy	Service
4.1 Provide our community with equitable access to information and opportunities to inform decision-making.	Corporate Strategy

## FINANCIAL IMPLICATIONS

The review of the financial estimates proposes a range of adjustments that impact on the Operational Result and the Funds Result. The revised Funds Results forecasts an improvement of \$1.1M while the revised Operating Result [pre capital] proposes a deterioration of \$3.0M compared to the current budget that is comprised as follows:

<b>Funds Available from Operations</b>	<b>\$1.4M (U)</b>
• Funded projects re-phased to future years	\$0.3M (F)
• Supporting Documents	\$0.3M (F)
• Street Lighting	\$0.2M (F)
• Interest on Investments	\$0.1M (F)
• Payment of Leave Entitlements	\$2.0M (U)
• Fuel & Oil	\$0.4M (U)
• Transfer from capital to operating	\$0.3M (U)
• Legal Expenses	\$0.2M (U)
• Other minor variations	\$0.6M (F)
<b>Capital Program</b>	<b>\$2.5M (F)</b>
• Reduction to the Capital Program	\$2.2M (F)
• Transfer from capital to operating	\$0.3M (F)
<b>Funds Result</b>	<b>\$1.1M (F)</b>

A more detailed analysis is provided in the attachment to this report.

## CONCLUSION

This draft Quarterly Review Statement March 2023 has been prepared following input and assistance from all Divisions. It is submitted for consideration and adoption by Council.



Wollongong City Council

# Quarterly Review Delivery Program 2022-2026 and Operational Plan 2022-2023

January - March 2023





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Image: North Beach, Wollongong  
Photo Caitlyn Phanith (Unsplash)

## General Manager's Message

This Quarterly Review Statement (January to March 2023) reports on progress towards achieving the five Councillor Strategic Priorities from the Delivery Program 2022-2026 and Operational Plan 2022-2023.

Actions and updates from the Operational Plan 2022-2023 and 33 Council Services, which form the Delivery Program, are reported by the six Community Goals from Our Wollongong 2032 Community Strategic Plan. Highlights from this quarter include:

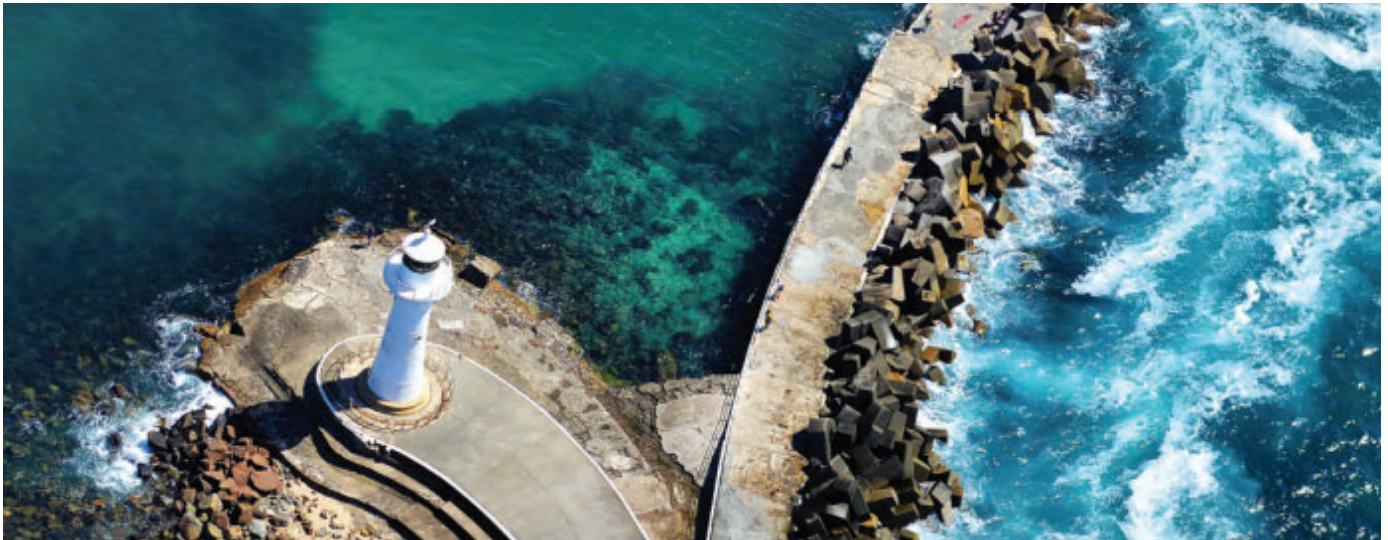
- 1 Completion of Stage One of the Fred Finch Park netball court improvements with 16 new courts unveiled.
- 2 Adoption of the Wollongong Housing Strategy.
- 3 Launch of the 'It's on in Wollongong' campaign to promote the CBD's entertainment, nightlife, food and music scene.
- 4 Invest Wollongong released the new Investment Prospectus 2023.
- 5 Celebrated Australia Day with Wollongong's Australia Day Awards, Citizenship Ceremony and community events.
- 6 Launch of Coomaditchie: The Art of Place at Wollongong Art Gallery celebrating 30 years of Coomaditchie United Aboriginal Corporation.
- 7 Launch of the biennial Sculpture in the Garden exhibition at the Wollongong Botanic Garden.

This Delivery Program includes a \$400M investment for major projects and maintaining our existing infrastructure and will continue to provide employment opportunities to local contractors, suppliers and businesses. As the community transitions into a new phase of the COVID-19 pandemic, measures continued in 2022-2023 including outdoor dining fee waivers and supporting our creative community with the artist in residence and mentorship program and events re-emergence support as well as enhanced city centre marketing and activation. Council will also continue to apply the Debt Recovery and Hardship Policy where required.

We continue to focus on improving our customer service to best serve our community and are committed to being the best possible local government authority we can be to deliver on our promise of creating an extraordinary Wollongong.

I would like to thank all staff and the community for their contributions to the achievements identified in this Quarterly Review and Budget Review Statement. This Review will inform the Annual Report due in November 2023

Greg Doyle  
General Manager



## About this Report

The Quarterly Review reports on Council's progress and outcomes against services and actions from the Delivery Program and Operational Plan. It presents Council's financials and budget and provides the community with the original and revised annual budgets with explanations if any significant adjustments have occurred.

It is important to present regular updates to the community to provide communication on the progress of Council's Plans, including achievements, delays or changes. While Council works to deliver all Services as planned, there can be changes required due to a number of factors, that may impact on Council's Services and their delivery. The Quarterly Review Report provides a regular opportunity to provide updates to our community.

This Quarterly Progress Review reports outcomes against Council's Delivery Program and Operational Plan 2022-2023 for the March quarter.

Council's 33 Services form the foundation of the Delivery Program and Operational Plan. Council's Services are presented under their best fit goal. Council's internal Services form an additional group called Support Services to demonstrate that these Services support the delivery of all goals.

Council reviews Services as part of a continuous improvement approach based on community feedback with the aim of creating efficiencies and improving service delivery to the community.

Wollongong City Council regularly tracks and monitors the Delivery Program and Operational Plan, and reports to the community on progress through this Quarterly Report as well as on an annual basis. Council also tracks progress towards the Community Strategic Plan through the State of the City Report. All reports are made available on Council's website.



## STRATEGIC PRIORITIES

Localised  
Suburbs and  
Places

Sustainable  
Wollongong

Active  
Transport and  
Connectivity

Business and  
Investment

West Dapto

### Strategic Priorities

Our Councillors have made a commitment to support our organisation and community in making Wollongong a better place to live, work, visit and play. To focus Council's attention to achieve this, Councillors have agreed to five Strategic Priorities. These are outlined in the Delivery Program 2022-2026. A summary of progress made in the March quarter has been outlined below:

Localised  
Suburbs and  
Places

The Classic Games Mornings for older people continue to be held at Wollongong, Warrawong and Corrimal libraries. The Helensburgh outdoor fitness sessions continue to be delivered by the local community members.

The community were invited to provide input into the draft West Dapto Social Infrastructure Needs Assessment.

Planning commenced for the Safer Cities: Her Way project, funded by Transport for NSW which aims to test how to make public spaces feel safer for women in Dapto, Port Kembla and Wollongong.

The Traffic Box Project was launched and will see traffic boxes across the city painted by local artists and community members.

The biennial Sculpture in the Garden exhibition at the Wollongong Botanic Garden was launched.

Sustainable  
Wollongong

A Scoping Study has been prepared to identify the priorities and focus of a Coastal Management Program for the Wollongong coastline. The Scoping Study was endorsed by Council on 20 March 2023. Staff have commenced Stage Two of the Coastal Management Program preparation.

As part of the *Luv the Lake* litter program, community engagement activities such as pop up kiosks and community clean ups have been conducted. Bathymetric surveying of the Lake is nearing completion and will be used to inform future infrastructure works.

The Urban Heat Strategy is nearing completion and will be delivered in the June 2023 quarter. Council has advocated for improvements in fuel efficiency standards, participated in the *Invest Wollongong* Clean Energy Expo and small scale electricity sites have been transferred to the NSW Government contract delivering 100% green power for those sites.

Community engagement for the Climate Change Mitigation Plan has been completed and internal staff engagement will be commencing at the end of April to determine appropriate abatement pathways.

Council adopted the Development Control Plan, Chapters E17 and Tree Management Policy and Procedures. A review of Council's Electric Vehicle Charging Infrastructure on Public Lands Policy was completed and reported to Council to be exhibited for public comment in the June 2023 quarter.

## STRATEGIC PRIORITIES

### Active Transport and Connectivity

The development of the Wollongong Integrated Transport Strategy progressed with a scheduled completion of end of 2023.

Council is continuing to work with Transport for NSW to participate in the NSW E-scooter Shared Scheme Trial. Road safety audits are due in the coming weeks and will be reviewed to confirm mitigation measures and acceptable risks. Council is continuing the bus stop accessibility audit to develop a program of works to provide better accessibility to bus stops.

The *Safer Routes to School* program and educational program with schools to promote walk to school were conducted at priority schools. Evaluation of the pop up cycleways progressed and be presented to Councillors next quarter.

Implementation of priority pedestrian and cyclist links are being delivered through the Infrastructure Delivery Program for new footpath and shared paths, including some Transport for NSW funded projects.

### Business and Investment

Several key announcements were made in the Clean Energy sector. *Invest Wollongong* participated in the *Illawarra Clean Energy Expo* at Australian Parliament House, which was organised by the Member for Cunningham, Ms Alison Byrnes MP with the support of the University of Wollongong. *Invest Wollongong* launched the updated *2023 Investment Prospectus*, profiling growth sectors in the region, including tech, clean energy and advanced manufacturing.

On 27 February, the Illawarra was declared as one of five *Renewable Energy Zones* by the NSW Government. Planning and development to accommodate renewable energy projects in the region can begin.

NSW Ports revealed concept plans for a large-scale facility at Port Kembla's Outer Harbour. This will support the manufacture and assembly for offshore wind projects and assist the transition to renewable energy in New South Wales.

### West Dapto

Progress continued on infrastructure planning, design and funding to deliver the West Dapto Urban Release Area. Priority construction of infrastructure continues to focus in the area of Wongawilli Road/West Dapto Road urban upgrades with design commencing on an important Stage Five road package.

Council staff continue to closely liaise with Department of Planning and Environment, Biodiversity Conservation Division staff, to progress exhibition of Council's revised Biodiversity Certification application for West Dapto.

Council was informed by the Geographical Names Board that the proposed new suburb Stream Hill has been endorsed by the Minister for Customer Service. All relevant stakeholders, including landowners and residents, will be informed of the new suburb arrangements. Council staff understand that the formal gazette of the new suburb and refined Kembla Grange boundary will occur in May 2023 following the school holiday period.

On 28 February 2023 public exhibition of the draft West Dapto Social Infrastructure Needs Assessment ended. Staff have accepted late submissions and are currently reviewing all submissions. Staff comments on an initial draft of the West Dapto Green Network Masterplan were provided to the project consultant at the end of March 2023. Staff continue to assess applications and facilitate pre-lodgement meetings for planning proposals, neighbourhood plans and development applications within the release area.



## Reporting against the Delivery Program 2022-2026 and Operational Plan 2022-2023






This Quarterly Review reports on progress of activities and actions within Council's 33 Services. Council's Services are presented under their best fit goal. Council's internal Services form an additional group called Support Services to demonstrate that these Services support the delivery of all goals.







### Summary of Progress by Goal Status of Actions for March Quarter

Status		Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6	Support Services	Total
<b>On-Track</b>		88%	100%	90%	97%	87%	100%	83%	90%
Action is progressing as planned									
<b>Complete</b>		8%	0%	10%	3%	2%	0%	0%	4%
Action or project achieved as planned									
<b>Deferred</b>		2%	0%	0%	0%	2%	0%	6%	2%
A decision has been made to reschedule the timing of the project or actions									
<b>Not scheduled to commence</b>		0%	0%	0%	0%	0%	0%	0%	0%
The action was not due to commence during the reporting quarter									
<b>Delayed</b>		2%	0%	0%	0%	9%	0%	11%	4%
Unforeseen event has changed the timing of a project or action									

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### March Quarter Highlights



*From little things, big things grow! Wollongong Botanic Garden Tiny Forest growth in just 5 months. This Tiny Forest opposite the Discovery Centre garden beds are in the shape of lungs – a symbol of the fresh air these plants will bring along with the benefits of collonog the air, capturing carbon and creating habitat. This is part of many Tiny Forests being planted across Wollongong.*



*Wollongong Lord Mayor Gordon Bradbery AM and Councillor Tania Brown join in the planting of 10 established Illawarra Flame Trees at Greenhouse Park to celebrate the 100 year anniversary of The Rotary Club of Wollongong.*

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Development Assessment

*Responsibility Manager Development Assessment and Certification*

#### About this Service

The service undertakes assessment and determination of planning matters to facilitate balanced planning outcomes to serve the current and future community. This includes development applications, construction certificates, complying development, building and subdivision certificates, pre-lodgement advice, managing panels, Fire Safety Statements and upgrades, building compliance inspections, audits on completed buildings, providing expert evidence in Land and Environment Court Appeals, and advice to Council and stakeholders in all aspects of the development assessment process.





#### Quarterly Progress Update

The quarter saw Council continue to assess a diverse range of development applications. Pre-lodgement advice was provided for a variety of stakeholders. Council also continues to provide a service as a Principal Certifying Authority for buildings and subdivisions.

Council worked with the Design Review Panel to achieve design excellence through providing advice on six matters.

The Wollongong Local Planning Panel considered three matters in the quarter, Southern Regional Planning Panel determined one matter and was briefed on a further five applications during the quarter.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Engage with NSW Government, agencies, development/building industry and the broader community to achieve improved development outcomes	On-Track 	Council continues to engage with all levels of government and industry for improved development outcomes. Engagement continued with the Department of Planning and Environment on 'Faster Local Approvals' and the evolution of the NSW Planning Portal integration with Council systems, as well as various meetings with the Southern Regional Planning Panel on pending and current applications and potential process improvements.
Administer Design Review Panel in relation to key sites or significant development	On-Track 	Council continues to work with the Design Review Panel to achieve design excellence in the assessment and determination of Development Applications. The Panel provided advice on six matters during the quarter.
Administer the Wollongong Local Planning Panel	On-Track 	Council continues to work with the Wollongong Local Planning Panel to finalise the assessment and determination of Development Applications. The Panel considered three matters during the March quarter.
In conjunction with the Department of Planning, Industry and Environment administer the Southern Regional Planning Panel	On-Track 	Council continues to work with the Southern Regional Planning Panel to finalise the assessment and determination of significant Development Applications. The Panel determined one matter and was briefed on a further five applications during the quarter.



## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Emergency Management

*Responsibility Manager Infrastructure Strategy and Planning*

#### About this Service

The service provides support in the planning and preparation for significant emergencies that may impact the safety and security of residents and visitors to the city. This involves Council's operational response to support Emergency Service Agencies during incidents and emergencies.




#### Quarterly Progress Update

The Emergency Management Officer (EMO) continues to provide support, advice and guidance as needed to relevant Council divisions on core business needs such as land use planning, environmental projects and design of future Council facilities from the perspective of emergency management.

The EMO is also working on various projects such as creating a recovery operations plan for future weather events and assisting with the development of dam safety exercises for the council managed prescribed dams.

Externally, the EMO continues to support the Illawarra Local Emergency Management Committee as their Executive Officer.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Collaborate with Shellharbour City Council and Kiama Municipal Council under the Illawarra Emergency Management Memorandum of Understanding	On-Track 	Council continues to collaborate with Shellharbour City and Kiama Municipal Councils as per the current Illawarra Memorandum of Understanding. The Memorandum outlines the collaboration to support the Illawarra Local Emergency Management Committee (LEMC) by providing the services of LEMC chair, executive support to the committee and Local Emergency Management Officer duties.
Prepare resilience and response plans to respond to unforeseen events	On-Track 	The Emergency Management Officer (EMO) continues to work with the key stakeholders of Emergency Management within the Illawarra Emergency Management region on individual agency and collective emergency response and resilience planning. Community engagement on building resilience is also part of this work.  The EMO continues to support Wollongong City Council with planning, combat agency relationships and engagement and resilience planning. Examples include the new urban heat strategy policy and the design of new community centres with potential evacuation needs in mind.
Continue to progress design and construction of a new Wollongong State Emergency Services unit	Complete 	The State Emergency Service (SES) and Council are working together to consider the requirements of the SES across the Local Government Area and the location and function required for buildings.  Suitable site locations continue to be assessed for the Dapto, Wollongong, Northern Suburbs units. SES have prepared generic building concepts to inform site identification. Discussions with SES are continuing to determine the design scope for the proposed units.

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Regulatory Compliance

*Responsibility Manager Regulation + Enforcement*

#### About this Service

This service involves environment and development compliance, animal control and parking in accordance with statutory requirements and Council Policy. Providing education programs and information to raise community awareness also forms part of this service.

#### Quarterly Progress Update

Council's Regulatory Compliance services were delivered with various programs being implemented by Council including for companion animal management, parking compliance, illegal dumping, onsite sewage management system compliance, food premise compliance inspections and general development compliance functions including a focus on swimming pool safety barrier compliance inspections and education.

Staff responded to a very high volume of customer service requests and delivered proactive compliance services regarding the above programs during the quarter with a focus on environmental protection, community safety and education.


Staff continued focus on services for care and management of companion animals. Wollongong City Council has joined with Shellharbour City Council to procure future pound services.

The Building Sites Compliance Officer trial continued with a proactive focus on sediment and erosion control. The trial has had a positive impact in regard building sites compliance and education in this area.

Companion animal management, parking compliance and public place compliance services (including camping) were delivered focusing on the very busy foreshore and coastal parkland locations. Officers partnered with NSW Police to deliver services during the Australia Day period, with a focus on community safety.




Staff commenced the implementation of the Public Spaces (Unattended Property) Act 2021. This replaces the previous Impounding Act 1993 and helps to manage abandoned items in public spaces to maintain public amenity and safety.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Maintain a proactive surveillance and inspection program of known dumping hot-spots and implement education and awareness raising programs aimed at reducing illegally dumped waste	On-Track 	<p>Council staff investigated 163 illegal dumping incidents and following investigation issued three fines, conducted two interviews and issued six verbal clean up notices.</p> <p>A hotspot inspection program was implemented with frequent illegal dumping locations inspected weekly. Covert surveillance cameras are in place at known illegal dumping sites across the Wollongong Local Government Area.</p> <p>Council continued to work closely with Department of Communities and Justice Housing to educate their tenants and reduce the amount of kerbside dumping that is occurring adjacent to their properties.</p>

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Regulatory Compliance Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Maintain a proactive compliance program for companion animals in public places	On-Track 	<p>Council officers implemented a proactive companion animal compliance program during the March quarter which included a proactive beach patrol program to educate dog owners of their responsibilities under Council's Dogs on Beaches and Parks Policy and the Companion Animals Act.</p> <p>As part of the companion animal compliance program, a radio and social media messaging campaign was implemented throughout the March quarter. The campaign promotes responsible pet ownership and key Policy requirements.</p> <p>Staff held education stalls at Coledale Rock Platform, Wombarra Beach, Bellambi Beach, Sandon Point, City Beach, The Blue Mile and Port Kembla Beach to promote Council's Dogs on Beaches and Parks Policy and responsible pet ownership. Officers also attended the Animal Welfare League Mobile Vet Services event in Kully Park, Warrawong and set up an education stall for the day.</p> <p>Work continued on updating signage on beaches as part of the Dogs on Beaches and Parks Policy with planning work undertaken to upgrade signage at MM, Fisherman's, Coniston, Scarborough and Wombarra beaches.</p>
Develop and implement an education and awareness raising program regarding swimming pool barriers	On-Track 	<p>The pool barrier education and awareness program continued throughout the March quarter. A social media campaign continued to encourage pool barrier compliance with key safety messages being promoted.</p> <p>Officers continued to respond to customer requests and action application assessments throughout the quarter.</p>
Undertake targeted compliance of subdivision and residential building sites for sediment and erosion control, hours of operation, waste management and dust control	On-Track 	<p>Council's Building sites Compliance Program continued throughout the quarter, with a focus on proactive building sites inspections and education regarding erosion and dust control, hours of operation and waste management.</p> <p>One hundred and forty building sites were inspected, with 87 educational conversations occurring regarding site compliance. In regard to non-compliant sites 21 fines and 51 warnings were issued.</p> <p>During the quarter planning commenced regarding educational and promotional initiatives to increase awareness and knowledge across the building industry.</p>

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Stormwater Services

#### Responsibility *Manager Infrastructure Strategy and Planning*

##### About this Service

This service strategically plans for a coordinated approach to floodplain risk management and stormwater management including protection of waterways, beaches, lakes, lagoons and creeks. This service manages and maintains 835 kilometres of drainage and associated infrastructure assets across the city that aim to be safe, efficient, effective and sustainable.

##### Quarterly Progress Update

The review of the Flood Study and Floodplain Risk Management Study and Plan (FRMSP) is underway for 10 catchments. Following public exhibition, the Mullet Creek FRMSP was reported to the Southern Floodplain Risk Management Committee on 15 February 2023 who recommended adoption by Council. The report is scheduled to go to Council for consideration in the June quarter.


The draft Towradgi Creek FRMSP was publicly exhibited and a report is planned to be presented to the Northern Floodplain Risk Management Committee in May/June 2023. Hewitts Creek FRMSP is facing delays due to availability of consultants. The remaining FRMSP projects are progressing, however, some also with delays due to consultants' availability being directed to the flood recovery assistance in northern New South Wales and Queensland.

Funding has been received for review of the Lake Illawarra Flood Study, and Floodplain Risk Management Study and Plan, which will commence in the second half of 2023.

Council is finalising flood educational videos for uploading to the website.

The planned stormwater maintenance program is currently being delivered as planned and the delivery of stormwater programs is progressing, with some setbacks experienced due to significant increases in construction costs.




##### Operational Plan 2022-2023 Update

Actions	Status	Comment
Develop and implement the Floodplain Risk Management Plans including Voluntary Purchase Scheme	On-Track 	<p>The review of the Flood Study and Floodplain Risk Management Study and Plans is underway for ten catchments.</p> <p>Following community exhibition, Mullet Creek was reported to the Southern Floodplain Risk Management committee and is now scheduled for adoption by Council in the June 2023 quarter.</p> <p>Towradgi Creek was publicly exhibited and a report to the Northern Floodplain Risk Management committee is also scheduled.</p> <p>Funding has been received for the review of the Lake Illawarra Flood Study, and Floodplain Risk Management Study and Plan, which will commence in 2023.</p> <p>Ongoing opportunities for funding of voluntary purchase are being explored.</p> <p>Works are expected to start on the construction of flood mitigation at Bellambi (Gladstone Ave) and debris control structure at Gordon Hutton Park, Russel Vale Golf course during the June 2023 quarter.</p>



## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Stormwater Services (Continued)

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Plan and deliver stormwater maintenance, renewal and upgrade works	On-Track 	<p>Five stormwater renewal projects have been fully constructed this quarter. Projects included significant drainage works under and near Keira Mine Road in Keiraville in order to maintain road and pedestrian access to Edmund Rice College and playing fields in this area.</p> <p>Ten stormwater projects are under construction, two designs have been handed over for construction and 29 designs are in progress.</p> <p>Over the last six months, four significant stormwater renewal projects were added to the Infrastructure and Delivery Program to respond to emerging issues.</p>
Deliver rolling program of flood and stormwater infrastructure condition and safety inspections	On-Track 	<p>Stormwater pipe Closed Circuit Television (CCTV) and pit inspections continued during the March quarter.</p> <p>Inspections undertaken were a combination of scheduled inspections and ad hoc inspections required to investigate issues raised by the community.</p> <p>CCTV reports and inspections are informing capital works projects and scheduled maintenance.</p> <p>The annual dam safety reporting for all Council's prescribed dams has been completed during the quarter and provided to Dam Safety NSW.</p>
Enhance the management of Council owned water and wastewater assets	On-Track 	<p>Managed water systems continue to be monitored via telemetry with early warning alerts mitigating potential events.</p>

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Environmental Services

Responsibility Manager City Strategy

#### About this Service




This service involves Council working with the community in relation to local climate change mitigation, adaptation, monitoring and reporting, environmental education, volunteer management and partnerships, waste minimisation and environmental advocacy.

#### Quarterly Progress Update

Council volunteering participation was strong through the quarter with Bushcare volunteers providing a range of Summer Walks and Best Practice Bush Regeneration training opportunities. The Rotary Club of Wollongong held a 100 year anniversary planting at Greenhouse Park and Clean Up Australia Day saw 46 separate groups of volunteers engaged in rubbish collection across the city.



Council endorsed a new Tree Management Policy, which intends to see more trees planted in line with Council Urban Greening Strategy and Climate Adaptation Plan. Key changes will see a process for managing conflicts with views that will ensure shade trees are planted in foreshore areas, tree replacement on private land increases, and tree planting with appropriate species continues under the power line network.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver commitments made under the Global Covenant of Mayors and support Council's climate emergency declaration	On-Track 	Actions continue to be implemented from the existing Climate Change Mitigation Plan (CCMP) 2020-22 including advocacy for increased fuel efficiency standards, participation in the <i>Invest Wollongong Clean Energy Expo</i> and transfer of small-scale sites with Smart Electricity Meters to a State government contract delivering 100% green power for those sites.  The new Global Covenant of Mayors reporting requirements relating to energy have been investigated and will be included in the revised CCMP for implementation.
Prepare the Climate Change Mitigation Plan 2022-2026	On-Track 	The evaluation report for the Climate Change Mitigation Plan (CCMP) 2020-22 has been prepared. The community engagement report has also been finalised summarising findings. The findings of the community engagement campaign have been presented to the elected Councillors. Workshops with internal staff and Climate Action Steering Committee and Working Groups will commence at the end of April to refine the draft actions in the revised CCMP.
Implement priority actions from the Climate Change Adaptation Plan 2022	On-Track 	The development of an Urban Heat Strategy is a key action in the adopted Climate Change Adaptation Plan 2022. This work is underway with workshops related to a risk assessment and development of draft adaptation actions being conducted in February and March 2023. A draft strategy is expected to be completed in the June 2023 quarter.



## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Environmental Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Coordinate Council's waste, volunteer, environmental and conservation programs, activities and events	On-Track 	<p>Clean up Australia Day had 46 groups participating with Mt Kembla alone resulting in three tonnes of rubbish removed.</p> <p>To celebrate the 100-year anniversary of Rotary, 10 established Illawarra Flame Trees were planted at Greenhouse Park.</p> <p>The Natural Area Management (NAM) team hosted Summer walks taking in five Bushcare and restoration sites. A best practice bush regeneration course was run to support NAM volunteers and Bushcare planting days were held at Hooka Point, Berkeley and Guest Park, Fairy Meadow.</p> <p>Education programs targeted improved recycling, litter reduction and use of hot coal bins as part of summer cleansing across high usage foreshore areas.</p> <p>Promotion and education of Household Chemical Cleanout event was held and included four days of promotional pop ups.</p> <p>Food Organics Garden Organics (FOGO) Friday pop up engagements were held at shopping centres. Talks were delivered to culturally and linguistically diverse community groups through TAFE program.</p> <p>The Illawarra Wild Deer Management program information session was held at Wongawilli Hall.</p>
Implement priority actions of the certified Coastal Management Program for Lake Illawarra	On-Track 	<p>The Coastal Management Program for Lake Illawarra continues to be delivered with 21 actions on track, five delayed and one not started.</p> <p>Key projects across the quarter include bathymetric surveying of the lake to determine sedimentation and erosion, revegetation works, community engagement through pop up kiosks and clean-up events. Planning for the installation of signage and waste infrastructure and community clean-ups around key litter hotspots is underway and will be delivered in the June 2023 quarter.</p>

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Environmental Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Develop a Coastal Management Program for the Open Coast	On-Track 	<p>A Scoping Study has been prepared to identify the priorities and focus of a Coastal Management Program (CMP) for the Wollongong coastline. This Study was based on reviews of the management actions previously undertaken, and gains a contemporary understanding of management, through engagement with the community and stakeholders.</p> <p>The development of a CMP requires a staged approach, with each stage requiring research, community engagement and targeted consultation with key stakeholders. At its meeting on 20 March 2023, Council endorsed the Wollongong Coastal Management Program Scoping Study, allowing work to start on Stage Two of the project that will involve various technical studies to inform data and knowledge gaps.</p>
Council support local food security outcomes through advocacy, sponsorship, partnering and local initiatives	On-Track 	<p>Council continues to deliver a range of services to promote food security within Wollongong. These include delivery of education on food waste avoidance, facilitation of enquiries relating to community gardens, and publication of the Low Cost and Free Meals Directory.</p> <p>A review of the Community Gardens Policy has commenced with a review of suitable sites to support future public interest in communal gardening activities.</p>

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Natural Area Management

Responsibility *Manager Open Space + Environmental Services*

#### About this Service




This service includes the management of natural areas under Council care and control. Activities undertaken as part of this service include restoration of natural areas, weed management, pest management, bushfire management as well as the conservation of endangered ecological communities and threatened species. These activities are funded through a combination of Council's own operating funds, external grants, partnerships with other organisations and the support of community volunteers.

#### Quarterly Progress Update

There were 221 volunteers who worked across our Bushcare, Dunecare and FIReady sites across the March quarter, culminating in 1637 volunteer hours with the value of volunteer labour equivalent to \$49,110.

There were three Wollongong Indian Myna Bird workshops delivered with 18 participants learning these new skills. The Wild Deer Management program saw 19 deer culled on Council land with another 66 culled through other tenures over nine nights. Seven complaints were received pertaining to wild deer. The rabbit/fox control resulted in six culled.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Coordinate natural area restoration works at priority sites	On-Track 	3,280 native plants, trees and grasses were planted during the March quarter. One community information session detailing the Illawarra Wild Deer Management Program was held at Wongawilli Hall.
Continue implementation of priority actions from the Dune Management Strategy	On-Track 	Vegetation Management Plans (VMPs) for both City Beach and East Corrimal have been completed and funds from the Sydney Water Agreement will assist in undertaking the key priorities identified in the VMPs.
Implement annual bushfire hazard reduction works program for Asset Protection Zones on Council managed lands	On-Track 	Council has engaged a consultant to review Council's Asset protection zones and fire trails. The aim of this project is to provide Council with an up-to-date assessment of bushfire risk and subsequent mitigation measures for Council managed land. On-ground field surveys have been completed. The project is due by September 2023.

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Waste Management

Responsibility *Manager Open Space + Environmental Services*

#### About this Service

Waste management includes the environmentally responsible, customer focused resource recovery, recycling and solid waste management. The service includes community education programs, waste collection and recycling, operation of the Wollongong Waste and Resource Recovery Park, public domain waste collection and facilities cleaning.





#### Quarterly Progress Update

Council's Waste Management highlights for the quarter include: 10 tonnes Carbon Dioxide extracted from the landfill, 9,579 tonnes of food waste have been diverted from landfill under the Food Organics Garden Organics (FOGO) program. Educational and promotional material provided for FOGO is contributing to a low 1% contamination rate - half of the State average.

The next Waste Collections Services joint tender contract approved by Council is progressing. Environmental Compliance within the Whytes Gully facility has seen continued improvements to the vegetation management plan for the site, storm water basin upgrades, and ongoing efforts to improve the management of leachate on the site considering ongoing challenges with high levels of rainfall.

The volume of Commercial waste received continues to increase against predicted targets.



#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Continue to monitor environmentally sustainable actions for charitable waste	On-Track 	Since the introduction of Waste Management Plans for Community Service Organisations including charities, over 320 tonnes of charity waste have been diverted from Whytes Gully landfill compared to the previous financial year.
Implement a research and development program targeting waste diversion from landfill with the University of Wollongong	Complete 	University of Wollongong has completed its research project into Automated Waste Contamination Detection. The project focused on plastic bags as a contamination source and delivered a 63% detection accuracy related to white plastic bags in recycling collected.
Deliver options for a Food Organics Garden Organics (FOGO) trial for multi-unit dwellings	Delayed 	Council Officers have been seeking participants from multi-unit dwellings with limited success to determine the best method of food organics collection within unit blocks. Officers are currently working with the Environmental Protection Authority to determine the best way to progress this project based on the challenges experienced to date.
Deliver a Food Organics Garden Organics (FOGO) program across the LGA	On-Track 	Since the commencement of FOGO collection to the end February 2023, 78,397 tonnes of FOGO has been collected of which approximately 9,579 tonnes was food waste. The average contamination rate for the financial year 2022-2023 is 1.00%, well below the Environmental Protection Authority benchmarks.



## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Waste Management Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Continue to educate the community on waste principles – avoid, reduce, reuse, recycle to increase waste diversion from household waste streams	On-Track 	Roaming education for Summer Cleansing, Operation Nappy series, promotion of the Household Chemical Cleanout and Food Organics Garden Organics usage talks and workshops have been undertaken within the quarter in support of community waste education.
Continue to develop and implement the landfill gas management system at Whytes Gully	On-Track 	Throughout the 2022-2023 financial year, 14.6 tonnes of CO2e have been avoided through the gas capture. Planning continues with Council's supplier regarding the expansion and enhancement of the overall system.

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Land Use Planning

Responsibility *Manager City Strategy*

#### About this Service

Land Use Planning manages the plans, policies and certificates that help our community understand the role and function of land within Wollongong. The team undertakes detailed studies to make long term plans for how we can live, work and play sustainably, protecting what we value and ensuring development contributes to great places for our community.

#### Quarterly Progress Update

During the quarter, the Wollongong Housing Strategy and Wollongong Retail & Business Centres Strategy were adopted following exhibition in 2022.




A draft Planning Proposal to rezone the former Port Kembla School site and site-specific Development Control Plan (DCP) chapter was adopted to be finalised.

A draft Planning Proposal to amend the foreshore building line at the former Corrimal Coke Works site was adopted to be finalised.

A revised draft DCP chapter E17 Preservation and Management of Trees has been exhibited with Council's updated Tree Management Policy and submissions will be reported to Council in April.

Council resolved to prepare draft Planning Proposals to heritage list Miala House at Marshall Mount, and to permit an Outdoor Recreation - Miniature Railway use at Stanwell Tops. Council resolved to adopt an updated Planning Agreement Policy.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Local Government Area Wide Retail Centres Study and South-West Sydney Development Impacts Study	On-Track 	The draft Retail & Business Centres Strategy was exhibited throughout the December 2022 quarter. The March quarter saw the submissions being reviewed with feedback used to inform some minor amendments to the draft document prior to Council adoption of the Wollongong Retail and Centre Strategy.  The South-West Sydney Development Impacts Study progressed with a draft consultant report prepared. The report included information relating to the current and projected visitation patterns for selected popular locations in Wollongong Local Government Area, owned or managed by Council. Detailed Place Audits for 10 locations was also included. The Final Report will be available before the end of this financial year.
Prepare a Local Government Area Industrial Lands Study	On-Track 	The draft Industrial Lands Study is currently being finalised. A briefing to Councillors outlining findings and recommendations is scheduled for May, followed by a report to Council seeking endorsement for exhibition.
Review the Local Strategic Planning Statement	On-Track 	Following the adoption of the Wollongong Housing Strategy and Wollongong Retail & Business Centres Strategy, preparation work for the development of a revised Local Strategic Planning Statement has commenced.

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Land Use Planning Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Continue the review of West Dapto Land Release Area by developing a Local Infrastructure Plan	On-Track 	West Dapto Local Infrastructure Plan work continues with preparation of the revised West Dapto Development Contributions Plan, 2023 progressing. The review will be informed by the Social Infrastructure Needs Assessment for West Dapto and a Green Network Masterplan (GNMP), which continue to be developed. The public exhibition of the draft West Dapto Social Infrastructure Needs Assessment ended on 28 February 2023. The GNMP is in an initial draft form with staff comments provided to the project consultant at the end of March 2023.
In collaboration with key agencies, facilitate the West Dapto Review Committee to deliver the West Dapto Urban Release Area	On-Track 	The West Dapto Review Committee is a component of Council's governance arrangements for delivery of the West Dapto Urban Release Area. The Committee is Chaired by the Lord Mayor and includes Ward Three Councillors. The NSW Department of Planning and Environment has an ongoing invitation to attend committee meetings. Meetings are held quarterly. A meeting of the Review Committee was held in March 2023.
Review West Dapto recreation needs in line with the bi-annual review of the West Dapto Development Contribution Plan	On-Track 	Following Council's endorsement of the draft West Dapto Social Infrastructure Needs Assessment for public exhibition, the study exhibition was undertaken for a month ending on 28 February 2023. The draft study identifies the open space and recreation needs for the release area once fully developed. The draft needs assessment also informs development of the updated West Dapto Development Contributions Plan 2023.
Progress the City Centre Planning Strategy	Deferred 	In December 2020, Council resolved to defer the draft City Centre Planning Strategy pending progression of other informing projects. Two major studies were raised as actions in the Council resolution. One of the supporting strategies, the Wollongong Retail & Business Centres Strategy is now complete and adopted by Council in the March quarter. The City Centre Movement and Place Plan (Access and Movement Study) is being completed in conjunction with the Wollongong Integrated Transport Strategy with a draft report expected by the end of 2023.
Develop and install the Sandon Point Aboriginal Place Interpretive Strategy and Indigenous Art Project	On-Track 	Four interpretative signs have been erected. Consultation is continuing with stakeholders on the proposed installation of artworks that tell appropriate stories relating to the Aboriginal place and culture.
Finalise the development of the Housing Strategy and commence implementation on initial priorities	Complete 	On 27 February 2023 Council adopted the Wollongong Housing Strategy, which had been exhibited in 2022. Implementation actions will now commence.

## GOAL 1 | WE VALUE AND PROTECT OUR ENVIRONMENT

### Measuring Success

Measure	Target/Desired Trend	Comparative Data Where Available – March 2022	Result March 2023
<b>Development Assessment</b>			
Outstanding DAs < 90 days	200	319	213
Outstanding DAs >90 days	50	118	109
Average net determination days	50	New Measure	58
<b>Environmental Services</b>			
Participation Rate in Education Programs	Increase	New Measure	4,175
Tonnes of waste collected from clean up activities	Decrease	15	23.43
<b>Natural Area Management</b>			
Participation rate in environmental programs	Increase	8,789*	18,248
Number of volunteers worked at Bushcare, Dunecare and FIReady sites	Increase	79*	221
*Comparative result impacted by COVID-19.			
<b>Waste Services</b>			
Waste diverted from landfill	Decrease	New Measure	57
Waste Education Workshops and Events - number	Increase	New Measure	40
Waste Education Workshops and Events - Participants	Increase	New Measure	3,797
Waste Removed from Our Creek and Waterway SQIDs and Trash Racks	Decrease	Not Applicable (Annual)	-
Recycling Contamination In Public Waste Bins	Decrease	Not Applicable (Annual)	-

Performance measures from the Delivery Program are reported in the Quarterly Review where data is available on a quarterly or annual basis. Performance measures that are tracked every two years will be reported in the State of the City Report.

## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

### March Quarter Highlights



*Celebrating Lunar New Year in Crown Street mall with themed markets and Lion Dance performances.*



*The new Wollongong Investment Prospectus 2023 includes a range of updates including Clean Energy, Wollongong CBD and the local technology sector.*



## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

### City Centre Management

*Responsibility Manager Community Cultural and Economic Development*

#### About this Service

From Wollongong Station to the foreshore, City Centre Management supports the revitalisation of the City Centre through the coordination and delivery of a range of strategies in collaboration with various stakeholders. The service also ensures the smooth operation of the City Centre, particularly Crown Street Mall which is funded by the Special Mall Levy. This includes day-to-day management, security, CCTV operations, graffiti removal, events and activation opportunities and marketing.

#### Quarterly Progress Update

The monitoring of the Wollongong CBD business environment continues to be a key focus toward informing Council's activation strategy. Based on business communication outcomes, the need for a collaborative Lower Crown Street Mall Food and Beverage Working Party was identified.

The strong focus on amenity and dressing of the Crown Street Mall continues to create an inviting community space.

The review of the Crown Street Mall Activity Policy is progressing.




