



BUSINESS PAPER

ORDINARY MEETING OF COUNCIL

To be held at 6:00 pm on

Monday 22 February 2021

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

(Note: Councillors will be able to attend and participate in this meeting via electronic means in accordance with legislation relating to the COVID-19 pandemic)

Order of Business

- 1 Opening Meeting
- 2 Acknowledgement of Traditional Owners
- 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 Janice Kershaw
Councillor Jenelle Rimmer
Councillor John Dorahy
Councillor Leigh Colacino
Councillor Mithra Cox

QUORUM – 7 MEMBERS TO BE PRESENT

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MINUTES

ORDINARY MEETING OF COUNCIL

at 6:00 pm

Monday 1 February 2021

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 Dom Figliomeni
Councillor Janice Kershaw

Councillor Jenelle Rimmer
Councillor John Dorahy
Councillor Leigh Colacino
Councillor Mithra Cox

In Attendance

General Manager
Director Infrastructure + Works, Connectivity Assets + Liveable City (Acting)
Director Planning + Environment, Future City + Neighbourhoods
Director Corporate Services, Connected + Engaged City
Director Community Services, Creative + Innovative City
Manager Governance + Customer Service
Chief Financial Officer (attended via electronic means)
Manager Property + Recreation (attended via electronic means)
Chief Information Officer (attended via electronic means)
Manager City Strategy (attended via electronic means)
Manager Project Delivery (attended via electronic means)
Manager Infrastructure Strategy + Planning (attended via electronic means)
Manager Open Space + Environmental Services (Acting) (attended via electronic means)
Manager Community Cultural + Economic Development (attended via electronic means)

Greg Doyle
Joanne Page
Linda Davis
Renee Campbell
Kerry Hunt
Todd Hopwood
Brian Jenkins
Lucielle Power
Ingrid McAlpin
Chris Stewart
Glenn Whittaker
Trish McClure
Paul Tracey
Sue Savage

Note: Due to current government requirements around social distancing obligations due to the COVID-19 pandemic, participants in the meeting can participate via electronic means as permitted under legislation relating to the COVID-19 pandemic. Those who participated via electronic means are indicated in the attendance section of the Minutes.

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CONFLICTS OF INTERESTS

Councillor Martin declared a non-significant non-pecuniary conflict of interest in Item 2 – Draft Planning Proposal for the Former Bulli Bowling Club, Lot 360 DP1214993, No. 218 Princes Highway, Bulli PP-2019/3, due to her employment with the Department of Planning. As she does not work on any projects associated with the Wollongong LGA, Councillor Martin advised she would remain in the Chamber during debate and voting on the item.

Councillor Figliomeni declared a non-significant non-pecuniary conflict of interest in Item 1 – Public Exhibition – Draft King George V Park Master Plan, as he lives in the Port Kembla area. Councillor Figliomeni advised that he would remain in the Chamber during debate and voting on the item.

CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON MONDAY, 7 DECEMBER 2020

483 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor T Brown that the Minutes of the Ordinary Meeting of Council held on Monday, 7 December 2020 (a copy having been circulated to Councillors) be taken as read and confirmed.

TRIBUTE TO FORMER COUNCILLORS

Councillor D Brown paid tribute to former Lord Mayor, Councillor George Harrison, and former Deputy Lord Mayor, Councillor Kiril Jonovski, acknowledging their service to the City of Wollongong and offering his sympathy to their families on their recent passing's.

The Lord Mayor, Councillor Bradbery noted the sentiment of the tribute and a MOTION of condolence was MOVED by Councillor T Brown seconded Councillor Martin to the families of the former councillors, Councillor Harrison and Councillor Jonovski.

DEPARTURE OF COUNCILLOR

During the Public Access Forum, Councillor Colacino departed and returned to the meeting, the time being from 6:09 pm to 6:11 pm.

PUBLIC ACCESS FORUM

ITEM	TITLE	NAME OF SPEAKER
A	Lord Mayoral Minute – Options for Creating a Dedicated Cycleway on Cliff Road	Chye Toole-Anstey Against Recommendation
2	Draft Planning Proposal for the Former Bulli Bowling Club, Lot 360 DP1214993, No. 218 Princes Highway Bulli PP-2019/3	Steven Hughes, Bulli BC Pty Ltd Against Recommendation

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

CALL OF THE AGENDA

485 COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Figliomeni that the staff recommendations for Items 4 to 9 be adopted as a block.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item A, Councillor Cox departed and returned to the meeting, the time being from 6:53 pm to 6:54 pm.

ITEM A - LORD MAYORAL MINUTE - OPTIONS FOR CREATING A DEDICATED CYCLEWAY ON CLIFF ROAD

MOVED by Councillor Bradbery that Wollongong City Council investigate options for creating a dedicated cycleway along Cliff Road in the section from Bourke Street to Harbour Street. The options for consideration should include -

- 1 Creating single lane one-way traffic flow, removing speed humps, reducing the speed limit and establishing angled parking on the eastern side of Cliff Road.
- 2 Making the Blue Mile a pedestrian only pathway from Belmore Basin to the North Wollongong Surf Club on the condition that a corresponding dedicated cycleway is provided on Cliff Road.

In favour Councillor Bradbery

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

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 1, Councillor D Brown departed and returned to the meeting, the time being from 7:11 pm to 7:13 pm.

During debate and prior to voting on Item 1, Councillor Walters departed and returned to the meeting, the time being from 7:22 pm to 7:24 pm

ITEM 1 - PUBLIC EXHIBITION - DRAFT KING GEORGE V PARK RECREATION MASTER PLAN

486 **COUNCIL'S RESOLUTION** – RESOLVED UNANIMOUSLY on the motion of Councillor Martin seconded Councillor Walters that -

- 1 Council endorse the draft King George V Park Recreation Master Plan for public exhibition from 5 February to 5 March 2021.
- 2 Following exhibition, Council receive a further report with an updated Master Plan incorporating the community engagement findings.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 2, Councillor T Brown departed and returned to the meeting, the time being from 7:33 pm to 7:34 pm.

During debate and prior to voting on Item 2, Councillor Blakey departed and returned to the meeting, the time being from 7:34 pm to 7:36 pm

ITEM 2 - DRAFT PLANNING PROPOSAL FOR THE FORMER BULLI BOWLING CLUB, LOT 360 DP1214993, NO. 218 PRINCES HIGHWAY, BULLI PP-2019/3

487 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Kershaw seconded Councillor Rimmer that -

- 1 A draft Planning Proposal not be prepared for the former Bulli Bowling Club site (Lot 360 DP 1214993) No. 218 Princes Highway Bulli, as it does not have strategic merit.
- 2 The proponent be advised of Council's decision not to progress the proposal.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 3, Councillor Kershaw departed and returned to the meeting, the time being from 7:51 pm to 7:54 pm.

ITEM 3 - DRAFT EXPOSURE BILL - LOCAL GOVERNMENT RATING REFORM SUBMISSION

488 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Colacino seconded Councillor Walters that Council adopt the Draft Submission into the Local Government Amendment (Rating) Bill 2020.

ITEM 4 - QUARTERLY VARIATIONS FOR DEVELOPMENT APPLICATIONS - JULY TO SEPTEMBER AND OCTOBER TO DECEMBER 2020

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 485)

COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Figliomeni that Council note the Development Standards Variation Report for the periods of 1 July to 30 September 2020 and 1 October to 31 December 2020.

ITEM 5 - TENDER T20/41 - REPLACEMENT OF THE RUSSELL VALE GOLF CLUB PRO SHOP AND AMENITIES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 485)

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

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Davone Constructions Pty Ltd for replacement of the Russell Vale Golf Pro Shop and Amenities, in the sum of \$612,889.50, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 6 - TENDER T20/42 - ILLAWARRA PERFORMING ARTS CENTRE - HVAC REPLACEMENT WORKS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 485)

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

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Climax Air Conditioning Pty Ltd for Illawarra Performing Arts Centre HVAC Replacement, in the sum of \$3,953,852, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 7 - BI-MONTHLY RETURNS OF DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS - FEBRUARY 2021

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 485)

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

ITEM 8 - STATEMENT OF INVESTMENT - NOVEMBER AND DECEMBER 2020

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 485)

COUNCIL'S RESOLUTION - RESOLVED UNANIMOUSLY on the motion of Councillor D Brown seconded Councillor Figliomeni that Council receive the Statement of Investment for November and December 2020.

ITEM 9 - DECEMBER 2020 FINANCIALS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 485)

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

- 1 The financials be received and noted.
- 2 Council approves the proposed changes to the Capital Budget.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 10, Councillor Cox departed and returned to the meeting, the time being from 8:20 pm to 8:21 pm.

ITEM 10 - NOTICE OF MOTION - COUNCILLOR CATH BLAKEY - TREATY ON THE PROHIBITION OF NUCLEAR WEAPONS

489 COUNCIL'S RESOLUTION – RESOLVED on the motion of Councillor Blakey seconded Councillor D Brown that -

- 1 Council notes the entry into force of the Treaty on the Prohibition of Nuclear Weapons (TPNW) on 22 January 2021.
- 2 Council notes that nuclear weapons are now illegal under international law, along with chemical weapons, biological weapons, anti-personnel landmines and cluster munitions.
- 3 Council congratulates all nations that have signed and/or ratified the TPNW and commends the work of civil society and Australian nuclear test survivors who continue to advocate for nuclear disarmament.
- 4 Council reaffirms its support for the TPNW and its call for the Australian Government to sign and ratify it.
- 5 Council will write to the Foreign Minister and Shadow Foreign Minister advising them of this motion.
- 6 Council review its investment vehicles to determine if any Council investment activities include holdings in companies associated with the production or maintenance of nuclear weapons, with the goal of ensuring it does not invest in nuclear weapons companies.

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

An AMENDMENT was MOVED by Councillor Bradbery seconded Councillor Figliomeni that Council write to the Foreign Minister and Shadow Foreign Minister indicating Council's support of the Treaty on the Prohibition of Nuclear Weapons and the abolition of nuclear weapons, chemical weapons, biological weapons, anti-personnel landmines and cluster munitions.

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

In favour Councillors Bradbery and Figliomeni

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

Councillor Blakey's MOTION was then PUT to the VOTE and was CARRIED to become the RESOLUTION.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 11, Councillor Rimmer departed and returned to the meeting, the time being from 8:36 pm to 8:38 pm.

During debate and prior to voting on Item 11, Councillor Colacino departed and returned to the meeting, the time being from 8:44 pm to 8:45 pm.

During debate and prior to voting on Item 11, Councillor Cox departed and returned to the meeting, the time being from 9:04 pm to 9:04 pm.

ITEM 11 - NOTICE OF MOTION - COUNCILLOR TANIA BROWN - ESTABLISHMENT OF POST-COVID PEAK BODIES TASKFORCE

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

- 1 Council establish a Post-COVID Peak Bodies Taskforce to work together on ensuring that Wollongong and our regional economy is best placed to recover from this pandemic.
- 2 The Taskforce will bring together key stakeholders to address the economic challenges facing our region, and work with local MP's to convey this message to Government.
- 3 The Taskforce membership should be open to but not limited to, Councillors and Executive and local peak bodies such as Illawarra Business Chamber, Destination Wollongong, Property Council, RDA (Illawarra), SCLC and education, community, not for profit sectors, the arts and hospitality sectors and government agencies as appropriate.
- 4 The General Manager move responsibility for the Economic Development Unit into the Office of the General Manager, to demonstrate the commitment of the region to growing our economy and build on our ambition to promote Wollongong as a progressive place to do business and as a site for the decentralisation of government jobs.
- 5 A report to Council be provided, or Councillor Briefing held, by 1 April 2021 to update on progress.

Variation The variation moved by Councillor Cox (the replacement of the words "is to include" with the words "should be open to" and the addition of the words "the arts and hospitality sectors") in point 3 was accepted by the mover and seconder.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 12, Councillor T Brown departed and returned to the meeting, the time being from 9:14 pm to 9:15 pm.

ITEM 12 - NOTICE OF MOTION - COUNCILLOR JANICE KERSHAW - ACKNOWLEDGMENT OF SURF LIFE SAVERS

491 **COUNCIL'S RESOLUTION** – RESOLVED UNANIMOUSLY on the motion of Councillor Kershaw seconded Councillor Walters that -

- 1 Council recognise the significant contribution that our volunteer Surf Life Savers have made during these challenging times.
- 2 In recognition of the above, Council write to the following Surf Clubs: Helensburgh-Stanwell Park, Coalcliff, Scarborough-Wombarra, Coledale, Austinmer, Thirroul, Sandon Point, Bulli, Woonona, Bellambi, Corrimal, Towradgi, Fairy Meadow, North Wollongong, Wollongong City, Port Kembla and Windang acknowledging their efforts.
- 3 At an appropriate time in future, some form of formal recognition be made, such as an award ceremony or reception, or what may be deemed appropriate.

THE MEETING CONCLUDED AT 9:28 PM

Confirmed as a correct record of proceedings at the Ordinary Meeting of the Council of the City of Wollongong held on Monday 22 February 2021.

Chairperson

ITEM 1 DRAFT ILLAWARRA-SHOALHAVEN REGIONAL TRANSPORT PLAN

State Government has released the Draft Illawarra-Shoalhaven Regional Transport Plan (Draft Transport Plan). The draft Transport Plan outlines the strategic framework for how Transport for NSW (TfNSW) will respond to changes in land use, population and travel demand across the region over the next 20 years.

The Draft Transport Plan identifies a number of initiatives to improve connectivity, safety, productivity and resilience of the transport network. This will improve the range of transport services and options available to the community. This report seeks endorsement of a submission to TfNSW, on the Draft Illawarra-Shoalhaven Regional Transport Plan to ensure it is relevant to our area and also reflect the significance of Wollongong LGA as well as Council's strategies and initiatives (current and future) in developing a safe integrated multi modal transport network.

RECOMMENDATION

Delegation be issued to the General Manager to finalise the attached draft submission on the Draft Illawarra-Shoalhaven Regional Transport Plan 2041 and forward to Transport for NSW.

REPORT AUTHORISATIONS

Report of: Trish McClure, Manager Infrastructure Strategy + Planning
Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

1 Wollongong City Council Submission - Draft Illawarra-Shoalhaven Regional Transport Plan

BACKGROUND

The Draft Illawarra/Shoalhaven Regional Transport Plan (Draft Transport Plan) describes the long term transport vision for the region and outlines the transport policies, initiatives, and infrastructure that will be needed to support the growth and development of the region in the future. The Transport Plan is a key supporting document within the NSW Government's [Future Transport Strategy 2056 and associated Plans](#).

It builds on the achievements of the 2014 Illawarra Regional Transport Plan that has facilitated the planning and delivery of several significant State projects across the Illawarra/Shoalhaven.

Following Council officers' review of the draft Regional Transport Plan and a number of related documents of the NSW Government and Council, key themes have been identified for consideration and review by TfNSW and these are detailed below. Council commends the State Government and TfNSW for the ongoing support, direction and framework that the Regional Transport Plan provides for future improvements to transport in the Region.

It is noted that the draft Regional Transport Plan proposes 20 key objectives, under six broad themes, which are further supported by 58 actions. These actions are for consideration and, if implemented, may address some of the growing demands on the Illawarra-Shoalhaven's regional and inter-regional transport network. The broad themes are:

- **Connected** – A transport network that facilitates seamless, multi-modal connectivity between where people live, work and play;
- **Safe** – A transport network that delivers a safer future for the Illawarra-Shoalhaven;
- **Liveable** – A transport network that supports places while enabling the successful movement of people to access jobs, services and social opportunities regardless of age, ability and income;

- **Adaptive** – A transport network that both contributes to, and supports, a seamless transition to a low emissions future;
- **Productive** – A transport network that supports the efficient, safe and sustainable movement of freight through the principle of “moving more with less”;
- **Resilient** – A transport network that is resilient to major disruptions associated with natural disasters, climate change and planned and unplanned events.

Council’s submission provides a detailed response to the draft Illawarra-Shoalhaven Regional Transport Plan’s objectives and initiatives under four key themes listed below:

1. The role of the Illawarra in the State Context;
2. Transport Services and Connectivity;
3. Major Infrastructure Requirements;
4. Safety, Liveability and Amenity Initiatives.

The salient points are:

1. **Consistent Application of Future Transport 2056 planning standards**

The draft Illawarra-Shoalhaven Regional Transport Plan does not appear consistent with the level of investigation, analysis and commitment found within the *Greater Sydney Services and Infrastructure Plan* and the *Greater Newcastle Region’s Future Transport Plan*.

The Illawarra-Shoalhaven Regional Transport Plan should be updated to current planning standards and be consistent with other state-wide plans including the Greater Sydney Services and Infrastructure Plan and Greater Newcastle Future Transport Plan.

2. **Consistent application of regional significance and priority**

The Draft Transport Plan proposes five regionally significant Centres with Metro Wollongong being equally compared to areas such as Kiama and Milton Ulladulla, this is incongruent with the economy, function and role of Wollongong as the major outer metro City in the region .

The document should reflect Metro Wollongong and Greater Wollongong’s National and State significance.

3. **Provide commitment to delivering safe and convenient multi-modal transport infrastructure within the Illawarra-Shoalhaven**

The draft Transport Plan proposes 58 initiatives, only 19 of these are committed, with seven being delivered. Given the substantial existing congestion and road safety issues present on the region’s transport networks, and the forecast growth in transport demands over the coming 20 years, substantial improvements are required with a focus on active and public transport options.

These include commitments to deliver:

- Maldon to Dombarton and SWIRL;
- Mount Ousley Interchange;
- Duplication of Picton Road;
- Upgrades to M1 (including West Lake Illawarra) and Memorial Drive;
- Improvements to the Transport network in the Northern Suburbs
- Public Transport Services Plan and Infrastructure

The Illawarra- Shoalhaven Regional Transport Plan should include prioritised projects that will deliver safe and convenient multi-modal transport links and services within the Region and between Greater Sydney in the short-medium term (0-15 years).

4. Support Initiatives for Metro and Greater Wollongong

Several initiatives are planned for Metropolitan Wollongong, which are welcomed. A number of these are relatively new proposals, (clarified in the attachment) and additional information is required to enable comment. A number of these may also be applicable to greater Wollongong and provide connectivity into Western Sydney requiring collaboration with Wollondilly and Wingecarribee Local Government Areas.

Council welcomes and seeks additional detail, involvement and investment for identified actions within Metro Wollongong and Greater Wollongong.

5. Commitment to address the long-term transport needs of Port Kembla

The future freight activity at Port Kembla will result in substantial increase in freight movements between Wollongong and Greater Sydney. The development of a hydrogen hub at Port Kembla is an exciting initiative that will decrease demand on the transport networks. A long-term transport strategy is required to ensure appropriate infrastructure is in place to meet these demands. Further, the Transport Plan is silent on cruise activity at the Port.

The Illawarra- Shoalhaven Regional Transport Plan should include commitment to a Port Kembla Transport Masterplan, addressing forecast Freight and Cruise Ship Infrastructure at Port Kembla/Wollongong.

6. Commitment to minor road safety and local amenity

The plan provides a number of initiatives to address road safety, congestion and local amenity. However, specific programs and/or projects are not identified, other than the major projects listed above. Further the Transport Plan does not commit to a program of works that will deliver minor safety improvement projects to address these issues.

Projects that address known road safety issues, efficiency and local amenity opportunities within the Illawarra-Shoalhaven should be prioritised.

7. Consistent application of 30-minute City Planning and Movement and Place

The plan proposes improvements to active and public transport options, particularly through the use of 30-minute public transport catchments, however, it is the view of Council that the Plan should adopt the use of the connected City model similar to that proposed for Greater Sydney, providing for consistent travel times between key centres of 15-20minutes. The 30 minute travel time goal is seen as less relevant in Regional and outer metropolitan cities which have an expectation of a higher level of service. Active Transport links are seen to be of particular importance for the West Lake Illawarra Growth Area focusing on the reduction of future demand of private vehicle travel throughout the CBD, noting the recent classification of Wollongong as a Bike City as it prepares to host the UCI.

The use of 30-minute City and Movement and Place planning practices should be consistently applied for initiatives within the Illawarra-Shoalhaven Connected City Model.

8. Public Transport Service Plan

In order to achieve the mode shift targets in the plan a regionwide Public Transport Service Plan, integrated with other modes, is needed that includes 15-20 minute transport catchments to regionally significant centres across the region and within the City of Wollongong.

The transport Plan should include a commitment to develop a Multi modal Public Transport Service Plan in the short term that utilises the Hub, Spoke and Corridor model and provides for efficient interchange within and between modes for intra and inter regional journeys.

9. Sustainable Transport

Wollongong City Council support the commitment to provide sustainable transport options. However a plan for a specific commitment infrastructure such as charging stations at key locations should be articulated.

10. Responding to identified Land Use Planning and urbanisation

The plan should include a greater response to key growth areas in the City of Wollongong. The draft Plan should have greater regard to land use directions contained in the Illawarra-Shoalhaven Regional Plan, the Wollongong Local Strategic Planning Statement (LSPS), and the LSPSs adopted by the other Councils in the region.

In addition to the request for a regionwide Public Transport Service Plan, specific attention is needed in the West Lake Illawarra area, noting that both West Dapto and Calderwood have been planned around a significant mode shift to public transport, but there is a current lack of State Government leadership or planning in this space. Furthermore, for West Dapto, State commitment in identifying sites and delivering schools is key to planning and delivering a successful transport strategy for the area has not occurred.

Additionally, the draft Transport Plan does not reflect the proposed transport initiative contained in the draft Illawarra-Shoalhaven Regional Plan and draft West Lake Illawarra Special Contribution Plan (SIC). The draft SIC provides a partial funding stream for these regional transport projects at West Dapto valued at \$640 million.

The northern suburbs of Wollongong have increased in densification and realised a subsequent growth in traffic resulting in congestion and the emergence of road safety concerns. This change in land use has not been addressed within the plan, along with identification of whole of network infrastructure and service solutions.

The draft Transport Plan should be consistent with the draft Illawarra-Shoalhaven Regional Plan and draft West Lake Illawarra Special Contribution Plan (SIC).

The draft Transport Plan should include an action to review and improve transport corridors in the northern suburbs of Wollongong, including the consideration of road, rail and bus networks.

11. Acknowledgement of a changing economy

Shifts in the Illawarra-Shoalhaven economy such as seasonal changes associated with Tourism should be addressed including what responses will be made to create a resilient Transport System.

PROPOSAL

The submission provided in the attachment has mainly been prepared by Planning and Environment and Infrastructure and Works Directorates. The submission has been prepared to ensure the Draft Transport Plan is relevant to our area and reflects the significance of Wollongong LGA as well as Council's Community Strategic Plan 'Our Wollongong 2028'.

CONSULTATION AND COMMUNICATION

Workshops with Council's representatives, as well as other key stakeholders, were organised by TfNSW to seek input to the preparation of the plan (vision and narrative) and to discuss Wollongong initiatives. On 4 June 2020, Council representatives, together with a range of government and industry representatives, were invited to a TfNSW stakeholder Transport initiatives workshop in Wollongong. An overview of the draft plan was presented by senior government officers and opportunity was given to ask questions.

The Draft Illawarra-Shoalhaven Regional Plan was released for community consultation in December 2020. Opportunity for elected Councillors to contribute to the submission was also provided at this time.

Following collation of community submissions in early 2021, the final document will be released.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 Goal 6 “We have affordable and accessible transport”. It specifically delivers on the following objectives

- 6.1 Wollongong is supported by an integrated transport system;
- 6.2 Connections between our city and Sydney are strengthened;
- 6.3 Provide connected and accessible places and spaces.

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
6.1.2 Work with partners to decrease car dependency and facilitate sustainable transport to provide convenient movement throughout the city, with sustainable transport modes such as walking and cycling.	6.1.2.1 Implement a variety of projects and programs to encourage sustainable transport throughout the LGA	Collaborate with partners to fund and deliver a suite of education, information and infrastructure programs that improve cycling participation through improvements to infrastructure, amenity and safety.
6.1.3 Effective and integrated regional transport, with a focus on road, bus, rail and freight movement (including the port of Port Kembla).	6.1.3.1 Plan and implement an integrated and sustainable transport network	Council to work with key agencies and partners to progress the provision of an effective and integrated regional transport network.
6.1.4 Integrated communities close to public transport and local services and facilities focused around existing train stations and town and village centres are planned for and encouraged	6.1.4.1 Facilitate the integration of public amenities and transport with local communities	Work with the NSW Government on the implementation of priority actions within the Illawarra Regional Transport Plan.
6.2.1 Opportunities to reduce travel time between Sydney and Wollongong as well as Western Sydney are explored and promoted.	6.2.1.1 Work with partners to reduce travel time between Sydney and Western Sydney with Wollongong	Lobby the NSW Government to prioritise Maldon Dombarton train line to be used as a dual purpose freight and passenger line improving connectivity to South Western Sydney and the future Badger’s Creek Aerotropolis.
6.3.4 Availability of late night transport options is improved	6.3.4.1 Work with key agencies and partners to continue and improve late night transport options	Advocate for continued operation of the Night Bus and late rail services.

SUSTAINABILITY IMPLICATIONS

In alignment with the NSW Government’s Net Zero Plan Stage 1: 2020-2030 – the foundation for NSW’s action on climate change and goal to reach net zero emissions by 2050 – the draft Transport Plan highlights the necessary infrastructure, services and policy interventions required to support the successful transition to a low carbon future.

RISK MANAGEMENT

The draft Illawarra-Shoalhaven Transport Plan includes a number of initiatives with safety benefits. Key goals include: crash rates are reduced in-line with the NSW-wide “Towards Zero” goal of zero fatalities and serious injuries on our roads by 2056; greater use of technology to support a safer, more efficient, and accessible transport network.

The submission to TfNSW includes comments that would further improve safety outcomes.

FINANCIAL IMPLICATIONS

Future Council’s initiatives and projects that are identified or align with the vision, goals and key objectives are more likely to attract government funding.

CONCLUSION

This report and attached draft submission on the draft Illawarra-Shoalhaven Regional Transport Plan provides Council with an opportunity to put forth its views on this important strategic transport planning and policy document before it is finalised by TfNSW.

Wollongong City Council



Submission regarding DRAFT Illawarra-Shoalhaven Regional Transport Plan

14 February 2021

Executive Summary

Wollongong City Council (Council) appreciates the opportunity to contribute to the DRAFT Illawarra-Shoalhaven Regional Transport Plan (the Regional Transport Plan).

We note that the draft Regional Transport Plan generally aligns with Council's Community Strategic Plan *Our Wollongong 2028* and, more specifically, Goal 6 "We have affordable and accessible transport". The draft Regional Transport Plan aligns with our objectives

- 6.1 Wollongong is supported by an integrated transport system;
- 6.2 Connections between our city and Sydney are strengthened;
- 6.3 Provide connected and accessible places and spaces.

This submission provides Council's feedback and comments on the draft Regional Transport Plan. Council's elected representatives and Council Executive would be happy to meet with Transport for NSW (TfNSW) to further discuss or clarify any issues or comments raised in this submission.

The Draft Regional Transport Plan provides a high level strategy for inter and intra-regional transport trips, whilst acknowledging the role the plan has in developing strategic directions and establishing a framework for delivery as well as offering insight into innovation, Council believes there is an opportunity to strengthen the draft Regional Transport Plan with more specific initiatives that will drive change in both transport services and infrastructure provision. These will better support the changing economy of the Illawarra- Shoalhaven Region and the people who, live, work and visit.

Following Council's review of the draft Regional Transport Plan and a number of related documents of the NSW Government and Council, key themes have been identified for consideration and review by TfNSW and these are detailed below. Council commends the State Government and TfNSW for the ongoing support, direction and framework that the Regional Transport Plan provides for future improvements to transport in the Region.

It is noted that the draft Regional Transport Plan proposes 20 key objectives falling under these six broad themes, which are further supported by 58 actions. These actions are for consideration and, if implemented, may address some of the growing demands on the Illawarra-Shoalhaven's regional and inter-regional transport network. The broad themes are:

- **Connected** – A transport network that facilitates seamless, multi-modal connectivity between where people live, work and play;
- **Safe** – A transport network that delivers a safer future for the Illawarra-Shoalhaven;
- **Liveable** – A transport network that supports places while enabling the successful movement of people to access jobs, services and social opportunities regardless of age, ability and income;
- **Adaptive** – A transport network that both contributes to, and supports, a seamless transition to a low emissions future;
- **Productive** – A transport network that supports the efficient, safe and sustainable movement of freight through the principle of "moving more with less";
- **Resilient** – A transport network that is resilient to major disruptions associated with natural disasters, climate change and planned and unplanned events.

Council looks forward to working with the State Government in planning and delivering the Regional Transport Plan.

Background

The DRAFT Illawarra-Shoalhaven Regional Transport Plan has been derived from the vision of Future Transport 2056 whilst also updating and contemporising the existing Illawarra Regional Transport Plan with a clear focus on the people and economy of the region. It sits alongside other State Government Strategies for the region including the Department of Planning Industry and Environment's (DPIE) Draft Illawarra-Shoalhaven Regional Plan.

The plan highlights how the transport system acts as an enabler for connectivity and productive use of land, considering how people and goods do and will travel through and around the Illawarra-Shoalhaven on the road and rail networks. It has been developed in conjunction with the Illawarra Shoalhaven Regional Plan 2041 and proposed actions that complement the objectives of the plan. Council has identified some key themes that should be considered when delivering the transport needs of the region:

- The role of Wollongong as the pivotal City in connecting the region to Western and Greater Sydney;
- A growing population through expansion and densification, both internal to the region and from Western Sydney, and the impact State Government policy has on this growth;
- The topographical constraints of the Region with limited opportunity for major infrastructure augmentation, particularly in the north;
- Innovation in the use of technology in the way we travel, work and communicate;
- State-wide focus on creating Regionally significant precincts, particularly through the movement and place framework;
- Continued investment in road safety in the local environment to enhance safe access and amenity in the precincts where we live;
- Note the significance of and opportunity at Port Kembla;
- Opportunities for planning a multi-modal connected public transport network across the Region, including investment in associated plans, assets and infrastructure;
- Creating sustainable and resilient networks;
- Council has recently been awarded the "Bike City Label" following ongoing investment in improved active transport with a focus on cycling. Active transport could be better reflected in the plan.

More detailed comments are provided below in the following groupings:

1. The Role of the Illawarra Region in the State context;
2. Transport Services and Connectivity;
3. Major Infrastructure requirements;
4. Safety, Liveability and Amenity.

1. The Role of the Illawarra in the State Context

1.1 Regional Significance – Greater Sydney

It is acknowledged that the draft Regional Transport Plan responds to a suite of planning reports across the State. The classification of the Region, and Wollongong in particular, appears to be incongruent when comparing the significance of Wollongong against the *Greater Newcastle Region's Future Transport Plan* and when considering the closer connectivity the Region has with both Greater and Western Sydney.

The Illawarra-Shoalhaven Region is comparable to the Greater Newcastle Region which shares similar State and National significance, population, residential density and geographical area when considering developable land.

This significance is further reinforced by the close inter-relationship between Wollongong as a Metropolitan City and Greater Sydney situated within a one-hour car, train or bus trip to southern and western Sydney Growth Centre.

The known impacts of growth and economic development on the transport systems that emanate both to and from the Greater Sydney region need to be holistically accounted, assessed and addressed by the planning framework.

The draft Regional Transport Plan should be updated to reflect similar planning standards applied to the Greater Sydney Services and Infrastructure Plan and Greater Newcastle Future Transport Plan, recognising the significance of the Illawarra-Shoalhaven Region.

1.2 Regional significance: Regional role

The draft Regional Transport Plan identifies Metro Wollongong as a 'regionally significant centre' – giving it the same status as other centres such as Shellharbour, Nowra and Milton-Ulladulla.

This is in contrast to the draft Illawarra-Shoalhaven Regional Plan 2041 which identifies Metro Wollongong as a 'Metropolitan City'. The draft regional plan notes:

'Metro Wollongong is a city of national significance. It is a smart and vibrant city that sits within a well-loved natural setting, and examples of architectural excellence and popular green public spaces are abundant. It is home to international education and research institutions as well as a nationally significant health precinct and a hub of professional businesses with global reach.'

The prior Regional Plan also noted the importance of the Metro Wollongong:

"At the economic and cultural heart of the region is Metro Wollongong – a nationally significant city. Much of the future prosperity of the region will be built on the potential to generate jobs from the integration of education, healthcare, business and tourism precincts in Metro Wollongong. Building a strong diversified economy is a priority because it will enable the community to respond to environmental, economic and social challenges. A strong economy will generate the high-quality jobs that will retain and attract young people and university graduates. It will enhance the region's centres and public spaces and offer interesting cultural and recreational experiences that will increase the appeal of the region as a place to live, work and invest."

Metro Wollongong is a Metropolitan City of national significance and also a Global Gateway City to the south and far south coast. Port Kembla is a strategic asset of national significance and is a critical component of freight movements for NSW and Australia.

The Greater Wollongong economy is highly diversified with significant growth in key sectors including Tourism, Entertainment, Knowledge Services, Trade and Logistics, Advanced Manufacturing, Defence and Education housing, one of the "top 12" Universities in Australia which is a home to technological innovation with strong international connections.

Greater Wollongong houses 52% of the Region's population, has the third largest economy in the State and contributes to 60% of total economic activity in the Illawarra-Shoalhaven. As such, the

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role of Metro Wollongong should be acknowledged, and the City appropriately classified as a Metropolitan City in the draft Illawarra-Shoalhaven Regional Transport Plan.

Further it is recommended that Wollongong, being a Global Gateway City, should be acknowledged directly in the associated plans for Greater and Western Sydney. A key component in City centre planning is the Illawarra Sports and Entertainment Precinct (WEC/Stadium) collaboration on how transport plans and initiatives will develop and support the successful functioning of this precinct.

Council believes that Regional Significance of City Centres, Town Centres and Villages should be weighted on population, population density, economic activity and transport network demand. The prior Regional Transport Plan and current DPIE Regional Plans align with this approach.

As an example, listing areas such as Kiama and Milton-Ulladulla in the same significance category as Metro Wollongong does not appear as factually correct given the relative low density and population of the areas.

1.3 Land Use Planning

Future industrial, residential, and commercial sites will intensify the demand on our transport network, they will also add to the demands of existing land uses both locally, regionally and inter-regionally. Existing significant commercial and industrial areas of the Illawarra-Shoalhaven should be included in the plan.

Areas of Greater Wollongong that should be considered for inclusion, noting their relative regional significance based on residential and public transport catchments and their intrinsic transport needs, are:

- Warrawong Major Town Centre;
- Dapto Major Town Centre;
- Corrimal Town Centre;
- Fairy Meadow Town Centre;
- Unanderra Village Centre;
- Bulli-Thirroul Village centre
- WEC Entertainment Centre (CBD) .

Significant Industrial estates and employment precincts that should be included are:

- Unanderra Industrial Estate;
- Port Kembla Industrial Estate;
- West Dapto (Whytes Gully) Industrial Estate;
- Wollongong CBD Shopping and Entertainment Precincts;
- The Wollongong Health Precinct;
- The Education Corrimal – UoW, TAFE, Innovation Campus.

It should also be noted that the Draft Illawarra-Shoalhaven Regional Plan and accompanying Special Infrastructure Contribution (SIC) Draft Determination were recently exhibited by the NSW Department of Planning, Industry and Environment (DPIE). The Draft SIC included 19 road upgrades covering the Nowra Bombaderry (7 road upgrades) and West Lake Illawarra (12 road upgrades), which are nominated as “regionally significant growth areas” in the draft Regional Transport Plan.

Council remains very concerned that there is a poor alignment between the proposed road upgrades in the SIC and the initiatives contained in the draft Regional Transport Plan. There is not one SIC road upgrade nominated for delivery in the draft Regional Transport Plan and there is only a loose connection between draft Regional Transport Plan initiatives 20, 36 and 44 that could potentially enhance the planning of these regionally significant growth areas

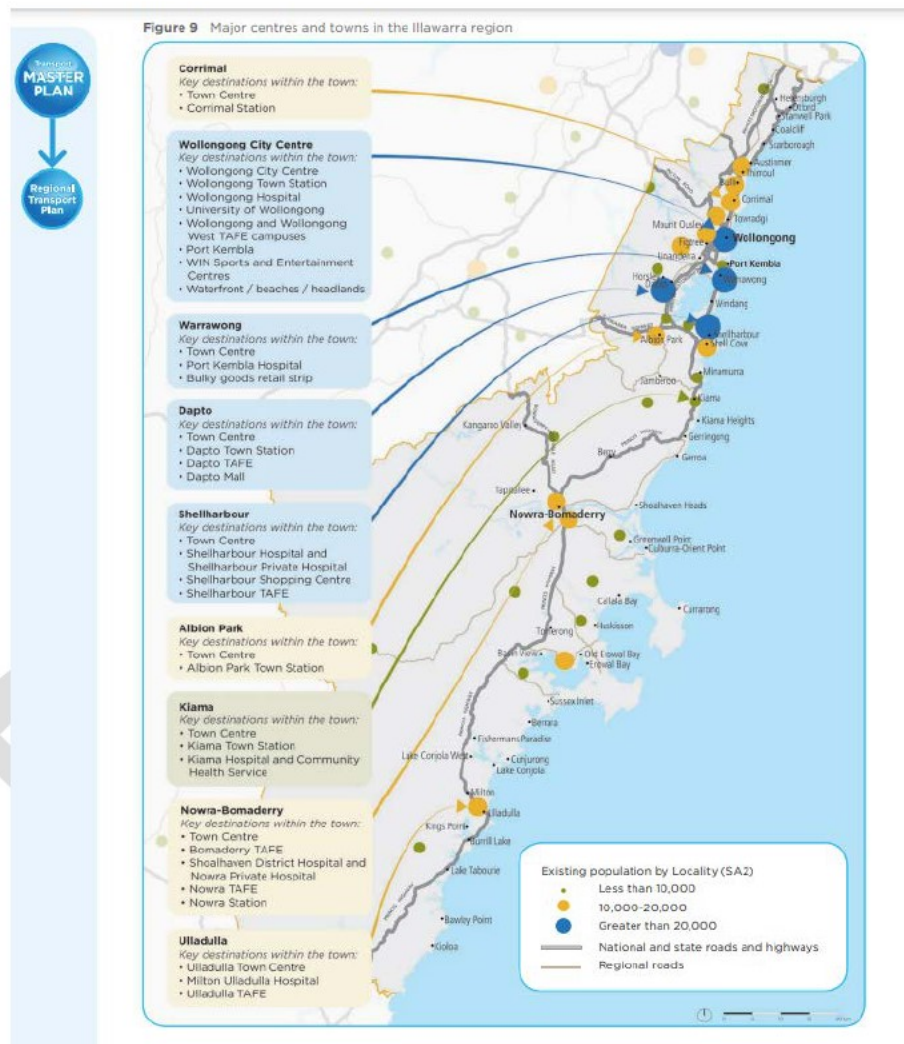
These projects are considered critical projects to support housing affordability in West Lake Illawarra and Nowra-Bomaderry, especially for first home buyers. The delivery of the SIC projects will also lead to greater economic development and jobs growth in the Illawarra-Shoalhaven.

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Council requests that the SIC road upgrades are incorporated into the draft Regional Transport Plan, leading to continued economic development in the Illawarra-Shoalhaven.

The draft Illawarra-Shoalhaven Regional Transport Plan should be updated to reflect Metro Wollongong and Greater Wollongong's National and State significance.

Figure 1- Figure from 2014 Regional Transport Plan highlighting significance of centres



2. Transport Services and Connectivity

2.1 Passenger Transport

The development and delivery of an efficient and effective Public Transport service plan is essential for the future management of the Illawarra-Shoalhaven integrated transport system. Historically, public transport services have evolved in the region in an unplanned manner. This has resulted in a modally disparate public transport system where buses and trains provide transport services in a disconnected format.

Bus services are long and convoluted, train services are focused on inter-regional commuting services with little consideration of journeys internal to Wollongong, Shellharbour, Kiama and the Shoalhaven. This disconnected and inefficient public transport service forces people into their cars to achieve efficient and convenient journeys.

TfNSW should lead transport planning for the region by focussing on a Hub (Interchange), Spoke and Corridor model. Timetable services between modes should also align to ensure interchanging and journey planning is convenient and efficient. This would improve multi-modal trip opportunities for the region and renew public interest and use of public passenger transport services, in turn assisting to reduce the current reliance on private vehicles and associated impacts whilst better using existing infrastructure.

It is critical that a Public Transport service plan includes opportunities for on demand bespoke services and capacity for efficient interchange between transport modes.

Proposed infrastructure projects should include:

- relocation of the Wollongong Bus layover;
- prioritisation of station upgrades and associated interchange provision;
- charging stations at transport interchanges;
- improved disability access at stations;
- road safety improvements around interchanges;
- park and ride locations at all stations.

A Public Transport services plan will need to account for the changing weekday and weekend economies.

Weekday services include strong inter and intra-regional trip demand with increasing demands between growth areas of West Lake Illawarra and Western Sydney for journeys to work and education. There is a need to enhance weekday train and bus services within the region to facilitate local growth and improve convenient and affordable access to employment centres. Further, in addition to improved services, associated improvements to commuter parking and modal interchange performance is needed to address the growth in private vehicle use for interregional journeys.

The weekend transport economy is highly seasonal, with significant recent growth in tourism demand to the coastal areas, including beaches, throughout the region. Our existing public transport services and road network lacks resilience to service and accommodate this seasonal demand. This is further exacerbated by the significant projected population growth in West Lake Illawarra and Western Sydney, areas relatively remote from the coastline. There is a need to ensure transport services address seasonal and weekend transport needs of the region and provide multi-modal opportunities for passengers.

There is also a healthy night-time economy in Wollongong that should be supported by night-time transport options. A Public Transport services plan should support night trading and be included in multi modal services plans for Greater Wollongong.

Notably, Council has been investing heavily in active transport infrastructure between train stations, bus stops and passenger destinations enabling passengers' modal options other than private vehicles to access their destinations. Public transport services should include modal

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interchange, wayfinding, and associated trip planning information to guide users to other 'last mile' modes of transport other than private single passenger vehicles.

As noted previously, Wollongong is a major regional centre identified as 'Metro Wollongong' in the DPIE Illawarra-Shoalhaven Regional Plan. Metro Wollongong includes the Wollongong CBD with a business and public sector core, together with medical, tertiary education, innovation and arts and entertainment precincts having some 34,000 jobs.

The number of jobs and high-density development in Metro Wollongong is unique within the Illawarra Region which is currently serviced by the "Free Gong Shuttle" bus that 'ties' these intense development areas together. The outstanding success of this free bus service may well be unprecedented in NSW with the significant transport related social, environmental and economic benefits only limited by the Government's limit on fleet capacity.

Council would like to see the role and service plan for the "Gong Shuttle" incorporated into the multi-modal regional services plan to ensure connected journeys. Council would also welcome a long-term commitment to the "Free Gong Shuttle" be included in the plan extending beyond 2024 and that an initiative to investigate expansion of the free shuttle to southern Wollongong be included.

The relocation of the TfNSW Bus layover at Lang Park is viewed as a critical initiative for immediate inclusion and action in the draft Regional Transport Plan. Relocation of the layover will enable improved service planning and deliver economic benefit to the City through improved use of the primary CBD foreshore frontage of Wollongong.

There are a number of public transport program areas noted in the draft Regional Transport Plan. Council would welcome greater collaboration on the development and delivery of these projects including the Wollongong Rapid Bus Package, Metro Wollongong High Occupancy Vehicle Lanes, Bus Head Start and Transport Connected Bus, On Demand Pilots and CPTIGS.

Council welcomes the proposed improvements to the regional and intercity fleet of trains and accessibility at stations. It also welcomes the More Trains, More Services (MTMS) program proposed and the accessibility improvements at stations within Greater Wollongong. Council would welcome greater collaboration between TfNSW rail planners in the early phases to ensure new schedules and services are aligned with the needs of the community and the City's future plans.

Council notes there are no proposals to duplicate single track line between Wollongong and Waterfall. It believes this is the priority for the T4 line, to ensure passenger service disruption is limited, noting the projected conflict between growing public transport movements on the line and freight task.

Furthermore, Council notes that the following public transport initiatives appear not to be included within the draft Regional Transport Plan and ask that they are added in order to reflect the Local and State Government's existing commitments to Greater Wollongong:

- Upgrades to railway bridges and level crossings to improve safety (eg. Bong Bong Road, Dapto);
- Provision of a multi-modal facility at Dapto Railway Station to support the West Dapto Urban Release Area – bus/rail interchange.

Council requests the creation of a Public Transport Services Plan for Greater Wollongong as a key initiative of the Regional Transport Plan. Council welcomes and seeks additional detail, involvement and investment for the identified public transport actions for Greater and Metro Wollongong

2.2 Freight Services

The State Government has proposed significant changes to the current and future freight task within the Illawarra-Shoalhaven through the ongoing removal of weight and height limits on the M1 Princes Motorway and A1 Princes Highway. Further, the ongoing expansion of Greater Sydney and its freight demands will drive inter-regional freight beyond existing network capacity.

The forecast volume of freight activity in addition to overall road and rail capacity will have a significant impact on the safety, efficiency and resilience of our road and rail network.

These plans for growth will significantly increase road and rail freight volume and High Productivity Vehicles (HPV) activity between industrial areas to the south of Greater Wollongong, the existing and future industrial areas of Greater Wollongong, Port Kembla, and Greater Sydney.

Action is required to ensure the adverse impacts of these increases are addressed and do not come at the cost of other State and local objectives.

Although many initiatives are proposed to investigate the impacts of increased freight movement, limited commitment for the delivery of infrastructure upgrades to address those impacts has occurred or is included in the plan.

Council seek commitment to prioritise moving freight by rail where possible in the first instance, and commitment for the delivery within the short (0-10 years) and medium (10-20 years) term of substantial road and rail upgrades in the form of:

- **Port Kembla Precinct and Transport Masterplan;**
- **Princes Motorway capacity upgrades (northbound and through the Wollongong City);**
- **Princes Motorway Interchange upgrades including construction of new on and off-ramps;**
- **Accelerate Picton Road Upgrade (acknowledged in the Plan);**
- **Accelerate Mount Ousley Interchange upgrade (acknowledged in the Plan);**
- **Mount Ousley Capacity upgrades, including the installation of a third descent lane;**
- **Appin Road Upgrade;**
- **Princes Motorway upgrade between southern Sydney and the Illawarra;**
- **Maldon to Dombarton line completion (as a combined passenger and freight line);**
- **Duplication of single rail line between Waterfall and Wollongong;**
- **Electrification of rail services to Bomaderry.**

2.3 Port Kembla Long Term Planning

Council believes that the Transport Plan does not adequately recognise the significance of Port Kembla and the need to provide associated improved infrastructure, connectivity, and services. The future economic prosperity of the Region is very closely tied to improvements at the Port and its respective transport infrastructure.

Port Kembla is an international gateway and very significant national asset. The Port is home to NSW's largest motor vehicle import hub and it is the only significant dry bulk port in southern NSW, being the largest export terminal for grain and second largest for coal. The Port contributes \$760 million annually to NSW Gross State Product (GSP), \$935 000 per vessel visit contribution to the NSW economy and 5,200 jobs in port operations (NSW Port's 30 Year Master Plan, 2015).

The Port Master Plan proposed Outer Harbour Development provides for additional trade capacity at Port Kembla. NSW Ports' has planning approval to develop a container and multi-purpose facility at Port Kembla's Outer Harbour, which envisages new wharves, berths and terminal facilities for NSW's second container terminal.

The Infrastructure Australian Audit of 2015 identified that Port Kembla would face capacity constraints in the absence of any rail network improvements. In this context, it is estimated there will be no spare capacity for freight on the South Coast Line from 2030.

This is supported by the Master Plan which stated that:

'Growth in the passenger network, and implementation of the State's rapid trains project for southern Sydney, will further impact the availability of train paths on the Illawarra Line for freight trains and limit its ability to cater for the forecast growth in freight trains.'

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The NSW Port's 30 Year Master Plan, 2015 also endorses the Maldon-Dombarton (now SWIRL) as a potential solution, highlighting that it:

'would benefit bulk rail access to Port Kembla by providing an alternate rail connection that avoids the congested Illawarra Line. This would free capacity on the Illawarra Line for commuter needs and would divert bulk trains from the Sydney metropolitan freight lines'.

It also notes that bulk product transport by rail results in lower transport costs for many bulk products and is more environmentally sustainable than transport by road, where a rail alternative exists.

Council continues to observe the State's intent for Port Kembla as a Nationally significant Port. We also continue to observe a focus on the Port functioning for freight, particularly by road.

Council requests that the State Government produce a long-term transport masterplan for Port Kembla. This masterplan should be an integrated plan that looks at the local and regional impacts of expanded freight movements in and around the Port. It should also consider how these demands can function with the many other demands of the area including residential amenity and multi-modal transport demands, noting the high impact to local amenity and transport disconnections that the Port and associated industrial lands bring to local transport access and safety.

There is no recognition within the draft Regional Transport Plan of the existing and ongoing commitment to the cruise ship industry use of Port Kembla or improvements to facilities to facilitate Port Kembla as a 'turn around' port.

Port Kembla is perfectly placed as an overflow port given the intense pressures on berthing availability in Sydney. This, together with opportunities in Port Kembla for ship provisioning and heavy marine engineering ship maintenance, ensures an ongoing demand for quality local cruise ship facilities at Port Kembla. Three international cruise ship providers have commitments to stop-over at Port Kembla. Recent cruise ships visits have brought significant economic and social benefits to the region and proved extremely popular, both with the visitors as well as being enthusiastically supported by the local population. Cruise ship operators have publicly praised Wollongong and all interests involved in making their visits such a success.

The Collins Report into NSW Cruising Port opportunities includes to Port Kembla and what it offers. Council feels it is extremely important, for the future growth of this regional opportunity, that the draft Regional Transport Plan includes reference to the provision of dedicated cruise ship facilities within Port Kembla Harbour.

Council requests that the Regional Transport Plan include a commitment to a Port Kembla Transport Masterplan, addressing forecast Freight and Cruise Ship Infrastructure at Port Kembla.

3. Major Infrastructure Requirements

Council is keen to collaborate more closely with TfNSW in project identification and development at a regional level.

3.1 Maldon To Dombarton Rail Link – South West Illawarra Rail Link (SWIRL)

Council, together with regional organisations and business groups, sees the completion of a Maldon to Dombarton dual function passenger/freight rail line as the key to 'unlocking' numerous land use and transport opportunities. A 30 to 50 minute rail trip from Wollongong to either Sydney Central/Mascot Airport or the proposed Badgerys Creek Aerotropolis not only opens up attractive commuting and business trip opportunities to Wollongong residents but also improves Wollongong's accessibility to Greater Sydney to encourage an efficient 'contra-flow' to emerging economic and employment growth in the Wollongong area.

The dual purpose (freight and passenger) Maldon to Dombarton rail link to Western Sydney is now referred to locally as the South Western Illawarra Rail Link or 'SWIRL'. Council strongly supports this proposal, which has the potential to transform and provide mutual benefits to the local economies of both Wollongong and South Western Sydney.

Illawarra First and the SMART Infrastructure Facility, University of Wollongong released a detailed report in 2020 examining the cost and benefits of a new rail link referred to as the SWIRL. The rail link would connect south west Sydney and the Illawarra and reduce rail travel times considerably, more than halving the current time it takes to travel between Wollongong and Campbelltown Stations.

This new research recommended that SWIRL extend from Port Kembla, through to Western Sydney Airport, and onto St Marys; a major transport and freight hub.

The research found:

- **For passengers:** the SWIRL between Wollongong, Wilton and St Marys could see 18,500 daily commuters experiencing a 15-20 minute faster journey between Wollongong and Western Sydney by 2041. This result delivers a productivity gain of \$73M per year.
- **For freight:** the SWIRL would avoid the rail and road bottle neck developing in the Illawarra that by 2056 will result in a \$1B economic loss.

The paper also recommended SWIRL be constructed before 2036, at which stage:

- The South Coast Line will be at capacity for passengers and freight;
- The Port Kembla Container Terminal will be only five years away;
- Population growth at Wilton will necessitate the construction of a station and a rail connection to the Main Southern Line, delivered most cost-effectively by the SWIRL.

Information released by the Australian Government on the National Rail Program identifies the Sydney-Wollongong rail corridor as a key strategic corridor where there would be significant benefit in providing faster commuting times. Improved rail connectivity would leverage the full potential of strategic assets like Port Kembla, Badgerys Creek and the growing economy of Western Sydney.

SMART concluded that the SWIRL could meet the transport connectivity objectives set by TfNSW at a lower cost and provide many economic and social benefits for residents of the Illawarra and Western Sydney. Support for the acceleration of the Maldon to Dombarton rail link in the Draft Regional Transport Plans would align with TfNSW commitment within the plan to enhance freight capacity and road safety.

Council seeks commitment within the Regional Transport Plan to the accelerated delivery of the Maldon to Dombarton (South West Illawarra) Rail Link.

3.2 Picton Road and Appin Roads

Picton Road and Appin Road are the pre-eminent arterial roads that link Western Sydney to the Illawarra. Demand for safe and efficient travel will continue to grow on these links as Western

Sydney expands and the new community seeks education, employment and recreation in the Illawarra.

Council welcomes the planning of improvements of Picton Road, however, requests that the upgrade be accelerated within the current 10-year period and that consideration be given to the long term economic and safety values of duplication and grade separated interchanges.

Council recommends the inclusion of a review and improvement of the Mount Ousley/ Picton Road interchange and particularly the westbound alignment and delineation be included in the scope of this project.

Interim strategies that are considered to be of value are intelligent transport systems such as are available on the Sydney Orbital to assist travellers to plan and manage their journeys.

Similarly, actions for Appin Road are welcome. Council welcomes the opportunity to work with TfNSW and surrounding councils to improve safe connectivity along these corridors.

3.3 Mount Ousley Road

Mount Ousley Road is the primary arterial road between the Illawarra, Shoalhaven and Greater Sydney. Council welcomes the ongoing commitment to deliver improvements at the Mount Ousley Interchange, however, would seek acceleration of the project's delivery noting its lengthy planning process.

Council notes that the operation of Old Mt Ousley Road as a primary gateway to Wollongong from Mt Ousley. The intersection of Old Mount Ousley Road and the Princes Highway currently operates as a dual lane roundabout with a low level of service. This intersection will need to be upgraded to traffic control signals (traffic lights) prior to the commencement of the interchange project to ensure safe and efficient access to the City during construction. It is recommended that the traffic signal project at this location be included and accelerated in the scope of the Mt Ousley Interchange project.

Further, Council seeks a commitment to improvements to the alignment of Mount Ousley Road and creation of a third descent lane. Council notes the ongoing capacity and road safety issues present, particularly with proposed increases to freight, on Mount Ousley Road.

3.4 State Road Network: Interregional Travel Links:

3.4.1 M1 Princes Motorway

The TfNSW website identifies improvements on the M1 Princes Motorway Mount Ousley and the Albion Park Rail Bypass as current projects, however these works are not listed in the draft Regional Transport Plan.

Council would be happy to work with TfNSW to identify specific locations along this corridor that require inclusion and acceleration to improve capacity for inter-regional trips, particularly for journeys to work and education between Wollongong and Shellharbour.

Intersection and ITS solutions should be included as initiatives in the Regional Transport Plan, along with the introduction of additional on and off-ramps to service the West Lake Illawarra growth area and Metro Wollongong. Council would also request the review of current interchange performance.

These improvements will also support road safety, heavy vehicle access to Port Kembla and commuter access to and from West Lake Illawarra.

3.4.2 Memorial Drive

Memorial Drive is a key arterial road linking the northern suburbs of Wollongong to the Wollongong CBD. The efficiency and capacity of Memorial Drive is severely impacted upon by the closely spaced and high number of traffic signals whose efficient operation is impacted upon high levels of local access. Congestion on the arterial link is resulting in a significant reallocation of regional commuting traffic to local roads, such as Pioneer Road, reducing local amenity. Council would welcome investment in time of

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day traffic management with a view to balancing the needs of the local and wider community.

Council would like consideration of a grade separated interchange at the intersection of Memorial Drive and Towradgi Road within the short-medium term (0-10 years) and additional information on wider projects proposed under the current initiative.

Ongoing growth in traffic has occurred in the northern suburbs of Wollongong through the increased housing and increasing demand for regional trips along the Grand Pacific Drive. There is a need to plan the delivery of the Memorial Drive (Princes Highway) extension to Bulli Pass in the medium term and a commitment to a traffic management strategy for the northern suburbs in the immediate term.

3.4.3 Lawrence Hargrave Drive

As noted above, significant local growth and projected demand for inter-regional travel along Memorial Drive and Lawrence Hargrave Drive, if unaddressed, will see further degradation of local amenity in the northern suburbs.

Council welcomes the commitment to improve road safety and reliability through Wollongong's northern suburbs of Bulli and Thirroul, however, is concerned that projects under these initiatives are for investigation only within the 10-year period, it is requested that specific projects be highlighted for delivery in the short term.

Council seeks consideration from TfNSW for improved collaboration and acceleration of these improvements. Council also seek improved application of Movement and Place framework when delivering projects on these roads noting the impact to local amenity that intensive road traffic has on the area.

Council welcomes recent funding for the Grand Pacific Walk at Clifton and would also like to see an ongoing commitment to the delivery of the Grand Pacific Walk project, which will deliver improved local pedestrian and cycling connections along Lawrence Hargrave Drive.

3.4.4 Infrastructure not included in the Regional Transport Plan

Several major road projects were noted as missing in proposed initiatives:

- Upgrades to State Roads, particularly intersections, within Metro Wollongong;
- Upgrades to Bulli Pass;
- Upgrades to Macquarie Pass;
- Planning and delivery of additional escarpment crossing;
- B65 (Shellharbour to Wollongong) congestion and local amenity improvements;
- Resilience planning for freight networks and greater Wollongong, noting major disruption can and does occur;
- Reference to maritime infrastructure other than Port Kembla;
- Reference to supporting transport services and infrastructure for the Shellharbour Airport;
- Existing committed projects underway in Illawarra-Shoalhaven.

It was also noted that major projects such as the proposed Ulladulla-Milton bypass appear misaligned with regional significance and regional benefit when substantial projects within Greater Wollongong remain unplanned and unfunded.

The draft Illawarra-Shoalhaven Regional Transport Plan should be updated to include prioritised projects that deliver safe and convenient multi-modal transport links within the Region and between Greater Sydney in the short-medium term (0-15 years)

4. Safety, Liveability and Amenity Initiatives

Council welcomes the focus on safety and liveability contained within the draft Regional Transport Plans objectives and initiatives. Council shares the vision and goals of the Movement and Place Framework, to create Precincts and Places that build on community individuality whilst providing safe, amenable and efficient access for all.

Council also recognises that this requires balance between the efficient movement of people within, through and around places and looks forward to applying the framework cognisant of the community and customer needs of the Illawarra. It also thanks the Government for supporting local road safety projects funded through the State Road Safety Program and National Blackspot Program.

Council is aligned with TfNSW in its goal to improve road safety and local amenity in Greater Wollongong. Our focus is moving residents and visitors safely around our city, with a particular focus on enabling pedestrians and cyclists to safely move around their areas.

That said, there remains a number of major roads and intersections within the Illawarra-Shoalhaven that require immediate planning to address their road safety, efficiency and local amenity impacts.

Whilst the figures shown within the draft Regional Transport Plan clearly illustrate our concerns with road safety in Greater Wollongong. Council has a list of numerous known areas for investigation and implementation of minor safety works that will enhance both safety and amenity across the region.

Council is keenly aware of several intersections and roads across the City, including those under the care and control of TfNSW, that pose a challenge to the safe and convenient movement of traffic, particularly pedestrians and cyclists. Many of these are roundabouts that require signalisation to ensure the safety of pedestrians and cyclists and are seen as a high priority by our community.

