



**BUSINESS
PAPER**

ORDINARY MEETING OF COUNCIL

To be held at 6.00 pm on

Monday 29 May 2017

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

Order of Business

- 1 Acknowledgement of Traditional Owners
- 2 Civic Prayer
- 3 Apologies
- 4 Disclosures of Pecuniary Interest
- 5 Petitions and Presentations
- 6 Confirmation of Minutes - Ordinary Meeting of Council 8/05/2017
- 7 Confirmation of Minutes - Closed Council Session 8/05/2017
- 8 Public Access Forum
- 9 Call of the Agenda
- 10 Lord Mayoral Minute
- 11 Urgent Items
- 12 Notice of Motions
- 13 Item Laid on Table - 8/05/2017
- 14 Agenda Items

Members

Lord Mayor –
Councillor Gordon Bradbery OAM (Chair)
Deputy Lord Mayor –
Councillor John Dorahy
Councillor Michelle Blicavs
Councillor David Brown
Councillor Leigh Colacino
Councillor Chris Connor
Councillor Bede Crasnich
Councillor Vicki Curran
Councillor Janice Kershaw
Councillor Ann Martin
Councillor Jill Merrin
Councillor Greg Petty
Councillor George Takacs

QUORUM – 7 MEMBERS TO BE PRESENT

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MINUTES

ORDINARY MEETING OF COUNCIL

at 6.00 pm

Present

Lord Mayor – Councillor Bradbery OAM (in the Chair), Councillors Kershaw, Connor, Brown, Takacs, Martin, Blicavs, Colacino, Crasnich, Curran and Petty

In Attendance

General Manager – D Farmer, Director Corporate and Community Services – Creative, Engaged and Innovative City (Acting) – K Hunt, Director Infrastructure and Works – Connectivity, Assets and Liveable City (Acting) – G Doyle, Director Planning and Environment – Future, City and Neighbourhoods – A Carfield, Manager Governance and Information – K Cowgill, Manager Finance – B Jenkins, Manager Property and Recreation – P Coyte, Manager Environmental Strategy and Planning – R Campbell, Manager Library and Community Services – J Thompson, Manager City Works and Services – M Roebuck, Manager Project Delivery – G Whittaker, Manager Infrastructure Strategy and Planning – M Dowd, Manager Community Cultural and Economic Development (Acting) – S Savage and Manager Regulation and Enforcement – J Nicol

Apologies

Min No.

37

COUNCIL'S RESOLUTION – RESOLVED on the motion of Councillor Connor seconded Councillor Crasnich that the apology tendered on behalf of Councillors Dorahy and Merrin be accepted.

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DISCLOSURES OF INTERESTS

Councillor Martin declared non-significant, non-pecuniary conflicts of interests in Items 1 and 2. Councillor Martin advised that Item 2 would involve her employer, the Department of Planning and Environment and Item 1 also has the potential to involve her employer. However, Councillor Martin stated that she has no involvement in matters relating to Wollongong.

Councillor Connor declared a non-pecuniary conflict of interest in Item 2 as the proponents have children attending the school where he is employed and their business has, over the years, made donations to the school. Councillor Connor advised that he would depart the Chamber during debate and voting on the matter.

Councillor Takacs declared a non-significant, non-pecuniary conflict of interest in Item 1 as it involves his employer. Councillor Takacs advised that he would depart the Chamber during debate and voting on the matter.

CONFIRMATION OF MINUTES OF ORDINARY MEETING OF COUNCIL HELD ON MONDAY, 3 APRIL 2017

- 38 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Brown seconded Councillor Martin that the Minutes of the Ordinary Meeting of Council held on Monday, 3 April 2017 (a copy having been circulated to Councillors) be taken as read and confirmed.

CALL OF THE AGENDA

- 39 **COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Brown seconded Councillor Kershaw that the staff recommendations for Items 3, 5, 6, 8 to 10, and 12 to 20 inclusive, be adopted as a block.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item B, Councillor Crasnich departed and returned to the meeting, the time being from 6.24 pm to 6.25 pm.

ITEM B - LORD MAYORAL MINUTE - USE OF STATUTORY DECLARATIONS FOR COMPLAINTS

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

- 1 Wollongong City Council investigates the additional use of statutory declarations and other measures as instruments to activate and prioritise complaint procedures and investigations.
- 2 The investigation be incorporated in the review of the Enforcement Policy.