City Centre operations, cleanliness, maintenance, and security continued to be delivered throughout the quarter.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver increased City Centre marketing and activation initiatives to support local and regional economic recovery in response to COVID-19	On-Track 	<p>Work started to establish a Food and Beverage Working Group for Lower Crown Street Mall to encourage collaboration during the construction of the new development at 111-119 Crown Street. Council also worked with businesses to improve outdoor dining opportunities. The Globe Lane Working Group meets monthly to discuss ideas for the laneway.</p> <p>The Wollongong CBD social media channels encourage followers to promote their favourite businesses. The <i>Favourite Café</i> series generated over 900 'taps,' increasing awareness and driving traffic to the profile pages of mentioned businesses.</p> <p>The <i>It's on in Wollongong</i> campaign launched in March 2023 to promote the CBD's entertainment, nightlife, food, and music scene. The campaign is advertised through outdoor signage, social media, digital and radio advertising, and more signage will be used in the future.</p> <p>Banners, lighting, and plantings in the Crown Street Mall add vibrancy to the visitor experience.</p>

## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

### City Centre Management Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Implement a range of pilot projects and activation initiatives across the City Centre precincts	On-Track 	<p>In February, Lunar New Year was celebrated with themed markets and Lion Dance performances. In March, rainbow-themed projections were displayed in Globe Lane and Crown Lane for <i>WorldPride</i>.</p> <p>Planning commenced for an <i>Autumn Family Fun</i> weekend in partnership with Wollongong Central for the April school holidays.</p> <p>The <i>Live@Lunch</i> program continued showcasing performances from Wollongong Conservatorium of Music and Illawarra Folk Club.</p> <p>Colorful planter boxes were ordered for the Crown Street Mall and new busking sites have been added. Council is working on promoting creative experiences and engagement has commenced with 17 CBD businesses to participate in a launch week for a CBD gallery and studio trail.</p>
Deliver an integrated marketing campaign that reflects the 'city experience'	On-Track 	<p>The <i>Wollongong CBD</i> website had over 33,000 site visits from January to March 2023, delivering over 4,000 outbound clicks to businesses and events. Social media followers and engagement have continued to grow, with content reaching over 328,000 people and viewers engaging over 4,000 times.</p> <p>The '<i>It's On in Wollongong</i>' campaign commenced in March 2023 to promote the entertainment, nightlife, food, and music scene in the CBD. Top-performing content included Japanese restaurants, Lunar New Year at Crown St Markets, Pride celebrations, and new CBD businesses. The campaign was promoted through outdoor signage, social media, and digital advertising and with radio advertising commencing in April.</p>
Develop and implement City Centre Wayfinding	On-Track 	<p>Construction of the Globe Lane wayfinding sign and two seats will be completed by April 2023. The project has received positive feedback from the community and local media. Ethel Hayton Walkway is being considered for the next wayfinding project based on stakeholder input. A feasibility study is underway to investigate the site. The wayfinding project will enhance the area by creating a visual connection between Lower Crown Street's hospitality precinct and the Arts Precinct. It will build on recent renovations and explore ways to improve accessibility in the walkway.</p>

## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

### Economic Development

Responsibility *Manager Community Cultural and Economic Development*

#### About this Service




This service promotes sustainable economic development across the Wollongong Local Government Area through implementation of the Economic Development Strategy 2019-2029. The service contributes to a number of economic development programs and initiatives in partnership with business, government, the University of Wollongong and a range of business and industry stakeholders.

#### Quarterly Progress Update

Council facilitated 24 new business and investment enquiries during the March quarter. Council continues to facilitate many longer-term, large investment projects, via Council's Major Project process.




During the quarter Council continued to work with local industry groups across a range of initiatives to promote local business and industry.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver the Economic Development Strategy 2019-2029	On-Track 	<i>Invest Wollongong</i> released the new Investment Prospectus 2023, which profiles growth sectors in the region including tech, clean energy and advanced manufacturing. It also highlights the 30,000+ square metres (sqm) of new A-grade stock built in the last 3 years and 34,000sqm in the pipeline, equating to a 75% uplift in A-grade office space.  An audit of the CBD's small bars and cafés found there are 183 businesses (contraction of 4% since last audit in 2019), demonstrating the Wollongong business environment remains steady despite the impacts of the COVID-19 pandemic.  This quarter saw 24 business/investor enquiries ranging from business support and information to facilitating larger projects through <i>Invest Wollongong</i> .
Continue to support growth of our local small business sector	On-Track 	Council released two editions of the monthly business newsletter during the quarter.  Council evaluated the results of the 2022 Business Survey undertaken in December. The survey indicated that while some of our local businesses have experienced declines in performance growth in 2022, they are, however generally optimistic about their future performance. The survey also provided insights on a range of issues impacting businesses across the local government area.
Work with other levels of government and the business community to respond to the post COVID-19 pandemic economic recovery	On-Track 	Council ran the buy local campaign - <i>We Shop the Gong</i> , throughout December 2022, which encouraged residents to 'think local first'; buy local and support local businesses.  The results were released throughout the quarter showing the campaign was very successful through 465,256 impressions on Facebook and Instagram. Over 250 tote bags were delivered to businesses and 15 business stories were added to the <i>We Shop the Gong</i> website.

## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY


### Economic Development Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
In partnership with NSW Government and the University of Wollongong, deliver the Invest Wollongong program	On-Track 	<i>Invest Wollongong</i> attended the 2023 Australian International Airshow in Avalon, showcasing the region with the newly updated Defence Industry Directory.  On 20 March, <i>Invest Wollongong</i> attended the Illawarra Clean Energy Expo, hosted by the Member for Cunningham Ms Alison Byrnes MP, which showcased the region's diverse and innovative clean energy sector at Australian Parliament House. The new 2023 <i>Investment Prospectus</i> was launched at this event.  <i>Invest Wollongong</i> also facilitated a range of visiting international delegations during the quarter.  The first 2023 edition of the <i>Invest Wollongong</i> enewsletter was also distributed.
Deliver against the five pillars of the Destination Wollongong Funding Agreement 2021-2026 including: Marketing, Major Events, Business Visitor Economy, Tourism Infrastructure and Product Development and Cycling.	On-Track 	Destination Wollongong continued to deliver work regarding the Grand Pacific Drive, Wollongong as a Bike City, business events and conferencing and social media campaigns highlighting our Wollongong Local Government Area.
Seek funding for key iconic tourism infrastructure	On-Track 	Council has submitted funding applications during the quarter highlights including; Bloomberg Initiative for Cycling Infrastructure: Church St, Regional New South Wales Community Local Infrastructure Recovery Package - Community Asset Program: Towradgi Surf Club Reroof, Infrastructure Betterment Fund: Betterment of The Avenue Figtree Culvert – Debris Control Structure and Flood Recovery and Resilience Grant 2022-23: Bellambi Gully Flood Mitigation Scheme Stage Three.  Council was also successful with grant applications that included PKCIF Round 5: Hill 60 Accessibility and Viewing Area Upgrades, New South Wales Office of Sport Female Friendly Community Facilities and Lighting Upgrade: Figtree Oval  New South Wales Office of Sport Female Friendly Community Facilities and Lighting Upgrade: Lindsay Maynes Oval.  Council has also built a system to monitor and manage infrastructure grants.

## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

### Economic Development Continued

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Support the ongoing development of key target sectors	<p>On-Track</p> 	<p>This quarter saw several key announcements in the Clean Energy sector.</p> <p>On 27 February, the Illawarra was declared as one of five Renewable Energy Zones (REZs) by the NSW Government. This means that planning and development to accommodate renewable energy projects in the region can begin.</p> <p>NSW Ports revealed concept plans for a large-scale facility at Port Kembla's Outer Harbour. This will support the manufacture and assembly for offshore wind projects and assist the transition to renewable energy in NSW.</p> <p>One of two recipients of NSW Hydrogen Hub funding, includes BOC's Port Kembla project to construct a 10 megawatt Hydrogen electrolyser. These stations will have the capacity to power up to 40 heavy vehicles making it one of the largest Hydrogen mobility projects in the Country.</p> <p>ATCO Australia and Hysata have each received funding through the Australia-Germany HyGATE initiative to undertake feasibility on two hydrogen energy related projects in the region.</p> <p>These projects all have the potential to create and sustain long term job growth in the city.</p>



## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

### Tourist Parks

Responsibility *Manager Property + Recreation*

#### About this Service


Wollongong City Tourist Parks provide beachside accommodation for visitors to the Wollongong Local Government Area. Our Tourist Parks are located at Bulli, Corrimal and Windang, and include annual sites and tourist accommodation. The three Tourist Parks compete in a commercial environment and operate accordingly to ensure they remain commercially viable and provide an acceptable return to Council.

#### Quarterly Progress Update

Holiday van compliance has been completed with 99% of owners on new agreements with all compliance actions completed. This program has taken a number of years, following delays with COVID-19 and included engineering checks on all sites, new agreements being signed, as well as owners completing maintenance on vans to bring them up to an identified standard. The results have seen a significant increase in the overall visual presentation across all parks.

This quarter saw a big increase in overall occupancy with even the quieter week days also being busy. This has led to an exceptional result this quarter with over \$3,000,000 in income being received.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Contribute to the promotion of tourism in the Wollongong Local Government Area through the management of Council's three tourist parks at Bulli, Corrimal and Windang	On-Track 	The tourist parks continue to perform well with income year to date just under \$8,000,000. Park occupancy is well up with powered sites at over 60%, continuing the post COVID-19 boom in this area.  Plans are well underway to continue improvements within the parks including the upgrade of amenities.

## GOAL 2 | WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

### Measuring Success

Measure	Target/Desired Trend	Comparative Data Where Available – March 2022	Result March 2023
<b>City Centre Management</b>			
Number of People Movements Within Crown Street Mall <sup>^</sup>	1,000,000 (annual)	New Measure	-
<sup>^</sup> Data unavailable			
<b>Economic Development</b>			
Business Enquiries Facilitated	Increase	13	24
<b>Tourist Parks</b>			
Tourist Park occupancy rate of cabins	Greater than 60%	75%*	81%
Tourist parks occupancy rate of powered sites	Greater than 50%	57%*	71%

\*Comparative result impacted by COVID-19.

*Performance measures from the Delivery Program are reported in the Quarterly Review where data is available on a quarterly or annual basis. Performance measures that are tracked every two years will be reported in the State of the City Report.*

## GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

### March Quarter Highlights



*Australia Day Award winners L to R: Nyan Thit Tieu, Sally Stevenson AM and Shannon Fox were named Senior Citizen, Citizen and Junior Citizen of the Year respectively.*



*Tess Allas, Alinta Macguire and Uncle Vic Chapman. Coomaditchie: Art Place exhibition at Wollongong Art Gallery. Artworks by Coomaditchie artists and photographed by Bernie Fischer.*

## GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

### Engagement, Communication and Events

*Responsibility Manager Community Cultural and Economic Development*

#### About this Service

The service is responsible for internal and external communications including media, community engagement, delivery of major community events (in particular New Year's Eve and Australia Day), management of Sister City Relations, coordination of Council's Financial Assistance Policy and the provision of graphic design, digital content, print and signage needs for the organisation.

#### Quarterly Progress Update

During the quarter, Council ran three integrated marketing and communications campaigns: *We Shop the Gong*, *Dive into Summer*, and *Sculpture in the Garden*.



Communication across Council-owned channels and timely reactive media management continued to support our community's understanding about issues. This included the flood affected Otford causeway and the personal history of Wollongong Art Gallery's founding benefactor.

A diverse range of online community engagement tools continue to be explored and implemented. A street-specific webpage has been established to support traffic investigations using mapping and ideas tools, and a series of explainer videos have been produced to support online flood risk management engagements.

Australia Day celebrations were delivered.

A range of financial assistance grants have opened for expressions of interest from the community.





#### Operational Plan 2022-2023 Update

Actions	Status	Comment
In conjunction with the Local Organising Committee, prepare for and support the delivery of the 2022 UCI Road World Championships – September 2022	Complete 	Final reporting progressed during this period with a report on Host City Legacies and Benefits to be tabled in the June 2023 quarter.
Host six major events reflecting priority sectors and contribute to the acquisition and management of signature events	On-Track 	Eight major events were supported in the quarter: Illawarra Folk Festival, For The Love (music festival), Australian Surf Rowers League, NSW Senior Amateur Champs & Foursomes Medal (Golf), Southern Cross FRC Regional (Robotics), Australian Volleyball Tour and the St Helens/Dragons International Trial (rugby league).  Other activity during this period included hosting of a famil for a major Australian production company looking to film a TV series in the Illawarra, securing the 2023 Australian Gridiron Championships, and technical analysis with AusCycling to determine hosting capacity of the Australian Mountain Biking Championships.

## GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

### Engagement, Communication and Events Continued

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver civic activities which recognise and celebrate the city's people	On-Track 	<p>On Friday 20 January Council delivered Wollongong's Australia Day Awards which celebrated and recognised the extraordinary people in our community. The Awards saw announcement of winners and achievement across 13 categories. Council hosted the Australia Day Citizenship Ceremony which saw 120 new citizens taking their oath and affirmation as new citizens of Australia.</p> <p>The city hosted the Lady Mayoress Afternoon Tea as part of the Senior Week Festival with over 180 people attending the event.</p> <p>Council continued its strong Sister City relationship with Kawasaki City with the Lord Mayor hosting morning tea for some Kawasaki students exchange at The Illawarra Grammar School.</p>
Deliver a diverse range of community engagement opportunities to receive feedback and guide Council's services	On-Track 	<p>Opportunity for input was provided for a number of projects, including the Trinity Row Bulli Shared Path and Picnic Shelter, Pop Up Cycleways, Gwynneville Upgrades, Piccadilly Centre Frontage Footpath Upgrade, West Dapto Social Infrastructure Needs Assessment, Future Directions Social Infrastructure and the Outdoor Dining Trial in the Wollongong CBD.</p> <p>Several plans and policies were also placed on public exhibition including the Electric Vehicle Charging Infrastructure Policy, Climate Change Mitigation Policy, Draft Planning Agreements Policy and the revised Code of Business Ethics.</p> <p>Targeted engagement was undertaken with local Aboriginal communities about a range of projects including the Hill 60, Cleveland Leisure and Recreation Precinct, Towradgi Creek Catchment Floodplain Risk Management Study and Plan, Coastal Management Program, and the Climate Change Mitigation Policy.</p>
Engage with the local community regarding the Draft Illawarra Escarpment Mountain Bike Strategy	On-Track 	<p>Concept plans have been developed for supporting infrastructure in Kembla Heights and Balgownie. The community will be invited to provide input in the June quarter.</p> <p>A community update was shared in February 2023.</p>
Develop and deliver an organisational marketing framework and Council-wide marketing and branding strategic objectives.	On-Track 	<p>Council is currently implementing a plan to increase its use of advertising and marketing campaigns along with enhancing its communication channels in order to build the community's engagement in Council's events, services, and regulations. An organisational communications strategy is also being developed to support a longer-term vision for Council's brand identity.</p>



## GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

### Cultural Services

Responsibility *Manager Community Cultural and Economic Development*

#### About this Service

This service delivers cultural programs, infrastructure such as public art, exhibitions and events to the community. The service also engages in community cultural development programs, including advocacy for and support of the creative industries sector, development of artists and performers funding opportunities.




#### Quarterly Progress Update

Wollongong Art Gallery delivered two exhibitions, 20 public programs, 37 education programs, and 10 community facility hire events.

Twenty-five artists exhibited their work at the *Sculpture in the Garden* exhibition at Wollongong Botanic Garden. Six artists were selected for the Lower Town Hall artist studio programme. Small cultural grants opened.


Merrigong's 2023 season moved to Wollongong Town Hall during Illawarra Performing Arts Centre's upgrade and refurbishment. The season commenced with the New Zealand show 'Guru of Chai' and sold-out comedy nights. MerrigongX launched in February to support local artists with development and performance opportunities. A First Nations Engagement Coordinator was welcomed to strengthen community connections with First Nations audiences and artists.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver annual community cultural development festival	On-Track 	Funding has been secured through Multicultural NSW to deliver a two-year multi-cultural arts festival. The first event is being planned for October 2023. Members of the multicultural community have met to discuss the co-design of the festival and an Events Specialist recruited.
Deliver key strategies from Creative Wollongong Implementation Plan 2019–2024	On-Track 	A partnership project between Wollongong City Council, Breakwater Battery Museum and Museums and Galleries NSW is underway to audit and catalogue the Breakwater Battery collection with a final report in April 2023.  Small Cultural Grant workshops were held in February as part of the Creative Dialogue program.  Hooka Park public artworks including the wooden handrail on the Hooka Creek Bridge, and the pontoon wooden benches are currently being refurbished.  <i>Creative Wollongong's</i> Facebook content has performed well with the highest reaching post reaching 3,319 people. In March, engagement with followers increased, with the median post reactions, comments and shares up by 11.1% compared to the previous month.
Facilitate the Lower Town Hall as a creative space	On-Track 	An open day was held at the Lower Town Hall studios in February. Approximately 30 people came to see the studios and meet the artists. Six new artists have been selected for studio residency, commencing in April.

## GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

### Cultural Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Implement priorities from Framing our Future: Wollongong Art Gallery Strategic Plan 2020-2025	On-Track 	Wollongong Art Gallery showcased <i>Coomaditchie the Art of Place and Reflections</i> exhibitions. It also presented two Community Access Gallery exhibitions and 20 Public Programs, along with 37 Education Programs for students. Additionally, 10 community facility hire events took place. The Gallery received 9743 visitors this quarter and has a social media following of 4,589 on Instagram, 5,200 on Facebook, and 213 on YouTube.

## GOAL 3 | WOLLONGONG IS A CREATIVE, VIBRANT CITY

### Measuring Success

Measure	Target/Desired Trend	Comparative Data Where Available – March 2022	Result March 2023
<b>Cultural Services</b>			
Wollongong Art Gallery Partnership Projects Engaging With First Nations And CALD Communities	2 per annum	New Measure	3
Subsidised Artist Studio Space - Opportunities Accessed	6 per annum	New Measure	6
Wollongong City Gallery visitation	Increase	6,090*	9,743
IPAC and Town Hall Visitation	Increase	New Measure	11,469

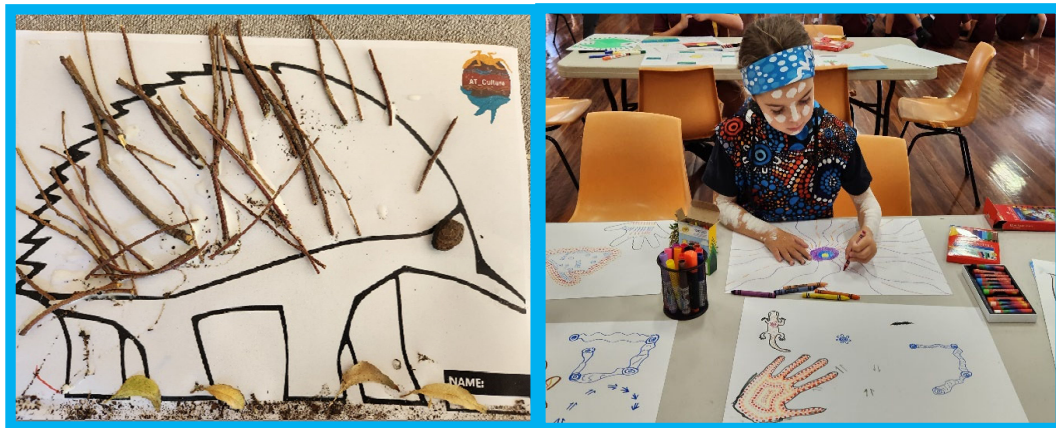
\*Comparative result impacted by COVID-19.

<b>Engagement, Communications and Events</b>			
Followers, Reach and Engagement Across Council's Social Media Channels	Increase	New Measure	70,250

*Performance measures from the Delivery Program are reported in the Quarterly Review where data is available on a quarterly or annual basis. Performance measures that are tracked every two years will be reported in the State of the City Report.*

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

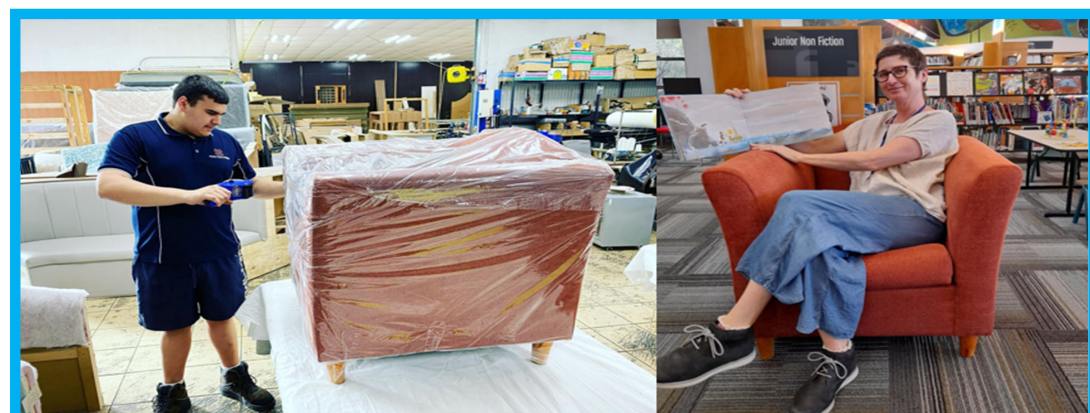
### March Quarter Highlights



Local Elders, artists Daren Dunn and Adam Towney and children participated in Aboriginal cultural workshops as part of the Nandhi (Look) Ngara (Listen) project.



International Womens Day 'Tea +Talk' event was a cross-generational opportunity connecting young Girls Cafe attendees with inspirational CALD women in our local community.



Promoting social procurement community workshops as shown with local business reuphostering the Story Time Chair.

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Integrated Customer Service

**Responsibility** *Manager Governance + Customer Service*

#### About this Service




Provision of a professional and efficient customer service experiences with Council through a variety of methods.

#### Quarterly Progress Update

Customer Experience Manager commenced on 13th February.

Highest contact volumes for this quarter were for rate enquiries. The impact of the One Council migration was reduced this quarter. The focus of the Customer Experience Manager and the team has been to increase process efficiency to release resource hours to increase the focus of services for digital channels.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Upgrade Customer Contact Centre System	On-Track 	Tender has been issued and is now closed. Shortlisting, system demonstrations and awarding of contract will take place in the next quarter.
Review and enhance Council's digital customer service and engagement channels with a focus on inclusion and participation	On-Track 	A review of OneCouncil workflows behind online forms to ensure the request is being directed to the most appropriate team to facilitate the timeliest response.
Identify and implement customer service improvement opportunities	On-Track 	Customer service improvements opportunities continue with the promotion of our online services. There have also been adjustments to allocation to resourcing to improvement service levels for digital channels.



## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Property Services

Responsibility *Manager Property + Recreation*




#### About this Service

This service manages over 450 leases and licenses on behalf of Council and includes the management, development, maintenance and disposal of Council owned property in order to meet Council's statutory requirements and contribute to the expansion of Council's revenue base. Leases and licenses also ensure the effective management and coordination of community and business use of Council's public spaces, buildings and facilities.

#### Quarterly Progress Update

Property Services has progressed a high volume of core business this quarter including a mix of statutory property, property management and parking matters. Notably, 15 requests for owner's consent have been processed, leasing and licencing matters have been progressed, as have property acquisition and disposal matters. Property Services continued to provide property related advice and assistance to other areas of Council in relation to Council projects.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Review, update and deliver the Property Strategy	On-Track 	Council staff continue to review Council's property portfolio, policies and procedures which will lead into the review and progression of the broader Property Strategy. Council staff have progressed a review of Council's CBD land holdings and undertaken a review of Council's land rationalisation list noting this information will feed into the review.
Finalise Land Title requirements for the transfer of private land occupied by Russell Vale Golf Course	On-Track 	Council staff continue to consider all options available while taking a risk-based approach prior to reaching any agreement. It is important any future implications or liabilities in relation to the parcels of land are considered. Staff continued to liaise with relevant stakeholders to progress this matter.
Continue to undertake Council's surplus land review	On-Track 	<p>Council staff are progressing through the parcels of land on Council's surplus land list, including parcels that have been reclassified and ready for sale and those that we are seeking to be the next stage of parcels to be reclassified. Staff have been liaising with various interested parties in relation to the surplus lands ready for sale and expect to reach transaction stage on these shortly. Staff are also working to progress the reclassification process in relation to a number of other parcels following a review of these.</p> <p>Since this action commenced, Council has progressed the reclassification and sale of eight properties from the list and has decided to retain 27 of these for various reasons. Council staff have been able to progress a further four matters which are expected to be finalised shortly.</p>

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Aged and Disability Services

Responsibility *Manager Library and Community Services*




#### About this Service

Council works in partnership with government, community and business organisations to provide services for older people, people with disability and their carers, to support them to maintain quality of life and continue to live independently in the community. This includes direct provision of Community Transport Services to people aged over 65 years, or who are transport disadvantaged to maintain access to essential services and participation in community life. Council also directly delivers Social Support Services, including respite, home maintenance, group and individual support programs, which enhance the quality of life of older people living in our community.

#### Quarterly Progress Update

Aged and Disability Services continues to focus on rebuilding service participation following the COVID-19 pandemic. This is reflected in the increased number of outputs delivered during the March quarter compared to the same time in 2022. Staff and volunteer shortages are a challenge to achieving service goals. To assist, a small team of casual paid drivers has been created to fill the gaps that arise in volunteer availability and recruitment actions are currently underway.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Support the delivery of programs providing social connection for frail aged people and their carers	On-Track 	Social support services and activities recommenced for 2023. A Cottage Respite weekend was held in March at the Stanwell Tops Conference centre to provide respite for carers and support them in their caring role.  Planning for new recreational activities for the June 2023 quarter commenced and will include a social group outing to the Music in the Mornings event at Wollongong Town Hall in April 2023.
Deliver Community Transport Services across the Wollongong and Shellharbour Local Government Areas to connect older people to social and recreational activities	On-Track 	Community transport returned to full service delivery from late January 2023, following the annual Christmas/January reduction in services.  The number of community trips continues to increase steadily post COVID-19. New group outings were introduced in late 2022 with planning continuing for further outings for the June 2023 quarter.  A customer survey was sent to all customers in February to support and assist service planning. Survey data is being collated and analysed and survey outcomes will be available in the June quarter.
Promote access to community transport services to meet the needs of eligible consumers	On-Track 	A Marketing Plan has been developed and strategies to promote Community Transport services to the community have been deployed. Activities this quarter include presentations to community groups, attendance at the Child and Family Interagency and a stand at the Shellharbour Local Government Area Seniors' Expo as part of Seniors' Week celebrations.  The Community Transport website has been reviewed, updated, refreshed and transferred to a Wollongong City Council platform, in a major project throughout the quarter.

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Aged and Disability Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Continue to investigate options for alternative service delivery models for Community Transport, in response to Commonwealth and NSW Government policy	On-Track 	The Commonwealth Government continues to implement reform of the aged care sector in response to the recommendations of the Royal Commission into Aged Care. However, the details of new funding and service models for community care services have not been released. Based on information to date, it is anticipated that the new model will entail significant change to existing service funding and delivery arrangements.

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Community Programs

Responsibility *Manager Library and Community Services*

#### About this Service

Community programs deliver support to people living in Wollongong Local Government Area. These services deliver community programs, building community capacity and wellbeing related to target groups and communities. Language Services (Interpreter service and Language Aides), volunteer services, placemaking, community safety and social planning.

#### Quarterly Progress Update

Children and young people participated in Aboriginal cultural workshops as part of the Nandhi (Look) Ngara (Listen) project. The artworks will be included on flags to be displayed in the CBD during National Reconciliation Week and NAIDOC.

Children contributed ideas and drawings to the draft State of Children Report.




Language services continued to be delivered providing the community with access to interpreters and language aids. The Language Aid pool expanded to include basic interpreting in Arabic, Turkish, Farsi and Kurdish.

Internal advice related to social impact and crime prevention through environmental design was provided on a range of development, pre-lodgement and event applications.

Council supported organisations within the sector to deliver high quality services to the community. This includes convening the Children and Family Services sector interagency and Illawarra Refugee Issues Forums (IRIF) meetings




Community Safety Audits were conducted at Hill 60 Port Kembla, Cringila Hill Park, Dapto Square, Karrara Bridge, and Thirroul Skate Park.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Continue to review and adapt the Volunteering Illawarra program in line with changes to funding contracts and the volunteering sector	Complete 	Volunteering Illawarra services closed in August 2022.
Initiate opportunities and projects to support the community specifically in response to COVID-19 pandemic	On-Track 	Opportunities to build resilience and reduce digital disadvantage are being investigated based on research into the local impacts of COVID-19.
Implement the Child Safe Implementation Plan	On-Track 	Council is working with Office of the Children's Guardian to develop a training program for local government. The guidelines for online interactions with children and young people and the organisational risk assessment have been drafted.  Child Safe signage have been developed and will be installed in Council facilities.

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY






### Community Programs Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Deliver the Reconciliation Action Plan 2021-2023	On-Track 	<p><i>Coomaditchie: The Art of Place</i> was launched at Wollongong Art Gallery. The exhibition celebrates 30 years of Coomaditchie United Aboriginal Corporation.</p> <p>Planning for the third Reconciliation Conference progressed. The two-day conference fosters connections between Aboriginal Elders and organisations by sharing histories, cultures and contributions.</p> <p>Local Elders, artists Daren Dunn and Adam Towney and Council staff worked with students from five schools and early childhood centres as part of the Nandhi (Look) Ngara (Listen) project. Focused on reconciliation, flags designed through these sessions will be flown in Wollongong CBD.</p> <p>An outdoor poetry and art workshop was facilitated by Kirli Saunders at Wollongong Botanic Garden as a community program in the Sculpture in the Garden.</p>
Deliver a range of community development activities and programs that focus on diversity, access, inclusion, and capacity building	On-Track 	<p>West Dapto Community Connecting event was held with Paint the Gong REaD.</p> <p>After a successful pilot the 250 stories early literacy project was launched.</p> <p>Living Books events were delivered at Novo and Elonera Montessori School.</p> <p>The Old Boys' Social Club Classic Games Mornings and Helensburgh outdoor fitness sessions continue to be delivered and led by community members.</p> <p>Diversity Awareness and Cultural Intelligence sessions were provided to Council staff.</p> <p>Conversations were held with young people about bike safety and Cringila Hills Mountain Bike Park.</p> <p>Council is working with the NSW Office of Sport and community partners to deliver two intergenerational cycling events.</p>
Deliver the Disability Inclusion Action Plan 2020-2025	On-Track 	<p>The Accessible and Inclusive Events guide has been developed and made available for event organisers.</p> <p>Council engaged people with disability and their family, friends and carers at the disabled surfers' event at Port Kembla beach.</p> <p>Improvements are being made to the beach wheelchair customer service request process.</p> <p>Social procurement good news stories were developed showcasing a wide range of social benefit businesses.</p>



## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Community Programs Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Provide support and participate in the Illawarra Domestic and Family Violence Trauma Recovery Centre Consultative Working Group	On-Track 	Council continues to support and participate in the Illawarra Domestic and Family Violence Trauma Recovery Centre Consultative Working Group.
Deliver the Council Resolution for Affordable Housing (targeting of commonwealth funding)	On-Track 	The Affordable Housing (Round Two) contract has been executed with \$1.3 million of funding transferred to Head Start Homes to deliver a home ownership scheme.  The tender for Affordable Housing Round Three was been released.
Explore opportunities to work in partnership with other relevant agencies that provide services for the homeless	On-Track 	The Rough Sleeper count was conducted in February 2023. Council participate as a member of the working group.
Deliver the Community Safety Action Plan 2021 2025	On-Track 	Planning is underway for the Safer Cities: Her Way project funded by Transport for NSW, which aims to improve the perception of safety for women in Dapto, Port Kembla, and Wollongong.  The Traffic Box Project was launched. The initiative will see traffic boxes across the city painted by local artists and community members to reduce the potential for graffiti and to add visual amenity.  The Flagstaff group is now a community partner for the removal of graffiti on non-Council assets.
Advocate for accessible and appropriate medical services are available to the community	On-Track 	Council meets on a biannual basis with Illawarra Shoalhaven Local Health District representatives to provide advocacy on behalf of the community, updates on relevant projects and strengthen networks and working relationships. A meeting was held in March 2023 with Council and Illawarra Shoalhaven Local Health District staff shared project updates including Council's upcoming Draft Delivery Program and Operational Plan 2023-2024 suite and public exhibition process; an update on the Urban Heat Strategy; West Dapto Draft Social Infrastructure Needs Assessment and a local area public health update.

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Libraries

**Responsibility** *Manager Library and Community Services*

#### About this Service




Wollongong City Libraries deliver information, learning outcomes and access to resources for residents and visitors to the Wollongong Local Government Area. The service is delivered from seven libraries and ten street libraries, across the city, and through the Home Library Service, and a range of online services.

#### Quarterly Progress Update

Wollongong City Libraries planned and delivered a number of special programs, recognising the diverse community served by its seven libraries. Programs included Harmony Week events, National Simultaneous Storytime, programs on the safe use of the internet, social programs such as the *Old Blokes Social Club*, vision impaired yarners, and youth gaming.





With the Arts Precinct closed to carry out repairs to Illawarra Performing Arts Centre, planning continued for Comic Gong to be held in May 2023. The event will celebrate its 10th birthday with a family friendly event at Corrimal library - where Comic Gong began; as well as a Cosplay Ball in the Wollongong Town Hall.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver the annual Comic Gong Festival	On-Track 	Planning commenced for three 'mini' Comic Gong events to be held in May 2023. Activities and providers for the Cosplay Family Fun Day to be held at Corrimal Community Centre and Library were booked and invitations sent. A Comic Gong Cosplay Catch up event on 4 May, with the Star Wars theme (May the 4th be with you) was organised. Tickets for the Comic Gong Ball to be held in the Wollongong Town Hall on 19 May went on sale.
Implement the Wollongong Learning City Project based on the United Nations Educational, Scientific and Cultural Organization framework and principles	On-Track 	Recruitment took place to fill the vacancy of the Project Leader Learning City and is expected to commence Council in April 2023. This position will continue to implement the Wollongong Learning City Project.
Deliver learning programs for employment, digital inclusion, innovation and creativity from 'The Lab' digital learning space	On-Track 	Community workshops delivered throughout the quarter included: Using the Library website, Using the Library App, Job Skills, Identity theft and Sewing Love Hearts for Seniors Week.




## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Libraries Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Deliver customer driven, evolving library collections	On-Track 	<p>Loans of 'physical' library items increased to 247,000 throughout the quarter, continuing the progressive increase in circulation since December 2021 and reflecting a return of library borrowers to pre-COVID-19 pandemic levels.</p> <p>Online loans increased by 3,500 against the number of loans for the same March quarter in 2022.</p> <p>Customer Reservations and Requests for purchase continue to be received in high numbers, with an average of 400 requests per month being processed.</p>
Investigate opportunities to enhance Library opening hours	On-Track 	<p>From 3 January 2023, the Helensburgh Library was opened throughout the lunch hour each weekday following extensive community consultation and data analysis.</p> <p>Wollongong City Libraries initiated a project to investigate the logistics and technology required to achieve safe, community self-access to Helensburgh library outside of current, staffed, opening hours.</p>
Deliver tailored library programs to facilitate access and participation of people with disability	On-Track 	<p>The program for Yarners with a Vision Impairment remains popular. Similarly, the <i>Young Gamers</i> program, for teens with special needs who love to play video games, continues to grow, with around 20 young gamers participating in the program this quarter.</p> <p>The Sensory Storytime program was re-badged as the <i>Welcome hour</i>.</p> <p>The opportunity to design and deliver customised training for staff who deliver programs to children and adults living with a disability, is being investigated.</p>
Review and deliver the Wollongong City Libraries Marketing Strategy	On-Track 	<p>A physical signage audit of library locations commenced, with several libraries reviewed. The audit will help inform improvements to signage across Wollongong City Library locations and the development of branded templates to meet each library's needs.</p> <p>The 2023 Reading Challenge was launched, aiming to enhance physical and digital collections loans among occasional and frequent library users.</p>

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Libraries Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Investigate and deploy enhancements to library multimedia, and digital services, and technology	On-Track 	<p>Council deployed new digital social media and poster templates across our seven locations.</p> <p>A regular meeting with Council media and communications team for greater cross-collaboration has been introduced and indicates strong potential for ongoing collaborative practice.</p> <p>Council invested in video projects to test the community's interest across various projects such as National Simultaneous Storytime; and Harmony Week.</p> <p>Established a formal process to ensure consistency of reader's advisory information/promotion across the Libraries' catalogue, website, social media and printed collateral.</p>
Collect, analyse and review customer feedback to continually improve the Wollongong City Library customer experience	On-Track 	<p>Updated customer survey devices were introduced across all libraries in early January 2023 resulting in a total of 145 completed surveys.</p> <p>Customer satisfaction with service provided by staff rated the highest of the four questions at 90% satisfaction. 87% of customers found what they were looking for in the libraries; 88% were satisfied with the atmosphere in the libraries; and 89% were satisfied with the collection, the computers, the furniture, and the printers.</p>
Deliver library programs that recognise and reflect the cultural diversity of our community	On-Track 	<p>Harmony Week was celebrated across all seven Wollongong City Library sites with displays, including artworks by local children and multicultural story times. Special events were held at Warrawong Library (dance, craft and movie festival) and Dapto Library (Japanese anime/manga trivia night). A total of 192 children and adults participated in Harmony Week programs.</p>

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Youth Services

Responsibility *Manager Community Cultural and Economic Development*

#### About this Service

Youth Services provides a program of recreation, cultural and education activities to meet the needs of young people aged 12 - 24 at Wollongong Youth Centre and across the Wollongong Local Government Area. These programs build social connections and inclusion, community engagement, information and referrals. Council funds the Neighbourhood Youth Work Program (NYWP) in three areas (Port Kembla, Berkeley and Dapto and surrounds) to support the needs of young people in the community.

#### Quarterly Progress Update



A program of recreation, cultural and education activities continued to be provided for young people aged 12 - 24 at Wollongong Youth Centre and across the Wollongong Local Government Area.

Pop up sessions were held at Dapto, Western Suburbs and Helensburgh pools during school holidays to promote Wollongong Youth Services.

The Youth Week Committee has regularly met to inform the planning of Youth Week activities including the Youth Week Awards, youth markets, Music Mayhem event and workshops.

A campaign was delivered to encourage young people to share their ideas to inform Wollongong Youth Services program delivery.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver a range of youth development opportunities with a focus on engagement, inclusion, skill development, sector development and support.	On-Track 	A range of youth development opportunities were delivered, including: Rainbow League; Girls Café for young women from culturally and linguistically diverse background; Youth in Fashion; Dungeons and Dragons; Bundaleer Connect; <i>Teenz Connect</i> , and workshops on bike riding, art, mindfulness and cooking.
Provide opportunities for young people to develop skills, experience and exposure in creative industries	On-Track 	<p>A new <i>I love Wollongong because</i> exhibition was created featuring artworks by Wollongong High School of the Performing Arts.</p> <p><i>Team Ignite</i> provided a platform for young people to inform live music, production activities and events at Wollongong Youth Centre. This quarter featured <i>Back to School Jam</i>, <i>Will Haynes – changing</i> and Harmony Day Hip Hop events.</p> <p>A weekly performance space was provided for young people which hosted bands, open mic nights, world music nights and sound and lighting workshops.</p> <p>A Street Art Program was delivered using the legal wall at the rear of Wollongong Youth Centre. The legal wall, the only legal aerosol art space in the Illawarra, continues to be used regularly.</p>

## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Corporate Strategy

Responsibility *Corporate Strategy Manager*

#### About this Service

This service facilitates the development of the ten year Community Strategic Plan and Council's four year Delivery Program and Operational Plan.

Corporate Strategy monitors and reports on progress to our community, coordinates research and performance measurement and carries out strategic and business improvement projects.

#### Quarterly Progress Update



During the March quarter, the December Quarterly Review Statement was finalised and adopted by Council on the 27 February.

Significant progress was achieved on the preparation of Council's Draft Delivery Program 2022-2026 and Operational Plan 2023-2024 suite. The suite will be presented to the 3 April Council meeting for endorsement to be placed on public exhibition from 5 April to 2 May 2023. Planning for community engagement during the exhibition period was finalised during the quarter.

The Project Management Framework continues to be rolled and promoted throughout the organisation.

Corporate Strategy assisted the organisation in the development and analysis of several surveys (internal and external).

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Coordinate the preparation and review of Council's Operational Plan	On-Track 	Significant progress and milestones have been achieved during the quarter on Council's Draft Delivery Program 2022-2026 and Operational Plan 2023-2024. A second strategic planning workshop was held with Councillors in February to provide input and guidance to staff to finalise the draft suite of documents. A Council report was drafted for the 3 April ordinary Council meeting seeking Council's endorsement of the documents to be placed on public exhibition, which includes attachments: Draft Budget 2023-2024; Draft Infrastructure Delivery Program 2023-2024 - 2026-2027 and Draft Revenue Policy, Rates, Annual Charges and Fees 2023-2024.  Preparations for community engagement to be undertaken during the exhibition period (5 April - 2 May) have been finalised.
Develop a Service Review methodology	On-Track 	During the March quarter, the development of Council's proposed Service Review program was finalised, and the service to be reviewed in the next financial year has been listed in the Draft Delivery program and Operational Plan which will be exhibited in April and May for community feedback. The development of a training program has also progressed.