Wollongong was recently awarded the international 'Bike City' label, the only City in the southern hemisphere to receive the iconic and internationally recognised title. The inclusion of plans to investigate a Principle Bicycle Network (PBN) is welcomed, and Council looks forward to commencing both the planning and delivery of the PBN. We would further request an initiative supporting the ISJO's proposed regional cycling tourism strategy and that a regional PBN be created to reflect the wider opportunities for cycling improvements in the Illawarra-Shoalhaven.

Further, Wollongong will be host to the UCI Road World Cycling Championships in September 2022, this forms one of the 10 international Major Events being delivered by the NSW Government.

Council is committed to delivering the actions outlined within our Cycling Strategy over the next 10 years and will continue to seek the NSW Government's support in realising our goals to improve bike riding for all in our community.

Similarly, speed zoning and speed management including shared zones, high pedestrian activity areas, local area traffic management, priority treatments and 30km/hour trials are of high interest to Council. Council would request additional initiatives be brought forward and an increased focus by TfNSW for placemaking projects around the City, particularly in high pedestrian and cycling areas such as the CBD foreshore. Council is in the process of creating improved "High Street" environments in Corrimal, Port Kembla and Helensburgh and would welcome the piloting of the 30km zone as part of these initiatives.

Council is supportive of legislative changes and would be willing to facilitate a local trial for personal electronic mobility devices in Wollongong, particularly E-scooters.

Similarly, the proposal to develop a place-based transport plan for Metro Wollongong is welcome. Further to this, Council would request the initiative include notable town and village centres of Greater Wollongong.

Further, commitment and focus on the ongoing development of West Lake Illawarra's Public and Active Transport Network is needed to ensure that infrastructure enables local trips to their local major centres, education, and local train stations, such as Dapto and Albion Park. This focus on improved local resident access would reduce external trip demand where possible. It is noted that the existing structure plan actively creating 'missing links' due to infrastructure limited to individual developer frontages or within the release area bounds.

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Council continues to identify projects that would address road safety and access issues around and along routes to local schools. Collaboration between the Department of Education, TfNSW and Council would aid in both the planning and delivery of these projects. Council welcomes the proposal within initiative 49 in this regard, however, there is a significant shortfall between the need for walking and cycling infrastructure and resources (funding) to enable the creation of safe and amenable environments at and around schools.

In respect to future growth areas, the current Department of Education service model will see fewer and larger schools built in new release areas rather than the tradition neighbourhood school model. One of the initiatives in the Transport Plan is a collaboration to address barriers to walking and cycling to schools. Council notes this approach is in direct opposition to the outcomes being sought for the 30-minute city, active transport and safer routes to school by increasing distances to schools in growth areas and intensifying the activity of traffic at those schools. TfNSW should directly address this, through coordinated influence on school transport plans and their strategic location.

Further to this, recent IPART recommendations will result in a net reduction in overall infrastructure cost revenue of \$18 million. Council will be required to pursue cost savings at West Dapto in order to ensure all required infrastructure continues to be delivered. This cost savings requirement is particularly required for the shared path network. It will be difficult to deliver on this initiative in West Lake Illawarra given the above financial challenges and lack of school infrastructure planning from the Dept of Education.

Destination parking demand is also growing, with significant influence from Greater Sydney being felt both in congestion in the northern suburbs but also in the capacity of parking in high tourist areas such as patrolled beaches and similar tourist destinations. Council is interested in working with TfNSW in developing trip demand management systems to control both volumes of non-essential through traffic, improve convenience of public transport within walking and cycling catchments of tourism destinations, particularly the use of trains, parking control and pricing schemes to ensure public parking is available when needed.

Council requests greater collaboration with Councils to develop and prioritise projects that address known significant road safety issues, efficiency, and local amenity opportunities within the Illawarra-Shoalhaven. More specifically, Council would like to see an initiative for Greater Wollongong Safety and reliability improvements.

4.1 Planning for Movement and Place

Council welcomes the articulation of a clear goal in level of service for movement between Cities. However, the goal to create a 30-minute City is considered to be more appropriate for travel service levels between Metropolitan Cities and if applied to this region only be applied to connectivity between Greater and Western Sydney or to the wider extents of the region beyond the boundaries of the LGA.

Council has in the past continues to invest in an Access and Movement Study for the City with the objective is to produce a plan that defines appropriate movement corridors and place precincts across the City. Council would welcome greater collaboration with TfNSW in the development of this plan to ensure TfNSW approach supports the vision Council has for the City Centre.

To create a "Liveable Wollongong" the acceptable and efficient journey time should be reduced to 20 minutes to meet customer and community expectations. It appears based on the current proposed State priorities for the Illawarra-Shoalhaven and its growth areas that limited application of 30-minute city planning practices or Movement and Place is applied.

Whilst Council supports the objective of a 30-minute public transport trip between regional centres or growth area across the Illawarra-Shoalhaven, it is not considered to be the case within the precinct of the LGA which is an area dominated by private vehicle travel that has significantly lower travel times. This is seen to be counter-productive when attempting to guide real local transport mode shifts.

Noting that one intent of considering this transport planning practice is to consider and design systems that enable users to choose healthier and greener means of transport when undertaking their journeys.

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It was noted that reference to modal shift such as a future where 1 in 5 trips would be made by foot, bike or public transport and emission reduction was made a number of times, however, it was unclear based on the priorities of the plan and known projects, how such a shift (through delivery of the current draft Regional Transport Plan) would occur.

It is unclear within the document, and current State policy focus on greenfield expansion (given the distance of current Urban Release Area (URA) from trip generators and a lack of focus on green transport networks and rail connectivity) how changes to private vehicle use will be facilitated. Current initiatives such as West Lake Illawarra and Shoalhaven URA, and changes in technologies, could potentially make private ownership more convenient thereby increasing the market share of private vehicle use rather than a marked reduction. The assumption made that trip mode choice will change to public and low emissions vehicles needs to be underpinned with specific initiatives.

Given the above, Council agrees that the focus should be to support active transport as the mode of choice for trips within a centre's 15-minute catchment, and connected multi-modal trips from there on. The macro use of 'regionally significant centres' does not appear to align with the mode shifts sought within centres purported by the document.

Council would suggest that additional centres in Greater Wollongong and Shellharbour be used in future planning with a focus on delivering multiple high-quality centres with public transport connections rather than an isolated 'regional' Metro approach.

The plan should set out clearly the ways in which it will ensure that the relative attractiveness of sustainable transport compared to private vehicle transport increases over time (for example, aiming to make the 30-minute travel catchment for sustainable transport significantly larger than the 30-minute catchment for private motor travel). A risk to the vision provided in this plan is that motor vehicle network upgrades planned keep the status quo of motor vehicle travel being more attractive than sustainable travel and, hence, high car dependency associated mode share will remain.

Council requests the consistent and improved application of Transport 2056 and Movement and Place service planning frameworks for inter and Intra regional transport journey planning for the Illawarra-Shoalhaven and that the place based plan for Metro Wollongong be accelerated and prepared in collaboration with the Access and Movement study for the City.

Clarification on the following items are sought

Location	Question
Page 15	<p><i>Influence of Western Sydney</i></p> <p>With the stated increase in dwellings, Council is interested in working with TfNSW to develop a visitor economy transport plan that effectively manages and welcomes visitors to the region – initiatives will include services, communication and infrastructure elements.</p>
Page 63	<p><i>“Initiatives in Planning”</i></p> <p>Please provide a definition for the term “in planning” for example, the 30km/per hour is described as “in planning” with an undetermined time frame for either piloting or implementation.</p>
Page 63	<p><i>“For investigative Actions”</i></p> <p>Please provide a definition for the term “due for investigation” in the next ten years. Is implementation due within the lifespan of the plan (20 years)?</p>
General	<p>Council would like to see reference to and action on better data provision and sharing between State and Local Governments, particularly relating to traffic, travel, patronage and origin destination patterns.</p>

ITEM 2

WOLLONGONG CITY COUNCIL - DRAFT SUBMISSION TO THE INQUIRY INTO THE DEVELOPMENT OF A HYDROGEN INDUSTRY IN NEW SOUTH WALES

Wollongong is a city committed to a clean energy future with demonstrated capability to develop a large-scale hydrogen industry as identified by both the Commonwealth and New South Wales Governments. Wollongong City Council strongly supports this vision given its alignment to Council's adopted target of net zero emissions by 2050, as well as long lasting economic benefit to the Illawarra region and New South Wales.

The NSW Standing Committee on State Development is currently undertaking an Inquiry into the development of a hydrogen industry in New South Wales. This report seeks Council's endorsement for its submission to the Inquiry about Wollongong's capability and commitment to hydrogen industry.

RECOMMENDATION.

Council endorse the draft submission to the Inquiry into the development of a hydrogen industry in New South Wales and submit to the NSW Standing Committee on State Development.

REPORT AUTHORISATIONS

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

ATTACHMENTS

- 1 Terms of Reference - Inquiry into the Development of a Hydrogen Industry in New South Wales
- 2 Wollongong City Council - Submission - Inquiry into the Development of a Hydrogen Industry in New South Wales

BACKGROUND

The NSW Upper House is undertaking an inquiry into and report on the current state of, and opportunities for, the development of a hydrogen industry in New South Wales. In summary, the Terms of Reference for the Inquiry are focused on:

1. The size of the economic and employment opportunity created by the development of a hydrogen industry in New South Wales, in particular those opportunities for regional New South Wales.
2. The state's existing hydrogen capabilities.
3. The capacity of and barriers to New South Wales becoming a major production, storage and export hub for hydrogen.
4. The economics of hydrogen's use in different sectors of the economy, including emerging opportunities to use hydrogen in industrial processes and as a feedstock.
5. The infrastructure, technology, skills, workforce capabilities and other things needed to realise the economic opportunities of hydrogen as and when it becomes commercial in different sectors of the economy.
6. The actions needed of the public and private sectors, to support the development of a hydrogen industry in New South Wales and to realise the associated economic opportunities, including actions to manage any safety risks in the hydrogen industry.
7. The potential for jobs in New South Wales, both directly in the hydrogen industry and in other industries powered by hydrogen.
8. Any other pertinent matters the committee wishes to draw to the Government's attention in this regard.

The full Terms of Reference are included in Attachment 1.

The City of Wollongong is well placed with regard to the development of an emerging hydrogen industry. The draft submission seeks to highlight the strong alignment of hydrogen as an alternate energy source to Council’s strategic directions, namely the Economic Development Strategy 2019-29, which sets a target of 10,500 net new jobs within Wollongong over the next decade, and Council’s commitments to a clean energy future as reflected in Council’s participation in the Global Covenant of Mayors for Climate and Energy and the City Power Partnership Program, Council’s Climate Change Mitigation Plan 2020 and Sustainable Wollongong 2030: A Climate Healthy City Strategy.

In addition, strategic alignment, well established partnerships, networks and research capabilities, and infrastructure exists within the region to support the development of hydrogen industries. These capabilities are expanded in the attached submission.

Submissions are due by Friday, 26 February 2021.

PROPOSAL

A draft submission has been prepared and outlines the many competitive advantages that Wollongong has regarding the hydrogen industry and the economic benefits it offers to the state of New South Wales.

The draft submission is attached to this report.

CONSULTATION AND COMMUNICATION

The Community Cultural and Economic Development Division, through the Economic Development Team, prepared the submission in consultation with Council’s City Strategy Division, in particular the Environment Planning Manager. Externally, Council worked closely with the Department of Regional NSW, Illawarra Innovative Industry Network (i3net) and the University of Wollongong.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal “We have an innovative and sustainable economy”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
2.1.3 Cross sector initiatives are coordinated and implemented to increase and attract business investment, supporting small businesses and encouraging jobs growth.	2.1.3.1 Support regional activities and partnerships that promote business investment and jobs growth	Implement the Economic Development Strategy 2019-29

CONCLUSION

The NSW Standing Committee on State Development is seeking submissions to the Inquiry into the development of a hydrogen industry in New South Wales until 26 February 2021. This report seeks Council’s endorsement to lodge a submission into the Inquiry by the due date.



LEGISLATIVE COUNCIL

STANDING COMMITTEE ON STATE DEVELOPMENT

Inquiry into the development of a hydrogen industry in New South Wales

Terms of Reference

That the Standing Committee on State Development inquire into and report on the current state of, and opportunities for, the development of a hydrogen industry in New South Wales, and in particular:

1. The size of the economic and employment opportunity created by the development of a hydrogen industry in NSW, in particular those opportunities for regional NSW, including having regard to:
 - (a) the emerging domestic and international trends in the production and demand for hydrogen, including in South Korea, the Netherlands, Japan and other Australian states and territories; and
 - (b) NSW's existing and potential linkages to those markets.
2. The State's existing hydrogen capabilities, including:
 - (a) NSW's research and development capacity for all elements of the hydrogen supply and demand chain, including existing research and development work of the Government, academic and private sector; and
 - (b) The State's energy and industrial infrastructure which could support the production, storage, distribution, use and export of hydrogen.
3. The capacity of and barriers to NSW becoming a major production, storage and export hub for hydrogen, including NSW's capacity to:
 - (a) develop and commercialise hydrogen technologies;
 - (b) manufacture and export hydrogen production componentry, including electrolysis componentry;
 - (c) manufacture and export hydrogen storage and transport infrastructure, including in heavy transport and shipping vessels;
 - (d) generate green hydrogen through renewable energy sources;
 - (e) use hydrogen for transport;
 - (f) use hydrogen in its own industrial processes, such as in steel, aluminium and chemical production;
 - (g) use hydrogen for electricity generation, including the feasibility of retrofitting existing and proposed electricity generation assets to use hydrogen; and
 - (h) manage the safety and safeguarding of hydrogen utilisation.

4. The economics of hydrogen's use in different sectors of the economy, including emerging opportunities to use hydrogen in industrial processes and as a feedstock.
5. The infrastructure, technology, skills, workforce capabilities and other things needed to realise the economic opportunities of hydrogen as and when it becomes commercial in different sectors of the economy.
6. The actions needed of the public and private sectors, to support the development of a hydrogen industry in NSW and to realise the associated economic opportunities, including actions to manage any safety risks in the hydrogen industry.
7. The potential for jobs in New South Wales, both directly in the hydrogen industry and in other industries powered by hydrogen.
8. Any other pertinent matters the Committee wishes to draw to the Government's attention in this regard.

Committee membership

Hon Taylor Martin MLC	Liberal Party	<i>Chair</i>
Hon Mick Veitch MLC	Australian Labor Party	<i>Deputy Chair</i>
Hon Mark Banasiak MLC	Shooters, Fishers and Farmers Party	
Hon Wes Fang MLC	The Nationals	
Hon Sam Farraway MLC	The Nationals	
Hon John Graham MLC	Australian Labor Party	
Hon Natasha Maclaren-Jones MLC	Liberal Party	
Hon Mark Pearson MLC	Animal Justice Party	
Mr David Shoebridge MLC *	The Greens	

* Mr David Shoebridge is a participating member for the duration of the inquiry.



WOLLONGONG CITY COUNCIL

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NSW Standing Committee on State Development
Parliament of New South Wales
6 Macquarie Street
SYDNEY NSW 2000

Our Ref:
File:
Date:

Z21/23814
CCE-025.10.014
26 February 2021

Dear Sir/Madam

DEVELOPMENT OF A HYDROGEN INDUSTRY IN NEW SOUTH WALES

Wollongong City Council welcomes the opportunity to provide a submission to the NSW Standing Committee of State Development inquiry into the development of a hydrogen industry in New South Wales.

Wollongong is a city committed to a clean energy future with demonstrated capability to develop a large-scale hydrogen industry, as identified by both the Commonwealth and New South Wales Governments. Wollongong City Council strongly supports this vision and is working proactively to encourage the development of a hydrogen hub at Port Kembla. This will not only help the city achieve its adopted target of net zero emissions by 2050 but also deliver long lasting economic benefit to the both the Illawarra region and New South Wales.

This submission aims to inform the inquiry of Wollongong's capability as a location for large-scale hydrogen production and export and advise of the next phase in its development as a large-scale hydrogen hub.

Wollongong: a globally connected, international trade hub

Wollongong is the regional capital of the Illawarra, contributing \$12.2B (60%) of the Illawarra's \$20.4B economy. By 2041, Wollongong will be home to more than 265,000 residents, part of a broader population of almost half a million people across the Illawarra region.

Wollongong is a city transformed. Traditionally known for its world class steel making and coal mining industry, Wollongong today is an important knowledge service centre, a globally connected international trade hub and home to an industry-focused global university. Wollongong is New South Wales' third largest city, approximately 80km south of Sydney. Wollongong is strategically located just over an hour south of Sydney International Airport, just over two hours from Canberra and has global connections through the port of Port Kembla.

In September 2019, Council adopted its Economic Development Strategy 2019-2029, setting a target of 10,500 net new jobs within Wollongong over the next decade. Many of these new jobs will be in sectors such as Professional Services and Technology, but there is also an opportunity to build on Wollongong's existing skill base in Advanced Manufacturing, supporting jobs in emerging sectors such as Clean Energy. Manufacturing employs close to 11,500 people across the Illawarra Shoalhaven region, 67% within Wollongong local government area (LGA), and remains the largest sector in terms of export income.

Council through its participation in the Invest Wollongong partnership (along with the NSW Government and the University of Wollongong), has identified clean energy as a target investment sector. Wollongong is envisaged to play a key role in Australia's decarbonised energy future, with Port Kembla identified as a superior location for Australia's first large scale hydrogen facility.

Wollongong has a supportive business environment with a highly collaborative manufacturing sector. Council currently supports the Illawarra Innovative Industry Network (i3net), a network established to promote the collective capability of the manufacturing industry to local, national, and international markets. The network is comprised of over 55 local companies employing over 10,000 personnel. Whilst representing the interests of the

region's industry, i3net collaborates closely with the Department of Regional NSW (DRNSW), the University of Wollongong (UOW), NSW TAFE and Wollongong City Council.

At a local level, I3Net on behalf of the Industry submitted an application to the National Energy Resources Australia's recent EOI process to establish a series of Hydrogen Technology Cluster across the country. Despite an established ecosystem and a submission with strong local support, with the backing of UOW, the Port Kembla application was not successful.

The network advocates strongly for the continued development of a local hydrogen cluster at Port Kembla, to build the capabilities of companies and opportunities within the hydrogen supply chain and industry.

Wollongong is committed to a clean energy future

Over the last five years, Wollongong City Council has embarked on significant environmental policy development and partnerships to address the ongoing threat of climate change and promote a clean energy future. A summary of Council's recent plans and activities is as follows:

- In August 2017, Council became a signatory to the Global Covenant of Mayors for Climate and Energy (GCoM), which commits Council to a series of activities to achieve a resilient and low-emission society
- In August 2019, Council declared a state of climate emergency that requires urgent action by all levels of government. As part of the GCoM, Council set a target of net zero emissions by 2050 for the City of Wollongong. Council also recognised the significance of its own contribution to the city's emissions and the need to demonstrate leadership, and so set a target of net zero emissions by 2030 for its own operations
- In January 2020, Council joined the City Power Partnership Program (CPP) to help reduce emissions and to promote opportunities to our community and businesses. This program will support the city's transition to a clean energy future by providing access to a range of resources to help evaluate and monitor actions and opportunities to collaborate and share knowledge with other Councils
- At its meeting of 16 November 2020, Council adopted its Climate Change Mitigation Plan 2020 and Sustainable Wollongong 2030: A Climate Healthy City Strategy

Council's Climate Change Mitigation Plan 2020 recognises the need for Council to stay up-to-date with electric, hybrid and hydrogen vehicle technology, infrastructure needs, and opportunities to support the transition from non-renewable fossil fuels. The Plan identifies the long-term benefit of developing alternative fuels including lower running costs for users, reduced air pollution and lower greenhouse gas emissions, health benefits from air quality improvements, and reduced noise which will improve liveability. It will also contribute to improved energy security through reduced reliance on imported, non-renewable fuels.

The Plan notes the transformational opportunities presented in the transport sector through a shift to fuel cell electric vehicles (FUEVs) to complement the already underway uptake of conventional electric vehicles (EVs). Fuel Cell Electric Vehicles (FCEVs) powered by renewable hydrogen have high range and quick refuelling times and when combined with the use of EVs, there is a long-term opportunity for all motorised vehicles to be an emissions-free solution at point of vehicle use. The opportunity for hydrogen vehicles is particularly relevant given Port Kembla's role as a major logistics and freight hub. The Plan acknowledges that hydrogen refuelling infrastructure, not currently available, is necessary though to support commercialisation of this potential market.

National and State Policy Context

The Commonwealth of Australia released Australia's National Hydrogen Strategy in November 2019. A key element of the Strategy is port based hydrogen hubs that can build scale and capacity by leveraging existing infrastructure to service initially domestic markets, scaling into exports by 2030 as international demand builds and firms up. The port of Port Kembla was identified as a potential hydrogen export hub in the Strategy.

The NSW Government through DRNSW is coordinating a regional effort with a vision to create Australia's first large scale 5-gigawatt (GW) hydrogen hub to service domestic and export markets by 2030 at Port Kembla.

The hub would successfully integrate production with multi sector utilisation opportunities across gas network injection, industrial processes, transport (cars, buses trucks trains and shipping), power generation and export. To deliver on the vision, the Port Kembla Hydrogen Hub has been established, which aims to maximise the opportunities through:

- Facilitating the more than \$2.5B of major energy projects in hydrogen production, power generation, gas pipeline, import and export terminal infrastructure at the port of Port Kembla
- Supporting technology demonstration projects that leverage existing infrastructure, connect industry expertise with research institutions and create new highly skilled jobs
- Educating the community about the benefits of a hydrogen economy to build public trust, confidence, and social licence to operate

The Draft Illawarra Shoalhaven Regional Plan 2041 also recognises the development of Port Kembla as an international trade hub, NSW's second container port and emerging hydrogen hub to grow the local economy and new jobs in the clean energy sector. Specifically, the Draft Plan contains the following strategy 15.3 to "promote opportunities for clean energy in the region including pumped hydro, hydrogen and biogenic gas" (pg. 57).

Further, the Draft Illawarra Shoalhaven Regional Transport Plan identifies that the regional freight task will continue to grow over the next 20 years, particularly with Port Kembla identified as a future container terminal, and a future hub for hydrogen production and export. The Plan notes that to support this expansion, supporting road and rail networks will need to embrace technology-driven solutions, and address first mile/last mile limitations.

The Draft Plan contains the following vision for Port Kembla over the next 20 years:

"The region will be well on the way to a low emissions future, with Port Kembla playing a key role in hydrogen production and distribution. With the ongoing transition of the electricity grid to renewables, public transport services will be both cleaner and more accessible and take up of electric vehicles will be supported by a comprehensive, local fast charging network underpinning the electric evolution of the vehicle fleet." (pg. 21)

The Draft Plan notes the following:

"To reach net zero emissions by 2050, the transport sector will need to play a key role in this transition towards a low emissions future. With Port Kembla identified as a potential hydrogen hub and electric vehicles forecast to reach upfront price parity with traditional combustion engine vehicles in Australia from 2046, the region's transport network and transport fleet will need to evolve to capitalise on this change" (pg. 17)

"To boost the commercialisation of low emissions hydrogen production and applications, the NSW Government has set an aspirational target for hydrogen to comprise up to 10% of the gas network by 2030. This commitment is likely to have associated benefits for the transport sector and could open up opportunities for hydrogen fuel cell vehicles across New South Wales". (pg. 48)

"Transport for NSW, in conjunction with the DPIE and DRNSW, will investigate opportunities with key industry partners for a hydrogen mobility pilot in the Illawarra-Shoalhaven. If supported, the pilot would provide valuable lessons for New South Wales on the wider expansion of hydrogen use in the transport sector, as well as support the growth of hydrogen-associated industries within the region" (pg. 48).

University of Wollongong's research capability

The UOW research and development area is currently addressing the issues of decarbonisation of the energy sector through the development of reliable and affordable hydrogen, syngas and biogas supply chains.

UOW researchers have also provided significant advances on the engineering and management of pipelines for carbon capture and storage projects. The headquarters of the Energy Pipelines CRC was at UOW for 10 years, as is its current successor, the Future Fuels CRC. This long-term collaboration has led to close engagement with all the natural gas and other energy suppliers in Australia, along with regulators, industry associations and government agencies.

UOW is also working closely with the NSW State Government, the Future Fuels CRC and Illawarra industry and energy suppliers as part of the Port Kembla Hydrogen Hub in the region. UOW is well positioned to be a leading research provider into the larger hydrogen energy drive within Australia. UOW is also part of the NUW Alliance - with the University of Newcastle, University of NSW and Western Sydney University. The Alliance is developing the NUW Energy initiative, of which, UOW brings unique and complementary skills and capabilities to this work.

Port Kembla as a large-scale hydrogen hub

The Illawarra region is particularly well suited to capitalise on both the use of hydrogen and the development of supporting technologies that will enable the adoption of the hydrogen supply chain. Companies in the region contain a mix of heavy industrial, engineering, technology and services businesses that support a client base that extends across the region, NSW, Australia and internationally.

The Illawarra region has a long history of innovation within the industrial sector, most notably in mining and manufacturing, which have shown the region's ability to diversify to adapt to the needs of the market place. The businesses within this region have developed a high level of resilience as they have continued to evolve to improve the way they deliver value to clients across the region, around the country and internationally. Continued development of a national hydrogen cluster will provide the opportunity for a number of these businesses to develop their product and service value offering, being part of this new industry and creating new jobs.

The region has already attracted the attention of several significant projects that will provide early-stage opportunities for the adoption of hydrogen and development of a regional industry focusing on supporting the hydrogen supply chain. These include H2X's announcement of their intent to build a hydrogen fuel cell vehicle manufacturing facility, Energy Australia's Tallawarra power station expansion, Australian Industrial Energy's (AIE) gas import terminal and potential gas turbine, and investigation to possible adoption of hydrogen into the steelmaking processes at BlueScope Port Kembla Steelworks.

Industrial gas company Coregas has operated a gas production facility at the Port Kembla steelworks for over thirty years. Coregas operate the largest hydrogen merchant facility in Australia, producing marketable hydrogen (2,000kg/day capacity) in a range of certified purities for industrial, food production, scientific and transport mobility applications. Coregas are providing technical services to the \$500M Hydrogen Energy Supply Chain Project in Victoria.

Port Kembla is an ideal location for large-scale clean energy hydrogen production due to the following factors:

- Access to significant quantities of renewable electricity and recycled water
- Access to customers across the industrial, heavy transport, electricity generation, gas network injection sectors in the Illawarra and proximity to the Sydney market, as well as to export markets such as Japan and Korea (through the internationally-connected port)
- Access to distribution infrastructure including road, rail, the Eastern Gas Pipeline, connecting to 80% of Australia's population and industry
- An industrialised precinct for 24/7 operations
- An existing supply-chain and skills base that could pivot to support large-scale hydrogen production

Attachment A is an Investment Prospectus for the Port Kembla Hydrogen Hub prepared by DRNSW.

Port Kembla Hydrogen Hub Development Plan

The next phase of work for the Port Kembla Hydrogen Hub working collaboratively with local stakeholders, is to develop a roadmap for a 5GW clean energy hydrogen hub supporting multiple GW scale water electrolyser production facilities. The Plan aims to assess the following:

- Potential GW production facility site locations
- Production technology and demand (power to X)
- Electrical infrastructure and grid connections
- Gas pipeline infrastructure
- Export terminal site and connections
- Refuelling station site location identification

Further, the Port Kembla Hydrogen Hub is advancing several initiatives related to future transport mobility, including a series of community education workshops in 2021 to showcase hydrogen fuel cell technology as a key enabler of zero emission transport.

Wollongong City Council commends the NSW Government on its support for the development of a hydrogen industry in NSW and looks forward to continuing to work in partnership to deliver on the substantive environmental and economic opportunities associated with the potential of a large-scale hydrogen industry.

Please contact Mark Grimson, Economic Development Manager on 02 42277166 should you require further information.

Yours faithfully

Greg Doyle
General Manager
Wollongong City Council
Telephone: (02) 4227 7111

Attachment A: Port Kembla Hydrogen Hub – Investment Prospectus November 2020

Port Kembla Hydrogen Hub

#H2Hub@PK

**INVESTMENT
PROSPECTUS**
NOVEMBER 2020

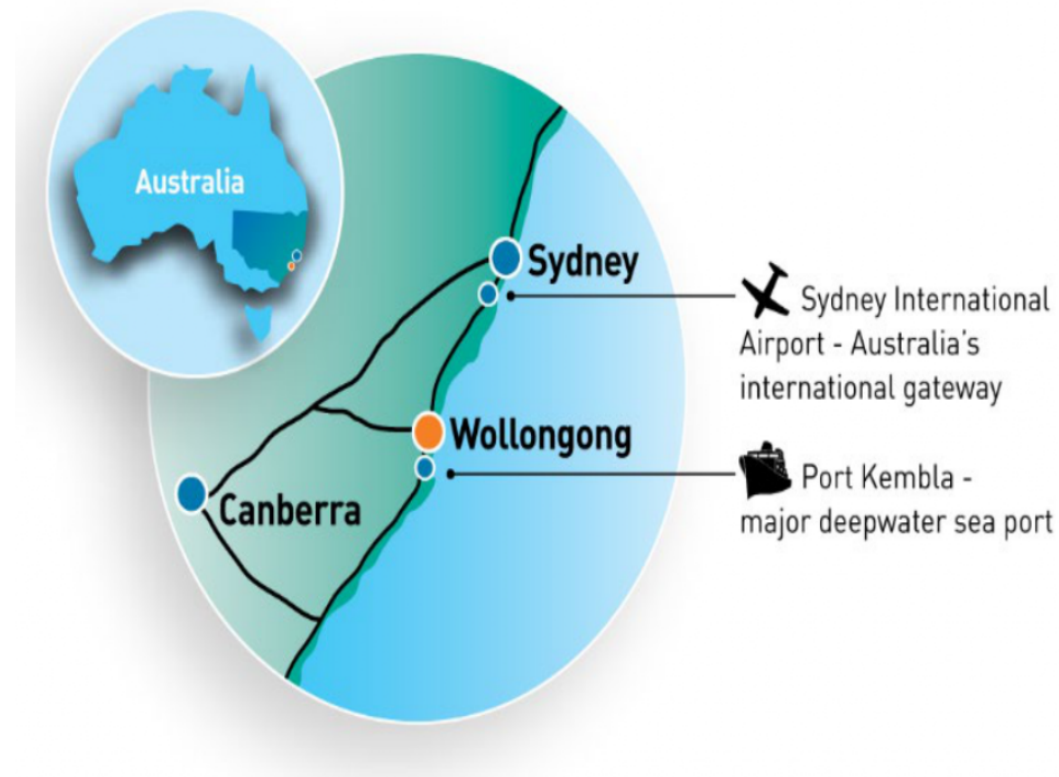
Global Opportunity

Port Kembla is a major industrial sea port on the **east coast of Australia**. It is **strategically** located just over an hour by road south of **Sydney** and its **International Airport**. Port Kembla is part of **Wollongong**, a modern vibrant city with a population over **200,000 people**.

Port Kembla has a **30+ year** demonstrated track record in **hydrogen production** and over a century of **heavy industry**.

Based on available feedstock, Port Kembla has a **5GW** or **1,500 tonnes/day** of potential green hydrogen production capacity.

The **NSW Government** is leveraging this **expertise** and **supporting infrastructure** to develop **Port Kembla** as Australia's first **large scale 5GW Hydrogen Hub**.



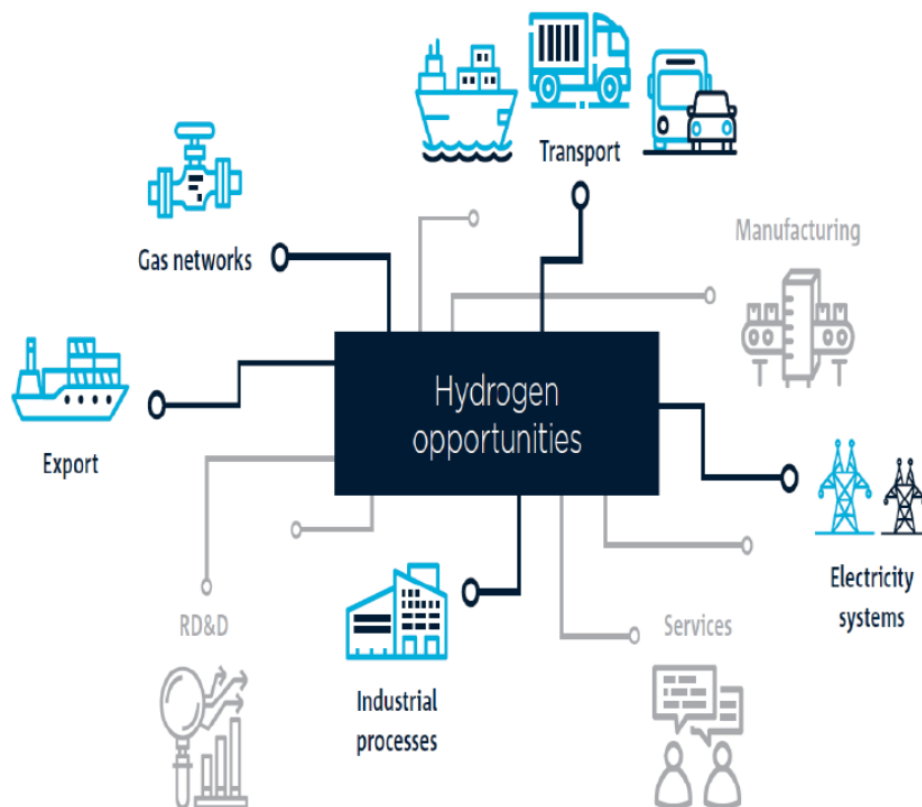


Image: Hydrogen Research, Development and Demonstration Report – CSIRO 2019

Investment Opportunities

Australia's **Port Kembla** - Australia's first **large scale 5GW green hydrogen hub** that successfully integrates production with multi sector utilisation opportunities across **gas network injection, industrial processes, transport** (cars, buses, trucks, trains and shipping) and power generation and **export**.

Port Kembla's **strategic location** makes **sector coupling** possible with road, rail and pipeline connections to **80 percent of Australia's population and industry**, and existing connections to **export markets** in Japan and Korea.

There are **\$2.5bn+** in **transformative new investment opportunities** spanning large scale green **hydrogen production**, power generation, gas pipeline, import and export terminal infrastructure.





Large Scale Green Hydrogen Production Facilities

Port Kembla Hydrogen Export Terminal

Coregas Port Kembla Hydrogen Production Facility

Energy Australia Tallawarra A + B Power Stations

Origin Energy Shoalhaven Hydro Scheme

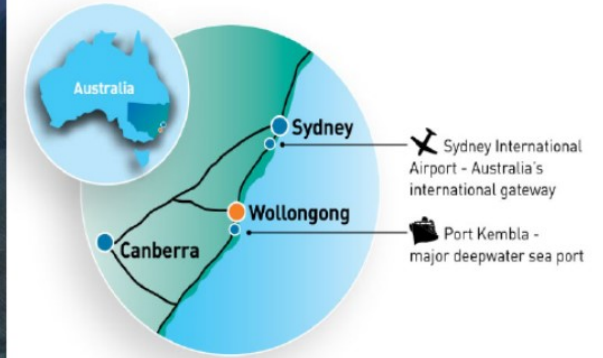
AIE Port Kembla Gas Terminal + Power Station

APA Port Kembla to Wilton Gas Pipeline

Jemena Port Kembla Lateral Looping Pipeline

= \$2.5bn+ of investment opportunities





Superior location for Australia's first large scale hydrogen hub

WHY PORT KEMBLA

Advantage #1 - Feedstock: renewable electricity and recycled water supplies with redundancy options to de-risk major projects.

Advantage #2 - Customers: large scale potential users in power generation, industrial processes, transport mobility, gas network injection and export

Advantage #3 - Distribution: direct deep sea port access for export with existing connections to Asian markets; gas pipeline, road and rail access to major domestic markets that account for 80 percent of Australia's population and industrial base

Advantage #4 - Location: heavy industrial precinct offers 24/7 operation, world class RD&D ecosystem, large skilled labour base, 30+ years of hydrogen production, handling and distribution experience and supportive community and social licence to operate



ADVANTAGE #1 - FEEDSTOCK

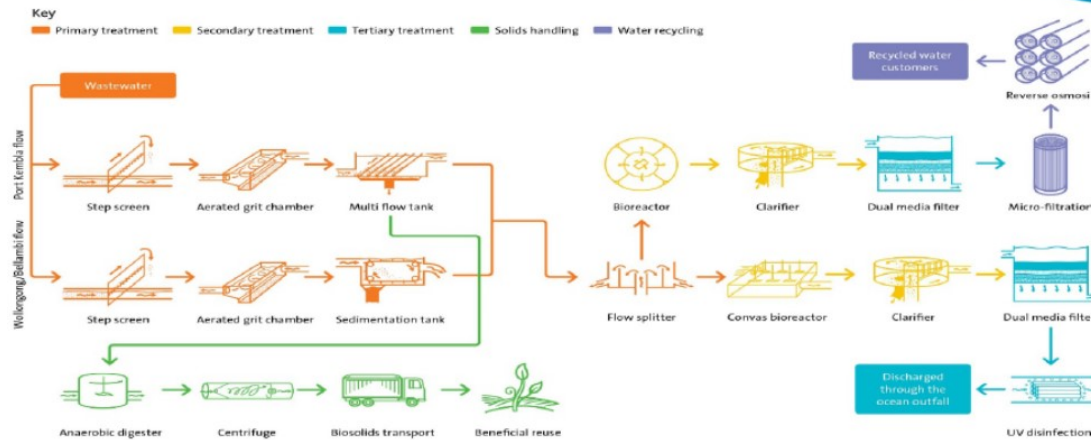


ADVANTAGE #1 - FEEDSTOCK

- # Large scale recycled water and renewable electricity available to support 1,500 tonnes, 5GW of green hydrogen production capacity
- # Recycled Water: Minimum supply of 15ML/day of recycled effluent water from the Wollongong Water Recycling Plant that is currently discarded through ocean outfall
- # Renewable Electricity: 132 KVA heavy voltage electrical infrastructure network provides multiple renewable energy options

Wollongong Water Recycling Plant

Sydney WATER



ADVANTAGE #2 - CUSTOMERS



Image: BlueScope Port Kembla Steelworks

© 2017 lostedtoedive.com

ADVANTAGE #2 - CUSTOMERS

- # Transport: NSW Govt is replacing its 8,000 bus fleet with zero emission vehicles
- # Industrial processes: Large scale users in steel making, manufacturing and processing
- # Electricity Generation: Blended use in gas fired power stations - Tallawarra A + B and proposed Port Kembla power stations
- # Gas networks: NSW Govt has set a 10 percent target for injection in the gas grid through the Eastern Gas Pipeline



ADVANTAGE #3 - DISTRIBUTION



ADVANTAGE #3 - DISTRIBUTION

Road and Rail: service 80 percent of Australia's population and industrial markets within 24 hours through existing road and rail networks

Pipeline: Injection through existing Eastern Gas Pipeline to service east coast residential and industrial users

Sea: major deep water sea port offers direct access to Japan and Korea



ADVANTAGE #4 - LOCATION



ADVANTAGE #4 - LOCATION

- # Port Kembla heavy industrial precinct offers 24/7 unimpeded operations
- # 30+ years of hydrogen production, storage and distribution expertise
- # Heavy industry DNA - skilled labour pool of over 200,000 people and social licence to operate
- # Innovation - collaborate with 11 universities and CSIRO through NSW Govt initiatives



Manufacturing & Services

The **Port Kembla Hydrogen Hub** is supported by an **incredible array of engineering expertise and capabilities** from over **100 years** of heavy industry.

The University of Wollongong's **Facility for Intelligent Fabrication** links world class **research, prototyping, training and certification** to industry needs.

H2X Australia has plans to establish a **hydrogen vehicle manufacturing** facility at Port Kembla creating opportunities for **local industry and new jobs**.

With **30+ years** of hydrogen expertise, Coregas are providing key technical services to the **\$500 million Hydrogen Energy Supply Chain** project in Victoria.



H2X
AUSTRALIA



Hydrogen Hub Ecosystem

Hydrogen can be produced from many energy sources and technologies. **Green hydrogen** is produced from recycled waste water and renewable energy from solar, wind, hydro and biomass sources through **electrolysis**.

Heavy voltage grid connections are available with two 132KVA transmission substations servicing the precinct. Recycled water currently discarded through ocean outfall gives the Port Kembla **5GW of potential production capacity**.

Blue hydrogen produced at Port Kembla from **steam methane reforming** is already being utilised across the supply chain in a range of innovative **technology demonstration projects** that drive industry research and collaboration.

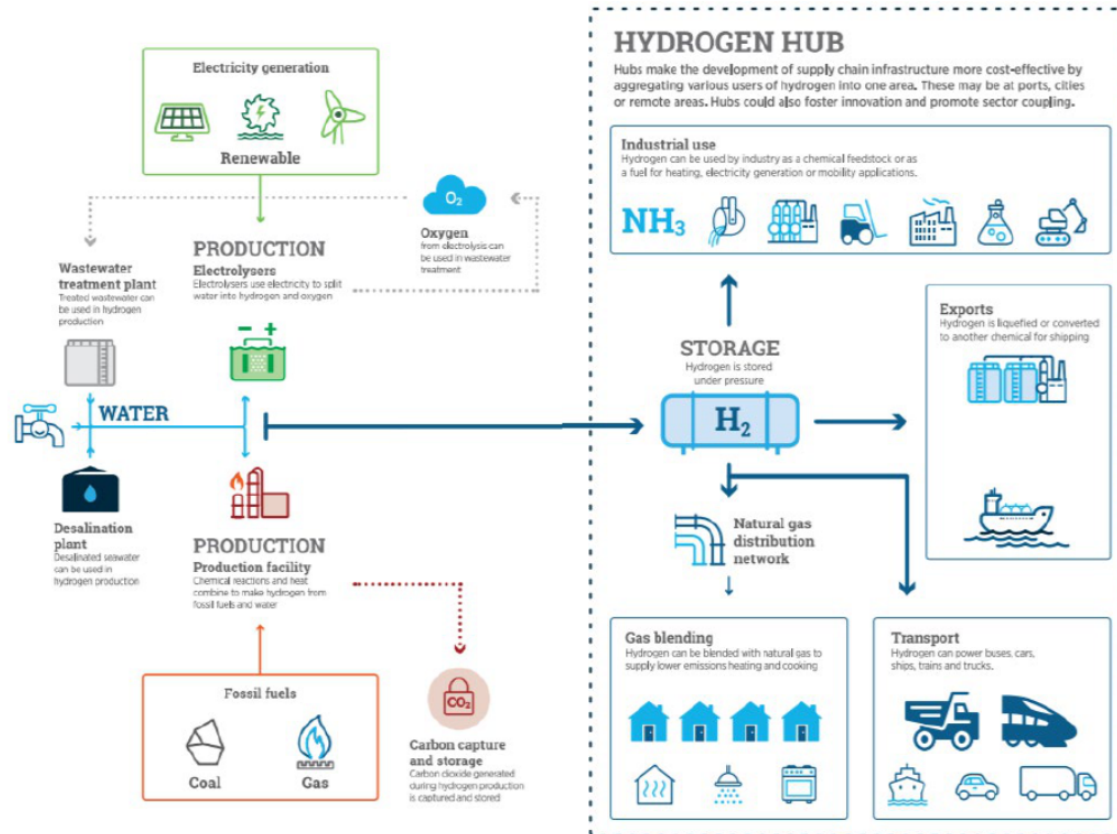


Image: National Hydrogen Strategy Report – COAG Energy Council 2019



Technology Demonstration Projects =

Hydrogen in Steel Making - BlueScope, Future Fuels CRC, Steel Research Hub, UOW, Dept of Regional NSW (DRNSW)

Hydrogen Train Trial - Transport for NSW, DRNSW, UOW

Hydrogen Bus Trial - Various ZEB Proposals

Hydrogen Refuelling Station + Trucks - Coregas, Hyzon

Metal Hydride Hydrogen Storage - UNSW, H2 Store, Coregas

Electrolyser Production Technology - UOW





Be part of this Global Opportunity

Port Kembla Hydrogen Hub is set to play a **key role** in the Australia's journey towards a **zero emission future**.

Investment opportunities span large scale **green hydrogen** production, **power generation**, gas **pipeline**, **import** and **export terminal infrastructure**.

Contact us now to be part of this **exciting global opportunity**.

Contacts

Nigel McKinnon
Deputy Director
Department of Regional NSW
e| nigel.mckinnon@dpc.nsw.gov.au
m| +61 418 259 055





Attachments

- Investment opportunities summaries



LARGE SCALE GREEN HYDROGEN PRODUCTION

LARGE SCALE GREEN HYDROGEN PRODUCTION FACILITIES

OWNER: Various

DESCRIPTION: Establishment of large scale green hydrogen production facilities at 5GW (1,500 tonnes/day) combined capacity to service initially domestic markets scaling into exports by 2030.

STATUS: Concept stage.

TYPE: Electrolyser technology utilising renewable energy and recycled water feedstock (15ML/day capacity).

CAPACITY: Multiple GW scale sites giving 5GW combined capacity. Staged development based on domestic and export market activation pathways.

INVESTMENT: \$1 billion + estimate.

LOCATION: Wollongong LGA

CONTACT: Nigel McKinnon, NSW Govt | 0418 259 055
nigel.mckinnon@dpc.nsw.gov.au

Image: Asahi Kahei 10MW single stack alkaline electrolyser commenced operation in April 2020 in Fukushima Japan



COREGAS PORT KEMBLA HYDROGEN PRODUCTION FACILITY



Image: Coregas Hydrogen Production Facility at Port Kembla



Image: Coregas tube trailer distributing compressed hydrogen

COREGAS PORT KEMBLA HYDROGEN PRODUCTION FACILITY

OWNER: Coregas

DESCRIPTION: Existing hydrogen production facility. Largest merchant facility in Australia producing marketable hydrogen in a range of certified purities for industrial, food production, scientific and transport mobility applications.

STATUS: Facility opened in 1989.

TYPE: Steam Methane Reformer using natural gas as feedstock with on-site compression for distribution by pipeline, road and rail.

CAPACITY: Up to 2,000kg/day.

LOCATION: Port Kembla Steelworks, Wollongong LGA.

CONTACT: Wodek Jakubik, Coregas | 0409 227 209
wodek.jakubik@coregas.com

PORT KEMBLA HYDROGEN EXPORT TERMINAL

PORT KEMBLA HYDROGEN EXPORT TERMINAL

OWNER: Consortium TBA

DESCRIPTION: Construction of a dedicated facility for liquefied hydrogen exports including liquefaction plant, storage and pipeline infrastructure.

STATUS: Concept stage.

TYPE: Ship loading system and related dock side infrastructure. Liquefaction plant to convert gaseous hydrogen to liquid by reducing it to -253 degrees celcius. Hydrogen is 800 times more dense in liquid form making long distance transportation more viable. Gaseous hydrogen supplied by pipeline to Export Terminal.

CAPACITY: TBA.

INVESTMENT: \$300m estimate.

LOCATION: Wollongong LGA

CONTACT: Nigel McKinnon, NSW Govt | 0418 259 055
nigel.mckinnon@dpc.nsw.gov.au



Image: The first liquified hydrogen carrier Suiso Frontier built by Kawasaki Heavy Industries launched in December 2019.

ORIGIN ENERGY SHOALHAVEN HYDRO SCHEME

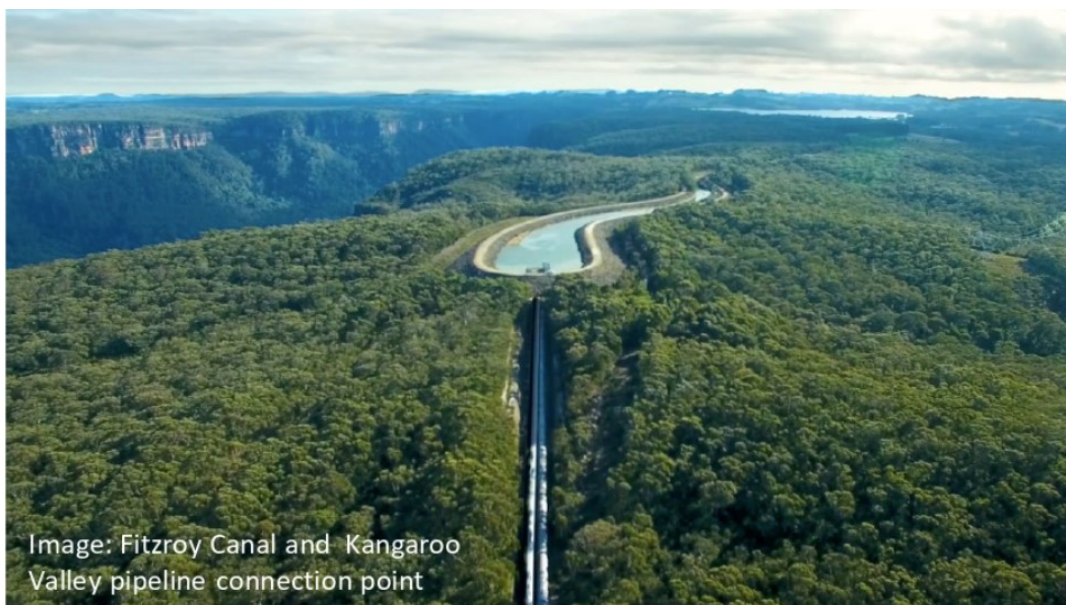


Image: Fitzroy Canal and Kangaroo Valley pipeline connection point

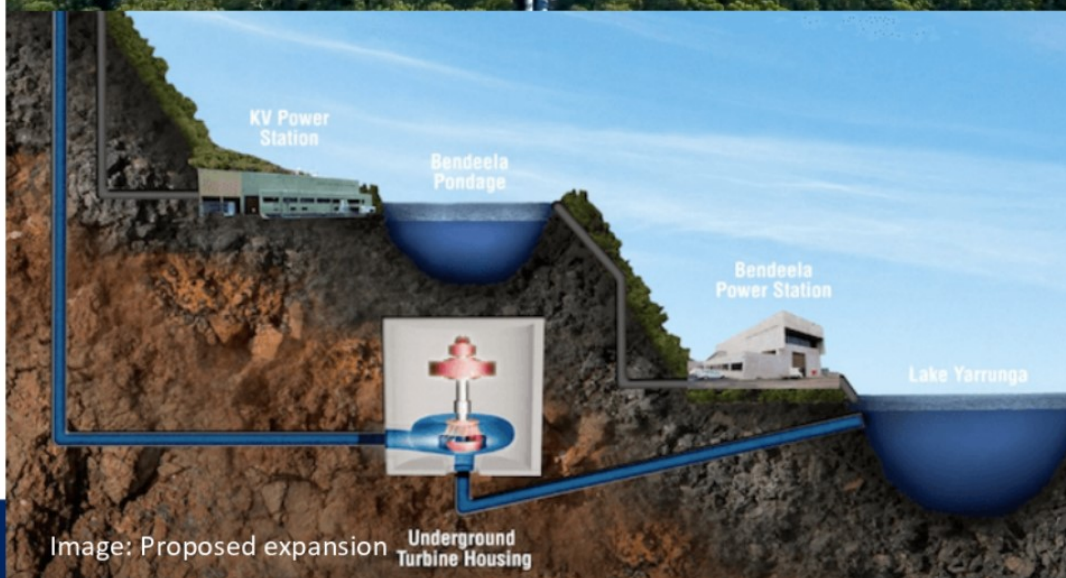


Image: Proposed expansion

ORIGIN ENERGY SHOALHAVEN HYDRO SCHEME

OWNER: Origin Energy

DESCRIPTION: Construction of a new underground generation and pumping facility utilising the existing dam infrastructure and grid connection.

STATUS: Existing facility opened in 1977. Proposed expansion has been declared a Critical State Significant Infrastructure project and has attracted ARENA funding for the feasibility study. Preliminary geotechnical works have been completed.

TYPE: Pumped hydro system consisting of four water storage facilities and two existing power stations (Bendeela and Kangaroo Valley).

CAPACITY: 240MW existing + 235MW of planned new capacity giving combined capacity of 475MW on completion.

LOCATION: Shoalhaven LGA

CONTACT: Elise Ring | 0458 204 791
Elise.Ring@originenergy.com.au

ENERGY AUSTRALIA TALLAWARRA POWER STATION

ENERGY AUSTRALIA TALLAWARRA A+B POWER STATIONS

OWNER: Energy Australia

DESCRIPTION: Construction of a new gas fired power station to be known as Tallawarra B.

STATUS: Existing Tallawarra A was commissioned in 2009. Proposed Tallawarra B – Final Investment Decision expected in Sept 2020, estimated two year build program, 250 jobs during construction phase.

TYPE: Tallawarra A - combined cycle gas turbine, Tallawarra B - open cycle gas turbine.

CAPACITY: 435MW existing + 300MW planned giving 735MW of generating capacity on completion.

INVESTMENT: Tallawarra A - \$400 million + \$300m estimate for Tallawarra B.

LOCATION: Wollongong LGA

CONTACT: Sarah Hafez | 0466 698 306
sarah.hafez@energyaustralia.com.au

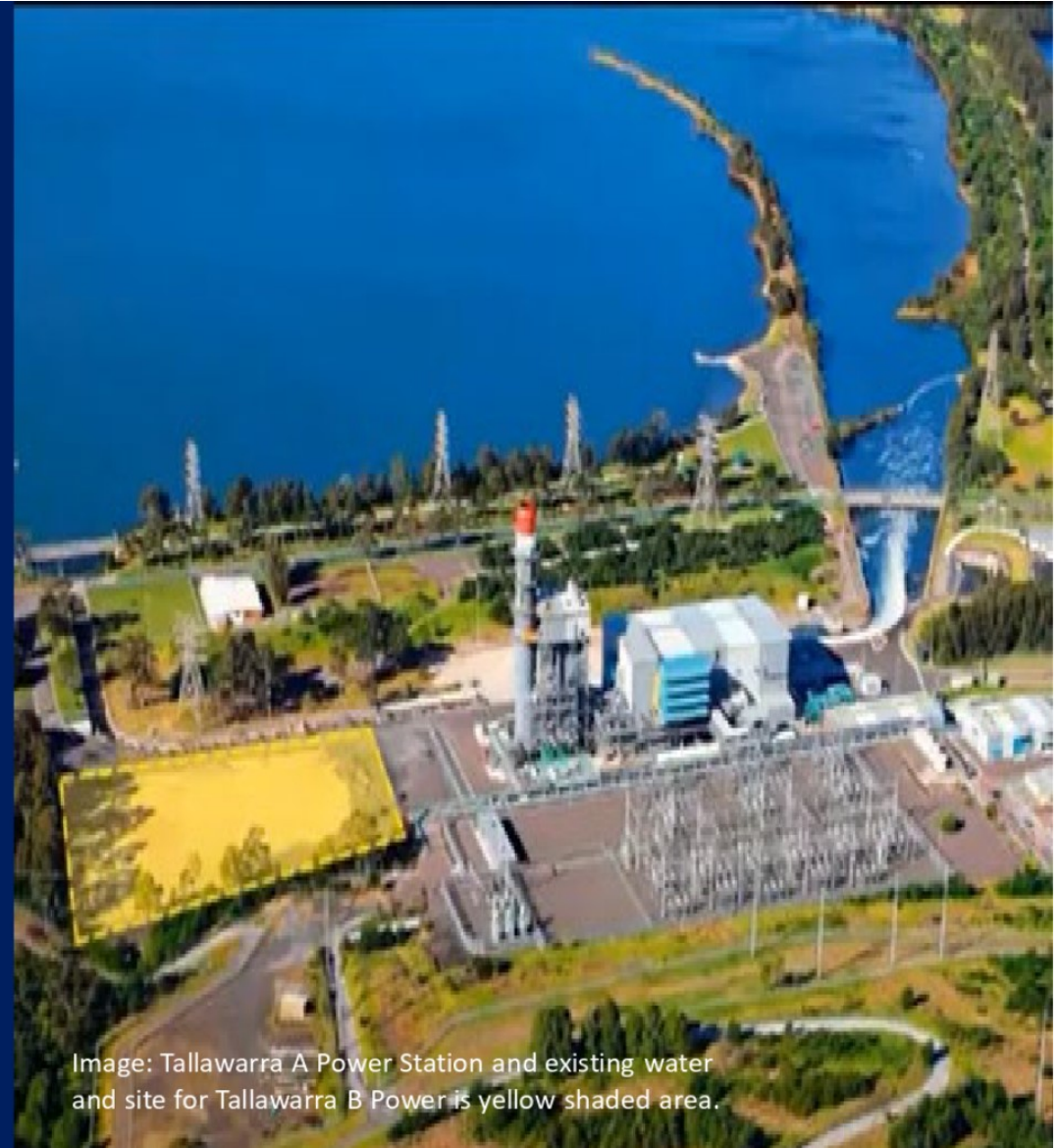


Image: Tallawarra A Power Station and existing water and site for Tallawarra B Power is yellow shaded area.

AIE
PORT KEMBLA POWER STATION



Image: Proposed AIE Port Kembla Power Station

AIE PORT KEMBLA POWER STATION

OWNER: Australian Industrial Energy (AIE) - owned by Squadron Energy.

STATUS: Project shortlisted in Underwriting New Generation Investment (UNGI) energy scheme in 2019.

TYPE: Combined cycle gas fired power station linked to the company's Port Kembla Gas Terminal project.

CAPACITY: 825MW proposed.

INVESTMENT: \$800 million estimate.

LOCATION: Port Kembla, Wollongong LGA

CONTACT: Kylie Hargreaves | 0438 451 652
kylie.hargreaves@ausindenergy.com

**AIE
PORT KEMBLA GAS TERMINAL**

AIE PORT KEMBLA GAS TERMINAL

OWNER: Australian Industrial Energy (AIE) - owned by Squadron Energy.

DESCRIPTION: LNG import terminal with a Floating Storage and Regasification Unit (FSRU) and dedicated connection to Eastern Gas Pipeline lateral.

STATUS: Project announced in June 2018. Planning approval in April 2019, modification approval in April 2020. Final Investment Decision by end of 2020.

TYPE: Import terminal featuring FSRU.

CAPACITY: Supply up to 130 petajoules of natural gas annually which represents 75 percent of the existing NSW demand.

INVESTMENT: \$250 million estimate.

LOCATION: Port Kembla, Wollongong LGA

CONTACT: Kylie Hargreaves | 0438 451 652
kylie.hargreaves@ausindenergy.com



Image: Proposed Port Kembla Gas Terminal site with permanently moored FSRU with LNG carrier alongside to deliver its cargo

**APA
PORT KEMBLA – WILTON GAS PIPELINE**



APA PORT KEMBLA - WILTON GAS PIPELINE

OWNER: APA

DESCRIPTION: Construction of a 37km high pressure steel pipeline to connect the proposed Port Kembla Gas Terminal to the Moomba-Sydney Gas Pipeline near Wilton.

STATUS: Planning stage.

TYPE: Final design TBA

CAPACITY: 500TJ/day of pressured natural gas.

INVESTMENT: \$130 million estimate.

LOCATION: Port Kembla, Wollongong LGA

CONTACT: Warren Twist, APA | 0410 541 391
warren.twist@apa.com.au

JEMENA PORT KEMBLA LATERAL LOOPING PIPELINE

JEMENA PORT KEMBLA LATERAL LOOPING PIPELINE

OWNER: Jemena

DESCRIPTION: Duplication of the existing 6.3 kilometre high pressure steel pipeline that supplies industrial users in Port Kembla. The new lateral will allow direct injection of gas from the proposed Port Kembla Gas Terminal (PKGTT) into the Eastern Gas Pipeline at the Jemena Kembla Grange tie in facility.

STATUS: Project completed and operational by 2022. Dependent upon PKGTT getting Final Investment Decision approval.

INVESTMENT: \$70 million estimate as part of a larger upgrade to increase the Eastern Gas Pipeline capacity by 25 percent.