Variations The variations moved by -

- Councillor Takacs to add the words 'and other measures' to Part 1 (which then changed the wording from 'statutory declarations as an instrument' to 'statutory declarations and other measures as instruments'; and,
- Councillor Petty to change the wording of Part 2 from 'A briefing and summary report be made available by the end of July 2017' to 'The investigation be incorporated in the review of the Enforcement Policy'.

were accepted by the mover and seconder.

ITEM A - NOTICE OF MOTION - COUNCILLOR COLACINO - REVIEW OF WORDING OF ALL MULTI-LINGUAL COUNCIL SIGNAGE

- 41 COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Colacino seconded Councillor Takacs that Council conduct a review over the next twelve months of the wording of all multi-lingual Council signage throughout its various service centres where the signage offers an interpreter service and any mistakes be corrected.

Variation The variation moved by Councillor Bradbery to change the word 'amended' to 'corrected' was accepted by the mover and seconder.

DEPARTURE OF COUNCILLOR

Due to a prior disclosure of interest, Councillor Takacs departed the meeting and was not present during debate and voting on Item 1.

ITEM 1 - REVIEW OF WOLLONGONG INNOVATION CAMPUS MASTER PLAN (WOLLONGONG DEVELOPMENT CONTROL PLAN 2009 - CHAPTER D14) - POST EXHIBITION

- 42 COUNCIL'S RESOLUTION** - RESOLVED UNANIMOUSLY on the motion of Councillor Brown seconded Councillor Blicavs that the Wollongong Development Control Plan 2009 – Chapter D14 Wollongong Innovation Campus be adopted and come into force when a notice appears in the local newspapers.

DEPARTURE OF COUNCILLORS

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

During debate on Item 2, Councillor Kershaw departed the meeting at 6.52 pm and was not present when the vote was taken for Item 2.

ITEM 2 - PLANNING PROPOSAL REQUEST FOR 117 DARKES FOREST ROAD DARKES FOREST

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

1 A draft Planning Proposal be prepared for 117 Darkes Forest Road, Darkes Forest (Lot 86 DP 752054) and submitted to NSW Planning and Environment for a Gateway Determination, proposing to:

- a Amend Schedule 1 Additional Permitted Uses of Wollongong Local Environmental Plan to include:
- agricultural produce industry (fruit crushing, fermenting and bottling facility)
 - information and education facility (visitors centre)
 - industrial retail outlet (cellar door premises)
 - food and drink premises (and ancillary cooking school)

as additional permitted uses (with consent) for land at 117 Darkes Forest Road, Darkes Forest, being Lot 86 DP 752054; and

- b Rezone parts of Lot 86 DP 752054 (the areas surrounding the existing dwelling and existing mine-related infrastructure) from E2 Environmental Conservation to E3 Environmental Management to reflect the existing and potential future land uses

- over parts of the property; and,
- c Introduce a height restriction of 9 metres over the areas proposed to be rezoned to E3 Environmental Management.
- 2 The following additional investigations be requested as part of the Gateway determination:
- a A Potable Water and Wastewater Assessment that includes a Neutral or Beneficial Effect (NorBE) assessment.
 - b A Bushfire Hazard Assessment.
 - c An Aboriginal cultural heritage due diligence assessment
 - d An Ecological Impact Assessment.
 - e A Contamination Assessment, due to the former mine use.

ITEM 3 - DRAFT WOLLONGONG SECTION 94A DEVELOPMENT CONTRIBUTIONS PLAN 2017 FOR PUBLIC EXHIBITION

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION – The draft Wollongong Section 94A Development Contributions Plan 2017 (Attachment 1 of the report) be endorsed for exhibition for a minimum period of 28 days.

RETURN OF COUNCILLOR

During debate on Item 4 and prior to the matter being laid on the table, Councillor Kershaw returned to the meeting, the time being 6.56 pm.