## GOAL 4 | WE ARE A CONNECTED AND ENGAGED COMMUNITY

### Measuring Success

Measure	Target/Desired Trend	Comparative Data Where Available – March 2022	Result March 2023
<b>Aged and Disability Services</b>			
People Over 65 Using Community Transport - Number	Increase	New Measure	2,277
Hours of Social Support Provided to People Aged Over 65	Maintain	3,530*	5,181
*Comparative figures impacted by COVID-19.			
<b>Integrated Customer Service</b>			
Telephone calls are answered within 30 seconds	80%	87%	61%
Correspondence Met to Target	80%	94%	93%
<b>Libraries</b>			
Library visitations	Increase	258,694*^	287,628
Library - membership	Increase	New Measure	89,968
Library – total number of loans	Increase	233,031*	331,479
Library programs: number of programs	Increase	277*	473
Library programs: number of participants	Increase	3,320*^	10,487
*Comparative figures impacted by COVID-19. ^Includes online participants.			
<b>Property Services</b>			
Occupancy rates of commercial buildings	90%	96%	96%
<b>Youth Services</b>			
Wollongong Youth Services - participation of young people in programs and projects	24,000	New Measure	6,033

*Performance measures from the Delivery Program are reported in the Quarterly Review where data is available on a quarterly or annual basis. Performance measures that are tracked every two years will be reported in the State of the City Report.*

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### March Quarter Highlights



Artist Deborah Redwood and her winning sculpture, Banksia. 2023 Sculpture in the Garden.



Completion of Stage 1 of the Fred Finch Park netball courts. Image of local player Mia with Illawarra District Netball Association President Peiti Haines, Councillors Campbell, Bradbery AM and Figliomeni, and the Hon. Peter Poulos MLC.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Public Health and Safety

#### Responsibility Manager Regulation + Enforcement

##### About this Service

This service conducts and manages the registration, inspections and monitoring of regulated public and environmental health premises including public swimming pools and On-site Sewage Management systems with the aim of ensuring compliance. The service provides environmental and public health related assessment and referrals as part of the development assessment process. It also involves the development of environmental and public health policies, community education programs and customer information.




##### Quarterly Progress Update

Council continues to fulfil our obligations under the Food and Public Health Acts by carrying out ongoing surveillance of food and skin penetration premises, mortuaries, public swimming pools, boarding houses, sex premises and water-cooling systems.

Council is progressing the onsite wastewater program to ensure all onsite sewage management systems in the Local Government Area are approved and operating in an environmentally safe and healthy manner.

Staff completed a food allergen survey with local business in conjunction with the NSW Food Authority. Assistance is being provided to the Food Authority by conducting a survey of commercial food business to determine the effectiveness of dishwasher sanitising cycles. The mosquito trapping project coordinated by NSW Health's Environmental Health branch to deploy and collect mosquito traps for analysis to monitor the prevalence of vector-borne diseases in NSW is due to be completed in the June quarter.

##### Operational Plan 2022-2023 Update

Actions	Status	Comment
Inspect all medium and high-risk food premises annually	On-Track 	The food surveillance program remains on track, with a total of 425 fixed and mobile food business inspections. Compliance remains high, with three improvement notices issued under the Food Act for breaches relating to cleanliness, pest control, construction standards and hygiene. Twenty-six complaints were investigated in relation to food businesses.
Maintain inspection programs for public swimming pools, places of shared accommodation and mortuaries	On-Track 	Council continued to carry out routine monitoring of public swimming pools, places of shared accommodation and mortuaries throughout the March quarter.
Implement a community safety and parking awareness raising programs based on scheduled patrols of schools and identified high risk areas	On-Track 	Council implemented a proactive School Zone Parking Compliance Program throughout the quarter focusing on creating awareness of School Zone Parking requirements for parents and care givers. Staff completed proactive patrols during the morning and afternoon on each school day with 49 primary schools being patrolled throughout the March quarter. To supplement the proactive patrols that were conducted, educational banners that contain road safety messages were displayed at nine primary schools.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Community Facilities

Responsibility *Manager Library and Community Services*

#### About this Service

This service manages and operates 56 Council-owned community facilities across the Wollongong Local Government Area. This includes Neighbourhood Centres, Senior Citizens Centres, Childcare Centres, Libraries, Community Centres and Community Halls. The service provides accessible community spaces to support the delivery of a diverse range of community programs, activities and events. The service also manages a number of 'direct-run' Council facilities, supporting community development and enabling community groups to develop and deliver community services. The service includes long-term social infrastructure planning and managing a range of functions associated with the maintenance, design, replacement or refurbishment of new and existing community facilities.

#### Quarterly Progress Update

Community Facilities continue to re-build community participation and hire post the COVID-19 pandemic. The major Centres at Thirroul, Corrimal and Dapto Ribbonwood are reporting and recording strong interest in bookings.



Highlighted community events hosted this quarter include Australia Day Citizenship Ceremonies, Voting Centres on polling and pre-polling days for the NSW State Election, Harmony Day celebrations and Vietnamese Luna New Year.

Facility upgrades and improvements included: commencement of work for a temporary access path to Kemblawarra Community Hall; contractors engaged for the refurbishment of the Ocean Breeze Room at Thirroul District Community Centre & Library to provide a flexible space to accommodate both community activities and library activities; planning commenced for works at Port Kembla Community Centre and sensor lights, outdoor seating and data projector installed at Unanderra Community Centre.

District Community Centres continue to support Council's Food Organics Garden Organics (FOGO) program by acting as the community pick-up point for FOGO caddies and liners.






Engagement was undertaken at the Berkeley Community Centre with Indigenous artists and young people for proposed mural to the entrance of the centre.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Plan for a new Community Centre and Library at Warrawong to serve Wollongong's southern suburbs	Delayed 	Work continued on finalising detailed design, reviewing and refining interior design, fixtures and fittings. Options to re-house existing tenants are being explored.  Council continues to advocate for State and Federal funding contributions.
Plan for a new Community Centre and Library to meet the needs of the community in Helensburgh and surrounding suburbs	On-Track 	Council plans for the new Helensburgh Community Centre and Library continues pending approval of the draft Plan of Management lodged with New South Wales Crown Lands. Finalisation of the scope of the project and investigation of modular construction techniques continues. In March 2023, Council staff visited Jindabyne and Canberra to gain a better understanding of modular construction techniques, costs and benefits.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Community Facilities Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Progress planning and construction of Wongawilli Hall extension and refurbishment	On-Track 	The upgrade of Wongawilli Hall is progressing. An application for project funding was submitted to the Accelerated Infrastructure Program but was unsuccessful.  Work continues on the concept plans.
Complete Community Needs Analysis for City Centre Social Infrastructure	Complete 	Community needs analysis to understand the social infrastructure needs of people living in the Wollongong CBD was completed in October 2022. Findings of this assessment have informed the development of the Places for the Future Social Infrastructure Future Directions Plan: 2022-2036.
Complete Social Infrastructure Feasibility Studies at Bong Bong Road, Yallah/Marshall Mount and Figtree	On-Track 	The project to complete a needs analysis study for Planning Area 7 (Figtree, Unanderra, Kembla Grange, Cordeaux Heights) commenced in March 2023 with the appointment of a consultant.  Studies for social infrastructure at Bong Bong Road and Yallah/Marshall Mount will be informed by the West Dapto needs analysis study completed in November 2022. These studies are scheduled to be completed in 2023-2024 (Bong Bong Road) and 2024-2025 (Yallah/Marshall Mount).
Develop and deploy 'Places for People' Forward Directions Plan 2022-2036 (Implementation Plan)	On-Track 	The Draft 'Places for the Future' - Social Infrastructure Future Directions Plan 2023-2036, was endorsed by Council on 12 December 2022, for public exhibition during January-February 2023.  The results of the public exhibition will be reported to Council in May 2023.
Complete Community Needs Analysis for social, cultural and recreational infrastructure for emerging West Dapto communities	On-Track 	The Draft West Dapto Community Facilities and Open Space community needs analysis was endorsed for public exhibition by Council in November 2022. It was placed on public exhibition in January-February 2023.  The results of the exhibition will be reported to Council in May 2023.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Memorial Gardens and Cemeteries

Responsibility *Manager Property + Recreation*

#### About this Service

This service provides memorial, burial and funeral service facilities at six sites across the Local Government Area.

#### Quarterly Progress Update



Despite the wet and warm weather over the past three months staff have been able to maintain the overall presentation of all cemeteries to a high standard.

Specific works have been implemented at Helensburgh Cemetery which have involved the creation of an asset protection zone around the cemetery. This included the removal of vegetation located close to graves in the older sections.

Staff are progressing the new licencing system for cemeteries which comes into effect in 2024 and will include changes to processes including forms and the advertisement of fees.

Work with the community continues identifying areas of need and priority with a Jewish section almost complete and new Headstone and Monumental beams planned to be constructed in the coming months.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Manage Council's commercial businesses to optimise service delivery at Wollongong Memorial Gardens and cemeteries	On-Track 	The identification of vacant sites at the previously closed Bulli and Scarborough Cemeteries has occurred with a number of pre-need sales already occurring.  A 'Friends of the Cemetery' group has been launched for all sites, with a focus on Helensburgh Cemetery.  Concept plans continue to be reviewed for the children's and Aboriginals sections at Wollongong Lawn Cemetery whilst the development of a Jewish section is almost finalised.
Reinstate the Cemetery at Waterfall (Garrawarra)	Deferred 	This project is currently on hold pending a decision by the NSW National Parks & Wildlife Service regarding taking ownership of the site from Council.



## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Aquatic Services

Responsibility *Manager Property + Recreation*






#### About this Service

Wollongong City Council operates 17 patrolled beaches, two heated swimming pools at Dapto and Corrimal, six free public swimming pools located at Helensburgh, Thirroul, Western Suburbs (Unanderra), Continental Baths Wollongong, Port Kembla and Berkeley. We have nine ocean rock pools situated at Coalcliff, Wombarra, Coledale, Austinmer, Bulli, Woonona, Bellambi, Towradgi and Wollongong Gentleman's pool. Aquatic Services also provides ocean and pool lifeguard services and surf education programs.

#### Quarterly Progress Update

Council had a total of 687,000 visitations across its network of 8 outdoor aquatic centres. This has seen one of the busiest periods across the aquatic network in the past 10 years for this period. This is an increase upon last year by 30% for the same period.




#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Plan, design and complete the renewal of the downstairs Lifesaving building of North Wollongong Surf Life Saving Club	On-Track 	Works are completed with defects continuing to be completed throughout the building. Aboriginal Heritage Assessment will continue adjacent to one of the entry points of the building.
Plan, design and undertake renewal works at Council's Community, Commercial Pools and Ocean Rock Pools in accordance with the Infrastructure Delivery Program	On-Track 	Planning for community engagement commenced on the proposal to refurbish the Helensburgh Pool. The project recently received a NSW Government grant which will contribute \$3.24 million to this project and new lighting at Helensburgh Park sportsfields.  Council undertook short term repairs to the Toddlers pool at Western Suburbs Pool and a review of the design and procurement method for the water play space was undertaken. The project will be tendered and constructed next financial year.
Implement funded actions from The Future of Our Pools Strategy 2014-2024	On-Track 	Council is finalising the plans to engage with the community on the renewal of Helensburgh Swimming Pool. The renewal will include a new 25m pool shell with accessible entry point, a zero depth splash pad and new water filtration system for the bodies of water.
Implement funded actions from the Beach and Foreshore Access Strategy 2019-2032	On-Track 	Council continues to progress and implement the Beach and Foreshore Access Strategy. North Wollongong Sea Wall continued to be delivered with improved access from the surf club onto the sand being part of this project.
Design and construct a boat storage shed for North Wollongong Surf Life Saving Club	On-Track 	Council continued to investigate opportunities for additional storage for North Wollongong Surf Lifesaving Club. Council has supported the Club by providing additional temporary storage off-site currently.

### Aquatic Services Continued

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Operational Plan 2022-2023 Update

Actions	Status	Comment
Explore and deploy Smart Technology options to better obtain and utilise attendance and event data to inform Lifeguard services provision	On-Track 	Council continues to work with NSW Department of Planning and Environment in relation to the Smart Beaches Project. Data is currently being collected from GPS tags that have been attached to a number of pieces of equipment across four beaches.
Progress concept plans, investigations, and detailed designs for a Community Recreation & Aquatic Centre at Cleveland to service the Southern Suburbs	On-Track 	Council engaged a consultant to provide suitable options to deliver a Community Recreation & Aquatic Centre with a repot proposed to be finalised by the end of the financial year to inform future detailed investigations.
Design and implement the North Wollongong Beach Seawall Renewal	Delayed 	Work is continuing on the construction of Stage 1 of the seawall at North Wollongong Beach, which has been challenging due to weather and sea conditions. The foundation system, the buried rock armouring and the reinforced concrete support system which underpins the final precast seating bleachers is complete. The beach vehicle access ramp, and associated stairway is currently underway and works have also commenced off site on the precast bleachers, with installation planned after the busy Summer / Autumn swimming season.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Botanic Garden and Annexes

Responsibility *Manager Open Space + Environmental Services*

#### About this Service



The Botanic Garden and Nursery Service involves managing and promoting the conservation, education, recreation and aesthetic values of the main 30 hectare site in Keiraville, including the maintenance of the Gleniffer Brae grounds and the three natural area annexes of Mt Keira, Puckey's Estate and Korungulla Wetland. Environmental education programs and interpretation are conducted at the Discovery Centre.

#### Quarterly Progress Update

During the quarter, 140 critically endangered *Pomaderris adnata* were successfully germinated from seed. These will continue to be grown on for conservation work. There were 69,293 Botanic Garden visitors, 16,252 plants produced from the nursery 10,018 plants distribution. The total volunteer hours were 785, from a total of 23 people.





The Greenplan sale day customers over the three events were 559 with the total number of plants sold being 6,435. A total of 45 tours/events were held with a total participation of 8,535.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Deliver priority actions from the Urban Greening Strategy Implementation Plan 2017-2021	On-Track 	During the quarter, the Public Tree Management Policy and plain English Customer guide exhibition period closed with a plan to be presented to Council for adoption in April 2023.  A total of three Tiny Forests have been completed this financial year at Harrigan Park, Tarrawanna; Wollongong Botanic Garden and the corner Western Ave and Cleveland Road, Dapto.  A total of 609 trees were planted, with 446 removed to date this year. The planning for the Autumn planting season had commenced, with a large number of tree plantings planned during this period.
Enhance Botanic Garden visitor experience with programs, interpretation, education and events	On-Track 	The Botanic Garden events saw the Sunset Cinema close out with a very successful season of attendance with 22 screenings between 15 December to 11 March 2023.  The <i>Sculpture in the Garden</i> commenced on 18 March with the winner of the acquisitive sculpture being Deborah Redwood.  The Poem Forest competition commenced in March with an urban greening focus. Council is the partnering host and aims to see 5,000 trees planted in our Local Government Area. Promotional 'pop-up' displays were held at the Kembla Grange Community connections event with Greenplan vouchers given to residents as well as Discovery centre displays to promote the Poem Forest and Sculpture in the Garden.  The Tiny Forest outreach program conducted a weeding day at Dapto with school students, resulting in a media interview by ABC Illawarra.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Botanic Garden and Annexes Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Finalise the review of the Botanic Garden Plan of Management and Masterplan	On-Track 	The Botanic Garden Plan of Management has been adopted by Council. The Botanic Garden Masterplan will be sent to Council for adoption with the Gleniffer Brae Conservation Management Plan when endorsed by Heritage NSW.  A new Cycad collection is currently under construction in line with the living collections plan.
Implement priority actions from the Botanic Garden Masterplan	On-Track 	Two capital projects remain in design phase during the quarter: a new fully accessible amenities block and new rainforest boardwalk and accessible pathway.  A grant application was submitted the rainforest walk but was not successful.
Facilitate future uses of Gleniffer Brae	On-Track 	Council is awaiting endorsement from Heritage NSW of the Gleniffer Brae Conservation Management Plan.
Implement actions arising from the Mt Keira Summit Park Plan of Management	On-Track 	During the quarter, Council's partnership with The Illawarra Aboriginal Land Council continued at Djeera/Mt Keira Summit Park, with works on ground including hazardous tree pruning/removal work.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Leisure Centres

Responsibility *Manager Property + Recreation*

#### About this Service





This service involves the provision of commercially operated recreation centres at Beaton Park Wollongong and Lakeside Leisure Kanahooka.

#### Quarterly Progress Update

The leisure centres continue to provide a variety of programs to enhance health outcomes for the community, including the implementation of health community talks.

Implemented promotions are bringing more people back into the centres with attendance reaching almost 200,000 year-to-date. Learn to Swim occupancy also continues to grow, reaching 90%, following the recruitment of new staff to service the increased patronage.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Provide a variety of affordable senior programs at the Leisure Centres	On-Track 	Programs are continually reviewed within the leisure centres to ensure that our seniors are well catered for. Classes in aquarobics, circuits, lite pace as well as gentle exercise are well patronised at both leisure centres and continue to grow. A healthy lifestyle presentation has also been developed to present to seniors' groups on the benefits of exercise and good nutrition as we get older.
Develop a concept plan for the Beaton Park Regional Precinct	Delayed 	The finalisation of the Beaton Park Regional Precinct concept plan is at 85% complete. A review of documentation completed to date has been undertaken and will inform next steps. The delivery of Stage 1A of the Master Plan, being the tennis courts, is the current focus and will inform finalisation of the Plan.
Pursue the renewal and relocation of Beaton Park Tennis Courts in accordance with the Beaton Park Masterplan	On-Track 	Following a competitive tender process and then a negotiation period, an appropriate contractor has now been engaged to undertake the works. The program is being finalised and works are anticipated to commence in May 2023.
Increase utilisation of Council's recreation and leisure assets	On-Track 	Attendance at the leisure centres continues to recover, with visitation and occupancy increasingly significantly over the past six months. Strong retention above 90% is driving visitation with almost 200,000 people have attended both centres this year.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Parks and Sports Fields

Responsibility *Manager Property + Recreation*






#### About this Service

This service operates 493 parks, 65 sports fields, 220 playing fields, 7 outdoor fitness stations, 9 turf wickets and 154 playgrounds across the Wollongong Local Government Area and includes Russell Vale Golf Course. Provision of passive access to community parks and playgrounds, and affordable and equitable access to sports fields and facilities. Service planning for the creation of enhanced public amenity and recreational opportunities. These services are supported through facilitating casual hire and bookings of parks and sports fields. Twenty-two sports fields are licensed by volunteer or semi-professional sporting clubs.

#### Quarterly Progress Update

During the quarter, Parks and Sportsfields were setup for summer season bookings, with bookings predominantly for Cricket and summer sport all totalling 1025 bookings during this period.

#### Operational Plan 2022-2023 Update






Actions	Status	Comment
Involve children in the design of public art features within key regional play space renewals	On-Track 	Council engaged with a number of schools to support the delivery of the Stuart Park and JP Galvin Park Master Plan. This plan has now been adopted by Council.
Collaborate with Destination Wollongong to encourage local sporting associations to host and facilitate events	On-Track 	Destination Wollongong continue to work with Council staff on identifying events for the Wollongong Local Government Area.  A number of events are continuing to progress, including the National Gridiron Championships, with the event taking place across a number of venues.
Implement the Figtree Oval Recreational MasterPlan 2016-2029	On-Track 	Council has recently been successful in obtaining \$500,000 for the Figtree Oval Amenities through the Office of Sport Female Friendly Community Sport Facilities and Lighting Upgrades Grant Program.  The project involves the construction of a gender equitable sportsground amenities building at Figtree Oval.
Finalise the Bulli Showground Masterplan	On-Track 	Council officers recently finalised the draft concept plan. The next stage of this project will involve providing the community with a draft Concept Plan allowing the community to provide comment and suggestions prior to adoption of the plan.  The engagement will take place throughout May and June 2023.
Implement the Landscape Masterplan recommendations for Hill 60 Reserve, Port Kembla	On-Track 	Council has been recently successful in \$500,000 in delivering Stage 1A of the Hill 60 Landscape Master Plan. This work will involve renewal and improvement of the car park, and associated viewing platform and pathways.  The project will commence construction in 2023-24 financial year.



## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Parks and Sports Fields Continued








#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Develop and implement the Landscape Masterplan for Stuart and Galvin Parks, North Wollongong	On-Track 	The Master Plan was adopted at Council's March 2023 meeting and is now available on Council's webpage for viewing by the community.  Council staff continue to investigate opportunities for external funding of elements of the Master Plan.
Progress the staged realignment of the outdoor netball courts at Fred Finch Park, Berkeley	On-Track 	Council has recently been successful in the Sport Infrastructure Recovery Fund 2022-2023 for Fred Finch Netball Courts Stage 2 for \$1,000,000. The Project is for the upgrade of 8 netball courts, including resurfacing, painting and line-marking as well as the extension of lighting and sound infrastructure to incorporate these courts.  These works will be included in the 2023-2024 Operational Plan.
Implement the Landscape Masterplan for King George V Oval, Port Kembla	On-Track 	Port Kembla Cricket Association has recently been successful in obtaining \$136,514 to renew the existing Cricket fencing. The grant will enable the replacement of the white picket fence.  Port Kembla Chamber of Commerce and Industry were also successful in obtaining \$500,000 in funding for the delivery of a permanent skate park within King George V Oval.  Port Kembla Soccer Club were also successful in obtaining \$385,610 to deliver irrigation across a number of sportsfields within King Georges Oval.  All these projects were successful in funding through the Port Kembla Community Investment Fund, with each project being delivered over the next 18-24 months.
Provide in principle support to the Illawarra United Stingrays in their planning for a home ground location	On-Track 	Council officers continue to support the Illawarra United Stingrays in planning for their home ground.  Council officers have met regularly with representatives from the club and are providing advice on a number of sites within the Local Government Area.
Collaborate with Destination Wollongong and the Australian Baseball League to establish Wollongong as a home base location for a National Baseball League team	On-Track 	Council has begun investigations on Fred Finch Baseball Fields on site investigation and feasibility study to determine if this site could be used as a home base for a future National Baseball League.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Parks and Sports Fields Continued

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Progress the planning and development of a Wollongong City Centre Skate Park	On-Track 	Council was recently successful in obtaining \$300,000 from the NSW Government Places to Play program for the construction of a skate park in the City Centre.  Further investigations have continued, with community consultation to occur in the following months.
Preparation of the Bellambi Foreshore Precinct Plan	Delayed 	Investigations continued into land ownership, and planning constraints, including meetings with Land and Housing Corporation who own significant parcels of land in the area and the Illawarra Local Aboriginal Land Council. Council has engaged with stakeholders regarding the cultural significance of the area to inform the development of the Master Plan. Measures have been implemented to improve the protection of culturally significant areas. Council has prepared plans for the renewal of the amenities at Bellambi Boat Ramp and is negotiating with building contractors.  Investigations and designs are underway to repair the Jetty adjacent to the boat ramp.
Implement key projects identified in the Cringila Hills Recreation Masterplan	On-Track 	Progress continues with investigations underway for the installation of a safety fence between baseball diamond and the playground.  In addition to this, pathways are currently being constructed and will be completed by the end of the financial year.
Develop and implement the Sportsgrounds and Sporting Facilities Strategy 2022-2026	On-Track 	The draft Sportsground and Sporting Facilities Strategy 2022-2026 will be provided to Council with the recommendation to adopt the strategy in May 2023.  Further details have been developed and provided as part of the strategy including unfunded works.
Manage the multi-use criterium cycle track at Lindsay Maynes Park, Unanderra	On-Track 	Council continues to manage the multi-use criterium track with a number of enquiries on the use of the track for a number of events and training sessions.  The track was recently used for a charity event hosted by the Illawarra Cycling Club.
Undertake feasibility assessments for sportsfields drainage and irrigation across priority sites	On-Track 	Council has recently been successful in obtaining funding for two sites from the NSW Football Legacy Fund provided by the NSW Office of Sport. This includes Cawley Park \$118,250 and Judy Masters Park \$63,845.97.
Implement recommendations of the Public Toilets Strategy 2019-2029 to improve accessibility	On-Track 	Council continues to investigate opportunities for grant funding to improve public toilets across the local government area.

## GOAL 5 | WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

### Measuring Success

Measure	Target/Desired Trend	Comparative Data Where Available – March 2022	Result March 2023
<b>Aquatic Services</b>			
Total Visits commercial heated pools: Corrimal	At least 180,000 per annum	46,840*	62,992
Total Visits commercial heated pools: Dapto	At least 180,000 per annum	23,626*	35,002
*Comparative figures impacted by COVID-19.			
<b>Botanic Garden and Annexes</b>			
Wollongong Botanic Garden - Visitation	At least 400,000 per annum	New Measure	69,293
<b>Community Facilities</b>			
Utilisation of Direct-Run District Level Community Facilities	Increase	4,676*	8,362
Direct-Run District Level Community Facilities visitation	Increase	25,287*	72,863
Community Hall/ Centre - Hours of Use	Increase	New Measure	2,315
Community Halls/Centres - Visitation	Increase	New Measure	15,025

\*Comparative figures impacted by COVID-19.

*Performance measures from the Delivery Program are reported in the Quarterly Review where data is available on a quarterly or annual basis. Performance measures that are tracked every two years will be reported in the State of the City Report.*

## GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

### March Quarter Highlights



The poster is for an 'All Ages Bike Skills Workshop' held at Towradgi Beach Park. It features the 'WOLLONGONG. BETTER CYCLING FOR ALL' logo and the 'wollongong city of innovation' logo. The text on the poster includes the event name, location, time, and details about the activities and requirements for participants. The bottom of the poster shows a photograph of three people (two adults and one child) riding bicycles on a paved path near a beach.

**WOLLONGONG. BETTER CYCLING FOR ALL**

**ALL AGES  
BIKE SKILLS  
WORKSHOP**

**TOWRADGI BEACH PARK  
9.30AM - 12NOON, SUNDAY 19 FEBRUARY**

Develop bike skills with training, bike maintenance and a chance to update your helmet with an exchange helmet voucher for attending participants.

Suitable for all ages. Children must be accompanied by an adult and must be able to ride independently to participate (no training wheels). BYO bike, covered shoes and helmet. Bookings not required.

*Over 150 people attended the All Ages Bike Skills Workshop.*

## GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

### Transport Services

#### Responsibility Manager Infrastructure Strategy and Planning

##### About this Service

This service provides the delivery, management and advocacy of transport infrastructure. The service aims to provide a transport network that is safe, efficient, equitable, effective and sustainable. The service supports the community through creating the provision of transport access for residential, business, recreation, leisure and tourism activities.

This Service also includes provision of road safety, traffic and integrated transport planning support and advice. Road Safety Education Programs and promotion is a critical activity implemented across all aspects of our transport services.

##### Quarterly Progress Update

The Draft Integrated Transport Strategy is being developed with stakeholder workshops held in March 2023.

Council was successful in its application under the New South Wales Government Regional and Local Road Repair funding program, securing approximately \$11.2M. Works are being planned across the Local Government Area in accordance with the funding guidelines and priority of works required. 121 sites have been identified for heavy patching, stabilisation and drainage works, with works at 20 of these sites completed. Additional sites are being prioritised and works under this program will continue to occur over the next 10 months.


An inspection of the full road network has been completed during the quarter. Data collected will inform our future programs for maintenance and renewal of the road network.

Community engagement on the *Streets as Shared Spaces* was also completed.

Council's Walking, Cycling, Access and Mobility Reference Group will be held in the June 2023 quarter.



Council is reviewing an opportunity to partner with Transport for New South Wales under the *OneRoad* pilot project. This project would enable Council to put road closures for works, events or unforeseen impacts on a centralised platform to update live traffic on Council controlled roads. This is a project Council has been advocating for, to allow for clear communication to the community when changes occur on roads.

##### Operational Plan 2022-2023 Update

Actions	Status	Comment
Collaborate with the New South Wales Government to fund and deliver the Safe Routes to School Program	On-Track 	<p>The Safer Routes to School Working Group have progressed assessments at 12 schools in draft form with these to be completed in the June 2023 quarter. Reports capture existing signs, line marking and infrastructure which supports the safe movement of children and their families to schools.</p> <p>Council has seen a large influx of customer requests around schools with the new school year. A letter has been sent to all school Principals outlining the Safer Routes to School plans and report, process and outcomes. This letter aimed to centralise correspondence through the school to ensure consistent transport and pedestrian management around schools and work through long term visions for each school. The response to date has been overwhelmingly supportive of this efficient approach by the working group.</p>

## GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT





### Transport Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Implement actions from the Wollongong Cycling Strategy 2030	<p>On-Track</p> 	<p>A community engagement report was completed during the quarter for the pop-up cycleway routes. An evaluation of the project and the engagement outcomes is currently underway.</p> <p>A consultant brief has been prepared for the preparation of a Wollongong Cycling Network Plan. The brief will go to market in April 2023. The plan will set the network for the Cycling Strategy 2030 commitments of length and access over a 10-year horizon. It will be flexible to adapt to land-use changes across the city and will establish what cycling infrastructure looks like in Wollongong, as a UCI Bike City. The plan will also investigate the feasibility of the Towradgi Creek Shared Path and provide recommendations.</p> <p>A consultant brief has been prepared for the preparation of the Lake Illawarra Active Transport Masterplan. The brief will go to market in April 2023. The masterplan will complement the Wollongong Cycling Network Plan and set strategic and regulatory requirements.</p> <p>Council held an all ages bike skills workshop with Ride Nation, local bike shops, and advocates, funded by Transport for New South Wales. Due to its success, other local bike organisations requested the event model for future community events to increase cycling participation. Two more pop-up events are funded.</p> <p>Transport for New South Wales City Revitalisation Innovation Challenge - Active Transport Insights - Wollongong Council - camera installation was completed at:</p> <ul style="list-style-type: none"> <li>Cliff Road / Harbour Street, Wollongong;</li> <li>Lawrence Hargrave Drive / Hyde Lane, Coledale.</li> </ul> <p>Council has submitted a grant application for the Bloomberg Initiative for Cycling Infrastructure (BICI) program for the Church Street cycling infrastructure project. This grant is an international grant opportunity to not only receive funding but showcase local infrastructure to the rest of the world.</p>
Subject to funding, explore the installation of tactile and braille street signage to support navigation and wayfinding throughout the Wollongong Local Government Area	<p>On-Track</p> 	<p>Council Officers are continuing to explore potential grant funding for the design and implementation of tactile and braille street signage to support navigation and wayfinding.</p>



## GOAL 6 | WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

### Transport Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Develop and implement the Integrated Transport Strategy	On-Track 	Initial meetings with the appointed consultant have been held to discuss report content and develop the project further as well as ensure project success. The first Visioning Workshop was also held with key stakeholders resulting in a draft outline of the content.
Advocate for the provision of expanded public transport services and support the provision of existing services	On-Track 	Council has been seeking information on timeframes from Transport for New South Wales on the delivery of the Illawarra Public Transport Services Plan and the future Transport Strategy.  Council has met with Regional Development Australia Illawarra to discuss their work with the University of Wollongong on the '30-minute city concept in the Illawarra. This refers to the idea of designing cities and communities so that people can access all their daily needs, such as work, education, healthcare, shopping, and entertainment, within a 30-minute commute using sustainable and accessible modes of transportation such as walking, cycling, or public transport. This work will support ongoing advocacy for public transport services.
Work with key agencies and partners to progress the Illawarra Regional Transport Plan	On-Track 	Work has progressed towards strategic alignment with Council key transport projects and Transport for New South Wales committed projects.  Wollongong Station Masterplan precinct plan is underway by Transport for New South Wales with Council a key stakeholder in its development.  Council has been seeking information on timeframes from Transport for New South Wales on the delivery of the Illawarra Public Transport Services Plan and the future Transport Strategy. These two pieces of work to be delivered from Transport for New South Wales will be essential for delivering actions from the Regional Transport Plan.
Develop road safety programs, education and promotion of sustainable multimodal transport options	On-Track 	A road safety event as part of the local government road safety program was held in February 2023 at Towradgi.  The 'All Ages Bike Skills Workshop' had over 150 people attend. Cyclists were encouraged to perfect their skills riding an obstacle course, get a bike safety check (maintenance/basic repairs) and renew their old/damaged helmet. The success of the project involved stakeholders including Transport for New South Wales, Ride Nation as well as highly valued assistance from volunteers of Healthy Cities, University of Wollongong Cycling Club and Illawarra Bike Users Group.

### Goal 6 | We Have Affordable and Accessible Transport | Measuring Success

Performance measures from the Delivery Program are reported in the Quarterly Review where data is available on a quarterly or annual basis. Performance measures in Goal 6 are tracked every two years via the Community Survey and will be reported in the State of the City Report.

## SUPPORT SERVICES

### March Quarter Highlights



*The inaugural Bangawarra Engagement Program program - an initiative of Catholic Education Diocese of Wollongong for Aboriginal and Torres Strait Islander students.*



*Four Peer Collectives (First Nations, Women and Allies, LGBTQA+ and Allies, People with Disability and Carers) have been established as part of Diversity, Inclusion & Belonging.*

## SUPPORT SERVICES

### Financial Services

**Responsibility** *Chief Financial Officer*

#### About this Service

Wollongong City Council is a large and diverse organisation that provides services from the funding it receives from its community through rates, fees, and charges. Financial Sustainability and efficiency are aims of this service. This is achieved through financial strategy, policy, budgets and controls; while ensuring Council meets its taxation obligations, investment return, and internal and external reporting that provides transparency about decision-making. Council's primary source of income is property rates and sundry debtors systems used for billing and recovery, and customer service relating to these areas.



#### Quarterly Progress Update

The December Quarterly Review of the financials has been completed along with the development of draft Budget for 2023-2024 and review of the Long term Financial plan for public exhibition as part of the Delivery Program 2022-2026 and Operational Plan 2023-2024.

Financial and investment reports were provided monthly to Council and the community. Third quarter rates instalment notices were issued to over 65,000 ratepayers.


Work commenced with Council's new external audit contractors, EY who will support the Audit Office in completing Council's Annual Financial Statements.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Manage and further develop a compliance program to promote awareness of Council's Procurement Policies and Procedures and other related policies	On-Track 	Council's procurement compliance has been progressed under existing frameworks. Enhancements have been identified through internal audit of procurement and credit cards which resulted in changes to existing management policies. Policy changes will be incorporated into the next compliance program along with education.
Review Financial Strategy to include goals and actions aimed to improve financial capacity to respond to increased service demands	Delayed 	<p>In late 2022, global and Australian economic conditions became unstable, resulting in high inflation and supply shortages for employees, contractors and materials. As a result, the cost of delivering Council services and infrastructure has increased and delivery has become more challenging. Council's Draft Delivery Program 2022-2026 and Operational Plan 2023-2024 exhibited and developed during the March 2023 quarter, seek to ensure we remain sustainable through the proposed actions to manage the short term rates shortfall and begin to address the longer term asset management cost issues. This will be exhibited April – May 2023.</p> <p>Review of the asset management assumptions and life cycle cost estimates are underway to reflect optimised practices available for the major asset classes. It is also acknowledged that in line with increasing values additional allocation may be required to maintain assets in future periods. The Financial Strategy will be updated to reflect the outcomes of Asset management findings when completed.</p>

## SUPPORT SERVICES

### Financial Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Continue the review of the rating structure to align to legislative changes	Deferred 	This project was initiated to review proposed changes to Rating legislation and determine opportunities to improve Council's rating policy and structures. While some changes have been introduced to legislation and have been proclaimed, many others have not yet been proclaimed, do not have regulations, and cannot be implemented at this stage. It is now anticipated that these changes will not be able to be implemented during 2023-2024 as anticipated.

## SUPPORT SERVICES

### Governance and Administration

Responsibility *Manager Governance + Customer Service*



#### About this Service

The Governance and Administration Service includes policy, internal audit, legal, insurance, claims management, supply chain, risk management, business paper functions and corporate governance. The service also captures the Office of the General Manager and Executive Group, support for Councillors and the Professional Conduct Coordinator.

#### Quarterly Progress Update

Ongoing support provided to the organisation via the procurement, governance, councillor support, and risk management functions. Support was provided for three ordinary Council meetings in the quarter.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Continue to collaborate with NSW Government and partners to help the Wollongong community navigate COVID-19 pandemic	On-Track 	During the March quarter, COVID-19 Case numbers across the state have returned to relatively low numbers of approximately 1,000 per day and 40 per day in the Wollongong Local Government Area. No specific pandemic response action was required in the quarter.
Deliver the Internal Audit Program	On-Track 	Council has adopted a rolling three-year Internal Audit Program, that is reviewed on an annual basis. In the March 2023 quarter, three internal audits were completed: management and maintenance of community facilities; customer service and complaints; and the Project Management Framework.

## SUPPORT SERVICES

### Employee Services

Responsibility *Manager Organisational Development*




#### About this Service

Council's Employee Services provides support, advice and information to staff, including staff attraction and retention, health and wellbeing initiatives, and ongoing learning and development. This service fosters a safe and equitable work environment where people are skilled, valued and supported.

#### Quarterly Progress Update

Employee services continue to support core business activities that support our Workforce Strategy and Business Plan objectives. Key progress has been made in supporting our Payroll System Integration, Our Safety Program, and Learning Pathways.



#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Implement the Workforce Strategy 2022-2026	On-Track 	Council's first learning event module as part of the 24 month Extraordinary Leaders Program was delivered at University of Wollongong with over 55 leaders attending.  Bullying and Harassment eLearning was rolled out to all staff at the start of March 2023. This training focused on the fundamentals of anti-discrimination, harassment and bullying in the workplace.  Council progressed the Incremental Increases and Salary Review components of the Reward and Recognition Strategy.  Four Peer Collectives (First Nations, Women and Allies, LGBTQA+ and Allies, People with Disability and Carers) have been established as part of Diversity, Inclusion and Belonging. Each collective has a working party and are drafting 12 month action plans.
Refresh Council's Attraction and Retention Strategies	On-Track 	Recruitment workshop participants continue to work on enhancing Council's attraction and recruitment strategies. There is a continued focus on advertising communications and streamlining internal processes.
Support Council's Cadet, Apprentice and Trainee program	On-Track 	Council is currently supporting 23 cadets, two apprentices, 12 trainees and six school-based trainees. Council will continue to explore further opportunities throughout the remainder of 2023.



## SUPPORT SERVICES

### Employee Services Continued

Operational Plan 2022-2023 Update		
Actions	Status	Comment
Enhance Council's Diversity, Inclusion and Belonging Programs	On-Track 	<p>A series of yarning circles were held in the first week of February 2023. Sessions were facilitated by Nyssa Murray to inform PhD research which is focused on improving cultural diversity by embedding Indigenous employment strategies into workplace policy and procedures.</p> <p>Council participated at a Careers Expo for the Bangawarra program (Catholic Education Diocese of Wollongong) initiative to provide engagement and pathways opportunities for Aboriginal and Torres Strait Islander students.</p> <p>The 2023 Cadet, Apprentice and Trainee intake commenced in January 2023 including one targeted for people with disability and two positions via the school- based traineeships and apprenticeships identified for Aboriginal and/or Torres Strait Islander People under the Elsa Dixon Grant funding through Training Services New South Wales.</p> <p>Training was rolled out including cultural intelligence, diversity awareness and bullying and harassment eLearning.</p>
Implement Safety and Wellbeing Programs	On-Track 	<p>'Our Safety' Key Performance Indicators were endorsed by Council's Executive. An electronic platform for reporting safety performance across the organisation is being developed. Work Health Safety leadership and all employee training was conducted in March 2023.</p> <p>Development of Work Health Safety Management System procedures and operational procedures are in progress and is expected to be finalised by late April 2023.</p> <p>Mental Health training is being undertaken for staff across the organisation.</p>

## SUPPORT SERVICES

### Information Management and Technology

Responsibility *Chief Information Officer*

#### About this Service






This service delivers digitally enabled, information driven and secure services that empower our customer community.

#### Quarterly Progress Update

During the quarter, Information Management and Technology continued to embed and optimise the TechnologyOne suite of products. In particular, the implementation of integration with the Department of Planning and Environment portal.

Council has seen a progressive improvement in our cyber security position. The implementation of a range of systems and initiatives will continue this improvement.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Implement the Cyber Security Strategy	On-Track 	Council progress on the Cyber Security Strategy remains on track. Council has seen a marked improvement in our Cyber Security position.
Finalise the Information Technology Cloud Transformation Program	Delayed 	Work continues to decommission Council's legacy Information Technology applications. These applications and data are slowing the migration to the cloud. Work is continuing.
Implement the CCTV Strategy	On-Track 	A contract for the provision of Closed Circuit Television maintenance and support services was awarded during the quarter with the new provider commencing in March 2023. The first project completed was an upgrade of the Closed Circuit Television servers and platform migration.  The Beaton Park Leisure Centre upgrade has commenced with completion expected by mid-April 2023.
Continue to consolidate information technology systems and platforms	On Track 	Implementation of the OneCouncil Human Resources and Payroll solution is progressing according to schedule, with Parallel Pay Run testing and final fixes from User Acceptance Testing underway.  Organisational Change Management activities are also in progress, with a dedicated Business Readiness Advisory Group (change champions) formed to regularly meet and understand the changes underway to help support organisational teams.
Pilot and expand the use of robust SMART technologies across Council	On-Track 	The road artificial intelligence trial commenced operation. The trial provided valuable feedback on the effectiveness of artificial intelligence in supporting road maintenance as well as reduce the reliance on the community to alert Council of issues.  The system is working well and staff are now developing a business case to embed the technology as business as usual.