LOCATION: Port Kembla, Wollongong LGA

CONTACT: Michael Pintabona | 0428 742 804
michael.pintabona@jemena.com.au



ITEM 3 WOLLONGONG CITY COUNCIL ABORIGINAL ENGAGEMENT FRAMEWORK

To enable an informed and consistent approach when engaging with our Aboriginal communities, an Aboriginal Engagement Framework has been developed. The Framework provides a set of principles, protocols and resources to guide Council's elected members, staff and consultants when engaging with our Aboriginal people and communities.

RECOMMENDATION

Council support the Wollongong City Council Aboriginal Engagement Framework.

REPORT AUTHORISATIONS

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

ATTACHMENTS

- 1 Aboriginal Engagement Framework

BACKGROUND

Council delivers a diverse range of services and projects for our community. Engagement strategies are delivered based on the level of impact, interest and influence. Certain policies, strategies and projects directly impact our Aboriginal people and require targeted engagement. The Aboriginal Engagement Framework (Framework) has been developed to enable an informed and consistent approach when engaging with Aboriginal people and communities.

An endorsed Community Engagement Policy and Framework guides how we engage with our community. This process also applies to engaging with our Aboriginal community however, it will also be accompanied by the Aboriginal engagement principles and cultural considerations detailed in the Framework.

The Framework aims to provide Council's elected members, staff and consultants with knowledge about our local Aboriginal people and their communities and how to engage with Aboriginal people in a culturally appropriate way. The Framework provides a set of principles, protocols and resources to support engagement with Aboriginal people and their communities. Underpinned by local Aboriginal culture, knowledge and heritage, the Framework outlines our commitment to the Aboriginal community to engage in a meaningful and consistent way.

PROPOSAL

The Aboriginal Engagement Framework is supported as the guiding resource for Council's elected members, staff and consultants.

CONSULTATION AND COMMUNICATION

An extensive engagement process has been undertaken with the Aboriginal community. The engagement focused on working with the local Aboriginal community to strengthen relationships and establish a deeper understanding of meaningful engagement at a local level. The three-phase approach included; awareness building, information gathering to inform the development of a draft Framework and gathering feedback on the draft Framework. In each phase, Aboriginal organisations, Traditional Custodian groups, key knowledge holders and individuals were engaged. Methods included face to face meetings, presentations to community groups, phone conversations and community 'Yarning Circles'.

Aboriginal communities were asked about the principles of meaningful engagement, expectations for engagement activities, culturally appropriate protocols, key stakeholders, significant Aboriginal sites and gathering places.

One on one discussions were held with key stakeholders as well as in internal workshops for staff. Feedback indicated a strong interest in learning more about Aboriginal Culture and a desire for cultural awareness training. The importance of cultural awareness training was also raised by Aboriginal community members.

A communication and education campaign will be delivered to ensure those who engage with Aboriginal communities are aware of and adhere to the Framework.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 4 “We are a connected and engaged community”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Annual Deliverables
4.1.1 Provide residents with equitable access to information and opportunities to inform decision making	4.1.1.1 Ensure an effective community engagement framework that connects the community to Council decision making	Resource and support a range of engagement options to ensure our diversity is reflected.

Council has an adopted Community Engagement Policy and Framework to guide how we engage with our community.

The Aboriginal Engagement Framework builds upon this work by providing an internal resource for culturally appropriate engagement.

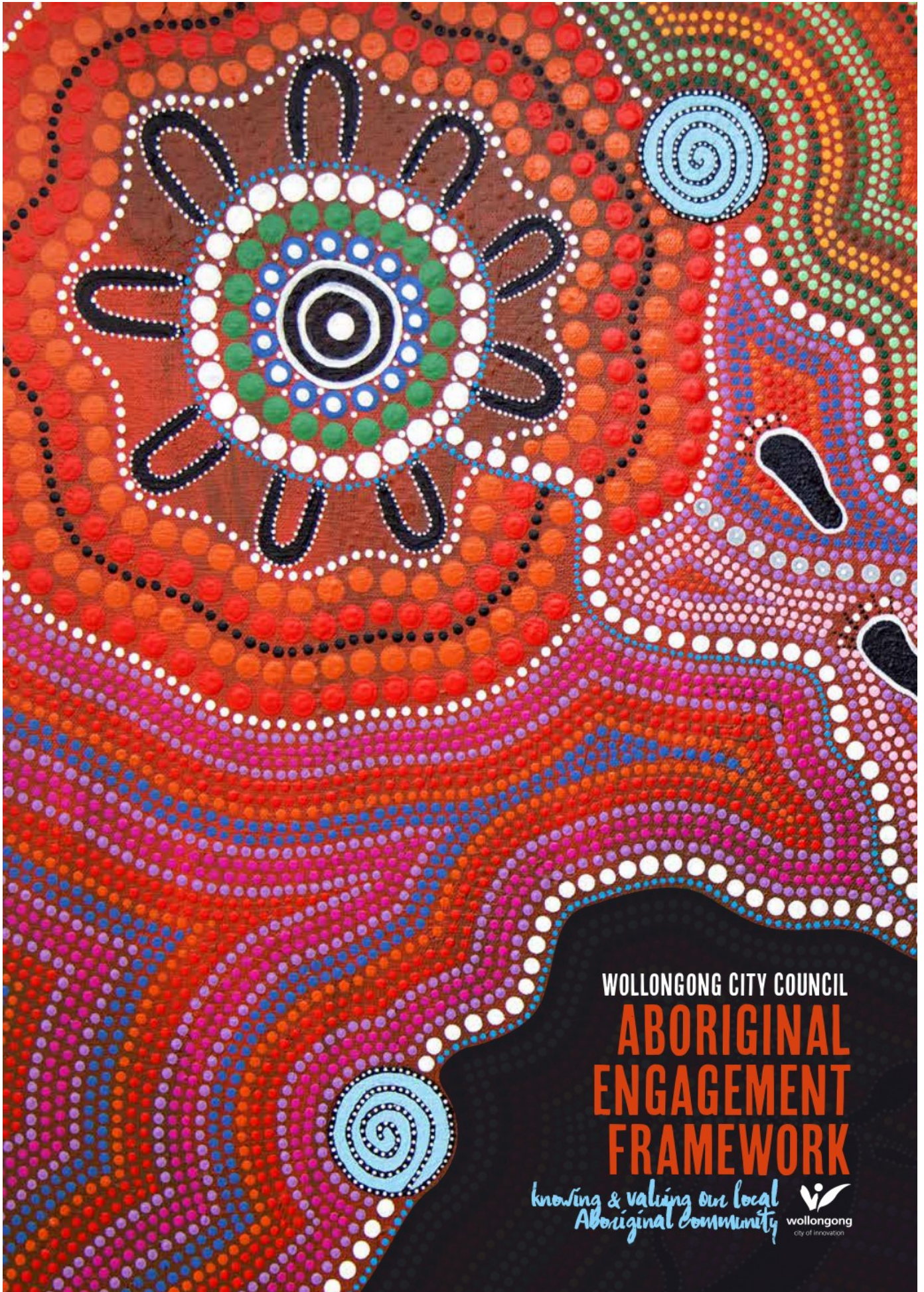
FINANCIAL IMPLICATIONS

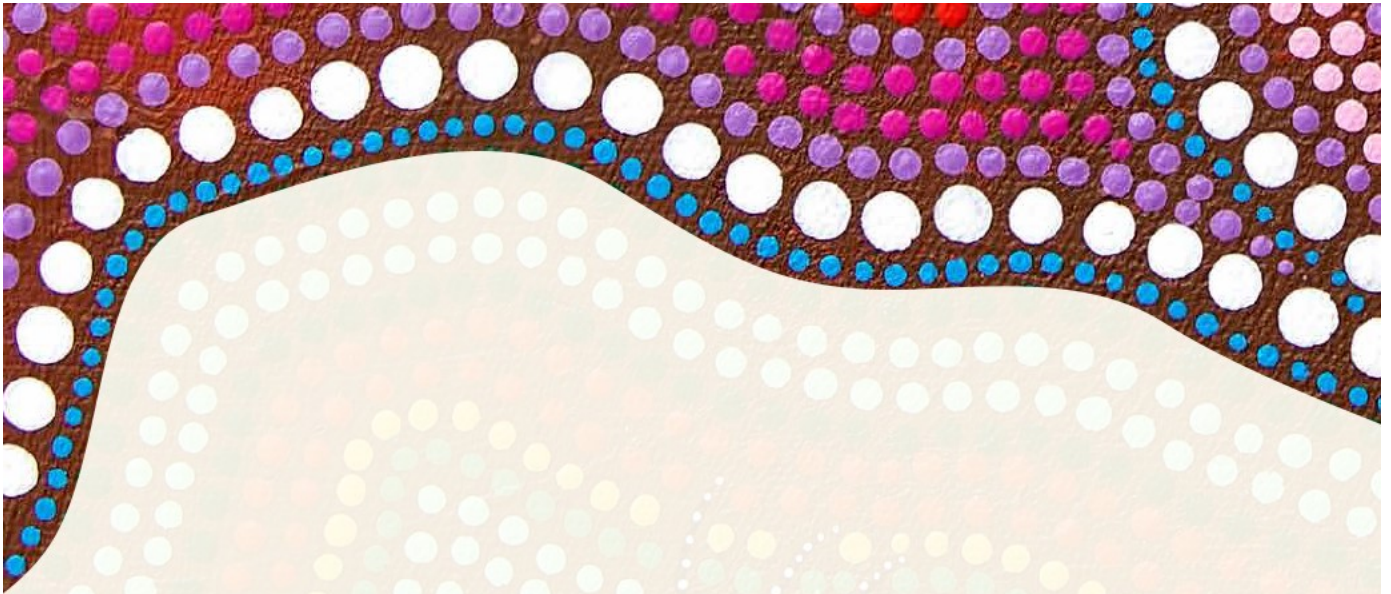
The Framework has been developed and will be delivered within existing operational budget.

CONCLUSION

We are committed to working closely with our local Aboriginal communities, organisations, people and staff. The Framework is a resource to support culturally appropriate, meaningful and effective engagement. By listening to the diverse voices within our local communities and engaging in a way that is consistent and culturally appropriate, we will build stronger, more meaningful relationships.

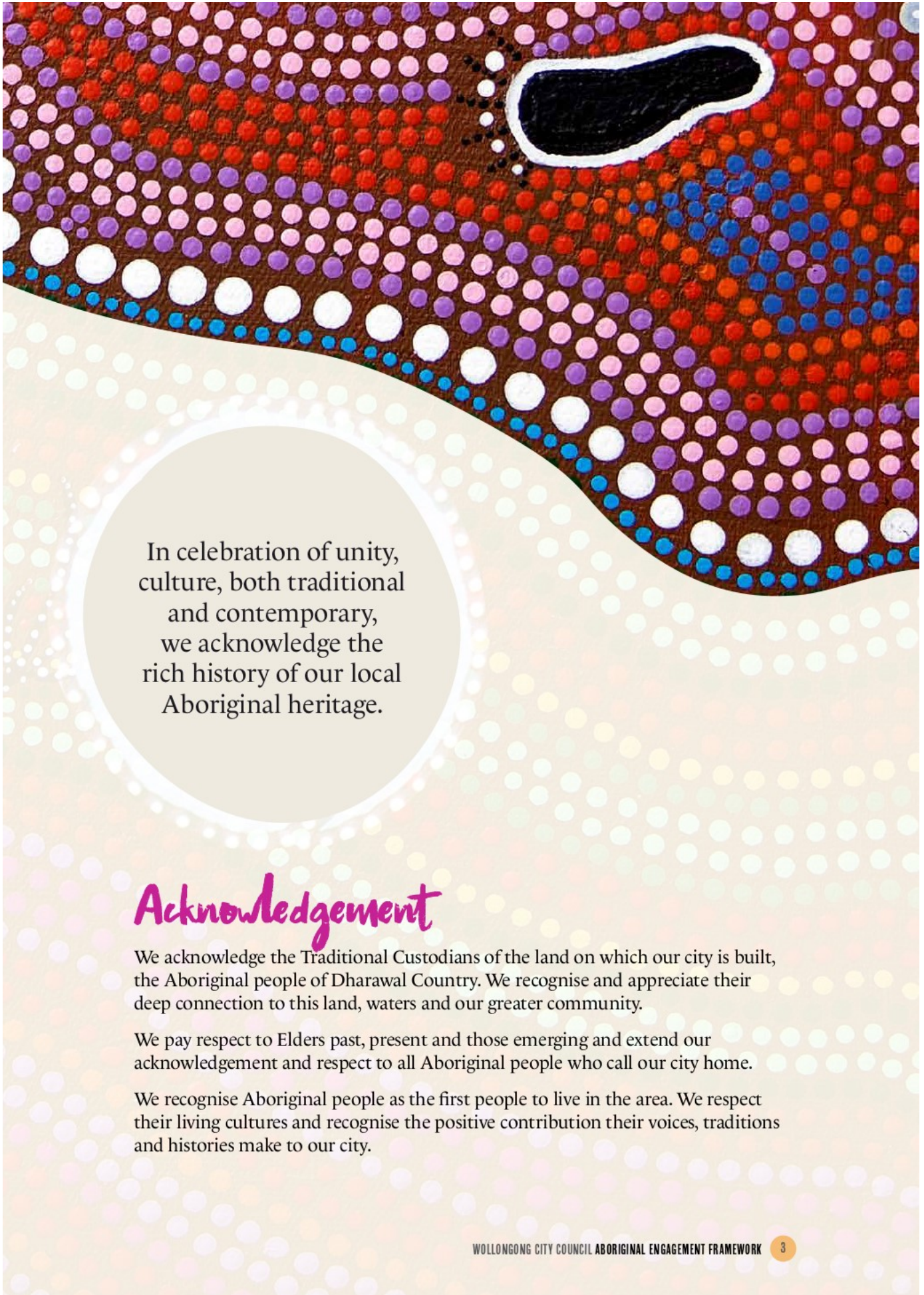
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GLEN SUTHERLAND – GULGUMA ART, ‘MY MOTHER’S STORY’

When my mother was young, her and my aunts always visited their cousin Yuranigh who is buried in central NSW. The footprints in the painting represent our spirits walking the land and carving trees around the meeting place, where Yuranigh is buried. The Emu, Platypus and Goanna are our totems that signify our family connections we have to our home.



In celebration of unity,
culture, both traditional
and contemporary,
we acknowledge the
rich history of our local
Aboriginal heritage.

Acknowledgement

We acknowledge the Traditional Custodians of the land on which our city is built, the Aboriginal people of Dharawal Country. We recognise and appreciate their deep connection to this land, waters and our greater community.

We pay respect to Elders past, present and those emerging and extend our acknowledgement and respect to all Aboriginal people who call our city home.

We recognise Aboriginal people as the first people to live in the area. We respect their living cultures and recognise the positive contribution their voices, traditions and histories make to our city.

MESSAGE FROM THE GM

We are proud of our city and the people who call it home. As our city continues to change and grow it's important to recognise and respect our long history and the diverse cultures that have strong connections here.

While we celebrate our community's diversity with pride and acknowledge those who have been drawn to Wollongong from across the globe, our local Aboriginal communities have been connected to this area for thousands of years.

At Wollongong City Council we recognise this long history and are focused on improving our knowledge and understanding of these communities and their diverse cultures and dynamics. This focus on strengthening our relationships with, and within, these communities, allows us to work with and meet the needs of all in our community.

This desire to support our Aboriginal communities is more than an aspiration or goal. We have developed this Aboriginal Engagement Framework as a practical way we can set out a clear and consistent approach to engagement with our Aboriginal community. The Framework was developed to help us build trusting relationships and to create opportunities for conversations. It provides guidance on culturally safe practices and engagement protocols.

We didn't develop this Framework alone. We are grateful for the support of Traditional Custodians, individual community members and Aboriginal organisations who were involved in the process as we sought local input on culturally appropriate engagement, Aboriginal sites of significance and cultural practices.

I am proud of our city's cultural history and look forward to seeing this Framework in action. However, most importantly, I look forward to seeing the benefits of stronger links and understanding with our Aboriginal communities. We all have a role to play in making Wollongong the best place it can be to live, to work and to socialise. This can only be achieved through collaboration and the appreciation that understanding all our differences contributes to a greater whole.

GREG DOYLE

Wollongong City Council General Manager





THE PURPOSE OF THE FRAMEWORK

The Aboriginal Engagement Framework outlines our commitment to the Aboriginal community to engage in a meaningful and consistent way. The Framework is underpinned by local Aboriginal culture, knowledge and heritage.

The Framework aims to provide Council's elected members, staff and consultants with knowledge about our local Aboriginal people and their communities, and how to engage with them in a culturally appropriate way. The Framework provides a set of principles, protocols and resources to support engagement with Aboriginal people and their communities.

OUR PRINCIPLES

Our engagement with Aboriginal people will be underpinned by key principles developed in partnership with Aboriginal people, communities and organisations.

- We will value and respect Aboriginal culture
- We will allow time for authentic engagement
- We will include Aboriginal people in matters that directly affect them and involve them throughout the life of the project
- We will act with integrity and seek to build trust
- We will be transparent and open with information and processes
- We will listen, learn and talk
- We will deliver on our commitments

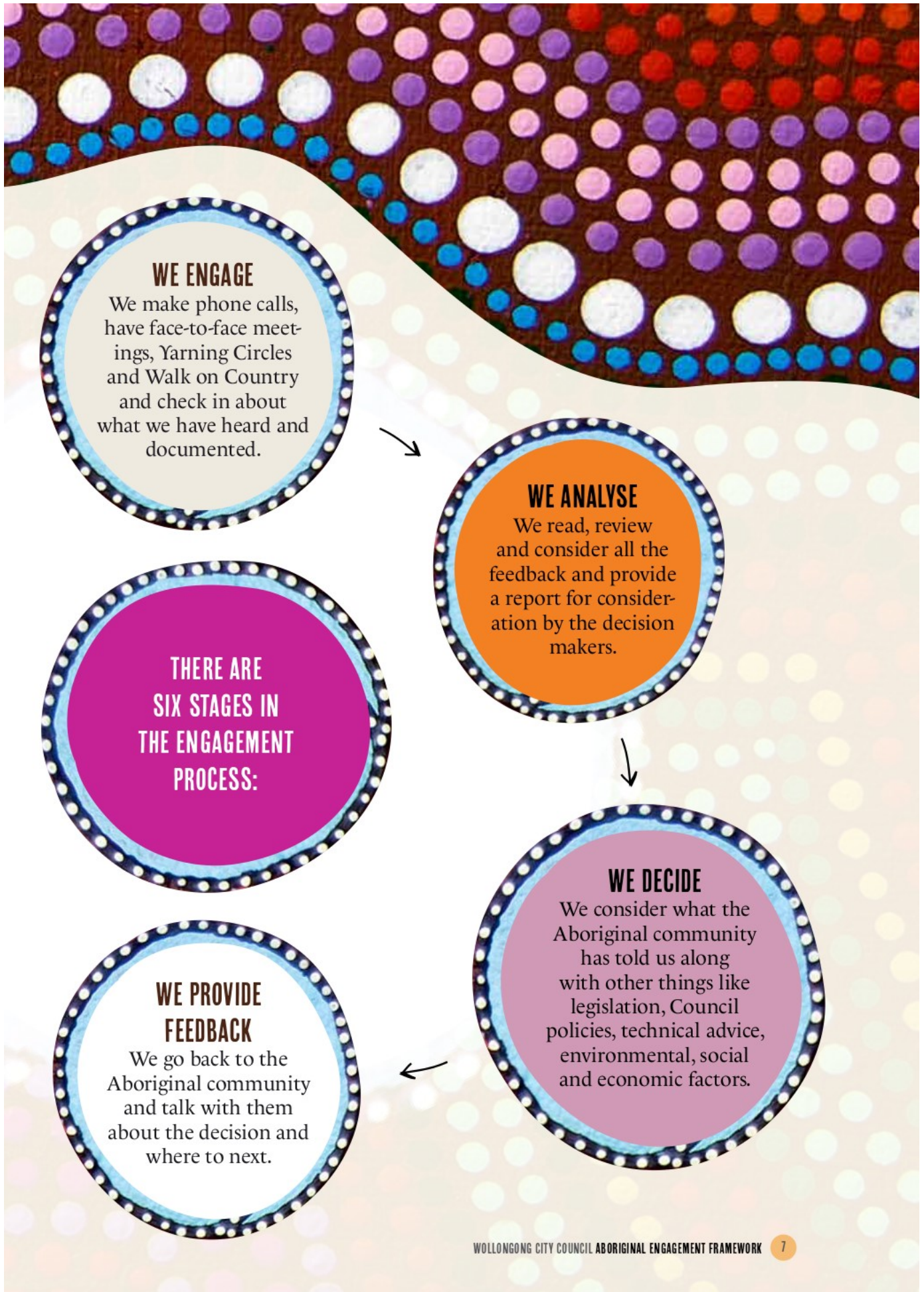


OUR ENGAGEMENT PROCESS

Our endorsed Community Engagement Policy and Framework guides how we engage with our community. The Policy also applies to engaging with our Aboriginal community; however, it must be accompanied by the Aboriginal engagement principles and cultural considerations detailed in this framework.

The Community Engagement Framework provides information and tools to plan, implement, report and evaluate a community engagement process. The Framework is available on the Community Engagement Hub site.







OUR ABORIGINAL COMMUNITY

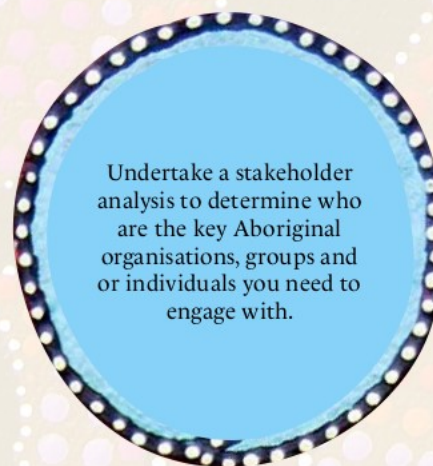
Aboriginal communities and culture vary, differing from nation to nation, country to country and clan to clan. The diversity in Aboriginal culture illustrates their unique connection to land, sea and sky, and narrates stories of dreaming, belonging and identity.

Currently, Aboriginal and Torres Strait Islander people make up 2.5 percent of Wollongong's population, and it's anticipated this number will continue to increase. Our local Aboriginal community is made up of Traditional Custodians (Dharawal people), knowledge holders, language holders, Aboriginal groups and organisations and individuals. An imperative part of the engagement process is taking the time to research and learn about the local Aboriginal history and heritage, Traditional Custodians and knowledge holders and areas of significance and interest.

Traditional Custodians are knowledge holders within the Aboriginal community and each of these custodian groups have numerous families. If engagement with Traditional Custodians is required, each of the families should be engaged.

There are also individual knowledge holders that are not recognised as local Traditional Custodians. These individuals have a strong connection to restoring local Aboriginal language, culture and knowledge.

It is important to establish who the most appropriate community groups and individuals are to engage for each project. The Engagement Team or the Aboriginal Community Development Officer can provide advice about who to engage. Local Aboriginal community organisations and networks can also provide advice on who should be engaged and how to effectively engage them.



Undertake a stakeholder analysis to determine who are the key Aboriginal organisations, groups and or individuals you need to engage with.



ABORIGINAL ORGANISATIONS AND NETWORKS

COOMADITCHIE ABORIGINAL UNITED CORPORATION

provide community-based programs including mentoring, arts and crafts. The members hold local knowledge and history.

ILLAWARRA LOCAL ABORIGINAL LAND COUNCIL (ILALC)

represents Aboriginal affairs at state or territory level and aims to protect the interests and further the aspirations of Aboriginal communities. The ILALC advocates and represents the Aboriginal community's local interest of cultural history and heritage with respect to the Aboriginal Land Rights Act.

ILLAWARRA ABORIGINAL CORPORATION (IAC)

is a not-for-profit community organisation that provides services to local Aboriginal communities. The organisation provides advocacy and culturally appropriate services to Aboriginal and Torres Strait Islander peoples. IAC has a cultural centre and Keeping Place that provides a space to host meetings, gatherings and community-based events. It is an important cultural hub for local Aboriginal people.

ILLAWARRA ABORIGINAL MEDICAL SERVICE (IAMS)

provides health services including clinical services, dentists, general practitioners and nursing. They also facilitate community-based programs.

ILLAWARRA, WINGECARRIBEE ALLIANCE ABORIGINAL CORPORATION

is a platform to discuss and determine decisions regarding Aboriginal education, health, justice, child protection and local cultural issues.

PRIME MINISTER AND CABINET (NATIONAL INDIGENOUS AUSTRALIANS AGENCY)

supports community networking and undertakes information distribution.

SOUTH COAST NATIVE TITLE CLAIMANTS (NTSCORP)

is a group registered under the Native Title Services Corporation (NTSCORP). The group is a statutory representation of the traditional lands covering from north of George's River National Park to the south of Eden on the South Coast. Members of this group are Traditional Custodians.

LOCAL ABORIGINAL COMMUNITY GROUPS

ABORIGINAL EDUCATION CONSULTATIVE GROUP SOUTHERN AND NORTHERN ILLAWARRA is a resource for school and educational based programs. They assist with information and distribution throughout Illawarra schools.

IAC ABORIGINAL ELDER'S GROUP is an Aboriginal women elder's group, where women's business is considered and discussed. Men are not allowed to attend the women's group unless given permission by the group.

ILLAWARRA KOORI MEN'S SUPPORT GROUP is an Aboriginal elder's group for men, where men's business is considered and discussed. Women are not allowed to attend the men's group unless given permission by the group.

SANDON POINT JOINT MANAGEMENT PARTNERSHIP is a Council-formed partnership committee and includes representatives from Traditional Custodian groups and organisations who have an interest with Sandon Point.

WOLLONGONG NORTHERN DISTRICT ABORIGINAL CORPORATION (WNDAC)

is an information sharing and community consultative group focused on stronger communication and engagement for the northern Illawarra Aboriginal community.

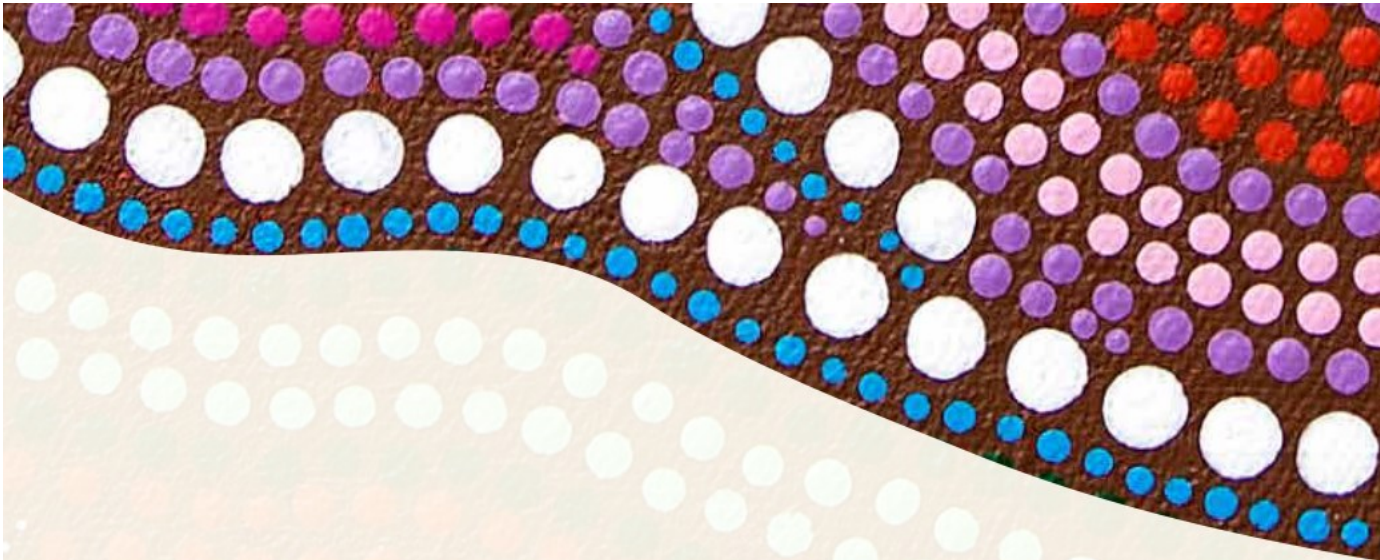
COUNCIL'S ABORIGINAL REFERENCE GROUP

provides input to Council regarding issues affecting Aboriginal communities in Wollongong and provides local Aboriginal communities with capacity to inform Council's decision-making processes. This group is important in creating links within local Aboriginal community and providing advice on the implementation of the Framework.

ILLAWARRA ABORIGINAL COMMUNITY BASE WORKING GROUP

is an information sharing and distribution community consultative group. Attended by community organisations, government agencies and community representatives, this inter-agency group focuses on strengthening relationships, building partnerships and advising on cultural appropriateness and safeguards when delivering services to local Aboriginal and Torres Strait Islander communities.

There are many Aboriginal organisations, community groups and community members within the Local Government Area. A contact list is maintained by Council's Engagement Team.



MEETING PLACES

The location of meetings is important and can impact participants' level of comfort and their ability to attend. A meeting location should be accessible by public transport. Some suitable locations may include a community centre, an Aboriginal cultural place, cafes or open spaces like parks. Meeting at a site of significance may be appropriate especially if the site is related to the topic being discussed. In this instance, be mindful of cultural sensitivities such as men's places and women's places.

You can find out this information by speaking to the Engagement Team or the Aboriginal Community Development Officer.

A government meeting space or building is not ideal unless suggested by the Aboriginal community.

Here are some venues that may be suitable locations for face-to-face engagement activities. These locations may not be considered a suitable meeting place for all Aboriginal community members. Prior to organising any face-to-face meetings discuss preferences with community members.

PLACE	WHERE	PHONE NUMBER
Illawarra Aboriginal Cultural Centre	22 Kenny St, Wollongong	4228 1585
The Land (Warrigal Employment)	1 Bakers Lane, Windang	4276 1878
Illawarra Local Aboriginal Land Council	3 Ellen St, Wollongong	4226 3338
Dapto Ribbonwood Centre	93-109 Princes Highway, Dapto	4227 8877
Bellambi Surf Club	Morgan Place, Bellambi	4231 4388

WHEN DO WE ENGAGE WITH OUR ABORIGINAL COMMUNITY?

Council delivers a diverse range of services and projects for our community. We develop engagement strategies based on the level of impact, interest and influence. Certain policies, strategies and projects directly impact our Aboriginal people and require targeted engagement with Aboriginal people.

DEVELOPMENT OF PROGRAMS OR SERVICES

Effective programs and services are informed by the ideas and experiences of those who are intended to access them. If you are developing a program or service targeted at Aboriginal people, you should undertake meaningful engagement with Aboriginal communities.

PARK AND SUBURB NAMING

The Naming of Community Facilities and Parks Management Policy details our approach to naming community facilities and parks including sports grounds and natural areas. For more information on Naming of Community Facilities and Parks Management Policy visit wollongong.nsw.gov.au.

SIGNIFICANT SITES IN WOLLONGONG LOCAL GOVERNMENT AREA

Aboriginal Significant sites are located across the local government area. A significant site is a place deemed meaningful, spiritual and form a sense of connection by Aboriginal people based on their beliefs. It may also include any feature in the landscape, along coastal areas, creeks, riverbeds and across other areas of an escarpment. Check the Early Contact Map (see link on page 19) to understand if your project is located near or on an Aboriginal significant site.

It's important to acknowledge and respect that some sites may not be documented or spoken about due to their significance. There are some sacred sites known only to Aboriginal people and their families.

CONSULTANTS

From time to time it may be necessary for Council to employ consultants. The Aboriginal Framework is required to be followed by consultants when engaging with our Aboriginal community.



REMEMBER
Take time to find out who you need to speak to.

CROWN LAND

The Crown Land Management Act 2016 (NSW & ACT) and Native Title Act 1993 provides engagement requirements regarding Crown Lands. For any proposed works on Crown Lands, a formal notification will need to be sent to the NTSCORP. This correspondence must be checked with Council’s legal team prior to distribution.

If you are unsure if your project is on Crown Land you can check details on Intramaps or contact Council’s Community Land Management Officer.

ABORIGINAL DUE DILIGENCE ASSESSMENT

The Due Diligence Code of Practice for the Protection of Aboriginal Objects in New South Wales is a legislated process under the National Parks & Wildlife Act (1974). The process outlines what steps need to be taken if there is a possibility of harming Aboriginal objects. Any activity or work that requires ground disturbance will need to comply with the due diligence assessment. The assessment will determine whether an Aboriginal object will be harmed; if further investigations are required; and, if an Aboriginal Heritage Impact Permit needs to be conducted.

A key step in the due diligence process is to check for Aboriginal sites on the Aboriginal Heritage Information Management System provided by Department of Planning, Industry and Environment.

ABORIGINAL HERITAGE IMPACT PERMIT (AHIP)

An Aboriginal Heritage Impact Permit (AHIP) is a legislative requirement that needs to be applied when there is potential harm to Aboriginal objects or places. If a project or activity is going to impact on known Aboriginal areas of significant, a due diligence assessment will need to be applied to determine whether an Aboriginal Cultural Heritage Assessment needs to be conducted. If both assessments result in high risk impact of Aboriginal Heritage, then an AHIP will be required before any further activities can take place.

If an AHIP is required, it could take 6 to 12 months, depending on the complexities of the project, it may even take longer. A requirement of an AHIP process is to engage with the Aboriginal community, key knowledge holders and the Illawarra Aboriginal Local Land Council.

More information regarding the AHIP process is available online at www.environment.nsw.gov.au or contact Council’s Heritage Team for further assistance.

LIVING THE PRINCIPLES – AUTHENTIC & RESPECTFUL ENGAGEMENT

SET REALISTIC TIMEFRAMES

Timing is key to encouraging Aboriginal community participation in engagement. It is an essential part of getting buy in and feedback from key Aboriginal stakeholders and the broader Aboriginal community.

As a local government authority, we may interact with the Aboriginal community on a range of levels and setting realistic timeframes can be a challenging process. When planning to engage with the Aboriginal community, adequate timing needs to be considered.

Generally, one month prior to broader engagement is a realistic time for cultural needs to be considered, however, this could change due to other cultural sensitivities such as family responsibilities and sorry business.

Take time to consider the impact of the project on the Aboriginal community. If the project is linked to a significant site, you should start the engagement process as early as possible.

For advice on suitable engagement timeframes speak to the Engagement Team or the Aboriginal Community Development Officer.

FACE-TO-FACE MEETINGS

Aboriginal culture is communicated orally and through face-to-face communication, known as yarning. Yarning is highly valued and provides an opportunity to build relationships and have open discussions.

To arrange a face-to-face meeting the first point of contact should be by phone. We need to be clear about what we are requesting, for example,

are we asking to meet to provide information, do we want advice or are we asking them to participate in a meeting with others.

During the phone conversation discuss meeting arrangements to determine an agreed time and place. Timeframes will differ between organisations, groups and individuals. Allow adequate time between the phone call and when the meeting is held, based on the stakeholders needs.

During the phone call also discuss what information they would like to receive in writing prior to the meeting. If they are interested in receiving written communication discuss whether post or email is the preferred method for receiving it.

Depending on what you are asking, it may take a long period of time or require multiple meetings to receive a response. There may be cultural sensitivities around your request or time needed to build trust.

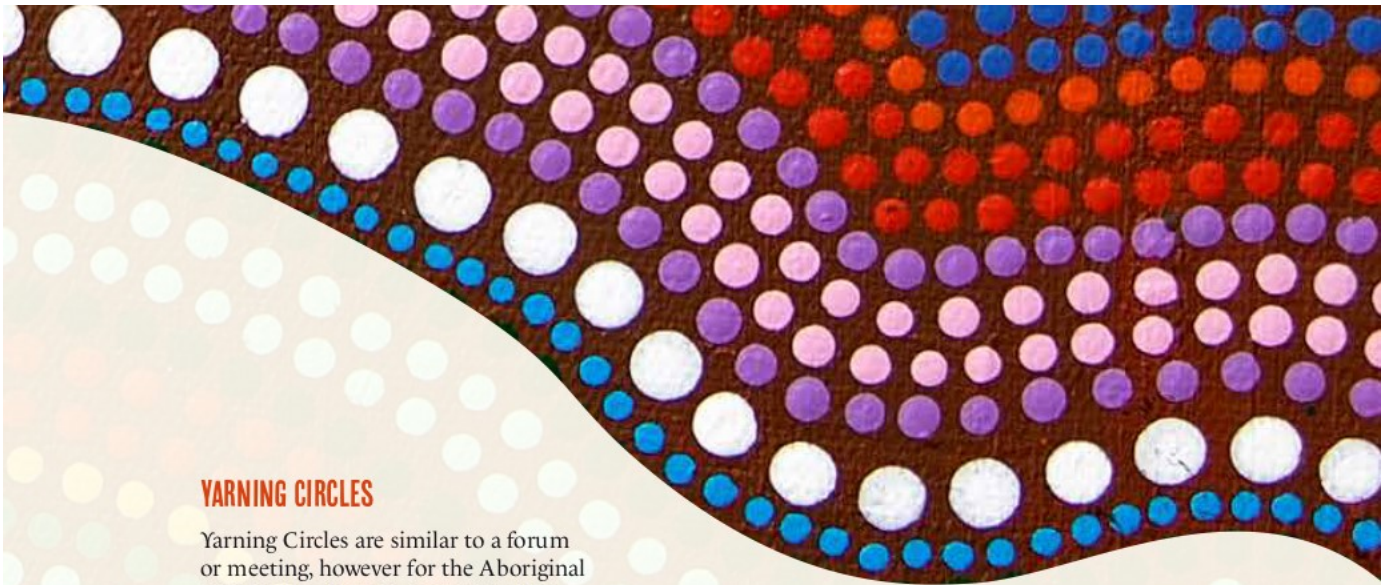
WRITTEN COMMUNICATION

Written communication is not the preferred method of communicating. It is important that if there has been no response to written communication that it is not considered acceptance or disinterest.

As with any community member, overload of information or documentation can be overwhelming and/or misinterpreted. To reduce the risk of this happening, meet face-to-face to clarify intent, relevance and discuss the information.

Organisations and well-established groups may prefer written communication, however a follow up phone call should be made to confirm if the correspondence has been received.

Written notifications are required for some engagements related to Native Title, Crown Lands and Aboriginal Heritage Impact Permits (AHIP). Council is guided by state and federal legislation on how to notify the Aboriginal community and what is required in these processes.



YARNING CIRCLES

Yarning Circles are similar to a forum or meeting, however for the Aboriginal community they are more than that. Culturally, 'Yarning Circles' were used as a mutual gathering place to learn from each other, share stories, preserve and pass on cultural knowledge.

The use of Yarning Circles is an important process for Aboriginal people, it provides an environment to build a shared understanding of information, clear communication between participants, cultural sensitivities and respect, relationship building and a safe space for open discussion. Yarning Circles also provide an opportunity to bring community together to establish common ground.

WALKING ON COUNTRY

'Walking on Country' is similar to a site visit and is a useful engagement method to acknowledge and learn about the connection Aboriginal people have to their land/s. 'Walking on Country' provides the opportunity to build relationships and strengthen partnerships with our local Aboriginal community.

BE OPEN AND TRANSPARENT

Transparency and openness are important. Share with those you meet that you are also meeting with other interested parties. It is useful to outline Council's commitment to engage with the broader Aboriginal community.

Communication and messaging must be consistent across all parties involved in the engagement. Any information shared should be distributed to the broader Aboriginal community, unless there are cultural sensitivities, which will require permission from the source of the information. Ensuring consistency in access to information reduces the likelihood of perceived misrepresentation and unease between Aboriginal groups, organisations and individuals.

BE CLEAR ABOUT THE DECISION-MAKING PROCESS

Maintain openness about how, why and when a decision-making process will be required. For Aboriginal people and their communities, it is important to know the level of influence they will have in the decision-making process.

BUILDING AND MAINTAINING RELATIONSHIPS

Our local Aboriginal community has been let down by past governments and agencies, and many times have felt forgotten or left out. Building trusting relationships takes time but is an essential step moving forward.

Throughout the engagement process it is necessary to maintain regular communication and involvement with those we are engaging. It is important we are not there just to find out information and leave. If possible, maintain contact once the project is finished, for example, arrange a face-to-face meeting for a catch up or a yarn.

ENGAGEMENT FATIGUE

Council is a large organisation that engages with the Aboriginal community on a diverse range of projects, policies and programs. This often places demand on Aboriginal organisations and community members which can create a sense of fatigue with engagement processes. Be considerate of this and check in with what else is happening across the organisation by speaking to the Engagement Team or Aboriginal Community Development Officer.

**CULTURAL
CONSIDERATIONS**

**UNDERSTAND CULTURAL
AND COMMUNITY SENSITIVITIES**

There may be cultural and community sensitivities that need to be considered when determining engagement methods. To understand the best approach to limit confrontation or conflict, discuss methods with the Engagement team or the Aboriginal Community Development Officer.

Local recognition of the Traditional Custodianship, language, links to kinship and connection to country is imperative. We must acknowledge how we receive information, who we received the information from and how we are permitted to use the information.

It may also be required to determine how the Aboriginal community would like Council to store information.

CONNECTION TO COUNTRY

The Aboriginal community's connection to country is fundamental to their culture. The spiritual connection to land is an essential source of belonging and identity for Aboriginal people. Connection to country must be considered in any relationship we have with our local Aboriginal community.

SORRY BUSINESS

Sorry Business is a term used by Aboriginal people when there has been a death in the family or community. It relates to cultural ceremonies and rituals associated with the passing of family members, including immediate and extended family, or other influential person/s within the community. It is important to understand, acknowledge and respect that 'Sorry Business' is a sensitive cultural practice and those affected may require time to grieve and pay respect to those that have passed.



ABORIGINAL CULTURAL KNOWLEDGE

might be understood as the ways in which Aboriginal people regard and act out their relationships with each other, with their lands and environments, and with their ancestors.

CULTURAL KNOWLEDGE

There are times when we engage with the Aboriginal community to seek general feedback and at times, we are seeking cultural knowledge. It is important that we are clear about what we are seeking and engage the Aboriginal community accordingly.

INTELLECTUAL PROPERTY

Council recognise that Aboriginal people should determine what happens with their cultural knowledge, how it is used and who can access it.

When seeking to source and use Aboriginal knowledge, Council will:

- consult with the relevant custodian groups, organisations and key individuals
 - as identified by the Aboriginal community
 - to identify appropriate protocols on how the information can be used
- seek advice from the Aboriginal community about the correct implementation of cultural protocols
- obtain consent from identified parties to use cultural knowledge

There are times that payment is made to Aboriginal Traditional Custodians and knowledge holders for their services and cultural knowledge. In these cases, a legal agreement will need to be written. Contact Council's legal team for information and support.

CALENDAR OF SIGNIFICANT CULTURAL EVENTS

Please note: consideration should be given to the cultural appropriateness of undertaking engagement on dates of cultural significance.

WHEN	WHAT
26 January	Survival Day
13 February	National Apology to the Stolen Generation
19 March	National Close the Gap Day
26 May	National Sorry Day
27 May – 3 June	Reconciliation Week
3 June	Mabo Day
July (first full week)	NAIDOC Week
4 August	National Aboriginal and Islander Children's Day
9 August	International Day of Indigenous Peoples
October long weekend	NSW Aboriginal Rugby League Knockout Carnival

TERMINOLOGY

Appropriate use of terminology and language on reports, letters and other forms of publications is important to show recognition and respect to Aboriginal people.

ABORIGINAL OR ABORIGINE

Avoid using the term 'Aborigine' as it can be offensive and symbolic, which could relate to past trauma and the misrepresentation of Aboriginal people. Always refer to using 'Aboriginal' or 'First Nations people' where possible, it distinguishes that the Aboriginal people were the first inhabitants of NSW.

ATSI

ATSI is an acronym for Aboriginal and Torres Strait Islander and should not be used in oral or written form.

COUNTRY

The term 'Country' is used by Aboriginal people to refer to their traditional lands and where they come from. 'Country' does not refer to the whole of Australia rather their connection to where their 'mob' or 'clan' originate from. For example, our local Traditional Custodians will signify the Illawarra as 'Dharawal Country'.

INDIGENOUS

Using the word 'Indigenous' can be misunderstood or interpreted differently in Aboriginal communities. It's commonly used to reference Aboriginal and Torres Strait Islander peoples as a collective and does not recognise the distinction between the cultures. In NSW, the preference is to use 'Aboriginal' or 'First Nations Peoples' rather than 'Indigenous'.

KOORI

In most NSW Aboriginal communities, Koori is an alternate word for Aboriginal. Koori relates to Aboriginal people from South East Australia (NSW and Victoria). It will be referred to and referenced by the Aboriginal community during engagements however should not be used by Council officers.

RESOURCES

COUNCIL POLICIES

- Wollongong City Council's 'Welcome to and Acknowledgement of Country' Protocol 2018-2021 Management Policy
- Aboriginal Reference Group Charter 2017-2020
- Community Engagement Policy
- Naming of Community Facilities and Parks Management Policy

LEGISLATION

- Native Title Act 1993
- Crown Land Management Act 2016 (NSW & ACT)
- Department of Planning, Industry and Environment (DPIE) Aboriginal Cultural Heritage Consultation Requirements for Proponents 2010 (Part 6 of the National Park and Wildlife Act 1974)

ILLAWARRA EARLY CONTACT MAP

www.environment.nsw.gov.au/resources/cultureheritage/illawarraAboriginalHistoryPoster.pdf

YOU CAN'T SAY THAT

www.documents.uow.edu.au/content/groups/public/@web/@wic/documents/doc/uow257281.pdf

WHAT IS ABORIGINAL CULTURAL KNOWLEDGE?

www.environment.nsw.gov.au/resources/cultureheritage/commconsultation/09782factsheet1.pdf



ITEM 4 CONNECTING NEIGHBOURS GRANTS - VERGE GARDENS PILOT

The Connecting Neighbours Grants Program Verge Gardens Pilot was open for grant applications from 16 October to 30 November 2020. This special round was run in conjunction with the release of Council's Verge Garden Guidelines to foster neighbourhood connections through the establishment of verge gardens. Twelve applications have been considered by a review panel and are recommended as successful recipients for funding.

RECOMMENDATION

Council note the successful recipients for the Connecting Neighbours Grant – Verge Gardens Pilot.

REPORT AUTHORISATIONS

Report of: Paul Tracey, Manager Open Space + Environmental Services (Acting)
Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

- 1 Connecting Neighbours Grants Verge Gardens Pilot - Assessment Panel Recommendations

BACKGROUND

The Connecting Neighbours Grants Program provides small one-off grants to community members and groups who want to make a positive impact in their local area. The program aims to build positive neighbourhoods and community connections, support creative, innovative and unique activities and events while providing opportunities for vulnerable groups and individuals. The first four rounds of the program saw projects funded for delivery across our City in 2018-2021.

In conjunction with the launch of Council's Verge Garden Guidelines, Open Space and Environmental Services in collaboration with Community Cultural and Economic Development ran a pilot round of the program to support the community to establish verge gardens and build neighbourhood connections.

Applications were assessed by staff against the criteria on 9 December 2020 with recommendations for funding made. The General Manager approved the Assessment Panel's recommendations on 18 January 2021.

The grants are to be distributed in the form of \$250 vouchers from Council's Botanic Garden Greenplan Nursery to fund the purchase of plants for each project. A total of 12 applications are recommended for \$3,000 in total funding.

PROPOSAL

Council endorses the Connecting Neighbours Grants Program Verge Gardens Pilot successful recipients as listed below:

Project Title	Suburb	Funding Amount (\$)
Fernhill Verge	Fernhill	\$250
Lyndon Street Grocer	Corrimal	\$250
Brickworks Bees	Bulli	\$250
Heaslip Grove	Coniston	\$250
Scenes from a Memory	Berkeley	\$250
Jum-bulla Native Habitat Garden	Mount Kembla	\$250
Bellevue Road Garden Path	Figtree	\$250
The Shady Spot	Fairy Meadow	\$250
The Goodrich Gardens	Scarborough	\$250
Dapto Ambulance Native Verge Garden	Dapto	\$250
Sturdee Gardens	Towradgi	\$250
Gilmore Green Garden West Wollongong	West Wollongong	\$250

CONSULTATION AND COMMUNICATION

The Connecting Neighbours Grants Program Verge Gardens Pilot was open for a six-week period between 16 October to 30 November 2020 and was promoted utilising the following means:

- Council and Our Wollongong websites
- Council’s Social media channels
- Distribution through existing formal and informal networks; and
- Notice in the Wollongong Advertiser.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 Goal 1 “We value and Protect our Environment”, and Goal 4 We Are a Connected and Engaged Community”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
1.1.1. The community is actively involved in the expansion and improvement of our green corridors and other natural areas connecting the escarpment to the sea	1.1.1.1 Implement programs and events which facilitate community participation to improve natural areas	Provide opportunities to work with volunteers, community groups and government to actively participate in urban greening
4.2.1 Support residents, business and visitors to be actively involved in diverse community activities helping to connect neighbours	4.2.1.2 Support community participation in community activities	Pilot, evaluate and implement a ‘connecting neighbours’ grant

SUSTAINABILITY IMPLICATIONS

Council's ongoing commitment to Urban Greening and the recently adopted Verge Garden Guidelines acknowledges that the area between houses and the street provides a valuable opportunity for greening our public spaces with the assistance from residents.

The Connecting Neighbours Grants Program Verge Garden Pilot will fund low cost demonstration projects that promotes verge gardening and will contribute to improving our City's sustainability. Lessons learned from the pilot will help to shape future city greening outcomes.

RISK MANAGEMENT

The Connecting Neighbours Grants Program is to be distributed as per the Financial Assistance Procedures Management Policy in accordance with Council's resolution of 29 January 2019. Council staff will provide support to successful applicants to ensure verge gardens are established to comply with the Verge Garden Guidelines. The assessment panel recommended specific changes to any project that contained non-compliant elements, and these will be specified in the letter of offer.

FINANCIAL IMPLICATIONS

Funding for the Connecting Neighbours Grants Program Verge Garden Pilot round has been delivered in accordance with current budget allocations. There are no unforeseen ongoing costs related to this pilot project.

CONCLUSION

The Connecting Neighbours Grants Program Verge Garden Pilot round has provided a further opportunity for Council to expand the existing programs offered through the Financial Assistance Policy and create greater flexibility in how support is provided for small locally based activities. This pilot round demonstrates Council's commitment to working with community members to build on local neighbourhood strengths with an urban greening focus.

CONNECTING NEIGHBOURS GRANTS – VERGE GARDENS PILOT

REVIEW PANEL RECOMMENDATIONS

No.	Name of project	Name of project co-ordinator	Project Location	Project Description
V1	Fernhill verge	Luke Armstrong	Fernhill	I would love to put in a small verge garden to share veggies and fruit with our neighbours
V2	Lyndon St Grocer	Beth Croft	Corrimal	Planting a large garden bed on the verge to plant out with seasonal herbs for the neighbours in the street, bugs and lizards. We have several kids in our street, some of whom don't really know each other, and it would give them a way of spending time together, we plan to invite them to choose some herbs and flowers to plant. Several neighbours have compost bins that need emptying so we could use that to enrich the soil. We all use herbs and this would reduce plastic waste from us all purchasing them, and waste from throwing out unused portions. Grass barely grows on our verge because it is exposed, hot and sunny, so raising the bed would make it a perfect place for herbs to thrive and cool down the soil. We already have a pretty friendly street, but this would give us a focal point to meet and work in together.
V3	Brickworks Bees	Lena Darrow	Bulli	I'd like to create a garden bed on the verge between 80-82 Wallbank way, Bulli. This is a new estate with lots of young families so it would be great to have a communal garden where kids can be involved in the cultivation of vegetables as well as being witness to the many benefits of our green spaces such as attracting our native bees and lizards.
V4	Heasilp Grove	Jeff Blundell	Coniston	I have already put garden along the fence and wish to put a garden on the roadside of the path. A number of passer-by's suggested some shade trees would be good to offset the heat from the concrete is summer. It is a long narrow strip so some native grasses and ground covers would be appropriate. If room available some herbs for community use could be planted also. The path has been well used by children on bikes, etc and people going to the local café so some shade in summer would be appreciated.

V5	Scenes from a Memory	Joshua Christie	Berkeley	<p>I grew up in Woodford, a village in the heart of the Blue Mountains. When I was a teenager, my mother, along with several of her neighbours coordinated efforts and resources and agreed to all plant a native and edible verge garden through the whole street. Within a few years, the street had changed vibe to something surreal. Driving through this street in Woodford is like escaping into a fantasy. The neighbours have placed sandstone paths so that there's walkways weaving in and out of towering hardenbercias and wattles, small garden beds full of herbs which are free for community use, so you can grab rosemary or thyme during your afternoon walk and throw it in that night's dinner. I've not seen another locale quite like it.</p> <p>My particular block in Berkeley has a reasonably wide frontage and has many pedestrians walking past as it leads to Lake Illawarra. I'm aiming to create a snippet of what my mother and her neighbours have built in Woodford. I would like locals walking past to look forward to walking past my verge and weaving their way through the paved trail, freely picking flowers if they're in bloom or being blown away at the amount of insect life fluttering around. Berkeley is a budding location but many of the yards are simply kikuyu lawns and colorbond fences and could really use a bit of wild native growth and edible garden.</p>
V6	Jum-bulla Native Habitat Garden	Sheridan Novotny	Mount Kembla	<p>As we watch more and more gardens in mount Kembla (Jum-bulla) disappear, we are hoping to green our verge and provide further native habitat for our local wildlife, especially the birds. We have a passion for bird watching, and gardening, and hope to spread our enthusiasm for greening our environment but showing our community how gardens can enhance our local environment. We hope to attract some smaller species of birds by selecting native shrubs and grasses that provide both food and shelter for birds and insects alike. We would also include a bug hotel, which will appeal to the children in the street. We aim to bring our street together by sharing our love of wildlife and gardens.</p>

V7	Bellevue Road Garden Path	Kathryn Morgan	Figtree	<p>Aim: To create a "garden path" corridor through colourful flowers, edibles and local native plants for the enjoyment of the countless pedestrians and our local community. Council has already planted a <i>Corymbia ficifolia</i> in the proposed new bed and the bed will complement this tree. Context: Kathryn has already started a verge garden with this theme and has received positive feedback and interest from people who like the combination of colour, herbs and local natives. Resident walker, Helen likes to dead-head flowers, and the Latif family access herbs and contribute seed and cuttings. Neighbourhood children on route to school enjoy the flowers.</p>
V8	The Shady Spot	Lisa wellings	Fairy Meadow	<p>This is a very exciting prospect. The verge in front of our house already has some trees in place and this provides a great amount of shade during the day and from the hot westerly afternoon sun. I would like to transform the grass area to be a space of native and edible shrubs and plants, with a path meandering through it so people of all ages can enjoy this small patch of cool greenery and nature in a suburban streetscape. I would like to make it a space and habitat for bees, small lizards, insects and birds and to encourage neighbours to spend time here and source flowers and plants for their own use. We live in a very quiet street and lots of people walk by with children and dogs because of this, so a shady spot will benefit the neighbourhood by providing a place to stop and enjoy. Thank you for providing this opportunity - it is a great initiative.</p>


V9	The Goodrich Gardens	Elizabeth Tadic	Scarborough	<p>The nature strip that borders the southern end of Goodrich Street (corner of 1 Goodrich & 1 Fifth Street) is a very large area, which is currently overgrown with difficult, invasive, allergenic weeds such as wandering jew and lantana in some areas and as a result it is unattractive and under-utilized. We propose to turn it into a burgeoning native garden area, which would connect neighbours and bring the community together.</p> <p>We also have several children of various ages on our street and some are showing a huge interest in nature, gardening and cooking, especially since the local school has a Kitchen Garden programme. They have already been asking for a space in which to plant and look after vegetables and herbs and here we have this unused, messy yet perfect sunny space! We would like to plant a garden of unique, drought-tolerant plants with amazing flowers that will enrich the neighbourhood, improve our environment and attract and care for the native birds and bees. Native flowering plants like Grevilleas, Kangaroo paw, Native Bluebell and native grasses would be on our list and we would also like to plant some edible native plants such as a small Lilly-Pilly and Warrigal Greens. We would carefully consider plants of different heights and purposes in our design to create an ultimately easy care and beautiful space for everyone's appreciation.</p>
V10	Dapto Ambulance Native Verge Garden	Jess Whittaker	Dapto	<p>We would like to plant the verge at Dapto ambulance station to show the Dapto community that caring for the environment is a great way to promote mental and physical wellbeing. We would like to use local native grasses and ground covers to improve the site that is next to a bus stop.</p>
V11	Sturdee Gardens	Adam de Rooy	Towradgi	<p>Our address is situated within a cul-de-sac, this naturally has created a great safe place for kids to gather on bikes, scooters, or skateboards safely. We also have a public garden space located at the end of the street that I have maintained now for the past few years as it was previously overrun with weeds. My plan is to incorporate both my verge garden and that garden to help make the street look and feel more kid friendly as they utilize both hard and garden surfaces in their play. Having kids playing out on the street like this has brought parents out together meeting one another chatting and forming relationships.</p>

V12	Gilmore Green Garden	Nigar Raihana	West Wollongong	Both my neighbour and I love gardening and hence decided to name Gilmore Green Garden. I am planting different types of vegetables i.e., zucchini, chili, lettuce, tomato, spinach, long beans which I share with my neighbour. We all enjoy the evening meeting and the green view of the garden. This increases good bonding among the neighbours. We will extend our garden onto the Council verge.
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ASSESSED on 11th December 2020:

Name	Role	Signature
Jane Caldwell	Engagement Officer	Jane Caldwell signed electronically 11/12/2020
Sandra Bass	Parks + Open Space Project Officer	Sandra Bass signed electronically 11/12/2020

APPROVED BY

Name	Date	Signature
Greg Doyle	18/1/2021	

ITEM 5 DRAFT QUARTERLY REVIEW STATEMENT DECEMBER 2020

The Quarterly Review Statement outlines progress towards the achievement of Council's Strategic Planning documents in particular the Delivery Program 2018-2022 and Operational Plan 2020-2021. The statement addresses the financial and operational performance of Council and includes the Budget Review Statement.

RECOMMENDATION

- 1 The draft Quarterly Review Statement December 2020 be adopted.
- 2 The budget Review Statement as at December 2020 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 December 2020

BACKGROUND

Council's draft Quarterly Review Statement December 2020 outlines the operational and financial performance of Council's Strategic Planning documents and, in particular, the Delivery Program 2018-2022 and Operational Plan 2020-2021.

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

In addition, the Review details Council's performance against its budgets with a concise visual summary of Council's financial position for the quarter.

Significant highlights during the quarter include:

- Adoption of the Wollongong Cycling Strategy 2030;
- Refurbishment and reopening of Austinmer Beach Pavilion;
- Completion of Towradgi Rock Pool refurbishment and Helensburgh Toddlers' Pool works;
- Launch of Food Organics Garden Organics (FOGO);
- Adoption of Sustainable Wollongong 2030: A Climate Healthy City Strategy and Climate Mitigation Plan 2020.

CONSULTATION AND COMMUNICATION

Consultation took place with Council's Executive Management Committee and Senior Leadership Team.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 4 "*We are a connected and engaged community*". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-2021
Strategy	4 Year Action	Annual Deliverables
4.3.1 Positive leadership and governance, values and culture are built upon	4.3.1.1 Ensure appropriate strategies and systems are in place that support good corporate governance	Preparation of timely, accurate and relevant quarterly and annual reporting

FINANCIAL IMPLICATIONS

The December Quarterly review is the second review of the 2020-2021 Operational Plan adopted in June 2020.

This review of financial estimates proposes a range of adjustments that do not impact the forecast Operating Result [pre capital] and have resulted in a relatively minor improvement of \$0.1M in the Funds Result (Available Funds balance). The majority of changes proposed in this review are associated with timing of projects and the introduction of new funded projects.