## SUPPORT SERVICES

### Infrastructure Strategy and Support

*Responsibility Manager Infrastructure Strategy and Planning*

#### About this Service




This service includes the strategic management and technical planning of Council's infrastructure that supports all Council Services. It also includes the development and review of Council's Asset Management Strategy, Asset Management Plans, the development and delivery of rolling capital works and planned annual maintenance programs.

#### Quarterly Progress Update

Infrastructure Strategy and Support continued its role in investigating and responding to enquiries from the community relating to infrastructure. The team advocates for improvements to the infrastructure network and responds to current challenges and priorities in infrastructure management.

Successive natural disaster declarations in the region highlight the need for better community awareness and preparedness, in addition to resilience in infrastructure design and management.

#### Operational Plan 2022-2023 Update

Actions	Status	Comment
Develop and regularly review Asset Management Plans to ensure appropriate investment in Council's asset base	On-Track 	Summary Asset Management Plans have been drafted to support Council's Asset Management Strategy and include proposed asset management performance indicators.
Progressively implement the Asset Management Improvement Program	On-Track 	Priority actions identified in Council's Asset Management Strategy and Plans are underway.
Review Asset Management Plans to include latest methodology, asset condition and performance data	On-Track 	Summary asset management plans have been updated to include latest data from the Stormwater and Transport assets revaluation.  Condition information is being collected on all road pavements across the Wollongong Local Government Area, in addition to kerb and gutter, with footpaths to commence in the next financial year. The information collected will be used to update the transport asset management plan.

## SUPPORTING SERVICES

### Measuring Success

Measure	Target/Desired Trend	Comparative Data Where Available – March 2022	Result March 2023
<b>Financial Services</b>			
Available funds	3.5% to 5.5% of Operating Revenue (Pre-Capital)	\$29.5M or 11.8%	\$23.8M or 9.8%
Operating result pre capital income, including depreciation	Small Operational Surplus (average over 3 years)	-\$8.4M	-\$16.5M
<b>Information Management and Technology</b>			
Formal Government Information Public Access (GIPA) Applications Processed Within 20 Days	100%	New Measure	100%

*Performance measures from the Delivery Program are reported in the Quarterly Review where data is available on a quarterly or annual basis. Performance measures that are tracked every two years will be reported in the State of the City Report.*



Image: Coledale Beach

## Quarterly Budget Review Statement

January 2023 – March 2023

### Introduction

This Quarterly Budget Review Statement is the third review of the Operational Plan 2022-2023.

The Quarterly Budget Review Statement provides financial information and updates to the Council and the community on income and expenditure in comparison with the approved annual budget. It outlines the Original Budget, approved Current Budget and year to date spend, as well as proposed variations to the budget that have been identified in the Quarter.

Changes to Council's income and expenditure occur throughout the financial year due to both external and internal factors. This report provides the mechanism to communicate such changes to the Councillors and community in a transparent manner. The Quarterly Budget Review Statement is composed of the following budget review components:

- 1 Income and Expenses and Capital Budget Commentary
- 2 Combined Income and Expenses Statement
- 3 Summary of Variations – Operational and Capital
- 4 Budget Review Cash and Investments Position
- 5 Budget Review Key Performance Indicators
- 6 Contracts and Other Expenses; and
- 7 Statement by the Responsible Accounting Officer

Appendix 1 – Supporting Documents Report

Appendix 2 – Detailed Capital Project Reports by Asset Class

### Income and Expenses Statement

This Quarterly Budget Review Statement includes revised estimates of income and expenditure for 2022-2023 financial year. The Income and Expenses Statement can be found in Table 1.

*Commentary:* The proposed Operating Result [pre capital] deficit of \$32.7M indicates a deterioration of \$3.0M compared to current budget which mainly relates to increased expenditure related to funded projects, increased fuel & oil expense and a transfer of project expenditure from capital to operating, partly offset by increased anticipated interest on investments.

Additional expenditure in the Domestic Waste budget is required to be funded from the Domestic Waste restricted asset.

Council has received grant income of \$11.3M which has not been adjusted for through the March Quarterly Budget Review. The accounting treatment of this grant funding is currently being reviewed.

The proposed Funds Result deficit of \$16.5M indicates an improvement of \$1.1M compared to current budget. Further details are provided in the Summary of Variations.

### Supporting Documents

Council's Supporting Documents (strategy and plan development) are prioritised in the development of the Delivery Program and Operational Plan. They therefore have an important role in planning for the community. Through the December Quarterly Review, several Supporting Documents were proposed to be re-phased into future financial years. Refer to Appendix 1 for the detailed report.

### Capital Budget Statement

The Capital Budget Review Statement provides the Original, Current and Revised Capital Budget that has been varied through monthly resolution of Council. The changes against the Operational Plan 2022-2023 have been included for information to reflect the adjustments over the quarter. The Capital Budget can be found in Table 1. Additional Project Capital Budget Reports outlining variations by asset classes are provided in Appendix 2.

*Commentary:* During this Quarter, the capital budget expenditure projections were decreased by \$3.2M through monthly adjustments. These adjustments have been reported and approved by Council through the monthly reporting process. In addition to these changes, through the March Quarterly Review the Capital Budget is proposed to be reduced by \$2.5M with \$0.3M proposed to be transferred to operational to support the Streets as Shared Spaces program.



Table 1

<b>Wollongong City Council</b> <b>March Quarter 2023</b> <b>Income and Expense Statement</b>					
	2022/23 Original Budget \$'000	2022/23 Current Budget \$'000	Proposed v Current Variance \$'000	2022/23 Proposed Budget \$'000	2022/23 Actual YTD \$'000
<b>Income From Continuing Operations</b>					
Rates and Annual Charges	221,315	222,064	0	222,064	166,436
User Charges and Fees	33,841	36,339	1,201	37,540	30,275
Interest and Investment Revenues	2,333	4,390	635	5,024	3,783
Other Revenues	5,977	6,154	(152)	6,002	5,526
Rental Income	5,874	5,868	128	5,996	4,341
Grants & Contributions provided for Operating Purposes	13,818	17,039	694	17,734	17,027
Grants & Contributions provided for Capital Purposes	40,442	42,210	(7,654)	34,556	23,519
Profit/Loss on Disposal of Assets	0	(263)	0	(263)	274
<b>Total Income from Continuing Operations</b>	<b>323,601</b>	<b>333,801</b>	<b>(5,148)</b>	<b>328,653</b>	<b>251,182</b>
<b>Expenses From Continuing Operations</b>					
Employee Costs	145,502	149,883	1,671	151,554	113,277
Borrowing Costs	242	609	0	609	464
Materials & Services	88,796	93,348	2,948	96,296	65,675
Other Expenses	19,155	20,975	1,367	22,342	18,599
Depreciation, Amortisation + Impairment	75,642	77,977	(0)	77,977	58,849
Labour Internal Charges	(19,578)	(19,549)	(459)	(20,008)	(11,543)
Non-Labour Internal Charges	(1,795)	(1,927)	0	(1,927)	(1,164)
<b>Total Expenses From Continuing Operations</b>	<b>307,964</b>	<b>321,316</b>	<b>5,527</b>	<b>326,844</b>	<b>244,157</b>
<b>Operating Result</b>	<b>15,637</b>	<b>12,485</b>	<b>(10,675)</b>	<b>1,810</b>	<b>7,025</b>
<b>Operating Result [pre capital]</b>	<b>(24,806)</b>	<b>(29,726)</b>	<b>(3,021)</b>	<b>(32,747)</b>	<b>(16,494)</b>
<b>Funding Statement</b>					
Net Operating Result for the Year	15,637	12,485	(10,675)	1,810	7,025
Add back :					
- Non-cash Operating Transactions	92,764	96,147	387	96,534	71,652
- Restricted cash used for operations	15,710	20,239	4,501	24,741	12,636
- Income transferred to Restricted Cash	(57,120)	(62,841)	6,399	(56,442)	(42,000)
Leases Repaid	(413)	(413)	0	(413)	(279)
Terminations	(14,354)	(14,562)	(2,030)	(16,592)	(13,274)
<b>Funds Available from Operations</b>	<b>52,224</b>	<b>51,054</b>	<b>(1,418)</b>	<b>49,637</b>	<b>35,760</b>
Loans Repaid	(3,702)	(3,702)	0	(3,702)	(2,938)
Advances (made by) / repaid to Council	0	0	0	0	0
<b>Operational Funds Available for Capital Budget</b>	<b>48,522</b>	<b>47,352</b>	<b>(1,418)</b>	<b>45,934</b>	<b>32,822</b>
<b>Capital Budget Statement</b>					
Assets Acquired	(101,916)	(102,919)	2,500	(100,419)	(65,482)
Contributed Assets	(10,056)	(10,056)	0	(10,056)	0
Transfers to Restricted Cash	(2,367)	(2,367)	0	(2,367)	(1,777)
Funded From :-					
- Operational Funds	48,522	47,352	(1,418)	45,934	32,822
- Sale of Assets	1,885	1,622	0	1,622	946
- Internally Restricted Cash	6,310	6,485	0	6,485	4,677
- Borrowings	0	0	0	0	0
- Capital Grants	22,825	20,231	0	20,231	12,934
- Developer Contributions (Section 94)	6,834	10,970	0	10,970	6,403
- Other Externally Restricted Cash	0	0	0	0	0
- Other Capital Contributions	11,031	11,134	0	11,134	2,058
<b>TOTAL FUNDS SURPLUS / (DEFICIT)</b>	<b>(16,931)</b>	<b>(17,548)</b>	<b>1,082</b>	<b>(16,466)</b>	<b>(7,418)</b>

## Summary of Variations

Budget variations being recommended include the following material items:

Variations	Net by Type \$000's
<b>Rates and Annual Charges</b> No changes are proposed to Rates and Annual Charges budgets.	0
<b>User Fees and Charges</b> Increases in fees and charges related to Development Assessment & Certification (\$608K), Tourist Parks (\$585K) and other minor variations.	1,201
<b>Interest and Investment Revenues</b> Increased interest and investment revenues based on performance of the investment portfolio throughout the first half of the financial year.	635
<b>Other Revenues</b> The decrease in other revenues budget relates to Ranger Environmental Investigations & Inspections (\$43K), Community Events (\$38K), Animal Control (\$37K) and Property Services (\$34K).	(152)
<b>Rental Income</b> The increase in rental income budget relates to Property Services (\$81K) and Tourist Parks (\$47K).	128
<b>Grants &amp; Contributions (Operating)</b> The increase in operating grants and contributions mainly relates to Bushfire & Natural Area Management funding (\$393K), Multicultural Festival funding (\$313K), West Dapto Centres Masterplanning funding (\$70K) and other minor variations partly offset by a reduction in Community Transport funding (\$92K).	694
<b>Employee Costs</b> The increase in employee costs relates to employee costs offset with internal labour recovery (\$559K), Development Assessment & Certification (\$510K), Tourist Parks (\$428K), and movements between employee costs and materials, services and other expenses (\$267K) partly offset with rephasing of projects to future years (\$106K) and other minor variations.	(1,657)
<b>Borrowing Costs</b> No changes are proposed to the borrowing costs budget.	0
<b>Materials, Services &amp; Other Expenses</b> The increase in materials and contracts is associated with adjustments to funded projects (\$4,638K), Fuel & Oil (\$419K), Streets as Shared Spaces program (\$250K), Legal Expenses (\$150K), Tourist Parks (\$168K), Town Hall & Performing Arts Centre (\$111K) and Domestic Waste (\$65K) partly offset by the rephasing of projects to future years (\$818K), reductions in Street Lighting (\$200K), transfers to employee costs (\$194K), and other minor variations.	(4,315)
<b>Depreciation</b> No changes are proposed to the depreciation budget.	0
<b>Internal Charges</b> Increased internal labour recovery to offset increased employee costs (\$559K) partly offset by increased internal labour charges on a funded project (\$100K).	459

<b>Variations</b>	<b>Net by Type \$000's</b>
<b>Operating Variation (pre capital)</b>	<b>(3,021)</b>
<b>Grants &amp; Contributions (Capital)</b>  The decrease in capital grants & contributions relates to developer contributions for West Dapto (\$8,654K) partly offset by increased developer contributions for City Wide (\$1,000K).	(7,654)
<b>Non-cash operating transactions</b>  Non-cash operating transactions relates to adjustments to labour oncosts.	387
<b>Restricted Cash used for operations</b>  The increase in restricted cash used for operations mainly relates to Affordable Housing (\$4,194K), Natural Area Management & Bushfire Management (\$363K), Supporting Documents (\$340K), Better Waste & Recycling (\$152K), Resources for Regions (\$100K), Domestic Waste (\$74K), West Dapto Centres Masterplanning (\$70K) partly offset by the rephasing of projects to future years (\$616K), a reduction in restricted cash used for Community Transport (\$92K) and other minor variations.	4,501
<b>Income transferred to Restricted Cash</b>  This adjustment mainly relates to Developer Contributions (\$7,654K), and a reduction in funding in Community Transport (\$92K) partly offset by interest on restricted assets (\$545K) and funding associated with Natural Area Management & Bushfire Management (\$393K), Festivals (\$313K), West Dapto Centres Masterplanning (\$70K) and other minor variations.	6,399
<b>Leave Entitlement Payments</b>  Leave entitlements have generally been expensed in prior periods and the payment is a cash transaction that impacts the funds result. Actual payments to date, especially in Long Service Leave taken whilst still employed, has exceeded the budgeted and prior year levels.	(2,030)
<b>Funds Available from Operations</b>	<b>(1,418)</b>
<b>Capital Budget*</b>  Proposed reduction to the capital program with \$250K transferred to operating for the Streets as Shared Spaces program.	2,500
<b>Funds Result</b>	<b>1,082</b>

\* Adjustments to the Capital Budget that have been adopted by Council through Monthly Financial Reports are outlined in Appendix 2.

### Cash and Investments Position

The Budget Review Cash and Investments Position (Table 2) shows the Original, Current, and proposed estimates for cash and investment positions, Available Cash and Available Funds.

Cash and Investment holdings forecasts have decreased by \$4.5M compared to the adopted Current Budget due to the application of restricted cash to projects in the current financial year. The Available Funds forecast has increased by \$1.0M.

The following table shows the movements in the projections of available funds for the 2022-2023 financial year as a result of the proposed changes through the March Quarterly Review.

**Table 2**

<b>Wollongong City Council</b>				
<b>31 March 2023</b>				
<b>Cash, Investments and Available Funds</b>				
	<b>Original Budget 2022/23</b>	<b>Current Budget 2022/23</b>	<b>Proposed Budget 2022/23</b>	<b>Actuals YTD March 2023</b>
	<b>\$M</b>	<b>\$M</b>	<b>\$M</b>	<b>\$M</b>
<b>Total Cash and Investments</b>	<b>130.9</b>	<b>136.2</b>	<b>131.7</b>	<b>170.1</b>
Less Restrictions:				
External	75.1	73.6	64.7	100.1
Internal	48.4	58.8	61.3	61.6
CivicRisk Investment				2.5
<b>Total Restrictions</b>	<b>123.5</b>	<b>132.4</b>	<b>125.9</b>	<b>164.2</b>
<b>Available Cash</b>	<b>7.4</b>	<b>3.8</b>	<b>5.8</b>	<b>5.9</b>
Adjusted for :				
Payables	(27.9)	(28.9)	(29.4)	(64.7)
Receivables	34.0	26.1	25.6	68.2
Other	0.0	13.1	13.1	14.4
<b>Net Payables &amp; Receivables</b>	<b>6.1</b>	<b>10.3</b>	<b>9.4</b>	<b>17.9</b>
<b>Available Funds</b>	<b>13.5</b>	<b>14.1</b>	<b>15.1</b>	<b>23.8</b>

All investments held at 31 March 2023 were invested in accordance with Council's Investment Policy. Bank reconciliations have been completed as at 31 March 2023. Year to date cash and investments are reconciled with funds invested and cash at bank.

Table 3

<b>WOLLONGONG CITY COUNCIL</b> <b>Cash Flows and Investments</b> <b>as at 31 March 2023</b>		
	<b>YTD Actual</b> <b>2022/23</b> <b>\$ '000</b>	<b>Actual</b> <b>2021/22</b> <b>\$ '000</b>
<b>Cash Flows From Operating Activities</b>		
<b>Receipts</b>		
Rates & Annual Charges	171,147	215,632
User Charges & Fees	37,098	31,914
Interest & Interest Received	3,911	1,549
Grants & Contributions	57,635	64,618
Bonds, deposits and retention amounts received	-	1,201
Other	9,244	21,387
<b>Payments</b>		
Employee Benefits & On-costs	(102,811)	(131,464)
Materials & Contracts	(71,381)	(86,914)
Borrowing Costs	(175)	(442)
Bonds, deposits and retention amounts refunded	-	(755)
Other	(24,164)	(28,808)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>80,504</b>	<b>87,918</b>
<b>Cash Flows From Investing Activities</b>		
<b>Receipts</b>		
Sale of Investments	28,016	54,491
Sale of Investment Property		
Sale of Real Estate Assets		
Sale of Infrastructure, Property, Plant & Equipment	946	2,161
<b>Payments:</b>		
Purchase of Investments	(29,411)	(59,990)
Purchase of Investment Property	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(69,314)	(96,906)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(69,762)</b>	<b>(100,244)</b>
<b>Cash Flows From Financing Activities</b>		
<b>Payments:</b>		
Repayment of Borrowings & Advances	(2,939)	(5,496)
Repayment of Finance Lease Liabilities	(311)	(380)
<b>Net Cash Flow provided (used in) Financing Activities</b>	<b>(3,249)</b>	<b>(5,876)</b>
Net Increase/(Decrease) in Cash & Cash Equivalents	7,493	(18,202)
plus: Cash & Cash Equivalents - beginning of year	34,118	52,320
plus: Investments on hand - end of year	128,473	127,915
<b>Cash &amp; Cash Equivalents and Investments - year to date</b>	<b>170,084</b>	<b>162,033</b>

<b>WOLLONGONG CITY COUNCIL</b> <b>Cash Flows and Investments</b> <b>as at 31 March 2023</b>		
	<b>YTD Actual</b> <b>2022/23</b> <b>\$ '000</b>	<b>Actual</b> <b>2021/22</b> <b>\$ '000</b>
<b>Total Cash &amp; Cash Equivalents and Investments - year to date</b>	<b>170,084</b>	<b>162,033</b>
<b><u>Attributable to:</u></b>		
External Restrictions (refer below)	100,096	75,344
Internal Restrictions (refer below)	61,577	62,886
Unrestricted	8,411	23,803
	<b>170,084</b>	<b>162,033</b>
<b>External Restrictions</b>		
Developer Contributions	44,815	40,065
RMS Contributions	1,003	205
Specific Purpose Unexpended Grants	27,707	8,378
Special Rates Levy Wollongong Mall	549	407
Special Rates Levy Wollongong City Centre	68	88
Local Infrastructure Renewal Scheme	-	-
Unexpended Loans	876	907
Domestic Waste Management	6,582	7,604
Private Subsidies	7,092	5,708
Housing Affordability	8,348	9,604
Stormwater Management Service Charge	3,056	2,378
<b>Total External Restrictions</b>	<b>100,096</b>	<b>75,344</b>
<b>Internal Restrictions</b>		
Property Investment Fund	9,471	9,388
Strategic Projects	28,941	34,962
Flood Mitigation Works	(87)	-
Sports Priority Program	670	671
Car Parking Strategy	1,377	1,189
MacCabe Park Development	1,853	1,740
Darcy Wentworth Park	171	171
Garbage Disposal Facility	9,019	5,831
West Dapto Development Additional Rates	9,596	8,281
Natural Areas	173	173
Lake Illawarra Estuary Management Fund	393	480
<b>Total Internal Restrictions</b>	<b>61,577</b>	<b>62,886</b>



## Key Performance Indicators

The long term forecasts presented below are indicative of our existing position. Council has a continuous budget process that revises the long term forecasts in line with quarterly changes and resets assumptions and indices annually or where new information leads to an immediate requirement to change the indices.

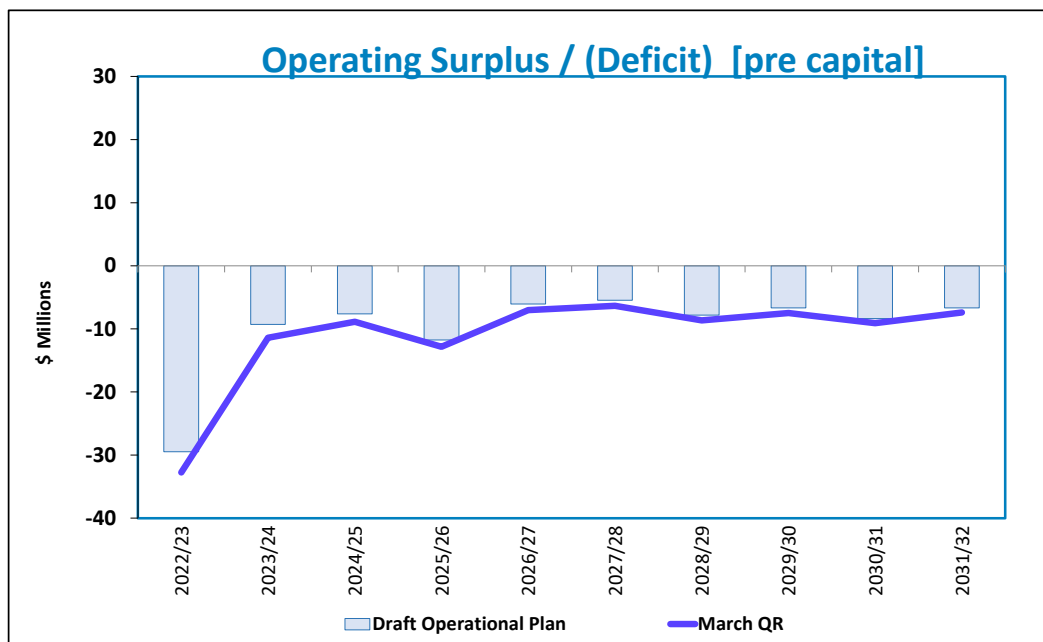
The projected long term indicators are primarily based on exiting assumptions and indices from Community Strategic Plan, Delivery Plan and Resource Strategy and the Long Term Financial Plan.

### Indicator 1 - Long Term Operating Surplus/(Deficit) [pre capital]

Definition: 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 over the longer term. While this measure is important, it does include timing issues and impacts from specific transactions and operations which make it less accurate in demonstrating current performance. The Funds Available from Operations below is a more accurate indicator of current financial performance.

Commentary on Current Result: The deterioration in the 2022-2023 result has been discussed throughout this report. The future years have been impacted by the rephasing of projects from 2022-2023 to 2023-2024 and a significant increase in the Emergency Services Levy contribution.

Graph 1

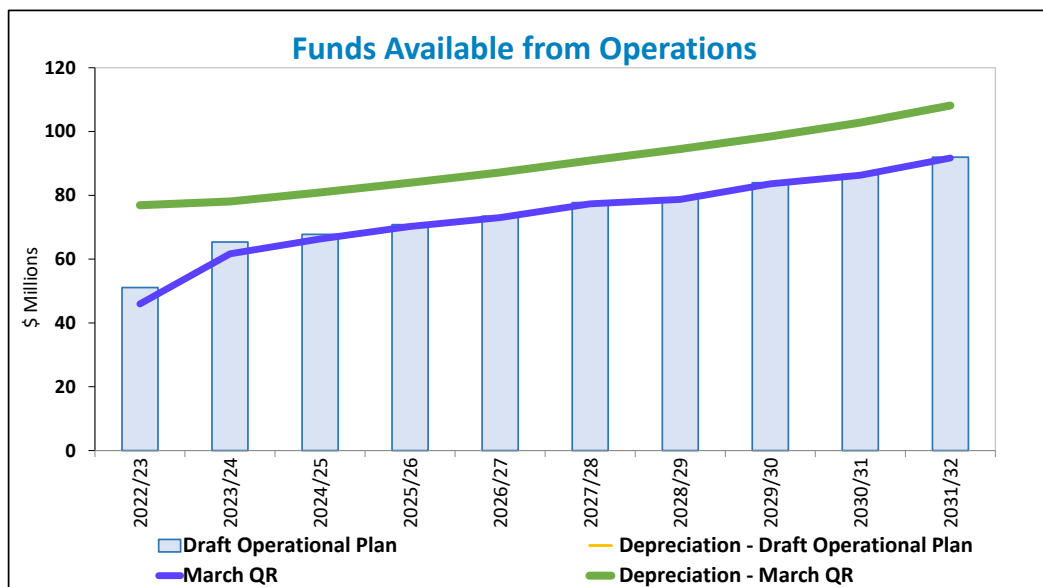


## Indicator 2 - Funds Available from Operations

**Definition:** The matching of Funds Available from Operations with Council's asset renewal target (currently depreciation over the long term) is a primary target of Council to provide for effective renewal of assets and growth in assets.

**Commentary on Current Result:** The following graph shows the forecast depreciation expenses compared to Funds Available from Operations. This indicator demonstrates a shortfall in capacity to generate sufficient funds from operations to meet the current depreciation level used as a proxy for asset renewal requirement. The shortfall became apparent as assets were revalued at the end of 2021-2022. Work is continuing to develop Asset Management Plans to determine better estimates of funding needs and proposals to bridge any gap over the longer term.

Graph 2



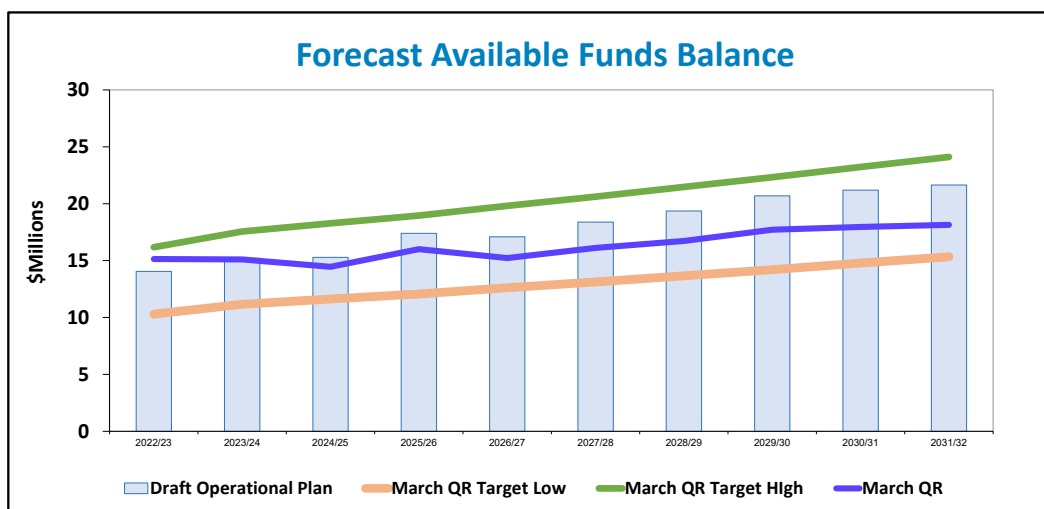
**Note:** The depreciation figures in the diagram above exclude the depreciation on Waste Remediation, SES & RFS vehicles, right-of-use assets and HACC vehicles that have specific funding sources outside Funds Available from Operations.

### Indicator 3 - Available Funds

Definition: 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.

Commentary on Current Result: 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 target range for Available Funds at December 2022 is between \$10.3M and \$15.3M (lower range) and between \$16.2M and \$24.1M (upper range) over the life of the Long Term Financial Plan. The revised forecast indicates that Council would remain within the target range over time based on existing estimates.

Graph 3



### Contracts and Other Expenses

The following list of contracts have been entered into during the Quarter that have yet to be fully performed. Details of contracts, other than contractors that are on a Council's preferred supplier list that have a value equivalent of 1% of estimated income from continuing operations or \$50K, whichever is the lesser, are provided.

<b>Wollongong City Council</b> <b>March Quarter 2023</b> <b>Contract Listing</b>					
Contractor	Contract Detail and Purpose	Contract Value \$'000	Commencement Date	Duration of Contract	Budgeted Y/N
H3C Plus Pty Ltd	CCTV Maintenance Services for Wollongong LGA	81	24-Mar-23	2022/23 - 2027/28	Y
Treadwell Group Pty Ltd	Horsley Ponds Jetty - FRP Supply	66	3-Mar-23	2022/23	Y
Easther Electrical Pty Ltd	Foley Street Gwynneville, Lighting Upgrade PJ-4023	66	15-Feb-23	2022/23	Y
Head Start Homes	Affordable Housing EOI	1,430	23-Jan-23	2022/23 - 2023/24	Y
RedEye Apps Pty Ltd	Bushfire Program Review	95	23-Feb-23	2022/23	Y
Kelryan Group Pty Ltd	Purchase of Boom Gates for Keira st Carpark	51	7-Mar-23	2022/23	Y
Pitney Bowes Australia Pty Ltd	Folding/Inserting machine, inc Maintenance	62	27-Mar-23	2022/23	Y
Street Furniture Australia	Street Furniture - Crown St Mall	52	16-Mar-23	2022/23	Y
WSP Australia Pty Limited	Planning Area 7 Community needs assessment	66	8-Mar-23	2022/23	Y
Brooks Community Consultants Pty Ltd	Environmental Consultancy Service - Lake Illawarra CMP Community Engagement and Participation Strategy	64	10-Mar-23	2022/23	Y
Civille Pty Ltd	Development of a Draft Urban Heat Strategy	83	2-Feb-23	2022/23	Y
Place Intelligence (Australia) Pty Ltd	South Western Sydney growth Impacts - Regression Analysis	75	12-Jan-23	2022/23 - 2023/24	Y

The following tenders were approved by the General Manager during the March Quarter of 2022-2023:

- T1000053 Fire Damper Rectification Works
- T1000087 Cringila Hills Shared Path Stage 2
- T1000085 CCTV Maintenance and Support Services

The following table identifies the amount expended on consultancies and legal fees for the financial year.

Definition: Consultants are defined as a person or organisation that is engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates a consultant from other contractors.

### Wollongong City Council March Quarter 2023

### Consultancy and Legal Expenses

Expense	Expenditure YTD \$ 000's	Budgeted Y/N
Consultants	1,094	Y
Legal Fees	301	Y

### Responsible Accounting Officer Statement

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

There have been continuing and varying economic changes since the adoption of the 2022-2023 budget that have impacted and have further potential to impact the delivery of the services within budget. Inflation, particularly in construction costs, energy and fuel, will require careful monitoring into the next quarter and may require further adjustment in future reviews. It is envisaged that these costs, together with the impact of a Rate Peg of 3.7%, which is well below cost that will require funding in 2023-2024, will create tensions on considerations for the future. It is expected that funding mismatches will impact the next two years more significantly with some longer term improvements.

Notwithstanding the above, at this stage it is my opinion that the Quarterly Budget Review Statement for Wollongong City Council for the quarter ended 31 March 2023 indicates that Council's projected financial position at 30 June 2023 will be *satisfactory* at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Brian Jenkins  
Responsible Accounting Officer  
Wollongong City Council

## Appendix 1 – Supporting Documents Report

Supporting Documents - Planning Studies & Investigations				
Service & Project	2022/2023		2023/2024	
	Current Budget	Proposed Budget	Current Budget	Proposed Budget
	\$'000s	\$'000s	\$'000s	\$'000s
<b>Corporate Strategy</b>	-	-	-	-
Centralised Studies & Plans	-	-	-	-
Community Strategic Plan Review	-	-	-	-
<b>Land Use Planning</b>	<b>709</b>	<b>668</b>	<b>578</b>	<b>628</b>
West Dapto Flood Risk Review	89	89	-	-
West Dapto Review Structure Plan	3	3	-	-
West Dapto Review WaterCycle Masterplan	-	-	75	75
Housing Study	3	3	-	-
Tourism Accommodation Review Planning Controls	5	5	-	-
Industrial Land Planning Controls Review	60	40	-	-
City Centre Planning Review	30	-	5	35
City Wide Local Environment Plan Review (by theme)	-	-	100	100
Development of Crown Land Plans of Management	119	128	2	2
Landscape development plan for West Dapto - for riparian corridors	120	100	-	20
Battery Park, Smiths Hill & Flagstaff Hill Forts Heritage Consultant	-	-	120	120
LGA Wide Retail Centres Study	50	50	-	-
Review Riparian Corridor Management Study & Policy	-	-	102	102
West Dapto Open Space and Community Facilities Needs Assessm	90	90	-	-
Western Sydney Development Impacts Study	70	70	-	-
Review Planning Controls - Wilga St, Corrimal	69	89	-	-
Planning Controls for South Wollongong	-	-	-	-
Undertake built form testing to inform the town centre updates to Development Controls Plan Chapter B4 Development in Business Zones	-	-	150	150
Thirroul Village - Character and Heritage Study	-	-	-	-
West Dapto Vision Implementation - Infrastructure and Development Strategy, including Performance Indicators	-	-	25	25
<b>Stormwater Services</b>	<b>650</b>	<b>329</b>	<b>320</b>	<b>320</b>
Floodplain Management Studies	-	18	100	100
Review of Towradgi Creek Floodplain Risk Management Study	40	17	-	-
Review of Hewitts Creek Floodplain Risk Management Study	31	31	-	-
Review of Allans Creek Floodplain Risk Management Study	87	40	60	60
Review of Fairy Cabbage Creeks Floodplain Risk Management Study	100	40	50	50
Community Education - Flood	25	38	-	-
Development Controls Plan Review	30	-	-	-
Review of Duck Creek Floodplain Risk Management Study	70	20	-	-
Review of Collins Creek Floodplain Risk Management Study	53	35	-	-
Review of Wollongong City Floodplain Risk Management Study	50	30	30	30
Review of Brooks Creek Floodplain Risk Management Study	90	30	30	30
Review of Minnegang Creek Floodplain Risk Management Study	75	30	50	50
<b>Environmental Services</b>	<b>340</b>	<b>311</b>	<b>471</b>	<b>500</b>
Biodiversity Strategy	64	64	-	-
City Beach Dune Contamination Management	24	24	-	-
Climate Change Risk Assessment & Adaptation Plan	9	-	-	9
Coastal Management Program for the Open Coast	62	62	471	471
Prepare Subsequent Climate Change Mitigation Plan	101	81	-	20
Climate Change Adaptation Plan - Assessment of Heat Impact	80	80	-	-
Develop design guidelines for green roofs, green walls and facades, rain gardens and other structural vegetation	-	-	-	-
<b>Transport Services</b>	<b>438</b>	<b>385</b>	<b>301</b>	<b>301</b>
Accessible Car Parking and Bus Stops audit	22	22	-	-
Access and Movement Strategy Review	175	55	120	120
City Centre Parking Surveys - EMS Report	69	69	-	-
Integrated Transport Strategy	80	163	-	-
Wollongong LGA Feasibility Studies	17	-	-	-
Lake Illawarra Shared Path Masterplan	-	-	110	110
Towradgi Creek Shared Path Feasibility Investigations	56	56	-	-
Pedestrian Bridge Thurston Av - Feasibility Study	-	-	30	30
Implement Keiraville Gwynneville Access & Movement Strategy	20	20	41	41



## Appendix 1 – Supporting Documents Report (continued)

Supporting Documents - Planning Studies & Investigations				
Service & Project	2022/2023		2023/2024	
	Current Budget \$'000s	Proposed Budget \$'000s	Current Budget \$'000s	Proposed Budget \$'000s
<b>Community Facilities</b>	<b>56</b>	<b>60</b>	<b>100</b>	<b>100</b>
Facilities Planning Development	6	-	-	-
Social Infrastructure Planning Framework	50	60	100	100
<b>Aquatic Services</b>	<b>65</b>	<b>53</b>	<b>-</b>	<b>-</b>
Community Recreation & Aquatic Centre Concept Plan West Dapto	53	53	-	-
Coalcliff Surf Club Proposed Refurbishment Works - Feasibility	12	-	-	-
Surf Club Strategy	-	-	-	-
<b>Botanic Garden and Annexes</b>	<b>9</b>	<b>-</b>	<b>-</b>	<b>-</b>
Mt Keira Summit Park	9	-	-	-
Mt Keira Summit Park Interpretation Design Guide	-	-	-	-
Botanic Gardens Design Investigation for Asset Improvement	-	-	-	-
<b>Parks and Sportsfields</b>	<b>283</b>	<b>110</b>	<b>477</b>	<b>574</b>
Bellambi Foreshore Precinct Plan	30	30	112	112
Fred Finch Park Plans & Studies	35	-	35	35
Hill 60 Tunnels Reopening- Detailed Concept Plans	25	25	125	125
Feasibility Study Synthetic Football Pitch in Planning Area	8	8	88	88
Stuart Park Masterplan	145	47	77	175
Fred Finch Park Lighting Feasibility	40	-	40	40
<b>Financial Services</b>	<b>-</b>	<b>482</b>	<b>-</b>	<b>-</b>
Supporting Docs - Projects in Progress	(482)	-	-	-
<b>Property Services</b>	<b>39</b>	<b>39</b>	<b>-</b>	<b>-</b>
Bulli Showground Masterplan	39	39	-	-
Draft Bulli Showground Masterplan - Feasibility Assessment and Community Consultation Phase	-	-	-	-
<b>Total Expenditure *</b>	<b>2,108</b>	<b>1,955</b>	<b>2,246</b>	<b>2,423</b>

\*Expenditure shown above is for full project cost. A number of projects are supported from external grant funds or internal restrictions

## Appendix 2 – Detailed Capital Project Reports by Asset Class

### Wollongong City Council March 2023 Quarterly Review Capital Project Report

Asset Class Programme	\$'000 Current Budget		\$'000 Proposed Budget		YTD Expenditure	\$'000 Variation	
	Expenditure	Other Funding	Expenditure	Other Funding		Expenditure	Other Funding
Traffic Facilities	3,693	(2,731)	2,664	(1,853)	1,245	(1,028)	878
Public Transport Facilities	370	0	320	0	209	(50)	0
Roadworks	17,781	(6,436)	18,659	(5,895)	15,861	878	541
Bridges, Boardwalks and Jetties	1,875	(40)	2,075	(40)	1,367	200	0
<b>TOTAL Roads And Related</b>	<b>23,719</b>	<b>(9,207)</b>	<b>23,719</b>	<b>(7,788)</b>	<b>18,682</b>	<b>0</b>	<b>1,419</b>
West Dapto Infrastructure Expansion	7,169	(7,169)	9,762	(9,762)	7,337	2,593	(2,593)
<b>TOTAL West Dapto</b>	<b>7,169</b>	<b>(7,169)</b>	<b>9,762</b>	<b>(9,762)</b>	<b>7,337</b>	<b>2,593</b>	<b>(2,593)</b>
Footpaths	14,055	(4,224)	14,077	(4,243)	10,631	22	(19)
Cycle/Shared Paths	5,257	(3,632)	5,234	(3,609)	2,956	(23)	23
Commercial Centre Upgrades - Footpaths and Cycleways	3,043	(411)	3,051	(411)	1,561	8	0
<b>TOTAL Footpaths And</b>	<b>22,355</b>	<b>(8,267)</b>	<b>22,362</b>	<b>(8,263)</b>	<b>15,147</b>	<b>6</b>	<b>4</b>
Carpark Construction/Formalising	340	0	240	0	231	(100)	0
Carpark Reconstruction or Upgrading	1,060	0	1,460	0	460	400	0
<b>TOTAL Carparks</b>	<b>1,400</b>	<b>0</b>	<b>1,700</b>	<b>0</b>	<b>690</b>	<b>300</b>	<b>0</b>
Floodplain Management	2,375	(650)	1,775	(250)	189	(600)	400
Stormwater Management	4,500	(75)	4,200	(75)	1,990	(300)	(0)
Stormwater Treatment Devices	120	0	90	0	26	(30)	0
<b>TOTAL Stormwater And Floodplain Management</b>	<b>6,995</b>	<b>(725)</b>	<b>6,065</b>	<b>(325)</b>	<b>2,205</b>	<b>(930)</b>	<b>400</b>
Cultural Centres (IPAC, Gallery, Townhall)	11,100	(2,421)	11,100	(2,421)	7,450	0	(0)
Administration Buildings	360	0	360	0	320	(0)	0
Community Buildings	6,850	(1,500)	5,606	(1,450)	3,458	(1,244)	50
Public Facilities (Shelters, Toilets etc.)	150	0	150	0	39	0	0
<b>TOTAL Buildings</b>	<b>18,460</b>	<b>(3,921)</b>	<b>17,216</b>	<b>(3,871)</b>	<b>11,267</b>	<b>(1,244)</b>	<b>50</b>
Tourist Park - Upgrades and Renewal	175	0	175	0	197	(0)	0
Crematorium/Cemetery - Upgrades and Renewal	195	0	195	0	86	0	0
Leisure Centres & RVGC	100	0	100	0	132	(0)	0
<b>TOTAL Commercial Operations</b>	<b>470</b>	<b>0</b>	<b>470</b>	<b>0</b>	<b>415</b>	<b>0</b>	<b>0</b>
Play Facilities	1,990	(800)	1,990	(800)	325	(0)	0
Recreation Facilities	2,022	(1,342)	2,229	(1,340)	1,572	207	2
Sporting Facilities	8,495	(4,760)	4,326	(1,741)	2,687	(4,169)	3,019
<b>TOTAL Parks Gardens And Sportfields</b>	<b>12,506</b>	<b>(6,901)</b>	<b>8,544</b>	<b>(3,880)</b>	<b>4,583</b>	<b>(3,962)</b>	<b>3,021</b>
Beach Facilities	650	(600)	649	(600)	592	(1)	0
Rock/Tidal Pools	101	0	105	0	105	4	0
Treated Water Pools	1,000	0	707	0	634	(293)	0
<b>TOTAL Beaches And Pools</b>	<b>1,751</b>	<b>(600)</b>	<b>1,461</b>	<b>(600)</b>	<b>1,331</b>	<b>(290)</b>	<b>0</b>
Whytes Gully New Cells	1,608	(1,608)	1,214	(1,214)	747	(394)	394
<b>TOTAL Waste Facilities</b>	<b>1,608</b>	<b>(1,608)</b>	<b>1,214</b>	<b>(1,214)</b>	<b>747</b>	<b>(394)</b>	<b>394</b>
Motor Vehicles	1,800	(949)	1,300	(685)	471	(500)	263
<b>TOTAL Fleet</b>	<b>1,800</b>	<b>(949)</b>	<b>1,300</b>	<b>(685)</b>	<b>471</b>	<b>(500)</b>	<b>263</b>
Mobile Plant (trucks, backhoes etc.)	3,800	(937)	2,900	(937)	666	(900)	0
<b>TOTAL Plant And Equipment</b>	<b>3,800</b>	<b>(937)</b>	<b>2,900</b>	<b>(937)</b>	<b>666</b>	<b>(900)</b>	<b>0</b>
Information Technology	1,350	0	1,350	0	308	(0)	0
<b>TOTAL Information Technology</b>	<b>1,350</b>	<b>0</b>	<b>1,350</b>	<b>0</b>	<b>308</b>	<b>(0)</b>	<b>0</b>
Library Books	1,315	0	1,315	0	866	(0)	0
<b>TOTAL Library Books</b>	<b>1,315</b>	<b>0</b>	<b>1,315</b>	<b>0</b>	<b>866</b>	<b>(0)</b>	<b>0</b>
Art Gallery Acquisitions	100	0	100	0	42	(0)	0
<b>TOTAL Public Art</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>42</b>	<b>(0)</b>	<b>0</b>
Land Acquisitions	732	(474)	846	(587)	725	113	(113)
<b>TOTAL Land Acquisitions</b>	<b>732</b>	<b>(474)</b>	<b>846</b>	<b>(587)</b>	<b>725</b>	<b>113</b>	<b>(113)</b>
Capital Project Contingency	614	0	2,596	0	0	1,982	0
<b>TOTAL Non-Project Allocations</b>	<b>614</b>	<b>0</b>	<b>2,596</b>	<b>0</b>	<b>0</b>	<b>1,982</b>	<b>0</b>
<b>GRAND TOTAL</b>	<b>106,145</b>	<b>(40,758)</b>	<b>102,919</b>	<b>(37,912)</b>	<b>65,482</b>	<b>(3,226)</b>	<b>2,846</b>

Budget variations being recommended include the following capital items:

<b>Variations - Capital</b>	<b>Net by Type \$ 000's</b>
<b>Traffic Facilities</b>  Transfer Transport for NSW funding for existing project from Capital to Operational to be reported through March Quarterly Budget Review.  Rephase Transport for NSW Funding for multiple existing traffic and pedestrian safety facilities projects from 2023-2024 construction to 2024-2025 due to delays in obtaining required design approvals and/or community engagement.  Reallocate budget from Traffic Facilities Program to Bridges, Boardwalks and Jetties Program.	(1,028)
<b>Public Transport Facilities</b>  Reallocate budget from Public Transport Facilities Program to Bridges, Boardwalks and Jetties Program.	(50)
<b>Roadworks</b>  Remove assumed NSW Government Natural Disaster funding following funding program remittance and reduction in eligible funding claim  Rephase Federal Government Roads to Recovery funding due to existing project completion costs being less than current year budget.  Reallocate budget from Community Buildings program to Roadworks program.  Reallocate budget from Sporting Facilities program to Roadworks program.  Reallocate budget from Stormwater Treatment Devices program to Roadworks program.	878
<b>Bridges, Boardwalks and Jetties</b>  Reallocate budget to Bridges, Boardwalks and Jetties Program from Traffic Facilities Program and Public Transport Facilities Program	200
<b>West Dapto Infrastructure Expansion</b>  Introduce additional Housing Acceleration Funding for existing project - West Dapto Rd Upgrade  Introduce additional Section 7.11 Developer contributions funding for existing project - Wongawilli Rd and Culvert Project.	2,593
<b>Footpaths</b>  Return Strategic Projects funding to reserve from project completed below estimate.  Introduce additional Strategic Projects Reserve funding for existing projects.  Reallocate NSW Government Public Spaces Legacy funding from Footpaths Program to Cycle/Shared Paths program.  Reallocate budget from Footpaths program to Capital Budget Contingency.	22
<b>Cycle/Shared Paths</b>  Rephase Section 7.12 Developer contributions funding for existing project which has been deferred  Return Section 7.12 Developer contributions funding and Strategic Projects funding to reserve from projects completed below estimate.  Reallocate NSW Government Public Spaces Legacy funding from Footpaths Program to Cycle/Shared Paths program.	(23)
<b>Car Park Construction/Formalising</b>  Reallocate budget from Car Park Construction/Formalising Program to Car Park Reconstruction or Upgrading Program.	(100)

<b>Variations - Capital</b>	<b>Net by Type \$ 000's</b>
Reallocate budget from Car Park Construction/Formalising Program to Capital Budget Contingency.	
<b>Car Park Reconstruction or Upgrading</b>	400
Reallocate budget to Car Park Reconstruction or Upgrading Program from Car Park Construction/Formalising Program.	
Rephase NSW Government (Department of Planning and the Environment) funding for existing flood mitigation project at Holy Spirit College Bellambi to allow time for tender engagement negotiations.	
Reallocate budget from Floodplain Management program to Capital Budget Contingency.	
<b>Floodplain Management</b>	(600)
Rephase NSW Government (Department of Planning and the Environment) funding for existing flood mitigation project at Holy Spirit College Bellambi to allow time for tender engagement negotiations.	
Reallocate budget from Floodplain Management program to Capital Budget Contingency.	
<b>Stormwater Management</b>	(300)
Reallocate budget from Stormwater Management program to Car Park Reconstruction or Upgrading program.	
<b>Stormwater Treatment Devices Program</b>	(30)
Reallocate budget to Roadworks program.	
<b>Community Buildings</b>	(1,244)
Rephase Strategic Projects funding for design of Warrawong Community Centre & Library.	
<b>Recreation Facilities</b>	207
Rephase Local Roads and Community Infrastructure funding for Beaton Park Tennis Upgrade project.	
Reallocate Council revenue from Beaton Pk Master Plan Enabling Works project to Capital Budget Contingency	
Reallocate budget to Recreation Facilities Program from Sporting Facilities Program	
Reallocate budget to Recreation Facilities Program from Treated Water Pools Program	
<b>Sporting Facilities</b>	(4,169)
Reallocate budget from Sporting Facilities Program to Recreation Facilities Program.	
Rephase Sports Priority funding.	
Rephase NSW Government Greater Facilities Sports Priority funding for Beaton Park Tennis Courts redevelopment project to 2023-2024.	
Reallocate budget from Sporting Facilities program to Capital Budget Contingency.	
Reallocate budget from Sporting Facilities program to Roadworks program.	
<b>Treated Water Pools</b>	(293)
Reallocate budget from Pt Kembla Pool Seawater Intake project to Capital Budget Contingency	

<b>Variations - Capital</b>	<b>Net by Type \$ 000's</b>
Reallocate budget from Treated Water Pools Program to Recreation Facilities Program.	
<b>Whytes Gully New Cells</b>	(394)
Introduce additional Waste Reserve funding for existing projects	
Rephase Waste Services levy funding for new landfill cell at Whytes Gully due to delays in finalising design details and project approvals and extended tender process to include a pre-tender EOI stage.	
Rephase Domestic Waste Charges Reserve funding for multiple existing projects at Whytes Gully.	
<b>Motor Vehicles</b>	(500)
Reallocate budget from Motor Vehicles Program to Capital Budget Contingency due to changes in vehicle replacement policy (useful life of assets) and switch to lower carbon emissions vehicles.	
Rephase assumed vehicle replacement funding arising from sale of used vehicles.	
<b>Mobile Plant</b>	(900)
Reallocate budget from Mobile Plant (trucks, backhoes etc) Program to Capital Budget Contingency due to delays in delivery of some items of Mobile Plant.	
<b>Land Acquisitions</b>	113
Introduce additional Housing Acceleration Funding for existing project - West Dapto Rd Upgrade	
<b>Contingency</b>	1,982
Reallocate budget to and from the Capital Budget Contingency to/from various capital programs detailed above.	
<b>Other minor variations</b>	10
<b>Variation</b>	<b>(3,226)</b>

### Glossary and Naming Conventions

Term	Definition or Explanation
<b>Current Budget</b>	Current Budget, as revised and adopted by Council.
<b>Original Budget</b>	Adopted Budget as at the adoption of the Operational Plan in June (adoption of Attachment 1 - Budget).
<b>Proposed Budget</b>	Revised budget proposed before Council at the current quarterly budget review. Once adopted by Council, this will become 'Current Budget'



**ITEM 3 WOLLONGONG CBD NIGHT TIME ECONOMY POLICY UPDATE**

Wollongong City Council endorsed the Wollongong CBD Night Time Economy Council Policy in November 2020 to support the local Night Time Economy (NTE). This policy provided clarity to local operators regarding operating hours permitted in the CBD and development application requirements for these businesses while encouraging a diverse NTE and supporting low impact businesses.

This policy was implemented to support the continual evolution of the NTE in the Wollongong CBD, with ongoing growth in the number of new cafes, restaurants and small bars, adding to Wollongong's cosmopolitan café lifestyle.

The policy has been in place for two years and has been reviewed. Consultation with stakeholders has been undertaken to evaluate how the policy has performed. Overall, the policy has been well received and the review has identified a few, mainly administrative changes to either remove outdated references or clarify a particular aspect. This report outlines the proposed amendments to the policy and seeks Council's endorsement to these changes.

**RECOMMENDATION**

Council endorse the draft Wollongong CBD Night Time Economy Council Policy

**REPORT AUTHORISATIONS**

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

**ATTACHMENTS**

- 1 Draft Wollongong CBD Night Time Economy Council Policy

**BACKGROUND**

The Wollongong CBD has undergone a massive transformation over the last decade. The CBD has attracted substantial levels of investment with \$1.9B of projects completed or under construction. Looking ahead, there is an exciting pipeline of \$1B in mixed use, residential and commercial projects.

This policy was implemented to support the continual evolution of the NTE in the Wollongong CBD, with ongoing growth in the number of new cafes, restaurants and small bars, adding to Wollongong's cosmopolitan café lifestyle. A recent audit of the Wollongong CBD shows that there are around 183 cafes/small bars/restaurants in CBD. This represents a contraction of ~4% (8 businesses) over the last three years, which also reflects challenging trading conditions during COVID.

Over the last decade, there has been a significant uplift in residents and workers in the Wollongong CBD. According to the 2021 Census there were 24,396 people employed in the CBD on the census night. This accounts for 30% of the total 86,541 Wollongong LGA local workers. 40% of employed Shellharbour residents, and 25% of Kiama residents also work in the Wollongong LGA. The number of people living in the Wollongong CBD was 21,000; an increase of 23% since 2011, double the rate of growth LGA wide.

Coinciding with the investment by the private sector has been Council's own infrastructure investment, amenity and placemaking activities which have all contributed to the strong growth in the evening economy with new restaurants and small bars.

The Wollongong CBD has increasingly become a safer place, with more people living and working in the CBD. For example, data from the NSW Bureau of Crime Statistics and Research (BOCSAR) demonstrates that incidents of Alcohol Related Assault (non-domestic) occurring during the night (6pm-6am) per 100,000 population has decreased at a rate of 5.6% per annum over the last decade in the CBD.

The important role of the Night Time Economy is recognised by both the NSW Government and Wollongong City Council in a number of their strategic documents.

## Noise Complaints

This policy is aimed at smaller low impact businesses – not larger venues such as large established pubs, registered clubs and larger nightclubs, many of which have benefited from historic approvals enabling later closing times. These legacy venues which attract the majority, if not all complaints have not been assessed or approved within the current CBD context, climate and societal expectations. There are around 20-25 licensed venues which are already operating beyond midnight, all benefitting from historic approvals.

Data from Council's Regulation and Enforcement team show that since the implementation of the policy, there have been approximately 30 noise complaints relating to businesses trading into the night in the Wollongong CBD. The vast majority of these relate to larger and existing venues that did not benefit from the policy and only three related to smaller venues under the remit of this policy.

Data from Liquor and Gaming NSW indicate of all the complaints they have received during this period only one was related to a venue who has been assessed under this policy, again indicating that the majority of noise complaints are coming from larger existing venues who are operating under historic DAs.

Regarding resident amenity expectations, all properties in the CBD are subject to a Planning Certificate which identifies applicable legislation and environmental issues relevant to a property. This certificate provides information on the zoning and whether it is affected by bushfires, flooding, road widening and other issues. It was a recommendation of the Wollongong Council Live Music Taskforce back in 2014, that planning certificates issued for properties in the Wollongong CBD clearly identified these areas have capacity to trade in the evening and to alert the recipient to issues such as noise, later trading businesses, traffic, events and increased visitation, etc of locations in the city with live music and evening economy character.

The notation on the certificate is worded as follows:

*The Wollongong City Centre and Town Centres, play a key role in accommodation cultural, sporting and business uses.*

*A key to the revitalisation of these centres is to build on these aspects through greater activation and investment beyond 5pm through an evening economy.*

*Future residents should be aware that these uses may generate noise, odour, traffic and have longer hours of operation, which is part of living in/near a commercial centre.*

The notation is provided to increase awareness and manage expectations of residents about amenity impacts associated with inner city living. The notation does not however affect the management of noise under relevant legislation and policies including the *Protection of the Environment Operations Act*.

## PROPOSAL

The general consensus amongst key stakeholders has been that the policy has been successful since its adoption over the last two years. The policy in turn has been utilised by Council in undertaking 35 assessments of new and expanding businesses, enabling 13 additional venues in the CBD to operate until 2am. This has occurred despite a difficult and highly uncertain environment for the hospitality sector, largely due to the COVID-19 pandemic.

The original policy specifically targeted low impact venues and businesses in limited land use zones in the Wollongong CBD. The policy established operating hours and DA requirements for these businesses, incentivising cultural contribution to the NTE via consideration of extended hours for those businesses which provide a culturally valuable offering, besides the service of food and drink. It also allowed certain businesses to operate until 2am on certain nights of the week, provided they meet zoning and residential interface criteria.

It should be noted that the original policy only applied to certain land uses listed in the LEP but excluded pubs and registered clubs due to potential for high patron numbers and established impacts associated with these uses. The hours of operation for pubs and clubs would be considered on merit in consultation with Wollongong Police. The policy seeks to benefit those businesses which have been the catalyst for the evolution of the NTE in recent years.

Due to the success of the 2020 policy, only minor amendments are proposed to the policy. These are largely administrative in nature and include clarification of the original intent of the policy, removing dated references and other administrative changes. No significant changes to the scope of the policy are proposed.

These amendments are largely 'technical' and not substantive so that the scope or intent of the policy has not significantly changed. They would assist in assessing some DAs that technically didn't apply to the policy at the time it was initially adopted.

The proposed amendments include:

## **Pg 2 – SCOPE**

- Include new employment zones.
- Include new definition – 'Artisan food and drink industry', to accommodate inclusion in land use table.

## **Pg 2/3 – POLICY**

- Permit maximum hours on 'days' preceding public holidays'.
- Move reference to days from indoor hours column to new column 'days' for clarity.
- Amend to include new employment zone reference.
- Amend 'Cultural Venue or Event' table to permit additional hours (up to 24 hours) in special circumstances (eg World Cup precinct, NYE event, etc).
- Make reference to Outdoor Dining, a separate approval process to the DA governing operating hours.
- Amend paragraph referencing 24 hours to reference special events, drive through/shift work services.
- Update Residential Interface acoustic report requirements to reflect current references.

## **Pg 6/7 – APPENDIX**

- Inclusion of 'Artisan food and drink industry' definition.
- Amend 'Cultural Venue' to 'Cultural Venue or Event' to include reference to temporary use/event.
- Inclusion of 'Indoor area' definition.
- Inclusion of 'Outdoor area' definition.

## **CONSULTATION AND COMMUNICATION**

Significant engagement and consultation was undertaken during the design of the original policy, including internal workshops with relevant areas within Council, as well as meetings with the NSW Police Wollongong Crime Prevention Officer and Licensing Sergeants and industry.

Over the last few months, engagement has been undertaken with relevant areas within Council, including the City Centre team, Property Services, Regulation & Enforcement, Development Certification and Assessment and Economic Development. Other external consultation has occurred with the NSW Licensing Police and Office of Liquor and Gaming.

A meeting was held with the NSW Police Wollongong Crime Prevention Officer and Licensing Sergeants on Tuesday, 7 March 2023. Overall, the police were generally supportive of the policy's performance over the last two years as well as the proposed amendments to the policy. They agreed the policy has been functioning well, noting the venues it supports largely do not raise concerns.

Given the largely technical/housekeeping nature of the proposed amendments, public exhibition if not considered necessary.

## **PLANNING AND POLICY IMPACT**

This report contributes to the delivery of Our Wollongong 2032 Goal 2 "We have an innovative and sustainable economy".

It specifically delivers on core business activities as detailed in the Economic Development [CSP Strategy and DP Services](#).

The importance of the NTE is recognised in Council's Economic Development Strategy 2019-2029, which includes the following planning related action item 5.4: 'Develop a planning and policy framework to support the ongoing evolution of Wollongong's evening economy.'

Creative Wollongong 2019-2024 contains 22 action items specific to 'Our City After Dark'. Specific action items include: a commitment to develop a planning and policy framework to support the ongoing evolution of the evening economy, a review of hours of operation for small bars in the CBD and an investigation of incentives to encourage later trade of retail and other businesses beyond 5pm.

Council is also an active member of the Night Time Economy Councils Committee which advocates to the NSW Government on NTE related policy matters, who have also made a recent submission to the NSW Government with a range of initiatives to support the sector in a post COVID-19 recovery phase.

## RISK MANAGEMENT

This policy has been in place for more than two years and the risks associated with the minor administrative changes to the policy are low.

## CONCLUSION

Council is committed to ensuring a vibrant NTE in the Wollongong CBD and has been implementing a range of initiatives to attract more people to live, work and play in the CBD. The introduction of this policy in 2020 was only one of a number of these initiatives, to help assist small bars with bringing people into socialise in the CBD safely.

This policy has been successful over the past two years. It has been utilised by Council in undertaking 35 assessments of new and expanding businesses and enabled 13 additional venues in the CBD to operate until 2am, amidst the uncertainty of the COVID-19 pandemic.

These amendments to the policy are purely administrative in nature and have been developed in consultation with stakeholders.



## WOLLONGONG CBD NIGHT TIME ECONOMY COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY GOVERNANCE]

### PURPOSE

Wollongong City Council determines the operating hours for businesses seeking to trade at night in the Wollongong CBD through the development assessment process.

Whilst businesses trading at night have the potential to create environmental and social impacts, this policy recognises that many businesses are low impact premises that make an important contribution to the diversity and vitality of Wollongong's Night Time Economy.

This policy seeks to provide clarity regarding appropriate locations and hours of operation for these businesses.

### POLICY INTENT

- Establish appropriate hours of operation for businesses in the Wollongong CBD.
- Concentrate low impact businesses which trade at night in appropriate locations.
- Provide clarity to proponents, regulatory bodies and the community regarding trading at night.
- Mitigate potential impacts of businesses trading at night on residents and other business.
- Establish requirements for development applications for businesses seeking to trade at night.

The main objectives of this policy are to:

1. Enable the ongoing cultural evolution of the Wollongong CBD Night Time Economy.
2. Provide a consistent, clear and transparent assessment process for proponents.
3. Encourage a safe Night Time Economy that is comprised of vibrant and diverse businesses.
4. Foster good relations between residents of the Wollongong CBD and businesses which trade at night.
5. Concentrate appropriate venues within Wollongong LGA's established night trading precinct.

### WOLLONGONG 2028-2032 OBJECTIVES

This policy supports the following Wollongong 2028-2032 objectives:

- We have an innovative and sustainable economy.
- We have a creative, vibrant city.

## WOLLONGONG CBD NIGHT TIME ECONOMY

## COUNCIL POLICY

### SCOPE

~~This policy applies to land zoned B3 Commercial Core / E2 Commercial Centre, B4 Mixed Use / MU1 Mixed Use and SP3 Tourist within the Wollongong City Centre, as defined by the Wollongong Local Environmental Plan 2009.~~

~~This policy applies to businesses seeking to operate beyond 10pm, including the following land uses: Amusement centre, Artisan food and drink industry, Cultural venue or event, Entertainment facility, Function centre, Information and education facility, Kiosk, Markets, Recreation facility (indoor), Recreation facility (major), Restaurant or café, Shop, Small bar and Take away food and drink premises. See APPENDIX 1 – DEFINITIONS for explanation of the applicable land uses.~~

~~This policy also applies to temporary and mobile land uses, including special events, pop-up venues and mobile food and drink outlets.~~

~~This policy does not supersede the provisions of the Liquor Act 2007 or State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 with regard to hours of operation.~~

~~This policy applies to land zoned E2 Commercial Centre, MU1 Mixed Use and SP3 Tourist within the Wollongong City Centre, as defined by the Wollongong Local Environmental Plan 2009.~~

~~This policy applies to businesses seeking to operate beyond 10pm, including the following land uses: Amusement centre, Artisan food and drink industry, Cultural venue or event, Entertainment facility, Function centre, Information and education facility, Kiosk, Markets, Recreation facility (indoor), Recreation facility (major), Restaurant or café, Shop, Small bar and Take away food and drink premises. See APPENDIX 1 – DEFINITIONS for explanation of the applicable land uses.~~

~~This policy also applies to temporary and mobile land uses, including special events, pop-up venues and mobile food and drink outlets.~~

~~This policy does not supersede the provisions of the *Liquor Act 2007* or State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 with regard to hours of operation.~~



## WOLLONGONG CBD NIGHT TIME ECONOMY

## COUNCIL POLICY

### POLICY

#### 1 OPERATING HOURS

Most businesses may operate within-until the maximum operating hours listed in Tables 1 and 2, subject to development assessment or outdoor dining application.

**Table 1: Operating Hours – General**

LAND USE ZONE	<u>DAY</u>	<u>INDOOR AREA HOURS</u>	OUTDOOR AREA WITHOUT RESIDENTIAL INTERFACE	OUTDOOR AREA WITH RESIDENTIAL INTERFACE
<del>E2 Commercial Centre B3 Commercial Core/E2 Commercial Centre</del>	<u>Thursday, Friday, Saturday and days preceding public holiday only</u>	2am <del>Thursday Friday Saturday only</del>	2am	12am (midnight)
<del>MU1 Mixed Use SP3 Tourist B4 Mixed Use/MU1 Mixed Use SP3 Tourist</del>	<u>Friday, Saturday and days preceding public holiday only</u>	2am <del>Friday and Saturday only</del>	12am (midnight)	10pm

## WOLLONGONG CBD NIGHT TIME ECONOMY

## COUNCIL POLICY

Table 2: Operating Hours – Cultural Venue or Event

<u>LAND USE ZONE</u>	<u>DAY</u>	<u>INDOOR AREA HOURS</u>	<u>OUTDOOR AREA WITHOUT RESIDENTIAL INTERFACE</u>	<u>OUTDOOR AREA WITH RESIDENTIAL INTERFACE</u>
<del>E2 Commercial Centre B3 Commercial Core/E2 Commercial Centre</del>	<u>Thursday, Friday, Saturday and days preceding public holiday only</u>	<u>2am</u>	<u>2am</u>	<u>2am</u>
<del>MU1 Mixed Use SP3 TouristB4 Mixed Use/MU1 Mixed Use SP3 Tourist</del>	<u>Friday, Saturday and days preceding public holiday only</u>	<u>2am</u>	<u>2am</u>	<u>12am (midnight)</u>
<p><u>Additional Hours of Operation</u></p> <p><u>In special circumstances that necessitate operation beyond that provided in this table (e.g. event of national or international significance, substantial cultural contribution, unforeseen circumstances etc), additional hours of operation may be approved on a temporary basis provided it is demonstrated that no significant ongoing adverse impact will result.</u></p> <p><del><u>Additional Hours of Operation</u></del></p> <p><del><u>In special circumstances that necessitate operation beyond that provided in this table (e.g. event of national or international significance, substantial cultural contribution, unforeseen circumstances etc), additional hours of operation may be approved on a temporary basis provided it is demonstrated that no significant ongoing adverse impact will result.</u></del></p>				
<u>LAND USE ZONE</u>	<u>INDOOR HOURS</u>	<u>OUTDOOR AREA WITHOUT RESIDENTIAL INTERFACE</u>	<u>OUTDOOR AREA WITH RESIDENTIAL INTERFACE</u>	
<del>B3-Commercial Core</del>	<u>2am</u> <u>Thursday, Friday and Saturday only</u>	<u>2am</u>	<u>2am</u>	
<del>B4 Mixed Use SP3 Tourist</del>	<u>2am</u> <u>Friday and Saturday only</u>	<u>2am</u>	<u>12am (midnight)</u>	

## WOLLONGONG CBD NIGHT TIME ECONOMY

## COUNCIL POLICY

On the days not listed in the tables, operating hours will be generally limited to 12am (midnight), or 10pm where an outdoor area has a residential interface.

In some unique circumstances, non-licenced uses requiring extended access and operation may be permitted to operate outside these hours, up to 24 hours a day, where assessed as appropriate ~~(e.g. 24-hour gyms, emergency services, businesses specifically servicing shift workers (due to service offering and site location), etc).~~

### 2 RESIDENTIAL INTERFACE

A site is considered to have a residential interface where there is a clear physical, visual or acoustic interface with residential accommodation located on the subject lot, on an adjoining or adjacent site, or where the development site adjoins a residential zone. This includes instances where an interface is interrupted by a road.

There may be instances where the physical characteristics of the site or built form clearly interrupt such an interface. In these instances, a variation to the residential interface controls may be considered.

An acoustic report may be required where an application proposes to operate until or beyond ~~-12am~~ (midnight) and has a residential interface.

The report must be prepared by a member of the Australian Acoustic~~al~~ Society or the ~~-Association of Australasian Acoustic~~ Consultants and be submitted with the development application. The report must assess the noise both indoor and outdoor and recommend a suitable attenuation plan to meet applicable noise criteria provided by the NSW Environmental Protection ~~Agency~~ Authority, ~~-Independent Liquor & Gaming Authority and Liquor & Gaming NSW.~~

### 3 TRIAL PERIOD

Where trade beyond midnight is approved, a condition of consent will be placed on any consent issued limiting the operation within proposed hours up to 24 months. At the cessation of the trial period the hours will revert to reduced hours.

The applicant may apply to modify the consent to extend the trial period or to remove the condition permanently. The assessment of the trial period will be based on:

- Site inspections by Council officers during the trial period.
- Consideration of formal customer complaints to Council.
- Submissions made during exhibition period.
- Consultation with Wollongong Police and Liquor & Gaming NSW.
- Relevant crime statistics.
- Other relevant planning considerations.

### 4 DEVELOPMENT ASSESSMENT

The businesses to which this policy applies generally require development consent and an application made under Part 4 of the *Environmental Planning and Assessment Act 1979*. Part 4 of th~~is~~e Act provides the matters for consideration in the assessment of such an application.

In addition to the hours provided in Tables 1 and 2, the assessment of operating hours will be based on:

## WOLLONGONG CBD NIGHT TIME ECONOMY

## COUNCIL POLICY

- Proximity to residential development, sensitive land uses and other late trading premises.
- Impact on acoustic amenity.
- Scale of proposal and patron capacity.
- Suitability of Venue Plan of Management.
- Safety, security and crime prevention impacts on site and the public domain.
- Accessibility of transport options.
- Potential Social impacts.
- Submissions made during exhibition period.
- Consultation with Wollongong Police.
- Cultural contribution to the Night Time Economy.

### 5 VENUE PLAN OF MANAGEMENT

A Venue Plan of Management will be required to be submitted with the development application which seeks to operate until or beyond 12am (midnight).

## WOLLONGONG CBD NIGHT TIME ECONOMY

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The Venue Plan of Management must be developed in consultation with the Wollongong Police and must include information that addresses the following matters:

### ALL LAND USES

- Description of the primary use of the premises as well as any secondary or ancillary use.
- Hours of operation for all indoor and outdoor areas.
- Maximum patron capacity.
- Staff numbers.
- Security measures, including security, CCTV, visual surveillance and lighting.
- Noise management measures, including internal and outdoor areas.
- Waste management, including storage and disposal procedure.
- Emergency procedures.
- Consultation undertaken in development of this venue plan of management.
- Management of queuing outside the premises, including measures to mitigate impacts on local amenity and use of the footpath.
- Management of patron behaviour when leaving the premises, including measures to preserve local amenity.

### LICENCED VENUES ONLY

- Incident management system.
- Complaint management system.
- Current or proposed liquor licence details.
- Management of patrons ~~whom~~who are intoxicated, violent, refused service or asked to leave.
- For venues operating beyond midnight, consideration of 12am or 1am last entry policy.

Council may request further information regarding the management of premises if it is considered that the proposal will adversely impact on the amenity of the area or as required by the Wollongong Police.

The Venue Plan of Management is to be reviewed on an annual basis in consultation with the Wollongong Police. The consultation is to be commenced at least three months before the end of the annual period.

## ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Development Assessment and Certification Development Project Officer	Consider provisions of policy in assessment of development applications.

## RELATED POLICIES AND PROCEDURES

A City for People

*Environmental Planning and Assessment Act 1979*

*Liquor Act 2007*

NSW Government - Guide for Establishing and Managing Night Time Economy Uses

State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

Wollongong Development Control Plan 2009

Wollongong Local Environmental Plan 2009

[Our Wollongong Our Future 2032 Community Strategic Plan](#)

## WOLLONGONG CBD NIGHT TIME ECONOMY

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### APPENDIX

#### 1 DEFINITIONS

*Note: With exception of 'cultural venue', the listed land use definitions are consistent with those contained in the Wollongong Local Environmental Plan 2009.*

Amusement centre	means a building or place (not being part of a pub or registered club) used principally for playing— (a) <del>-</del> billiards, pool or other like games, or (b) <del>-</del> electronic or mechanical amusement devices, such as pinball machines, computer or video games and the like.
<u>Artisan food and drink industry</u>	<u>means a building or place the principal purpose of which is the making or manufacture of boutique, artisan or craft food or drink products only. It must also include at least one of the following —</u> (a) <del>-</del> a retail area for the sale of the products, (b) <del>-</del> a restaurant or cafe, (c) <del>-</del> facilities for holding tastings, tours or workshops.
Business premises	means a building or place at or on which— (a) <del>-</del> an occupation, profession or trade (other than an industry) is carried on for the provision of services directly to members of the public on a regular basis, or (b) <del>-</del> a service is provided directly to members of the public on a regular basis <del>and</del> <del>-</del> <del>and</del> includes a funeral home and, without limitation, premises such as banks, post offices, hairdressers, dry cleaners, travel agencies, internet access facilities, betting agencies and the like, but does not include an entertainment facility, home business, home occupation, home occupation (sex services), medical centre, restricted premises, sex services premises or veterinary hospital.
Cultural venue <u>or event</u>	means a venue or premises otherwise listed in this policy, <u>or special event</u> , that provides an offering that contributes to the cultural diversity of the Wollongong CBD, beyond the service of food and drink. This can include art, museum, recreation, live music, theatre, entertainment and <del>the</del> <u>like</u> .
Entertainment facility	means a theatre, cinema, music hall, concert hall, dance hall and the like, but does not include a pub or registered club.
Function centre	means a building or place used for the holding of events, functions, conferences and the like, and includes convention centres, exhibition centres and reception centres, but does not include an entertainment facility.
<u>Indoor area</u>	<u>means an area that is internal to a building and that is capable of being fully enclosed.</u>
Information and education facility	means a building or place used for providing information or education to visitors, and the exhibition or display of items, and includes an art gallery, museum, library, visitor information centre and the like.
Kiosk	means premises that are used for the purposes of selling food, light refreshments and other small convenience items such as newspapers, films and the like.



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Market	means an open-air area, or an existing building, that is used for the purpose of selling, exposing or offering goods, merchandise or materials for sale by independent stall holders, and includes temporary structures and existing permanent structures used for that purpose on an intermittent or occasional basis.
<u>Outdoor area</u>	<u>means an area that is external to a building and that is not capable of being fully enclosed.</u>
Recreation facility (indoor)	means a building or place used predominantly for indoor recreation, whether or not operated for the purposes of gain, including a squash court, indoor swimming pool, gymnasium, table tennis centre, health studio, bowling alley, ice rink or any other building or place of a like character used for indoor recreation, but does not include an entertainment facility, a recreation facility (major) or a registered club.
Recreation facility (major)	means a building or place used for large-scale sporting or recreation activities that are attended by large numbers of people whether regularly or periodically, and includes theme parks, sports stadiums, showgrounds, racecourses and motor racing tracks.
Residential accommodation	means a building or place used predominantly as a place of residence, and includes any of the following: (a) -attached dwellings, (b)- boarding houses, (c)- dual occupancies, (d) -dwelling houses, (e) -group homes, (f) -hostels, (g)- multi dwelling housing, (h) -residential flat buildings, (i) -rural workers' dwellings, (j) -secondary dwellings, (k) -semi-detached dwellings, (l) -seniors housing, (m) -shop top housing, but does not include tourist and visitor accommodation or caravan parks.
Restaurant or cafe	means a building or place the principal purpose of which is the preparation and serving, on a retail basis, of food and drink to people for consumption on the premises, whether or not liquor, take away meals and drinks or entertainment are also provided.
Shop	means premises that sell merchandise such as groceries, personal care products, clothing, music, homewares, stationery, electrical goods or the like or that hire any such merchandise, and includes a neighbourhood shop and neighbourhood supermarket, but does not include food and drink premises or restricted premises.
Small bar	means a small bar within the meaning of the <u>-Liquor Act 2007.</u>
Take away food and drink premises	means premises that are predominantly used for the preparation and retail sale of food or drink (or both) for immediate consumption away from the premises.

WOLLONGONG CBD NIGHT TIME ECONOMY

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APPROVAL AND REVIEW	
Responsible Division	[Name of Division]
Date adopted by Council	[To be inserted by Corporate Governance]
Date/s of previous adoptions	[List previous adoption dates]
Date of next review	[Not more than two years from last adoption]

## ITEM 4 REVIEW OF COUNCIL POLICIES

Council implements a rolling program to review all Council policies on a regular basis. A recent review of Corporate Services policies has identified two Council policies being recommended for revocation under the Council Policy Framework.

### RECOMMENDATION

- 1 The Public Private Partnerships (PPP) Policy be revoked.
- 2 The Conference Attendance by Reference Groups and Committee Members Council Policy be revoked and recategorised as a procedure.

### REPORT AUTHORISATIONS

Report of: Todd Hopwood, Manager Governance and Customer Service  
 Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

### ATTACHMENTS

- 1 Public Private Partnerships Council Policy
- 2 Conference Attendance by Reference Group and Committee Members Council Policy

### BACKGROUND

Council's Policy Framework provides guidance on the development of appropriate policy and procedure documents and for the appropriate categorisation of all Council documents below the level of legislated strategy documents and consist of a hierarchy of four main types of documents:

- Council Policies
- Management Policies
- Procedures
- Work Instructions

Additionally, at times it may be appropriate for Council to develop guideline documents that provide additional information for the public on complex legislative, policy or procedural matters.

Several Council policies were drafted and adopted prior to the recent implementation of a Policy Framework. As a result, all policy documents relating to the Corporate Services directorate of Council have been reviewed for appropriate categorisation under the framework. Similar reviews will occur across the entire suite of Council policies in all directorates as each policy falls due for review.

### PROPOSAL

Two policies that are the responsibility of the Corporate Services Directorate are now recommended for revocation. The details of these policies, recommended actions, and supporting reasoning are provided below.

Policy	Action	Reason
Public Private Partnership (PPP) Policy	Recommended for revocation	All information in this policy is contained in the Local Government Act 1993 and the <b>OLG Public Private Partnerships Guidelines</b> released in January 2022. To avoid unnecessary duplication and potential confusion, Council will follow the <b>OLG Public Private Partnerships Guidelines</b> moving forward.
Conference Attendance by Reference Group and Committee Members	Recommended for revocation and to be recategorised as a procedure.	This policy provides procedural and administrative guidance on conference attendance by Reference Group and Committee members. The policy is largely administrative and details procedure on how conference attendance is to be organised. Whilst Council will retain the authority in terms of establishing Committees and adopting charters, it is considered more appropriate that the process for organising conference attendance be managed as a procedure rather than a Council Policy.

## PLANNING AND POLICY IMPACT

It specifically delivers on core business activities as detailed in the Governance and Customer Service Plan 2022-23. This report contributes to the delivery of Our Wollongong 2032 goal “We are a connected and engaged community”.

## RISK MANAGEMENT

A policy is only effective if it is read and understood by those staff who are required to be involved in a process directed by that policy. There is a risk that having too many policies on the Council Policy register makes it difficult for staff to obtain clear and easy direction on the policy position of council as well as any associated procedures for the implementation of our policies.

Policies are only recommended for removal from the Policy Register if they do not answer a genuine policy question or appropriate provisions have been incorporated into another policy or suitable council document.

## FINANCIAL IMPLICATIONS

There are no direct financial implications from this report however there are administrative efficiencies that can be achieved by the reduction of number of Policies adopted by Council.

## CONCLUSION

The implementation of a policy framework, and subsequent review of the Policy Register allows Council, where appropriate, to reduce the size of the register, reducing the administrative burden in maintaining, reviewing, and updating the policies.



ADOPTED BY COUNCIL: 24 SEPTEMBER 2018

## BACKGROUND

Council must comply with legislated and commercially prudent constraints when dealing with parties for the purpose of providing community facilities.

This policy outlines the procedures Council will implement in undertaking a public private partnership venture.

## OBJECTIVE

To establish a framework for the consideration and delivery of Public Private Partnerships so as to comply with section 400B [Chapter 12, Part 6] of the *Local Government Act*, 1993 and the *Local Government (General) Regulations*, 2003.

## POLICY STATEMENT

In June 2004 the NSW Government introduced legislation by way of an amendment of the *Local Government Act*, 1993 as a result of the Daley Report into the "Oasis" development by Liverpool City Council. The amendment (section 400B) defines Public Private Partnerships (PPPs) and requires Council to follow procedures set out in the guidelines issued on 1 September 2005.

## 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.

## PUBLIC PRIVATE PARTNERSHIPS

## COUNCIL POLICY

### STATEMENT OF PROCEDURES

#### EFFECTIVE DATE

The requirements of the Act dealing with PPPs have **effect from 28 June 2004**.

#### DEFINITION

The Act defines a PPP as an:

*“arrangement between a Council and a private person for the purposes of:*

- a) providing public infrastructure on facilities (being infrastructure on facilities in respect of which the Council has an interest, liability or responsibility under the arrangement); or*
- b) delivering services in accordance with the arrangements or both.”*

#### EXCLUSIONS

The PPP legislation provided for some exclusions under Division 7 of Part 13 of the *Local Government (General) Regulations* 2003. The legislation was not meant to capture the normal transactions carried out by Councils that are otherwise regulated by the Local Government 1993 or related legislation. Some exclusions are:

- the sale of Council property;
- arrangements subject to funding requirements of section 55 of the *Local Government Act* 1993;
- leasing or licensing of Community land; and
- arrangements arising out of the operation of Division 6 of Part 4 of the *Environmental Planning and Assessment Act* 1979.

#### AWARENESS

Any potential PPP should be submitted to the Governance Group through Finance Stream meetings.

Procedures as outlined by the Office of Local Government dated 1 September 2005 are to be followed (attached).

If there is any doubt about a transaction being caught by the legislation, then officers are to submit a report concerning matters as per the attached guidelines.

#### UNSOLICITED PROPOSALS

Unsolicited proposals should be considered with reference to the Unsolicited Proposals Policy.



## PUBLIC PRIVATE PARTNERSHIPS

## COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Governance + Customer Service
Date adopted by Council	24 September 2018
Date of previous adoptions	19 February 2007
Date of next review	31 August 2020
Responsible Manager	Manager Governance + Customer Service
Authorised by	Manager Governance + Customer Service

ATTACHMENT



**Department of Local Government**  
**Guidelines on the Procedures and**  
**Processes to be followed by Local**  
**Government in Public-Private**  
**Partnerships**

**1 September 2005**

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## SECTION 1 – OVERVIEW

### 1.1 Introduction

Local government has been investigating the delivery of infrastructure and services through public-private partnerships (PPPs). These arrangements can be complex and risky. For that reason, changes have been made to the *Local Government Act 1993* (the Act) by the *Local Government Amendment (Public-Private Partnerships) Act 2004*. The changes introduce a Part 6 in Chapter 12 of the Act with new requirements for all councils in NSW, including county councils, when entering into PPPs.

The Act provides that the Director General of the Department of Local Government (Director General) may from time to time issue guidelines requiring specified procedures and processes to be followed by councils when PPPs are being used or considered for the delivery of infrastructure and services. These Guidelines are issued for that purpose, and are intended to guide and assist councils and others in the operation of the new PPP requirements.