CONCLUSION

This draft Quarterly Review Statement December 2020 has been prepared following input and assistance from all Divisions. It is submitted for consideration and adoption by Council.



OUR WOLLONGONG 2028 DRAFT QUARTERLY REVIEW STATEMENT December 2020

From the mountains to the sea





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This Quarterly Review Statement (October to December 2020) reports on progress towards achieving the five Councillor Strategic Priorities from the Delivery Program 2018-2022 and Annual Deliverables from the Operational Plan 2020-2021.

Highlights and significant progress with key projects from the Operational Plan 2020-2021 are reported by the six Community Goals from the Our Wollongong 2028 Community Strategic Plan.

Highlights from this quarter include:

- 1 Council adoption of the Wollongong Cycling Strategy 2030;
- 2 Refurbishment and reopening of Austinmer Beach Pavilion;
- 3 Completion of Towradgi Rock Pool refurbishment and Helensburgh Toddler's Pool works;
- 4 Adoption of *Sustainable Wollongong 2030: A Climate Healthy City Strategy and Climate Mitigation Plan 2020-2022*;
- 5 Launch of Food Organics Garden Organics (FOGO);
- 6 Adoption of Wollongong City - Wide and West Dapto Development Contributions Plan 2020.

Organisational performance is also reported by the inclusion of performance indicators that monitor the

status and progress of our Council programs, activities, projects, finances, people and processes.

This report includes an overview of how Council is tracking against its budget. It is a concise visual summary of Council's financial situation for the quarter including operational budget, capital budget and expenditure. The Budget Review Statement is included in this report.

We are continuing to deal with the global health and economic challenge of COVID-19. While we have made service modifications and will continue to monitor and respond to updated advice and measures, our workforce remains fully engaged to deliver on our promise and provide important services to our community. Our COVID-19 assistance package, outlined in the Delivery Program 2018-2022, includes a range of measures to assist residential and business ratepayers as well as the broader community.

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 2021.

Greg Doyle
General Manager

Strategic Priorities

PROGRESS REPORT

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 2018-2022. Progress made in the December 2020 quarter is outlined below:

Activating Our Suburbs

We are committed to enhancing and activating spaces and places across our Local Government Area through sound planning and focused programs.

Our Delivery Program includes an ambitious plan of action to establish our City, towns and villages to be connected and liveable spaces offering a variety of attractions and opportunities for people to work, live, play, learn, visit and invest. Our Program supports a variety of infrastructure spending to enhance recreation, sporting and cultural opportunities.

Project Sponsor: Director Community Services
Project Manager: Manager Community Cultural and Economic Development

Strategic Priority Progress



On Track

Program Achievements

COVID-19 restrictions on public gatherings have limited Council's ability to provide activation activities, however, a range of activities were delivered in our suburbs to support connected and liveable spaces for our community.

Council has been working with the Australian Social Investment Trust (ASIT), NSW Department of Communities and Justice (DCJ), Bellambi Neighbourhood Centre and residents of Bellambi to implement projects in the Bellambi area and community led action plans. This quarter, the mosaic furniture was completed and a charging station has been installed at the Mews.

Council staff have been working with the NSW Department of Communities and Justice (DCJ), Mission Australia, Barnardos South Coast and the residents of Warrawong, Bundaleer and Illawong Gardens to implement a community developed action plan for each location. Community barbecues were held at Illawong Gardens to discuss health needs and community concerns.

Carve a Trail - Harry Graham Park, Figtree was delivered to relocate the activities of a 'homemade' bike trail built along the creek which created environmental damage, to a more appropriate location in the park. The local community, including children, young people and adults helped plan, design and build new trails working with Council staff and a track design expert. The track has proven popular with the local community.

Strategic Priorities PROGRESS REPORT

Activating Our Suburbs continued...

The *Teenz Connect* Program at Warrawong Library was reactivated during the quarter. *Teenz Connect* is a weekly program of interactive and skills-based activities providing a safe place for young people to build relationships and connection.

Planning regarding service delivery in 2021 for young people in Bundaleer and Bellambi has commenced with program partners.

Planning commenced for a mural at Thirroul Pool. Workshops will be held with Thirroul Junior Surf Life Saving Club and the South Coast Disabled Surfers' Association to design the artwork. Public Artwork has also been selected for Stage 1 Grand Pacific Walk.

Coledale Community Facility Mural project commenced in partnership with South Coast Writers' Centre. The artist has been selected through an Expression of Interest process.

Planning is underway for the launch of *Sculpture in the Garden* in February 2021. The event has been rescheduled from its original public presentation in April 2020 to February-March 2021 at the Botanic Garden Wollongong.

Jam n Bread, an intergenerational music project in Port Kembla commenced. Planning and engagement is being undertaken with performance outcomes for both the suburbs and Viva La Gong 2021.

Council's four-year Infrastructure Delivery Program 2018-2022 includes a suite of projects to enhance recreation, sporting and cultural opportunities. In addition to the many footpaths, cycleways and open space upgrades, these initiatives include streetscape and public domain improvements in Warrawong, Corrimal, Dapto and Helensburgh town centres.

Strategic Priorities PROGRESS REPORT

Urban Greening

Urban Greening forms a significant focus during this Council Term. Our Program includes the implementation of key priorities within Council's Urban Greening Strategy, in conjunction with projects and services that impact sustainability and the quality of our environment.

Project Sponsor: Director Infrastructure and Works
Project Manager: Manager Open Space and Environmental Services

Strategic Priority Progress



On Track

Program Achievements

The Urban Greening Program continues to exceed the 2:1 tree removal/replacement target with 1,657 trees planted across urban areas during the quarter with 842 trees removed.

Urban Greening for the broader Dapto community was launched in late September with Council receiving more than 250 requests from the community to plant street trees across this high need suburb during Autumn 2021. Council's arborists have identified 2,500 vacant tree sites in high priority streets linking schools to suburbs and commercial precincts to encourage shaded walking.

The verge garden guidelines have been completed and launched in October 2020. Verge areas (Council owned land in front of homes between the adjacent road kerb) provides an opportunity for the community to participate in greening our public spaces. Demonstration verge gardens have been installed in Port Kembla and Helensburgh.

Council's commitment to shade all 55 local park playgrounds stands at 47 completed, with the remainder to be shaded prior to the end of financial year [30 June 2021].

Strategic Priorities PROGRESS REPORT

West Dapto

We will continue to work in collaboration with key agencies to provide the infrastructure needed to support growth and employment lands within the West Dapto Urban Release Area. This will include coordinated planning for access improvements including new roads and bridges which are needed to support the additional 17,000 future housing lots and 8,500 jobs required over the next 30 years.

Project Sponsor: Director Planning and Environment
Project Manager: Urban Release Manager

Strategic Priority Progress

✓ On Track

Program Achievements

Council continues to plan and design the next important infrastructure items for West Dapto.

Council continues to assess Planning Proposal requests, Neighbourhood Plans and Development Applications that facilitate urban development. To date, Neighbourhood Plans have been adopted within stages 1, 2 and part of stages 3 & 4 which will combined facilitate land for over 5,107 lots. Neighbourhood Plans to support a further 7,325 lots are currently being assessed. Council has granted Development Consent for 2,196 new lots.

Council received advice from the Minister for Planning and Public Spaces during the last quarter in response to IPART's recommendations following their review of Council's draft West Dapto Development Contributions Plan 2020. This represents a significant milestone and is a result of Council's dedication during 2020 to update the Contributions Plan. Council adopted the Plan on 7 December 2020.

Implementation of the West Dapto Vision 2018 has continued with Council making progress on the suburbs' review which will ensure the size, boundaries and names of suburbs reflect the history and future needs of the growing urban area. Refining the Neighbourhood Planning Process will be a focus for the remainder of the year.

Strategic Priorities PROGRESS REPORT

Active Transport and Connectivity

We are planning for, and progressively working towards, an integrated and active transport network with improved connectivity across the Local Government Area. A series of actions will be undertaken across this Term of Council to facilitate the upgrade of our public transport and bicycle networks and pedestrian access. This renewed focus is complemented by a significant investment into our footpaths and cycle ways.

Project Sponsor: Director Infrastructure and Works
Project Manager: Manager Infrastructure Strategy and Planning

Strategic Priority Progress

✓ Track

Program Achievements

Actions identified within the Wollongong Bike Plan and Wollongong Pedestrian Plan are incorporated into the Infrastructure Delivery Program and operational programs for progressive implementation.

Of note, is the significant budget increase for the 2020-2021 financial year for new footpaths and the implementation of actions in the Wollongong Pedestrian Plan and draft Cycling Strategy. Council's record investment in new footpaths continues; with a total of 35 new footpaths programmed to be constructed in 2020-2021. Council is investing \$10M in new cycleways across the next four years (including works on the next stages of the Grand Pacific Walk). Council continues to plan and build momentum towards the 2022 Union Cycliste Internationale (UCI) Road World Championships to stimulate cycling related tourism and community participation.

The new Cycling Strategy, supported by an accompanying implementation plan, aligns to the UCI 'Cycling City Pillars'. The new Strategy's priorities and expectations also align with delivery of the anticipated UCI 2022 World Road Cycling Championships legacy infrastructure projects.

Proposed actions of this Strategy planned to be delivered in 2020-2021 have been included in Council's Delivery Program 2018-2022 and Operational Plan 2020-2021. All actions are proposed to be delivered in 2021-2022 and beyond will be considered in future planning and budgeting processes. The inclusion of 2020-2021 projects will further provide significant funding opportunities for construction ready projects through the ability to identify priorities based on studies.

Supporting these plans, staff have and will be working with the Walking Cycling and Mobility Reference Group and key interest groups, such as schools, to review and develop targeted programs to promote and provide for active transport initiatives to support our most vulnerable users (school children, disabled and aged).

Council received grant funding for pop up cycleways in Wollongong for delivery in 2020-2021. Council will seek grant funding through a range of State and Commonwealth initiatives to support active transport and connectivity improvements.

Strategic Priorities PROGRESS REPORT

Business and Investment

We will continue to grow the Wollongong economy through attracting business, investment, major events, and tourism to the region. We will continue to promote our local advantages, including our proximity to Sydney, supportive business environment, innovative ecosystem, vibrant CBD, and superb liveability to attract businesses and encourage local jobs growth. We will work with key stakeholders, including state and federal governments to further promote our City and attract greater investment in infrastructure and other key assets.

Project Sponsor: Director Community Services
Project Manager: Manager Community Cultural and Economic Development

Strategic Priority Progress

✓ On Track

Program Achievements

The Wollongong CBD is undergoing a rapid transformation with a significant number of cranes in the sky and several large office developments either under construction or in the pipeline. The Wollongong CBD is seeing an additional 28,000 sqm of A-grade office space under construction or newly completed, representing a 36% uplift on current stock levels. There is also a further \$400M+ in the pipeline, including approximately 25,000 sqm+ of A-grade office space. The Australian Tax Office building set a price record in the City, selling for more than \$57M or \$8,000+ per sqm by Melbourne based Property Fund Castlerock. Mercer, a global financial services firm has also announced it will enter into a 12-year lease and commit to 5,000 sqm of the Lang's Corner building.

On 20 November 2020, Invest Wollongong launched the Wollongong Office Market Prospectus, which highlights the substantial commercial leasing opportunities available in the Wollongong CBD. The prospectus was launched by the Lord Mayor and the event showcased many of the new Invest Wollongong videos showcasing local business owners and executives discussing the benefits of doing business in Wollongong.

Coinciding with the launch, Invest Wollongong commenced a new digital marketing campaign promoting Wollongong to the scaleups and professional services sectors. The aim of the Scaleups campaign is to raise awareness of Wollongong as an option for scaleups and includes advertising on Facebook and LinkedIn using the new video collateral and blogs discussing the benefits of living and working in Wollongong.

The aim of the Professional Services campaign is to raise awareness and consideration of Wollongong as an alternative CBD location. The campaign is designed to drive traffic to the Invest Wollongong website, to download the Wollongong Office Market Prospectus, in a bid to raise awareness and encourage the target to add Wollongong to their consideration set.

The campaign targets relevant professional services employees (eg CEO, CFO, COO) and influencers (eg commercial tenants, leasing agents, tenant reps, etc) in Greater Sydney through a range of channels, including Search Engine Marketing (i.e. Google *Adwords*); social media advertising (LinkedIn and Facebook) and website advertising.

The campaign has led to over 3,000 first time users visiting the Invest Wollongong website in November 2020 (compared to 300 a month prior to the campaign). During this quarter, Invest Wollongong's social media presence continued to organically grow, with over 1,300 LinkedIn followers.

Strategic Priorities PROGRESS REPORT

Business and Investment continued...

The Events Concierge Service continued to review and assess applications to event holders looking to deliver major events across the City. This included reviewing and assessing one event application; received and processed 30 filming applications; received and responded to 53 enquires throughout the events inbox and received and actioned 19 customer requests.

EMERGENCY RESILIENCE, DISASTER RESPONSE AND RECOVERY

This year continues to respond to significant challenges arising from the global health and economic challenge of the Coronavirus [COVID-19] pandemic. These contributed to what Council has been able to deliver and the way we serve and support the community. The application of a community-orientated, risk-based approach to the delivery of our services as well as responding to advice from government authorities, has meant some services and key facilities were temporarily altered or ceased. In line with public health advice, Council has been able to reopen key facilities such as our supervised swimming pools, library buildings and the Customer Service Centre. However, we need to maintain social distancing and enhanced hygiene measures. As always, our focus is on protecting vulnerable members of our community and protecting the health, safety and wellbeing of our staff and volunteers, their families and our community.

Council's workforce remains fully engaged during this time to support ongoing service requirements and deliver the Infrastructure Delivery Program as planned. Beyond the management of assets, Council's annual infrastructure investment is significant and will continue to support local contractors, businesses and suppliers. The organisation is also undertaking a review of how we deliver our services in line with the national health guidelines. Of particular importance is how we can continue to effectively engage with our community during this time. Council's online engagement opportunities remaining open via the website and alternate engagement methods are being explored and developed.

On 26 March 2020, Council announced a support package to assist Council lessees and licensees by deferring our tenants' rental payments for a period of 90 days for lessees and licensees who are unable to carry out their normal business under the changes in place to minimise the spread of COVID-19. In addition, rent reviews for Council tenants will be deferred until further notice and outdoor dining licence holders will have their fees waived for 90 days. Council has approximately 170 lessees and licensees who operate from our properties or off our land.

Rate Relief

Council voted to approve an option for residential and business ratepayers whose finances had been affected by COVID-19 to defer their rates and annual charges until 30 September 2020, with no interest charged until 31 December 2020.

Operational Plan

2020-2021 PROGRESS

The following section provides an overview of Council's progress with delivering Our Wollongong 2028. It provides a summary of progress for 2020-2021 Annual Deliverables [Council's programs, projects and activities] and highlights significant progress with annual projects as outlined in Our Wollongong 2028 Community Goals. This exception-based reporting provides an overview of achievements for the December 2020 quarter. The organisation's performance is also reported by the key performance indicators, budget summary information and Budget Review Statement.

The Operational Plan 2020-2021 contains 354 annual deliverables across the six Community Goals. Table 1 below outlines how Council is tracking in the December quarter to achieve the annual deliverables for each Community Goal.

1: Annual Deliverable Progress by Community Goal

Goal	On track	Not Scheduled to Commence	Delayed	Deferred	Ongoing / Complete
1. We value and protect our natural environment	94.37%	0%	2.82%	0%	2.82%
2. We have an innovative and sustainable economy	91.11%	0%	4.44%	4.44%	0%
3. Wollongong is a creative, vibrant city	77.78%	0%	5.56%	8.33%	8.33%
4. We are a connected and engaged community	96.36%	0%	0%	1.82%	1.82%
5. We have a healthy community in a liveable city	90.68%	2.54%	4.24%	0%	1.69%
6. We have sustainable, affordable and accessible transport	77.78%	11.11%	0%	3.7%	7.41%
Total Annual Deliverable Progress	90%	2%	3%	2%	3%

Note: Each Goal does not have an equal number of annual deliverables; therefore, the Annual Deliverable progress has been rounded up to 100.

Operational Plan 2020-2021 Progress continued

Overall, 3% of Annual Deliverables were reported to be delayed and 2% were deferred. Table 2 below outlines all Annual Deliverables reported as delayed or deferred at the end of December 2020.

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
1. We value and protect our natural environment	Continue to pursue biodiversity certification of the West Dapto Urban Release Area including offsetting provisions	Y		<p>Council has been working through the State government's biodiversity certification process for West Dapto for a number of years. Certification would provide certainty for both biodiversity and development outcomes and would streamline the planning process. The mechanism available to fund the certification requirements is the State's Special Infrastructure Contributions Plan, however until recently, this had not been progressed by the government for a decade.</p> <p>The public consultation draft Illawarra-Shoalhaven Special Infrastructure Contributions was released by Department of Planning, Industry and Environment (DPIE) on 2 November 2020 and includes a 'West Dapto Biodiversity.' Following this NSW Government announcement, Council has met with NSW DPIE on 5 November 20 to commence a revised Application to address the 'technical issues' raised in the letter received in the September 2020 quarter.</p>

Operational Plan 2020-2021 Progress continued

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
1. We value and protect our natural environment	Audit risks at stormwater inlet structures and carry out action where required to improve safety and reduce risk	Y		<p>Inlet structure inspections recommenced during the quarter with 87 structures inspected during this period.</p> <p>Nine Technical Requisitions for inlet hazard protection designs are currently with the Stormwater and Floodplain Design Team. The investigations and designs are at various stages with some being delayed due to a shortage in resources which is currently being addressed.</p>
2. We have an innovative and sustainable economy	Implement a research & development program targeting alternatives to placing waste into landfill in partnership with the University of Wollongong's iAccelerate program.	Y		<p>Limited work undertaken with the University of Wollongong's iAccelerate program during the quarter due to the focus on FOGO, Charitable Waste and Pensioner Concession Waste Projects.</p> <p>Council has continued research with the artificial intelligence work to identify contaminants from commingled recycling bins with SMART Infrastructure Facility at UOW and Remondis.</p>

Operational Plan 2020-2021 Progress continued

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
2. We have an innovative and sustainable economy	Undertake the City Centre Planning Review and Design Review arising from the Wollongong City Centre – Public Spaces Public Life Implementation Plan		Y	On 7 December Council considered a report on the draft Wollongong City Centre Planning Strategy, draft Planning Proposal and draft DCP chapter. Council resolved to defer progress pending the progression of other projects including the Retail Centres Study and Wollongong City Centre Access and Movement Study.
	Participate in relevant networks and support opportunities for social enterprise, including the provision of training	Y		During the quarter a process for capturing Council's total spend on social enterprises and social outcomes has been established and is anticipated to be implemented from early 2021. Due to COVID-19 restrictions, other planned support opportunities and activities have been postponed.
	Support relevant agencies, business and industry to advocate for the establishment of a cruise ship terminal in the port of Port Kembla			Y

Operational Plan 2020-2021 Progress continued

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
3. Wollongong is a creative, vibrant city	Host six major events reflecting priority sectors and contribute to the acquisition of signature events in the city	Y		All major events are currently on hold or have been rescheduled to 2021 due to COVID-19. However, Destination Wollongong are securing new events, including food & beverage events and music festivals for 2021 and beyond.
	Deliver the annual Viva La Gong Festival		CANCELLED	Due to COVID restrictions the 2020 VIVA la Gong festival was cancelled this November. However, several VIVA "engine room" projects have commenced across the suburbs, developing content for Viva 2021.
	Develop improvements in the Arts Precinct within the context of the Arts Precinct Concept Design	Y		The available space for outdoor seating under the trees on the paved area has been extended to encourage greater use and outdoor dining opportunities for adjacent businesses. This has seen increased foot traffic and utilisation of the area. A feasibility report on the viability of installing a second entrance to Wollongong Art Gallery that interacts with the Arts Precinct has been delayed, with funding for this project now allocated for future years due to COVID-19 impacts.
	Support newly arrived and refugee communities through the delivery of the Illawarra Refugee Challenge with community partners			Y

Operational Plan 2020-2021 Progress continued

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
3. Wollongong is a creative, vibrant city	Support Heritage Week and the heritage festival		CANCELLED	The 2020 Heritage Festival was cancelled due to the Covid-19 Pandemic. Council had a range of events scheduled, some of which have gone ahead in other capacities such as the Blue Mile Heritage Tours. Planning for the 2021 Heritage Festival has now commenced with an item on the November 2020 Agenda of the Heritage Reference Group for discussion.
4. We are a connected and engaged community	Work with Friends of Wollongong City Libraries to improve resources within libraries that are generated with funding from fundraising activities		CANCELLED	Public Health Order restrictions for group gatherings, due to COVID19, have caused the Friends of Wollongong City Libraries to cancel all planned events until further notice. This has curtailed their ability to raise funds for Wollongong City Libraries. The Friends Executive will meet in late December 2020 to discuss resuming their fund raising events in 2021 (predominantly author talks/catering/lunches) when the Public Health Order allows gatherings for larger events.

Operational Plan 2020-2021 Progress continued

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
5. We have a healthy community in a liveable city	Continue the 'I belong in the Gong' Safety Initiative	Y		Delays in construction of the solar light and charging station 'I belong in the Gong' safety initiatives continued due to COVID-19 restrictions impacting on the supply of some parts. As a result, construction was only completed towards the end of the quarter. Installation of the solar light behind Wollongong Youth Centre and the charging station in Crown Street Mall is anticipated to occur in the next quarter.
5. We have a healthy community in a liveable city	Assist the NSW Environment Protection Authority (EPA) to undertake the Wollongong Local Government Area land contamination literature review	Y		The EPA advised on 1 December that they have met with NSW Health and the report is nearing finalisation. The engagement of NSW Health with the project continues to be impacted by the COVID-19 pandemic. Council has consistently provided timely input into the review.
	Reinstate Waterfall (Garrawarra) Cemetery	Y		Pre- approvals to allow the submission of a development application continue to be worked through. Approval from the local Aboriginal Land Council has been requested to allow for land owners consent, required for the submission of the development application for the works.

Operational Plan 2020-2021 Progress continued

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
5. We have a healthy community in a liveable city	Implement Landscape Masterplan recommendations for Hill 60 Reserve at Port Kembla	Y		<p>The Conservation Management Plan for the Hill 60 location has been completed and an Aboriginal Heritage Impact Permit has been secured for proposed works.</p> <p>A formal appeal to the exclusion of stage 1 works was lodged with the Minister for Heritage. Council's Executive have engaged directly with senior Heritage NSW staff and are working collaboratively to assist Council to secure the required approvals as soon as possible.</p> <p>Council has met onsite and progressed discussions with Heritage NSW on the Section 60 permit and they are generally supportive of some proposed changes and Council's approach.</p> <p>It is anticipated a revised section 60 application will be lodged in February 2021.</p>
	Plan for the Southern Suburbs Community Centre and Library, at Warrawong	Y		<p>Three concept plans have been delivered by the architect and one option has been selected to progress. Stakeholder engagement is being planned for 2021.</p>

Operational Plan 2020-2021 Progress continued

<i>Community Goal</i>	<i>Annual Deliverable</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Comment</i>
6. We have sustainable, affordable and accessible transport	Work with Shellharbour Council and others to extend the Lake Illawarra cycleway		Y	Contact with Shellharbour City Council to continues regarding plans to expand the cycling network around the lake. A project plan and associated engagement strategy are being prepared, with the intent that the scoping meeting will confirm scope, risks, inform the engagement plan and confirm key stakeholders. While initial discussions have been undertaken, Community engagement on the master plan is currently on hold and expected to recommence in March 2021.

GOAL 1: WE VALUE AND PROTECT OUR NATURAL ENVIRONMENT

Continue to progress options to implement a Food Organics Garden Organics (FOGO) program across the LGA

During the quarter, rollout of the Food Organics Garden Organics (FOGO) caddies commenced. The FOGO caddies play an integral role in the collection of household food waste that is able to be placed in green-lidded organics bins as part of Council's new FOGO service.

Throughout November, all households that currently have a green-lidded waste bin received an information pack delivered to their door, along with a kitchen bench caddy and compostable liners which will make taking the food waste from the house to the bin easier. The introduction of FOGO is a changeover from the current fortnightly garden organics service to a weekly service. Red and yellow-lidded bin service remains unchanged.

The introduction of FOGO is expected to divert 6,000 tonnes of food waste from our landfill site at Whytes Gully each year. Wollongong residents currently fill up to 40% of their red general waste bins with food scraps. This equates to around 150 kg of food waste per household going straight to landfill each year. While Council currently deploys a range of landfill diversion strategies (including operating the community recycling centre at Whytes Gully), this was an important step to explore ways of keeping organic matter out of landfill.

A grant application for Council to conduct a FOGO trial for multi-unit dwellings, which do not currently have a green-lidded waste bin, has been submitted and is under assessment.



[IMAGE: A local young resident with the new FOGO kitchen caddy]

GOAL 1: WE VALUE AND PROTECT OUR NATURAL ENVIRONMENT

Review the Environmental Sustainability Strategy

The *Sustainable Wollongong 2030: A Climate Healthy City Strategy* and the *Climate Mitigation Plan 2020-2022* were adopted by Council on 16 November 2020 following an extensive engagement process and public exhibition period of 42 days. These important plans will guide delivery of actions and provide high-level strategic direction for the future.

In 2017, Wollongong City Council became a signatory to the Global Covenant of Mayors for Climate and Energy — an international alliance of cities and local governments with a shared vision of promoting and supporting voluntary action to combat climate change. Two years later, Council adopted targets of net zero emissions by 2050 for the City of Wollongong and net zero emissions by 2030 for Council operations. Earlier this year, Council also committed to five pledges under the Australian initiative, Cities Power Partnership.

The Sustainable Wollongong 2030: A Climate Healthy City Strategy, provides a high-level strategic direction for Council's future activities and programs. This Strategy builds upon the work of the superseded Environmental Sustainability Strategy 2014-2022. The Strategy outlines six of Council's priority areas for action:

- A city whose council shows leadership;
- A city that works together;
- A low emissions City;
- A city in harmony with our environment;
- A low waste City;
- A climate and water resilient City.

The Climate Change Mitigation Plan 2020 will guide Council's delivery actions for the next two years in working towards the emissions targets. This initial plan aims to provide a strong foundation for future activities and plans.

Complete Helensburgh Town Centre Study

The Helensburgh Town Centre Study was adopted by Council on 26 October 2020. The Helensburgh Streetscaping Masterplan was also adopted and is being progressed to commence implementation. Pedestrian accessibility and safety are the focus of upcoming works in Helensburgh which form the first stage of works under the new Plan.

Together, these plans provide strategic guidance for the future of Helensburgh Town Centre, with a focus placed on wayfinding and ensuring the area is accessible by foot, bicycle and car and strengthening the town's connection to its natural surroundings. The Plan also includes a proposal for an integrated community centre and library facility.



[IMAGE: Aerial view of Helensburgh Town Centre]

GOAL 1: WE VALUE AND PROTECT OUR NATURAL ENVIRONMENT

Develop and deliver diverse Local Studies Library projects that contribute to the preservation and continued relevance of local history and community stories

Work continues on the Illawarra Mercury image project with 523 images catalogued this quarter.

The Illawarra Mercury image project aims to rescue images from the 1960s that are affected by 'vinegar syndrome'. This work is progressing well with 235 negatives and 113 maps digitised and prepared for cataloguing.

Seven new online stories are ready and waiting to be added to the Illawarra Stories website. Five oral histories were fully transcribed on the Amplify platform. Nine transcriptions were formatted and added to Illawarra Stories website. In addition, 101 new records (monographs, manuscripts, images and indexed articles) were added to the collection.

During the quarter, the Friends of Wollongong City Libraries Local History Prize was announced by Lord Mayor Gordon Bradbery AM on 19 November 2020. Researcher Andre Brett's paper on the history of railways and the environment in Illawarra between 1870s-1915 took out the top honours. The paper has been added to the Library's Local Studies collection and adds to the documentation of the Illawarra's history.

The Local History Prize is a biennial award funded by the Friends of Wollongong Library and coordinated by Wollongong City Council. Entrants are invited to submit a researched paper and vie for the honour of collecting the first prize of \$5,000.



[IMAGE: Lord Mayor Gordon Bradbery AM and 2020 Local History Prize winner, Andre Brett]

GOAL 1: WE VALUE AND PROTECT OUR NATURAL ENVIRONMENT

Performance Measures Q2 2020-2021

- Participation rate in environmental programs* | 3,555 (Q2 2019-2020 – 16,815)
- Number of volunteers for Environmental Programs - Greenhouse Park | 23 (Q2 2019-2020 – 21)
- Plants Propagated | 14,908 (Q2 2019-2020 – 16,487)
- Plants Distributed | 17,817 (Q2 2019-2020 – 19,930)
- Tonnes of Rubbish collected from clean-up activities | 9.34 (Q2 2019-2020 – 10.63)
- Number of volunteers worked at Bushcare and FIREady sites* | 273 (Q2 2019-2020 – 300)

* Impacted by COVID-19

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Implement the Economic Development Strategy 2019-29

During the quarter, Council continued to deliver a range of economic development outcomes, including:

- On 16 November 2020, Council adopted the Wollongong CBD Night Time Economy Policy. This Policy provides clarity to local operators regarding operating hours permitted in the CBD and development application requirements for these businesses, including the extension of trading hours;
- In supporting the local business community during COVID-19, Council facilitated 13 investor enquiries during the quarter, including a number of larger projects, with potential for significant employment outcomes;
- On 30 October 2020, Council held an online event: *Doing business with Wollongong Council* which provided an overview of Council's procurement processes, forward capital works program and Council's new 10% local content weighting for tenders and formal quotations. This online event was attended by around 70 people and was well received;
- Continual monitoring of the impact of COVID-19 on the local economy through ABS data and the Economy.id COVID-19 outlook tool;
- To leverage the substantial uplift in new A-grade office development underway, combined with opportunities as major corporates look to on-shore more of their operations, *Invest Wollongong* launched a new Wollongong Office Market Prospectus, which highlights the substantial commercial leasing opportunities in the Wollongong CBD. The key target audience is external professional and financial services firms, Sydney based tenant representatives/leasing agents and government agencies;
- The *Invest Wollongong* digital marketing campaign commenced, with a strong focus on the professional services and scaleups sectors. The campaign will promote Wollongong as a superior business location and features a range of material, including videos, blogs and the Office Market Prospectus. To date, the scaleups campaign has delivered nearly 1.5 million impressions and over 2,800 clicks through to the *Invest Wollongong* website. The professional services campaign has delivered nearly 850,000 impressions and over 2,500 clicks through to the *Invest Wollongong* website;
- Council representation on local boards continued, including i3Net, Illawarra First, Economic Development Australia and representation on the Night-time Economy Council's Committee;
- The Illawarra-Shoalhaven City Deal was launched on 16 October 2020 to support job and economic growth in the Illawarra-Shoalhaven region;
- In November 2020, the Illawarra Business Chamber in conjunction with Wollongong City Council released their updated research undertaken by UOW's SMART Infrastructure Facility on the South West Illawarra Railway Link.

Contribute to the promotion of tourism in Wollongong through the management of Council's 3 tourist parks at Bulli, Corrimal and Windang

During the quarter, visitation to all three tourist parks is well up with the parks welcoming many new customers through the COVID-19 period. A marketing strategy specifically targeting the post COVID-19 shutdown continues to be deployed. Works have also continued in ensuring the amenity provided to customers meet their standards with a refurbished amenity block at Bulli completed as well as a new TAFE cabin also being installed.

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Deliver increased city centre marketing and activation initiatives to support local and regional economic recovery in response to COVID-19

During the quarter, Council continued to finalise a new marketing approach for the Wollongong City Centre designed to promote and attract a greater number of visitors and to extend visitation times. Branded as the Wollongong CBD Marketing Strategy, it will promote Wollongong’s local boutique bars, food, art and culture. It will also provide practical assistance to local businesses with digital marketing, to better promote their own business offer and the Wollongong CBD experience.

Christmas was promoted in the CBD through a strong focus on local Australian creative and contemporary decorations. The Crown Street Mall was decorated with blue, yellow, green and the traditional Christmas red colour to reflect our ocean, sand and greenery. Key decorations included the summer-themed Christmas tree, Creative Container wrap, banners, paver decals, planter box wraps and green parklet pole wraps.

The Business Support Hub (B-Hub), situated on the ground floor, 93 Crown Street, is continuing to deliver a holistic, centralised information and learning hub, offering businesses both face-to-face and digital support. The NSW Government funded Southern Region Business Enterprise Centre, Business Connect Program and additional value-added services, are being offered to assist local retailers and other businesses to improve skills and develop solutions for their long-term sustainability as we progress through COVID-19 towards 2021.

Outdoor dining fee waivers and application support continues to encourage further outdoor dining licenses within the Crown Street Mall. The Wollongong CBD Night Time Economy Policy has been adopted by Council allowing for the development of a delivery program. The intention of the Policy is to facilitate the growth of the CBD to ensure it has a diverse, vibrant and inclusive ways that people can socialise at night-time while balancing noise and public safety considerations.

Several live music support initiatives in-line with COVID-19 safe and NSW Public Health Order guidelines are underway. The outcomes of the forum with local music industry professionals conducted during the quarter is being utilised to develop a strategy to futureproof and support the industry. The *CBD Sounds* program commenced during the quarter with a variety of music genres being performed both on the Crown Street Mall stage and in Globe Lane. This created an inviting and ambient community atmosphere which added to the CBD experience in a COVID-19 safe environment. It also provided opportunities for local performers at a time when COVID-19 restrictions have limited opportunities.



[IMAGE: Community members enjoying Wollongong’s Night Time Economy]

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Deliver learning programs for employment, digital inclusion and creativity from 'The Hub' digital learning space

The Confessions of a Lighthouse Keeper evening event with Greg Appel and Tim Oxley was the Libraries' first face-to-face event which was recorded for a podcast series.

The Lab was set up as a night club, with the audience sitting at individual tables to enjoy their BYO snacks and drinks in a COVID-19 safe environment.

The *Queerstories* event was moved to the Town Hall to ensure social distancing rules were maintained and allowed the Library to have a larger audience than would have been permitted in the Art Gallery. The audience thoroughly enjoyed the poignant and intensely personal LGBTQI stories that were shared by the local speakers. Positive feedback was received, with Speaker Atul Joshi sharing "I was particularly touched by an audience member from Bangladesh, part of a group from the Sydney Asylum Seeker Resource Centre, who introduced himself to say how empowering and uplifting he found the experience, especially after coming out as an adult and the challenges of his cultural background". The Library is planning another *Queerstories* event for Pride Month in June 2021.



[IMAGE: Queerstories presenters Zephyr DeLuna, Atul Joshi, Joshua Lobb, Neisha Murphy and Belinda Quinn]

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Seek funding for key iconic tourism infrastructure

During the quarter, Council successfully secured \$1.1M of grant funding with four applications under the NSW Resources for Regions fund. These applications were:

- The Cringila Hills mountain bike park;
- Grand Pacific Walk extension in Clifton;
- Snakepit regional sports facility;
- Development of a series of online videos highlighting the region's history.

In November 2020, the Port Kembla viewing platform was completed, thanks to a \$400,000 grant under the Port Kembla Community Investment fund that supported the delivery of the new space. The shade-covered platform is on the eastern side of Port Kembla Surf Life Saving Club's car park and is part of Council's ongoing upgrade works in the beachside precinct. The location is popular with locals and visitors and is designed to be level and accessible, allowing all members of the community to enjoy the view. The new shaded area is approximately 12 meters long and five meters wide, featuring seating and picnic tables. Council also completed improvements in the adjacent car park as part of the project.

The viewing platform is also a key link in Council's ongoing Grand Pacific Walk improvements and provides a meeting point for those walking, running or riding the shared pathway between Helensburgh and Lake Illawarra.



[IMAGE: Wollongong City Council Lord Mayor Gordon Bradbery AM pictured at the new Port Kembla Beach viewing Platform]

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Performance Measures Q2 2020-2021

- Number of visitations to the tourism information centres* | 7,922 (Q2 2019-2020 – 13,570)
- Tourist Park occupancy rate of cabins* | 75% (Q2 2019-2020 – 71%)
- Occupancy rates of paid on street parking | 68% (Q2 2019-2020 – 75%)
- Tourist parks occupancy rate of unpowered sites* | 33% (Q2 2019-2020 – 39%)
- Tourist parks occupancy rate of powered sites* | 54% (Q2 2019-2020 – 53%)

*Impacted by COVID-19

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Deliver key funded strategies from Creative Wollongong

During the quarter, a range of Creative Wollongong actions were delivered.

The *Grateful Portrait Project* held in Crown Street Mall was an exhibition on gratefulness that showcased the thoughts and experiences of young people across Wollongong and the Illawarra. The images of young people and their grateful statements were captured and shared on eight art cubes or installation blocks throughout the Mall. Earlier in the year, Council asked young people across the Illawarra to reflect on their experiences in 2020 by sharing an image and a few thoughts on what they're grateful for.

The Creative Container remained in Crown Street Mall and was activated by various artists and creatives who have been able to promote their work. Held over four Fridays in November 2020, the *Crown Street Takeover* music program brought bands and musicians to perform in the evenings in the Creative Container.

Six Creative Dialogues were created as podcasts due to COVID-19, then gathered and posted online. The final podcast included video and closed captions for the hearing impaired.

The Coledale Community Facility Mural partnership project between Council and the South Coast Writers' Centre commenced, with an artist selected through an Expression of Interest process. Community workshops will be held in January and the project is scheduled to be completed in April.



[IMAGE: The Grateful Portrait Project participants Seth, Amelie and Alana]

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Manage the Murrumbidgee funding agreement for IPAC and the Town Hall

A partial easing of COVID-19 restrictions during the quarter resulted in a number of COVID-19 safe professional and community events, with audiences showing enthusiasm for a return of live performance, and a willingness to adhere to required safety practices.

The Wollongong Town Hall played host to numerous events, most of which sold out at the reduced capacities. The Illawarra drag community held two highly successful events themed around Halloween and Christmas to enthusiastic (yet seated) crowds. Renowned Australian jazz musicians, *Mick Nock & Friends*, gave the Ronald Sharp pipe organ a spin to the delight of hundreds of jazz music fans.

November was Australian Music Month and *The Music Lounge* played host to some of Australia's finest musical acts as part of the state-wide *Great Southern Nights* initiative. Performers included *The Black Sorrows*, Emma Pask, Elana Stone and local First Nations performers Kyarna Rose and Matty Walker.

The 91 storey Treehouse brought the IPAC's IMB Theatre back to life, playing to children and families from across the region. The quarter finished with an exceptional showing from thirteen local dance schools bringing reduced capacity end-of-year performances to their communities.

Deliver Council's annual community events program

During the quarter, the City of Wollongong Giving Tree Appeal and Bikers' Toy Run was held with COVID-19 safe measures in place. The Giving Tree was organised virtually, with online donations distributed to communities in need via Anglicare and St Vincent de Paul Society to assist in the purchasing of food and gifts.

The Events Committee coordinated six pop up Bikers' Toy run collection points over two weekends. Donations were then quarantined before being handed over to the charities.

Planning is underway for a scaled back Australia Day activation for 2021. While all major events are currently on hold or rescheduled due to COVID-19, Destination Wollongong is securing new events including food and beverage music festivals for 2021 and beyond.



[IMAGE: (L to R) Karl Hofman from South Coast Floor Coverings, Rhonda Maher from St Vincent de Paul, Christie Crowley and Leanne Kennedy from Anglicare Wollongong with a few of the donations collected for the City of Wollongong Giving Tree appeal]

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Provide opportunities for young people to develop skills, experience and exposure in art, performance, broadcasting and production

In response to COVID-19, the delivery of youth services has pivoted to a hybrid model of online and face to face delivery. The *Team Ignite* program has continued, providing a platform for young people to undertake live music and production activities and events at Wollongong Youth Centre. COVID-19 has impacted the ability to hold live music events and participants have been involved in *On Stage ON:LINE* providing live recording for musicians. The recordings are showcased via social media. During the quarter, six live recordings featuring nine performers were developed. Music performance videos have been posted to the Wollongong Youth Services Facebook page and viewed 859 times.

On Air Play Out youth radio program continued to deliver a one-hour, weekly community radio program by young people for young people. This quarter has seen new presenters being trained to become radio presenters in the program.

The drama program *Acting Up* is a creative theatre and performance program and provides young people the opportunity to gain skills and confidence in the performing arts in a fun environment. New participants have joined and the group is working together to write and develop their own production. The program brings together fun games and social connection with skill development aspects, providing opportunities for young people to work together and showcase their skills.

Two Sound and Lighting 101 workshops were held during the quarter to support young people in building technical skills in production. The workshops were facilitated by an industry professional and the participants have gone on to operate audio visual equipment after the training in other programs.

The online music program for young women and gender diverse young people has offered a positive, safe and encouraging space for musicians to express their experiences and share their creative work.

'Create', a weekly art program, was facilitated exploring a range of mediums and creative activities whilst also providing social wellbeing and connection opportunities.



[IMAGE: Local folk duo, The Bearded Cat performing as part of Council's On Stage ON:LINE program]

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Manage and deliver exhibition and collection programs at the Wollongong Art Gallery

Due to changing COVID-19 restrictions, some exhibitions were moved or postponed until later in the year. This quarter saw several exhibitions originally scheduled during the closure period opening to the public. Due to physical distancing and drink and food handling requirements, official openings were cancelled or later modified to sit down events with a maximum 44 people and no food or drink served.

New exhibitions during the quarter include:

- *Here+Now: A Decolonist Visualisation of the Illawarra* – developed by emerging Koori curator Stephanie Beaupark and bringing together artists of both Indigenous and non-Indigenous heritage, interrogating our understanding of the post-colonial world and continued influence and impact of imperialist ideals on contemporary society. Comprised of nine local artists under 30 years of age.
- *Ngalawa: Keeping Culture Alive* – an exhibition celebrating the significant cultural work of the Coomaditchie Corporation and celebrated through the painting of three generations of artists.
- *Pecalba: A Migrant Industrial Landscape* – an exhibition of photographs and prints by local artist Riste Andrievski, exploring the important contribution from migrants to this region and the way they have shaped suburbs and towns such as Cringila and Port Kembla.
- *Just Not Australian* – 20 contemporary Australian artists exploring notions of identity and nationhood through hard hitting visual stories, drawn from their personal and lived experience.

During the quarter, two Community Access Gallery exhibitions were held:

- Catholic Education Office – Christmas stories – children from regional Catholic parishes exhibit selected works examining the Christian meaning of Christmas.
- *Not All Disabilities Are Visible* – a local stories partnership project between Wollongong and Shellharbour City Councils, helping to bring understanding regarding the diversity of disabilities during International Day of Disabilities.

During the quarter, there were 10,038 visitors to the Gallery. 180 visitors attended the Terra Nullius film at IPAC in association with the *Just not Australian* exhibition.



[IMAGE: *Ngalawa: Keeping Culture Alive* exhibition, Coomaditchie Corporation]

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Facilitate events occurring for NAIDOC Week, Reconciliation Week and Sorry Day

NAIDOC Week was postponed from July to November due to COVID-19. Council undertook the following activities during the revised dates:

- NAIDOC week banners were displayed in the foyer of Council's Administration Building;
- An online event was held, in which local Elders read one of their dreaming stories and ran a virtual art workshop;
- *Bright Spark*, the Paint the GONG REaD mascot visited Mt Keira and went on a bush tucker and bush medicine walk with Aunty May Button, which was filmed and released as four separate videos on the Paint the GONG REaD Facebook page;
- Information and resources were distributed to all children and family services across the region for NAIDOC Week and they were encouraged to participate;
- In partnership with CareWays Community, local Aboriginal Elders were filmed responding to questions about what NAIDOC Week means to them. The video was posted on CareWays Community and other organisations' Facebook pages. Council officers also read a children's book called "Our Home Our Country" and also participated in the filming of a segment for the online NAIDOC Video. Council staff attended the CareWays NAIDOC Committee meetings.



[IMAGE: Murtadha Al-Shammary interviews Wollongong City Council community development worker, Scott Morgan about what NAIDOC Week means to him, November 2020]

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Performance Measures Q2 2020-2021

- Library visitations* | 180,273 (Q2 2019-2020 – 300,781)
- Library – total number of loans* | 228,986 (Q2 2019-2020 –293,330)
- Library programs: number of programs* | 44 (Q2 2019-2020 – 556)
- Library programs: number of participants*^ | 430 (Q2 2019-2020 – 12,348)

* Impacted by COVID-19

^Change in mode of delivery to include online participants

GOAL 4: WE ARE A CONNECTED AND ENGAGED COMMUNITY

Actively engage people with disability and carers in the delivery, evaluation and monitoring of the Disability Inclusion Action Plan 2020-2025

In partnership with Shellharbour City Council, a short film and story board project was launched on 3 December 2020, *Celebration of Ability Short Film Festival* to celebrate International Day of People with Disability. For over 20 years, Shellharbour and Wollongong City Councils have worked with services across the Illawarra and Shoalhaven to provide a range of activities to promote the day. Due to COVID-19, the 2020 event involved a series of short films focusing on the theme 'not all disabilities are visible.' The collaborative project featured residents across the two local government areas telling their stories about the impact their less visible disabilities have on their lives. Less visible disabilities include mental illness, chronic pain or fatigue, sight or hearing impairments, diabetes, brain injuries, neurological and cognitive disorders, learning difficulties and more. The short film festival was launched at Shellharbour Civic Centre on 3 December 2020 and storyboards were displayed at the Botanic Garden and Wollongong Art Gallery. The short films were also promoted on social media.

Council also engaged young people with a disability to inform the design of an All Ages and Abilities Playspace at Stuart Park.



[IMAGE: Participants of the Celebration of Ability Short Film Festival, December 2020]

GOAL 4: WE ARE A CONNECTED AND ENGAGED COMMUNITY

Develop alternate and new methods to engage and connect with our communities, considering limitations imposed on social interactions in response to COVID-19

During the quarter, a range of alternate ways to connect and engage with the community were undertaken.

Zoom engagement sessions occurred with local primary schools regarding the King George V Oval Master Plan. Visitors were not allowed on school grounds, therefore, holding the engagement online allowed students to provide input into the King George V Oval Master Plan.

A variety of strategies were introduced to engage children and young people in a COVID-19 safe way regarding a pop-up bike track at Harry Graham Park, Figtree. Online registration and information sessions were held to gather and share information with larger groups. The NSW Health guidelines were used to plan face-to-face outdoor activities to co-design and build the trails. These activities were able to proceed by ensuring COVID-19 safe practices were in place, such as physical distancing, QR code sign-in, non-contact temperature checks and provision of hand sanitiser.

In lieu of face-to-face communication, new ways to keep the community up to date throughout the construction of Wongawilli Access Project were introduced. A project page on Council's engagement website allows people to sign up for email updates, view regular news feed articles and find background information and documents.

A direct mail-out to all Kembla Grange, Avondale and Huntley residents was undertaken, regarding West Dapto Suburb Naming, recognising residents from these suburbs may not have access to technology. Information about the project was provided, with a survey and reply-paid envelope.



[IMAGE: King George V Oval, Port Kembla]

GOAL 4: WE ARE A CONNECTED AND ENGAGED COMMUNITY

Publish business papers to Council's website and continue webcasting of Council meetings

Business papers were published to the website according to schedule and all Council meetings for the quarter were successfully webcast. During the December 2020 quarter, Council continued to remotely conduct Council meetings due to COVID-19 and meetings were successfully webcast to the public, ensuring continuity of Council business during the pandemic.

Provide information updates via the quarterly community newsletters

Two community newsletters were delivered to all households in the local government area during the quarter. The December newsletter was delivered in late November to coincide with the rollout of Food Organics Garden Organics [FOGO] caddies and had a strong FOGO focus. The newsletter's stories supported the materials provided with the FOGO caddies and provided advice and information on how to FOGO.

The October Community Newsletter meanwhile captured key information and messaging around the cycling strategy and UCI Road World Championships in 2022, COVID-19 safe changes to the pool and beach season.

Provide support for not for profit organisations via provision of affordable Council assets and community facilities

During the quarter, a number of community facilities have undergone maintenance and refurbishment works to better serve community needs. The kitchen at Bellambi Neighbourhood Centre has been refurbished and is better able to provide breakfast and lunch services to the community. Stanwell Park Centre is being repainted and works have commenced at Bulli Community Centre to include accessible amenities.



[IMAGE: The newly refurbished kitchen at Bellambi Neighbourhood Centre]

GOAL 4: WE ARE A CONNECTED AND ENGAGED COMMUNITY

Continue to seek external funding to support the delivery of core community infrastructure projects

Council is seeking funding for a range of projects under the NSW Government's Port Kembla Community investment fund.

During the quarter, Council continued to deliver \$1.54M of Commonwealth 'Local Roads and Community Infrastructure Fund' on three projects: new shared path in Bulli; Accessible Amenities at Port Kembla Pool and an all ages and abilities playground in Stuart Park.

Participate in a range of community sector networks to foster collaborations and partnerships

During the quarter, Council convened the Children and Families Services Interagency meeting where four guest speakers presented on domestic violence, local carer services, Aboriginal experiences in education and the Living Books program. The Children and Family Services Champions also met in September.

Council convened the *Paint the GONG REaD* Network in July and attended the National Coordinators' meetings, contributing to the South Coast Child Wellbeing Network Child Protection Week activities.

Due to COVID-19 restrictions, the 'Family Fun Day' was cancelled and replaced with an online competition where schools, individuals and early education and care services were encouraged to do a drawing, make a video, write a story or a poem that responded to five questions which focused on community and child safety.

Throughout the quarter, Council convened the Illawarra Refugees Issues Forum (IRIF) in August, the IRIF Housing Working Group meeting in July and the IRIF Employment Working Group in September. Council staff participated in the Local Government Multicultural Network Anti-Racism Working Group in July, August and September. This group focuses on anti-racism initiatives with bi-stander support being one of the priority areas.

Council participated in the Office of Sport Water Safety Forum in August and convened the NSW Culturally and Linguistically Diverse (CALD) Water Safety Network in September. Meetings of the Illawarra Aboriginal Community Based Working Group (IACBWG) were not held during the quarter due to COVID-19 restrictions, however, recommenced during the December 2020 quarter. Council staff participated in the Prevention of Abuse of Older People Network meeting in July.

This quarter, a presentation was made to the Local Youth Development Network about our approach to 'Child Safe' reforms. A presentation was also made at the Local Government Child Safe Forum which included 440 attendees from 60 local government areas. Support continues for the Wollongong Youth Network and the Local Drug Action Team meeting was attended. Council staff participated in Illawarra Committee Against Domestic Violence (ICADV) meetings and *Reclaim the Night* organising committee.

GOAL 4: WE ARE A CONNECTED AND ENGAGED COMMUNITY

Performance Measures Q2 2020-2021

- Sick Leave | 7.21 Days (Q2 2019-2020 – 7.72 days)
- Number of Twitter followers for Council | 6,577 (Q2 2019-2020 – 6,080)
- Carers Leave | 0.56 Days (Q2 2019-2020 – 0.64 days)
- Lost Time Injury Frequency Rate | 17.39 (Q2 2019-2020 – 15.12)
- Number of media releases issued | 84 (Q2 2019-2020 – 47)
- Number of Council Facebook page 'likes' | 30,705 (Q2 2019-2020 – 27,688)
- Workers compensation costs as a percentage of payroll | 1.80% (Q2 2019-2020 – 0.00%)
- Telephone calls are answered within 30 seconds | 88 % (Q2 2019-2020 – 88%)
- Enquiries made in person are welcomed and attended to within 5 minutes | 93 % (Q2 2019-2020 – 95%)

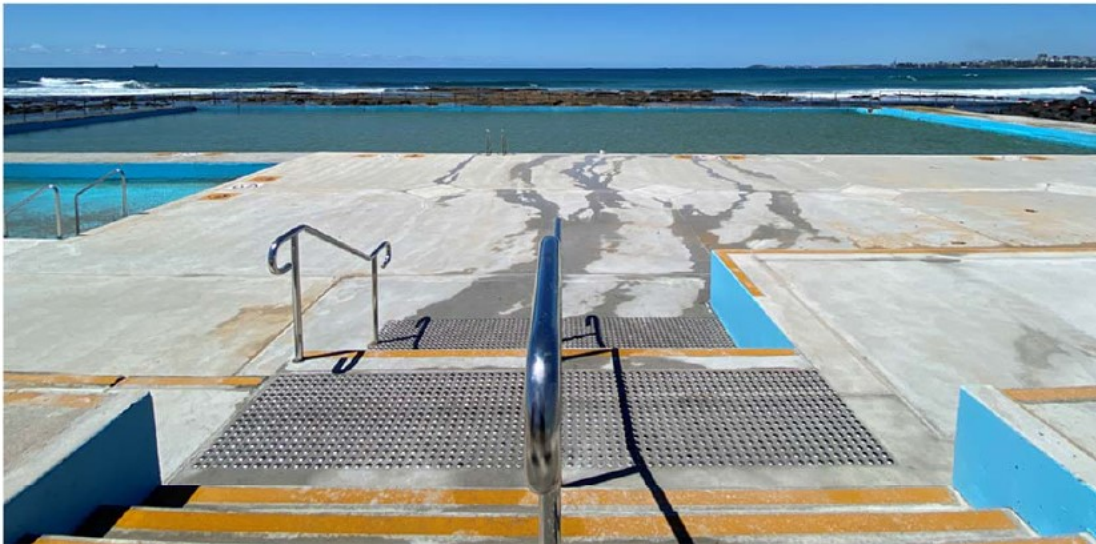
GOAL 5: WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

Implement the key recommendations of the Strategic Plan for Council's swimming pools in accordance with Council's capital program

During the quarter, two key projects were completed at Towradgi Rock Pool and Helensburgh Toddlers' Pool.

At Towradgi, extensive refurbishment works were completed in November 2020. The project included, replacing the main concourse slabs, replacing the lower concourse slabs and walls, repairs to the toddlers' pool, new handrails, the addition of a new stairway to deck level, widening the entry stairs to increase accessibility and a fresh coat of paint. In addition to the works to the pool, a new valve and piping was also installed to assist with the ongoing cleaning schedule and future maintenance requirements for the pool.

The Helensburgh Toddlers' pool reopened in December 2020 following a series of essential improvements. Works included separating the operation of the main pool and toddlers' pool to meet NSW Department of Health guidelines allowing children and parents the opportunity to cool off over the summer months. Other works included installation of a new cartridge filter, pumps and equipment servicing the toddlers' pool; new pipework, fittings and fixtures; a separate 5,000 litre balance tank and solar heating controller with controls and sensors. With separate filtration systems, any issues affecting one pool will no longer require both the main and toddlers' pool to be closed.



[IMAGE: Newly refurbished Towradgi Rock Pool]

GOAL 5: WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

Continue to engage children and young people in planning and design processes

During the quarter, information sessions and workshops were held with children, young people and families to co-design a bike track for Harry Graham Park, Figtree. This was followed by a build day in November, resulting in a finished product ready to ride. Council continues to engage with young people on a regular basis at the site to work together to support the success of the track.

Young people with disability were also engaged as part of the all ages all abilities play space at Stuart Park.

Engagement was undertaken with young people and services who work with young people, relating to how young people use space. The findings will be used to inform the revamp of Wollongong Youth Centre's drop-in program.



IMAGE: Young people participating in co-designing the bike trails at Harry Graham Park

Deliver tailored library programs to facilitate access and participation of people with a disability

Throughout the quarter, Council delivered a range of library programs catering to people with disability. Home Library Service continues to take on new individual and aged care facility customers. Current home library customer membership is 390. An advertisement was placed in the Illawarra Mercury on 3 October 2020 to promote this service.

New Home Library delivery bags were received in late December and changeover from old to new delivery bags will commence in January 2020.

The Visually Impaired Knitting program resumed, facilitated by an occupational therapist from Guide Dogs NSW, meeting monthly with their carer and/or dog.

GOAL 5: WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

The International Day of People with a Disability was celebrated with a Gingerbread House decorating workshop. Members of the Deaf Community were assisted by an AUSLAN interpreter and are already asking about the event again next year. Many had previously attended this event last year and had brought their friends along this year.

Deliver Community Transport Services across Wollongong and Shellharbour Local Government Areas to connect older people to social and recreational activities.

During the quarter, Council continued to provide Community Transport services in a COVID-19 safe manner ensuring vulnerable customers received essential services needed to remain living independently in the community. Services include transport to medical appointments, shopping and nursing service visits. While group activities were paused during October, some activities commenced in November under strict COVID-19 safe procedures. Highlights from the December quarter include:

- volunteers' recognition to thank their efforts during a very different and challenging year. In light of COVID-19 restrictions, a gift pack with local products was organised and delivered to each volunteer;
- two morning tea sessions were arranged to acknowledge volunteers who had reached a milestone of 5, 10, 15 and 20 years of service with community transport and to congratulate the Individual Transport Health Bus Volunteers, winners of the 2020 Illawarra Volunteer Team of the Year Award held by the NSW Centre for Volunteering. Both sessions were held at reduced capacity and complied with the current Public Health Order.

In December, Council accepted an extension of funding to continue the Community Transport service until 30 June 2022, from Transport for NSW.



[IMAGE: Community Transport volunteer Teresa Urbanski celebrating 5 years of service with Lord Mayor Gordon Bradbery AM, Manager Library and Community Services, Jenny Thompson and Coordinator Community Services – Service Development & Improvement, Natasha Holdem]

GOAL 5: WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

Review West Dapto recreation needs in line with the bi-annual review of the West Dapto Development Contribution Plan

Council collects contributions from developers to help fund public infrastructure that is required as a direct or indirect result of development. On 23 September 2020, Council received advice from the Minister for Planning and Public Spaces to adopt the West Dapto Development Contributions Plan 2020. This followed the Independent Pricing and Regulatory Tribunal (IPART) May 2020 recommendations. Council subsequently adopted the Contributions Plan on 7 December. This is a significant achievement for the community and is a culmination of significant effort and preparation over the past 18 months. Funds from the Contributions Plan will assist in delivering major infrastructure projects including the West Dapto Road-Wongawilli Road bridge upgrade, Cleveland Road upgrade and the Northcliffe Drive extension project.

Council is continuing to plan for specific recreation sites at West Dapto, including planning for a future community leisure and recreation centre and progressing consultant work on a concept plan for Darkes Road town centre playing fields and co-location of community facilities with sporting amenities during the quarter.

Complete and finalise Safety Audits and relevant reports

Community Safety Audits use Crime Prevention through Environmental Design (CPTED) principles that focus on the planning, design and structure of cities and neighbourhoods to reduce opportunities for the likelihood of crime by using design and place management practices. Each community safety audit contains recommendations/actions that may be undertaken by Council, NSW Police, businesses and the community

During the quarter, four Community Safety Audits were conducted at the following locations:

- Town Hall laneway [Wollongong];
- Stanwell Park Tennis Courts [Stanwell Park];
- MacCabe Park and surrounding streets [Wollongong];
- Bulli Showground and racing track [Bulli].

Council has also recruited two new community partners to remove graffiti from private houses and businesses one day per week. To assist, Council developed a graffiti removal training video as a flexible resource partners can use at a time that is convenient for them.

GOAL 5: WE HAVE A HEALTHY COMMUNITY IN A LIVEABLE CITY

Performance Measures Q2 2020-2021

- Community Transport trips* | 5,527 (Q2 2019-2020 -28,240)
- Direct-Run District Level Community Facilities visitation* | 15,658 (Q2 2019-2020 -59,494)
- Utilisation of Direct-Run District Level Community Facilities* | 4,028 Hours (Q2 2019-2020 -9,841)
- Social Support hours of service* | 1,492 Hours (Q2 2019-2020 -9,871)
- Total Visits commercial heated pools: Corrimal* | 38,963 (Q2 2019-2020 -49,171)
- Total Visits commercial heated pools: Dapto* | 16,731 (Q2 2019-2020 -26,489)
- Utilisation/visitation at pools* | 172,658 (Q2 2019-2020 - 397,510)
- Utilisation/visitation at beaches | 435,526 (Q2 2019-2020 -432,258)

* Impacted by COVID-19

GOAL 6: WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Advocate to the NSW Government to continue the Gong Shuttle as an affordable service beyond 2021

Following negotiations, Transport for NSW, the University of Wollongong and Council, in late December 2020 an offer was received to extend the Gong Shuttle Bus. A funding agreement has since been executed between Council and Transport for NSW to provide the popular service until 2024. The Gong Shuttle is an important piece of Wollongong's infrastructure system and provides an affordable option of travelling around the City while reducing the demand for parking. The frequent and free service is unique to Wollongong, with no other CBD in the region providing such a service. Accessibility is a key focus of Council and the free shuttle service plays a significant role in this effort.