The Department of Local Government (DLG) is not intending, through these Guidelines, to approve or not approve projects. The intent is rather to examine whether or not the procedures and processes that are followed by councils are appropriate for the delivery of the particular project. Responsibility for projects remains with councils.

The changes took effect on 1 September 2005. However where a council resolution to enter into a PPP was made on or after 28 June 2004, and before 1 September 2005, the Act will still apply to that PPP, regardless of whether the arrangement for the formation of the PPP was entered into before the commencement date. (See Appendix 1 for transitional arrangements.)

The Act also establishes the Project Review Committee (PRC) to review council processes for significant or high risk projects before a Council can enter into a PPP. (See Appendix 2 for details on the membership of the PRC.)

## 1.2 Council Responsibilities

Councils have a responsibility to their communities for the prudent management of community assets and finances. Indeed, local government has responsibilities that may go beyond the responsibilities of a private sector partner or project proponent.

For example, land owned and controlled by a council is a public asset to be held, administered and used for the benefit of the public and to assist the council in providing the services and facilities it is charged to provide for the community. Similarly, all rates, charges and fees paid to and collected by a council are public assets. PPPs may entail the provision or contribution by the council of such land or funds to a project. The PPP project may itself result in or entail the private sector participant providing land or funds to the council. That land and those funds effectively become public assets to be held and administered by the council in line with its responsibilities and related prudence and management.

PPP arrangements (and any significant variation of a PPP project) should be fully considered, and be independently and rigorously appraised, *before contracts are signed or arrangements otherwise entered into and the relevant project carried out or implemented in any way*. It is the primary role and responsibility of the council concerned to ensure that this occurs and to demonstrate this in accordance with these guidelines. Compliance with these guidelines should not be an additional burden for councils. Any prudent, well-advised, well-managed and governed council should undertake the procedures required in these guidelines in any case, in order to meet its Charter and other governance and prudential obligations. These guidelines are not intended to be an onerous additional burden.

### 1.3 What is a Local Government Public-Private Partnership (PPP)?

A public-private partnership (PPP) is an arrangement between a council and a private person for the purposes of:

- a) Providing public infrastructure or facilities in which the council has an interest, liability or responsibility under the arrangement, and/or;
- b) Delivering services in accordance with the arrangement.

While this definition is broad, arrangements to be excluded from the definition are provided for in the Local Government (General) Regulation 2005 (the Regulation).

The Regulation excludes the following:

- contracting of services by council from the private sector by tender. These processes are provided for under s.55 of the Act and Part 13 of the *Local Government (General) Regulation 2005*;
- council business units or staff working for a private party, under a contract or a tender, on a full cost recovery (or for profit) basis;
- where council acts as a trustee for a bequest or donation of land, facility or building from a private party. Trusteeship may confer on-going responsibilities on council such as care or maintenance and operational expenses. There would usually be no disbursement of any income generated to the private party that has made the bequest or donation;
- leasing or licensing of Crown or Community land to a private person
- council sales of property (including operational land);
- any arrangement arising out of the operation of Division 6 of Part 4 of the *Environmental Planning & Assessment Act 1979*;
- the imposition by a council of a requirement under section 306 of the *Water Management Act 2000* (as applying to Council by virtue of s64 of the Act)

Notwithstanding these exclusions, in general terms, arrangements will need to comply with Chapter 12 Part 6 of the Act where the council retains an equity or an ongoing obligation in the provision of public infrastructure, facilities or services.

The definition is intended to capture the range of arrangements that include models described as Build, Own, Operate, Transfer (BOOT); Build, Operate, Transfer (BOT);



Build, Own, Operate (BOO); Design, Build, Finance, Operate (DBFO); Privately Financed Projects (PFPs) and the like.

If a council is unsure about whether or not a project is a PPP, advice should be sought from the Director General. The aim of the legislation is to ensure that complex and/or risky projects are understood and well managed so that project delivery occurs in line with expectations and so that risks are minimised through a rigorous process. Councils should not seek to avoid the legislation by attempting to circumvent the PPP definition.

(Appendix 3 describes some sections from the State Government '*Working with Government: Guidelines for Privately Financed Projects*'. Although these Guidelines relate only to one type of PPP (privately financed projects), some sections may assist councils in the preparation of documentation for local government PPPs.)

#### **1.4 Call in Powers**

The Minister for Local Government has the power to call in any PPP project for review by the Project Review Committee where a council has not complied with these Guidelines in relation to entering into the PPP or the carrying out of the project.

#### **1.5 What must Councils provide?**

A council must not enter into a PPP unless it has complied with the relevant requirements of the Act. The Act refers to the formation of a PPP through an "arrangement". An arrangement is not limited to the signing of formal contractual or legal documents. The definition of arrangement includes contracts and understandings.

Councils must provide the DLG with the information set out below:

- description of the project;
- scope of the project and projected costs;
- risk assessment of the project.

Guidelines on the Procedures and Processes to be followed by Local Government in Public-Private Partnerships

The General Manager(s) of the particular council(s) involved must certify that the assessment is prepared in accordance with the Guidelines. This will need to be attached to each submission made to the DLG and supported by a Council resolution.

The process of assessment is different for projects that are significant and/or high risk, and for projects that are neither significant nor high risk.

Significant projects and/or high risk projects, (see definitions in section 2), will be assessed for compliance with these Guidelines by the Project Review Committee at two stages:

- before the Expressions of Interest (EOI)/Market Testing Stage where councils have developed a project brief and are seeking private sector participants in the project. An assessment from the PRC that the process to this stage complies with the requirements of the Guidelines is necessary for the EOI phase to proceed; and
- at the Pre-Contract Signing Stage where the council has selected a preferred partner(s) from the EOI/Market Testing phase and has negotiated a draft contract for the carriage of the project. Council **MAY NOT** sign the contract until such time as the PRC has endorsed the process council has undertaken as complying with these guidelines.

Projects that are not significant or high risk may proceed to contract development without review by the PRC. This does not remove the obligation on councils to adopt the procedures and processes required of them in these guidelines. The same assessment is still required to be undertaken for scrutiny by the Director General or the PRC if required. A council, having negotiated an arrangement/agreement with a private party, may not proceed to sign a contract establishing a PPP entity without the prior approval of the Minister for Local Government under s.358 of the Act.

## 1.6 Consequences of non-compliance

A council that either:

- enters into a PPP; or
- carries out any project under a PPP,

without complying with the Act and Guidelines is in breach of the Act.

While there are no specific penalties prescribed for non-compliance with the Act or these guidelines, councils should be mindful that significant courses of action are available to remedy or restrain a breach of the Act. These include:

- orders from the Land & Environment Court to restrain or remedy the breach;
- the imposition of a surcharge, under s.435 of the Act, if a council has entered into a contract in contravention of the requirements for PPPs. Individual councillors and staff may, in limited circumstances, also be held liable in respect of any action taken in the Court;
- an investigation of a council under s.430 of the Act;
- a public inquiry into a council under s.740 of the Act; or
- legal action by the private sector partner.

The DLG will view non-compliance seriously and take appropriate action.

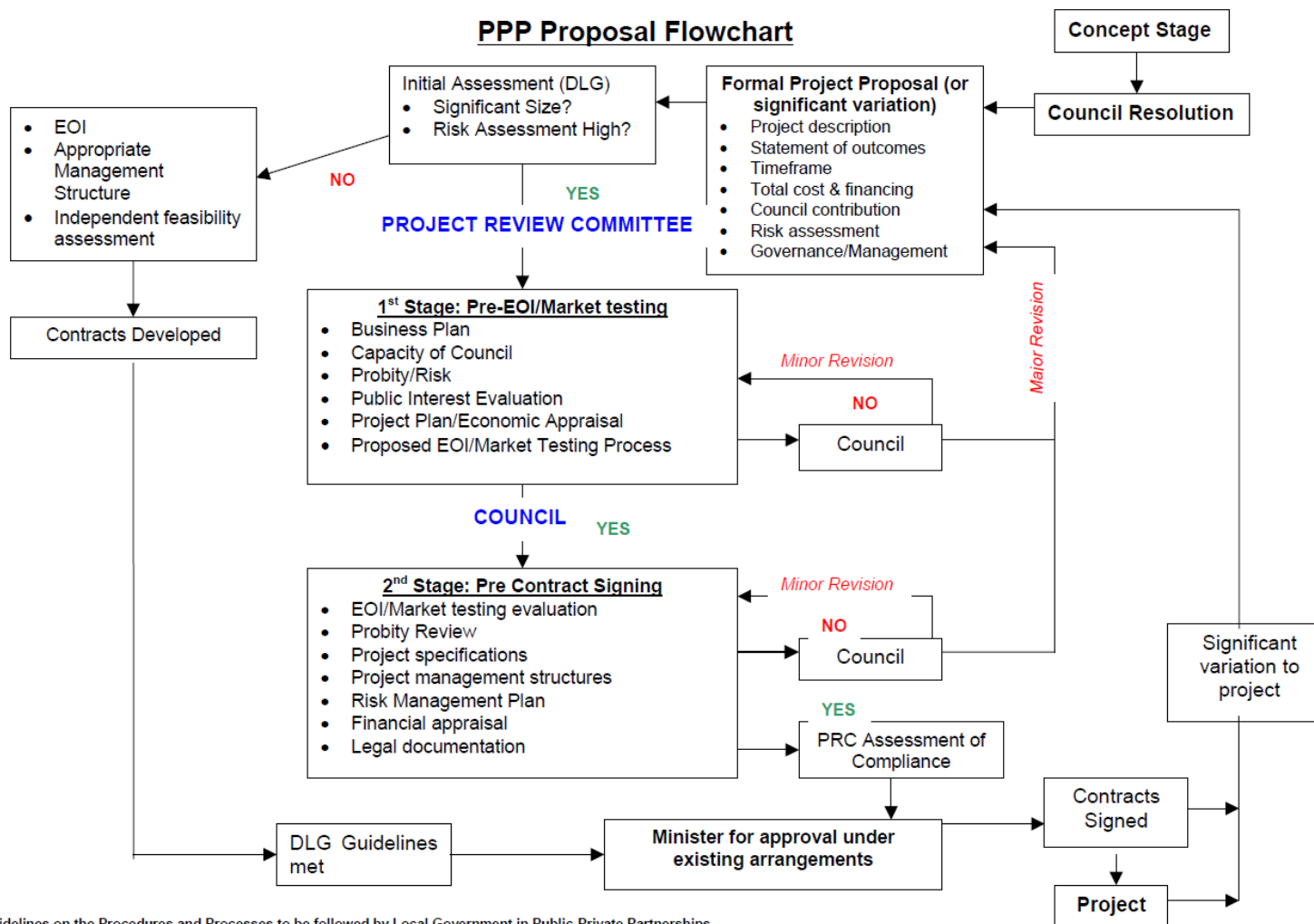
### **1.7 The Local Government Project Review Committee (PRC)**

The PRC, established under the Act, is chaired by the Director General. The committee membership is outlined at Appendix 2. Its role is to review PPP projects against these Guidelines. It remains the responsibility of council proponents to satisfy the PRC on any matter arising from its review and there is no appeal against PRC decisions. There is no limit to the number of times a project can be referred to the PRC, nor are any fees charged to the council by the PRC. All matters considered by the PRC will be dealt with on a strictly confidential basis and, in particular, commercial confidentiality at all stages of the project will be recognised.

### **1.8 The Process**

Requirements and procedures are summarised in the following diagram.

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Guidelines on the Procedures and Processes to be followed by Local Government in Public-Private Partnerships

## **SECTION 2 – Procedures and Requirements for Local Government PPP Proposals**

### **2.1 What projects are to be reviewed by the Project Review Committee?**

Significant and high risk projects must go through the two-stage PRC assessment process.

Projects that are neither significant nor high risk are not required to go to the PRC, but remain subject to restrictions on the formation of corporations or other entities except where approved by the Minister for Local Government. They must also follow the relevant processes outlined in these Guidelines.

#### **2.1.1 Significant Projects**

A significant project is defined as:

- a) any project with an estimated total cost of more than \$50 million or such other amount as may be prescribed by the regulations, or
- b) any project where the relevant council's financial contribution, or its equity position, amounts to 25% or more of the council's annual revenue that is lawfully available for spending on facilities or services of the kind to which the project relates. (Appendix 4 provides a definition of "council annual revenue" for purposes of determining the significance of a project.).

For estimating total costs, financial contributions or equity position, all elements of the project are to be taken into account. This includes land values, provision of non-monetary goods and/or services and any costs associated with the council's potential contracted liability.

Where a project is to be conducted in stages and involves a combination or series of potential contracts, the project is to be considered as one (1) project for the purposes of assessment and review. Breaking a project up into smaller parts to avoid the threshold condition is not acceptable and does not comply with the Act or Guidelines.

**Guidelines on the Procedures and Processes to be followed by Local Government in Public-Private Partnerships**

For example, where a PPP project proposal is on land that is in close proximity to another PPP proposal and involves the same participants to a significant degree, all such “projects” will be considered part of one project and should be presented as such in any submissions required under the Act. (Appendix 5 provides further guidance on the treatment of multi-council projects.)

### **2.1.2 High Risk Projects**

The Act provides that where a PPP project is a high risk project, it should be referred to the Project Review Committee for review.

A project is considered to be high risk if the individual risk, or a combination of several risk aspects of the project are so significant or so large that the Director General considers that it warrants the project being examined further. The risk may be borne by or relate to:

- the council,
- its ratepayers
- its community
- the wider community generally
- the integrity and due protection of the value of the public assets held and administered by the council, or
- the public interest generally.

Such risks may be apparent in various ways, including:

- a potential loss in value of the Council’s assets;
- a potential loss in actual or prospective revenue;
- a potential increase in council’s actual or prospective expenditures, whether in terms of one-off capital amounts, or in terms of recurrent expenditures;
- the possible inability of the council to discharge its Charter obligations to provide adequate, equitable and appropriate services and facilities for the community.

Risks should be measured and assessed not just in monetary or financial terms in the risk management plan for the project. All projects are required to have a risk management plan (see section 2.2.1 - Risk Assessment below).

Subsequent to assessment by the DLG, councils will be informed as to whether their particular project proposal is a high risk project, and therefore required to be assessed by the PRC.

## **2.2 Initial Assessment by the Department of Local Government**

It is acknowledged that, at the early stages of a project's development, it may be difficult to give precise information, particularly about financial matters. It is expected that more precise detail will only be available when a preferred partner has been identified and contract negotiations have progressed. Before formally notifying the DLG, the council will have developed the project to a stage where it has been formally approved, in principle, by a resolution of the council, and the broad concepts and principles have been formed, approved and settled. Consequently, at this Initial Assessment stage the dimensions of the project and its outcomes should be costed on the basis of expectations about responsibilities, risk management and anticipated or preferred sources of funding.

It is vital that councils determine, at an early stage, what the project will deliver, make a clear and unambiguous resolution to that effect and stick to that plan where possible.

There may be valid circumstances/reasons for a significant change in plan and therefore project outcomes/deliverables and costs. If this is the case, a new resolution should be made to reflect the change and the "new" proposal submitted to the DLG. This procedural requirement has the effect of placing a premium on full project specification as early as practicable.

As a minimum, councils are required to provide the following at the Initial Assessment stage (see appendix 9 for Initial Assessment Requirements checklist):



- project description and relationship to council's strategic and management plans including reasons why a PPP is the preferred delivery model;
- clear statement of outcomes/deliverables as agreed by a resolution of council,
- projected timeframe for project;
- estimated total project costs and sources of funding;
- preferred extent/value of council contribution to project and/or equity position;
- council annual revenue available for the type of PPP proposed;
- preferred risk assessment/management plan prepared in accordance with AS/NZS 4360:2004;
- preferred management and governance structure for the PPP entity. (See Appendix 6 for guidance on governance and management arrangements.)

The first 6 elements above can be met by short responses. The last two elements require more detail depending on the nature of the project. Items that should be considered or present in addressing these criteria are outlined below.

## **2.2.1 Risk Assessment**

It is essential that, at an early stage in the evolution of a proposed PPP project, the council develop and put into operation an appropriate risk management plan for the project. The plan should be reviewed, updated and amended, as and when required, during the development of the project. The plan could take the form of a Risk Allocation Table which identifies risks and preferred risk allocation.

Before risk can be appropriately treated, all potential risks must be identified and analysed. (See Appendix 7 for a list of possible risks.) For this purpose, a council should identify, and appropriately document, all actual or potential risk elements associated, or likely to be associated, with the project in accordance with AS/NZS 4360:2004 (the Australian Standard) and any subsequent or superseding standard. AS/NZS 4360:2004 provides a reference for directors, elected officials, chief executive officers, senior executives, line managers and staff when developing processes, systems and techniques for managing risks that are appropriate to the content of their organisation or their roles.

The allocation of any identified risk to the parties in the PPP proposal and mitigation strategies (treatment and control options) should also be included. The risk assessment should include sensitivity testing to identify best and worst case scenarios.

Depending on the nature of the project involved, a number of risk categories may need to be included in the risk matrix or allocation table. More general guidance for the preparation of a risk management plan appropriate to the nature and size of project involved can be obtained from the Australian Standard.

### **2.2.2 Management/Governance**

Different projects present different challenges and require different management and governance structures. While the project management structure will ultimately be the subject of negotiation in the contract development stage, it is appropriate that councils decide, at an early stage of project formulation, a preferred management structure for the development of the proposal and its eventual delivery.

In the development phase of the proposal, (ie up to the time where contracts are signed or written understandings are effected, establishing the structure for the arrangement to carry out the project and deliver on the specified terms of the contract or understanding) councils should, at a minimum, establish the governance arrangements outlined in Appendix 6.

### **2.3 Pre-Expressions of Interest/Market Testing Stage**

Requirements of councils at this stage build on those of the Initial Assessment.

Proponents are required to satisfy the PRC on six separate matters:

1. that a business plan has been prepared for the project;
2. the capacity of council to conduct the project (or its part of the project) has been assessed and is assured;
3. that a probity plan has been prepared for the project;
4. that a public interest evaluation has been conducted and the analysis shows a positive outcome for the community;

5. that a project plan has been prepared and includes appropriate economic appraisals of council's preferred option; and
6. evidence of an appropriate competitive process; or, where a competitive process is not proposed, the reasons for this and the alternative process proposed.

(See appendix 9 for Pre EOI Stage Assessment Requirements checklist)

### **2.3.1 Business Plan**

Once the strategic need for the proposed project has been established, it is imperative that the council establish a business case and business plan for the delivery of the project. The business plan should contain the key elements or deliverables of the project and outline the costs (and revenues) associated with them, as understood by the council at the time.

All outcomes of the project and their associated timeframes should be clearly defined and detailed in the business plan. Any hypothetical assumptions should be outlined. These outcomes and assumptions will form the basis of any future contract(s) with the private sector. Resources and respective contributions for the project should also be fully identified. A substantial change (considered to be in the order of 20%) in the relative proportion of contributions by the respective partners or sectors involved subsequent to this will be treated as a new project.

In developing a business case, the council will need to consider the range of costs and revenues that may be entailed in the project. These costs should include:

- both direct and indirect costs, separately identified;
- both capital costs, and ongoing running costs and expenses once the project is being delivered and operational.

Project costs should be considered from a "whole of life" perspective. These costs will include, but not necessarily be limited to:

- design costs;
- the costs of land acquisitions;
- the cost of land disposals;

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- land and property development costs;
- raw materials costs;
- maintenance and other ongoing operational costs;
- depreciation and/or provisions for replacement costs;
- labour costs;
- overhead costs, such as the time of council employees and others in managing the project to implementation and adoption;
- payments and fees, including expenses and allowances, to external providers and council consultants and advisers;
- loan or other financing establishment costs;
- plant and equipment costs; and so on.

The business plan should also identify and provide:

- revenue estimates and sources of revenue and/or borrowings (See Appendix 8 for guidance on financing and borrowing approvals required.)
- the skills that will be needed to deliver the project, and specify where those skills are going to be sourced; and
- the facilities and services contemplated by the project.

Any financial, market or economic analysis that supports the business case should be carried out by an independent authority(ies), organisation(s) or person(s) with relevant expertise in the context of the project.

### **2.3.2 Capacity of council**

A key consideration is the council's capacity to undertake its share of the project. One key indicator of this is council's financial capacity as represented by its current and projected (for the life of the PPP project) balance sheet. Council responsibilities in relation to the proposal, on a year on year basis throughout the project's lifetime, should be identified, clearly itemised and costed and subsequently applied to the balance sheet. Where council does not have adequate expertise, the outside sources of that expertise should be noted.

Evidence of a clear relationship between the proposal and council's strategic and management plan should accompany the above.

The risk analysis/assessment provided at the initial assessment stage should be updated to take account of any changes during the development of the business plan.

### **2.3.3 *Probity Plan***

It is essential that the council develop a probity plan for the project early in the evolution of the project. Such a plan is needed to ensure that each aspect of the process is and is seen to be open and transparent, that conflict of interest is avoided, pecuniary interests declared and that it complies with competition laws and principles.

The probity plan may need to include documentation of the relationship between parties involved in the project. For example, where any financial, market and economic analyses are carried out by an independent authority(ies), organisation(s) or person(s) with relevant expertise, the independence of these parties from the project, council or prospective private sector bidders for the project should be certified by both the assessor or principal of the assessing organisation and the PPP project manager (see Appendix 6 on management and governance arrangements for an outline of functions of the PPP project manager).

If land must be rezoned to facilitate the project, the process to undertake the rezoning should be clearly outlined. The development application (DA) process should also be outlined, setting out how the development of the PPP arrangement will be kept separate from the DA determination process.

### **2.3.4 *Public Interest Evaluation***

The project proposal must have an overall positive effect in regard to public or community interest. Council can demonstrate this by providing evidence on each of the points below:

- a) Management Plan Objectives: the proposal must be effective in meeting council objectives as contained in the current management plan. It must be demonstrated that the provision of that particular service or facility through the agency of the PPP proposal provides better value for money than would be the case if the council were to provide that outcome exclusively from within its own resources or by a more traditional contract with the private sector.
- b) Charter Obligations: council needs to satisfy itself that undertaking delivery of the proposed project will be appropriate, having regard to the council's Charter obligations and council's functions under the Act including the provision of goods, services and facilities and the carrying out of activities that are appropriate to the current and future needs within its local community and of the wider public, subject to the Act, the regulations and the law generally.
- c) Consultation: The social, economic, employment, financial and environmental impacts of the proposal should be identified and assessed for each identifiable stakeholder group affected. Council should indicate the consultation processes it has in place that will allow participation by affected groups and provide for consideration of their views.

The community must be informed of key elements and decisions made in relation to the project. Clear accountability for project reporting to council and therefore to the community must be provided for.

The DLG's guidelines entitled *Management Planning for NSW Local Government* (February 2000) includes requirements for community consultation in developing council management plans. Council should comply with all appropriate and relevant steps and provisions in those guidelines. Councils must take relevant guidelines issued from time to time by the Director General of the DLG into consideration, before exercising any of their functions.

- d) Public access: public access and equity should be addressed. To do so, council should identify any community issues and any specific needs,

including groups with special needs, which must be addressed. The project plans should outline the extent to which these needs will be met.

- e) Safety and security: risk to the safety and security of people who receive the service should be minimised. Statutory health and public safety standards are to be met as a minimum.

### **2.3.5 Project Plan/Economic Appraisal**

The project plan should effectively state the case for the council's adoption of a PPP for the provision of the particular service or facility. This should be done through the agency of an independent economic analyst, drawing on expertise appropriate to the proposal. The independent consultant must not have any conflicts of interest. Contracting and paying for such an analysis is the responsibility of the council.

More detailed guidance on the preparation of economic and financial appraisals is available from the NSW Treasury website ([www.treasury.nsw.gov.au](http://www.treasury.nsw.gov.au)). See specifically the link on Treasury publications.

Each identifiable component of a PPP proposal should be appraised. This may require, for the purposes of analysis, that the proposal is broken up into market segments and specialist expertise contracted to conduct a market analysis for each segment. For example, a PPP proposal might involve commercial and retail space in a development that will also provide or house council facilities. For such a proposal the market and economic prospects of both the commercial space and retail space for lease and/or sale would need to be separately examined by appropriate experts.

The two critical elements of any economic/market appraisal performed should be:

- cost benefit analysis (where major benefits can be quantified); and
- cost effectiveness (where outputs are not readily measured in monetary terms).

Both elements should show a net positive in the analysis for the proposal to be viable. A sensitivity analysis on the underlying parameters and assumptions/basis of



the project should also be carried out and presented to the PRC as part of the documentation. A relatively significant change in net outcome for a small change in a project parameter is indicative of possible problems with project viability. A cash flow for council's contribution should be undertaken as part of the economic appraisal detailing the council's ability to carry loans if loans are required for the project.

Outcomes from the sensitivity analysis should be linked to and incorporated into a revised risk management plan. If the project is sensitive to change in one or more market parameters, adequate strategies to meet and manage any risk to the whole project must be presented. If these management strategies represent a significant change in the project (ie a significant departure from the business plan submitted) and if the proponents still wish to go ahead with the proposal in revised form, the business plan should be amended appropriately.

### **2.3.6 Proposed Expressions of Interest (EOI)/Market Testing Process**

The EOI/market testing process is a key element in ensuring that the community gets the best value for its investment in a project. All local government PPP proposals, regardless of whether they originate from within the council or from an external source, are required to undertake an EOI/market testing process to identify preferred partners in the project.

Any EOI/market testing process should be on the basis of the business plan prepared by the council. Reference should be made to the Local Government (Tendering) Regulation 1999 and the DLG's Tendering Guidelines, if it is proposed to go to tender for any part of the project. It is acknowledged that PPPs require a level of direct negotiation which falls outside the Tendering Regulation/Guideline requirements. It is essential that transparency be maintained at all times in such negotiations. The publication "*Direct Negotiations with Proponents - When, Why and How*" by the Independent Commission Against Corruption (ICAC) should be consulted in this regard.

Details of the proposed EOI/market testing process are to be provided to the PRC at this assessment stage. This documentation should contain as a minimum:

- an outline of the EOI/market testing process proposed;
- the project brief (this should be equivalent to the business plan);
- steps/mechanisms in place to safeguard the intellectual property of the council and of prospective bidders;
- establishment and composition of an evaluation panel to consider bids (panel members should not have any conflicts of interest);
- the evaluation criteria and methodology to be used in assessing bids (including weightings) – these should include experience in the successful design, construction, financing and maintenance of similar projects, the experience and capacity of bidders to undertake the project and deliver the outcomes specified in the project brief (this may include control over appropriate land) and the bidder's financial capacity to meet anticipated contract obligations;
- treatment of non-conforming bids;
- a probity review of the proposed process by the probity advisor.

### **2.3.7 PRC Advice to Council**

Once the PRC has assessed the criteria listed above, advice will be issued on whether the council can proceed to the EOI/market testing stage or whether any matters are required to be addressed first.

## **2.4 Pre-Contract Signing Stage**

The EOI process will produce a shortlist of possible partners or, in cases where there is limited interest in the PPP proposal, a preferred partner. Where the EOI process yields a shortlist, it may be appropriate to invite those persons to submit a detailed proposal before the final selection of a preferred partner is made. In large or complex projects, it is good business practice to go through a "Detailed Proposals" phase because responses to an EOI do not always yield sufficient information for council to make a judgment on whether the proposals represent value for money.

The evaluation panel has no other role than to assess bids in the EOI process against the criteria established by the Steering Committee (and agreed to by Council by a resolution) and to then make recommendations. The panel may rank the proposals in an order determined by its assessment of the relative merits of bids. The panel should not negotiate with bidders. If more information is required of a bid the panel should inform the Steering Committee of any deficiency against the set criteria and make a recommendation as to whether this deficiency can be easily remedied or is fatal to the bid.

While the evaluation panel may make a recommendation to the project Steering Committee (and therefore council) on whether a short-list of possible partners is appropriate in the context of the project, the decision is ultimately one for the council to make.

The evaluation criteria used by the evaluation panel should be made available to short-listed bidders in preparing their further bids/submissions. Council (through its Steering Committee) may prefer, rather than to have a further formal bid process, to select the preferred partner by a negotiation process between the two (or three) best bids received as a result of the EOI process. Whatever the case, the process of refining selection should be fully documented.

Where there is limited interest elicited by the EOI process, it may be more appropriate for council to go straight to the preferred partner stage. The evaluation panel may make a recommendation to this effect.

Having identified a preferred partner, contracts for the proposal should now be negotiated between the council and the preferred partner. Following the conclusion of the negotiation process and prior to the contract being signed, the PRC will undertake its next review.

Documentation provided at this stage must include:

- a summary of the EOI process and evaluation including a completed probity review;

- the final project specifications/objectives with milestones identified, performance and reporting requirements included, timeframe for delivery and total cost. This should reflect the business plan submitted at the previous stage in terms of the main outcomes or deliverables;
- the final management structure for the PPP vehicle chosen, dispute resolution protocols, financial obligations and inputs (by source);
- the final risk management plan (updated version of that previously submitted) identifying and allocating all the risks associated with the negotiated outcome. This should include appropriate strategies to meet risks;
- a financial appraisal – independent analysis of the whole project including council's equity position and ongoing obligation; and
- an outline summary of the draft contract specifying the project proposed and the parties named in the contract.

See appendix 9 for the Pre Contract Signing Stage Assessment Requirements checklist)

The PRC may seek further information on any matter related to the selection process or the development of the draft contract and may request a copy of the draft contract. Council should maintain a complete record of all matters leading to the draft contract. The material submitted to the PRC should be commensurate with the degree of risk associated with the project. The PRC does not expect voluminous submissions, but rather, reference to key documents which have been prepared in the normal course of the PPP development. It is recognised that "one size does not fit all".

A positive assessment from the PRC about project procedures and process will be required before council may resolve to and subsequently sign the contract.

## **2.5 Variations: what is a 'significant' variation to a proposal?**

If, during the course of implementing the project (including the period before the relevant contractual or legal documents are signed) there is a proposed variation to the project, the council should immediately notify the Director General.

A significant variation in terms of these Guidelines, occurs where there is a change to the project outcomes and/or a change in the relative proportion of contributions by the respective partners in the order of 20%.

Where the Director General determines that the variation is significant, the council will be notified that an assessment of the project as varied or proposed to be varied is required.

A variation to a project is significant when its risk profile, as determined in the compilation of the risk management plan, changes. There may be a number of reasons for changes in profile including:

- changes in the physical scope of the project;
- major changes in the cost of the project, either allied with a change in scope or not;
- a change in or departure from the original allocation of risk between parties;
- changes in the financial structure of the project;
- changes in the private sector partner.

This list is not exhaustive. The risk management plan for any proposal will determine the parameters of interest on which any such assessment will be made. This will need to be determined on a case-by-case basis.

### **SECTION 3 – CORRESPONDENCE CONTACTS**

All correspondence to and communications with the Director General of the DLG and the Project Review Committee in relation to a proposed PPP project, should be made through the DLG's Head Office in Nowra. Preferably, they should be in writing. No direct contact should be made with other Committee members.

The address of that Office is:

PPP Co-ordinator

Level 2

5 O'Keefe Ave

NOWRA NSW 2540

The postal address of the Office is:

Locked Bag 3015

NOWRA NSW 2540

The telephone number is:

(02) 4428 4100

The facsimile number is:

(02) 4428 4199

Email:

[dlg@dlg.nsw.gov.au](mailto:dlg@dlg.nsw.gov.au)

## APPENDICES



***Appendix 1: Transitional Arrangements***

The Act and Guidelines apply to any PPP that a council resolved to enter into after 28 June 2004.

Where a project proposal originated (council resolved to investigate or develop a proposal) on or after 28 June 2002, and the council has not by 1 September 2005 resolved to enter a PPP arrangement, the council will be subject to a review commensurate with the stage they are at in the process set out in these guidelines. For example if the EOI is complete and all other documentation is finalised, then the council's project would be referred to the Project Review Committee for the Pre Contract Signing Stage review.

***Appendix 2: Local Government Project Review Committee Membership***

The Local Government Project Review Committee (PRC) is established by section 400J(1) of the Act.

The PRC consists of members who are appointed by virtue of the Act, and other members who may be appointed by the Director General of the Department of Local Government.

Five persons are appointed by the section as ex officio members. These are:

1. The Director General of the Department of Local Government (or an officer of the Department who is nominated by the Director General) – the Director General (or that nominee, as the case may be) is the Chairperson of the Committee.
2. The Secretary of the Treasury (or an officer of the Treasury nominated by the Secretary).
3. The Director-General of the Premier's Department (or an officer of the Premier's Department nominated by that Director-General).
4. The Director-General of The Cabinet Office of NSW (or an officer nominated by that Director-General).
5. The Director-General of the Department of Infrastructure, Planning and Natural Resources (or an officer of that Department nominated by that Director-General).

To these five persons may be added such other person or persons as the Director General of the Department of Local Government may appoint for the purposes of enabling the Project Review Committee to exercise its functions.

**Appendix 3: Useful sections of State Government “*Working with Government: Guidelines for Privately Financed Projects*”**

The NSW Government’s current policies and procedures on private financing of public infrastructure are contained in a document called *Working with Government: Guidelines for Privately Financed Projects* (WWG), issued November 2001. These Guidelines relate to privately financed projects (PFPs), which are only one type of a broader spectrum of PPPs. Other types of PPPs that are not PFPs are covered by the NSW Government Procurement Guidelines. The WWG Guidelines define a “PPP” as a general term covering any contracted relationship between the public and private sectors to produce an asset or deliver a service. PFPs, as a specific form of PPP, involve the creation of an asset through private sector financing and ownership control for a concession period, usually long term.

Although the State Government guidelines only deal with PFPs, they contain some sections which may assist councils in preparing their documentation for local government PPPs. The WWG Guidelines document is accessible via the NSW Treasury Working with Government website, [www.treasury.nsw.gov.au/wwg](http://www.treasury.nsw.gov.au/wwg).

The following sections of the WWG Guidelines may be particularly useful:

- Chapter 2 provides some guidance in identifying characteristics of projects that may be suitable for procurement as a PFP.
- Chapter 3, section 3.4 provides some guidance on what to include in a typical call for Expressions of Interest.
- Chapter 4 provides some guidance on possible elements of a typical PPP project management structure.
- Chapter 5 provides a relatively comprehensive list of possible risks that may occur in a PFP, and for which allocation of risk between the public and private sectors will need to be addressed in contractual documents for the project.
- Chapter 6 provides some guidance on key items to watch out for in developing and negotiating a contract, as these are likely to affect the allocation of risk between the public and private participants in a privately financed project.

**Appendix 4: Definition of Council Annual Revenue**

Annual revenue is broadly defined as that income from all sources that is available under the council's lawful discretion to use for the nature of the project involved.

There are various provisions in the Act and other legislation that prevent or restrict a council from expending moneys collected by it for any purposes other than that for which it was specifically collected.

Restrictions of that nature are contained in section 409(3) of the Act. This section requires that:

- (a) money that has been received as a result of the levying of a special rate or charge may not be used otherwise than for the purpose for which the rate or charge was levied, and
- (b) money that is subject to the provisions of the Act or any other Act (being provisions that state that the money may be used only for a specific purpose) may be used only for that purpose, and
- (c) money that has been received from the Government or from a public authority by way of a specific purpose advance or grant may not, except with the consent of the Government or public authority, be used otherwise than for that specific purpose.

Examples of moneys that are restricted and are excluded from the definition of annual revenue are:

- specific purpose grants and capital contributions from sources such as developers that are tied to specific outcomes. This includes contributions from developers for water supply, sewerage and drainage works under s.64 of the Act and contributions/payments pursuant to s.94 of the *Environmental Planning and Assessment Act 1979*;
- special rates made by councils under s.495 of the Act;
- special variation revenue (s.508(2) and s.508A of the Act), where also specifically tied to projects or outcomes and therefore non-discretionary. (In some cases a special variation may be granted for general or council financial

purposes rather than for a specific project. As this funding may be considered to be discretionary it may be included in the calculation of annual revenue.)

Councils in regional NSW are usually water supply and/or sewerage authorities. Revenues from these operations, and also domestic waste management, are held in restricted funds available only for activities related to the provision of that particular service under section 409 of the Act. While internal borrowing may be allowed for a short time, subject to Ministerial approval, repayment must be made on a commercial basis (s.410 of the Act). Annual revenue would exclude these restricted funds, unless the PPP project was specifically related to the particular service eg water fund is available for a water filtration plant project, domestic waste management fund is available for a waste processing/recycling facility etc.

For the purposes of determining a “significance” threshold for water supply and sewerage projects conducted through PPP arrangements, annual revenue would include the restricted revenue from the relevant fund (where the council is the local utility in the case of water supply or sewerage). Section 504 of the Act prohibits councils from applying ordinary rates to the cost of providing waste management services so, in the case of a domestic waste related PPP project, annual revenue would be limited to the domestic waste related management fund, untied grants, unrestricted fees and charges and income from investments and leases.

***Appendix 5: Treatment of Multi-Council Projects***

Where a project proposal involves a number of councils, but the estimated total cost of the project does not exceed \$50 million (or other relevant prescribed amount), the following criteria will be considered or taken into account in assessing the significance of the project in terms of council annual revenue:

1. The project is to be treated as a single project and one joint submission or assessment is to be provided to the Director General.
2. As part of that joint submission, however, each council involved in the project is to provide an assessment in respect of its own part of the project. That assessment should include relevant information and details as to the annual revenue of that council that is lawfully available to it for spending on facilities or services of the kind to which the project relates, as if that project were a project to be carried out by that council alone.
3. If any one council reaches the 25% threshold for its part of the project then the whole project will be considered significant and will be subsequently referred to the Project Review Committee for review.

As for single council projects, the project may be referred to the Project Review Committee for review if the Director General is of the opinion that the project has a high risk.

The following high risk assessment principles will be applied to multi-council projects:

1. Each council involved in the project is to provide a risk profile and assessment for their part of the project;
2. If any one council's risk assessment identifies their part of the proposal as high risk then the whole project will be deemed as high risk and will be required to undergo the review processes of the PRC;

3. If no single council's part of the project is significant or high risk, then the whole project will be assessed (by the Department on the basis of the information provided) for cumulative risk;
4. If the cumulative risk is identified as being high then the project will be deemed high risk and will need to undergo the review processes of the PRC;
5. If cumulative risk is not high then the councils can develop the proposal to pre-contract stage (in line with the requirements specified in these guidelines) at which stage the approval of the Minister for Local Government under s.358 of the Act should be sought if necessary.



## ***Appendix 6: Governance & Management Arrangements for PPPs***

Management and governance structures: The attached figure shows an example of a project management structure. The actual structure used by a council would need to take into account the specific requirements of the PPP. The appropriate structures and processes will depend on (among other things) the type and complexity of the project and the stakeholders involved.

A Steering Committee: for the development of each specific PPP proposal and the eventual negotiation of contracts. The Steering Committee should be accountable to the council.

The Steering Committee may wish to establish, for its benefit, a number of advisory committees to deal with specialised project issues such as technical/design, financial, legal and economic feasibility matters. Such a committee structure, while recommended for significant projects, is not mandatory.

A probity adviser for the project: This position should be established at the start of the process of project development to ensure its transparency, integrity and accountability. The position should be independent of and external to council. The probity adviser should report to the Steering Committee.

The probity adviser will ensure that all those submitting tenders or expressions of interest are given an equal opportunity, that the bid assessment procedures result in a fair and unbiased consideration of all bids, and that confidential material is duly protected. In general terms, probity means, for the whole project, the adoption and implementation of values of integrity, fairness and honesty. The probity adviser will also address and advise as to conflicts of interest as and when they arise, with the probity process producing accountability of decision making at all levels.

A project manager: with the appropriate expertise and skills to manage the project development phase and to interact with the private sector on operational aspects of any PPP proposal. This position is a council appointment but need not be a council officer. The position is accountable to the Steering Committee and the council.

**Guidelines on the Procedures and Processes to be followed by Local Government in Public-Private Partnerships**

A project control group: to be responsible for the timely development and quality performance of the project. The group should manage all aspects of project development including project specifications, financial/economic appraisals and establishing relevant benchmarks. This group may include councillors and/or council staff, contracted external experts and community representatives. The project director would chair this group.

An evaluation panel: to manage the expressions of interest phase of any project through to the selection of a preferred private sector partner. This panel would have the responsibility of assessing EOIs received and making recommendations to the Steering Committee on potential partners in the project. Members of this panel must not have any conflict of interest in the project.

Management Board: for the carriage of the project. The board is a project vehicle with clearly specified responsibilities for the delivery of specified outcomes.

It should comprise representation from the partners involved in the project in proportion to their relative (financial) contribution. Where council's financial inputs are less than that of its private sector partner(s), care should be taken to appropriately protect council's minority interest.

Reporting: mechanisms need to be put into place and implemented to report all aspects of the PPP. Prospective private sector participants need to be made aware of such procedures, and indeed of the general nature of the obligations and responsibilities of the council in respect of the project, particularly where they may be different from those applicable in the private sector.

Resolutions/Delegations: all council decisions must be made by resolution of the council. In limited circumstances, meetings may be closed to members of the public. Any decision by a council in relation to the formation of a PPP may only be made by resolution of the council.