[IMAGE: Gong Shuttle at the Burelli Street stop, Wollongong CBD]

Grand Pacific Walk review of priorities and design of identified sections

During the quarter, Council has been successful for two NSW Government applications for stage 2 of the Clifton footpath: \$800,000 from the *Active Transport Program* and \$400,000 from the *Resources for Regions* program. Construction is planned to commence in 2020-2021. Stage 2 investigations are continuing to identify missing links and possible treatments.

GOAL 6: WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Finalise and deliver priority actions in the draft Cycling Strategy 2030

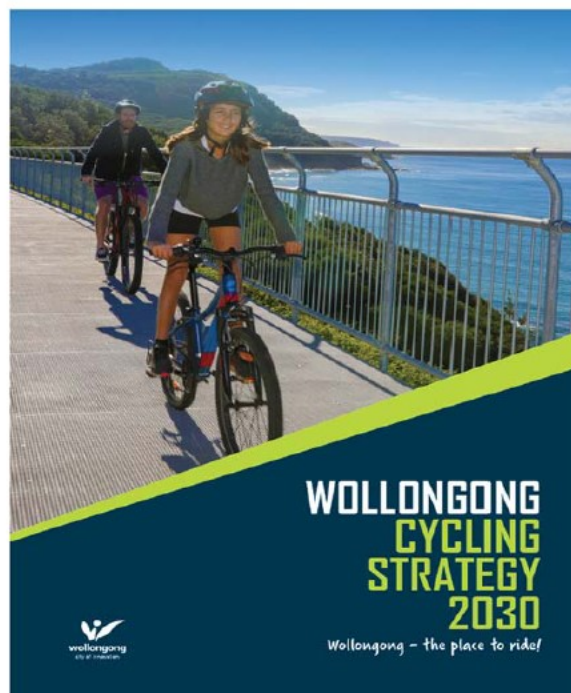
Following extensive community engagement, the Cycling Strategy 2030 was adopted by Council on 16 November 2020. During the engagement period, 198 surveys were completed, 1,200 pins were dropped on an interactive cycling network map and a further 56 extended written responses were received by Council. This feedback was considered in the finalisation of the Strategy.

The Strategy is focussed on delivering an improved riding experience for all users and sets what actions Council will pursue over the next decade to ensure Wollongong is the place to ride. Some of the key aims for the Strategy include increasing cycle participation across the City, increasing people's level of comfort with riding and boosting the cycling network length from 130 km to 215 km. The targets are focussed on five pillars: safe; convenient; planned; business, tourism and events and innovation.

The COVID-19 pandemic has seen a dramatic increase in cycling participation rates, presenting an opportunity for Council to build upon this momentum. Further, Wollongong is set to host the Union Cycliste Internationale (UCI) Road World Cycling Championships in 2022. This presents a significant opportunity for our community and has further promoted local and external interest in Wollongong being the place to ride.

Key projects scheduled in Council's four-year Infrastructure Delivery Program 2018-2022 include:

- construction of a new Regional Pump Track at Cringila Hills [2021-2022];
- construction of a new Multi-Use Criterium Track [2021-2022];
- introduction of 15 new cycleway projects, utilising \$1.865M of Commonwealth and NSW Government funding and;
- introduction of nine new road safety upgrades [\$1.6M] during 2020-2021 and 2021-22.



[IMAGE: Wollongong Cycling Strategy 2030]

GOAL 6: WE HAVE AFFORDABLE AND ACCESSIBLE TRANSPORT

Promote access to Community Transport services to meet the needs of eligible consumers

Community Transport (Wollongong – Shellharbour) provides a range of services to support frail older people and those who are transport disadvantaged to continue living independent, active members of the community and to access essential services. Although the service has been operating at reduced capacity due to COVID-19 Public Health Order restrictions, demand for the service has remained steady. During the quarter, Community Transport accepted 180 referrals to the service. Council continues to promote the service at sector meetings within the region where possible. Plans are underway to develop a marketing campaign to promote the service to the community.

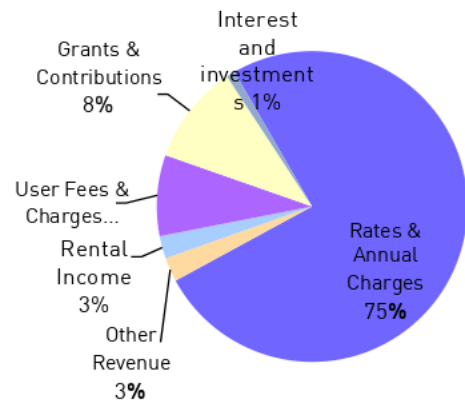
Performance Measures Q2 2020-2021

- Delivery of Council's Capital Program | 34% (Q2 2019-2020 – 43%)

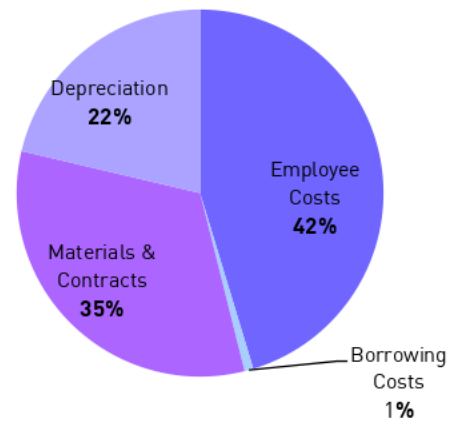
How we performed against our budgets

Budget 2020-2021

Income Type (\$M)	YTD Actual	Proposed budget
Rates & Annual Charges	101.8	208.8
Other Revenue	3.4	2.2
Rental Income	3.1	6.2
Profit on disposal of Assets	0.1	
Grants & Contributions	11.4	22.0
User Fees & Charges	14.1	30.2
Interest & Investments	1.2	2.3
Total	135.1	271.8



Expense Type (\$'M)	YTD Actual	Proposed budget
Employee Costs less Internal Charges	62.7	124.3
Borrowing Costs	1.1	2.1
Materials & Contracts	45.1	103.5
Depreciation	29.5	63.7
Loss on Disposal of Assets		
Total	138.4	293.6



Report of Chief Financial Officer

The December Quarterly review is the second review of the 2020-2021 Operational Plan adopted in June 2020.

This review of financial estimates proposes a range of adjustments that do not impact the forecast Operating Result [pre capital] and have resulted in a relatively minor improvement of \$0.1M in the Funds Result (Available Funds balance). The majority of changes proposed in this review are associated with timing of projects and the introduction of new funded projects.

The following table and comments provide a summary view of the proposed variations and forecast for 2020-2021 based on year to date performance, and anticipated results to June 2021.

Table 1

FORECAST POSITION	Original Budget	Current Budget	Proposed Budget	YTD Actual	Proposed Variation
	\$M	\$M	\$M	\$M	\$M
KEY MOVEMENTS	July	September	December	December	Proposed Variation
Operating Revenue	269.0	271.6	271.8	135.1	0.2
Operating Costs	(291.0)	(293.4)	(293.6)	(138.4)	(0.2)
Operating Result [Pre Capital]	(22.0)	(21.8)	(21.8)	(3.3)	0.0
Capital Grants & Contributions	35.5	35.7	29.2	10.2	(6.5)
Operating Result	13.4	13.8	7.4	6.9	(6.5)
Funds Available from Operations	56.9	56.6	56.7	30.0	0.1
Capital Works	93.4	95.2	95.2	32.1	-
Contributed Assets	11.6	11.6	11.6	0.0	-
Transfer to Restricted Cash	1.4	3.9	3.9	3.2	-
Borrowings Repaid	5.2	5.2	5.2	2.4	-
Funded from:					
- Operational Funds	59.3	59.3	59.3	20.3	-
- Other Funding	45.6	47.5	47.5	11.8	-
Total Funds Surplus/(Deficit)	(9.1)	(11.8)	(11.7)	4.0	0.1

OPERATING RESULT [pre-capital]

The proposed Operating Deficit [pre-capital] of \$21.8M remains unchanged from the approved September 2020 budget. Within this, there are a range of adjustments that are made up of both funded and cash variations that offset each other.

The major variations are summarised broadly below with further details provided through this report. Favourable variations are identified as (F) and Unfavourable as (U):

Report of Chief Financial Officer

Non-Funds Variations (no Fund impact) \$0.0M (Neutral)

These are variations where the proposed adjustments are offset by transfer to or from restricted cash or are non-cash adjustments. These variations include:

• Introduction of new projects funded from grants	\$0.3M (U)
• Operational Grants	\$0.1M (U)
• Domestic Waste net improvement (offset by transfer to restricted cash)	\$0.2M (F)
• Interest on waste facility remediation (non cash)	\$0.3M (F)
• Asset refurbishment reclassified as operational & WIP	\$0.1M (U)

Funds Variations \$0.1 (F)

• Various Other	\$0.1M (F)
-----------------	------------

OPERATING RESULT

The revised Operating Result surplus of \$7.4M presents a deterioration of \$6.5M compared to September projections. This is mainly due to a reduction in anticipated developer contributions from West Dapto of \$7.8M that is partially offset by an increase in city wide contribution of \$0.3M and additional capital grant of \$1.0 M. These do not impact the Funds Result as they are offset by transfers to restricted cash.

CAPITAL PROGRAM

The capital budget expenditure projections were decreased by \$0.5M during this quarter and were fully offset by a corresponding reduction funding from restricted cash. These adjustments were approved by Council through the monthly reporting process.

FUNDS RESULT

The revised Total Funds Result (annual movement in Available Funds) of \$11.7M presents a minor improvement of \$0.1M compared to current budget.

Project Timing

Progress of individual operational projects has been reviewed during this quarter to better determine expected finalisation and budget requirements. A range of projects were identified that are expected to be in progress at 30 June 2021 that will need to be extended into future periods. These projects have an estimated value of \$1.6M expense and funding from restricted cash of \$1.2M. The proposed change does not impact on the Funds Available from Operations or the total Funds Result as this has been offset by the provision for works in progress that was created at September 2020 Quarterly Review when projects in progress at 30 June 2020 were introduced into the 2020-2021 Budget. The provision was created as a potential 'saving' in acknowledgment that there would be movements between years. Included in the revised timing are a number of projects that relate to Supporting Documents and details of these are provided late in this report.

COVID-19

The current budget includes assumptions for COVID-19 impacts that were developed at the time of adoption of the Operational Plan 2020-2021. These assumptions generally reflected the COVID-19 response measures implemented by Council or other levels of Government and income adjustments as services were closed. The estimated loss of net revenue over the 2020-2021 financial year was estimated to be in the order of \$9.1 M.

Trends for COVID-19 impacted revenue streams in the first and second quarter indicate that there are significant improvements in revenue estimates against the COVID-19 provision that should continue through the year assuming that virus transmission rates and government restrictions remain at current

Report of Chief Financial Officer

levels. The most significant variations to assumption are related to leases and licences, tourist parks, development applications, golf course, and parking enforcement.

The assumptions for COVID-19 retain a high level of risk, as it is still difficult to assess future incidents, their impact, and potential periods of impact. It has become evident that there are, and will be, some of Council's services that require risk mitigation and tracing actions that impact costs. While services have recommenced ahead of our assumptions and some business activities have remained resilient, the cost of providing some services under the current health risks and regulations has increased substantially.

It is currently anticipated that these COVID-19 related issues and operating requirements can be accommodated within the existing overall COVID-19 provisions for 2020-2021 unless there is a significant deterioration in the current position. This position will be carefully monitored, assessed and reported throughout the remainder of the year to confirm the adequacy of the current provision for COVID-19.

Cash & Investments

Table 2

CASH, INVESTMENTS & AVAILABLE FUNDS				
	Actual 2019/20	September QR 2020/21	December QR 2020/21	Actual Ytd December 2020
	\$M	\$M	\$M	\$M
Total Cash and Investments	157.5	122.9	122.7	171.9
Attributed to:				
External Restrictions				
Developer Contributions	35.1	40.7	40.7	40.0
Specific Purpose Unexpended Grants	3.2	3.3	3.3	6.0
Special Rates Levy City Centre	0.3	0.2	0.2	0.1
Unexpended Loans	3.0	0.9	0.9	1.4
Domestic Waste Management	14.2	11.9	11.9	14.0
Private Subsidies	6.2	5.9	5.9	5.9
Housing Affordability	11.0	11.1	11.1	11.1
Stormwater Management Charge	1.9	1.4	1.4	2.0
Total External Restrictions	74.7	75.4	75.4	80.5
Internal Restrictions				
Property Investment Fund	7.9	4.2	4.2	6.2
Strategic Projects	42.9	28.0	27.8	39.4
Sports Priority program	0.9	0.7	0.7	1.1
City Parking strategy	2.2	0.5	0.5	1.5
MacCabe Park Development	1.4	1.6	1.6	1.5
Darcy Wentworth Park	0.2	0.2	0.2	0.2
Waste Disposal Facility	0.6	2.0	2.0	1.7
West Dapto additional rates	6.1	6.8	6.8	6.5
Natural Areas	0.2	0.2	0.2	0.2
Lake Illawarra Management Fund	0.3	0.3	0.3	0.5
Total Internal Restrictions	62.7	44.5	44.3	58.9
Available Cash	20.1	3.0	3.0	32.6
Net Payable & Receivables	5.3	8.4	8.4	(3.1)
Payables	(30.6)	(26.4)	(26.4)	(36.1)
Receivables	21.7	23.9	23.9	21.7
Other	14.2	10.9	10.9	11.3
Available Funds	25.4	11.4	11.4	29.4

Report of Chief Financial Officer

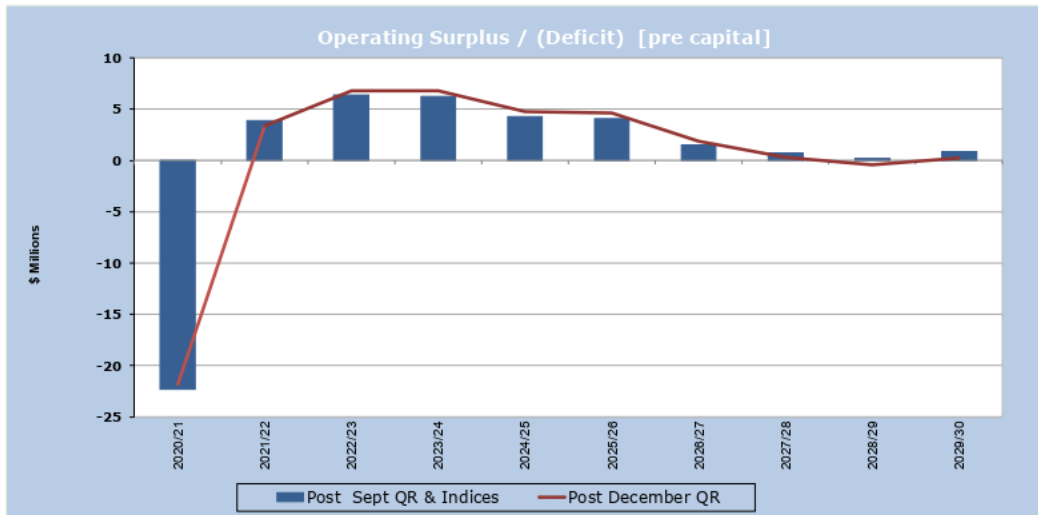
Long Term Financial Projections

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 long-term projections have been reviewed through the annual planning process in line with the Financial Strategy targets to reflect current information from both external sources and internal analysis as part of the 2020-2021 annual planning process.

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

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

Table 3



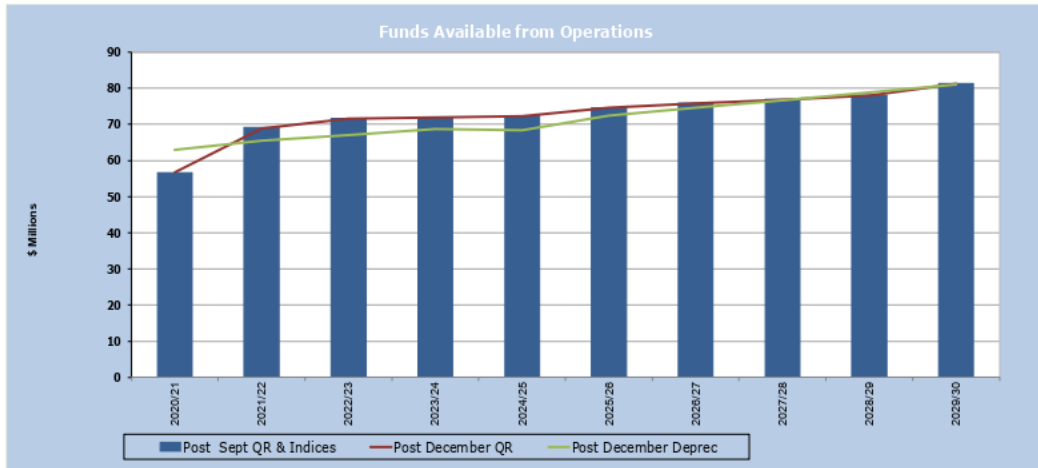
Funds Available from Operations

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.

The following graph shows the forecast depreciation expenses compared to Funds Available from Operations. This indicator demonstrates the capacity to generate sufficient funds from operations to meet that level of asset renewal requirement. The graph currently shows Council slightly exceeding its target of providing Funds from Operations equal to depreciation. Funding requirements and depreciation estimates will continue to be reviewed over time.

Report of Chief Financial Officer

Table 4

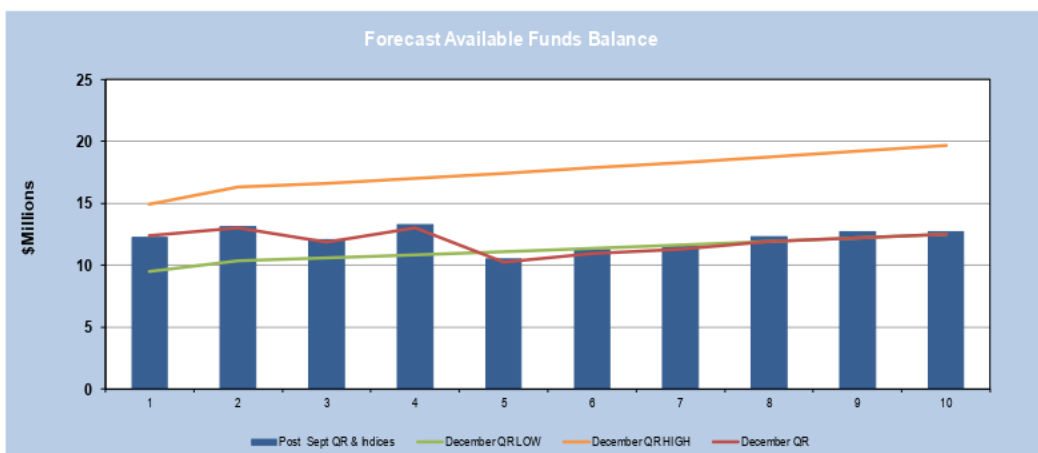


Available Funds

Available Funds are the uncommitted funds of an organisation that assist in meeting the short term cash requirements, provide contingency for unexpected costs or loss of revenue and provide flexibility to take advantage of opportunities that may arise from time to time. Council's Financial Strategy has a target to achieve and maintain an Available Funds position between 3.5% and 5.5% of operational revenue [pre capital]. The target range for Available Funds at December 2020 is between \$9.5M and \$12.5M (lower range) and between \$14.9M and \$19.7M (upper range) over the life of the Long Term Financial Plan.

The forecast position at September Quarterly Review remains largely unchanged as most variations proposed through the December Quarterly Review were not considered to be of a recurrent nature. Forecasts indicate that Council will be within the targets outlined in the Financial Strategy albeit at the lower level. As recognised in the September Review, this is partly attributed to the impact of the revised indices implemented at that time to reflect current economic conditions, the cumulative impact of the decrease in the Financial Assistance Grant and increase in the Emergency Service Levy. This was increased by approximately \$0.7M [recurrent and indexed] from 2020-2021. While this was offset by a corresponding grant from the State Government in 2020-2021 to alleviate COVID-19 impacts, at this stage there has not been any confirmation that the grant will continue. It should be noted that this is an indicative position at a point in time.

Table 5



Report of Chief Financial Officer

Table 6

WOLLONGONG CITY COUNCIL					
1 July 2020 to 25 December 2020					
	21GLBUD Original Budget \$'000	21GLBUD Current Budget \$'000	21GLACT Actual YTD \$'000	Working v Current Variance \$'000	21GLBUDW Working Budget \$'000
Income Statement					
Income From Continuing Operations					
<i>Revenue:</i>					
Rates and Annual Charges	208,445	208,512	101,849	262	208,774
User Charges and Fees	27,034	30,135	14,067	94	30,228
Interest and Investment Revenues	2,343	2,343	1,208	(0)	2,343
Other Revenues	9,498	2,208	3,397	19	2,227
Rental Income	0	6,256	3,101	(64)	6,192
Grants & Contributions provided for Operating Purposes	21,679	22,100	11,365	(98)	22,003
Grants & Contributions provided for Capital Purposes	35,460	35,879	10,247	(6,456)	29,223
Profit/Loss on Disposal of Assets	0	0	67	0	0
Total Income from Continuing Operations	304,459	307,232	145,302	(6,241)	300,990
Expenses From Continuing Operations					
Employee Costs	140,635	143,050	70,233	(231)	142,819
Borrowing Costs	2,374	2,374	1,082	(243)	2,131
Materials, Contracts & Other Expenses	104,493	104,439	45,938	771	105,210
Depreciation, Amortisation + Impairment	63,702	63,702	29,490	(0)	63,702
Internal Charges (labour)	(18,432)	(18,432)	(7,523)	(77)	(18,509)
Internal Charges (not labour)	(1,733)	(1,733)	(830)	(6)	(1,740)
Total Expenses From Continuing Operations	291,038	293,399	138,391	213	293,613
Operating Result	13,421	13,832	6,911	(6,455)	7,378
Operating Result [pre capital]	(22,039)	(21,847)	(3,336)	1	(21,846)
NET SURPLUS (DEFICIT) [Pre capital] %	4.4%	4.5%	4.8%	103.4%	2.5%
Funding Statement					
Net Operating Result for the Year	13,421	13,832	6,911	(6,455)	7,378
Add back :					
- Non-cash Operating Transactions	82,363	82,474	38,572	(75)	82,399
- Restricted cash used for operations	29,815	29,453	11,929	85	29,538
- Income transferred to Restricted Cash	(54,169)	(54,605)	(21,594)	6,588	(48,017)
- Payment of Right of Use Leases	0	0	0	0	0
- Payment of Accrued Leave Entitlements	(14,533)	(14,533)	(5,805)	(0)	(14,533)
- Payment of Carbon Contributions	0	0	0	0	0
Net Share Joint Venture using Equity Method	0	0	0	0	0
Funds Available from Operations	56,897	56,622	30,012	144	56,765
Borrowings repaid	(5,242)	(5,242)	(2,425)	0	(5,242)
Advances (made by) / repaid to Council	0	0	0	0	0
Operational Funds Available for Capital Budget	51,655	51,380	27,586	144	51,523
CAPITAL BUDGET					
Assets Acquired	(93,359)	(95,198)	(32,073)	0	(95,198)
Contributed Assets	(11,562)	(11,562)	(18)	0	(11,562)
Transfers to Restricted Cash	(1,447)	(3,947)	(3,224)	0	(3,947)
Funded From :-					
- Operational Funds	51,655	51,380	27,586	143	51,523
- Sale of Assets	1,801	1,801	785	(0)	1,801
- Internally Restricted Cash	13,371	11,498	3,433	0	11,496
- Borrowings	0	0	0	0	0
- Capital Grants	4,762	5,373	1,375	0	5,373
- Developer Contributions (Section 94)	11,931	13,556	3,725	(0)	13,556
- Other Externally Restricted Cash	1,170	2,666	1,705	0	2,666
- Other Capital Contributions	12,559	12,572	730	0	12,572
TOTAL FUNDS SURPLUS / (DEFICIT)	(9,119)	(11,864)	4,027	144	(11,721)

Report of Chief Financial Officer

Table 7

MAJOR VARIATIONS PROPOSED	\$'000s	Offsetting Items for Fund	Surplus	Deficit	Net by type
REVENUES FROM ORDINARY ACTIVITIES					
Rates & Annual Charges					
Additional Domestic Waste Services		262			262
User Charges & Fees					
Development Assessment - Design Review Panel		63			
Tourist Park Cabins and Tourist Sites		38			
Other				(7)	94
Other Revenue					
New Years FEVER				(35)	
Australia Day		(38)			
Other		24	68		19
Rental Income					
Balgownie Village CC		(30)			
Other		(24)		(10)	(64)
EXPENSES FROM ORDINARY ACTIVITIES					
Employee Costs					
Our Safety Our Way Project		206			
City Centre & Crown St Mall		(180)			
Urban Greening Program		(108)			
Desk Cover		(50)			
Tourist Parks		(38)			
Funded Projects Adjustments					
OneCouncil Solution Phase 3		576			
Management of Councils Watersafe Infrastructure		78			
Illegal Dumping		(36)			
Community Transport		(27)			
Other		(20)			
Domestic Waste		(2)			
Internal Labour pools		(77)			
Other		4		(95)	231
Borrowing Costs					
Waste Facility Remediation Discount			243		243
Materials, Contracts & Other Expenses					
Domestic Waste		(91)			
City Centre & Crown St Mall		180			
CBD Maintenance Crew		55			
Our Safety Our Way Project		(206)			
Urban Greening		78			
Design Review Panel		(63)			
Signature & Major Events		284			
Australia Day		38			
Mini Review Savings Cover Desk Cover		50			
Balgownie Village CC		30			
Funded Projects Adjustments					
Projects Postponed Offset		(1,599)			
One Council Solution Phase 2		(502)			
Sports Priority Reserve Funded Projects		(215)			
Community Transport		240			
Floodplain management		679			
West Dapto Review		136			
Sandon Point Signage		103			
Signage Strategy		57			
Strategic Museum Planner				(40)	
Lake Illawarra Framework		(39)			
Other		(4)		(46)	
Other			104		(771)

Report of Chief Financial Officer

Table 7 (cont'd)

MAJOR VARIATIONS PROPOSED	\$'000s	Offsetting Items for Fund	Surplus	Deficit	Net by type
Depreciation					-
Internal Charges					
Funded Projects Adjustments	6				
Labour Increased Costs offset by recovery	77				
Other					83
Grants & contribution - Operating					
Financial Assistance Grant					
Community Transport	(80)				
Other	(16)				(96)
Operating Variation [pre capital]	(181)		415	(233)	1
Capital Grants & Contributions					
Developer Contributions - West Dapto	(7,754)				
Developer Contributions - City Wide & City Centre	320				
On Road Cycleways Streets as Shared Spaces	580				
Bulli Showground Fencing Upgrade	299				
Other	71		28		(6,455)
Operating Variation [post capital]	(6,665)		443	(233)	(6,455)
FUNDING STATEMENT					
Non Cash Items					
Employee Entitlements				(75)	(75)
Payment of Leave Entitlements					-
Restricted Cash Used for Operations					
Projects Postponed Funding Offset	1,067				
Adjustment Funded Projects	(809)				
Domestic Waste	(169)				
Other	(4)				85
Income Transferred to Restricted Cash					
Grants & contributions - Capital	6,484				
Grants & contributions - Operational	96		8		6,588
Other					
Advances (made by)/repaid to Council					-
OPERATIONAL FUNDS AVAILABLE FOR CAPITAL	-		451	(308)	144
CAPITAL BUDGET					
TOTAL FUNDS SURPLUS/(DEFICIT)	-		451	(308)	144

Report of Chief Financial Officer

Table 8

CAPITAL PROJECT REPORT							
December 2020 Quarterly Review							
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	2,084	(1,023)	2,189	(1,307)	706	85	(285)
Public Transport Facilities	335	0	335	0	41	0	0
Roadworks	11,433	(1,556)	11,427	(2,072)	5,023	(6)	(516)
Bridges, Boardwalks and Jetties	1,980	0	1,980	0	457	0	0
TOTAL Roads And Related Assets	15,832	(2,578)	15,912	(3,380)	6,226	79	(801)
West Dapto							
West Dapto Infrastructure Expansion	8,031	(8,031)	7,931	(7,931)	3,029	(100)	100
TOTAL West Dapto	8,031	(8,031)	7,931	(7,931)	3,029	(100)	100
Footpaths And Cycleways							
Footpaths	7,330	(2,800)	8,217	(2,800)	3,708	887	0
Cycle/Shared Paths	4,085	(2,025)	5,777	(3,342)	1,586	1,712	(1,317)
Commercial Centre Upgrades - Footpaths and Cycleway	5,547	(2,082)	4,337	(1,432)	1,560	(1,210)	650
TOTAL Footpaths And Cycleways	16,942	(6,907)	18,331	(7,573)	6,853	1,389	(667)
Carparks							
Carpark Construction/Formalising	915	(200)	1,115	(400)	252	200	(200)
Carpark Reconstruction or Upgrading	1,585	(280)	1,585	(280)	606	(0)	0
TOTAL Carparks	2,480	(480)	2,680	(680)	858	200	(200)
Stormwater And Floodplain Management							
Floodplain Management	1,971	(261)	1,793	(283)	290	(178)	(22)
Stormwater Management	2,754	(335)	2,954	(335)	1,526	200	0
Stormwater Treatment Devices	185	(185)	85	(85)	4	(100)	100
TOTAL Stormwater And Floodplain Man	4,911	(781)	4,832	(703)	1,820	(78)	78
Buildings							
Cultural Centres (IPAC, Gallery, Townhall)	1,080	0	1,400	0	398	310	0
Administration Buildings	1,935	0	1,835	0	284	(100)	0
Community Buildings	13,128	(1,775)	13,127	(1,815)	4,690	(1)	(40)
Public Facilities (Shelters, Toilets etc.)	230	0	230	0	1	(0)	0
TOTAL Buildings	16,383	(1,775)	16,592	(1,815)	5,371	209	(40)
Commercial Operations							
Tourist Park - Upgrades and Renewal	870	0	870	0	606	(0)	0
Crematorium/Cemetery - Upgrades and Renewal	285	0	285	0	115	(0)	0
Leisure Centres & RVGC	170	0	170	0	4	(0)	0
TOTAL Commercial Operations	1,305	0	1,305	0	725	(0)	0
Parks Gardens And Sportfields							
Play Facilities	2,510	(670)	2,050	(210)	48	(480)	480
Recreation Facilities	2,661	(1,861)	2,400	(1,862)	179	(261)	179
Sporting Facilities	2,243	(850)	2,425	(850)	444	182	0
Lake Illawarra Foreshore	100	0	100	0	0	(0)	0
TOTAL Parks Gardens And Sportfields	7,514	(3,381)	6,975	(2,742)	672	(539)	639

Report of Chief Financial Officer

Table 8 (cont'd)

CAPITAL PROJECT REPORT							
December 2020 Quarterly Review							
ASSET CLASS PROGRAMME	\$'000		\$'000		YTD EXPENDITURE	\$'000	
	CURRENT BUDGET		WORKING BUDGET			VARIATION	
	EXPENDITURE	OTHER FUNDING	EXPENDITURE	OTHER FUNDING		EXPENDITURE	OTHER FUNDING
Beaches And Pools							
Beach Facilities	827	0	828	0	84	0	0
Rock/Tidal Pools	970	0	1,120	0	963	150	0
Treated Water Pools	1,480	0	1,130	0	388	(350)	0
TOTAL Beaches And Pools	3,277	0	3,077	0	1,435	(200)	0
Waste Facilities							
Whytes Gully New Cells	3,710	(3,710)	3,057	(3,057)	1,296	(653)	653
TOTAL Waste Facilities	3,710	(3,710)	3,057	(3,057)	1,296	(653)	653
Fleet							
Motor Vehicles	1,800	(949)	1,800	(949)	232	(0)	0
TOTAL Fleet	1,800	(949)	1,800	(949)	232	(0)	0
Plant And Equipment							
Mobile Plant (trucks, backhoes etc.)	4,380	(853)	4,380	(853)	952	0	(0)
TOTAL Plant And Equipment	4,380	(853)	4,380	(853)	952	0	(0)
Information Technology							
Information Technology	2,134	0	2,134	0	172	0	0
TOTAL Information Technology	2,134	0	2,134	0	172	0	0
Library Books							
Library Books	1,251	0	1,251	0	691	(0)	0
TOTAL Library Books	1,251	0	1,251	0	691	(0)	0
Public Art							
Art Gallery Acquisitions	100	0	100	0	53	0	0
TOTAL Public Art	100	0	100	0	53	0	0
Emergency Services							
Emergency Services Plant and Equipment	20	0	20	0	4	(0)	0
TOTAL Emergency Services	20	0	20	0	4	(0)	0
Land Acquisitions							
Land Acquisitions	4,720	(4,670)	3,966	(3,916)	1,618	(754)	754
TOTAL Land Acquisitions	4,720	(4,670)	3,966	(3,916)	1,618	(754)	754
Non-Project Allocations							
Capital Project Contingency	954	0	828	0	0	(126)	0
Capital Project Plan	0	0	26	0	24	26	0
TOTAL Non-Project Allocations	954	0	854	0	24	(100)	0
GRAND TOTAL	95,746	(34,115)	95,198	(33,599)	32,031	(547)	516

Report of Chief Financial Officer

Supporting Documents

The table below shows the proposed revision of delivery timeframes for these projects. Supporting documents progress is reviewed through the planning process.

Service & Project	2020/21 Current Budget \$'000	2020/21 Proposed Budget \$'000	2020/21 Proposed Change \$'000
Corporate Strategy	20	5	(15)
Community Strategic Plan Review	20	5	(15)
Infrastructure Planning & Support	156	78	(78)
Management of Councils Water Supply & Waterwaste Infrastruct	156	78	(78)
Land Use Planning	553	418	(135)
West Dapto Flood Risk Review	117	80	(37)
West Dapto Review Precinct Plan	73		(73)
West Dapto Review Structure Plan	5	5	
West Dapto Review WaterCycle Masterplan	25	0	(25)
Port Kembla 2505 Study	18	18	
Tourism Accommodation Review Planning Controls	40	40	
Heritage Asset Management Strategy	18	18	
Helensburgh Town Centre Planning Study	5	5	
City Centre Planning Review	54	54	
Development of Crown Land Plans of Management	123	123	
LGA Wide Retail Centres Study	75	75	
Communications, Engagement, Events and Signage	62	62	0
Suburb/Place Name Signage Strategy	62	62	
Stormwater Services	1,427	807	(621)
Floodplain Management Studies	560	276	(284)
Review of Towradgi Creek FRMS	140	100	(40)
Review of Hewitts Creek FRMS	143	100	(43)
Review of Fairy Cabbage Tree Creek Flood Study		19	19
Minnegang Creek Flood Study Review	17		(17)
Review of Allans Creek FRMS	112	80	(32)
Review of Fairy Cabbage Creeks FRMS	139	70	(69)
Investigation of Flood Mitigation Options	40	20	(20)
ARR Testing	17	17	
Community Education	40	15	(25)
DCP Review	40	10	(30)
FLIA Automation	50	10	(40)
Review of Duck Creek FRMS	40	20	(20)
Review of Collins Creek FRMS	50	30	(20)
Review of Wollongong City FRMS	40	40	
Environmental Services	178	223	45
City Beach Dune Contamination Management	30	30	
Environment & Climate Change Community Education	0	45	45
Climate Change Risk Assessment & Adaption Plan	58	98	40
Climate Change Mitigation Plan Implementation	90	50	(40)
Natural Area Management	25	25	0
Vegetation Management Plans for High Priority Natural Areas	25	25	

Report of Chief Financial Officer

Supporting Documents (cont'd)

Service & Project	2020/21 Current Budget \$'000	2020/21 Proposed Budget \$'000	2020/21 Proposed Change \$'000
Transport Services	404	411	7
Corrimal Traffic Study and Access Movement	5	5	
Accessible Car Parking and Bus Stops audit	22	22	
Foreshore Parking Strategy	4	4	
City Centre Parking Strategy	54	54	
Bellambi Foreshore Precinct Plan	138	138	
Wollongong LGA Feasibility Studies	15	22	7
Lake Illawarra Shared Path Masterplan	110	110	
Towradgi Creek Shared Path Feasibility Investigations	56	56	
Community Facilities	62	62	0
Social Infrastructure Supporting Document	28	28	
Facilities Planning Development	34	34	
Botanic Garden and Annexes	10	21	10
Botanic Garden Masterplan/Asset Mgmt. Plan	1	11	10
Mt Keira Summit Park	9	9	
Parks and Sportsfields	74	74	0
Cringila Hills Site Assessment	3	3	
Cringila Park Playground Design and Consultation	36	36	0
King George V Oval Landscape Masterplan	35	35	0
Property Services	55	55	0
Bulli Showground Masterplan	55	55	0
Total Expenditure *	3,026	2,240	(787)

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

Report of Chief Financial Officer

WOLLONGONG CITY COUNCIL		
	Actual 2020/21 \$'000	Actual 2019/20 \$'000
Balance Sheet		
Current Assets		
Cash Assets	60,881	56,050
Investment Securities	91,020	97,422
Receivables	21,671	21,668
Inventories	475	381
Current Contract Assets	3,688	5,669
Other	8,894	10,572
Total Current Assets	186,630	191,761
Non-Current Assets		
Non Current Cash Assets	20,000	4,000
Non-Current Inventories	5,972	5,972
Property, Plant and Equipment	2,657,489	2,655,487
Investment Properties	5,000	5,000
Westpool Equity Contribution	3,484	3,484
Intangible Assets	205	254
Right-Of-Use Assets	1,790	1,790
Total Non-Current Assets	2,693,939	2,675,987
TOTAL ASSETS	2,880,569	2,867,748
Current Liabilities		
Current Payables	36,110	30,592
Current Contract Liabilities	2,980	3,571
Current Lease Liabilities	341	341
Current Provisions payable < 12 months	15,819	13,272
Current Provisions payable > 12 months	47,811	47,811
Current Interest Bearing Liabilities	5,260	5,260
Total Current Liabilities	108,321	100,848
Non-Current Liabilities		
Non Current Interest Bearing Liabilities	10,014	12,439
N/C Lease Liabilities	1,519	1,519
Non Current Provisions	40,519	39,775
Total Non-Current Liabilities	52,053	53,734
TOTAL LIABILITIES	160,374	154,582
NET ASSETS	2,720,195	2,713,166
Equity		
Accumulated Surplus	1,366,091	1,360,922
Asset Revaluation Reserve	1,214,797	1,214,858
Restricted Assets	139,307	137,386
TOTAL EQUITY	2,720,195	2,713,166

Report of Chief Financial Officer

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 25 December 2020		
	YTD Actual 2020/21 \$ '000	Actual 2019/20 \$ '000
CASH FLOWS FROM OPERATING ACTIVITIES		
<i>Receipts:</i>		
Rates & Annual Charges	116,373	203,414
User Charges & Fees	12,753	29,485
Interest & Interest Received	1,802	4,130
Grants & Contributions	25,484	68,993
Other	6,394	25,886
<i>Payments:</i>		
Employee Benefits & On-costs	(67,316)	(118,396)
Materials & Contracts	(23,246)	(73,390)
Borrowing Costs	(338)	(910)
Other	(15,650)	(46,162)
Net Cash provided (or used in) Operating Activities	56,256	93,050
CASH FLOWS FROM INVESTING ACTIVITIES		
<i>Receipts:</i>		
Sale of Infrastructure, Property, Plant & Equipment	785	958
<i>Payments:</i>		
Purchase of Infrastructure, Property, Plant & Equipment	(40,189)	(83,558)
Net Cash provided (or used in) Investing Activities	(39,404)	(82,600)
CASH FLOWS FROM FINANCING ACTIVITIES		
<i>Receipts:</i>		
Proceeds from Borrowings & Advances	-	-
<i>Payments:</i>		
Repayment of Borrowings & Advances	-	(7,935)
Repayment of Finance Lease Liabilities	-	(312)
Net Cash Flow provided (used in) Financing Activities	-	(8,247)
Net Increase/(Decrease) in Cash & Cash Equivalents	16,852	30,865
plus: Cash & Cash Equivalents and Investments - beginning of year	157,475	126,610
Cash & Cash Equivalents and Investments - year to date	174,327	157,475

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 25 December 2020		
	YTD Actual 2020/21 \$ '000	Actual 2019/20 \$ '000
Total Cash & Cash Equivalents and Investments - year to date	174,327	157,475
<i>Attributable to:</i>		
External Restrictions (refer below)	80,906	75,470
Internal Restrictions (refer below)	58,862	62,675
Unrestricted	34,559	19,330
	174,327	157,475
External Restrictions		
Developer Contributions	39,971	35,099
RMS Contributions	330	350
Specific Purpose Unexpended Grants	6,096	3,568
Special Rates Levy Wollongong Mall	121	214
Special Rates Levy Wollongong City Centre	20	49
Local Infrastructure Renewal Scheme	277	274
Unexpended Loans	1,151	2,686
Domestic Waste Management	13,990	14,216
Private Subsidies	5,892	6,167
West Dapto Home Deposit Assistance Program	11,083	10,987
Stormwater Management Service Charge	1,975	1,860
Total External Restrictions	80,906	75,470
Internal Restrictions		
Property Investment Fund	6,212	7,889
Strategic Projects	39,433	42,900
Sports Priority Program	1,088	938
Car Parking Strategy	1,540	2,195
MacCabe Park Development	1,515	1,440
Darcy Wentworth Park	171	171
Garbage Disposal Facility	1,748	561
West Dapto Development Additional Rates	6,513	6,067
Southern Phone Natural Areas	173	173
Lake Illawarra Estuary Management Fund	469	341
Total Internal Restrictions	58,862	62,675

Report of Chief Financial Officer

The Quarterly Budget Review Statement (QBRs) requirements issued by the Office of Local Government in December 2010 require Council to provide additional information that is included in the following schedules and this report should be read in conjunction with these.

The QBRs guidelines require councils to provide a listing of contracts that 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 required to be provided.

Contract Listing					
Budget Review for Quarter ended December 2020					
Contractor	Contract Detail & Purpose	Contract Value \$000's	Commencement Date	Duration of Contract	Budgeted Y/N
Batmac Constructions Pty Ltd	Refurbishment of Amenities - Guest Park, Fairy Meadow	507	03-Nov-2020	2020/21	Y
Trinity Quality Interiors Pty Ltd	Heininger Hall Men's and Ladies Amenities Upgrades	208	19-Nov-2020	2020/21	Y
Dynamic Civil Pty Ltd	Sandon Point Beach Access Stairs and Erosion Control	399	02-Nov-2020	2020/21	Y
Joss Facility Management	Wollongong Town Hall Truss and Rigging Upgrades	357	23-Nov-2020	2020/21	Y
Batmac Constructions Pty Ltd	Roof replacement - Elizabeth Park, Bellambi Soccer Clubhouse and Ocean Park Woonona	489	04-Nov-2020	2020/21	Y
Domelley Civil Pty Ltd	Daroy Road - Port Kembla - Retaining Wall Construction	137	14-Oct-2020	2020/21	Y
Dirt Art Pty Ltd	Detailed design and construction of mountain bike and walking trails at Cringila Hills	1,409	23-Nov-2020	2020/21	Y
Cadifem Pty Ltd	Puckey's Estate Boardwalks and Bridge Repairs	791	02-Nov-2020	2020/21	Y
Batmac Constructions Pty Ltd	Bull Community Centre Accessible Toilet, Ramp, Internal and External Painting Works	372	03-Nov-2020	2020/21	Y
Autonomous Energy Pty Ltd	Administration Building Solar Carpark	1,017	10-Nov-2020	2020/22	Y
MCW Environmental Consulting Pty Ltd	Independent Environmental Audit	51	11-Dec-2020	2020/21	Y
Renew Initiatives Australia Ltd	Renew Wollongong Project - 1 July 2020	58	02-Oct-2020	2020/21	Y
Turf Drain Australia	Webb Park Clarification	68	02-Nov-2020	2020/21	Y
Aquatic One Pty Ltd	Helensburgh Pool Upgrade - Detailed Design Services	91	10-Dec-2020	2020/21	Y
Artisan Products Pty Ltd	Supply/Install glass as per Q20119	99	10-Dec-2020	2020/21	Y
Aspel Cleaning Equipment Pty Ltd	Karher HDS 1320 Trailers (option 2), Karher HDS 1320 Trailers (option 2)	117	15-Dec-2020	2020/21	Y
Diverse Civil Contracting Pty Ltd	Port Kembla Pool Inlet Pipeline	117	30-Oct-2020	2020/21	Y
Peter D G Jewkes Pty Ltd	Technical equipment (Service) - Organ	121	27-Aug-2020	2020/21	Y
Tafe NSW Illawarra Institute	Supply & Installation of one Tafe Cabin	122	13-Oct-2020	2020/21	Y

The QBRs guidelines also require councils to identify the amount expended on consultancies and legal fees for the financial year. 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.

Consultancy and Legal Expenses		
Budget Review for Quarter ended December 2020		
Expense	Expenditure YTD \$000's	Budgeted (Y/N)
Consultancies	1,918	YES
Legal Fees	363	YES

STATEMENT OF CHIEF FINANCIAL OFFICER

All investments held at 31 December 2020 were invested in accordance with Council's Investment Policy.

Bank reconciliations have been completed as at 31 December 2020.

Year to date cash and investments are reconciled with funds invested and cash at bank.

BRIAN JENKINS
CHIEF FINANCIAL OFFICER

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018 – 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
1.1.1.1 Implement programs and events which facilitate community participation to improve natural areas	100%	0%	0%	0%	0%
1.1.1.2 Projects and programs that achieve enhancement of the natural environment and escarpment are developed and implemented	88%	0%	13%	0%	0%
1.1.2.1 Protect and conserve the health and biodiversity of our waterways and coast	100%	0%	0%	0%	0%
1.1.2.2 The impacts of the increasing number of visitors to the coast and Lake Illawarra is managed effectively	100%	0%	0%	0%	0%
1.1.3.1 Manage vegetation to reduce bushfire risk in Asset Protection Zones on natural areas under Council care and control	100%	0%	0%	0%	0%
1.1.3.2 Establish effective urban stormwater and floodplain management programs	83%	0%	17%	0%	0%
1.2.1.1 Develop and implement a range of programs that encourage community participation in reducing Wollongong’s ecological footprint	100%	0%	0%	0%	0%
1.2.1.2 Promote and enforce compliance with litter reduction	100%	0%	0%	0%	0%
1.2.1.3 Methods to reduce emissions are investigated and utilised	100%	0%	0%	0%	0%
1.2.2.1 Our community is proactively engaged in a range of initiatives that improve the sustainability of our environments	75%	0%	0%	0%	25%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018- 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
1.3.1.1 Impacts from development on the environment are assessed, monitored and mitigated	100%	0%	0%	0%	0%
1.3.1.2 Develop planning controls and Town Centre and Neighbourhood Plans with regard to the economic, social and environmental impacts	75%	0%	0%	0%	25%
1.3.2.1 Carry out best practise assessment for urban development proposals and applications	100%	0%	0%	0%	0%
1.3.2.2 Mitigate the impact of development on the natural environment and visual amenity of our open spaces and urban areas	100%	0%	0%	0%	0%
1.4.1.1 Work in partnership with others to promote a diverse range of heritage education and promotion programs	100%	0%	0%	0%	0%
1.4.2.1 Work with the local Aboriginal community in the management of Indigenous heritage	100%	0%	0%	0%	0%
1.5.1.1 Set an emissions reduction target and carry out actions to reduce greenhouse gas emissions through the Global Covenant of Mayors	100%	0%	0%	0%	0%
2.1.1.1 Build on partnerships which enable the retention of local talent	100%	0%	0%	0%	0%
2.1.2.1 Ensure that Wollongong is attractive for business expansion, establishment and relocation.	100%	0%	0%	0%	0%
2.1.2.2 Progress implementation of the City for People and its accompanying Implementation Plan	67%	0%	0%	33%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018 – 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
2.1.3.1 Support regional activities and partnerships that promote business investment and jobs growth	100%	0%	0%	0%	0%
2.1.4.1 Develop and maintain partnerships with the business sector to fund and contribute to a broader range of community projects and activities	0%	0%	100%	0%	0%
2.1.5.1 In collaboration with key agencies, facilitate the West Dapto Taskforce to deliver the first stages of the West Dapto Urban Release Area	100%	0%	0%	0%	0%
2.2.1.1 The development of renewable energy products and services is supported	100%	0%	0%	0%	0%
2.2.1.2 Partnership opportunities in research and development are expanded	0%	0%	100%	0%	0%
2.2.2.1 In conjunction with partner organisations support the development of innovative industries	100%	0%	0%	0%	0%
2.2.3.1 Undertake major refurbishment works in the city centre	100%	0%	0%	0%	0%
2.3.1.1 Pursue initiatives that promote the region as a place to holiday to domestic and international markets	100%	0%	0%	0%	0%
2.3.1.2 Support projects that investigate opportunities for the provision of tourism infrastructure	75%	0%	0%	25%	0%
2.3.2.1 Market and promote events in the city centre	100%	0%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018 - 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
2.3.2.3 Improve policies and systems to support the revitalisation of the city centre	100%	0%	0%	0%	0%
2.3.3.1 Continue to grow Wollongong's attractiveness to attract signature events and festivals	100%	0%	0%	0%	0%
2.4.1.1 Ensure Wollongong is attractive to research and development companies and organisations	100%	0%	0%	0%	0%
2.4.1.2 Implement a range of programs that incorporate learning and development	100%	0%	0%	0%	0%
2.4.2.1 Implement programs to ensure Wollongong becomes a Smart City	100%	0%	0%	0%	0%
3.1.1.1 Promote Made in Wollongong to become a well-known brand	100%	0%	0%	0%	0%
3.1.1.2 The visibility of our cultural diversity is increased	100%	0%	0%	0%	0%
3.1.1.3 Encourage the integration of urban design and public art	100%	0%	0%	0%	0%
3.1.1.4 Deliver sustainable and successful events and festivals through Council investment and delivery of the Events Strategy	63%	0%	13%	0%	25%
3.1.1.5 Encourage Sports Associations to conduct regional, state and national events in the city	100%	0%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018- 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
3.1.2.1 Provide opportunities for local artists and performers to exhibit, promote and perform at Council venues and events	80%	0%	0%	20%	0%
3.2.1.1 Provide support to existing and emerging artists and performers	50%	0%	0%	0%	50%
3.2.1.2 Seek funding for the promotion of heritage sites, museums and galleries to the community and visitors	67%	0%	0%	33%	0%
3.2.2.1 Coordinate an integrated approach to infrastructure improvement and service delivery in the Arts Precinct	67%	0%	33%	0%	0%
3.2.3.1 Support the coordination of an externally funded calendar of activities delivered across the City	100%	0%	0%	0%	0%
3.3.2.1 Deliver and support a range of projects and programs which build harmony, understanding and cultural awareness	67%	0%	0%	33%	0%
4.1.1.1 Ensure an effective community engagement framework that connects the community to Council decision making	100%	0%	0%	0%	0%
4.1.1.2 Improve community understanding and awareness of Council decisions	100%	0%	0%	0%	0%
4.1.3.1 Council continue to partner with our local Aboriginal community	100%	0%	0%	0%	0%
4.2.1.1 Increase opportunities for the community to connect with volunteering organisations	100%	0%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018- 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
4.2.1.2 Support community participation in community activities	67%	0%	0%	33%	0%
4.2.1.3 Build the capability of community based organisations in managing, developing and sustaining their volunteers	100%	0%	0%	0%	0%
4.2.2.1 Continue to participate and contribute to an integrated community service network	100%	0%	0%	0%	0%
4.2.3.1 Support a range of projects and programs in the city	100%	0%	0%	0%	0%
4.3.1.1 Ensure appropriate strategies and systems are in place that support good corporate governance	93%	0%	0%	0%	7%
4.3.1.2 Build a workplace culture that is safe, engaged, responsive and professional	100%	0%	0%	0%	0%
4.3.2.1 Effective and transparent financial management systems are in place	100%	0%	0%	0%	0%
4.3.2.2 Continue to pursue alternative funding options to deliver financially sustainable services and facilities	100%	0%	0%	0%	0%
4.3.2.4 Deliver the Asset Management Strategy and Improvement Plan 2012-17	100%	0%	0%	0%	0%
4.3.3.1 Coordinate a service review program with a focus on business development and improvement	100%	0%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018- 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
4.3.3.2 Working together, levels of service are established and service continuously improve and offer best value for money	100%	0%	0%	0%	0%
5.1.1.1 Partner with community based organisations in the provision of services	100%	0%	0%	0%	0%
5.1.1.2 Continue to undertake social, land use and environmental planning activities that assists in service planning	83%	0%	17%	0%	0%
5.1.2.1 Partner with agencies and health authorities to support improvements to the region's medical services	100%	0%	0%	0%	0%
5.1.3.1 Deliver a diverse suite of projects to the community that foster and enhance community strengths and participation	100%	0%	0%	0%	0%
5.1.3.2 Carry out commercial business management of Council's operational lands	67%	0%	33%	0%	0%
5.1.4.1 Provide an appropriate and sustainable range of quality passive and active open spaces and facilities	100%	0%	0%	0%	0%
5.1.4.2 Review planning controls for priority locations	100%	0%	0%	0%	0%
5.1.4.3 Policies and plans are developed, reviewed and implemented to encourage physical activity	100%	0%	0%	0%	0%
5.1.4.4 Develop and implement public health, amenity and safety regulatory programs and reviews that assist in improving compliance with legislative requirements	100%	0%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018 – 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
5.1.5.1 Increase opportunities to enhance library multimedia and online services	50%	0%	0%	0%	50%
5.1.5.2 Renew community facilities and consider rationalisation, replacement or refurbishment to achieve facilities that are strategically located, good quality and meet identified community need	75%	0%	25%	0%	0%
5.1.6.1 Facilitate a range of programs and activities which improve food security and support local food systems	100%	0%	0%	0%	0%
5.2.1.1 Investigate provision of Leisure Services in the greater Dapto area, taking into account expansion of West Dapto, and determine Council's role in the market	100%	0%	0%	0%	0%
5.2.1.2 Investigate the future provision of Aquatic Services across the local government area and implement improvements	100%	0%	0%	0%	0%
5.2.1.3 Use data to assess the current community infrastructure available, community demand and develop a strategic framework and policies to either rationalise, enhance or expand to meet community needs	90%	0%	10%	0%	0%
5.2.1.4 Develop a Regional Botanic Garden of Excellence	50%	50%	0%	0%	0%
5.2.1.5 Provide statutory services to appropriately manage and maintain our public spaces	67%	0%	0%	0%	33%
5.2.1.6 Implement Council's Planning, People, Places Strategy	67%	33%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018- 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
5.2.2.1 Deliver a range of programs and recreational pursuits for older people	100%	0%	0%	0%	0%
5.3.1.1 Prepare a Housing Study and Strategy incorporating Affordable Housing Issues	100%	0%	0%	0%	0%
5.3.2.1 In partnership with relevant agencies and networks lobby and advocate for improved service levels and quality enhanced access to services	100%	0%	0%	0%	0%
5.4.1.1 Provide lifeguarding services at beaches (in partnership with Surf Life Saving Illawarra) and Council pools	100%	0%	0%	0%	0%
5.4.1.2 Facilitate a range of partnerships and networks to develop community safety initiatives	86%	0%	14%	0%	0%
5.4.2.1 Delivery projects and programs to reduce crime in the Wollongong Local Government Area	100%	0%	0%	0%	0%
5.5.1.1 Well maintained assets are provided that meet the needs of the current and future communities	100%	0%	0%	0%	0%
5.5.1.2 Manage and maintain community infrastructure portfolio with a focus on asset renewal	100%	0%	0%	0%	0%
5.5.1.3 Coordinate an access improvement program through pre-planning and renewal activities	100%	0%	0%	0%	0%
6.1.1.1 Support the delivery of the Gong Shuttle Bus as an affordable transport option	100%	0%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018 – 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
6.1.2.1 Implement a variety of projects and programs to encourage sustainable transport throughout the LGA	43%	43%	0%	0%	14%
6.1.3.1 Plan and implement an integrated and sustainable transport network	100%	0%	0%	0%	0%
6.1.4.1 Facilitate the integration of public amenities and transport with local communities	100%	0%	0%	0%	0%
6.2.1.1 Work with partners to reduce travel time between Sydney and Western Sydney with Wollongong	100%	0%	0%	0%	0%
6.3.1.1 Plan and implement projects to improve connectivity	71%	0%	0%	14%	14%
6.3.2.1 Deliver sustainable transport asset renewal programs and projects	100%	0%	0%	0%	0%
6.3.3.1 Investigate the option for disruptive transport technologies and the impact on the future transport network	100%	0%	0%	0%	0%
6.3.4.1 Work with key agencies and partners to continue and improve late night transport options	100%	0%	0%	0%	0%
6.3.5.1 Develop an alternative service delivery, governance model and auspice for Community Transport in response to the Federal Government's Aged Care reform legislation	100%	0%	0%	0%	0%
SP_L4_862 Establish and maintain research programs to reduce environmental risks	100%	0%	0%	0%	0%

**APPENDIX 1: Annual Deliverables Progress By 4 Year Action – Delivery Program
2018- 2022**

<i>Goal</i>	<i>On track</i>	<i>Not Scheduled to Commence</i>	<i>Delayed</i>	<i>Deferred</i>	<i>Ongoing / Complete</i>
<i>Total Annual Deliverable Progress</i>	<i>90%</i>	<i>2%</i>	<i>3%</i>	<i>2%</i>	<i>3%</i>

ITEM 6 FOR EXHIBITION - DRAFT PRIVACY MANAGEMENT PLAN

Council is required to have a Privacy Management Plan under s33 of the *Privacy and Personal Information Protection Act 1998* (PIIP Act). The Plan must include:

- information about how council develops policies and practices in line with the state's information and privacy legislation
- how council disseminates these policies and practices within the organisation and trains its staff in their use
- council's internal review procedures
- anything else council considers relevant to the Plan in relation to privacy and the personal and health information it holds.

Council last updated and adopted its Privacy Management Plan on 25 June 2018. The Plan has been reviewed and updated to provide more clarity and assurance to customers, residents and ratepayers on how, when and why Council collects and stores personal information.

RECOMMENDATION

- 1 The draft Privacy Management Plan be placed on public exhibition for a period of 28 days.
- 2 A report be provided to Council at the conclusion of the exhibition period.

REPORT AUTHORISATIONS

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

ATTACHMENTS

- 1 Draft Privacy Management Plan

BACKGROUND

Council has had a Privacy Management Plan in place for more than 20 years in satisfaction of the requirements of the *Privacy and Personal Information Protection Act 1998* (PIIP Act). The Plan is reviewed on a regular basis to ensure it remains contemporary and to allow for the continual changing methods of collection of personal information by council as systems and practices modernise and automate.

PROPOSAL

The currently adopted version, is fully compliant with the requirements of the PIIP Act. It has been reviewed to ensure it remains contemporary and has been re-written to allow clearer presentation of content from the reader/ public viewpoint with the main policy section built around how Council collects and manages personal information and define those processes under the ten most common / prominent ways people interact with Council and provide their personal information.

The updated draft plan includes detailed information on the handling of personal information in newer and emerging activities such as social media, the Internet of Things and the use of QR Codes for visitor recording.

It is not possible or practical to have the Plan cover every type of collection/use of personal information undertaken by Council, so the Plan provides a general approach of how council collects and manages personal information of customers, residents and ratepayers.

The plan also provides additional details specifically in relation to the following areas / activities via which Council collects personal information:

- Requests for Service, Enquiries and Correspondence
- Complaints and Regulatory Functions
- Development Assessment and Land Use Planning
- Staff and Recruitment
- Visitors and members of the public (incl. QR Codes)
- Communications and stakeholder engagement
- Council Website and Service Providers
- Personal Contact Details
- Social Media
- The Internet of Things

How Council meets and complies with the requirements of each individual Information Protection Principle and Health Privacy Principle is addressed via a detailed appendix that is appended to the draft Plan.

The updated plan also includes new sections on how Council will handle any future data breaches in council systems as well as emphasising that council will take a 'privacy by design' approach to achieve compliance with privacy laws by ensuring that the privacy impacts of any new project or system development/implementation are thoroughly considered prior to implementation to allow issues of concern or risk to be addressed early in the process.

CONSULTATION AND COMMUNICATION

The draft Plan has been developed with reference to the *Privacy Management Plan Checklist* produced by the Information and Privacy Commission of New South Wales. Consultation has been undertaken with various business units that have responsibility for collecting, storing and managing the personal information of customers, ratepayers and residents.

It is proposed that the draft Privacy Management Plan be placed on public exhibition for a period of 28 days to allow public comment on the key document that demonstrates to the public how we collect, store and manage personal information.

In accordance with s33(5) of the PPIP Act a copy of the updated Privacy Management Plan, once formally adopted by Council, will be provided to the NSW Privacy Commissioner.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 objective "*Our council is accountable, financially sustainable and has the trust of the community*".

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2020-21.

RISK MANAGEMENT

The collection, handling and disposal of personal, private and medical information of customers, ratepayers and residents is an area of high risk for Council. Breaches of privacy can have a significant impact on individuals and a significant reputational impact on Council. This plan provides assurance to the community and Council that the appropriate collection and stringent protection of personal, private and medical information is a priority of Council and that appropriate steps have been taken by Council to minimise the risk of privacy breaches.

FINANCIAL IMPLICATIONS

There are no direct financial implications that arise from the proposed alterations to the Privacy Management Plan.

CONCLUSION


The draft updated Privacy Management Plan presented for endorsement provides clarity and assurance to customers, residents and ratepayers on how, when and why council collects and stores personal information and that it is handled appropriately at all times.

WOLLONGONG CITY COUNCIL

Draft Privacy Management Plan

FOR PUBLIC EXHIBITION FEBRUARY 2021





PRIVACY MANAGEMENT PLAN

Adopted by COUNCIL: : [TO BE COMPLETED BY GOVERNANCE]

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1 PURPOSE

The purpose of this Privacy Management Plan (PMP) is to explain how Wollongong City Council (Council) manages personal and health information in accordance with NSW privacy laws.

2 POLICY INTENT

Council is committed to embedding privacy best practice into all business practices and decision making. Council recognises that considering the impact on privacy of any new service, initiative or information system prior to design and implementation is key to this commitment.

Whilst the main objective of this plan is to enshrine best practice in everything we do, the plan also aims to ensure Council's compliance with:

1. Privacy and Personal Information Protection Act 1998 (PPIP Act)
2. Health Records and Information Privacy Act 2002 (HRIP Act).

Council is required to have a PMP under s33 of the PPIP Act which must include:

- information about how Council develops policies and practices in line with the state's information and privacy legislation
- how Council disseminates these policies and practices within the organisation and trains its staff in their use
- Council's internal review procedures
- anything else Council considers relevant to the Plan in relation to privacy and the personal and health information it holds.

This Plan also explains who you should contact with questions about the information collected and retained by the Council, how to access and amend your stored information and what to do if Council may have breached the PPIP or HRIP Acts.

3 WOLLONGONG 2028 OBJECTIVES

This Plan relates to the Goal 4 in *Our Wollongong 2028 - Community Strategic Plan* – "We are a connected and engaged community". In particular the following objectives:

Objective 4.1 Residents have easy and equitable access to information, and play an active role in the decisions that affect our city

Objective 4.3 Our Council is accountable, financially sustainable and has the trust of the community.

4 POLICY

4.1 What is Personal and Health Information?

Personal information

Personal information is defined in s4 of the PPIP Act as any information or opinions about a person where that person's identity is apparent or can be reasonably ascertained. Personal information can include a person's name and address, details about their family life, their sexual preferences, financial information, fingerprints and photos.

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What is not personal information under the PPIP Act?

There are some kinds of information that are not personal information, these include:

- information about someone who has been dead for more than 30 years
- information about someone that is contained in a publicly available publication
- information or an opinion about a person's suitability for employment as a public sector official.

The Privacy and Personal Information Protection Regulation 2019 also lists other information that is not personal information, such as information about someone that is contained in:

- a document in a library, art gallery or museum
- State records under the control of the NSW State Archives and Records
- public archives (within the meaning of the Copyright Act 1968 (Cth)).

Health Information

Health information is a more specific type of personal information and is defined in s6 of the HRIP Act. Health information can include information or an opinion about a person's physical or mental health or disability, or a person's express wishes about the future provision of his or her health services or a health service provided to a person.

Health information can include, for example, a psychological report, blood test or an x-ray, results from drug and alcohol tests, and information about a person's medical appointments. It can also include some personal information that is collected to provide a health service, such as a name and telephone number.

4.2 Why do we Collect Personal and Health Information?

Council collects personal information in a variety of ways in order to efficiently perform the services and functions we deliver to the City of Wollongong. Council assesses the level of personal information that is appropriate to be collected in relation to each function undertaken with a view to minimise the amount of such information we collect and manage.

Personal and health information may be collected from:

- members of the public
- NSW and Commonwealth public sector agencies
- businesses
- non-government organisations
- employees
- medical professionals.

Contractors acting on Council's behalf may also collect personal information. Council includes clauses in its contracts that require contractors to comply with relevant privacy obligations.

Council has a range of functions involving the collection of personal / health information, including:

- levying and collecting rates
- providing services, for example, child-care, libraries and waste collection
- consultation with the community, businesses and other stakeholders
- assessing development and major project applications
- recording, investigating and managing complaints and allegations
- site inspections and audits
- incident management
- enforcing regulations and legislation
- issuing approvals, consents, licences and permits

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- providing grant funding
- maintaining the non-residential register of electoral information
- employment practices, including assessing fitness for work.

4.3 How do we Collect Personal and Health Information?

Council collects personal information in a variety of ways including:

- incident reports
- medical assessment reports
- submissions
- application forms
- CCTV footage
- financial transaction records
- contracts
- customer enquiries and correspondence
- telematics
- web services and smart devices (the Internet of Things)
- contact tracing under NSW Public Health Orders.

Unsolicited information

Unsolicited information is personal, or health information provide to Council in circumstances where Council has not asked for or required the information to be provided. Such information is not deemed to have been collected by Council but the access, storage, use and disclosure Information Protection Principles in this Plan will apply to any such information, whilst Council continues to hold this information.

Personal information contained in petitions received in response to a call for submissions or unsolicited petitions tabled at Council meetings will be treated the same as any other submission and may be made available for release to the public.

Personal or health information disclosed publicly and recorded for the purposes of webcasting at Council Meetings is not deemed to have been collected by Council. Retention and Use Principles of this information will apply to such information in Council's possession; however Disclosure Principles will not apply as the information was voluntarily disclosed with the prior knowledge that it would be recorded, broadcast via the internet to the public and made available by Council for public viewing.

Privacy Protection Notice

Under s10 of the PPIP Act, when we collect personal information from an individual, such as their name, address, telephone number or email address, Council must take such steps as are reasonable in the circumstances to ensure that, before the information is collected or as soon as practicable after collection, the individual is made aware of:

- the purposes for which the information is being collected
- the intended recipients of the information
- whether the supply of the information is required by law or is voluntary
- any consequences for the individual if the information (or any part of it) is not provided
- ways the individual can access and correct the information.

Where possible, individuals providing personal information will be given the opportunity to consent to the terms of the provision of the information via a Privacy Protection Notice.

Council staff are encouraged to consult with the Privacy Officer or the Information Management section to ensure that each collection of personal information, and any accompanying Privacy Protection Notice is appropriate and complies with our privacy requirements.

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4.4 Personal and Health Information Held by Council

The following is a list of examples of the types of personal and health information and circumstances in which we may collect personal information in exercising Council functions:

Councillors

Council holds personal information concerning Councillors, such as:

- Personal contact information
- Complaints and disciplinary matters
- Pecuniary interest returns
- Entitlements to fees, expenses and facilities.

Customers, ratepayers and residents

Council holds personal and health information in its records such as:

- Rates records
- Development applications and related submissions
- Library lending records and special needs statements
- Leases, licences and agreements
- Waste services records
- Customer requests
- Fitness testing records
- Burial and cremation records
- Financial records
- Donation, grant and sponsorship applications
- Photos of vehicle registration plates
- Responses to clean up notices regarding health issues
- Youth health information for excursions
- Membership, financial details, member fitness medical records – Leisure Centres and Golf Clubs
- Childcare information, immunisation, illness and accident records
- Community service utilisation e.g. Community Transport
- Age & disability support records including health records
- Submissions and information collected as part of Council's community engagement and consultation activities
- Public access forum applications
- CCTV footage.

Employees, volunteers and contractors

The Council holds personal and health information concerning its employees, volunteers and contractors, such as:

- Personal contact information
- Recruitment material
- Pre-employment medical information
- Bank account details
- Wage and salary entitlements
- Leave and payroll data
- Employee immunisation records and medical certificates
- Volunteers' medical information
- Disclosure of interest returns
- Workers' compensation investigations

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- Public interest disclosure investigations
- Performance management plans
- Disciplinary matters.

4.5 How we Manage Personal and Health Information Collected and Held by Council

As outlined elsewhere in this Plan Council collects and manages information from a multitude of sources and will always do so in accordance with the PPIP Act. We also endeavour to make as much information available, to individuals whose information we collect/hold, at the time of collection. Additional information is detailed below for services / functions that frequently collect personal information or manage significant amounts of personal information or data.

Requests for Service, Enquiries and Correspondence

Council receives a significant number of requests for service, as well as general enquiries and correspondence, and a certain amount of personal information is required to be collected to allow Council to perform these functions. These requests for service and enquiries are made by people:

- over the phone (Council does not record telephone conversations; however, it does have a voicemail service)
- in writing (e-mail, letter, fax, online form)
- in person (at Council’s Customer Service Centre or other facilities).

Council determines the appropriate level of personal information to be collected for each type of service request and enquiry to allow sufficient information to be an accurate record of the issue and assistance given, but we will not collect unnecessary personal and/or health information.

If Council receives written correspondence, a full copy of whatever is sent is generally kept in Council’s electronic document management system. The provision of any personal information is entirely voluntary, and in that respect personal information may be provided that is unsolicited.

Telephone conversations are not electronically recorded. If someone has an enquiry that cannot be answered straight away, the Council staff member will offer to take the person’s name and telephone number or email address, so that another officer of Council can respond.

Complaints and Regulatory Functions

Council receives complaints from members of the public to investigate potential non-compliances with legislation, development consents, operating approvals etc. The majority of these investigations are handled in accordance with the relevant legislation governing Council’s activities in particular functions.

Council recognises that some people may wish to remain anonymous, however, clear information regarding the consequences of remaining anonymous must be provided. For example, Council may not be able to properly investigate or consider a complaint or review a matter if sufficient information about the matter is not received.

To appropriately investigate most matters, Council officers may be required to collect personal information from those parties involved, including names and address, but may also involve detailed correspondence or witness statements for complicated matters.

Council endeavours to maintain the confidentiality of complainants wherever possible, however, at times Council may be required to provide personal information of complainants to other parties due to legislative or court requirements.

Development Assessment and Land Use Planning

Anyone with an interest in a Development Application is welcome to make a submission - or give feedback - about a proposed development, but this must be done in writing. Any submissions made are public documents, and other people can view them on request, so make sure you read Council’s privacy

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statement before you comment on a Development Application. The up to date privacy statement is available on Council's website.

Staff and Recruitment

Council collects personal and/or health information from staff members as well as part of our recruitment process. Council will never ask for more personal information than is required for that purpose.

Staff

During the recruitment process and throughout employment, information (including personal and/or health information) is collected from staff members for various reasons, such as leave management, workplace health and safety and to help Council to operate with transparency and integrity. Information collected by Council is retained, to the extent necessary and managed securely. In the exercise of its functions, Council collects and manages personal information about its staff including but not limited to:

- medical conditions and illnesses
- next of kin and contact details
- education
- performance and development information
- family and care arrangements
- secondary employment
- conflicts of interest
- banking details for payroll purposes
- employment history.

Recruitment

When people apply for jobs at Council, they send us personal information, including their name, contact details and work history. Council provides this information to the interview panel for that particular position in electronic or hard copy files. The personal information is only used for the purposes of the recruitment process. After recruitment is successful applicants are required to fill out various forms in order to commence employment at Council. These forms require further personal and health information, such as the applicant's bank account details, tax file number, emergency contacts and any disabilities that may impact their work. These forms are sent to the Organisational Development Unit to be used for employment purposes, such as payroll and setting up personnel files and the information is retained in secure storage systems.

Visitors and members of the public (incl. QR Codes)

When consultants, contractors and members of the public visit a Council facility they may be required to sign in to the premises. The record of entry maybe recorded in a physical sign-in register or via a digital QR Code check-in process. During periods of health emergencies, such as during a pandemic Council may provide check-in data for a facility to NSW Health, or any other relevant government agency, for the purposes of maintaining and supporting community health and safety. Council may restrict entry or refuse provision of a service if the check-in process is not observed. Any check-in data collected by Council will be held securely and destroyed on a regular basis in accordance with provisions under the *State Records Act 1998* and Council's Corporate Records Management Policy. Check-in data collected by the Service NSW QR Code Check-In system will not be held by Council and will be held and stored by Service NSW.

Communications and stakeholder engagement

Subscriber, mailing and contact lists

Council offers residents and interested stakeholders the opportunity to stay up to date on the activities of Council via electing to subscribe to various e-newsletters produced by Council. These services are on an opt-in basis and personal contact information is supplied to Council voluntarily by subscribers. No personal information is collected without consent and those who provide their information are advised as to how

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Council will manage it. The information generally collected includes names and email addresses and in some cases areas of interest.

The main lists that collect and hold personal information are:

- Council e-news
- Botanic Garden
- City Centre
- Business and Economic Development
- Community Events
- Have Your Say
- Jobs at Council
- Libraries
- Sport and Recreation
- Wollongong Art Gallery
- Works and maintenance
- Youth Services.

All lists are kept separate from each other and each is used solely for the purpose intended. Anyone can subscribe or unsubscribe themselves from newsletter lists or contact Council to change their details. Council does not destroy these lists; they are kept as long as they remain current. Individual entries are deleted upon request or if an error message is received in response to a Council communication.

Community engagement and public consultation

Council regularly undertakes public consultation to help guide our decision-making and the provision of services. Council conducts the majority of its public consultation activities via our "[Join the Conversation](#)" website. We collect information from you when you register to use this site. This includes your email address and additional demographic information as provided by you on the registration form. We collect information about your usage of the site, such as pages visited, documents downloaded, etc. We collect this information in order to:

- analyse and interpret it to help meet our objectives and obligations;
- communicate information to you about engagement opportunities, events and other initiatives; and
- respond to enquiries and otherwise engage with stakeholders.

Council Website and Service Providers

Council engages a number of service providers who provide software, website, internet services and computer systems through which Council may collect, store or process your personal information. On occasion our providers may have access to your personal information to facilitate services on behalf of Council. Council ensures that our providers adhere to the same legislative requirements in relation to Privacy as well as meet the requirements of this Plan.

Cookies

Council uses 'cookie' technology to collect additional website usage data and to improve its services. A cookie is a small piece of text sent to your browser by Council's website. This helps your website to remember your preferences and it makes your next visit easier and the site more useful to you. Council uses cookies for the following purposes:

- to better understand how you interact with our services
- to monitor aggregate usage by our users and web traffic routing on our services
- to improve our services.

Most internet browsers automatically accept cookies. You can restrict that by editing your browser's options to stop accepting cookies or to prompt you before accepting a cookie from the websites you visit.

PRIVACY MANAGEMENT PLAN**Wollongong City Council*****Personal Contact Details***

Council engages service providers who assist Council in the distribution and communication of a variety of Council communication requirements. These may include printing and distribution of Council rate notices and Council newsletters etc. To facilitate this our service providers are required to have access to personal information of residents and ratepayers to facilitate distribution of these materials on behalf of Council. Council ensures that our providers adhere to the same legislative requirements in relation to Privacy as well as meet the requirements of this Plan.

Social Media

We use social networking services such as Twitter, Facebook and YouTube, in addition to traditional methods, to connect with our audience. These include responding to customer enquiries in real time and promoting Council services and facilities. Our use of social media sites also involves listening to social trends and issues that relate to Council services and events. We use various tools to view public social media and website commentary in which Council's accounts may not necessarily be tagged – and engage directly with members of the public to provide information or a better level of customer service. In doing so, we may temporarily collect and store personal information.

To protect privacy and the privacy of others, please do not include any personal information including phone numbers and email addresses. Please do not share personal information about others. Any personal information collected by Council will be handled in line with this Plan. The social networking service will also handle your personal information for its own purposes. These sites have their own privacy policies and we recommend you read these also.

The Internet of Things

The Internet of Things (IoT) is a broad term that generally refers to physical devices connected to the internet that collect, share or use data. IoT devices and the data they collect can provide convenience, efficiency and insights into essentially every aspect of our world. For Council, in coming years, the IoT will provide many benefits and has the potential to generate great public value. These large collections of data can, in many cases, constitute personal, health and sensitive information.

Given the passive nature of many IoT devices it can be difficult for individuals to ascertain if their personal information is being collected by an IoT device. For example if "smart bin" technology is introduced it is not possible to have a privacy collection notice on every bin in the city. Council will provide details of what data it collects and what the data will be used for and who it will be shared with, for future IoT devices as they are established. However, this will most likely occur via centralised methods, such as the Council website, rather than at each device or collection point. Council will not use any personal information without permission and will use collated and de-identified data instead.

4.6 Public Registers

Under the PPIP Act a public register is a register of personal information that is required by law to be made, or is made, publicly available or open to public inspection. Enquiries about public registers can be made via Council's website.

Part 6 of the PPIP Act prevents Council employees from disclosing personal information held on public registers, unless the information is to be used for a purpose relating to the purpose of the register.

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Council's public registers include:

Register	Primary purpose of the Register is to:
<i>Contracts Register</i>	Identify all contracts over the value of \$150,000 entered into by Council
<i>Development Contributions Register</i>	Details of all contributions to Council required to be made by a developer of land with the Wollongong LGA
<i>Graffiti Removal Register</i>	Records the work carried out by Council under the Graffiti Control Act 2008
<i>Investments Register</i>	Details of all investments currently held by Council
<i>Land register</i>	Identify all land vested in Council, or under its control. The secondary purpose includes a consideration of public accountability as to the land held by Council.
<i>Planning Agreements Register</i>	Identify all agreements Council enters into with another party in relation to a proposed development
<i>Public register of licences</i>	Identify all licences granted under the <i>Protection of the Environment Operations Act 1997</i> .
<i>Record of building certificates</i>	Identify all building certificates.
<i>Records of approvals</i>	Identify all approvals granted under the LGA.
<i>Record of impounding</i>	Identify any impounding action by Council.
<i>Register of disclosures of interests</i>	Determine whether or not a Council official has a pecuniary interest in any matter with which the Council is likely to be concerned. There is a corresponding public accountability purpose and third-party access is a secondary purpose.
<i>Register of consents and certificates</i>	Identify applications for development consent and other approvals, confirm determinations on appeal and identify applications for complying development certificates.

Secondary purpose of all public registers

Due to the general emphasis on local government processes and information being open and accountable, it is considered that a secondary purpose for which all public registers are held by Council includes the provision of access to members of the public. Therefore, disclosure of specific records from public registers would normally be considered to be allowable under section 57 of PPIPA.

However, requests for access, copying, or the sale of the whole or a substantial part of a Public Register held by Council will not necessarily fit within this purpose. Council will make an assessment as to the minimum amount of personal information that is required to be disclosed with regard to any request and may seek a statutory declaration to satisfy itself as to the intended use of the information.

Suppression of personal information

Any person whose personal information is recorded in a public register has the right to request that their personal details be suppressed.

Council will comply with the request if it is satisfied the person's safety or wellbeing would be affected by not suppressing the information. Applications to suppress personal details from a public register should be made in writing to the Public Officer.

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4.7 How to access and amend personal information

Council ensures that people can access information we hold about them. People have a right to amend their own personal or health information.

How do I access my own personal or health information?

Individuals wanting to access Council's records to confirm or amend their own personal or health information, such as updating contact details can do so by contacting Council either in person or in writing. Council will take steps to verify the identity of the person requesting access to information.

How do I amend my own personal or health information?

Individuals wanting to amend their own personal or health information must put the request to Council in writing. This application must contain the following information:

- The full name, date of birth and contact details of the person making the request
- State whether the application is under the PPIP Act or HRIP Act
- Explain what personal or health information the person wants to amend
- Confirmation of the applicant's identity.

Accessing or amending other people's personal or health information

Council is restricted from giving individuals access to someone else's personal and health information unless that person provides us with written consent. An "authorised" person must confirm their identification to act on behalf of someone else.

There may be other reasons Council is authorised to disclose personal and health information, such as in the event of a serious and imminent threat to the life, health and safety of the individual, to find a missing person or for compassionate reasons.

4.8 Data Breaches

A data breach occurs when there is a failure that has caused or has the potential to cause unauthorised access to Council's physical or electronic information or data, such as:

- accidental loss or theft of information or equipment on which such information is stored
- unauthorised use, access to or modification of data or information systems to gain unauthorised access or make unauthorised changes to data or information
- accidental or unauthorised disclosure of personal information (e.g. email containing personal information sent to incorrect recipient)
- personal information published or posted on Council's website without consent
- access to data by an authorised user for unauthorised reasons (e.g. an employee looking up information in a system for personal reasons in breach of the Code of Conduct)
- accidental disclosure of user login details through phishing
- malware infection
- disruption to or denial of IT services.

A data breach most commonly, but not exclusively, results in unauthorised access to, or the unauthorised collection, use, or disclosure of personal information.

How we will manage a data breach

The Chief Information Officer will be promptly informed of any data breach and will assist in the assessment and management of the breach, including any reporting under NSW's voluntary data breach reporting scheme, in accordance with the Information and Privacy Commission's [Voluntary Data Breach Notification guidelines](#).

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Council will determine whether personal information has been accessed and/or disclosed to determine what response should be taken. Council's default position is to voluntarily report data breaches to the Privacy Commissioner.

4.9 Review rights and the complaint process

Council encourages individuals to try to resolve privacy issues with us informally before going through the formal review process to allow speedier resolution of concerns. Any person who may have a privacy concern they can contact Council by phone for advice or for referral to the Privacy Contact Officer. Alternatively write or email Council with any concerns and Council will respond providing advice on the best course of action.

Internal Review

Individuals have the right to seek an internal review under Part 5 of the PPIP Act if they believe that the City has breached the PPIP Act or HRIP Act relating to their own personal and health information. Individuals cannot seek an internal review for a breach of someone else's privacy, unless they are an authorised representative.

An application for internal review must be made to Council in writing within 6 months of when the affected person first became aware of the conduct or decision that is the subject of the application.

How does the process of Internal Review operate?

The Privacy Contact Officer or their delegate will conduct the internal review. If the internal review is about the conduct of the Privacy Contact Officer, the General Manager will appoint another person to conduct the internal review. The reviewing officer will refer to the Privacy Commissioner's guidance materials when carrying out an internal review.

Council will acknowledge receipt of an internal review within 5 working days and complete an internal review within 60 calendar days.

Once the review is completed, Council may take no further action, or it may do one or more of the following:

- make a formal apology
- take remedial action
- provide undertakings that the conduct will not occur again
- implement administrative measures to reduce the likelihood of the conduct occurring again

Within 14 days of completing an internal review, Council will notify the applicant of the following:

- the findings of the review
- the action proposed to be taken by Council and the reasons for taking that action (if any)
- the right of the applicant to have those findings, and Council's proposed action, administratively reviewed by the NSW Civil and Administrative Tribunal.

The role of the Privacy Commissioner in the review process

The Privacy Commissioner has an oversight role in how privacy complaints are handled and is entitled to make submissions to Council regarding internal reviews. If Council receives an internal review application, it will:

- notify the Privacy Commissioner of the application as soon as practicable
- keep the Privacy Commissioner informed of the progress of the internal review
- inform the Privacy Commissioner of the findings of the review and the action proposed to be taken by Council in relation to the matter.

An individual can also make a complaint directly to the [Privacy Commissioner](#) about an alleged breach of their privacy.

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External review by the NSW Civil and Administrative Tribunal (NCAT)

If the applicant disagrees with the outcome of an internal review or is not notified of an outcome within 60 days, they have the right to seek an external review and may make application to the NSW Civil and Administrative Tribunal (NCAT) for a review of Councils conduct.

An application for external review can only be made after an internal review has been completed and must be made within **28 days** from the date of the internal review decision.

4.10 Promoting Privacy

Compliance strategy

During induction, and on a regular basis, all employees will be made aware of this Plan and it will be made available for on Council's Intranet and Council's website.

Council officials will be regularly acquainted with the general provisions of the PPIPA and HRIPA and, in particular, this Plan, the Information Protection Principles, the Public Register provisions, the Privacy Code of Practice for Local Government, and any other applicable Code of Practice.

Communication Strategy

Council will promote awareness of this plan and rights under PPIPA, HRIPA and this Plan to Council officials by:

- Providing an overview at inductions and including a copy of the plan in induction packs
- Publishing the plan on our internal and external websites
- Offering training sessions on a regular basis as required
- Providing specialised and on-the-job training to key groups
- Promoting the plan regularly through newsletters, all staff emails, online staff forums and initiatives such as Privacy Awareness Week.

Promoting the Plan to the Community

Council promotes public awareness of this Plan to the community by:

- Making it publicly available and publishing it on our website
- Writing the Plan in plain English
- Telling people about the Plan when they enquire about personal and health information
- Provide a link on our website to the Information & Privacy Commission website and distributing copies of literature available on that site
- Including privacy statements on application forms and invitations for community engagement
- Publishing a Privacy Handout advising how to access information on an individual's rights under PPIPA, HRIPA and this Plan.

4.11 Privacy Impact Assessments

Council will endeavour to take a 'privacy by design' approach to ensure compliance with privacy laws. Council will ensure that the privacy impacts of any new project or system development/implementation are thoroughly considered prior to implementation to allow issues of concern or risk to be addressed early in the process.

Council will develop and implement an appropriate process for the assessment of privacy impacts of any new project or system development/implementation. The process will be guided by the NSW Privacy Commissioner's "[Guide to Privacy Impact Assessments](#)". A Privacy Impact Assessment shall be conducted whenever personal or health information will be collected, stored, used or disclosed in any project.

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5 LEGISLATIVE REQUIREMENTS

This Privacy Management Plan addresses the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002*. Please refer to "Appendix A" for more information about NSW's privacy laws, the Information Protection Principles and how these directly relate to the activities of Council.

6 REVIEW

This Plan will be reviewed every two years from the date of adoption. It will be reviewed earlier if any legislative or administrative changes affect Council's management of personal / health information.

7 REPORTING

Section 54 of the PPIP Act requires Council, as soon as practicable after receiving an application for an internal privacy review, to notify the NSW Privacy Commissioner of the application, and keep the Commissioner informed of the progress of the internal review, and inform the findings of the review and of the action proposed to be taken by the Council in relation to the matter.

The responsibility for providing such notifications to the NSW Privacy Commissioner lies with the Manager Governance and Customer Service as Council's Privacy Contact Officer.

8 ROLES AND RESPONSIBILITIES

The Manager Governance and Customer Service, as the appointed the Privacy Contact Officer, will be the Responsible Officer for the Policy and will coordinate the following functions in relation to the Policy:

- Maintaining appropriate records relating to the Privacy Management Plan and its application
- Keeping the Plan current, and undertaking regular reviews of both the Plan and associated procedures
- Train and educate relevant employees with respect to the Plan and privacy in general and ensure documents, tools, templates and user guides are current and readily available.
- Provision of advice and ensuring adherence with the Plan and relevant legislation.

General Manager

The General Manager has the responsibility for appointing an appropriate officer as Council's Privacy Contact Officer to manage the day-to-day activities in relation to the appropriate collections, use and storage of personal and private information of customers and ratepayers. As at the adoption of this Plan the Manager Governance and Customer Service is the appointed officer of Council to fulfill the duties of the Privacy Contact Officer.

IMT – Information Manager

The IMT Information Manager shall prepare an appropriate process for the assessment of privacy impacts of any new project or system development/implementation. The process should be guided by the NSW Privacy Commissioner's "[Guide to Privacy Impact Assessments](#)". A Privacy Impact Assessment shall be conducted whenever personal/health information will be collected, stored, used or disclosed in a project.

Divisional Managers

Divisional Managers are responsible for ensuring their Division adheres to the requirements of this Plan and provide guidance in respect of the importance of protecting the privacy and the personal information of customers and ratepayers collected and held by Council.

Divisional Managers should ensure that the privacy impacts of any new project or system development/implementation are thoroughly considered prior to implementation to allow issues of concern or risk to be addressed early in the process. Divisional Managers are to ensure that any adopted Privacy Impact Assessment process or procedure is followed whenever personal or health information will be collected, stored, used or disclosed in a project.

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Staff

Staff shall adhere to the requirements of this Plan and be cognisant of the significant impact that can occur to individuals if their privacy is breached in any way or their personal information is not handled in accordance with this Plan and relevant legislation.

Staff should only access the personal information of a customer or ratepayer if it is a direct requirement of their role and should never release personal or private information to another person without prior approval by their supervisor. If any doubt exists in relation to any privacy issue, including appropriateness of collecting, using or sharing personal and private information than staff should contact the Privacy Contact Officer immediately for direction.

9 RELATED POLICIES & PROCEDURES

Code of Conduct
CCTV Policy and Code of Practice
Compliance and Enforcement Policy
Corporate Records Management Policy
Information Classification and Handling Standard

10 CONTACT DETAILS

For assistance in understanding the processes under the PPIPA and HRIPA, please contact Council's Privacy Contact Officer or the Information & Privacy Commission.

All communication should be addressed to:

The Privacy Contact Officer
Wollongong City Council
Locked Bag 8821, Wollongong DC NSW 2500
Phone: 02 4227 7111
Email: Council@wollongong.nsw.gov.au
Website: www.wollongong.nsw.gov.au

Information & Privacy Commission

GPO Box 7011
SYDNEY NSW 2001
Phone: 1800 472 679
Email: ipcinfo@ipc.nsw.gov.au
Web: www.ipc.nsw.gov.au

NSW Civil and Administrative Tribunal (NCAT)

Level 10, John Maddison Tower
86-90 Goulburn Street
SYDNEY NSW 2000
Phone 02 9377 5859 Or 1300 006228

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APPROVAL AND REVIEW		
Responsible Division	Governance and Customer Service	
Date/s adopted	<i>EMC</i> [updated by policy owner]	<i>Council</i> [To be inserted by Governance]
Date of previous adoption	25 June 2018	
Date of next review	April 2023	

REVIEW DRAFT

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APPENDIX A: ABOUT NSW'S PRIVACY LAWS

This section contains a general summary of how the Council must manage personal and health information under the PPIP Act, the HRIP Act and other relevant laws. For more information, please refer directly to the relevant legislation or contact the Council.

The PPIP Act and personal information

The PPIP Act sets out how the Council must manage **personal** information.

About personal information

Personal information is defined in s4 of the PPIP Act and is essentially any information or opinions about a person where that person's identity is apparent or can be reasonably ascertained. Personal information can include a person's name and address, details about their family life, their sexual preferences, financial information, fingerprints and photos.

There are some kinds of information that are not personal information, such as information about someone who has been dead for more than 30 years, information about someone that is contained in a publicly available publication, or information or an opinion about a person's suitability for employment as a public sector official. Health information is generally excluded here as it is covered by the HRIP Act.

Information Protection and Health Privacy Principles

This section contains a general summary of how we must manage personal and health information under the PPIPA and HRIPA and other relevant laws.

PPIPA provides for the protection of personal information by means of 12 Information Protection Principles and HRIPA provides for the protection of health information by means of 15 Health Information Protection Principles.

Council complies with the Information Protection Principles (IPPs) prescribed under PPIPA and Health Privacy Principles (HPPs) prescribed under HRIPA as follows:

IPP 1 & HPP 1 Lawful Collection

Council will only collect personal and/or health information for a lawful purpose as part of its proper functions. Council will not collect any more information than is reasonably necessary to fulfil its proper functions.

Such personal and health information may include names, residential address, phone numbers, email addresses, signatures, medical certificates, photographs and video footage (CCTV).

Anyone engaged by Council as a private contractor or consultant that involves the collection of personal and health information must agree to be bound not to collect personal information by any unlawful means.

Any forms, notices or requests by which personal and health information is collected by Council will be referred to the Privacy Contact Officer prior to adoption or use.

IPP 2 & HPP 2 Direct Collection

Personal information will be collected directly from the individual, unless that person consents otherwise. Parents or guardians may give consent for minors. Health information will be collected directly from the person concerned, unless it is unreasonable or impracticable to do so.

Collection may occur via phone, written correspondence to Council, email, facsimile, Council forms or in person.

The Code makes provision for Council to depart from this principle where indirect collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

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Council may collect personal information from other public sector agencies in respect of specific statutory obligations where it is authorised by law to do so.

PIPPA permits non-compliance with this principle if Council is exercising complaint handling, investigative functions or is authorised or required not to comply with the principle under any Act or law.

IPP 3 & HPP 3 Requirements when collecting

Council will inform individuals that their personal information is being collected, why it is being collected and who will be storing and using it. Council will also inform the person how they can view and correct their information.

A Privacy Statement is published on Council's website, intranet, included on forms where personal or health information is collected and available as a handout to the public.

Council will inform persons why health information is being collected about them, what will be done with it and who might see it. Council will also inform the person how they can view and correct their health information and any consequences if they do not provide their information. If health information is collected about a person from someone else, reasonable steps will be taken to ensure that the person has been notified as above.

IPP 4 & HPP 4 Relevance of collection

Council will seek to ensure that personal and health information collected is directly relevant to its functions, is accurate, and is up-to-date and complete. The collection will not be excessive or intrude into the personal affairs of individuals.

Council will in normal circumstances rely on the individual to supply accurate, complete information, although in special circumstances some verification processes may be necessary.

IPP 5 & HPP 5 Secure storage

Council will store personal and health information securely, for no longer than as required by the General Retention and Disposal Authorities for Local Government Records issued by State Records Authority of NSW. It will then be disposed of appropriately. It will be protected from unauthorised access, use or disclosure by application of appropriate access levels to Council's electronic data management system and staff training.

If it is necessary for the information to be given to a person in connection with the provision of a service to the Council (e.g. consultants and contractors), everything reasonably within the power of the Council is done to prevent unauthorised use or disclosure of the information.

IPP 6 & HPP 6 Transparent access

Council will provide reasonable detail about what personal and/or health information is stored on an individual. Council stores information for the purpose of carrying out its services and functions and in order to comply with relevant records keeping legislation.

Individuals have a right to request access to their own information to determine what, if any information is stored, how long it will be stored for and how it is stored (e.g. electronically with open or restricted access to staff, in hard copy in a locked cabinet etc).

Where Council receives an application or request by a person as to whether Council holds information about them, Council will undertake a search of its records to answer the enquiry. Council may ask the applicant to describe what dealings the applicant has had with Council in order to assist Council to conduct the search. Council will ordinarily provide a response to applications of this kind within 28 days of the application being made.

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Council will issue a statement to be included on its website and in its Annual Report concerning the nature of personal information it regularly collects, the purpose for which the personal information is used and an individual's right to access their own personal information.

IPP 7 & HPP 7 Access to own information

Council will ensure individuals are allowed to access their own personal and health information without unreasonable delay or expense.

Compliance with this principle does not allow disclosure of information about other people. If access to information that relates to someone else is sought, the application must be made under the GIPA Act.

Where a person makes an application for access under the PPIPA and it is involved or complex, it may be referred, with the written consent of the applicant, as an application under the GIPA Act.

IPP 8 & HPP 8 Right to request to alter own information

Council will, at the request of a person, allow them to make appropriate amendments (i.e. corrections, deletions or additions) to their own personal and health information so as to ensure the information is accurate, relevant to the purpose for which it was collected, up to date and not misleading.

Changes of name, address and other minor amendments require appropriate supporting documentation. Where substantive amendments are involved, an application form will be required, and appropriate evidence must be provided as to why the amendment is needed.

If Council is unable to amend or delete the personal information a statement can be attached in such a manner as to be read with the information.

IPP 9 & HPP 9 Accurate use of information collected

Council will take all reasonable steps necessary to ensure personal and health information is accurate, relevant and up to date before using it.

Council will consider the age of the information, its significance, the likelihood of change and the particular function for which the information was collected.

IPP 10 & HPP 10 Limits to use of information collected

Council will only use personal and health information for the purpose for which it was collected, for a directly related purpose or for a purpose for which a person has given consent. It may also be used without consent in order to deal with a serious and imminent threat to any person's life, health or safety, for the management of a health service, for training, research or to find a missing person.

Additionally, Council may use personal information to exercise complaint handling or investigative functions. The Code makes provision that Council may use personal information for a purpose other than the purpose for which it was created in the following circumstances:

- Where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.
- Where personal information is to be used for the purpose of conferring upon a particular person, an award, prize, benefit or similar form of personal recognition.

IPP 11 & HPP 11 Restricted and Limited disclosure of personal and health information

Council will only disclose personal and health information with the individual's consent or if the individual was told at the time of collection that it would do so. Council may also disclose information if it is for a related purpose and it considers that the individual would not object.

Personal and health information may also be used without the individual's consent in order to deal with a serious and imminent threat to any person's life, health, safety, for the management of a health service, for training, research or to find a missing person.

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PPIPA permits non-compliance of this principle if the disclosure is in relation to a complaint that is made to or referred from an investigative agency.

PPIPA permits non-compliance where a disclosure is to be made to a public sector agency under the administration of the Minister for Local Government (e.g. the Office of Local Government) if the disclosure is for the purposes of informing that Minister about any matter within that administration, or by a public sector agency under the administration of the Premier if the disclosure is for the purpose of informing the Premier about any matter.

Special limits on disclosure

Council will not disclose sensitive personal information without consent unless it is necessary to prevent a serious and imminent threat to the life or health of an individual, in relation to the following:

- Ethnic or racial origin.
- Political opinions.
- Religious or philosophical beliefs.
- Trade union membership.
- Health or sexual activities.

Council will not disclose this information to any person or body who is in a jurisdiction outside New South Wales unless:

- A relevant privacy law that applies to the personal information concerned is in force in that jurisdiction.
- The disclosure is permitted under a Privacy Code of Practice.
- Council is requested by a potential employer outside NSW, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Specific Health Information Privacy Principles

Health information includes information or an opinion about the physical or mental health or a disability of an individual and includes personal information about:

- A health service provided, or to be provided, to an individual.
- An individual's express wishes about the future provision of health services.
- Information collected in connection with the donation of human tissue.
- Genetic information that is or could be predictive of the health of an individual or their relatives or descendants.

Health information is given a higher level of protection regarding use and disclosure than is other personal information. In addition to the principles, above, the following four additional principles apply specifically to health information:

HPP 12 Unique Identifiers

Council will only assign identifiers to individuals if the assignment of identifiers is reasonably necessary to enable the Council to carry out any of its functions efficiently.

HPP 13 Anonymity

Wherever it is lawful and practicable, individuals must be given the opportunity to not identify themselves when entering into transactions with or receiving any health service(s) from Council.

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HPP 14 Transborder data flow

Council will not transfer health information out of NSW without the individual's consent unless:

- Council is unable to obtain consent; it is of benefit to the individual and that they would likely give it.
- It is necessary for a contract with a third party.
- To help prevent a serious and imminent threat to life, health or safety of individuals.
- It is permitted by an Act or other law.
- The recipient is subject to protection laws similar to the HRIPA.

HPP 15 Cross-organisational linkages

Council does not participate in a system to link health records across more than one organisation at this time. If Council decided to use a system like this in the future, Council would make sure that the individual to whom the health information relates expressly consents to the link.

How the Privacy Code of Practice for Local Government affects the Information Protection Principles

With regard to IPPs 2, 3, 10 and 11, the Code makes provision for Council to depart from these principles where the collection of personal information is reasonably necessary when an award, prize, benefit or similar form of personal recognition is intended to be conferred upon the person to whom the information relates.

With regard to IPP 10, in addition to the above, the Code makes provision that Council may use personal information for a purpose other than the purpose for which it was collected where the use is in pursuance of Council's lawful and proper function/s and Council is satisfied that the personal information is reasonably necessary for the exercise of such function/s.

With regard to IPP 11, in addition to the above, the Code makes provision for Council to depart from this principle in the circumstances described below:

- 1 Council may disclose personal information to public sector agencies or public utilities on condition that:
 - i The agency has approached Council in writing.
 - ii Council is satisfied that the information is to be used by that agency for the proper and lawful function/s of that agency, and
 - iii Council is satisfied that the personal information is reasonably necessary for the exercise of that agency's function/s.
- 2 Where Council is requested by a potential employer, it may verify that a current or former employee works or has worked for Council, the duration of that work, and the position occupied during that time. This exception shall not permit Council to give an opinion as to that person's suitability for a particular position with any potential employer unless Council is satisfied that the person has provided their consent for Council to provide a reference, which may include an opinion as to that person's suitability for the position for which he/she has applied.

Offences

Offences can be found in Part 8 of the HRIP Act. It is an offence for Council to:

- intentionally disclose or use any health information about an individual to which the official has or had access to in the exercise of his or her official functions
- offer to supply health information that has been disclosed unlawfully
- attempt to persuade an individual to refrain from making or to withdraw an application pursuing a request for access to health information or a complaint to the Privacy Commissioner or Tribunal

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Wollongong City Council

- by threat, intimidation, or false representation require another person to give consent or to do, without consent, an act for which consent is required.

Government Information (Public Access) Act 2009 (GIPA Act) and Government Information (Public Access) Regulation 2009

The GIPA Act provides a mechanism to access your personal information or other information. An application can be made to Council to access information that Council holds. Sometimes, this information may include personal and/or health information.

If a person has applied for access to someone else's information, Council will take steps to consult with people who might have concerns regarding disclosure of their personal information. Council will provide notice of the decision to ensure that people who might want to object to the release of information have time to apply for a review of the decision to release information.

State Records Act 1998 and State Records Regulation 2015

This law sets out when Council can destroy its records. It also authorises the State Records Authority to establish policies, standards and codes to ensure that NSW public sector agencies, including Councils, manage their records appropriately.

REVIEW DRAFT

ITEM 7 FOR EXHIBITION - DRAFT UNSOLICITED PROPOSALS POLICY

The current Unsolicited Proposals Policy has recently been reviewed to provide greater clarity of the overlap between some unsolicited proposals and the Office of Local Government (OLG) requirements in relation to Public Private Partnerships.

RECOMMENDATION

- 1 The draft Unsolicited Proposals Policy be placed on public exhibition for a period of 28 days.
- 2 A further report be provided to Council at the conclusion of the exhibition period.

REPORT AUTHORISATIONS

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

ATTACHMENTS

- 1 Draft Unsolicited Proposals Policy
- 2 Unsolicited Proposals Procedural Guideline

BACKGROUND

Council's Unsolicited Proposals Policy [Policy] has been in place for several years. As this was a new policy area for Council, the Policy has been subject to review in that time to ensure that the Policy provides sufficient guidance in this technical area of procurement. In that time, a number of unsolicited proposals have been received and have undergone assessment in accordance with the Policy.

If an unsolicited proposal relates to the provision of public infrastructure or facilities, there is potential that such a proposal may be considered a public-private partnership (PPP). Section 400B(1) of the *Local Government Act 1993* defines a PPP as an arrangement:

(a) between a council and a private person to provide public infrastructure or facilities (being infrastructure or facilities in respect of which the council has an interest, liability or responsibility under the arrangement), and

(b) in which the public infrastructure or facilities are provided in part or in whole through private sector financing, ownership or control

The Office of Local Government (OLG) has confirmed that unsolicited proposals, that meet the definition of a Public Private Partnership (PPP) must be market tested to ensure councils achieve value for money and to ensure compliance with Section 400E of the *Local Government Act 1993*. The OLG has confirmed that PPP applications will not be considered without being subject to a public EOI process regardless of whether they originated via an unsolicited proposals process.

As unsolicited proposals involve a requirement for "uniqueness" to progress under the unsolicited proposals policy, any subsequent public expression of interest process carry the risk of disclosing the intellectual property of the proponent. As such if any proposal meets the definition of a PPP the proposal may not be able to continue to be progressed for consideration under the Policy.

PROPOSAL

The Policy has been reviewed to ensure that the advice from the OLG in relation to PPP's is incorporated into the policy and that there are appropriate steps in the early stages of the assessment procedure to identify if the PPP provisions apply.

The updated Policy and assessment procedure incorporate an assessment, at the earliest possible opportunity, to determine if unsolicited proposals also meet the definition of a PPP, which will reduce the risk that both Council and the proponent will expend unnecessary resources on proposals that cannot progress under the Policy due to requirements of the Act in relation to PPP's.

In addition to the above proposed changes, the original Policy has been split to be a more streamlined Policy as it is now accompanied by an Unsolicited Proposal Procedural Guideline that contains all relevant procedural elements of the original Policy. This approach is consistent with Council's Policy Framework that requires Policy and Procedure to be separated into separate documents to allow for efficient updating of procedures as and when required.

As there has been significant structural and formatting alterations to the Policy document to cater for the removal of all procedural elements into a separate document the attached draft Policy and Procedural Guideline both have highlighted in yellow the "new" content that relates to Public Private Partnerships.

The only other change to the Policy document is a slight wording change in the definition of the Project Specific Steering Committee (Section 8.3 of the policy), to clarify that the Proposal Manager and the Manager Governance and Customer Service are mandatory members of the committee and should not be included in the minimum 3 members from different Divisions of Council.

The remainder of each document is the same content as the original, however presented in a new format.

It is proposed that the draft Unsolicited Proposals Policy be placed on exhibition for a period of 28 days. The new Unsolicited Proposals Procedural Guideline has been adopted by the Executive as a procedure under Council's Policy Framework, however, will be provided as part of the public exhibition process for information purposes.

CONSULTATION AND COMMUNICATION

Internal consultation has occurred with Council's Legal Services Unit, Property and Recreation Division and Finance Division to inform the amendments to the Policy and Procedure. The updated Policy and Procedure were referred to the Audit Risk and Improvement Committee (ARIC) for comment. Members endorsed the updated draft Policy and provided some minor administrative/structural feedback that has been incorporated into the document.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 objective "*Our council is accountable, financially sustainable and has the trust of the community*".

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2020-21.

RISK MANAGEMENT

The handling of unsolicited proposals is a process that attracts a high level of risk to council, in terms of protecting commercial in confidence information and ensuring that council only pursues proposals that are in the best interest of Council. The proposed amendments to the policy ensures that matters that involve council facilities or infrastructure that are provided in part or in whole through private sector financing, ownership or control will be considered as early as possible in the assessment process, under the Public Private Partnerships (PPP) provisions of the *Local Government Act 1993*. Early assessment under these provisions will reduce the risk of expending unnecessary resources on matters that cannot progress under the Unsolicited Proposals Policy due to requirements of the Act in relation to PPP's.

FINANCIAL IMPLICATIONS

There are no direct financial implications that arise from the proposed alterations to the Unsolicited Proposals Policy.

CONCLUSION

The updated Policy sufficiently addresses the issue of overlap of the Unsolicited Proposal Policy and the treatment of PPP's under the Local Government Act and ensures that the status of unsolicited proposals as potential PPP's is considered as early as possible in the assessment process.



UNSOLICITED PROPOSALS COUNCIL POLICY

ADOPTED BY COUNCIL :

1. PURPOSE

From time to time, Council is presented with unsolicited proposals from the community, businesses or other government agencies. The purpose of this policy is twofold. Firstly to stimulate and encourage business investment and innovation in the City of Wollongong and further, to better assist in appropriately managing governance and probity issues that arise in such circumstances, as well as seeking to ensure that unsolicited proposals that are of benefit to the City of Wollongong and provide value are pursued and realised.

2. POLICY INTENT

The main objectives of this policy, and associated procedures, are to:

1. Provide a clear and identifiable process for parties seeking to put forward investment and innovation proposals to Council;
2. Provide Council and the community with assurance around transparency, consistency and reporting for unsolicited proposals, ensuring that outcomes are always in the best interest of the City of Wollongong; and
3. Provide a framework for assessing such proposals with a view to delivering uniqueness, value for money and strategic fit for Council, consistent with Council's strategic direction and existing suite of policies.
4. Ensure that commercial dealings arising from the unsolicited proposal process are conducted with integrity and impartiality following a defined process.
5. Establish a robust level of probity to be applied to all unsolicited proposals, by maintaining accountability and transparency, managing conflicts of interests and confidentiality and implementing appropriate governance structures for each proposal.
6. Define processes and information sharing processes that aim to balance resource input at each stage of the unsolicited proposal process in order to reduce the potential for unnecessary expenditure by both the proponent and Council.

3. WOLLONGONG 2028 OBJECTIVES

Unsolicited proposals if progressed through the process defined in this policy and supporting procedures have the ability to contribute to any Council activities and as such it supports all six of our interconnected Community Goals outlined in Wollongong 2028, which are shown below:

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

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4. POLICY

4.1 Application of Policy

This policy applies to all approaches made to Council from a Proponent with a proposal to deal directly with Council, in circumstances where Council has not requested the approach. This may include proposals to build and/or finance infrastructure, provide goods or services, or undertake a major commercial transaction.

4.2 Commitment to Procurement Principles

Council operates consistent with its charter set out within the Local Government Act 1993 (the LG Act). Under the LG Act, it generally procures projects, goods and services via an adopted procurement framework, which includes a statutory tendering process for goods or services above a specified value. Council's approach to procurement (whether via quotation or tendering) is based on competition in order to achieve value for money in a fair and transparent manner.

Unsolicited Proposals are not directly covered by Council's procurement framework; however, the statutory requirements under the LG Act are still applicable to procurement decisions above a certain value that are captured by this Policy as Unsolicited Proposals. Those statutory requirements under the LG Act also extend to public-private partnerships (PPP), as further defined in that Act.

The unsolicited proposals process is not a substitute for routine competitive procurement by Council. The focus of unsolicited proposals is on unique and innovative projects or services with clear and tangible benefits for the City of Wollongong. Similarly, the unsolicited proposals process is not designed to replace applicable environmental and planning assessment processes. If Council decides to progress an unsolicited proposal, it should not be interpreted as any form of explicit or tacit support for planning consents or approvals.

While direct negotiation with a proponent in response to an Unsolicited Proposal may be pursued in justifying circumstances, Council's usual procurement approach is to test the market. This generally results in the demonstrable achievement of value-for-money outcomes and provides fair and equal opportunities.

Accordingly, Council will generally only consider proposals where both the proposal and its proponent have unique attributes such that others could not deliver a similar proposal with the same value-for-money outcome. Council will consider directly negotiating with an individual or organisation that presents an Unsolicited Proposal where circumstances justify this approach and at its absolute discretion, consistent with its statutory responsibilities under the LG Act.

4.3 Contact between Council and the Proponent

Once an unsolicited proposal has been submitted, Proponents must not contact Councillors or Council officers, in regard to the submitted proposal, outside of the formal assessment process. This includes organisations authorised to act on the Proponent's behalf. Councillors will be notified by a confidential note that an unsolicited proposal (with some detail) has been received and now formal processes are in place, Councillors are obligated to no longer engage with any party involved in the process.

4.4 Public Private Partnerships

If an unsolicited proposal relates to the provision of public infrastructure or facilities, there is potential that such a proposal may be considered a public-private partnership (PPP). Section 400B(1) defines a PPP as an arrangement:

(a) between a council and a private person to provide public infrastructure or facilities (being infrastructure or facilities in respect of which the council has an interest, liability or responsibility under the arrangement), and

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(b) in which the public infrastructure or facilities are provided in part or in whole through private sector financing, ownership or control

All Local Government PPP proposals, regardless of whether they originate from within council or from an external source, are required to be subjected to a market test via a formal Expression of Interest process to identify preferred partners for the project. If circumstances prevent a market test process in accordance with the Office of Local Government PPP Guidelines, council cannot enter into a PPP arrangement.

If an unsolicited proposal relates to the provision of public infrastructure or facilities, Council will, as soon as practicable, determine if the proposed arrangement is required to be treated as a PPP. Council will consult with the Office of Local Government in this regard if required

If an unsolicited proposal is determined to be a PPP, the proposal may not be able to continue to be progressed for consideration under this policy.

4.5 Staged Assessment

A three-stage assessment process will be followed to guide the preparation of and assessment of proposals:

- Pre-Submission Concept Review
- Stage 1: Initial Submission and Preliminary Assessment
- Stage 2: Detailed Proposal & Negotiation

Council recognises the right of Proponents to derive benefit from unique ideas. The approach to the identification, recognition and protection of intellectual property rights will be addressed and agreed with the Proponent during Stage 1 of the process.

4.5.1 Pre-submission concept review stage

Proponents will have an opportunity to meet with a Council appointed Proposal Manager in order to formally explore whether the proposal is likely to meet the Stage 1 assessment criteria and to guide Proponents in their decision regarding whether to lodge their proposal. Council may provide feedback at this stage as to whether it considers that the proposal, as presented, is consistent with this Policy. Notwithstanding this feedback, it is the Proponent's decision as to whether it proceeds with making a formal Stage 1 submission.

4.5.2 Stage 1: Initial Submission and Preliminary Assessment

Upon submission of a formal proposal under this policy, Council is to undertake a preliminary assessment of the proposal to determine if the submission constitutes an Unsolicited Proposal and if sufficient justification exists to undertake a Stage 2 assessment. Council reserves the right to further consider, or not consider, Unsolicited Proposals beyond this stage at its absolute discretion. Council's Executive Management Committee shall have the authority to approve progress of a proposal to Stage 2 of the process.

4.5.3 Stage 2: Detailed Proposal & Negotiation

Following progression of a proposal to Stage 2 of the process the Proponent and Council will work cooperatively in the development and assessment of a Detailed Proposal, which may require a degree of preliminary negotiation on key issues, subject to the nature of the proposal.

For all Stage 2 proposals council will:

- Establish a Proposal Specific Steering Committee
- Appoint a Probity Advisor
- Prepare an internal Governance Plan

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- Enter into a Memorandum of Understanding with the Proponent

If the detailed proposal is considered acceptable a Council resolution will be required to progress to agreement or a Final Binding Offer.

Full details of the assessment process are outlined in the accompanying *Unsolicited Proposals Procedures Guideline*.

4.6 Probity

Council seeks to conduct its commercial dealings with integrity. The assessment of Unsolicited Proposals must be fair, open and demonstrate the highest levels of probity consistent with the public interest. The assessment of Unsolicited Proposals will be conducted through the application of established probity principles that aim to assure all parties of the integrity of the decision-making processes. In summary Council will:

- **Maintaining accountability and transparency**

Accountability requires that all participants be held accountable for their actions. The assessment process will identify responsibilities, provide feedback mechanisms and require that all activities and decision making be appropriately documented.

Transparency refers to the preparedness to open a project and its processes to scrutiny, debate and possible criticism. This also involves providing reasons for all decisions taken and the provision of appropriate information to relevant stakeholders. Relevant summary information regarding proposals under consideration at Stage 2 will be made publicly available. Further information may be published as appropriate.

- **Managing conflicts of interest**

In support of the public interest, transparency and accountability, Council will require the identification, management and monitoring of conflicts of interest.

Participants will be required to disclose any current or past relationships or connections that may unfairly influence or be seen to unfairly influence the integrity of the assessment process.

- **Maintaining confidentiality**

In the assessment of Unsolicited Proposals there is need for high levels of accountability and transparency. However, there is also a need for some information to be kept confidential, at least for a specified period of time. This is important to provide participants with confidence in the integrity of the process. All proposals submitted will be kept confidential at Stage 1 of the assessment process.

- **Obtaining value for money**

At Stage 2 of the assessment process, the approach to assessing Value for Money will be confirmed. At this stage a Probity Advisor will be appointed, and their role is to monitor the evaluation process, ensure that Value for Money has been optimally considered and that the probity principles have been adhered to. It is not the role of the Probity Advisor to determine whether the proposal meets the required Value for Money criterion.

4.7 Governance Arrangements

In the spirit of collaboration and efficiency, governance arrangements will include an appointed Proposal Manager, a Proposal Specific Steering Committee where required, a staged approach to assessment, negotiation and contracting, and regular reporting to Council's Executive Management Committee (EMC) and Audit, Risk and Improvement Committee.

Those arrangements seek to encourage a Council approach that allows input from a range of relevant parts of Council in understanding and assessing an Unsolicited Proposal.

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Once a proposal reaches Stage 2 of the assessment process, Council will establish appropriate governance arrangements that will detail the make-up and responsibilities of the Steering Committee and assessment/technical panels, management of confidentiality and conflict of interest, and provide details of any appointed Probity Advisor.

Unsolicited Proposals must consider relevant processes and approval requirements in the LG Act in relation to procurement and Public Private Partnerships (PPP's) (where relevant).

The Stage 2 Participation Agreement will outline whether the proposal will be subject to an approval process outlined in another procurement policy document and/or a project assurance mechanism.

4.8 Assessment Criteria

Where Council determines a proposal as not meeting the criteria set out below, it reserves its usual right to go to market. The Proponent will be provided with the opportunity to participate in that procurement process should the concept be offered to the market but will have no additional rights beyond those afforded to other market participants. If Council elects to go to market in such circumstances, it will respect any Intellectual Property (IP) owned by the Proponent.

The unsolicited proposals assessment process is separate to other Council statutory approvals processes. However, where appropriate, the assessment of unsolicited proposals will consider the potential consistency of the proposal with relevant planning and environmental controls, and approvals processes.

Proposals will be initially assessed against the Assessment Criteria in the table below. Assessment will be based on the proposal satisfactorily meeting each of the criteria. Additional Criteria relevant to a particular proposal may also be applied at later stages. If so, the Proponent will be informed of the criteria in order for these to be addressed in its Detailed Proposal during Stage 2.