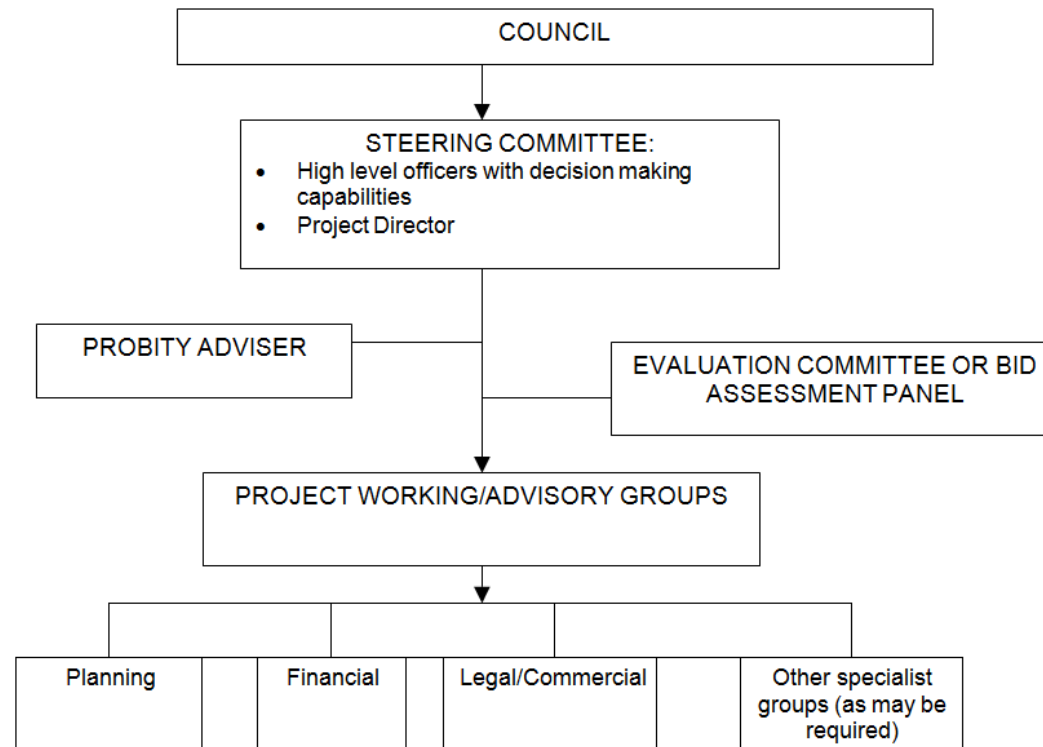
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### Appendix 6 – Figure 1: ILLUSTRATIVE PROJECT MANAGEMENT STRUCTURE

**AUTHORITY**

**GOVERNANCE**

**TECHNICAL/  
OPERATIONAL**



***Appendix 7: Risk Elements***

Risks associated with the site: if the project involves the development of land or facilities including, but not limited to, control or ownership, environmental issues, acquiring the requisite approvals, heritage or other claims on the site.

Design, construction and commissioning risks: these would normally reflect the risk that the facility or structure is unable to deliver the required outcomes at the cost and in the time frame anticipated in the PPP agreement.

Risks associated with the private sector partner: includes its financial position and its effect on the project, technical capacity to deliver contracted outcomes, ability to manage the operations and delivery of services or outcomes associated with the project and its complexity. Also should include the potential effect of any ownership changes and any probity matters discovered after the execution of the contract and subsequent to any change in ownership or principals.

Financial risks: includes the availability of funds, the conditions attaching to any loans and/or debt, prospects for re-financing the project should it become necessary, taxation matters and interest rates.

Operational risks: issues such as the possible escalation in input costs, projected maintenance/refurbishment costs being adversely affected by design and construction quality, specifications not met for outputs/outcomes, failure (financial or technical) of subcontractors, and products remaining contemporary/competitive in technology terms are matters for consideration in this context.

Market risks: including general economic downturn, the effects of competition or downturn in any market segment the project relies on in any way, demographic issues and their effect on demand for services/facilities to be provided by the project and any inflationary consequences.

Network/interface risks: issues include the effect of withdrawal or varying (either in provision or price) of a complementary or support network/service, and the interaction between any core service of council/government and contracted services under the agreement.

Industrial relations risk: the possible effects on the project of strikes or other forms of industrial action.

Legislative/government or sovereign risk: to include any risks associated with the approvals process for any development and exposure to changes in law or regulations that may affect the project.

Risks associated with asset ownership: accounting for the possibility/probability of technical obsolescence of any facility or part thereof, losses due to termination of any agreements inherent in the project or of a breach of contract not adequately compensated for financially and the value of any asset transferred to council being less than anticipated.

Force majeure: the risk that the inability to meet contracted outcomes is caused by major external events either pre or post completion.

Chapter 5 of the NSW State Government *Working with Government: Guidelines for Privately Financed Projects* provides a more extensive list of possible risks that may occur in a privately financed project.

***Appendix 8: Financing and Borrowing approvals***

Where some of the funds are to be borrowed, the council will need to establish an appropriate case for such borrowings, given the need for the council to comply with the provisions of Part 12 of Chapter 15 (see section 621 and following sections) of the Act.

The approval of the Minister for Local Government may be needed under sections 622 and 624 of the Act.

Section 410(3) of the Act will also need to be complied with, and appropriate approvals obtained from the Minister for Local Government, in respect of any internal loans, that is to say the movement of moneys out of a restricted fund, such as a water or sewerage fund.

Where some of the council sourced funds are to be raised by way of increased rates or charges over and above those allowed under the rate pegging provisions of the Act, approval from the Minister for Local Government for a special rate variation will also be needed pursuant to Part 2 of Chapter 15 of the Act.

ATTACHMENT -

**Appendix 9: Review Requirements Checklist**

<b>Initial Assessment requirements</b>	<b>Y/N</b>
General Manager's certification	
Project description	
Evidence of project's relationship to strategic & management plan	
Reasons PPP is preferred delivery model	
Statement of outcomes/deliverables	
Projected project timeframe	
Estimate of total project costs	
Extent of council contribution to or equity position in project	
Outline of funding sources	
Calculation of 'council annual revenue'	
Risk assessment/management in accordance with AS/NZS 4360:2004	
Proposed management & governance structure for PPP	

<b>Pre EOI requirements</b>	<b>Y/N</b>
Business plan	
Assessment of council's capacity to conduct project	
Probity plan	
Public interest evaluation	
Project plan	
Updated risk management plan	
Evidence of appropriate competitive process (EOI)	

<b>Pre Contract Signing Stage requirements</b>	<b>Y/N</b>
Summary of the EOI process undertaken	
Results of evaluation of bids	
Final project specifications/objectives	
Final management structure for chosen PPP vehicle	
Final risk management plan	
Financial appraisal	
Outline summary of draft contract	





ADOPTED BY COUNCIL: 20 NOVEMBER 2017

## BACKGROUND

Community and external independent members of Council reference groups or committees (herein referred to as community members) are eligible to represent Council at conferences relating to their particular group or committee, and may be required to travel outside of the local government area for this purpose.

This policy outlines the procedures that are required to be observed by community members in order to ensure accountability for costs and travel expenses when representing Council.

## OBJECTIVE

The main objective of this policy is to outline the approval process for, and regulate the attendance by, community members of Council reference groups or committees at relevant conferences including payment of costs, reimbursement of expenses and other matters.

## POLICY STATEMENT

This policy aims to ensure Council's accountability to stakeholders for costs incurred by community members for travel and attendance at relevant conferences outside of the local government area.

## 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.

## CONFERENCE ATTENDANCE BY REFERENCE GROUP AND COMMITTEE MEMBERS

## COUNCIL POLICY

### STATEMENT OF PROCEDURES

- 1 All requests by community members of Council reference groups and committees to attend their respective conference must initially be endorsed by the committee or reference group and approved by the appropriate Divisional Manager prior to being reported to an open meeting of Council for determination.

The report to Council must include full details relating to the conference, the expected benefits, duration, itinerary, number of persons attending (including committee members, Councillors, and staff), estimated costs and the source of funding. Costs include, but may not be limited to:

- Registration fee
- Official conference dinner ticket
- Accommodation
- Travel related expenses
- Incidental expenses.

- 2 Attendance at conferences by community members will be limited to one member per conference.
- 3 All costs associated with their attendance are to be met by the relevant Council Division.
- 4 All bookings and arrangements are to be undertaken by the appropriate Personal Assistant or Division Secretary.
- 5 Accommodation is to be booked at the conference venue unless the General Manager determines otherwise.
- 6 Council will meet all reasonable incidental out-of-pocket expenses incurred by community members subject to substantiation by way of receipts.

Incidental expenses may include Council related telephone or facsimile calls, taxi fares, parking station fees and cost of meals not included in registration fees, but excludes tips, laundry and dry cleaning (associated with overnight travel). Accommodation and meal expenses will not exceed those determined for Councillors in the *Councillor Expenses and Facilities* policy.

- 7 Community members representing Council at conferences must comply with Council's *Code of Conduct for Council Delegates and Members of Committees*.
- 8 Individual community members on Council reference groups or committees are limited to one conference per Council term.
- 9 Community members may be accompanied by spouses or partners subject to all expenses incurred in relation to the spouse or partner's presence being met by the community member.
- 10 Community members attending conferences are to travel to and from the conference with Councillors and/or Council staff where possible. Community members travelling to a conference in their own private vehicle are not eligible for any reimbursement of travelling expenses.
- 11 Community members are covered by Council's Corporate Travel and Personal Accident Insurance cover whilst attending conferences as representatives of Council. Staff must advise Council's Risk and Insurance team whenever a community member is attending a conference as a representative of Council prior to departure. Information required includes:
  - The name of the community member
  - In what capacity the community member is attending the conference, including the name of the committee or reference group they are a member of, and whether they are an invited speaker
  - Where they are travelling to and if it is more than 100km from Wollongong
  - The proposed dates of travel, including departure and return dates
  - Mode of travel, for example by car, air travel, train etc.
- 12 Any Community Member who is requested to speak at a Conference on behalf of Council must adhere to Council's *Media Protocol* particularly in relation to not being official spokespersons of Council. Any request of this type must be forwarded to Council's Public Relations and Communications Unit.
- 13 On return from any conference provided for by this policy, where not accompanied by a member of staff or Councillor member of the committee, the committee member must present a written or verbal presentation to the committee on the outcomes of the conference at its next scheduled meeting.

## CONFERENCE ATTENDANCE BY REFERENCE GROUP AND COMMITTEE MEMBERS

### COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Governance and Information
Date adopted by Council	20 November 2017
Date of previous adoptions	10/11/2014, 28/11/2005, 24/06/2002
Date of next review	March 2021
Legislative or other requirement for review	Policy – each term of Council
Responsible Manager	Manager Governance and Information
Authorised by	Director Corporate Services

## ITEM 5 PERFORMANCE REVIEW COMMITTEE CHARTER

The Performance Review Committee is responsible reviewing the performance of the General Manager in accordance with the Performance Review Committee Charter.

The Performance Review Committee currently consists of the Lord Mayor, Deputy Lord Mayor (Cr Tania Brown) and Cr Mithra Cox.

### RECOMMENDATION

Council adopt the revised Performance Review Committee Charter.

### REPORT AUTHORISATIONS

Report of: Todd Hopwood, Manager Governance and Customer Service  
 Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

### ATTACHMENTS

- 1 Performance Review Committee - Draft Charter

### BACKGROUND

The current Performance Review Committee Charter was last adopted by Council on 19 February 2019. The Charter has been reviewed and amended to reflect the new Guidelines for the Appointment and Oversight of General Managers which were published by the Office of Local Government in 2022. The amendments (highlighted in red) are administrative and have been made for clarification purposes.

The General Manager commences a new contract on 3 June 2023. A new performance agreement setting out agreed performance criteria will be finalised between the General Manager and Performance Review Committee within three months of the contract commencing.

### CONSULTATION AND COMMUNICATION

The Chair of the Audit, Risk and Improvement Committee has indicated support for the proposed changes to the draft Charter.

### PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2032 Goal 4. It specifically delivers on the following:

Community Strategic Plan 2032		Delivery Program 2022-2026	
Strategy		Service	
4	We are a connected and engaged community	4.7	Demonstrate responsible decision-making based on our values, collaboration, and transparent and accountable leadership

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 FEBRUARY 2018

### 1 INTRODUCTION

The General Manager is accountable for the fulfilment by the organisation of its goals, statutory responsibilities and the targets set in the Council's strategic and management plans. The General Manager has overall accountability for the leadership and effective management of the Council's human, non-financial and financial resources and for implementing the Council's strategies, policies and programs. In addition, the General Manager should ensure the highest levels of probity and corporate governance are adhered to across the organisation. The General Manager should be held accountable for the two aspects inherent in his/her responsibilities:

- Overall performance of the organisation
- His/her individual performance

Performance management:

- Is an essential component of corporate governance, allowing a Council to monitor and respond to how the General Manager delivers against the goals and outcomes required by Council
- Engenders a mutual understanding of what is expected of the General Manager by Council
- Links the General Manager's personal performance objectives with Council's organisational goals as identified in Council's strategic and management plans
- Should be a constructive and collaborative process between the parties
- Promotes communication and provides feedback on performance between the General Manager and Council
- Addresses the leadership qualities of the General Manager that are set out in the agreement

The Performance Review Committee has been established following consideration of the Office of Local Government Guidelines for the Appointment and Oversight of General Managers. The focus of the Performance Review Committee is to monitor and review the General Manager's performance in accordance with the ~~Department of Local Government~~, Standard Contract General Managers of Local Councils in New South Wales.

### 2 AUTHORITY

The Performance Review Committee has full delegation for the whole process of performance management, including discussions regarding performance, any actions that should be taken and the determination of the new annual performance agreement. The day-to-day oversight and management of the General Manager shall be the responsibility of the Lord Mayor in accordance with Council policies.

The Performance Review Committee may make recommendations, however does not have decision-making authority in relation to renewal of contract nor salary adjustments above annual indexations provided for in the Standard Contract - General Managers of Local Councils in New South Wales.

### 3 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and functions of the Performance Review Committee are to -

- Conduct the performance reviews of the General Manager on an annual basis.
- Develop an agreed annual performance agreement. The performance agreement should contain but not be limited to key indicators that measure how well the General Manager has met expectations with respect to:
  - ~~service delivery targets from~~ the Council's Delivery Program, Operational Plan and Community Strategic Plan;
  - budget compliance;
  - organisational capability;
  - timeliness and accuracy of information and advice to Councillors;
  - timely implementation of council resolutions;
  - management of organisational risks;
  - implementation of both internal and external audit recommendations;
  - leadership.

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 FEBRUARY 2018

- Report the findings and recommendations of those reviews to a Closed Session of Council including salary adjustments above those outlined in the General Managers Contract. This is not an opportunity to debate the results or re-enact the performance review of the General Manager.
- Report recommendations on contract renewal to a Closed meeting of Council. Subsequently, the decision by Council to offer a new contract and a salary package should be reported to an open meeting of Council.

The performance management report of any Council staff member, including the General Manager, should not be released to the public and should be retained on the appropriate confidential Council employment file. Release of such personal information to other than the Performance Review Committee, the General Manager and the Councillors in confidence may be a breach of privacy legislation.

A timeline has been attached as a checklist for easy reference.

### 4 COMPOSITION OF THE PERFORMANCE REVIEW COMMITTEE

The Performance Review Committee is to be composed of:

- Lord Mayor as the Chairperson.
- Deputy Lord Mayor.
- One Councillor elected by Council;
- One Councillor may be nominated by the General Manager (optional).
- An External Facilitator by agreement of the General Manager and Performance Review Committee, selected by the Performance Review Committee from suitable candidates in the list supplied by Local Government NSW, to assist with the facilitation of the process of performance review and the development of new performance agreements (optional);
- ~~→ An Independent Observer, to be selected by the Performance Review Committee, from the Independent Members of the Corporate Governance Committee, to observe and ensure the process is carried out in an open and transparent manner.~~
- The Chair of the Audit Risk and Improvement Committee (ARIC) will be engaged as an independent observer during the review process to ensure it is carried out in an open and transparent manner.

All Councillors will be provided with the opportunity to provide feedback to the Performance Review Committee on the General Manager's performance. An annual Closed Briefing Session will be provided for this feedback to occur, however feedback can be provided to the Lord Mayor at any time during the year by appointment, outside of this Briefing Session.

Those Councillors selected to take part in the Committee should have received training on performance management of General Managers or demonstrate prior learning. The demonstration of prior learning is to be referred to the Chair of the Audit, Risk and Improvement Committee ~~Corporate Governance Committee~~ for determination.

### 5 TERMS OF APPOINTMENT

Terms of appointment are as follows:

#### Committee Members

#### Appointment

Lord Mayor

Term of Council

Deputy Lord Mayor

Annual (position elected annually)

Councillor appointed by the Council

Term of Council or as resolved by Council

Other Committee Members

- Councillor appointed by the General Manager Annually (optional) at the discretion of the General Manager

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 FEBRUARY 2018

### Committee Members

- External Facilitator
- Independent Observer

### Appointment

Annually (optional) by agreement of the General Manager and the Performance Review Committee (if there is a decision to appoint, the External Facilitator is selected by the Performance Review Committee from suitable candidates in the list supplied by Local Government NSW)

Annually – Chair of Audit Risk and Improvement Committee engaged by the Performance Review Committee as needed. ~~from the independent membership of Corporate Governance Committee~~

## 6 OBLIGATIONS OF MEMBERS

Members of the Performance Review Committee, in performing their duties, shall:

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

## 7 MEETINGS

The Performance Review Committee will assess the performance of the General Manager in the first quarter of the financial year on an annual basis. Meetings comprising the review are:

- Confidential Briefing Session for Councillors to provide feedback on the General Manager's performance and provide feedback for the development of the following year's Performance Agreement;
- Performance Review Committee to discuss and compile feedback on the General Manager's performance against the current Performance Agreement;
- Performance Review Committee meeting with the General Manager to provide feedback on performance against the current Performance Agreement. The agenda for this meeting would normally include:
  - Outlining the process of the meeting;
  - Discussing and reaching agreement on the rating that should be given against each objective;
  - Noting any significant issues which should be taken into account at the next Performance Agreement Review;
  - Identifying actions to be taken immediately to alleviate any specific problem areas, to enhance performance, to remove any barriers to achievement of performance, and agree on steps necessary to bring this about;
  - Dealing with any other issues which are performance-related and which the General Manager or the Committee see as warranting discussion.
- Performance Review Committee meet with General Manager to develop and agree on a new performance review agreement.

Facilitation of the process is the responsibility of the Lord Mayor's Office in consultation with:

- Human Resources and/or External Facilitator - to ensure the Committee knows of and applies contemporary performance review practices;
- Governance - to ensure all legislative and statutory requirements are met;
- Chair of the Audit Risk and Improvement Committee ~~Governance Committee~~ as required.

Meetings will be chaired by the Lord Mayor. A quorum will consist of all Councillor members of the Performance Review Committee. Decisions between parties may be undertaken electronically.

~~A timeline has been attached as a checklist for easy reference.~~



# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 FEBRUARY 2018

### 8 MINUTES AND REPORTING

Minutes of meetings will be recorded through the following output documents:

- Performance Agreement (this document is the agreement by which the performance of the General Manager will be assessed against)
- Performance Review (this document is the assessment by the Performance Review Committee of the General Manager's performance)
- Minutes of a Closed Session of Council recording the findings and recommendations of the annual performance review and recommendations for contract renewal and salary adjustments above those outlined in the General Manager's Contract.

The following will be reported to Council by the Performance Review Committee in Closed Session:

- The findings and recommendations of the performance review along with the new agreed performance agreement for the next review period.

NOTE: This is not an opportunity to debate the results or re-enact the performance review of the General Manager.

### 9 EVALUATION AND REVIEW

A review of the Performance Review Committee will be undertaken within 12 months of a newly elected Council to ensure the purpose, membership and operation of the Committee is effective and to make appropriate changes.

### 10 REFERENCES:

- Local Government Act 1993
- Standard Contract General Managers of Local Councils in New South Wales
- Guidelines for the Appointment and Oversight of General Managers – Office of Local Government
- Code of Conduct

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 FEBRUARY 2018

### Performance Management Timelines

<u>Timeline</u>	<u>Activity</u>	<u>Responsibility</u>
<u>At commencement of each new council</u>	<u>Provide induction training on performance management of the General Manager</u>	<u>Council</u>
<u>Within 3 months of the commencement date of the contract</u>	<u>A performance agreement setting out agreed performance criteria must be signed between the General Manager and Performance Review Committee</u>	
<u>At least 10 days' notice</u>	<u>The Performance Review Committee must give the General Manager and Councillors written notice that the performance review is to be conducted.</u>	<u>Council or council Panel</u>
<u>After 6 months</u>	<u>The council may also decide, with the agreement of the General Manager, to provide interim feedback to the general manager midway through the annual review period</u>	<u>Council or council panel</u> <u>General Manager</u>
<u>Prior to the annual review</u>	<u>Ensure all Councillors on the Performance Review Committee have been trained in performance management</u>	<u>Council</u>
<u>Prior to the annual performance review</u>	<u>The General Manager submits a self-assessment of their performance against the agreement.</u>	<u>General Manager</u>
	<u>The General Manager's performance must be reviewed having regard to the performance criteria in the agreement</u>	<u>Council or council panel</u> <u>General Manager</u>
<u>Annually</u>	<u>The performance agreement must be reviewed and varied by agreement</u>	<u>Council or council panel</u> <u>General Manager</u>
<u>Within 6 weeks of the conclusion of the performance review</u>	<u>Council will prepare and send to the General Manager a written statement with council's conclusions on the general manager's performance during the performance review period</u>	<u>Council or council panel</u>

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 February 2018 \*

PERFORMANCE REVIEW COMMITTEE TIMELINES				
Timeline	Date anticipated	Activity	Responsibility	Output
Annually	July	Agreed Performance Agreement	Performance Review Committee	Signed Performance Agreement
Within 3 months of the commencement date of the contract and annually	September	A Performance Management Committee be formed through election of Councillors to Committees and Reference Groups	Council	Report to Council and formal resolution of Council (open session) as part of the annual Election of Councillors to Committees and Reference Groups report to Council
	October	General Manager provide advice on option of an extra Councillor	General Manager	Written advice to Chair of Performance Review Committee
	October	Inclusion of an External Facilitator, by agreement of the General Manager and the Performance Review Committee, and selected by the Performance Review Committee from suitable candidates in the list supplied by Local Government NSW	General Manager and Performance Review Committee	Written advice to the Chair of Performance Review Committee and the General Manager. If an agreement to opt in for an External Facilitator; documentation engaging the external facilitator
	October	Performance Review Committee select the independent observer from the independent membership of the Corporate Governance Committee	Performance Review Committee	Documentation engaging the independent observer Option to consult with Corporate Governance Committee (if required)
	December	A performance agreement setting out agreed performance criteria must be signed between the General Manager and the Performance Review Committee	Performance Review Committee and General Manager	Performance Agreement and formal resolution of Council (closed session) receiving and noting performance agreement

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 February 2018 \*

Timeline	Date anticipated	Activity	Responsibility	Output
Within 2 months of the signing of the performance agreement	February	The General Manager may prepare and submit to Council an action plan which sets out how the performance criteria are to be met	General Manager	Written advice to Chair of Performance Review Committee
24 days' notice (before annual review)	June	The General Manager gives the Chair of the Performance Review Committee written notice that an annual performance review is due	General Manager	Written advice to Chair of Performance Review Committee
At least 10 days' notice	June	The Chair must give the General Manager written notice of any performance review to be conducted	Performance Review Committee	Written advice to the General Manager
Annually, prior to commencement of the performance review process	June	Councillors be provided with a timeline, including relevant dates, for the conduct of the General Manager's Performance Review.	Performance Review Committee	Formal advice to Councillors
After 6 months	December	The Performance Review Committee may also decide, with the agreement of the General Manager, to provide interim feedback to the General Manager midway through the annual review period	Performance Review Committee and General Manager	Written advice to the General Manager

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 February 2018 \*

Timeline	Date anticipated	Activity	Responsibility	Output
Prior to the annual performance review	October	Provide training on performance management of the General Manager or demonstrate prior learning	Chair Governance Committee	Records of attainment of training or advice from the Chair of Governance Committee determining recognition of prior learning
	July	The General Manager submit to Council a self-assessment of his/her performance	General Manager	Written advice to the Chair of the Performance Review Committee
Annually	June	Councillors will be provided with the opportunity to provide feedback to the Performance Review Committee on the General Manager's performance.	Performance Review Committee	Invitation to Councillors to a closed briefing session
	August	The General Manager's performance must be reviewed having regard to the performance criteria in the Agreement	Performance Review Committee and General Manager	Formal resolution of Council (closed session) receiving and noting performance review
Within 6 weeks of the conclusion of the performance review	September	Council will prepare and send to the General Manager a written statement with Council's conclusions on the General Manager's performance during the performance review period	Performance Review Committee	Performance Review documentation completed with findings and recommendations against criteria in agreed performance agreement
Annually as soon as practicable following the conclusion of the performance review	October	Council receive a report on the recommendations and findings of the Performance Review in Closed Session.	Performance review Committee	Report to Council and formal resolution of Council (closed session).
As soon as possible after receipt of the statement	December	The General Manager and the Performance Review Committee will agree on any variation to the performance agreement for the next period of review	Performance Review Committee and General Manager	Performance agreement documentation developed
				Formal resolution of Council (closed session) receiving and noting agreed performance agreement

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON 19 February 2018 \*

Timeline	Date anticipated	Activity	Responsibility	Output
Annually	October	The performance agreement must be reviewed and varied by agreement	Performance Review Committee and General Manager	Signature of all parties
Contract renewal	December	Performance Review Committee make recommendations to Council on contract renewal and salary adjustments above those outlined in the General Managers Contract	Performance Review Committee	Report to Council and formal resolution of Council (closed session). Subsequently, details of decision by Council to offer a new contract and a salary package should be reported to an open meeting of Council
Verification process	February, May, August, November	Verification by the Corporate Governance Committee of the process being undertaken	Corporate Governance Committee	Checklist be provided to Corporate Governance Committee for verification

Facilitation of the Performance Review process is undertaken in consultation with:

- Human Resources and/or External Facilitator are to ensure the Committee knows of and applies contemporary performance review practices;
- Governance to ensure all legislative and statutory requirements are met;
- Chair of the Governance Committee as required.

# CHARTER

## PERFORMANCE REVIEW COMMITTEE



CHARTER ADOPTED ON .....

SUMMARY SHEET		
Responsible Division	Office of the Lord Mayor	
	Date	Adopted/Endorsed by
Date last adopted	19 February 2018	Council
Date of previous adoptions	9 June 2015	Council
	18 May 2015	<i>Council (rescinded on 9 June 2015)</i>
	November 2012	Council
	October 2011	Council



## ITEM 6

## LOCAL GOVERNMENT REMUNERATION TRIBUNAL - ANNUAL FEES PAYABLE TO LORD MAYOR AND COUNCILLORS 1 JULY 2023 TO 30 JUNE 2024

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 2023.

### RECOMMENDATION

The annual fees payable for the period 1 July 2023 to 30 June 2024 be:

- 1 \$34,330 for each Councillor including the Lord Mayor, and
- 2 \$106,960 additional fee for the Lord Mayor.

### REPORT AUTHORISATIONS

Report of: Todd Hopwood, Manager Governance and Customer Service  
 Authorised by: Renee Campbell, Director Corporate Services - Connected + Engaged City

### ATTACHMENTS

There are no attachments for this report.

### BACKGROUND

The *Local Government Act 1993* (the Act) provides for the establishment of a Local Government Remuneration Tribunal (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.

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 a council declines to fix a fee, it must pay the appropriate minimum fees as determined by the Tribunal.

Section 239 of the Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every three years. In accordance with the Act, in 2023 the Tribunal undertook a review of the categories and allocation of councils into each category as part of this review.

Wollongong City Council remains categorised as 'Major Regional City' and the proposed fee represents a three per cent increase to the previous year's fee.

### PROPOSAL

This report recommends the full increase be applied to Lord Mayoral and Councillors' fees for 2023/24. Pursuant to s.241 of the Act, the annual fees to be paid to Councillors and Lord Mayor, effective from 1 July 2023 are to be as follows:

Category: Major Regional City	2022/23	2023/24
Councillor fee	\$33,330	\$34,330
Lord Mayoral Fee	\$103,840	\$106,960

### PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2032 Goal "*We are a connected and engaged Community*".

## FINANCIAL IMPLICATIONS

There are sufficient funds in the 2023/24 budget to meet a three per cent increase as determined 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 three per cent, consistent with the government's policy on wages. It is recommended Council adopt the proposed fees for 2023/24 as outlined in this report.

**ITEM 7 OTFORD ROAD, OTFORD - CAUSEWAY REPAIR PROCUREMENT**

The significant weather event experienced on the 9 February 2023 caused major damage to the existing causeway on Otford Road, Otford at the crossing of the Hacking River. The event was declared a natural disaster by the NSW Government which has provided Council the opportunity to apply for grant funding to perform rectification works to the affected asset from Transport for NSW (TfNSW). The grant conditions require the design and construction works to be completed by 30 June 2025.

Based upon preliminary conversations with TfNSW, the proposed grant funding will cover a like-for-like replacement of the damaged asset(s). A design for "like-for-like" replacement is currently underway and planned to be completed by late May 2023.

Otford Road is currently closed at the causeway for vehicular crossing; however, Council has established temporary pedestrian access for the Otford community.

This report recommends that on this occasion, formal tenders not be invited for the reasons listed in the report and that Council proceed with a request for formal quotations from contractors with demonstrated experience and ability to undertake the embankment repair works to provide a second means of egress for the Otford community prior to, or as soon as possible after the statutory bushfire season.

**RECOMMENDATION**

- 1 Pursuant to section 55(3)(i) of the Local Government Act 1993, tenders not be invited for the contract (or contracts) for the repair of the failed causeway and associated works at Otford Road, Otford. This is due to extenuating circumstances, being the risk to the community due to fire and/or flood causing further inability of residents to escape, the pending Statutory Bushfire Danger Period commencing 1 October 2023 and the MS to the Gong Bike Ride event planned for 5 November 2023.
- 2 Council delegate to the General Manager the authority to undertake and finalise a formal quotation process, in accordance with Council's procurement policies and procedures with available contractors with demonstrated experience and ability to undertake the works with a view to enter a contract (or contracts) for these works.
- 3 Council delegate to the General Manager authority to enter a contract (or contracts) with the contractor or contractors selected following the process outlined at 2 above.
- 4 A report describing the outcome of the procurement process be submitted to the next available Council meeting following the successful engagement of contractor or contractors.

**REPORT AUTHORISATIONS**

Report of: Glenn Whittaker, Manager Project Delivery  
Authorised by: Joanne Page, Director Infrastructure + Works

**ATTACHMENTS**

- 1 Location Plans

**BACKGROUND**

The Illawarra region experienced a significant weather event on the 9 February 2023 that caused significant damage to various structures throughout the region.

The Otford Road Causeway has been the subject of recent investigations for potential flooding and risk improvements, but a full concept design had not been completed prior to the significant rain event.

Council has commenced a geotechnical investigation in this area as a precursor to the preparation of the design and tender documentation for the replacement of this causeway. Council is seeking to expedite the replacement of this causeway for the following reasons:

- The causeway provides a second means of egress to the Otford community should they be blocked from exiting to the east and Lady Wakehurst Drive. This blockage can occur during emergency situations such as bushfires.

- The Statutory Bushfire Danger Period that has direct impact on the Otford Community and commences on 1 October 2023
- The MS Gong Bike Ride is scheduled for 5 November 2023. This includes Lady Wakehurst Drive being closed for an extended period to allow the significant number of riders to pass, and also restricts access for the Otford community via this route.

## PROPOSAL

The program to achieve all design, engagement and construction works prior to or as close to the Statutory Bushfire Danger Period is extremely tight and requires minimal delay in all aspects of the planning, design, approval, procurement, and construction process.

It is proposed that Council seek formal quotations, rather than tenders from specialist civil contractors with demonstrated experience and ability to undertake the works within a tight timeframe.

Normally Council would prepare a tender for these works as the estimated cost exceeds Council's tender threshold of \$250,000 (incl. GST). The minimum duration to undertake a tender process is approximately 10-12 weeks (depending on the relationship between the commencement of advertising and the actual date of the Council meeting), while a formal quotation process can be undertaken in approximately six (6) weeks if Council were to support the recommendation of this report.

The Statutory Bushfire Danger Period commences 18 weeks following this Council meeting and it should be recognized that to have the causeway constructed within this period is an extremely challenging program. The proposed procurement strategy could provide an additional 6 weeks of construction time.

A formal quotation process carried out under Council's procurement policy mirrors the governance requirements of the tender process but does not require a formal report to Council with the resulting delays in preparing and publishing a report to Council. A formal quotation panel is constituted with the same technical, governance and procurement staff which normally constitute a tender panel to ensure probity concerns are addressed. Transparency to the community will be assured by reporting the outcome of the procurement process to the next available Council meeting following the engagement of the contractor.

Once the Quotation process is complete, Council will be able to appoint a recommended contractor to initiate procurement of materials and commence works. It is proposed that contractors be invited to submit quotations using the criteria normally used in the formal tendering process which addresses the following typical Mandatory and Non-Mandatory criteria as outlined below.

### **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
- 3 Tenders have as a minimum a Health and Safety Policy and WHS Management System Manual or Plan

### **Assessable Criteria**

- 1 Cost to Council
- 2 Appreciation of scope of works and construction methodology
- 3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile including staff qualifications and experience
- 4 Proposed Subcontractors
- 5 Project Schedule
- 6 Demonstrated strengthening of local economic capacity
- 7 Workplace Health and Safety Management System and Environmental Management Policies and Procedures

## CONSULTATION AND COMMUNICATION

- 1 Officers from Governance and Customer Service and Legal Services Divisions.
- 2 Officers from the Project Delivery Division including Design and Technical Services, Major Projects and Geotechnical.
- 3 Council is in the process of communicating with adjacent landowners through letter box drops and media. The public have already been advised of the current road closure through media channels and Council's web page. Temporary signage is in place to remind potential road users.
- 4 Council has been in communication with Emergency Services agencies.

## PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 5 "We are a healthy community in a liveable city".

It specifically delivers on core business activities as detailed in the Infrastructure Delivery Program 2023.

## SUSTAINABILITY IMPLICATIONS

The following sustainability implications have been considered:

- Durable products incorporated into the design to ensure long-term integrity of the assets.
- Sustainable procurement by providing local companies the opportunity to submit quotations for the work.
- Quotation assessment incorporated weightings to support the ongoing economic development of the region including the sourcing and supply of local labour and materials.

## RISK MANAGEMENT

The risk in accepting the recommendation of this report is considered low on the basis that the formal quotation process will fully comply with Council's Procurement Policies and Procedures and the Local Government Act 1993. A formal quotation panel will be established to invite and assess quotations using procedures normally utilised in Council's tender process.

The risk of the project works is considered high, with the key risks to the project listed below:

- The short construction window available.
- The current weather conditions continue to affect the area around the causeway including to the river embankments. The ongoing weather-related damage caused across the State may lead to a lack of availability of both materials and specialised contractors.
- The risk of further river embankment failure or continuing heavy rainfall events may render the site unsafe for construction activities.
- The risk to the local community by not replacing the causeway prior to the Statutory Bushfire Danger Period is significant should such an event occur, and residents are unable to escape. The impact of the possibility of no second access/egress will be discussed with all emergency services at the next meeting of the Local Emergency Management Committee planned for the 7 June 2023. This committee will then have sufficient time to plan for, modify and communicate the Local Emergency Plan if that scenario arises.

The proposed use of an experienced and reputable civil contractor, with procurement and project management from Council Officers will ensure that appropriate risk mitigation measures are in place.

## FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan—

2022/23 and 2023/24 Capital Budgets

Council will seek assistance for these works under the NSW Government Disaster Recovery Funding Arrangements (DRFA).

## CONCLUSION

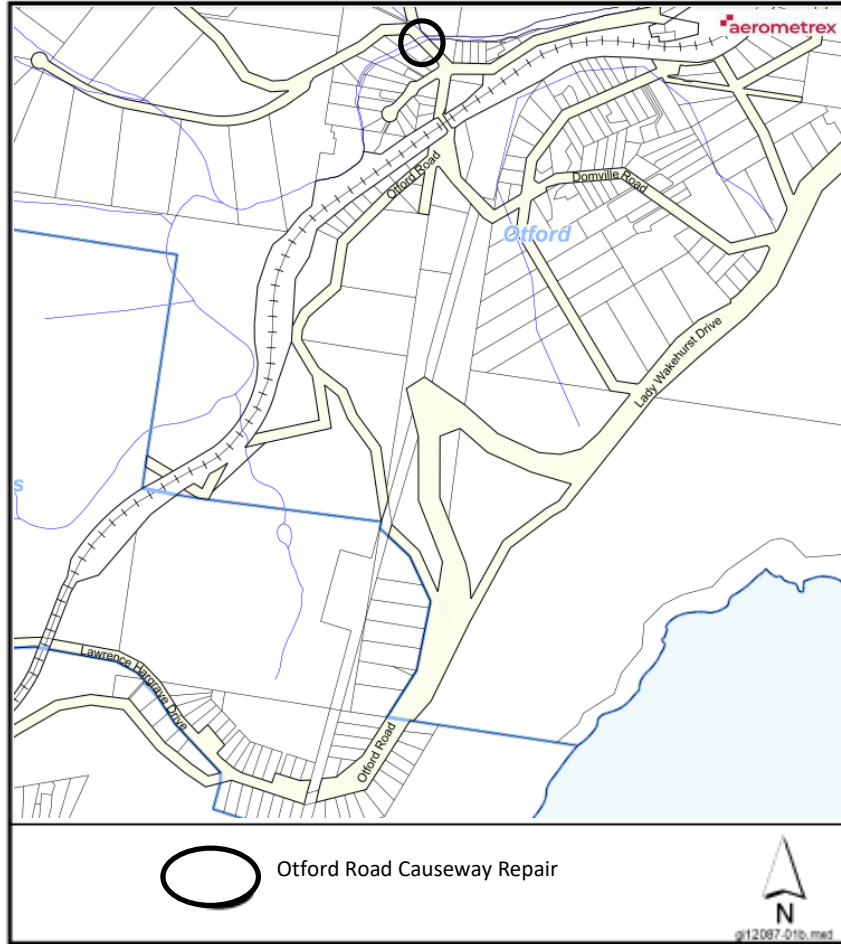
An opportunity currently exists to mitigate risk and delays by shortening lead times in the construction of a new culvert and causeway on Otford Road. It is recommended that a competitive quotation process be used on this occasion (rather than a formal tender) to achieve these aims.





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**ITEM 8 T1000097 - INTERNAL AUDIT SERVICES TO COUNCIL**

This report recommends acceptance of a tender for Internal Audit Services to Council in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2021.

Wollongong City Council wishes to engage a contractor to enter a contract for high quality internal audit services to Council.

The term of the contract being tendered for is four years commencing on 1 July 2023

**RECOMMEDATION**

- 1 In accordance with Section 178(1)(a) of the Local Government (General) Regulation 2021, Council accepts the tender of Centium Pty Ltd for provision of Internal Audit Services to Council for 2023 - 2027, in the sum of \$565,000 including 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: Todd Hopwood, Manager Governance and Customer Service  
Authorised by: Greg Doyle, General Manager

**ATTACHMENTS**

There are no attachments for this report.

**BACKGROUND**

Tenders were invited for the provision of this service were invited by the open tender method with a close of tenders of 10.00 am on 4 May 2023.

Six (6) tenders were received by the close of tenders. All tenders have been scrutinised and evaluated by a Tender Evaluation Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Regulation and Enforcement and Governance and Customer Service Divisions.

The Tender Evaluation Panel evaluated all tenders in accordance with the following Evaluation 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

**Evaluation Criteria**

- 1 Cost to Council – 25%
- 2 Demonstrated extensive prior experience in provision of internal audit services to local government – 40%
- 3 Staff Qualifications and Experience – 10%
- 4 Proposed Service Delivery Plan – 15%
- 5 Demonstrated strengthening of local economic capacity – 10%

The mandatory evaluation criteria have been met by the recommended tenderer.

The Tender Evaluation Panel utilised a weighted scoring method for the evaluation 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 evaluation criteria as specified in the tender documentation. The method then considers pre-determined weightings for each of the evaluation 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 evaluation and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Centium Pty Ltd	1
O'Connor Marsden and Associates Pty Ltd	2
RSM Australia Pty Ltd	3
Grant Thornton Australia Limited	4
KPMG Australia	5
Inconsult Pty Ltd	6

## PROPOSAL

It is recommended that Council authorise the engagement of Centium Pty Ltd to carry out the provision of internal audit services to Council in accordance with the scope and specifications developed for the engagement.

The recommended tenderer has satisfied the Tender Evaluation Panel that it is capable of providing services to Council's standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Evaluation Panel and expressed satisfaction with the standard of work and methods of service provision undertaken on their behalf.

## CONSULTATION AND COMMUNICATION

- Members of the Tender Evaluation Panel
- Nominated Referees

## PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2032 Goal 4. It specifically delivers on the following:

Community Strategic Plan 2032	Delivery Program 2022-2026
Strategy	Service
4.7 Demonstrate responsible decision-making based on our values, collaboration, and transparent and accountable leadership	Governance and Administration

## 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 Operational Plan.

## CONCLUSION

Council should endorse the recommendations of this report.