<p>Uniqueness</p>	<p>Demonstration of unique benefits of the proposal and the unique ability of the proponent to deliver the proposal. In particular, the following are to be demonstrated:</p> <ul style="list-style-type: none"> • Can this proposal be readily delivered by competitors? If the answer is yes, then what, if any justification would Council have to the public for not seeking best value through a competitive tender process? What benefit(s) would Council gain? Are the benefits and outcomes of the proposal unlikely to be obtained via a standard competitive procurement process? • Does the proponent own something that would limit Council from contracting with other parties if Council went to quotation or tender? This would include intellectual property, real property and other unique assets. • Are there other attributes which may not necessarily stand alone as unique but, when combined, create a "unique" proposal? This may include genuinely innovative ideas, including financial arrangements or a unique ability to deliver a strategic outcome. It is possible that Council might agree to initiate market testing of a new proposal that has merit but is not unique. • Note that while a proposal may contain unique characteristics such as design or technology, this may represent one option among a range of technologies or solutions available to Council. <p>Types of proposals that are NOT considered unique and/or proposals that are unlikely to be progressed</p> <ul style="list-style-type: none"> • Proponents seeking to directly purchase or acquire a Council-owned entity or property. Unless the proposal presents a unique opportunity to it, Council is unlikely to enter into such an arrangement without an open tender process. Standard land transaction proposals will be referred to Council's Property & Recreation Division for consideration.
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	<ul style="list-style-type: none"> • Proponents with an existing Council license or agreement to provide goods or services seeking to bypass a future tender process. • Proposals for significant extensions/variations to existing contracts/leases, or the next stage of a staged project on the basis that the contractor is already “on-site“, or has some other claimed advantages, absent of other “uniqueness” criteria. • Proposals seeking to develop land that is not owned by Council or the proponent. • Proposals that do not contain a commercial proposition for Council. • Proposals that identify the proponent’s skills or workforce capability as the only unique characteristic are unlikely to progress to Stage 2. • Proposals to provide widely available goods or services to Council. • Proposals seeking only to change Council policy that have no associated project. • Proposals for consultancy services. • Proposals for projects where the tender process has formally commenced, whether published or not. • Proposals that are early concepts or lack detail. • Proposals seeking grants (e.g. scientific research), loans or bank guarantees etc. • Proposals whose claim to uniqueness is trivial e.g. a ‘unique’ view from particular site. • Proposals seeking Council support for a ‘pilot’ program. • Proposals seeking to stop or suspend another Council process (e.g. compulsory acquisition). • Proposals seeking an exclusive mandate, or exclusive rights over a Council asset, for a period of time so the Proponent can develop a feasibility study.
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<p>Value for Money</p>	<p>Does the proposal deliver value for money to Council? What are the <i>net</i> economic benefits of the proposal (the status quo should be defined)? Is the proposal seeking to purchase a Council asset at less than its value in exchange for other services? Does the proposal provide time and/or financial benefits/savings that would not otherwise be achieved? A proposal is Value for Money if it achieves the required project outcomes and objectives in an efficient, high quality, innovative and cost- effective way with appropriate regard to the allocation, management and mitigation of risks. While Value for Money will be tested appropriately in the context of each specific proposal, factors that will be given consideration are likely to include:</p> <ul style="list-style-type: none"> • Quality of all aspects of the proposal, including: achievable timetable, clearly stated proposal objectives and outcomes, design, community impacts, detailed proposal documentation and appropriate commercial and/or contractual agreements (including any key performance targets), and a clearly set-out process for obtaining any planning or other required approvals. • Innovation in service delivery, infrastructure design, construction methodologies, and maintenance. • Competitively tendering aspects of the proposal where feasible or likely to yield value for money. • Cost efficient delivery of Council policy targets. • Optimal risk allocation (refer to criterion below). <p>Evaluation of Value for Money may also include, but not be limited to the following quantitative analysis:</p> <ul style="list-style-type: none"> • Interrogation of the Proponent's financial models to determine the reasonableness of any capital, land acquisition, service and maintenance cost estimates and, if relevant, revenue estimates (including the appropriateness of any user fees or prices and estimates of quantity levels). • This evaluation may include the use of independent experts or valuers, benchmarking analysis or sensitivity testing. • Return on Investment (refer to criterion below). <p>Note: A high level indicative Value for Money assessment will occur at Stage 1. A more detailed assessment of Value for Money will occur at Stage 2.</p>
<p>Whole of Council Impact</p>	<p>Does the proposal meet a project or service need? What is the overall strategic merit of the proposal? What is the opportunity cost for Council if it were to proceed with the proposal? Is the proposal consistent with the Council's plans and priorities? Does the proposal have the potential to achieve planning approval, considering relevant planning and environmental controls? Consideration will be given to whether the proposal would require Council to re-prioritise and re-allocate funding.</p>

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Return on Investment	Is the proposed Return on Investment to the proponent proportionate to the proponent's risks, and industry standards? Where feasible, the proposed rate of return may be subject to independent review or benchmarking.
Capability and Capacity	Does the proponent have the experience, capability and capacity to carry out the proposal? What reliance is there on third parties? Where appropriate, the Proponent should provide referees in relation to working with government (e.g. local, state or Commonwealth governments).
Affordability	Does the proposal require other Government or Council funding, or for Council to purchase proposed services? Does Council have these funds available or budgeted and if not, what source would be proposed? Where Council funding is required, Council may undertake or require the Proponent to undertake a (Preliminary) Business Case and/or an economic appraisal at Stage 2 (where appropriate). Regardless of the outcome of the Business Case/economic appraisal, the proposal still needs to be affordable in the context of Council's other priorities, and to be considered as part of its budget process.
Risk Allocation	What risks are to be borne by the proponent and by Council? Does the proposal require Environmental and Planning consents or approvals? If so, has the process been appropriately considered, including whether Council or Proponent bears the risks associated in obtaining the approvals.

5. LEGISLATIVE REQUIREMENTS

All unsolicited proposals must meet the legislative requirements in relation to procurement, tendering and public private partnerships, as applicable, as defined in the *Local Government Act 1993*.

6. REVIEW

This Policy will be reviewed every two years from the date of each adoption of the policy, or more frequently as required.

7. REPORTING

Information on all Unsolicited Proposals that progress to Stage 2 will be reported in the subsequent Council Annual Report as Unsolicited Proposals, even where they do not ultimately result in a report to Council. This may include details of the proponent and proposal, the governance structure for Stage 2, the Probit Advisor appointed and reasons why the proposal has progressed to Stage 2. Further information may be published as appropriate. Council will consult with the Proponent before any information is disclosed to ensure that commercially sensitive information remains confidential.

Generally, Council would seek to disclose all proposals in this stage. In some cases, Proponents may request that proposals are not listed, if this would pose significant risks to commercial negotiations or Intellectual Property. Council will consider each request and may agree not to disclose a proposal. The ability to undertake an assessment in confidence is considered essential to creating a receptive environment to elicit innovative private sector proposals.

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8. ROLES AND RESPONSIBILITIES

8.1 Council

The elected Council has final responsibility for the approval of any unsolicited proposal. If the detailed proposal is considered acceptable a Council resolution will be required to progress to agreement or a Final Binding Offer. If appropriate the elected Council will have the responsibility to pass a resolution, due to extenuating circumstances, that Council does not proceed to tender for the project, goods or services under contemplation as per Section 55A of the *Local Government Act 1993*.

8.2 Proposal Manager

The Proposal Manager will act as the contact-point for Unsolicited Proposals and is charged with evaluating the information supplied by the Proponent in conjunction with the meeting of Council representatives. The Proposal Manager also reports to EMC and the Audit, Risk and Improvement Committee, as required.

8.3 Proposal Specific Steering Committees

A Proposal Specific Steering Committee will be established to oversee assessment of each proposal. The Committee will have at least 3 members from different Divisions of Council and additionally will include the Proposal Manager and the Manager Governance and Customer Service, or their delegate.

8.4 Advisers

The following key advisers may be appointed, as required, to provide specialist expertise to assist in project scoping and assessment:

- Legal
- Financial
- Technical
- Environmental.

Advisers are to follow all project governance and probity requirements.

8.5 Probity Adviser

All proposals that progress to Stage 2 will have a probity advisor appointed who reports to the chair of the Proposal Specific Steering Committee and will be available to Proponents to discuss probity related matters. The role of the probity adviser is to monitor and report on the application of the probity fundamentals during the assessment process. The Probity Advisor will:

- Assist in the development of a Governance Plan (where applicable).
- Provide a probity report at the end of each step to be considered by a Proposal Specific Steering Committee before the decision to proceed to the next step (or otherwise).
- Escalate probity concerns to the Manager Governance and Customer Service as Public Officer or to the 'escalation contact point', where one has been provided. An escalation contact point can be determined by a Proposal Specific Steering Committee, as needed.

9. RELATED PROCEDURES

Code of Business Ethics
Code of Conduct
Unsolicited Proposals Procedures Guideline

UNSOLICITED PROPOSALS

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10. GLOSSARY OF TERMS

Term	Meaning
Assessment Criteria	The criteria upon which Unsolicited Proposals will be assessed
Detailed Proposal	A submission by a Proponent to Council at Stage 2
Final Binding Offer	A formal proposal submitted by the Proponent at the conclusion of Stage 2 which is capable of acceptance by Council
Council	Council - this includes the elected Council and Council Divisions. Where possible, specific reference to relevant Council Divisions is made throughout the Policy.
Intellectual Property	Inventions, original designs and practical applications of good ideas protected by statute law through copyright, patents, registered designs, circuit layout rights and trademarks; also trade secrets, proprietary know-how and other confidential information protected against unlawful disclosure by common law and additional contractual obligations such as Confidentiality Agreements.
Probity Advisor	An advisor with specialist governance or legal qualifications and experience, including, where appointed, an external contractor.
Proponent	The person or organisation that submits an Unsolicited Proposal
Proposal Manager	The person with responsibility for coordinating Council input for the receipt and assessment of an Unsolicited Proposal
Proposal Specific Steering Committee	A committee of senior Council representatives with responsibility for oversight of any specific Unsolicited Proposal
Public-Private Partnership	An arrangement between a council and a private person where public infrastructure or facilities are provided in part or in whole through private sector financing, ownership or control
Value for Money	The overall value of a proposal to Government (refer to section 2.2 for further details).
Unsolicited Proposal	An approach to Council from a Proponent with a proposal to deal directly with Council over a commercial proposition, where Council has not requested the proposal. This may include proposals to build and/or finance infrastructure, provide goods or services, or undertake a major commercial transaction.
Value for Money	The overall value of a proposal to Government (refer to section 2.2 for further details).

UNSOLICITED PROPOSALS

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SUMMARY SHEET		
Responsible Division	Governance and Customer Service	
Date/s adopted	<i>Executive Management Committee</i> 15 January 2019	<i>Council</i> 13 August 2018
Date/s of previous adoptions	13 August 2018 (Administrative amendments referred to EMC for adoption 15 January 2019)	
Date of next review	April 2023	
Legislative or other requirement for review	2 years from date of adoption by resolution of Council	
Responsible Manager	Manager Governance and Customer Service	
Authorised by	Director Corporate Services	

DRAFT



UNSOLICITED PROPOSALS PROCEDURAL GUIDELINE

ADOPTED BY MANAGER : [DIVISIONAL MANAGER] DATE: [DATE]

1. CONTEXT

This guideline details the processes to be followed by both Council and Proponents in developing Unsolicited Proposals. It represents a commitment by Council to the allocation of resources to meet its responsibilities as outlined in this Policy. A three-stage assessment process has been developed to guide the evaluation of proposals:

- Pre-Submission Concept Review
- Stage 1: Initial Submission and Preliminary Assessment
- Stage 2: Detailed Proposal & Negotiation

Council recognises that a Proponent will be entitled to a fair rate of return for its involvement in a project and that outcomes should be mutually beneficial for the Proponent and Council. Further, Council recognises the right of Proponents to derive benefit from unique ideas.

Where Council determines a proposal as not meeting the criteria set out in the accompanying policy, it reserves its usual right to go to market. The Proponent will be provided with the opportunity to participate in that procurement process should the concept be offered to the market but will have no additional rights beyond those afforded to other market participants.

The unsolicited proposals assessment process is separate to other Council statutory approvals processes. However, where appropriate, the assessment of unsolicited proposals will consider the potential consistency of the proposal with relevant planning and environmental controls, and approvals processes.

2. PROPONENT RESPONSIBILITIES

The Proponent is required to:

- Prepare an outline Submission and meet with the Proposal Manager to discuss its unique characteristics and other key principles, prior to lodgment of a formal submission. This involves the Proponent completing an initial Schedule of Information Requirements (generally in the form attached to this Procedure).
- Prepare and lodge with Council an Initial Submission for Preliminary or Stage 1 Assessment. This involves the Proponent completing the Schedule of Information Requirements and attaching any other relevant information. It must also involve demonstrating a clear alignment with Council's published strategic direction and values.
- Enter into a MOU if recommended to proceed to Stage 2.
- Provide a Detailed Proposal at the conclusion of Stage 2.

3. LODGMENT AND COMMUNICATION

Enquiries, requests for 'pre-lodgement' meetings to discuss an Unsolicited Proposal, and all submissions should be submitted to:

Office of the General Manager
Wollongong City Council
Locked Bag 8821
WOLLONGONG DC NSW 2500

UNSOLICITED PROPOSALS PROCEDURE

COUNCIL GUIDELINE

A soft copy can also be submitted to records@wollongong.nsw.gov.au.

Once a proposal has been submitted, Council will formally acknowledge receipt of the proposal and provide contact details of the Proposal Manager within 21 days (refer section 4.2.3). The Proposal Manager will be the Proponent's only point of contact at Council regarding the proposal. Once lodged, the proposal is subject to a formal assessment process.

Once an unsolicited proposal has been submitted, Proponents must not contact Councillors or Council officers, in regard to the submitted proposal, outside of the formal assessment process.

This includes organisations authorised to act on the Proponent's behalf. Councillors will be notified by a confidential note that an unsolicited proposal (with some detail) has been received and now formal processes are in place, Councillors are obligated to no longer engage with any party informally.

4. UNSOLICITED PROPOSAL PROCESS

Unsolicited Proposals will be subject to a three-stage assessment process. The defined steps and stages may be refined in order to most effectively manage the assessment of any particular proposal. For example, each stage may include a number of milestones to be achieved in order to prevent unnecessary expenditure and to provide confidence for the Proponent to continue. Any milestones or changes to the stages will be discussed and agreed with the Proponent.

4.1 Pre-submission Concept Review Stage

4.1.1 Stage Objectives

Opportunity for the Proponent to meet with the Proposal Manager (and any other identified officers and/or advisors) in order to formally explore whether the proposal is likely to meet the Stage 1 assessment criteria and to guide Proponents in their decision regarding whether to formally lodge their proposal.

A key outcome of this stage will be the demonstration of the unique attributes of both the proposal and the Proponent in order to progress through the process. The key attributes, benefits, requirements and assumptions underlying the potential proposal may also be discussed. Council may provide feedback at this stage as to whether it considers that the proposal, as presented, is consistent with the Policy.

Notwithstanding this feedback, it is the Proponent's decision as to whether it proceeds with making a formal Stage 1 submission.

This is not a compulsory stage, but Proponents planning to formally submit an Unsolicited Proposal are strongly advised to arrange such a meeting with the Proposal Manager, prior to committing substantial resources for the development of the proposal, noting that Council will not reimburse costs associated with Unsolicited Proposals.

4.1.2 Timing

This initial meeting represents the first formal step in assessing the merits of each Unsolicited Proposal and may be held before or after lodgement of the full proposal. Council's preference is that this occurs before formal lodging of any proposal and commencement of Stage 1.

4.1.3 Proponent Responsibilities

The proponent needs to develop their proposal to a stage where the key inputs and outcomes have been identified, key assumptions and requirements of Council are clear, and other key elements have been identified. The Proponent should only seek a pre-submission concept review meeting once they are at this point of proposal development.

The Proponent at this stage, should be able to demonstrate and document the unique ability of the proponent to deliver the proposal. The initial Schedule of Information Requirements at Section 7 should be completed, as well as the Pre-Lodgement Meeting Checklist at Section 8. Irrespective of the outcomes of this meeting, proponents may lodge their proposal formally.

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4.1.4 Council Responsibilities

Where Council is of the view that there is little prospect of the uniqueness criteria being met, it will communicate this to the proponent. In such circumstances, Council reserves the right not to advance assessment of the proposals to Stage 1 assessment as set out below.

4.1.4 Interactive Process

Council will manage an interactive process with the proponent at all formal stages of assessment, commencing with the formal pre-lodgement meeting. During both the pre-lodgement meeting and the Stage 1 Assessment this interaction will be limited to clarification of the proposal by Council in order to effectively carry out the assessment. It will not be an opportunity to negotiate the details of the proposal. This opportunity will arise in later stages if the proposal proceeds past the Stage 1 Assessment.

4.2 Stage 1 – Initial Submission and Preliminary Assessment

4.2.1 Stage Objectives

This stage allows Council to undertake a preliminary assessment of the proposal to determine if the submission constitutes an Unsolicited Proposal in accordance with the Policy and if sufficient justification exists to undertake a Stage 2 assessment. Council reserves the right to further consider, or not consider, Unsolicited Proposals beyond this stage at its absolute discretion. Progression to Stage 2 of the process will be at the sole discretion of the Council executive.

4.2.2 Proponent responsibilities

In this stage of the process the Proponent is responsible for:

- Preparing an Initial Submission in accordance with the Schedule of Information Requirements appended to this Procedure
- Identification of unique elements of the proposal
- Forwarding the Initial Submission to the Proposal Manager
- Responding to requests for further information. The information to be provided will depend on the size and complexity of the proposed project.

4.2.3 Council responsibilities

In this stage of the process Council will:

- Promptly acknowledging receipt of the Initial Submission.
- Undertaking an initial compliance check to ensure the required information has been provided, requesting further information from the Proponent if required. This may involve clarification meetings with the Proponent in order to promote clarity of Council requirements.
- Identify if a Probity Role is required at this stage
- Undertaking a preliminary assessment that will be based on the potential for the proposal to satisfactorily meet the Assessment Criteria.
- As soon as practicable, determine if the proposed arrangement is required to be treated as a Public-Private Partnership under the *Local Government Act 1993*. Consultation with the Office of Local Government in this regard will occur if required
- Preparing a preliminary assessment report for review and approval by the Executive Management Committee (EMC).

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- EMC approval to progress to Stage 2, if warranted.
- Notification of the preliminary assessment outcome to the Proponent.

4.2.4 Outcomes

The following outcomes may result from this stage:

- The Submission is considered suitable for progression to Stage 2 as determined by EMC.
- The Submission is not considered suitable for further consideration. In this case, the Proposal Manager will recommend a course of action, for example:
 - Inform Proponent that the submission will not be considered further.
 - Refer Proponent to another procurement process (e.g. Pre- Qualification Scheme).
 - Refer submission for consideration under an alternative framework or scheme (e.g. Voluntary Planning Agreement).
 - Refer proponents seeking financial support to the relevant application scheme, if any.

4.2.5 Feedback

The Proponent will be provided with written feedback on whether their Submission has progressed to Stage 2 or reasons for a decision not to proceed with a proposal. In the event that the proposal is referred to an alternative process, as described above, details will be provided.

4.3 Stage 2 – Detailed Proposal & Negotiation

In order to demonstrate that optimal Value for Money will be achieved, an “open book” approach to negotiations is to be adopted once the proposal has progressed to Stage 2 assessment. Council will also consider whole-of- council impact and cost.

4.3.1 Objective

The key objective during this stage is for the Proponent and Council to work cooperatively in the development and assessment of a Detailed Proposal, which may require a degree of preliminary negotiation on key issues, subject to the nature of the proposal.

4.3.2 Proponent responsibilities

In this stage of the process the Proponent is responsible for:

- Enter into a Memorandum of Understanding
- Participate in Proposal Development Workshops
- Prepare and submit a Detailed Proposal in a form previously agreed with Council that addresses each of the Council's Assessment Criteria. This may include (where appropriate):
 - Draft commercial terms for Council's consideration
 - A (Preliminary) Business Case and/or economic appraisal.
- Negotiate commercial and legal terms with a view to entering into a binding agreement
- Submit a Final Binding Offer, as required.

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4.3.3 Council responsibilities

In this stage of the process Council will:

- Establish a Proposal Specific Steering Committee and associated governance framework
- Appoint a Probity Advisor
- Prepare an internal Governance Plan (may be updated as appropriate throughout the process)
- Consider the engagement of a specialist Project Director
- Enter into a MOU
- Commence discussions concerning the acceptable commercial and legal terms (with a view to developing draft *commercial and* legal terms that will form the basis of a final binding offer).
- Commit appropriately experienced and qualified resources to participate in the Stage 2 process, including legal, financial and technical advice where appropriate.
- Confirm the approach to assessing Value for Money (which may include investigating benchmarking).
- Where appropriate, undertake (or require the Proponent to undertake) a business case.
- Ensure relevant policy and project assurance processes are considered and applied, where appropriate.
- Participate in Proposal Development Workshops. Where appropriate, Council may establish commercial/technical teams to guide and liaise with the proponent. These teams will provide information to the Proposal Specific Steering Committee.
- Provide further information to the Proponent to assist with proposal development.
- Receive the Detailed Proposal.
- Undertake assessment of the Detailed Proposal against each of the Assessment Criteria outlined in the Policy.
- Request further information from the Proponent as required.
- Negotiate commercial and legal terms and prepare a binding agreement.
- Prepare an Assessment Report for the Final Binding Offer and make recommendations to EMC.
- Council approval to progress to Council report for resolution under Section 55 of the LG Act, or other approval, if warranted.

4.3.4 Memorandum of Understanding

A Memorandum of Understanding (MOU) provides an agreed (but not legally binding) framework for Stage 2 which will be entered into by Council and the proponent in order to ensure the alignment of expectations regarding participation in the process. The MOU will contain:

- Acknowledgement that a Value for Money outcome is a requirement for the proposal to proceed
- Assessment Criteria and other relevant Council requirements
- Communication channels, including a prohibition on lobbying
- Cost arrangements
- Resource commitments
- Conflict of interest management arrangements
- Confidentiality requirements

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- Commitment to following an open book approach to discussions
- Timeframe
- Identification of approval requirements, including planning and environmental approvals (note at all times Council's separate planning and approval functions).

4.3.5 Outcomes

The following outcomes may result from this stage:

- The Detailed Proposal is considered acceptable to progress to agreement. Ideally, commercial terms should be agreed by Council and the Proponent and will form the basis of a Final Binding Offer.
- The Detailed Proposal (or Final Binding Offer) is not considered suitable for further consideration.

4.3.5 Feedback

Proponents will be provided feedback on Council's decision in relation to the detailed proposal, providing reasons if Council decides not to proceed with the proposal.

If Council progresses to accept the Final Binding Offer the Proponent will be informed of this and any ongoing procedures/requirements. The Proponent agreement will be provided with a draft Agreement and a schedule of items and issues to be negotiated.

4.3.6 Disclosure

Any agreement with the Proponent will be available in accordance with the *Government Information (Public Access) Act 2009*.

Further information may be published as appropriate. Council will consult with the Proponent before any information is disclosed to ensure that commercially sensitive information remains confidential.

5. COUNCIL RESPONSIBILITIES

5.1 Proposal Manager

The Proposal Manager will be responsible for:

- Act as the initial point of contact for an Unsolicited Proposal.
- Meet with a proponent for the purpose of a pre-submission concept review.
- After confirming a completed Schedule of Information Requirements has been lodged, convene a meeting with a representative of Council Divisions likely to be involved in any review (including, at all times, a representative from the Governance and Customer Service Division).
- In conjunction with the meeting group above, prepare a preliminary assessment report with a recommendation that a Proposal should proceed to Stage 2, or be declined.
- Provide updates to EMC and Audit Risk and Improvement Committee via Council reporting lines, as required.
- Provide the result of Council assessment to Proponent at the end of Stage 1.

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5.2 Proposal Specific Steering Committee

The Proposal Specific Steering Committee will be responsible for:

- Review the Schedule of Information Requirements and assessment undertaken to date.
- Finalise the MOU.
- Approve the Governance Plan to be applied to Stage 2, including appointment of Probity Adviser (if warranted).
- Review and determine the further reporting, information, modelling and analysis to be undertaken, as well as likely budget to be utilised.
- Seek further information from the Proponent, as required, via the Proposal Manager.
- Ensure relevant policy and project assurance processes are adhered to, where appropriate.
- Seek advice from other areas of Council, as required.
- Finalise assessment of the proposal and provide recommendation to EMC.
- Agree feedback to be provided to Proponent.

6. REVIEW

These Procedures will be reviewed every two years or in-line with the review of the parent policy and at other times as required. Changes to the Procedure that are consistent with the parent policy can be approved by the Manager Governance and Customer Service.

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7. SCHEDULE OF INFORMATION REQUIREMENTS

This form is to be completed by organisations in presenting an Unsolicited Proposal to Council. Please ensure all sections of this form are adequately addressed. Information may be presented in the form of cross-referenced addenda if preferred.

An initial version of this schedule should be prepared prior to the formal “Pre-Lodgement” meeting with the Proposal Manager.

Organisation Name:		Address:	
Identity:	[Individual, sole trader, company, etc.]	Type of organisation:	[Profit / non-profit, educational, small business, etc.]
Contact person(s) details for evaluation purposes:		Date of submission	
Concise title and abstract of proposal (approx. 200 words)			
Short Title Abstract			
Proposal details			
<ul style="list-style-type: none"> i. Objectives of the proposal ii. Method of approach iii. Nature and extent of anticipated outcomes iv. Benefits the proposal will bring to Council v. Consideration of the proposal in light of Council's strategic direction. 			

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Assessment Criteria

Please provide a brief description of how the proposal would meet each of the assessment criteria. Refer to section 2.2 of the Policy for detailed description of each criteria and items to be addressed.

- 1 Uniqueness i.e. what are the unique elements of the proposal that would provide justification for Government entering into direct negotiations with the Proponent? Unique elements may include characteristics such as:
 - Intellectual property or genuinely innovative ideas
 - Ownership of real property
 - Ownership of software or technology offering a unique benefit
 - Unique financial arrangements
 - Unique ability to deliver strategic outcome
 - Other demonstrably unique elements.
- 2 Value for money
- 3 Whole of Council impact
- 4 Return on investment
- 5 Capability and capacity
- 6 Affordability
- 7 Risk allocation

Financial and commercial details

Please provide a brief description of the financial and commercial details of the proposal and the proponent's financial capacity to deliver the proposal. Clearly explain what the proposed commercial proposition is.

Costs and Requirements of Council

Please provide details of costs to Council.

Clearly explain the requirements of Council emerging from the proposal (what are you seeking from Council? This may include legislative/regulatory amendments, finance or the use of Council assets, facilities, equipment, materials, personnel, resources and land. What would be the cost of Council providing this? (e.g. what would be the value of the Council land?)

Risks

Please provide a list of proponent and Council risks.

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Organisation			
Please provide a brief description of:			
<ol style="list-style-type: none"> 1 Your organisation 2 Previous experience in delivery of similar project 3 Past performance operating similar project 4 Facilities to be used (e.g. land owned by proponent or Council land) 			
Intellectual property			
If applicable, please provide a description of the following:			
<ol style="list-style-type: none"> 1 Inventory of each item of intellectual property 2 Nature of the intellectual property claimed (e.g. copyright, patent, etc.) 3 The owner(s) of the intellectual property claimed 4 Registration details (where applicable) 5 Details of any items for which confidentiality is wholly or partly claimed. 			
Other statements			
For example, please detail any applicable organisational conflict of interest and environmental impacts.			
Preferred contractual arrangements			
Agency points of contact			
If applicable, please provide <u>names and contact information</u> of any Council or other Government points of contact already contacted regarding this proposal.			
Period of time for which the proposal is valid	Minimum six months	Proposed duration of the arrangement	

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This proposal is to be signed by a representative of the proponent authorised to represent and contractually bind the proponent.

Name: _____

Position: _____

Signature: _____

Date: _____

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8. PRE-LODGEMENT MEETING CHECKLIST

The following checklist should be completed prior to the formal “Pre-Lodgement” meeting with the Proposal Manager.

		YES	NO
1	Have you completed the initial Schedule of Information Requirements?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are you the only party that could deliver your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have you documented why the product/service you are proposing (or similar) cannot be delivered by a competitor?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do you own any intellectual or real property required for your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
5	Have you documented your ownership of any intellectual or real property required for your proposal?	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your proposal contain unique elements that could not be replicated by others, other than related intellectual or real property?	<input type="checkbox"/>	<input type="checkbox"/>
7	Does your proposal contain unique elements that would require Council to contract with your company if Council went to tender?	<input type="checkbox"/>	<input type="checkbox"/>
8	Have you documented the unique elements (other than related intellectual or real property) of your proposal that could not be replicated by others, and which provide tangible benefits to Council?	<input type="checkbox"/>	<input type="checkbox"/>
9	<p>If you answered “NO” to any questions, have you documented in the (initial) Schedule of Information Requirements the basis you believe Council should consider your proposal, given that it is likely it does not meet basic “uniqueness” criteria as set out in the Policy.</p> <p>Note – in some cases Council may recognise merit in your proposal but want to ask the market to confirm value for money. Please discuss this with the Proposal Manager in the pre-lodgment meeting.</p>	<input type="checkbox"/>	<input type="checkbox"/>

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9. GLOSSARY OF TERMS

Term	Meaning
Assessment Criteria	The criteria upon which Unsolicited Proposals will be assessed
Detailed Proposal	A submission by a Proponent to Council at Stage 2
Final Binding Offer	A formal proposal submitted by the Proponent at the conclusion of Stage 2 which is capable of acceptance by Council
Council	Council - this includes the elected Council and Council Divisions. Where possible, specific reference to relevant Council Divisions is made throughout the Policy.
Initial Submission	A submission by the Proponent during Stage 1 which briefly describes the Unsolicited Proposal (in accordance with the required Schedule)
Initial Schedule of Information Requirements	Information to be prepared by Proponent in preparation for pre-lodgment meeting with Council
Intellectual Property	Inventions, original designs and practical applications of good ideas protected by statute law through copyright, patents, registered designs, circuit layout rights and trademarks; also trade secrets, proprietary know-how and other confidential information protected against unlawful disclosure by common law and additional contractual obligations such as Confidentiality Agreements.
MOU	A Memorandum of Understanding (not legally binding) signed by Council and the Proponent at the commencement of Stage 2
Probity Advisor	An advisor with specialist governance or legal qualifications and experience, including, where appointed, an external contractor.
Project Director	A Council staff member specifically appointed for the purpose of ensuring Council's responsibilities at Stage 2 are met. Where appointed, replaces the Proposal Manager as first contact for the Unsolicited Proposal.
Proponent	The person or organisation that submits an Unsolicited Proposal
Proposal Development Workshop	Interactive meetings held between Council and Proponent representatives with the aim of progressing proposal development
Proposal Manager	The person with responsibility for coordinating Council input for the receipt and assessment of an Unsolicited Proposal
Proposal Specific Steering Committee	A committee of senior Council representatives with responsibility for oversight of any specific Unsolicited Proposal
Public-Private Partnership	An arrangement between a council and a private person where public infrastructure or facilities are provided in part or in whole through private sector financing, ownership or control
Unsolicited Proposal	An approach to Council from a Proponent with a proposal to deal directly with Council over a commercial proposition, where Council has not requested the proposal. This may include proposals to build and/or finance infrastructure, provide goods or services, or undertake a major commercial transaction.
Value for Money	The overall value of a proposal to Government (refer to section 2.2 for further details).

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SUMMARY SHEET		
Responsible Division	Governance and Customer Service	
Date/s adopted	<i>Executive Management Committee</i>	<i>Council</i>
Date/s of previous adoptions		
Date of next review		
Legislative or other requirement for review	2 years from date of adoption by resolution of Council	
Responsible Manager	Manager Governance and Customer Service	
Authorised by		

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ITEM 8 WOLLONGONG LOCAL PLANNING PANEL DRAFT SUBMISSIONS POLICY

On 25 June 2018, Council endorsed the exhibition of a draft Wollongong Local Planning Panel Submissions Policy (policy). This policy identifies additional triggers for the referral of Development Applications to the Wollongong Local Planning Panel (WLPP) for determination and is complimentary to the generic referral criteria set by the NSW Minister for Planning and Public Spaces.

The policy was publicly exhibited from 11 July to 11 August 2018 and received five submissions. The policy was refined based on the submissions and operational experience. On 24 September 2018, Council resolved to endorse the policy and refer it to the Department of Planning, Industry and Environment (DPIE) for adoption and that it be applied as referral criteria for 'advice' to the Local Planning Panel while awaiting DPIE adoption.

On 23 August 2019, DPIE informed Council that it does not support this policy and recommended changes. Following further engagement with DPIE and review of recent data, a simplified amended policy has been prepared for endorsement which has in principle support from DPIE.

RECOMMENDATION

- 1 The amended draft Wollongong Local Planning Panel Submissions Policy be endorsed for exhibition.
- 2 The amended draft Wollongong Local Planning Panel Submissions Policy be adopted as referral criteria for 'advice' to WLPP until it is reviewed post exhibition, replacing the previously endorsed Policy of 24 September 2018.

REPORT AUTHORISATIONS

Report of: Pier Panozzo, Manager Development Assessment and Certification (Acting)
Authorised by: Mark Riordan, Director Planning + Environment - Future City + Neighbourhoods (Acting)

ATTACHMENTS

- 1 Local Planning Panels Direction - Development Applications - Schedule 2
- 2 Draft Submissions Policy - adopted by Council 24 September 2018
- 3 Amended Draft Submissions Policy

BACKGROUND

A background report was provided to Council on 24 September 2018. In summary a Council may prepare a Submissions Policy to supplement the Minister's Local Planning Panel Direction referral criteria for Development Applications (DAs) being referred to a Local Planning Panel, subject to DPIE approval. The Minister's DA referral criteria (Attachment 1) is grouped as:

- Conflict of interest – where the applicant is Council or a Councillor, MP, delegated officer, or a relative
- Contentious development – receiving 10 or more objections or as per an approved Submissions Policy
- Departure from development standards – greater than 10%
- Sensitive development – designated, apartments (4 storey or more), demolition of heritage items, clubs, hotels, sex services, restricted premises, involving planning agreements

Council endorsed a policy on 24 September 2018 (Attachment 2) which was sent to DPIE in October 2018 for approval. DPIE subsequently requested additional information on multiple occasions and

flagged concern with the call-up provisions of 'significant community interest', and how this is determined by the General Manager and Director Planning & Environment.

In its letter of 23 August 2019, DPIE was concerned that aspects of the policy would introduce complexity and uncertainty into the referral process. In coming to this decision, DPIE indicated that the current advice from the Independent Commission Against Corruption was that value-based criteria was open to manipulation, and discretionary criteria could lead to pressure being placed on public officials and increase corruption risk.

DPIE also advised that it would consider Council's policy subject to removal of multiple numerical thresholds for unique submissions by way of objection, and the removal of value-based discretionary component. Discussions continued with DPIE during 2020 on possible alternative policy options to satisfy their concerns. A simpler amended policy model is now proposed which has received support in principle from DPIE. It is noted that currently no other Council has an adopted Submissions Policy approved by DPIE.

Whilst discussions occurred with DPIE the original Council endorsed policy has continued to be applied as additional referral criteria for WLPP 'advice', where applicable, prior to those DAs being determined by the Manager Development Assessment & Certification under delegation. This is consistent with the provisions of the Environmental Planning and Assessment Act which enables development related matters to be referred to Panels for 'advice' and has maintained continuity of process for community and industry.

PROPOSAL

A revised and simplified amended Submissions Policy has now been prepared (Attachment 3) in response to changes recommended by DPIE. The amended policy reduces the number of unique public submissions (ie objections) required for a DA to be referred to WLPP from 10 to 6. The discretionary call-up criteria for Councillors (4 or more) or for senior staff has been removed, along with the multiple numeric thresholds for submissions on various development types.

The reduced threshold for objections from 10 to 6 will be applied in addition to the other criteria as prescribed by the Minister, ie conflict of interest, departure from development standards (>10%) and sensitive development (Attachment 1).

The proposed amended policy will maintain transparency and continuity of the WLPP service to the local community, with the ongoing referral of those DAs that are deemed to be locally sensitive or significant. The six (6) unique submission threshold criteria, rather than the prescribed standard of 10, is considered more relevant to local context and reflects the numbers of submissions received on sensitive DAs. Modelling indicates that the number of DAs referred to WLPP for determination, rather than a mixture of determination and 'advice', will be slightly increased under this amended policy from around 3.5% to 4%. This equates to around 60 DAs per year in total.

The small increase in DA referrals to WLPP may be accommodated within budget and without significant impact on overall assessment times. It is noted that WLPP is now utilising electronic meeting procedures where appropriate and holding extra meetings throughout the year when required. WLPP Chairs are under Ministerial direction to work with Councils to facilitate timely DA determinations. Wollongong City Council has a strong performance record in relation to best practice DA assessment practice and DA determination times, and this will not be impacted by the amended Submissions Policy, if adopted.

Given the period of time that has lapsed since the initial policy exhibition and the changes proposed, it is recommended that the amended policy be re-exhibited. It is proposed to apply the draft policy as a trigger for WLPP 'advice' only until such time as it is exhibited and endorsed by Council, and approved by DPIE, after which time these DAs will be 'determined' by WLPP.

CONSULTATION AND COMMUNICATION

The policy was originally exhibited from 11 July to 11 August 2018 on Council's website, in the local community newspaper, all Council Neighbourhood Forums and a media release was also published.

WLPP members were also consulted. A total of five (5) submissions were received and minor changes were made and reported to Council on 24 September 2018, and the endorsed policy forwarded to DPIE for approval. DPIE requested significant changes to the policy to facilitate its approval. Following ongoing discussions with DPIE and a review of data, the amended simplified policy is recommended for exhibition to ensure ongoing community and industry support.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We value and protect our environment”. It specifically delivers on core business activities as detailed in the Development Assessment Service Plan 2020-21.

CONCLUSION

Wollongong Council’s Independent Hearing & Assessment Panel (IHAP) commenced in 2008 to review sensitive development applications. Recent legislative changes have been successfully implemented and the replacement for IHAP, WLPP, continues to provide a transparent process for stakeholders to make submissions and review relevant applications. To ensure that all locally sensitive development applications continue to be referred to WLPP, an amended Submissions Policy is proposed to complement the WLPP framework. This amended policy reduces the submission threshold from the prescribed standard of 10 individual submissions to 6. This will apply in addition to the Minister’s criteria relating to conflict of interest, departure from development standards and sensitive development. The combined referral criteria will direct around 4% of annual DAs which raise significant community concern to WLPP for peer review and public hearing. An amended Submissions Policy has now been prepared to reflect this and is recommended for exhibition.

LOCAL PLANNING PANELS DIRECTION - DEVELOPMENT APPLICATIONS AND APPLICATIONS TO MODIFY DEVELOPMENT CONSENTS

SCHEDULE 2

1. Conflict of interest

Development for which the applicant or land owner is:

- (a) the council,
- (b) a councillor,
- (c) a member of council staff who is principally involved in the exercise of council's functions under the Environmental Planning and Assessment Act 1979,
- (d) a member of Parliament (either the Parliament of New South Wales or Parliament of the Commonwealth), or
- (e) a relative (within the meaning of the *Local Government Act 1993*) of a person referred to in (b) to (d).

but not development for the following purposes which requires:

- (a) internal alterations and additions to any building that is not a heritage item,
- (b) advertising signage,
- (c) maintenance and restoration of a heritage item, or
- (d) minor building structures projecting from the building facade over public land (such as awnings, verandas, bay windows, flagpoles, pipes and services, and sun shading devices).

2. Contentious development

Development that:

- (a) in the case of a council having an approved submissions policy - is the subject of the number of submissions set by that policy, or
- (b) in any other case - is the subject of 10 or more unique submissions by way of objection.

An **approved submissions policy** is a policy prepared by the council and approved by the Secretary of the Department of Planning, Industry and Environment which details the circumstances in which a local planning panel or council staff should exercise the consent authority functions of the council, based on the number or nature of submissions received about development.

A **unique submission** means a submission which is in substance unique, distinctive or unlike any other submission. It does not mean a petition or any submission that contains the same or substantially the same text. Separate unique submissions may be made in relation to the same issue. One individual, or one household, could potentially submit multiple unique submissions.

3. Departure from development standards

Development that contravenes a development standard imposed by an environmental planning instrument by more than 10% or non-numerical development standards.

Note: If the Secretary allows concurrence to be assumed by council staff for contravening development standards, the panel can delegate these applications to council staff to determine.

4. Sensitive development

- (a) Designated development.
- (b) Development to which *State Environmental Planning Policy No 65- Design Quality of Residential Apartment Development* applies and is 4 or more storeys in height.
- (c) Development involving the demolition of a heritage item.
- (d) Development for the purposes of new licensed premises, that will require one of the following liquor licences:
 - (i) a club licence under the *Registered Clubs Act 1976*,
 - (ii) a hotel (general bar) licence under the *Liquor Act 2007*, or
 - (iii) an on-premises licence for public entertainment venues under the *Liquor Act 2007*.
- (e) Development for the purpose of sex services premises and restricted premises.
- (f) Development applications for which the developer has offered to enter into a planning agreement.

DRAFT WOLLONGONG LOCAL PLANNING PANEL SUBMISSIONS POLICY

(adopted by Council on 24 September 2018)

OBJECTIVE

To identify the circumstances in which contentious development applications should be referred to the Wollongong Local Planning Panel (WLPP) for determination. This policy is made pursuant to point 2 of schedule 2 of the Local Planning Panels Direction dated 23 February 2018 and extends those referral provisions.

POLICY STATEMENT

Wollongong City Council is committed to providing a robust, transparent and independent process for assessing contentious development applications. This policy outlines the circumstances in which an application will be referred to WLPP for determination based on the number and nature of submissions.

APPLICATIONS TO BE REFERRED TO THE WLPP FOR DETERMINATION (Contentious development)

Development that

1. Is the subject of five or more unique submissions by way of objection in relation to the following categories;
 - (a) Class 2-9 building under the Building Code of Australia (BCA) and including, mixed use developments, multi dwelling housing, retail and commercial, industrial, motels, hospitals, clubs etc. and has a construction cost greater than \$1 million, or
 - (b) subdivision of land creating five or more lots, or
 - (c) subject of a Section 8.2 review of determination, or
 - (d) modification to a development referred to in one above and made under Sect 4.55(2)
2. Subject of two or more unique submissions by way of objection in relation to any development that contravenes a development standard imposed by a Local Environmental Plan by up to 10%, or
3. Subject of a written submission by 4 or more Councillors, or
4. Deemed to be of significant community interest or identified as a significant planning policy matter by the General Manager and the Director Planning and Environment.

Notes:

1. To avoid doubt, any of the above matters recommended for refusal will be reported to the WLPP.
2. For the purposes of this policy pro-forma letters, petitions, or multiple letters from a single address will not be considered as unique submissions.

AMENDED
DRAFT WOLLONGONG LOCAL PLANNING PANEL SUBMISSIONS POLICY

Wollongong Local Planning Panel Submissions Policy

OBJECTIVE

To identify the circumstances in which contentious development applications should be referred to the Wollongong Local Planning Panel (WLPP) for determination. This policy is made pursuant to point 2 (a) of schedule 2 of the Local Planning Panels Direction dated 30 June 2020 and extends those referral provisions.

POLICY STATEMENT

Wollongong City Council is committed to providing a robust, transparent and independent process for assessing contentious development applications. This policy outlines the circumstances in which an application will be referred to WLPP for determination based on the number of submissions.

APPLICATIONS TO BE REFERRED TO THE WLPP FOR DETERMINATION (Contentious development)

Development that:

- 1 Is the subject of six or more unique submissions by way of objection.

Notes:

- 1 Unique submissions have the same meaning as contained within the Local Planning Panels Direction dated 30 June 2020

ITEM 9

TRUNK STORMWATER DRAINAGE - WONGAWILLI ROAD (BETWEEN SMITHS LANE AND SHONE AVENUE)

Wongawilli Access Project - Trunk Stormwater Drainage – Wongawilli Rd (between Smiths Lane and Shone Ave)

Works west of Smith's Lane (Stage 1B and 1C) have been undertaken by Council's Civil Construction Crews with trunk drainage, kerb and guttering and driveway crossings on the Southern side of Wongawilli Road complete. Works on kerb and guttering, footpath and drainage crossovers on the northern side of the road have commenced.

Stage 1A of the Wongawilli Road Upgrade Project involves upgrading drainage, kerb and guttering and road pavement from Shone Avenue west to the Smiths Lane intersection west of Shone Avenue. It also involves the installation of a 1050mm trunk stormwater drainage line on the southern side of Wongawilli Road at a approximate depth of 2.4m for a length of 300m.

The installation of the trunk stormwater drainage portion of the project involves high risk work that our crews do not have the experience to undertake (deep excavation and shoring, working in confined spaces and working near high pressure water mains). This type of work would normally be put out to tender to suitably qualified and experienced civil contractors experienced in deep excavations and shoring with project management oversight from Council staff.

Due to the delayed relocation of services by the NBN, temporary drainage was installed to allow the Wongawilli Access Project works to continue. Council officers were recently made aware of the increased risk of localised flooding on the southern side of Wongawilli Road due to the limited capacity of the temporary drainage. By bringing forward the installation of the 1050mm trunk stormwater drainage line works, the risk of localised flooding during storm events and the resulting impact to Wongawilli residents will be significantly reduced.

This report recommends that on this occasion, formal tenders not be invited for the reasons listed in the report and Council instead proceed with a request for formal quotations from reputable and experienced civil contractors for the installation of the trunk stormwater drainage at Stage 1A of Wongawilli Road, Wongawilli.

RECOMMENDATION

- 1 Pursuant to section 55(3)(i) of the Local Government Act 1993, tenders are not to be invited for the contract or contracts for the installation of trunk stormwater drainage at Wongawilli Road, Wongawilli between Smiths Lane and Shone Avenue. This is due to extenuating circumstances, being the risk of localised flooding in heavy rain events should these works not be expedited.
- 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 contractors with demonstrated experience and ability to undertake the works with a view to entering into 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: Corey Stoneham, Manager City Works

Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

1 Wongawilli Access Project - Site Location and Map

BACKGROUND

The Wongawilli Access Project will provide an upgraded, flood resistant vehicle access to the growing West Dapto community of Wongawilli. The new link will cover approximately 1.6 km of road, the construction consists of a four-lane road with two (2) lanes being trafficable until the need is there to formalise the two outside parking lane into trafficable lanes.

Council has utilised its own City Works engineers for project management services during procurement, construction and post construction phases.

Council's Civil Construction Crews have been undertaking routine construction works including localised drainage, kerb and guttering, shared pathways, driveway crossings and preparation for road stabilisation.

PROPOSAL

It is proposed that Council seek formal quotations (rather than tenders) from civil contractors with demonstrated experience and ability to undertake trunk stormwater drainage works at Stage 1A of Wongawilli Rd.

The completion of the trunk drainage works is a critical task in this project. Due to the nature of the works a specialist Civil Construction contractor experienced in the following is required:

- deep excavation and shoring;
- working in and around confined space; and
- working near large capacity high pressure water mains.

At a site meeting with Council Senior Managers and residents on the 19th January, the risk of localised flooding of properties during storm events was identified until drainage works along Wongawilli Road, Wongawilli are completed.

Normally Council would prepare a tender for these works as the estimated cost exceeds the Council's tender threshold of \$150,000 (incl. GST). The normal duration to undertake a tender process is approximately 12 weeks (depending on the relationship between 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.

If Council were to undertake a tendering process commencement of the trunk drainage works would not be possible until June 2021. The proposal to utilise a formal quotation process will allow a specialised contractor to be on site in early April 2021 minimising the risk of localised flooding during rainfall events and the associated impact to residents. The commencement and completion of these works is necessary for subsequent kerb and guttering, stormwater crossovers and road pavements to be undertaken.

A formal quotation process carried out under Council's procurement policy mirrors the governance requirements for 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 quote panel is constituted with the same technical, governance and procurement staff which normally constitute a tender panel to ensure probity concerns are addressed. It is proposed that contractors be invited to submit formal quotations using the criteria normally used in the formal tendering process. i.e. Mandatory and Non-Mandatory criteria as outlined below:

Mandatory Criteria

1. Referees – provision of satisfactory references from referees for previous projects of similar size and scope.

2. Financial Capacity – tenderers may be required to provide information required by an independent financial assessment provider engaged by Council. Council will review and determine whether such financial assessment is acceptable to Council and demonstrates the tenderer’s financial capacity to undertake the works.
3. Workplace Health and Safety – Tenderers must have an accredited WH&S management system.
4. Sydney Water W2 accreditation – Tenderer or sub-contractor to undertake works on Sydney Water main.

Assessable Criteria

1. Cost to Council – 35%
2. Appreciation of scope of works and construction methodology – 20%
3. Demonstrated experience and satisfactory performance in undertaking projects of similar size, scope and risk profile, including staff qualifications and experience – 20%
4. Project Schedule – 10%
5. Demonstrated Strengthening of Local Economic Capacity – 10%
6. Environmental management policies and procedures – 5%

Carrying out the work in an accelerated schedule as proposed in this report will result in a reduction in the risk of localised flooding on Wongawilli Road.

Once the quotation process is complete, Council will immediately be able to appoint a recommended contractor to commence works.

Transparency to the community will be assured by reporting the outcome of the procurement process at the next available Council meeting following the engagement of the contractor.

CONSULTATION AND COMMUNICATION

Consultation and Communication

Consultation with key residents has occurred including a site meeting on the 19th January and an update at the 10th February meeting of Neighbourhood Forum 8. An updated works program is loaded to Council’s dedicated Wongawilli web page monthly.

The following Divisions have been consulted during the planning of this project:

- Governance and Customer Service
- Legal Services – General Counsel
- Project Delivery

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2018 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 2021.

SUSTAINABILITY IMPLICATIONS

The following sustainability implications have been considered:

- Durable products incorporated in 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 source 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. This is based on the risk of localised flooding during heavy rain events until stormwater drainage works are completed. The nature of the drainage works is also considered high risk based on 2.4m trenching alongside large water mains with the need for shoring.

Some of the key risks to the project are listed below:

1. Working in and around confined spaces while constructing pits and laying pipes.
2. Excavation and installation of large pipes at a depth which requires the use of shoring.
3. Working adjacent to large capacity high pressure water mains and the associated risk of engulfment.
4. Working in and around underground services and overhead powerlines.

The proposed use of an experienced and reputable civil contractor, with procurement and project management from Council Officers has reduced the overall risk to medium.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan –

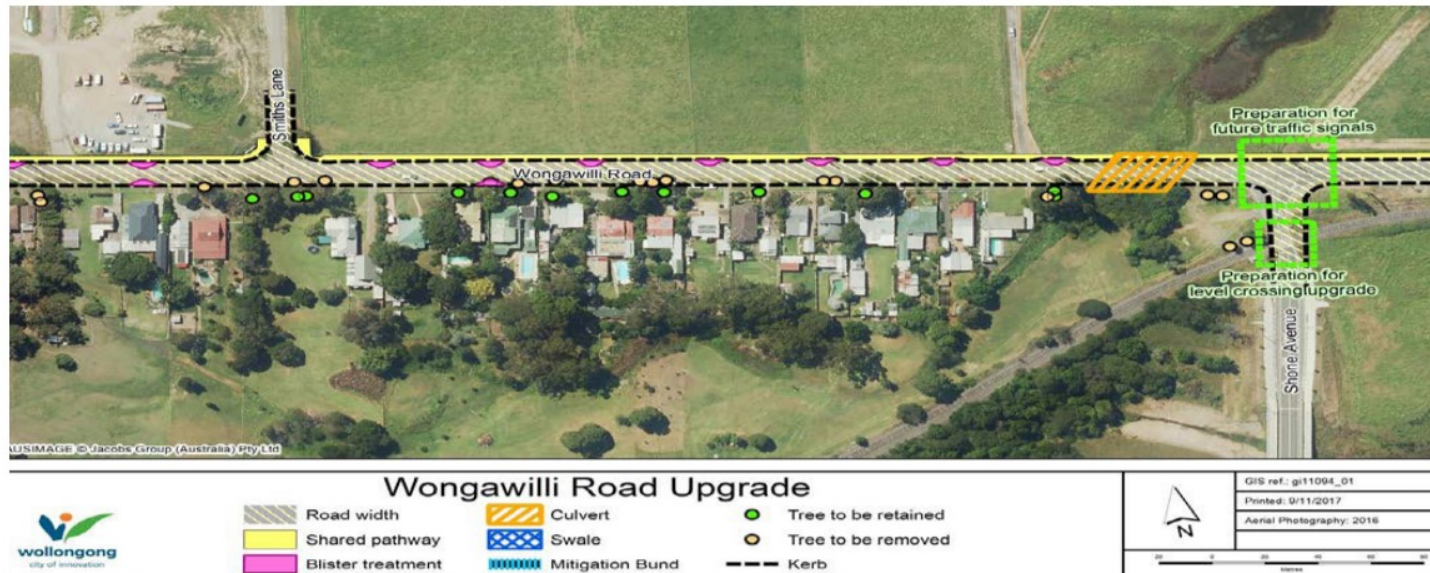
2020/21 Capital Budget

CONCLUSION

An opportunity currently exists to mitigate delays in the installation of the Stage 1A Trunk Stormwater Drainage Line at Wongawilli Road. By proceeding immediately Council can minimise local flooding risks and reduce the associated impacts to local residents.

It is recommended that a competitive formal quotation process be used on this occasion (rather than a tender) to achieve these aims.

WONGAWILLI ACCESS PROJECT – STRATEGY PLAN





ITEM 10

TENDER T20/40 - NORTH WOLLONGONG SURF LIFE SAVING CLUB REFURBISHMENT AND SEAWALL CONSTRUCTION WORKS

This report recommends acceptance of a tender for the refurbishment of the North Wollongong Surf Life Saving Club Building and Seawall Construction Works in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The proposed work includes two (2) significant improvements to the North Wollongong Beach precinct. Firstly, the North Wollongong Surf Life Saving Club (SLSC) building which was constructed in 1936 and is an important feature of the North Wollongong Beach precinct. The building has had multiple extensions and renovations completed over many years and now requires extensive repair and remediation works, including internal reconfiguration to suit modern day surf lifesaving needs. The completion of these works will improve the functionality and amenity of the building and ensure the longevity of the asset.

The second significant component of the works involves the replacement of the existing crib lock wall with Stage 1 of a new seawall adjacent to the North Wollongong SLSC. The SLSC has been identified in the Wollongong Coastal Zone Management Plan (CZMP) as being located in a zone of high to extreme risk of coastal erosion and recession by 2050. To address the concerns the proposed works will replace the existing crib lock seawall with a new tiered seating seawall to protect the North Wollongong SLSC building and foreshore area. The seawall works are for Stage 1 only, which incorporates new pathways and ramps to the beach and forms part of the latest extension to the Blue Mile Master Plan.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Project Coordination (Australia) Pty Ltd for the refurbishment of the North Wollongong Surf Life Saving Club Building and Seawall Construction Works, in the sum of \$10,496,430.00, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery

Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

- 1 Location Plan

BACKGROUND

The North Wollongong Beach precinct is located east of Cliff Road, North Wollongong. The proposed work includes two (2) significant improvements to the North Wollongong Beach precinct which includes the North Wollongong SLSC Building and Seawall which is located on the promenade west of North Wollongong Beach.

North Wollongong Surf Life Saving Club (SLSC) Building

The North Wollongong SLSC Building is 85-years old and since it's original construction in 1936, it has had multiple extensions and renovations completed in four (4) separate stages, however many 1936 elements still remain (southern end). The building is listed in the Wollongong Local environmental Plan

(LEP) 2009 as a local heritage item and adjoins the State heritage listed North Beach Precinct immediately to the south of the site. Although outside of the State heritage area, the Surf Club building is related in design to the significant buildings in the Precinct including the Kiosk and North Beach Pavilion. The Dinghy storeroom and the Patrol room were added in 1969, followed by the Nipper room and Female Change and upper floor renovation which were completed in 1972. The final addition completed in 1990, included the Boat/Board Store and Board Room and extension of the upper floor.

In 2015, investigations commenced on ways to address identified water ingress and inherent design deficiencies to the North Wollongong SLSC roof which had been extended and modified as each of the building extensions listed above were completed. The scope of works was broadened in 2017 to include the refurbishment of the primary building in order to address defects captured in earlier building condition assessment reports.

The proposed work allows for the reconfiguration of internal spaces to suit modern surf lifesaving functionality, an elevator to provide Disability Discrimination Act (DDA) compliant access to all areas of the building and the construction of additional balcony areas and. Associated works include asbestos removal, structural works to allow for the reconfiguration, replacement of doors and windows, installation of new wall linings, installation of an accessible toilets, ceiling replacement and a complete electrical and lighting upgrade.

The developed design considered the building's overall functionality, whilst taking into consideration the heritage significance of the building as well as potential planning constraints. The roof has been re-configured to eliminate problematic drainage and the amenities design upgraded to meet current design standards including consideration of accessibility requirements.

Council progressed this design and investigation which, following community consultation, has resulted in an option to provide a modern facility capable of meeting the primary requirements of a surf lifesaving facility, as well as creating a building asset to complement the aesthetics of the North Wollongong Beach precinct.

North Wollongong Beach Seawall Stage 1

The North Wollongong beach currently comprises of an existing crib lock wall to the west of the beach which is currently being used to retain the elevated grassed area and offer some minor protection to coastal impacts. However, the existing crib lock wall was not originally designed for coastal wave protection, therefore putting at risk valuable assets on the promenade including the heritage kiosk and the North Wollongong SLSC. At the northern end of the North Wollongong SLSC, there is minimal foreshore protection measures in place, which further increases the risk of foreshore erosion and damage to valuable community assets.

In 2018, the North Wollongong SLSC was identified in the Wollongong Coastal Zone Management Plan (CZMP) as being in an area subject to a high risk of coastal erosion and recession as of 2010 and an extreme risk by 2050. To address the concerns of high and future extreme risk from coastal hazards, the report identifies a high priority management action for the construction of a new seawall.

Based on the report prepared by an external consultant for the precinct, a new seawall has been designed based on the advice received with coastal engineers. The proposed works includes the replacement of the existing crib lock seawall with a new tiered seating precast concrete seawall incorporating rock mattress protection below sand level, will incorporate new pathways and ramps to the beach improving disabled access around the precinct. In addition, other works include new seating, fencing, landscaping, lighting, including stormwater upgrades which forms part of the latest extension to the Wollongong City Foreshore Blue Mile Master Plan.

The Development Consent for the refurbishment of the North Wollongong SLSC required coastal protection measures to be implemented. Council has determined that an opportunity exists to construct both the SLSC refurbishment and Stage 1 of the seawall (extending north from the southern end of the SLSC building to the grassed area north of the SLSC) under one contract. This will leave a segment of the North Wollongong Beach available to the community during construction. Council will return at a later date to construct Stage 2 of the seawall (extending south of the SLSC to the North Beach Pavilion).

Council on 8 February 2021 was advised of grant funding of \$4,200,000 which is 50% of the total eligible seawall works under the NSW Government Coastal Estuary and Floodplain Management Program.

Tenders were invited for this project by the open tender method with a close of tenders of 10.00 am on 22 December 2020.

Four (4) tenders were received by the close of tenders with one (1) tender being withdrawn and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Governance and Customer Service, Project Delivery, Infrastructure Strategy and Planning and Property and Recreation Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- 1 Satisfactory references from referees for previous projects of similar size and scope
- 2 Financial assessment acceptable to Council which demonstrates the tenderer's financial capacity to undertake the works
- 3 Minimum third-party accredited Work Health and Safety Management System to AS4801 or equivalent
- 4 Attendance to at least one of the site inspections

Assessable Criteria

- 1 Cost to Council – 35%
- 2 Appreciation of scope of works and construction methodology – 15%
- 3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile, including staff qualifications and experience – 15%
- 4 Proposed Sub-Contractors – 10%
- 5 Project Schedule – 10%
- 6 Workplace Health and Safety Management system and Environmental Management Policies and Procedures – 5%
- 7 Demonstrated strengthening of local economic capacity – 10%

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Project Coordination (Australia) Pty Ltd	1
Peloton Constructions Pty Ltd	2
Cleary Bros (Bombo) Pty Ltd	3

PROPOSAL

Council should authorise the engagement of Project Coordination (Australia) Pty Ltd to carry out the works in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

An acceptable financial capability assessment has been received in relation to the recommended tenderer.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel
- 2 Nominated Referees
- 3 External Consultants – Coastal Engineering Consultant, Structural Glass Fibre Reinforced Polymer (GFRP) Consultant, Indigenous Heritage Consultant, Electrical and Lighting Consultant, Building Design Consultants
- 4 Community Consultation - Concept plans, online engagement, letterbox drop, visits to businesses, meetings with stakeholders and information stands.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 5 “We have a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
5.5.1 Public Facilities in key locations and transport routes are maintained and clean, accessible and inviting to our community and visitors	5.5.1.2 Manage and maintain community infrastructure portfolio with a focus on asset renewal.	Review Council’s Asset Management Plans: Buildings, Recreation, Stormwater, Plant and Vehicles, Transport.

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council's Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works is considered medium based upon Council's risk assessment matrix and appropriate risk management strategies will be implemented. Some key risks to the project are listed below:

- 1 The current Covid-19 Pandemic is a nationwide risk to all construction projects. At the time of writing this report, construction activities are still proceeding with controls in place.
- 2 Delay in the procurement of specialist long lead time items e.g. the rock filled Triton Mattress cages are sourced from the United States of America.
- 3 Council has obtained an Aboriginal Heritage Impact Permit (AHIP) approval and carried out subsurface investigations prior to the construction of Stage 1 of the seawall. However, there is a residual risk that an indigenous artefact may be found during excavation works that may incur delays to the project.
- 4 There is a risk that the project could encounter extended periods of harsh tide sea and swell conditions (e.g. an East Coast Low) which could delay the project particularly when the rock filled mattresses are being installed below the sand level.
- 5 Delays due to prolonged inclement weather/other reasons may delay progress and still be underway during the Union Cycliste Internationale (UCI) event planned for September 2022.

SUSTAINABILITY IMPLICATIONS

The following sustainability implications have been considered:

- Durable products incorporated in the design to ensure long-term integrity of the asset e.g. Precast concrete and Glass Fibre Reinforced Polymer Reinforcement
- Sustainable procurement by providing local companies the opportunity to submit quotations for the works
- Tender assessment incorporated weightings to support the ongoing economic development of the region including the source and supply of local labour and material
- Remediation works which will extend the life of the current building

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Operational Plan –

2020/21 and 2021/22 Capital Budget

Grants submitted by the SLSC with Council support have been obtained from the NSW Government Crown Reserves Improvement Fund (CRIF) and the Surf Club Facility Development Program which will fund the installation and construction of the all abilities lift, the observation deck and structural repairs. The grants endorsed provide a maximum (upper limit) amount of \$662,630.00 ex GST for these identified works which is made up of the following:

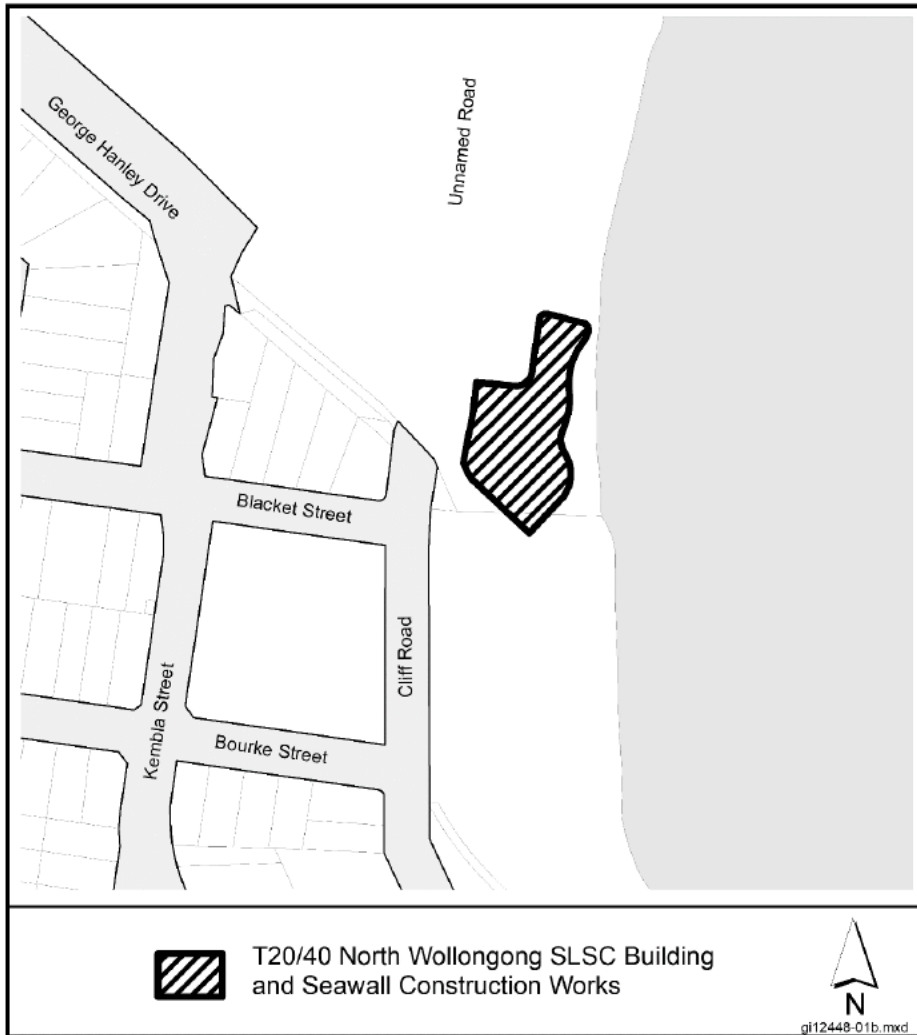
Crown Reserves Improvement Fund (CRIF)	= \$353,636.00 (ex GST)
Surf Club Facility Development Program	= \$308,994.00 (ex GST)

Council on 8 February 2021 received grant funding of \$4,200,000 which is 50% of the total eligible seawall works under the NSW Government Coastal Estuary and Floodplain Management Program.

CONCLUSION

Project Coordination (Australia) Pty Ltd has submitted an acceptable tender for the proposed works and Council should endorse the recommendations of this report.





T20/40 North Wollongong SLSC Building
and Seawall Construction Works



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ITEM 11

TENDER T20/38 - INSTALLATION OF BALUSTRADE FENCE ALONG THE CLIFF LINE ABOVE BRICKYARD POINT AT HEADLAND AVENUE, AUSTINMER

This report recommends acceptance of a tender for the installation of a stainless-steel balustrade fence along the cliff line at Brickyard Point, Austinmer, in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

The purpose of this project is to provide protection against falls over the cliff line above Brickyard Point, Austinmer for people accessing the grassed area east of Headlands Hotel.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of XINC Engineering Pty Ltd for Tender T20/38 - Headland Avenue, Austinmer - Installation of Balustrade Fence along the Cliff line above Brickyard Point, in the sum of \$277,300.00, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery

Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

- 1 Location Plan

BACKGROUND

Council has undertaken a safety audit and risk assessment for the cliff line above Brickyard Point, which concluded there is an immediate need for fencing to be extended along the edge of the cliff. This area is known for high pedestrian activity with increasing numbers of children, partially due to its proximity to Headlands Hotel.

Following the safety audit, temporary fencing was installed and this project has been developed to provide a long-term solution. The new fence will be built from stainless steel components to ensure its longevity in the harsh coastal environment.

The works includes:

- 1 Site Survey and Set Out
- 2 Earth works
- 3 Fabrication and installation of Stainless-Steel Fence and concrete footings
- 4 Landscaping

Tenders were invited for this project by the open tender method with a close of tenders of 10.00 am on Thursday, 14 January 2021.

Eight (8) tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies

and Procedures and comprising representatives of the Project Delivery, Open Space and Environment and Governance and Customer Service Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- 1 Satisfactory references from referees for previous projects of similar size and scope
- 2 Satisfactory Workplace Health and Safety Management systems

Assessable Criteria

- 1 Cost to Council – 45%
- 2 Appreciation of Scope of Works and Construction Methodology – 15%
- 3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile and staff qualifications and experience – 10%
- 4 Proposed Sub-Contractors – 10%
- 5 Project Schedule – 5%
- 6 Workplace Health and Safety Management System and Environmental Management Policies and Procedures – 5%
- 7 Demonstrated strengthening of local economic capacity – 10%

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
XINC Engineering Pty Ltd	1
Wardrope & Carroll Engineering	2
Dynamic Civil Pty Ltd	3
Diverse Civil Contracting Pty Ltd	4
Cadifern Civil	5
ENCAT Pty Ltd	6
Civil Ops Pty Ltd	7
WGE Pty Ltd	8

PROPOSAL

Council should authorise the engagement of XINC Engineering Pty Ltd to carry out the works in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel
- 2 Nominated Referees

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 5 “We have a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
5.5.1 Public facilities in key locations and transport routes are maintained and clean, accessible and inviting to our community and visitor	5.5.1.1 Well maintained assets are provided that meet the needs of the current and future communities	Undertake high priority works, as per Council adopted Landscape Masterplans to strengthen connections and people movement

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered medium based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

Working at heights will be a risk for this project. To mitigate this risk, the preferred tenderer’s staff have all been trained to work at heights and have specified the use of safety harnesses and static lines.

The replacement of the current temporary fence with a permanent balustrade fence will lower the risk of falls and resultant serious injury or death to the community.

SUSTAINABILITY IMPLICATIONS

The preferred tenderer has been selected in part for their capacity to include local businesses and persons into the delivery of these works.

The design requires the fence to be constructed with stainless steel. Stainless steel is 100% recyclable and is very durable in marine environments. Hence, permitting the structure to require minimal maintenance.

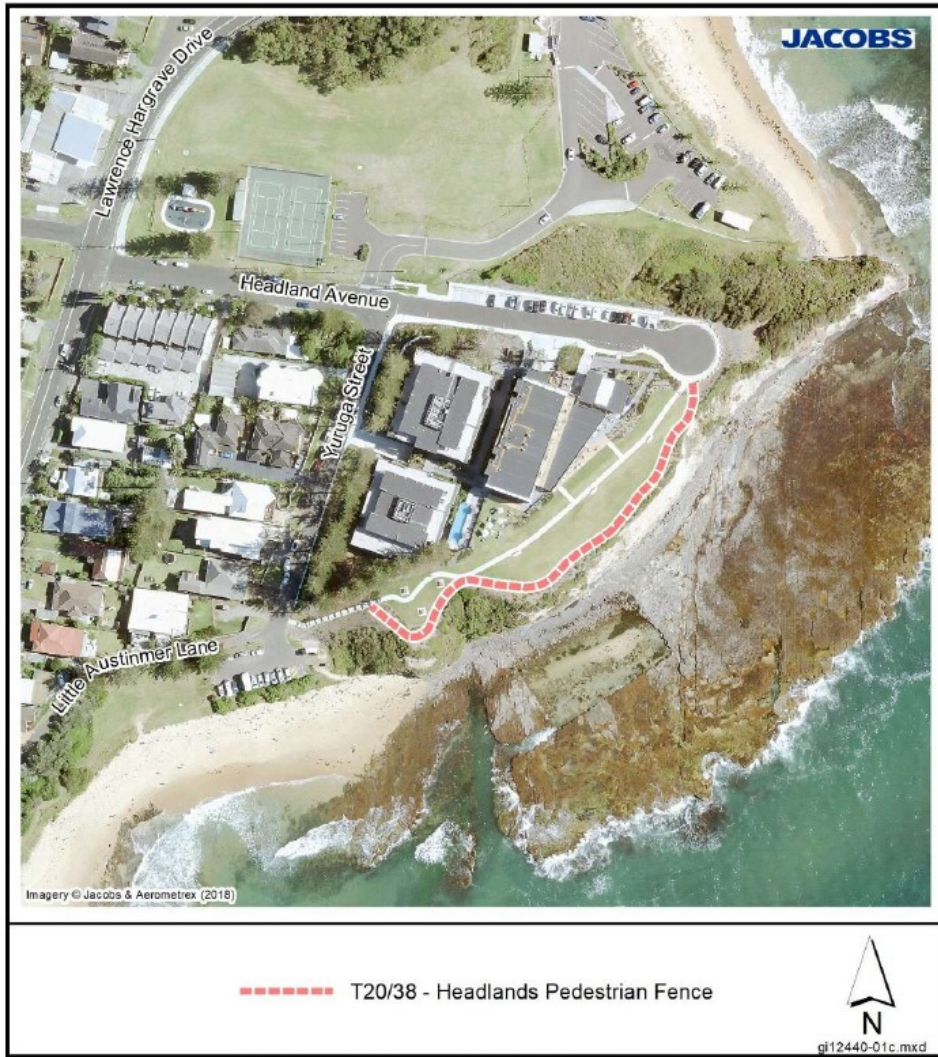
FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Operational Plan –

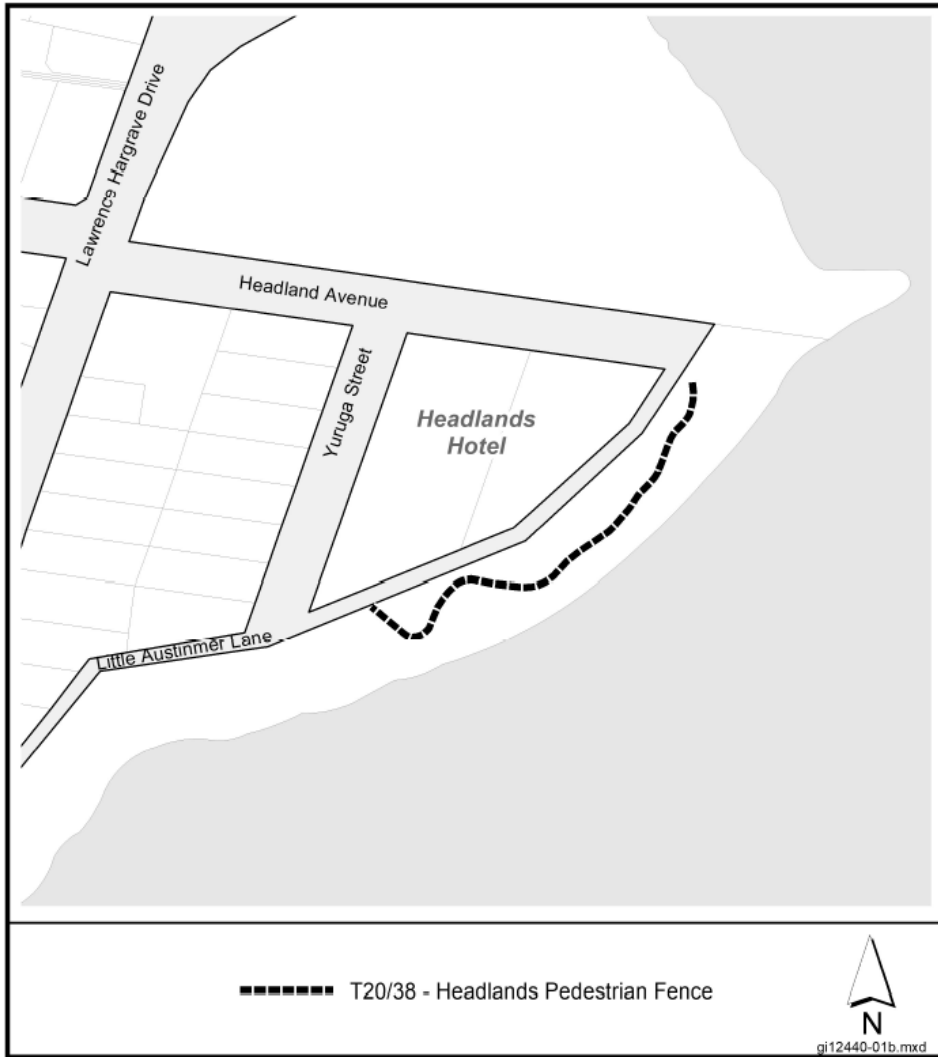
2020/21 Capital Budget

CONCLUSION

XINC Engineering Pty Ltd has submitted an acceptable tender for these works and Council should endorse the recommendations of this report.



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ITEM 12

TENDER T20/45 - SPORTS FIELD LIGHTING UPGRADE AT JUDY MASTERS PARK, BALGOWNIE

This report recommends acceptance of a tender for the installation of sports field lighting at Judy Masters Park, Balgownie in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

Council has identified lighting of sports grounds as a key priority to meet the increasing demand from sporting clubs through the Sports Ground and Sporting Facilities Strategy (2017-2021).

The existing lighting at Judy Masters Park does not meet the current Australian Standards for sports field lighting and many of the original poles have been removed due to their poor condition. The proposed works will facilitate the upgrade of energy efficient light-emitting diode (LED) sports field lighting at Judy Masters Park, Balgownie to meet the increasing demands of football (soccer) within the City.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of REES Electrical Pty Ltd for the supply and installation of sports field lighting at Judy Masters Park, Balgownie in the sum of \$245,550.00, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery

Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

- 1 Location Plan

BACKGROUND

Council's Sports Ground and Sporting Facilities Strategy (2017-2021) identifies 'lighting at sports grounds' as one of the most significant assets that require upgrading to meet the increasing demand and use from existing sporting clubs. Installing lighting at existing sports grounds provides greater opportunities for sporting clubs to train and play at night and encourages greater participation in community sporting events. New lighting increases the standard of existing facilities and allows a significant increase in the number of games that can be played during the football season.

Utilising Council's Sports Ground and Sporting Facilities Strategy recommendation, the installation of sports field lighting at Judy Masters Park, Balgownie was prioritised to meet the demands of football in the area and programmed for construction during the 2020/21 financial year. The scope of works includes the installation of multiple lighting towers incorporating energy efficient LED lighting with an associated upgrade of the electrical supply and distribution boards at the site.

Tenders were invited for this project by the open tender method with a close of tenders of 10.00 am on Tuesday, 19 January 2021.

Five (5) tenders were received from four (4) tenderers by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's

Procurement Policies and Procedures and comprising representatives of the Project Delivery, Property + Recreation and Governance + Customer Service Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- 1 Satisfactory references from referees for previous projects of similar size and scope
- 2 Financial assessment acceptable to Council which demonstrates the tenderer’s financial capacity to undertake the works
- 3 Tenderers have as a minimum a Health and Safety Policy and WHS Management System Manual or Plan

Assessable Criteria

- 1 Cost to Council – 40%
- 2 Appreciation of scope of works and construction methodology – 15%
- 3 Experience and satisfactory performance and staff qualifications and experience – 10%
- 4 Proposed Sub-contractors – 10%
- 5 Project Schedule – 10%
- 6 Demonstrated strengthening of local economic capacity – 10%
- 7 Workplace Health and Safety Management System and Environmental Management Policies and Procedures – 5%

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
REES Electrical Pty Ltd	1
Central West Electrical Contractors Pty Ltd	2
Stowe Australia Pty Ltd	3
Jaydub Electrical Services	4

PROPOSAL

Council should authorise the engagement of REES Electrical Pty Ltd to carry out the supply and installation of sports field lighting at Judy Masters Park, Balgownie in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel
- 2 Nominated Referees

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 5 “We have a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
5.1.4 Urban areas are created to provide a healthy and safe living environment for our community	5.1.4.1 Provide an appropriate and sustainable range of quality passive and active open spaces and facilities	Pursue key actions outlined in the 2017-2021 Sports Ground & Sporting Facilities Strategy

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 is considered low based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

SUSTAINABILITY IMPLICATIONS

The following sustainability implications have been considered:

- Lighting will be energy efficient with LED technology installed
- Wireless control systems to optimise the energy consumption and to lower maintenance costs
- Energy efficient lighting reduces lighting pollution and glare

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Annual Plan -

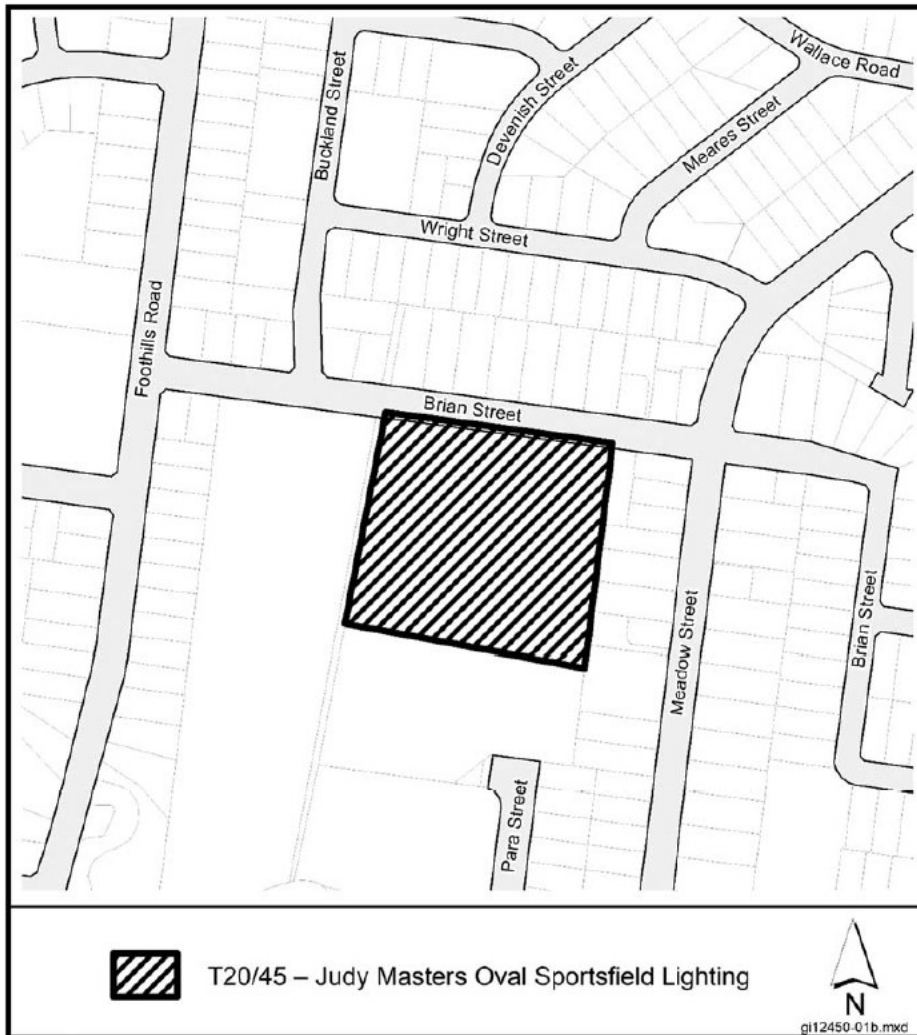
2020/21 Capital Budget

CONCLUSION

REES Electrical Pty Ltd has submitted an acceptable tender for the proposed works and Council should endorse the recommendations of this report.



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ITEM 13

TENDER T20/46 - CONSTRUCTION OF ACCESSIBLE AMENITIES AT GILMORE PARK, WEST WOLLONGONG

This report recommends acceptance of a tender for the construction of a public toilet in Gilmore Park, West Wollongong in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

A Buildings and Facilities Audit undertaken by Council has indicated that the current public toilet located at the site is in poor condition and does not meet Council's current standards for functionality, usability, accessibility and Crime Prevention Through Environmental Design (CPTED) design principles. Wollongong City Council's Draft Public Toilet Strategy has indicated that a new asset should be constructed in a more serviceable location which better meets the needs of the community and incorporates Disability Discrimination Act (DDA) compliance and CPTED design requirements.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Donnelley Civil Pty Ltd for the construction of Accessible Amenities at Gilmore Park, West Wollongong, in the sum of \$227,802.51, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery

Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

- 1 Location Plan

BACKGROUND

Council has undertaken a Buildings and Facilities Audit, which assesses the condition and functionality of the existing public toilet structure located at the south-western corner of the Gilmore Tennis Court site on the corner of Reserve Street and Gilmore Street, West Wollongong. The existing asset was noted to rate poorly in relation to condition, location, accessibility and safety.

As a result, the existing public toilet structure was identified as requiring replacement with a new facility, in a more suitable location which also incorporated Council's current technical design requirements with respect to Disability Discrimination Act (DDA) compliance and Crime Prevention Through Environmental Design principles. The location of the replacement facility will make it far more accessible to the local community and visitors to the adjacent parks and tennis court. The existing facility is not easily seen by members of the public as it is located in the south western corner of the park.

The scope of works to be undertaken includes:

- Earthworks to establish levels for new structure
- Construction of reinforced concrete foundation strip footings
- Establishment of a new water service line, new sewer service line and new electrical service line to the proposed amenities

- Installation of new prefabricated 'Exeloo' public toilet which has been procured directly by Council at an additional cost of \$134,450 ex GST through the Local Government Procurement Panel to minimise cost and minimise delays to the construction program
- Construction of new concrete pedestrian kerb ramp and footpaths to ensure DDA compliant access to the new facilities
- Installation of treated timber bollards to the new concrete footpath
- Construction of new concrete driveway crossover
- Construction of new sealed car park and driveway pavement
- Line marking and installation of signage for a new accessible parking space
- Demolition of the existing amenities structure, including termination of existing service lines
- Minor landscaping works

Tenders were invited for this project by the open tender method with a close of tenders of 10.00 am on Tuesday, 19 January 2021.

Two (2) tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Project Delivery, Infrastructure Strategy and Planning and Governance and Customer Service Divisions.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

Mandatory Criteria

- 1 Satisfactory references from referees for previous projects of similar size and scope
- 2 Financial assessment acceptable to Council which demonstrates the tenderer's financial capacity to undertake the works
- 3 Possession of a Work Health and Safety Management System

Assessable Criteria

- 1 Cost to Council – 50%
- 2 Appreciation of scope and construction methodology – 15%
- 3 Experience and satisfactory performance in undertaking projects of similar size, scope and risk profile, including staff qualifications and experience – 10%
- 4 Proposed Sub-Contractors – 5%
- 5 Project Schedule – 5%
- 6 Workplace Health and Safety and Environment Management Systems and Procedures – 5%
- 7 Demonstrated strengthening of local economic capacity – 10%

The mandatory assessment criteria have been met by the recommended tenderer.

The Tender Assessment Panel utilised a weighted scoring method for the assessment of tenders which allocates a numerical score out of 5 in relation to the level of compliance offered by the tenders to each of the assessment criteria as specified in the tender documentation. The method then takes into account pre-determined weightings for each of the assessment criteria which provides for a total score out of 5 to be calculated for each tender. The tender with the highest total score is considered to be the tender that

best meets the requirements of the tender documentation in providing best value to Council. Table 1 below summarises the results of the tender assessment and the ranking of tenders.

TABLE 1 – SUMMARY OF TENDER ASSESSMENT

Name of Tenderer	Ranking
Donnelley Civil Pty Ltd	1
Malsave Pty Ltd	2

PROPOSAL

Council should authorise the engagement of Donnelley Civil Pty Ltd to carry out the works in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderer has satisfied the Tender Assessment Panel that it is capable of undertaking the works to Council’s standards and in accordance with the technical specification.

Referees nominated by the recommended tenderer have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel
- 2 Nominated Referees

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal 5 “We have a healthy community in a liveable city”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2018-2022	Operational Plan 2020-21
Strategy	4 Year Action	Operational Plan Actions
5.5.1 Public facilities in key locations and transport routes are maintained and clean, accessible and inviting to our community and visitors	5.5.1.2 Manage and maintain community infrastructure portfolio with a focus on asset renewal	Achieve our expenditure targets for capital renewal by programming these works with sufficient flexibility to allow rephasing, deferral and/or the introduction of other deferred renewal works as required

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered medium based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

SUSTAINABILITY IMPLICATIONS

Construction of the new amenities will reduce the ongoing building maintenance requirements when compared to the older facility.

The new amenities structure will also incorporate a self-cleaning mechanism which may reduce ongoing operational costs to Council.

The recommended tenderer for the project is based in the Wollongong LGA and has proposed to utilise local subcontractors and suppliers for the majority of the proposed works.

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source/s as identified in the Operational Plan –

2020/21 Capital Budget

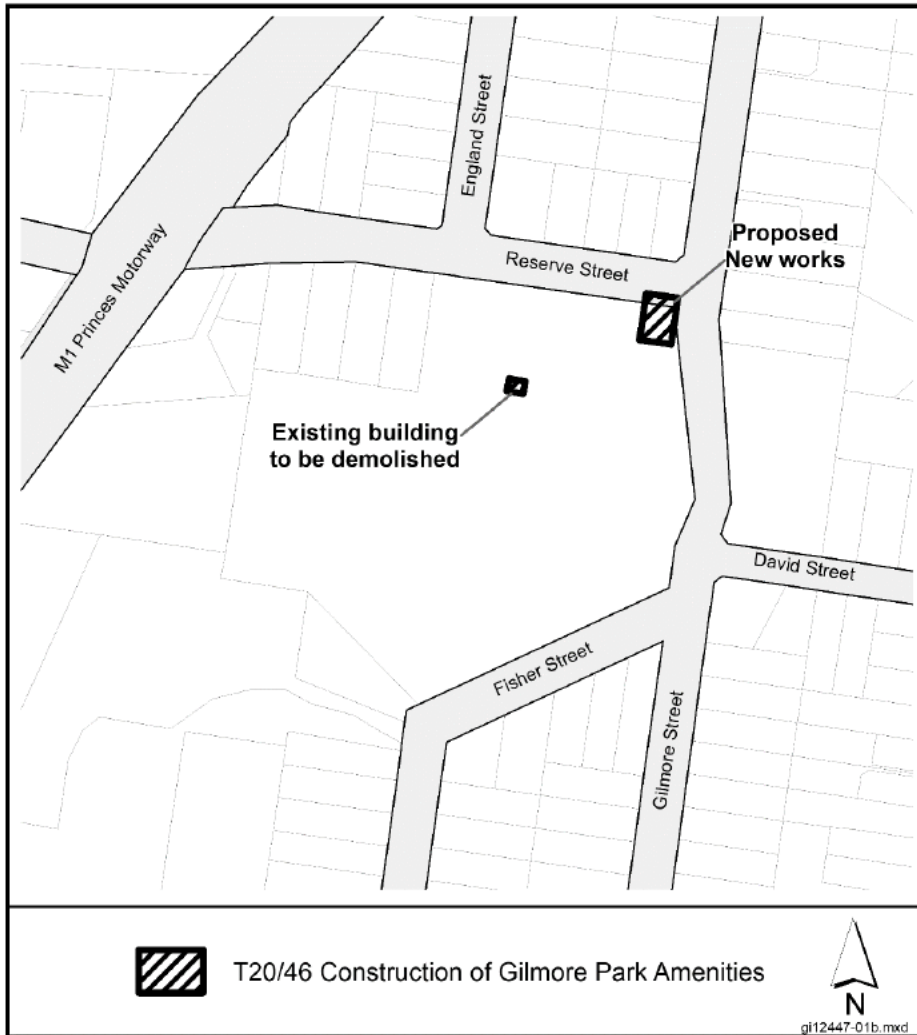
A prefabricated 'Exeloo' public toilet has been procured directly by Council at an additional cost of \$134,450 ex GST through the Local Government Procurement Panel to minimise cost and minimise delays to the construction program. The total cost of the project is \$362,252.51 ex GST.

Donnelley Civil Pty Ltd has offered an alternative pavement detail which offers minor cost savings to Council in relation to the driveway and car park material treatment which will be explored post award during the construction phase.

CONCLUSION

Donnelley Civil Pty Ltd has submitted an acceptable tender for the proposed works and Council should endorse the recommendations of this report.





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ITEM 14

CITY OF WOLLONGONG TRAFFIC COMMITTEE MINUTES OF MEETING HELD 19 JANUARY 2021

The City of Wollongong Traffic Committee meeting was held on 19 January 2021. Items list in 2 and 4 are to be adopted by Council through delegated authority. The items listed in Section 3 of the minutes are the object of this report and must be determined by Council. They are recommended to Council for approval for temporary Regulation of Traffic on public roads for works or events by independent parties.

RECOMMENDATION

In accordance with powers delegated to Council, the Minutes and Recommendation related to Regulation of Traffic, of the City of Wollongong Traffic Committee held on 30 September 2020, be adopted.

REPORT AUTHORISATIONS

Report of: Trish McClure, Manager Infrastructure Strategy + Planning
Authorised by: Joanne Page, Director Infrastructure + Works - Connectivity Assets + Liveable City (Acting)

ATTACHMENTS

- 1 Huntley Hillclimb - Avondale Road, Avondale
- 2 Win Stadium Events - Harbour & Burelli Street
- 3 Southern Stars - Harbour and Crown Streets - Plan A
- 4 Southern Stars - Harbour and Crown Streets - Plan B

BACKGROUND

1. AVONDALE Avondale Road – Ward 3

(Item 3.1 of Wollongong Traffic Committee Minutes of Meeting)
Avondale Road – Road Closure

Huntley Hillclimb Motorsport Event – Various Events

Background

Wollongong Sporting Car Club has traditionally held this event over several years without incident due to a detailed safety plan and previous work on the course to reduce the risks for participants. The organisers have also established goodwill with adjacent landowners.

The Wollongong Sporting Car Club has applied to hold a Huntley Hillclimb Motorsport Event on five dates in 2021. The Club wishes to apply for a road closure on the far western end of Avondale Road, west of Avondale Colliery Road between 8:00am to 4:30pm on each day as follows:

- Sunday February 21st, Multi club or February 28th in case of any delays for early approval
- Saturday April 10th and Sunday April 11th, NSW Hillclimb Championship
- Sunday June 27th, Multi club and Come and Try day
- Sunday September 19th, Multi Club and Ladies day
- Sunday November 14th, Multi club.

As in previous years the Club will permit residents to access their properties between races.

Consultation

Consultation with the community is required as a condition of approval for this road closure.

Committee's Recommendation

The proposed road closure be approved subject to the submitted Traffic Management Plans and Council's [Standard Conditions for Road Closures](#). It is recommended that attendees be required to abide by the [Health Orders under COVID19](#) which apply at the time of the event.

Proposal Supported Unanimously

2. WOLLONGONG Win Sports Stadium Events – Ward 2

(Item 3.2 of Wollongong Traffic Committee Minutes of Meeting)

Burelli and Harbour Streets – Road Closures

Background

WIN Sports and Entertainment Centre has secured both Australian A League Soccer and National Rugby League games for 2021 and have submitted three Traffic Control Plans to cover these 14 major events listed below. Although the Traffic Control Plan used for an event depends on the estimated crowd numbers these are currently not known. It is noted that there are single events only with no double bookings with the Entertainment Centre and the Stadium. Therefore, it is appropriate that the type two TCP for crowd numbers for 10,000 – 15,000 be used for these events

Date	WIN Stadium Major Events (as at 13 January 2021)
Wednesday, 3rd March – Main Game 7:05pm	Wellington Phoenix V Western United FC
Sunday, 7th March – Main Game 4:05pm	Wellington Phoenix V Perth Glory
Sunday, 14th March – Main Game 6:00pm	Sydney FC V Newcastle Jets
Sunday, 21st March – Main Game 4:05pm	Wellington Phoenix V Brisbane Roar FC
Friday, 26th March – Main Game 6:00pm	Dragons V Manly-Warringah Sea Eagles
Sunday, 28th March – Main Game 4:05pm	Wellington Phoenix V Macarthur FC
Saturday, 17th April – Main Game 5:05pm	Wellington Phoenix V Western United FC
Sunday, 25th April – Main Game 4:05pm	Wellington Phoenix V Adelaide United
Sunday, 2nd May – Main Game 4:05pm	Dragons V Wests Tigers
Monday, 3rd May – Main Game 7:05pm	Wellington Phoenix V Central Coast Mariners
Saturday, 19th June – Main Game 5:30pm	Dragons V Canberra Raiders
Saturday, 31st July – Main Game 3:00pm	Dragons v South Sydney Rabbitohs
Friday, 13th August – Main Game 6:00pm	Dragons V Penrith Panthers
Saturday, 28th August – Main Game 3:00pm	Dragons v North Queensland Cowboys

Consultation

Consultation with nearby residents and businesses is a requirement for approval.

Committee's Recommendation

The road closures of Burelli and Harbour Streets, Wollongong be approved for the events listed above subject to the Traffic Control Plan Type 2, Council's [Standard Conditions for Road Closures](#), Police and Transport for NSW approvals. It is recommended that attendees be required to abide by the [Health Orders under COVID19](#) which apply at the time of the event.

Proposal Supported Unanimously

3. WOLLONGONG Southern Stars School Spectacular – Ward 2

(Item 3.3 of Wollongong Traffic Committee Minutes of Meeting)

Southern Stars – 20 August to 21 August

Crown and Harbour Streets, Marine Drive and Cliff Road – Road Closures

Background

The NSW Public Schools in the Illawarra are holding the annual Southern Stars Schools Spectacular on Friday 20 and Saturday 21 August 2021. There will be rehearsals during the days before the event, and the daytime Friday performances will be for the benefit for students from the participating schools. Road closure plans A and B have been submitted to cover the range of requirements for safe conduct of the event during dress rehearsals, school matinee performances and the final public performances. The road closures can be summarised as follows:

1. Rehearsals Thursday 19 August: Plan B will be used during the hours 5.30pm – 7pm at the completion of the rehearsals. It involves the closure of Crown Street between Harbour Street and Marine Drive. During this closure buses and residents will be permitted to pass through.
2. Matinee performances Friday 20 August: Plan A will be in place and involves the closure of Crown Street and Marine Drive between Harbour Street and Cliff Road. The closure will be in place between 8.30am – 5.00pm. Buses and residents will also be permitted to pass through the road closure. The buses used for audiences and participants will then be parked on the closed section of Marine Drive during each performance.
3. Evening Public Performance Friday 20 August: Plan B will be used at the end of this public performance between 9.30pm – 11.00pm.
4. Evening Public performance Saturday 21 August: Plan B will be used prior to the beginning from 4.00pm until 5.30pm and at the conclusion of the performance from 9.30pm to 11.00pm. The WIN Entertainment Centre have arranged to access Council car parks in the vicinity; Quilkey Place and Stewart Street Carpark. As in previous years the buses used to transport students to and from the facility will be managed by an experienced volunteer. Parents will be advised of the arrangements to drop off and pick up students away from the WIN Entertainment Centre in order to reduce traffic congestion.

Vehicle mitigation has been incorporated into recently completed works to construct effective bollards around the entrances to the Entertainment Centre.

Consultation

Consultation with nearby residents and businesses is a requirement for approval

Committee's Recommendation

The road closures be approved subject to the submitted Traffic Management Plans and Council's [Standard Conditions for Road Closures](#). It is recommended that attendees be required to abide by the [Health Orders under COVID19](#) which apply at the time of the event.

Proposal Supported Unanimously

4. DAPTO Kylie Place – Ward 3

(Item 3.4 of Wollongong Traffic Committee Minutes of Meeting)

Proposed Road Closure of Kylie Place, Dapto – Street Party – 3 April 2021

Background

A resident has applied to have Kylie Place closed between 6pm and 11pm on Saturday 3 April 2021 for the purposes of holding a street party. The resident has been asked to provide a record of permission from those affected by the road closure to be tabled at the meeting. Providing there are no objections, Council supports community activities of this kind subject to the health orders under COVID19 which will apply at the time.

Consultation

The applicant is required to provide a record of permission for the road closure from residents affected by the road closure.

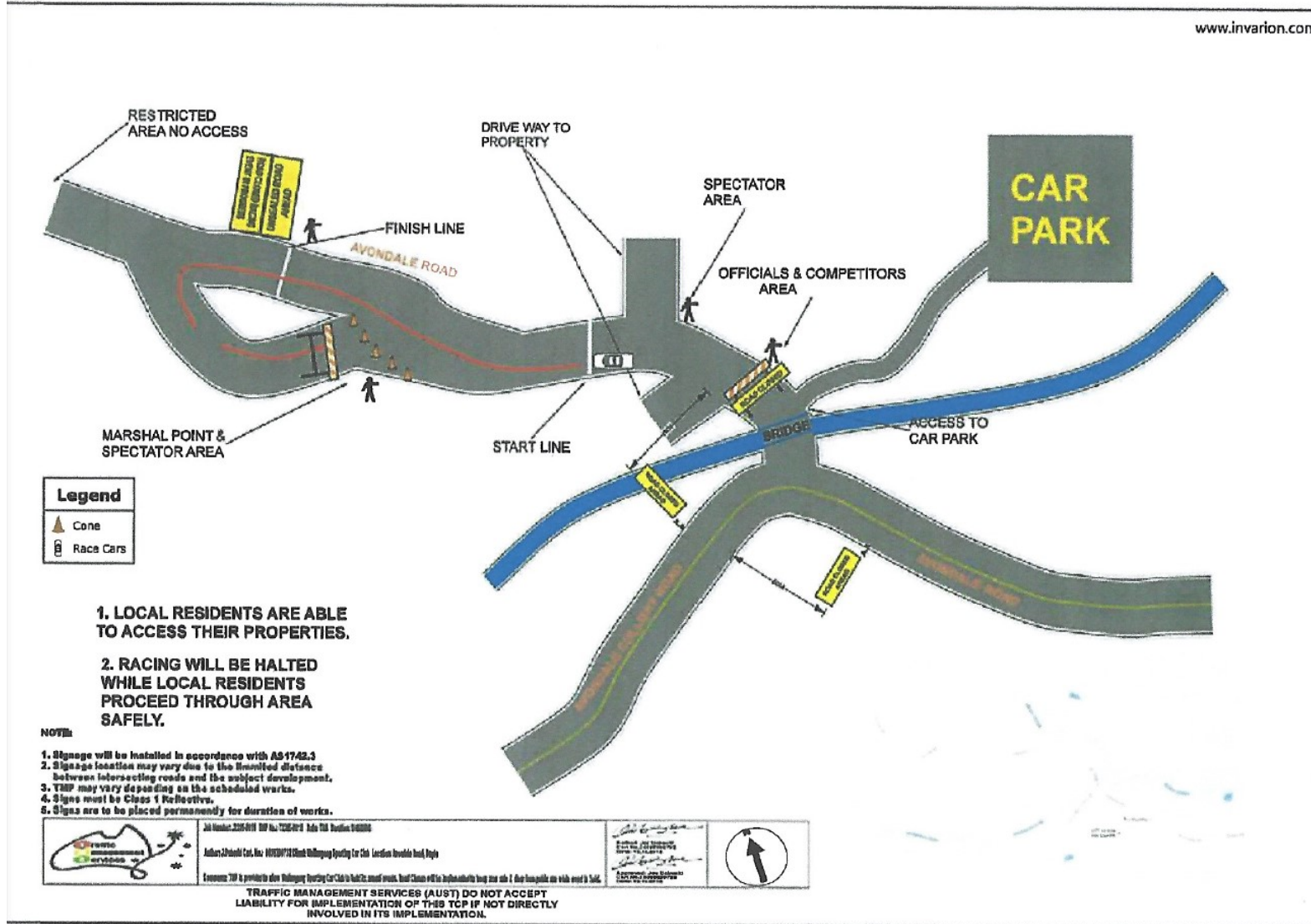
Committee’s Recommendation

The proposed road closure of Kylie Place, Dapto be approved subject to Council’s [Standard Conditions for Street Parties](#) and the [Health Orders under COVID19](#) which apply at the time of the event.

Proposal Supported Unanimously

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Our Wollongong 2028 goal “We have affordable and accessible transport”. It specifically delivers on the Service Plan 2020-21.



Harbour St, Wollongong Major TCP 10000 - 15000

Legend

- 5x TCs
- 5x TMA Truck
- Cone
- Drop Off Zone
- Special needs drop off zone
- TC Truck

Note: Traffic Controller to man barricades, maintaining setup and ensure pedestrians cross Harbour Rd at the designated crossings

Vehicle Mitigation Key:
TC Vehicle is used to create a barrier by limiting the gap behind the road closure. This is to be implemented with gaps no greater than 1.2m wide

- 1) Traffic Control Plan for road closure on Harbour St, Wollongong
- 2) Traffic Controllers to manage traffic and pedestrians safely around work area
- 3) Traffic Controllers to only control one lane of traffic at any time i.e. one Traffic Controller required for each lane of traffic
- 4) Traffic Controllers to be relieved every 2hrs when on stop/slow (or suitable change of duties as per TCAWS)
- 5) Traffic Controllers to ensure they have an escape route at all times and wear appropriate PPE
- 6) Minimum lane width of 3.0 m to be maintained at all times
- 7) Cone spacings to comply with TCAWS table 5.1, taper lengths to comply with TCAWS table 5.2
- 8) Minimum width of 1.2 m shall be maintained at all times for pedestrians to pass unhindered
- 9) Pedestrians shall not be directed onto roadway unless traffic controllers are used to control site and proper measures are put in place to conform with AS 1742.3

TRAFFIC LOGISTICS
Client: Win Entertainment Centre
Location: Harbour St, Wollongong
Top No: AS-48871
Scope Of Works: Major TCP 10000 - 15000
Top(s) Used as a Guide: 54
Top Designed Date: 9.1.19
Top Expire Date: 9.1.21

Designed by: **M. Jones**
Cert No: 003329263
REV: A
Sign Off:

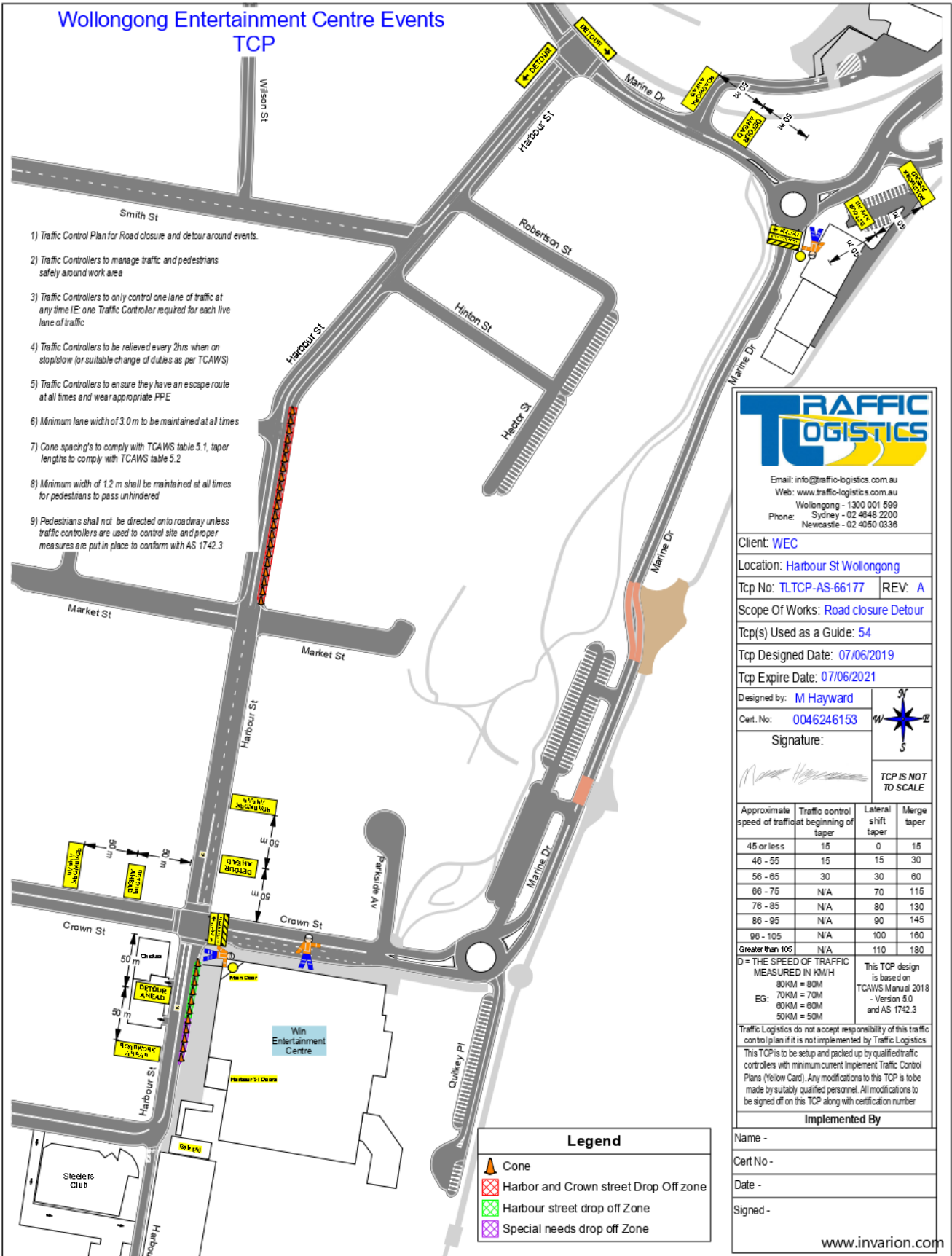
Scale: 1:1000

Approximate length of traffic barrier (m)	Traffic control cones	Lateral spacing (m)	Length (m)	Implementer By
40 - 50	15	0	15	Name -
45 - 50	15	15	30	Cert No -
50 - 55	20	30	80	Date -
60 - 75	N/A	20	100	Signed -
75 - 85	N/A	30	120	
85 - 100	N/A	50	160	
100 - 105	N/A	100	180	
105 - 150	N/A	110	180	

This TCP is to be set up and packed up by qualified traffic controllers with minimum current implement Traffic Control Plans (Yellow Card). Any modifications to this TCP to be made by qualified personnel. All modifications to be signed off on this TCP along with permit number.

Wollongong Entertainment Centre Events TCP

- 1) Traffic Control Plan for Road closure and detour around events.
- 2) Traffic Controllers to manage traffic and pedestrians safely around work area
- 3) Traffic Controllers to only control one lane of traffic at any time I.E. one Traffic Controller required for each live lane of traffic
- 4) Traffic Controllers to be relieved every 2hrs when on stop/slow (or suitable change of duties as per TCAWS)
- 5) Traffic Controllers to ensure they have an escape route at all times and wear appropriate PPE
- 6) Minimum lane width of 3.0m to be maintained at all times
- 7) Cone spacing's to comply with TCAWS table 5.1, taper lengths to comply with TCAWS table 5.2
- 8) Minimum width of 1.2 m shall be maintained at all times for pedestrians to pass unhindered
- 9) Pedestrians shall not be directed onto roadway unless traffic controllers are used to control site and proper measures are put in place to conform with AS 1742.3



Email: info@traffic-logistics.com.au
Web: www.traffic-logistics.com.au
Wollongong - 1300 001 599
Phone: Sydney - 02 4648 2200
Newcastle - 02 4050 0336

Client: **WEC**
Location: **Harbour St Wollongong**
Tcp No: **TLTCP-AS-66177** | REV: **A**
Scope Of Works: **Road closure Detour**
Tcp(s) Used as a Guide: **54**
Tcp Designed Date: **07/06/2019**
Tcp Expire Date: **07/06/2021**
Designed by: **M Hayward**
Cert. No: **0046246153**
Signature: _____
TCF IS NOT TO SCALE

Approximate speed of traffic at beginning of taper	Traffic control taper	Lateral shift taper	Merge taper
45 or less	15	0	15
46 - 55	15	15	30
56 - 65	30	30	60
66 - 75	N/A	70	115
76 - 85	N/A	80	130
86 - 95	N/A	90	145
96 - 105	N/A	100	160
Greater than 105	N/A	110	180

D = THE SPEED OF TRAFFIC MEASURED IN KM/H
80KM = 80M
EG: 70KM = 70M
80KM = 80M
50KM = 50M

This TCP design is based on TCAWS Manual 2018 - Version 5.0 and AS 1742.3
Traffic Logistics do not accept responsibility of this traffic control plan if it is not implemented by Traffic Logistics
This TCP is to be setup and packed up by qualified traffic controllers with minimum current Implement Traffic Control Plans (Yellow Card). Any modifications to this TCP is to be made by suitably qualified personnel. All modifications to be signed off on this TCP along with certification number

Implemented By
Name -
Cert No -
Date -
Signed -


www.invarion.com

Legend

- Cone
- Harbor and Crown street Drop Off zone
- Harbour street drop off Zone
- Special needs drop off Zone

Wollongong Entertainment Centre Events TCP

- 1) Traffic Control Plan for Road closure and detour around events.
- 2) Traffic Controllers to manage traffic and pedestrians safely around work area
- 3) Traffic Controllers to only control one lane of traffic at any time IE: one Traffic Controller required for each live lane of traffic
- 4) Traffic Controllers to be relieved every 2hrs when on stop/slow (or suitable change of duties as per TCAWS)
- 5) Traffic Controllers to ensure they have an escape route at all times and wear appropriate PPE
- 6) Minimum lane width of 3.0 m to be maintained at all times
- 7) Cone spacing's to comply with TCAWS table 5.1, taper lengths to comply with TCAWS table 5.2
- 8) Minimum width of 1.2 m shall be maintained at all times for pedestrians to pass unhindered
- 9) Pedestrians shall not be directed onto roadway unless traffic controllers are used to control site and proper measures are put in place to conform with AS 1742.3



Email: info@traffic-logistics.com.au
Web: www.traffic-logistics.com.au
Wollongong - 1300 001 599
Phone: Sydney - 02 4648 2200
Newcastle - 02 4050 0336

Client: WEC
Location: Harbour St Wollongong
Tcp No: TLTCP-AS-66178 REV: A
Scope Of Works: Road closure Detour
Tcp(s) Used as a Guide: 54
Tcp Designed Date: 13/06/2019
Tcp Expire Date: 13/06/2021
Designed by: M Hayward
Cert. No.: 0046246153

Signature: _____

TCP IS NOT TO SCALE

Approximate speed of traffic	Traffic control at beginning of taper	Lateral shift taper	Merge taper
45 or less	15	0	15
46 - 55	15	15	30
56 - 65	30	30	60
66 - 75	N/A	70	115
76 - 85	N/A	80	130
86 - 95	N/A	90	145
96 - 105	N/A	100	160
Greater than 105	N/A	110	180

D = THE SPEED OF TRAFFIC MEASURED IN KM/H
80KM = 80M
70KM = 70M
60KM = 60M
50KM = 50M

This TCP design is based on TCAWS Manual 2018 - Version 5.0 and AS 1742.3

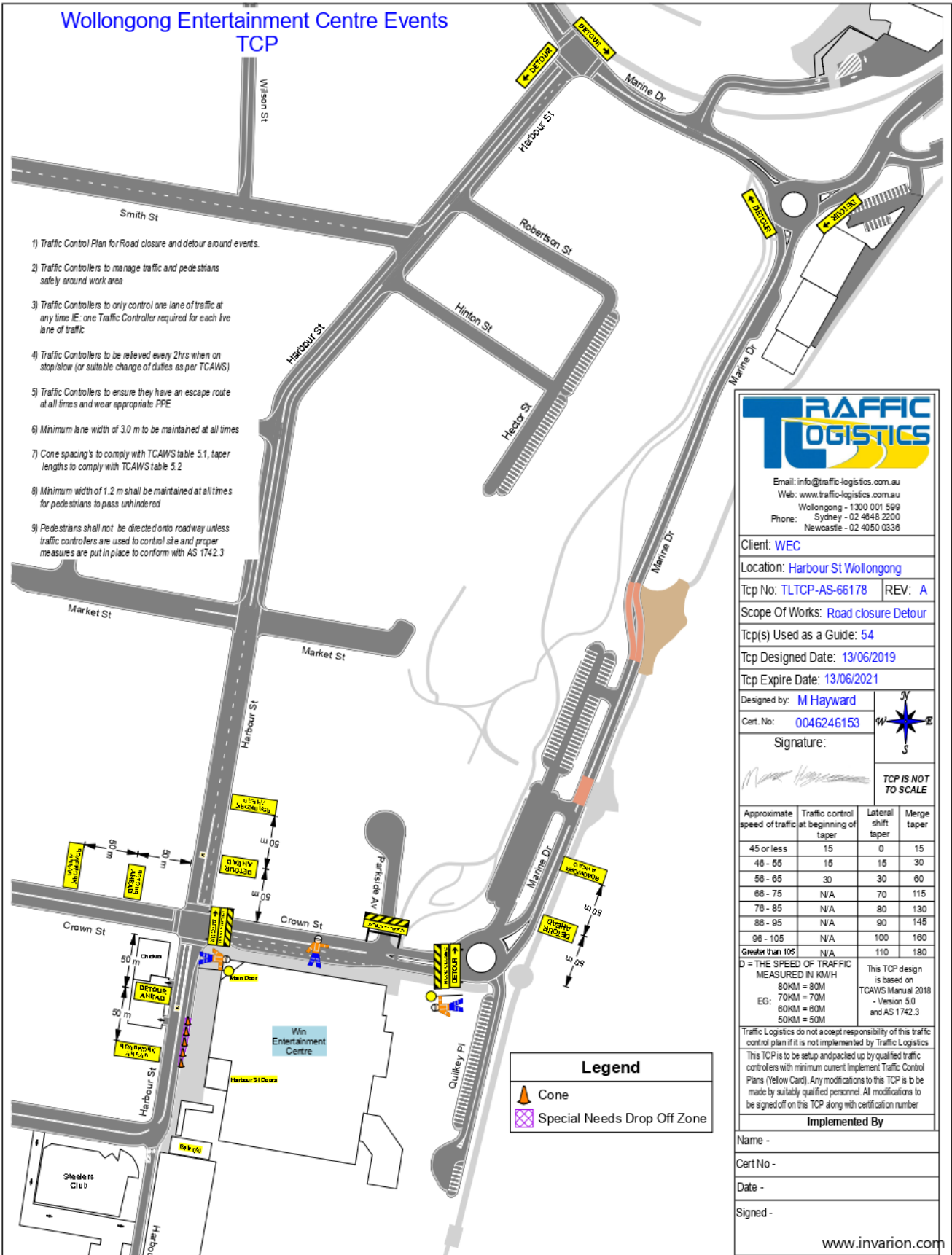
Traffic Logistics do not accept responsibility of this traffic control plan if it is not implemented by Traffic Logistics

This TCP is to be setup and packed up by qualified traffic controllers with minimum current Implement Traffic Control Plans (Yellow Card). Any modifications to this TCP is to be made by suitably qualified personnel. All modifications to be signed off on this TCP along with certification number

Implemented By

Name - _____
Cert No - _____
Date - _____
Signed - _____

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ITEM 15

NOTICE OF MOTION - COUNCILLOR DOM FIGLIOMENI - BERKELEY BOAT HARBOUR

Councillor Dom Figliomeni has submitted the following Notice of Motion –

“I formally move that the Lord Mayor write to the Minister for Planning and Public Spaces proposing that the Department, in conjunction with Council, prepare a Master Plan for the heavily used Berkeley Boat Harbour.”

Background provided by Councillor Figliomeni:

The Berkeley Boat Harbour is heavily used by the community, fishers, sailors, recreational boaters and the Port Kembla Sailing Club. However, even with this high use, little work has been undertaken since around 2013 when new toilet facilities were constructed.

With growing use of the facility, it is appropriate that a Master Plan be prepared to guide future use and development of the site, and to contribute to the future tourism potential of Wollongong.

The \$1.3m that the NSW Government has allocated for the maintenance of some jetties within Lake Illawarra will contribute to the growing use of the lake and in my view support the need for coordinated and cohesive planning on how to optimise opportunities including funding, so the future health of the lake can be assured.

ITEM 16

NOTICE OF MOTION - COUNCILLOR TANIA BROWN - HILL 60 ROCK PLATFORM SAFETY REVIEW

Councillor Tania Brown has submitted the following Notice of Motion –

“Given the ongoing incidents at Hill 60 resulting in loss of life of five rock fishermen, I formally move that -

- 1 Staff engage with Department of Primary Industries Fisheries, NSW Police (Marine Area Command), National Parks and Wildlife Service and Randwick City Council (location of Rock Fishing Safety Act trial) on their experiences and suggestions to improve the safety of rock fishers.
- 2 A delegation ideally comprising the Lord Mayor, Deputy Lord Mayor, Ward 3 Councillors, General Manager and Paul Scully MP be formed, and recommend the delegation meets with State Ministers Adam Marshall MP and David Elliot MP if able.
- 3 The delegation expresses Council's concern at the high level of fatalities at this location and seek a discussion on solutions to ensure the safety of rock fishers in the future.
- 4 Council note that NSW Police and Emergency Services personnel risked their lives by entering the water to reach the individuals involved in Friday's incident and that Surf Life Saving Association members joined NSW Ambulance in providing life support assistance. We extend our thanks and appreciation to all involved in this rescue.”

Background provided by Councillor Tania Brown:

Since 22 January 2021 five fishermen have lost their lives fishing from the rock platform at Hill 60, with others injured and emergency service personnel placing their own lives at risk through search and rescue.

This situation requires multiple levels of government and agencies to come together to discuss a coordinated response.

Safety messages and the availability of life rings are sadly not enough to change behaviour and prevent future fatalities. A policy discussion is required on other options such as mandated life vests and community education and how Council and State Government can work together on addressing this challenging situation.