## ITEM 9 APRIL 2023 FINANCIALS

The financial result for April 2023 compared to phased budget is favourable for the Operating Result [pre-capital] \$10.6M. Funds Available from Operations were unfavourable compared to phased budget \$1.7M and the Total Funds Result was favourable \$0.8M compared to phased budget.

The Statement of Financial Position at the end of the period indicates that there is enough cash to support external restrictions.

Council has expended \$71.2M on its capital works program representing 71% of the annual budget. The year to date budget for the same period was \$76.8M.

### RECOMMENDATION

- 1 The financials be received and noted.
- 2 Council endorse the proposed changes to the Capital Budget for April 2023.

### REPORT AUTHORISATIONS

Report of: Brian Jenkins, Chief Financial Officer

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

### ATTACHMENTS

- 1 Financial Statements - April 2023
- 2 Capital Project Report – April 2023

### BACKGROUND

This report presents the Financial Performance of the organisation for April 2023. The below table provides a summary of the organisation's overall financial results for the year.

Wollongong City Council 28 April 2023 Forecast Position	Original Budget \$M 1-Jul	Revised Budget \$M 28-Apr	YTD Forecast \$M 28-Apr	YTD Actual \$M 28-Apr	Variation \$M
Operating Revenue	283.2	294.1	241.9	252.0	10.1
Operating Costs	(308.0)	(326.8)	(269.2)	(268.7)	0.5
<b>Operating Result [Pre Capital]</b>	<b>(24.8)</b>	<b>(32.7)</b>	<b>(27.3)</b>	<b>(16.7)</b>	<b>10.6</b>
Capital Grants & Contributions	40.4	34.6	19.5	26.1	6.6
<b>Operating Result</b>	<b>15.6</b>	<b>1.8</b>	<b>(7.8)</b>	<b>9.4</b>	<b>17.2</b>
<b>Funds Available from Operations</b>	<b>52.2</b>	<b>49.6</b>	<b>42.9</b>	<b>41.2</b>	<b>(1.7)</b>
<b>Capital Works</b>	<b>101.9</b>	<b>100.4</b>	<b>76.8</b>	<b>71.2</b>	<b>5.5</b>
<b>Contributed Assets</b>	<b>10.1</b>	<b>10.1</b>	-	-	-
Transfer to Restricted Cash	2.4	2.4	2.0	2.0	-
Borrowings Repaid	3.7	3.7	2.9	2.9	-
Funded from:					
- Operational Funds	52.2	49.6	42.9	41.2	(1.7)
- Other Funding	48.9	50.4	31.1	28.1	(3.1)
<b>Total Funds Surplus/(Deficit)</b>	<b>(16.9)</b>	<b>(16.5)</b>	<b>(7.7)</b>	<b>(6.9)</b>	<b>0.8</b>

## FINANCIAL PERFORMANCE

The April 2023 Operating Result [pre-capital] deficit of \$16.7M is a favourable variance compared to the phased budget deficit of \$27.3M.

The Operating Result surplus of \$9.4M is a favourable variance of \$17.2M compared to phased budget. Capital Grants and Contributions were favourable to budget of \$6.6M at \$26.1M.

The Funds Available from Operations result is unfavourable by \$1.7M compared to phased budget. This result excludes non-cash variations and transfers to and from Restricted Assets but includes the variation in cash payments for Employee Entitlements. This result best represents the operational budget variations that impact our funding position and current financial capacity.

The Total Funds result as at 28 April 2023 is a favourable variance of \$0.8M compared to phased budget.

At the end of April, the Capital Works Program had an expenditure of \$71.2M compared to a phased budget of \$76.8M.

## FINANCIAL POSITION

### Cash, Investments & Available Funds

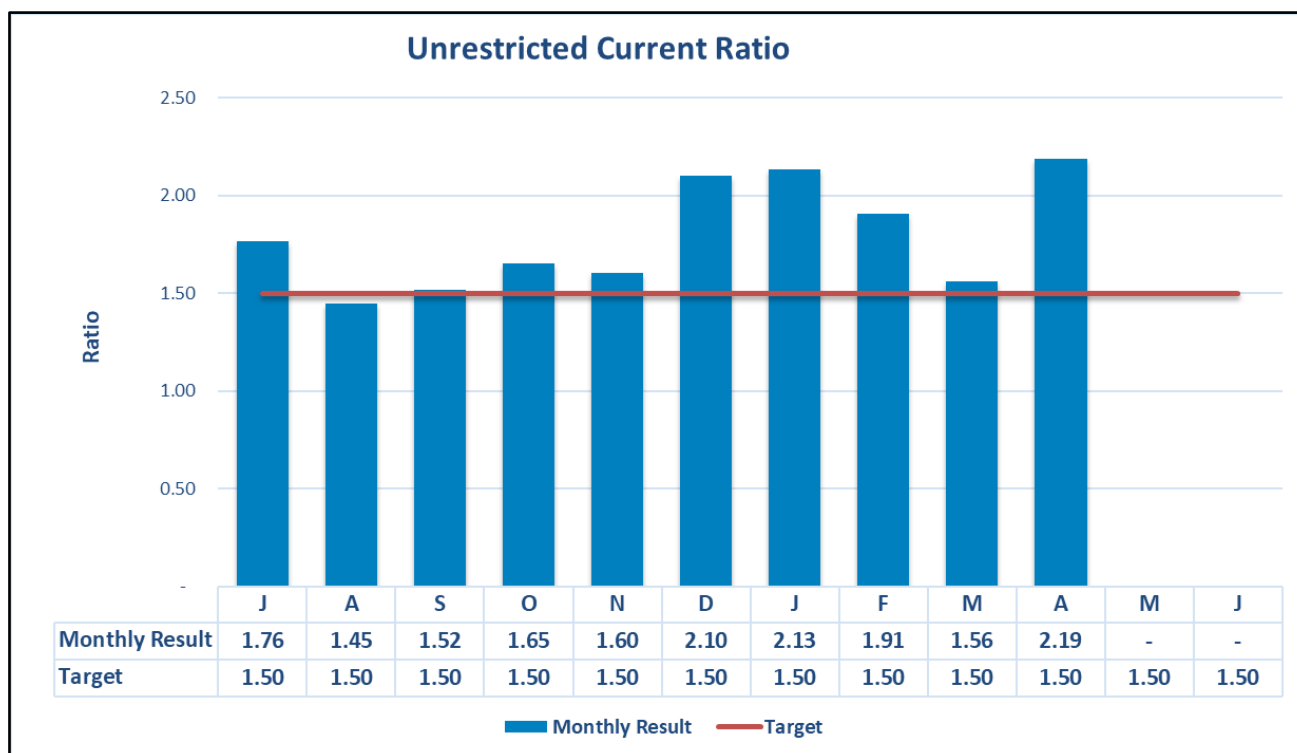
Council's cash and investments increased during April 2023 to holdings of \$157.8M compared to \$170M at the end of March 2023. A significant portion of these funds are subject to restriction meaning they can only be utilised for specific purposes. As a result, Council's true available cash position is more accurately depicted by considering available funds that are uncommitted and not subject to restriction.

<b>Wollongong City Council</b>				
<b>28 April 2023</b>				
<b>Cash, Investments and Available Funds</b>				
	Actual 2021/22	Original Budget 2022/23	March QR 2022/23	Actuals YTD April 2023
	\$M	\$M	\$M	\$M
<b>Total Cash and Investments</b>	<b>162.0</b>	<b>130.9</b>	<b>131.7</b>	<b>157.8</b>
Less Restrictions:				
External	75.3	75.1	64.7	101.6
Internal	62.9	48.4	61.3	61.5
CivicRisk Investment	2.5			2.5
Total Restrictions	140.8	123.5	125.9	165.6
<b>Available Cash</b>	<b>21.3</b>	<b>7.4</b>	<b>5.8</b>	<b>(7.8)</b>
Adjusted for :				
Payables	(27.4)	(27.9)	(29.4)	(20.7)
Receivables	24.7	34.0	25.6	38.7
Other	13.0	0.0	13.1	14.8
Net Payables & Receivables	10.3	6.1	9.3	32.8
<b>Available Funds</b>	<b>31.6</b>	<b>13.5</b>	<b>15.1</b>	<b>25.0</b>

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, although Council may vary that use by resolution of Council. Further details on the internal and external restrictions can be found in the Cash Flow Statement (Attachment 1).

The level of cash and investments in Council's available funds position is above the Financial Strategy target range of 3.5% to 5.5% of operational revenue (pre-capital). The decrease in cash and investments is in line with anticipated cash flows.

The Unrestricted Current Ratio measures the Council's liquidity position or ability to meet short term obligations as they fall due. The below graph reflects Council's performance against the Local Government benchmark of greater than 1.5 times.



## Borrowings

Council continues to have financial strength in its low level of borrowing. 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.

The Debt Service Cover Ratio measures the availability of operating cash to service debt including interest, principal and lease payments. Council's Debt Service Cover Ratio as at 28 April 2023 exceeds the Local Government benchmark of greater than two times.

## Infrastructure, Property, Plant & Equipment

The Statement of Financial Position shows that \$3.35B of assets (written down value) are controlled and managed by Council for the community at 30 April 2023.

## PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong Our Future 2032 Goal 4 "We are a connected and engaged community". It specifically delivers on the following:

Community Strategic Plan 2032		Delivery Program 2022-2026	
Strategy		Service	
4.8	Council's resources are managed effectively to ensure long term financial sustainability.	Financial Services	

## CONCLUSION

The financial result at the end of April is positive across one of the three key performance indicators.

**Wollongong City Council**  
**1 July 2022 to 28 April 2023**  
**Income Statement**

	2022/23 Original Budget \$'000	2022/23 Current Budget \$'000	2022/23 YTD Budget \$'000	2022/23 Actual YTD \$'000	Variance \$'000
	23GLBUD Period 0	23GLBUD Period 3	23GLPHAS	23GLACT	
<b>Income From Continuing Operations</b>					
<b>Revenue:</b>					
Rates and Annual Charges	221,315	222,064	183,735	183,567	(168)
User Charges and Fees	33,841	37,540	31,420	33,450	2,030
Interest and Investment Revenues	2,333	5,024	4,183	4,519	336
Other Revenues	5,977	6,002	4,830	6,118	1,288
Rental Income	5,874	5,996	4,994	4,991	(3)
Grants & Contributions provided for Operating Purposes	13,818	17,734	12,539	19,161	6,622
Grants & Contributions provided for Capital Purposes	40,442	34,556	19,512	26,119	6,607
<b>Other Income:</b>					0
	0	0	0	0	0
Profit/Loss on Disposal of Assets	0	(263)	169	169	0
<b>Total Income from Continuing Operations</b>	<b>323,601</b>	<b>328,653</b>	<b>261,382</b>	<b>278,096</b>	<b>16,714</b>
<b>Expenses From Continuing Operations</b>					
Employee Costs	145,502	151,554	123,885	124,589	(704)
Borrowing Costs	242	609	504	510	(6)
Materials & Services	88,796	96,296	79,788	72,476	7,311
Other Expenses	19,155	22,342	18,617	20,328	(1,711)
Depreciation, Amortisation + Impairment	75,642	77,977	64,518	64,835	(317)
Labour Internal Charges	(19,578)	(20,008)	(16,555)	(12,753)	(3,801)
Non-Labour Internal Charges	(1,795)	(1,927)	(1,594)	(1,299)	(295)
<b>Total Expenses From Continuing Operations</b>	<b>307,964</b>	<b>326,844</b>	<b>269,164</b>	<b>268,687</b>	<b>477</b>
<b>Operating Result</b>	<b>15,637</b>	<b>1,810</b>	<b>(7,782)</b>	<b>9,409</b>	<b>17,191</b>
<b>Operating Result [pre capital]</b>	<b>(24,806)</b>	<b>(32,747)</b>	<b>(27,294)</b>	<b>(16,710)</b>	<b>10,584</b>
<b>Funding Statement</b>					
Net Operating Result for the Year	15,637	1,810	(7,782)	9,409	17,191
Add back :					
- Non-cash Operating Transactions	92,764	96,533	79,446	79,065	(381)
- Restricted cash used for operations	15,710	24,741	20,911	14,746	(6,165)
- Income transferred to Restricted Cash	(57,120)	(56,442)	(35,575)	(47,082)	(11,507)
Leases Repaid	(413)	(413)	(342)	(314)	28
Terminations	(14,354)	(16,592)	(13,774)	(14,609)	(835)
<b>Funds Available from Operations</b>	<b>52,224</b>	<b>49,636</b>	<b>42,885</b>	<b>41,215</b>	<b>(1,670)</b>
Loans Repaid	(3,702)	(3,702)	(2,938)	(2,938)	0
Advances (made by) / repaid to Council	0	0	0	0	0
<b>Operational Funds Available for Capital Budget</b>	<b>48,522</b>	<b>45,934</b>	<b>39,947</b>	<b>38,277</b>	<b>(1,670)</b>
<b>Capital Budget Statement</b>					
Assets Acquired	(101,916)	(100,419)	(76,780)	(71,236)	5,544
Contributed Assets	(10,056)	(10,056)	0	0	0
Transfers to Restricted Cash	(2,367)	(2,367)	(1,959)	(1,959)	0
Funded From :-					
- Operational Funds	48,522	45,934	39,947	38,277	(1,670)
- Sale of Assets	1,885	1,622	720	948	229
- Internally Restricted Cash	6,310	6,485	5,277	5,080	(197)
- Borrowings	0	0	0	0	0
- Capital Grants	22,825	20,231	16,391	13,327	(3,064)
- Developer Contributions (Section 94)	6,834	10,970	8,488	6,629	(1,860)
- Other Externally Restricted Cash	0	0	0	22	22
- Other Capital Contributions	11,031	11,134	268	2,059	1,791
<b>TOTAL FUNDS SURPLUS / (DEFICIT)</b>	<b>(16,931)</b>	<b>(16,466)</b>	<b>(7,648)</b>	<b>(6,853)</b>	<b>795</b>



**WOLLONGONG CITY COUNCIL**

**Statement of Financial Position**  
**as at 28 April 2023**

	YTD Actual 2022/23 \$'000	Actual 2021/22 \$'000
<b>Current Assets</b>		
Cash Assets	31,085	34,118
Investment Securities	109,985	88,184
Receivables	38,684	24,675
Inventories	524	461
Current Contract Assets	11,036	9,711
Other	7,802	6,881
Assets classified as held for sale	65	65
<b>Total Current Assets</b>	<b>199,181</b>	<b>164,095</b>
<b>Non-Current Assets</b>		
Non Current Cash Assets	14,200	37,200
Non Current Investment Securities	2,530	2,530
Non-Current Inventories	5,972	5,972
Property, Plant and Equipment	3,353,020	3,347,445
Investment Properties	5,600	5,600
Intangible Assets	13	76
Right-Of-Use Assets	782	1,094
<b>Total Non-Current Assets</b>	<b>3,382,117</b>	<b>3,399,917</b>
<b>TOTAL ASSETS</b>	<b>3,581,298</b>	<b>3,564,012</b>
<b>Current Liabilities</b>		
Current Payables	20,745	27,376
Current Contract Liabilities	23,066	5,491
Current Lease Liabilities	60	403
Current Provisions payable < 12 months	15,220	16,005
Current Provisions payable > 12 months	39,591	39,591
Current Interest Bearing Liabilities	3,569	3,569
<b>Total Current Liabilities</b>	<b>102,251</b>	<b>92,435</b>
<b>Non-Current Liabilities</b>		
Non Current Interest Bearing Liabilities	436	3,374
N/C Lease Liabilities	788	788
Non Current Provisions	28,992	28,671
<b>Total Non-Current Liabilities</b>	<b>30,215</b>	<b>32,832</b>
<b>TOTAL LIABILITIES</b>	<b>132,467</b>	<b>125,267</b>
<b>NET ASSETS</b>	<b>3,448,831</b>	<b>3,438,744</b>
<b>Equity</b>		
Accumulated Surplus	1,442,395	1,440,238
Asset Revaluation Reserve	1,862,354	1,862,285
Restricted Assets	144,081	136,221
<b>TOTAL EQUITY</b>	<b>3,448,831</b>	<b>3,438,744</b>

WOLLONGONG CITY COUNCIL		
Cash Flows and Investments		
as at 28 April 2023		
	YTD Actual 2022/23 \$ '000	Actual 2021/22 \$ '000
<b>Cash Flows From Operating Activities</b>		
<b>Receipts</b>		
Rates & Annual Charges	175,271	215,632
User Charges & Fees	39,842	31,914
Interest & Interest Received	4,792	1,549
Grants & Contributions	61,555	64,618
Bonds, deposits and retention amounts received	-	1,201
Other	10,620	21,387
<b>Payments</b>		
Employee Benefits & On-costs	(113,000)	(131,464)
Materials & Contracts	(79,887)	(86,914)
Borrowing Costs	(189)	(442)
Bonds, deposits and retention amounts refunded	-	(755)
Other	(25,082)	(28,808)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>73,921</b>	<b>87,918</b>
<b>Cash Flows From Investing Activities</b>		
<b>Receipts</b>		
Sale of Investments	30,016	54,491
Sale of Investment Property		
Sale of Real Estate Assets		
Sale of Infrastructure, Property, Plant & Equipment	948	2,161
<b>Payments:</b>		
Purchase of Investments	(29,890)	(59,990)
Purchase of Investment Property	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(74,747)	(96,906)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(73,673)</b>	<b>(100,244)</b>
<b>Cash Flows From Financing Activities</b>		
<b>Payments:</b>		
Repayment of Borrowings & Advances	(2,939)	(5,496)
Repayment of Finance Lease Liabilities	(343)	(380)
<b>Net Cash Flow provided (used in) Financing Activities</b>	<b>(3,281)</b>	<b>(5,876)</b>
Net Increase/(Decrease) in Cash & Cash Equivalents	(3,033)	(18,202)
plus: Cash & Cash Equivalents - beginning of year	34,118	52,320
plus: Investments on hand - end of year	126,715	127,915
<b>Cash &amp; Cash Equivalents and Investments - year to date</b>	<b>157,800</b>	<b>162,033</b>

WOLLONGONG CITY COUNCIL		
Cash Flows and Investments		
as at 28 April 2023		
	YTD Actual 2022/23 \$ '000	Actual 2021/22 \$ '000
<b>Total Cash &amp; Cash Equivalents and Investments - year to date</b>	<b>157,800</b>	<b>162,033</b>
<b>Attributable to:</b>		
External Restrictions (refer below)	101,591	75,344
Internal Restrictions (refer below)	61,501	62,886
Unrestricted	(5,292)	23,803
<b>Total External Restrictions</b>	<b>157,800</b>	<b>162,033</b>
<b>External Restrictions</b>		
Developer Contributions	47,062	40,065
RMS Contributions	1,057	205
Specific Purpose Unexpended Grants	27,021	8,378
Special Rates Levy Wollongong Mall	589	407
Special Rates Levy Wollongong City Centre	64	88
Local Infrastructure Renewal Scheme	-	-
Unexpended Loans	881	907
Domestic Waste Management	6,465	7,604
Private Subsidies	7,039	5,708
Housing Affordability	8,378	9,604
Stormwater Management Service Charge	3,035	2,378
<b>Total External Restrictions</b>	<b>101,591</b>	<b>75,344</b>
<b>Internal Restrictions</b>		
Property Investment Fund	9,510	9,388
Strategic Projects	28,241	34,962
Flood Mitigation Works	(104)	-
Sports Priority Program	791	671
Car Parking Strategy	1,362	1,189
MacCabe Park Development	1,864	1,740
Darcy Wentworth Park	171	171
Garbage Disposal Facility	9,378	5,831
West Dapto Development Additional Rates	9,728	8,281
Natural Areas	173	173
Lake Illawarra Estuary Management Fund	387	480
<b>Total Internal Restrictions</b>	<b>61,501</b>	<b>62,886</b>

**Notes to the Financial Statements:**

While reviewing the information presented through this report, it should be noted that Council has elected to process additional transactions that vary from the accounting standards applied to year end reports to ensure the information at monthly intervals provides support to the decision-making and monitoring process. These transactions are summarised below:

- Timing of the recognition of Rates income – under AASB 1058, the Rates income is required to be recognised when it is raised. Through the monthly financial reports, the income has been spread across the financial year.
- Timing of the recognition of Financial Assistance Grant – under AASB 1058, the Financial Assistance Grant is required to be recognised on receipt. Through these financial reports, the income is spread across the financial year.

### Commentary on April 2023 Capital Budget Report

On 27 June 2022, Council approved a capital budget for 2022-2023 of \$102.91M which was subsequently increased at monthly reviews as previously reported to \$106.31M at the end of October 2022. From November, the capital budget has been reducing each month until now. At the end of April 2023, it is recommended that the budget be reduced by a further \$2.62M to \$97.80M because of multiple funding budget adjustments.

The largest funding adjustments in April 2023 were:

- Rephase Federal Government Local Roads and Community Infrastructure (LR&CI) Funding - Phase 3, for multiple existing projects due to delays in obtaining required design approvals.
- Rephase NSW Government Coastal Estuaries grant for Stage 2 of North Wollongong Sea Wall due to delays in obtaining design planning approvals.
- Rephase Housing Acceleration funding for West Dapto Road Upgrade due to delays in design planning approvals and land acquisitions.
- Rephase Garbage Disposal Facility funding for multiple existing projects at Whytes Gully.

Council achieved expenditure at the end of April 2023 of \$71.24M which is 93% of the adjusted phased budget for April 2023 of \$76.78M.

Listed below is a summary of the reasons for budget changes for April which resulted in changes to the 2022-2023 capital budget.

Program	Commentary on Significant Variations
Traffic Facilities	Rephase Federal Government Local Roads and Community Infrastructure (LR&CI) Funding - Phase 3, for existing projects due to delays in obtaining required design approvals.  Adjustments to TfNSW Safer Roads funding in line with completed projects final costs.
Roadworks	Reallocate budget from Flood Plain Management program to Roadworks program.  Reallocate budget from Footpaths program to Roadworks program.  Introduce UCI 2022 funding for existing project.
West Dapto	Rephase Housing Acceleration Funding for existing project - West Dapto Rd Upgrade.  Rephase Sect 7.11 Developer Contributions funding for multiple existing projects in the West Dapto infrastructure Expansion Program.
Footpaths	Rephase NSW Government Coastal Estuaries Grant for Stage 2 of North Wollongong Sea Wall due to delays in obtaining design planning approvals.  Rephase Strategic Projects Reserve funding for multiple existing projects.  Reallocate budget from Footpaths program to Roadworks program.
Cycle/Shared Paths	Rephase Strategic Projects funding for existing project.
Car Park Reconstruction or Upgrading	Reallocate budget from Floodplain Management program to Car Park Reconstruction or Upgrading Program.
Floodplain Management	Rephase NSW Government (Department of Planning and the Environment) funding for existing flood mitigation project at Holy Spirit College Bellambi to allow time for tender engagement negotiations.  Reallocate budget from Flood Plain Management program to Roadworks program.

Program	Commentary on Significant Variations
	<p>Reallocate budget from Floodplain Management program to Car Park Reconstruction or Upgrading Program.</p> <p>Reallocate budget from Floodplain Management program to Capital Budget Contingency.</p>
Stormwater Management	<p>Reallocate budget from Stormwater Management program to the Capital Budget Contingency.</p> <p>Rephase NSW Government Coastal and Estuaries Grant for existing project at Thirroul due to lack of tender responses.</p>
Stormwater Treatment Devices program	Reallocate budget from Stormwater Treatment Devices program to Capital Budget Contingency.
Public Facilities	Reallocate budget from Public Facilities program to Capital Budget Contingency.
Tourist Pks - Upgrades Renewals	Reallocate budget from Recreation Facilities Program to Tourist Parks - Upgrades Renewals Program.
Crematorium/Cemetery – Upgrades and Renewal	Reallocate budget from Play Facilities Program to Crematorium/Cemetery – Upgrades and Renewal Program.
Play Facilities	<p>Rephase Federal Government Local Roads and Community Infrastructure (LR&amp;CI) Funding - Phase 3, for an existing projects due to delays in obtaining required design approvals.</p> <p>Rephase Strategic projects funding for existing project.</p> <p>Reallocate budget from Play Facilities Program to Crematorium/Cemetery – Upgrades and Renewal Program.</p> <p>Reallocate budget from Play Facilities program to Capital Budget Contingency.</p>
Recreation Facilities	<p>Rephase Strategic projects funding for existing projects.</p> <p>Reallocate budget from Recreation Facilities Program to Tourist Parks - Upgrades Renewals Program.</p> <p>Reallocate budget from Recreation Facilities program to Capital Budget Contingency.</p>
Sporting Facilities	Reallocate budget from Sporting Facilities program to Capital Budget Contingency.
Beach Facilities	Reallocate budget from Beach Facilities program to Capital Budget Contingency.
Whytes Gully New Cells	Rephase Garbage Disposal Facility funding for multiple existing projects at Whytes Gully.
Mobile plant (Trucks, backhoes etc)	<p>Rephase assumed funding from sale of second-hand mobile plant</p> <p>Reallocate budget from Mobile plant (Trucks, backhoes etc) program to Capital Budget Contingency.</p>
Information Technology	Reallocate budget from Information Technology program to Capital Budget Contingency.
Contingency	Reallocate budget to and from the Capital Budget Contingency to/from various capital programs detailed above.

CAPITAL PROJECT REPORT							
as at the period ended 28 April 2023							
ASSET CLASS PROGRAMME	\$'000		\$'000		YTD EXPENDITURE	\$'000	
	CURRENT BUDGET		WORKING BUDGET			VARIATION	
	EXPENDITURE	OTHER FUNDING	EXPENDITURE	OTHER FUNDING		EXPENDITURE	OTHER FUNDING
Roads And Related Assets							
Traffic Facilities	2,664	(1,853)	2,258	(1,446)	1,454	(407)	407
Public Transport Facilities	320	0	320	0	227	0	0
Roadworks	18,659	(5,895)	19,244	(5,929)	16,000	584	(34)
Bridges, Boardwalks and Jetties	2,075	(40)	2,075	(40)	1,659	0	(0)
TOTAL Roads And Related Assets	23,719	(7,788)	23,896	(7,415)	19,340	178	372
West Dapto							
West Dapto Infrastructure Expansion	9,762	(9,762)	9,422	(9,422)	7,639	(341)	341
TOTAL West Dapto	9,762	(9,762)	9,422	(9,422)	7,639	(341)	341
Footpaths And Cycleways							
Footpaths	14,077	(4,243)	13,310	(3,576)	11,321	(767)	667
Cycle/Shared Paths	5,234	(3,609)	5,189	(3,564)	3,217	(45)	45
Commercial Centre Upgrades - Footpaths and Cyclewa	3,051	(411)	3,051	(411)	1,807	(0)	0
TOTAL Footpaths And Cycleways	22,362	(8,263)	21,550	(7,551)	16,345	(812)	712
Carparks							
Carpark Construction/Formalising	240	0	240	0	234	0	0
Carpark Reconstruction or Upgrading	1,460	0	1,690	0	695	230	0
TOTAL Carparks	1,700	0	1,930	0	929	230	0
Stormwater And Floodplain Management							
Floodplain Management	1,775	(250)	845	(150)	256	(930)	100
Stormwater Management	4,200	(75)	3,675	(50)	2,407	(525)	25
Stormwater Treatment Devices	90	0	51	0	28	(39)	0
TOTAL Stormwater And Floodplain Mar	6,065	(325)	4,571	(200)	2,691	(1,494)	125
Buildings							
Cultural Centres (IPAC, Gallery, Townhall)	11,100	(2,421)	11,100	(2,421)	9,189	0	0
Administration Buildings	360	0	360	0	328	(0)	0
Community Buildings	5,606	(1,450)	5,606	(1,450)	3,613	0	0
Public Facilities (Shelters, Toilets etc.)	150	0	75	0	39	(75)	0
TOTAL Buildings	17,216	(3,871)	17,141	(3,871)	13,170	(75)	0
Commercial Operations							
Tourist Park - Upgrades and Renewal	175	0	285	0	202	110	0
Crematorium/Cemetery - Upgrades and Renewal	195	0	205	0	94	10	0
Leisure Centres & RVGC	100	0	100	0	29	0	0
TOTAL Commercial Operations	470	0	590	0	325	120	0
Parks Gardens And Sportfields							
Play Facilities	1,990	(800)	1,285	(255)	387	(705)	545
Recreation Facilities	2,229	(1,340)	1,819	(1,230)	1,490	(410)	110
Sporting Facilities	4,326	(1,741)	4,276	(1,741)	2,765	(50)	(0)
TOTAL Parks Gardens And Sportfields	8,544	(3,880)	7,379	(3,225)	4,642	(1,165)	655
Beaches And Pools							
Beach Facilities	649	(600)	624	(600)	470	(25)	0
Rock/Tidal Pools	105	0	105	0	105	0	0
Treated Water Pools	707	0	707	0	647	(0)	0
TOTAL Beaches And Pools	1,461	(600)	1,436	(600)	1,222	(25)	0
Waste Facilities							
Whytes Gully New Cells	1,214	(1,214)	966	(966)	799	(248)	248
TOTAL Waste Facilities	1,214	(1,214)	966	(966)	799	(248)	248

CAPITAL PROJECT REPORT							
as at the period ended 28 April 2023							
ASSET CLASS PROGRAMME	\$'000		\$'000		YTD EXPENDITURE	\$'000	
	CURRENT BUDGET		WORKING BUDGET			VARIATION	
	EXPENDITURE	OTHER FUNDING	EXPENDITURE	OTHER FUNDING		EXPENDITURE	OTHER FUNDING
Fleet							
Motor Vehicles	1,300	(422)	1,300	(422)	695	(0)	0
TOTAL Fleet	1,300	(422)	1,300	(422)	695	(0)	0
Plant And Equipment							
Mobile Plant (trucks, backhoes etc.)	2,900	(937)	2,400	(769)	1,061	(500)	167
TOTAL Plant And Equipment	2,900	(937)	2,400	(769)	1,061	(500)	167
Information Technology							
Information Technology	1,350	0	1,272	0	633	(78)	0
TOTAL Information Technology	1,350	0	1,272	0	633	(78)	0
Library Books							
Library Books	1,315	0	1,315	0	960	(0)	0
TOTAL Library Books	1,315	0	1,315	0	960	(0)	0
Public Art							
Art Gallery Acquisitions	100	0	100	0	61	(0)	0
TOTAL Public Art	100	0	100	0	61	(0)	0
Land Acquisitions							
Land Acquisitions	846	(587)	846	(587)	725	(0)	0
TOTAL Land Acquisitions	846	(587)	846	(587)	725	(0)	0
Non-Project Allocations							
Capital Project Contingency	96	0	1,685	0	0	1,590	0
TOTAL Non-Project Allocations	96	0	1,685	0	0	1,590	0
GRAND TOTAL	100,419	(37,648)	97,799	(35,028)	71,237	(2,620)	2,620



**ITEM 10 STATEMENT OF INVESTMENT - APRIL 2023**

This report provides an overview of Council's investment portfolio performance for the month of April 2023.

Council had an average weighted return for April 2023 of 0.28% which was marginally below the benchmark return of 0.30%. This result was primarily due to the positive valuations of the consolidated Floating Rate Notes and the NSW TCorp investments, but the performance was dragged down by some of the long-term deposits being locked in at much lower rates. The remainder of Council's portfolio continues to provide a high degree of credit quality and liquidity.

**RECOMMENDATION**

Council receive the Statement of Investment for April 2023.

**REPORT AUTHORISATIONS**

Report of: Brian Jenkins, Chief Financial Officer

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

**ATTACHMENTS**

- 1 Statement of Investment – April 2023
- 2 Investment Income Compared to Budget 2022-2023

**BACKGROUND**

Council is mandated to invest surplus funds in accordance with the Ministerial Investment Order and Office of Local Government guidelines. The Order reflects a conservative approach and restricts the investment types available to Council. In compliance with the Order and Office of Local Government guidelines, Council adopted an Investment Policy on 12 December 2022. The Investment Policy provides a framework for the credit quality, institutional diversification and maturity constraints 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 Audit, Risk and Improvement Committee's (ARIC) role of overseer provides for the review of Council's Investment Policy and the 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 at 28 April 2023 were \$154,865,783 (Statement of Investment attached) [29 April 2022 \$174,834,672] and include Council's interest in CivicRisk Mutual Ltd recognised at fair value as at 30 June 2022.

Council had an average weighted return for April 2023 of 0.28% was marginally below the benchmark return of 0.30%. This result was primarily due to the positive valuations of the consolidated Floating Rate Notes and the NSW TCorp investments, but the performance was dragged down by some of the long-term deposits being locked in at much lower rates. The remainder of Council's portfolio continues to provide a high degree of credit quality and liquidity. The global markets are still experiencing high levels of instability and the heightened volatility in interest rates driven by the persistent ongoing inflation issues is providing uncertainty for the foreseeable future.

At 28 April 2023, year to date interest and investment revenue of \$4,016,325 was recognised compared to the year to date budget of \$3,617,214.

Council's 17 floating rate notes had a net increase in value of \$143,299 for April 2023.

Council holds two Mortgaged Backed Securities (MBS) that recorded a net increase in value of \$7,840 for April 2023. The market value of this security takes into account the extended term of the security along with the limited liquidity and the coupon margin reflects pre-Global Financial Crisis (GFC) pricing. While the maturity dates are outside Council's control, the investment advisors had previously indicated

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 Fund and the Medium-Term Growth Fund. The Long-Term Growth recorded a net increase in value of \$44,396 and the Medium-Term Growth Fund recorded a net increase in value of \$41,565 in April 2023. The fluctuations in both the Long-Term Growth and Medium-Term Growth Funds are a reflection of the current share market volatility both domestically and internationally and is diversified across a number of different asset classes that have differing risk and return characteristics.

At their May 2023 meeting, the Reserve Bank of Australia (RBA) decided to increase the cash rate by 25 basis points from 3.60% to 3.85%. The Board is committed to doing what is necessary to ensure that inflation in Australia returns to target over time. The decision to hold interest rates steady provides the Board with more time to assess the state of the economy and the outlook, in an environment of considerable uncertainty. The RBA will continue to monitor developments and adjust policy as needed and determine the timing and extent of future interest rate increases.

The current Investment Policy sets a 40% maximum exposure limit to individual institutions within the AAA category. This limit is currently considered to include funds held within the Commonwealth Bank (CBA), savings account which holds Council's operating cash balances. Through the banking services contract with the CBA, that includes a fixed margin over the current cash rate, Council's savings account provides a higher return than alternate short- to medium-term investments available to Council. At the end of April 2023, the exposure to CBA was 22.92%, which is below the 25% target set in the Investment Strategy. The CBA savings account is currently the most favourable option available for surplus operating cash, however this will be continually monitored to ensure best value.

The current investment portfolio complies with Council's Investment Policy which was endorsed by Council on 12 December 2022. Council's Responsible Accounting Officer has signed the Statement of Investment contained within the report, certifying all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

## PLANNING AND POLICY IMPACT

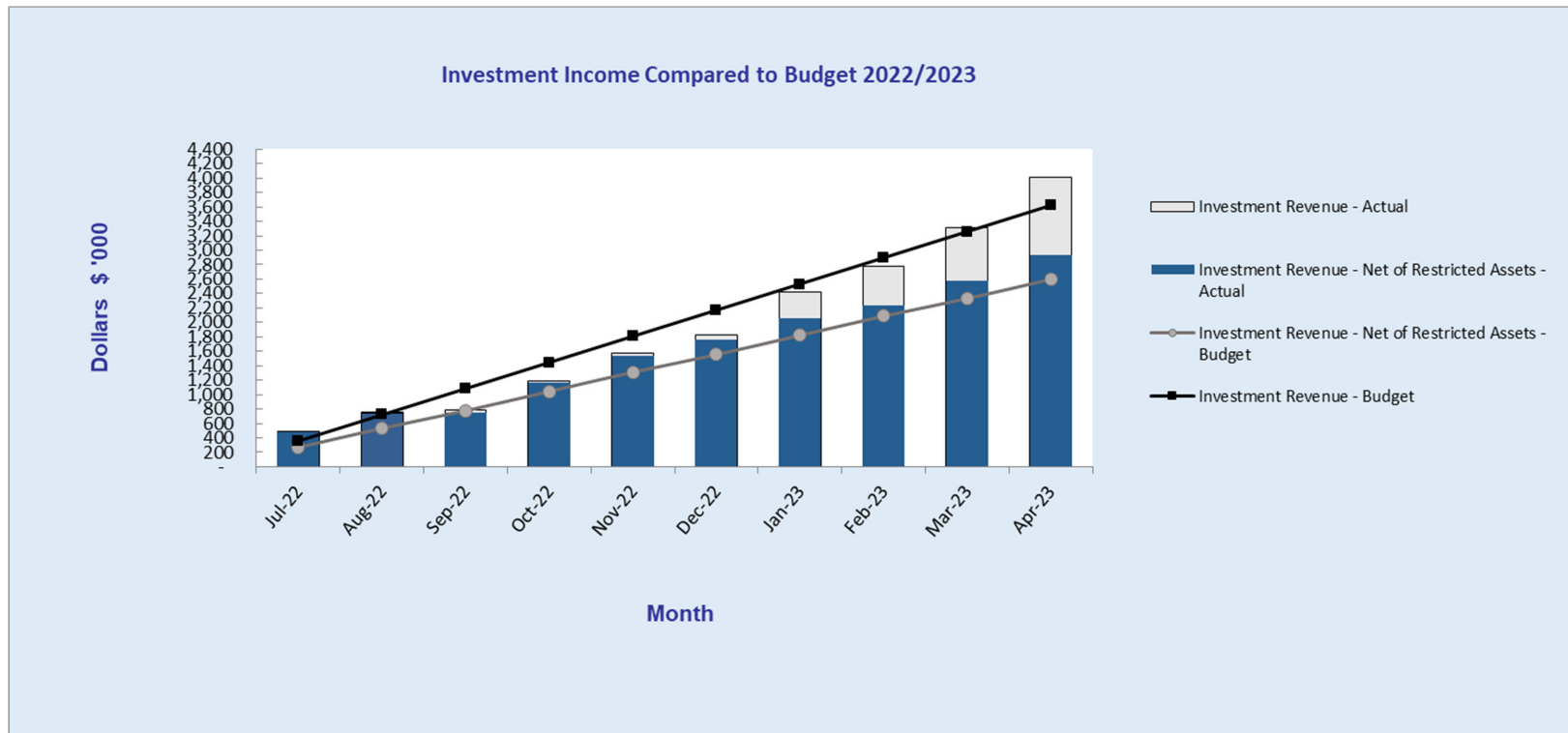
This report contributes to the delivery of Our Wollongong Our Future 2032 Goal 4 "We are a connected and engaged community". It specifically delivers on the following:

Community Strategic Plan 2032		Delivery Program 2022-2026	
Strategy		Service	
4.8	Council's resources are managed effectively to ensure long term financial sustainability.	Financial Services	

## CONCLUSION

The investments for April 2023 recorded an average weighted return that was marginally below the AusBondBank Bill Index Benchmark though performed favourably when compared to the year-to-date budget.

Brian Jenkins  
RESPONSIBLE ACCOUNTING OFFICER



## ITEM 11

## CITY OF WOLLONGONG TRAFFIC COMMITTEE MINUTES OF MEETING HELD 9 MAY 2023

The City of Wollongong Traffic Committee Meeting has been held on 9 May 2023. The recommendations of items listed in Section 3 of the Traffic Committee Minutes, relating to temporary road closures, are referred to Council for consideration. Temporary road closures, in accordance with the Regulations on public roads for works or events by independent parties, must be considered by Council. Road closures are not considered under delegated authority to the General Manager.

The items in Section 2 and 4 to 6 of Local Traffic Committee Minutes are endorsed under delegated Authority of the General manager and do not require referral to Council. Items that appear in Section 2 and 4 to 6 of previous Wollongong Traffic Committee will form part of the published minutes.

### RECOMMENDATION

In accordance with the delegated authority to Council, the Minutes and Recommendations of the Wollongong Traffic Committee held on 11 May 2023 in relation to Regulation of Traffic as outlined within this report, be adopted.

### REPORT AUTHORISATIONS

Report of: Jeremy Morgan, Manager Infrastructure, Strategy + Planning  
Authorised by: Joanne Page, Director Infrastructure + Works

### ATTACHMENTS

- 1 Thirroul Seaside and Arts Festival

### BACKGROUND

#### 1. THIRROUL – WARD 1 (ITEM 3.1 OF WOLLONGONG TRAFFIC COMMITTEE MINUTES OF MEETING) – CLIFF PARADE – THIRROUL SEASIDE AND ARTS FESTIVAL

The Thirroul Seaside and Arts Festival is to be held on the weekend of 2 to 4 June 2023. The annual festival is a well-established community event with prizes, entertainment, market stalls, food, and competitions. The event will provide entertainment for the community in the local area, but it will mean the carpark for the beach will be occupied by the event with beach patrons having to find alternate parking to access the beach. The footpath will also be detoured around the event and will be signposted as per the Traffic Guidance Scheme (TGS). Thirroul Beach reserve will be used for the event.

### PROPOSAL

The road closures be approved subject to the submitted Traffic Control Plans and [Council's Standard Conditions for Road Closures](#).

### CONSULTATION AND COMMUNICATION

It is a condition of approval that the applicant consult with residents and businesses who may be affected by the road closure.

### PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2032 Goal “We have affordable and accessible transport”.

It specifically delivers on core business activities as detailed in the Transport Services.