ITEM 4 - ILLAWARRA PERFORMING ARTS CENTRE LIMITED 2018-21 FUNDING AND SERVICE LEVEL AGREEMENT

MOVED by Councillor Blicavs seconded Councillor Brown that -

- 1 In accordance with section 55(3) of the Local Government Act 1993, Council resolves that due to the extenuating circumstances as outlined in the report, a satisfactory result would not be achieved by:
 - a inviting tenders for the services provided by the Illawarra Performing Arts Centre Limited (IPAC); and
 - b IPAC or Council inviting tenders [as may be required by section 55 of the Local Government Act 1993 as outlined in this report] for contracts for the purpose of programming productions and performances at the Centre or the Town Hall during the term of the new Funding and Service Level Agreement.
- 2 Council enter into a single new Funding and Service Level Agreement with IPAC for management of both the Illawarra Performing Arts Centre and the Wollongong Town Hall for the period of 1 January 2018 to 31 December 2021.
- 3 Council include the licence for the Café outdoor dining area in a Schedule to the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021.
- 4 Council delegate the finalisation of the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021 to the General Manager, subject to the funding arrangements not exceeding the current adopted budget.

An AMENDMENT was moved by Councillor Connor seconded Councillor Martin that -

- 1 In accordance with section 55(3) of the Local Government Act 1993, Council resolves

that due to the extenuating circumstances as outlined in the report, a satisfactory result would not be achieved by:

- a inviting tenders for the services provided by the Illawarra Performing Arts Centre Limited (IPAC); and
 - b IPAC or Council inviting tenders [as may be required by section 55 of the Local Government Act 1993 as outlined in this report] for contracts for the purpose of programming productions and performances at the Centre or the Town Hall during the term of the new Funding and Service Level Agreement.
- 2 Council enter into a single new Funding and Service Level Agreement with IPAC for management of both the Illawarra Performing Arts Centre and the Wollongong Town Hall for the period of 1 January 2018 to 31 December 2021.
 - 3 Council include the licence for the Café outdoor dining area in a Schedule to the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021.
 - 4 Council delegate the finalisation of the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021 to the General Manager, subject to the funding arrangements not exceeding the current adopted budget and the community subsidy being adjusted to \$40,000.

At this stage, Councillor Curran FORESHADOWED a MOTION should the Amendment and Motion be defeated.

A FORESHADOWED MOTION was MOVED by Councillor Curran that the matter be deferred pending –

- 1 Further discussions with users who have raised their experiences as to why they cannot perform at the Town Hall or use the Town Hall.
- 2 The review of the lease agreement so that Council is aware of the concerns from the operators, not just local, but national, state and international performers.

A PROCEDURAL MOTION was MOVED by Councillor Kershaw seconded Councillor Curran that Item 4 be laid on the table. The PROCEDURAL MOTION on being PUT to the VOTE was CARRIED.

Note: Councillor Kershaw requested that Councillors receive a copy of the Agreement.

ITEM 5 - UPDATE ON FUTURE DIRECTION OF WOLLONGONG YOUTH SERVICES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

- 1 Council note the report.
- 2 A final report be provided to Council for consideration at its meeting of 29 May 2017.

ITEM 6 - POLICY REVIEW: INTERNAL REPORTING

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION – The amended Internal Reporting Council Policy be adopted.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 7, Councillor Colacino departed and returned to the meeting, the time being from 7.43 pm to 7.45 pm.

ITEM 7 - POLICY REVIEW: USE OF CONFIDENTIAL INFORMATION

44 COUNCIL'S RESOLUTION - RESOLVED on the motion of Councillor Brown seconded Councillor Curran that the policy be placed on public exhibition for at least 28 days and return to Council for determination.

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

Against Councillor Curran

ITEM 8 - POLICY REVIEW: KERBSIDE HOUSE NUMBERING

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION – The Kerbside House Numbering Policy be adopted.

ITEM 9 - REPLACEMENT OF ROOF AT KEMBLA TERRACES - KEMBLA STREET WOLLONGONG

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

- 1 Pursuant to section 55(3)(i) of the Local Government Act 1993, tenders not be invited for the Replacement of Roof at Kembla Terraces, Kembla Street, Wollongong due to the extenuating circumstances that the works are required to be undertaken urgently in order to repair the building, maintain existing long-term tenancies and secure future tenants for the vacant units, while minimising costs and loss of rental income to Council.
- 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 a demonstrated experience and ability to undertake the works with a view to entering into a contract for the works.
- 3 Council grant authority for the use of the Common Seal on the contract and any other documentation, should it be required, to give effect to this resolution.

ITEM 10 - TENDER T16/44 - PROVISION OF NURSING SERVICES TO SOCIAL SUPPORT AND COMMUNITY TRANSPORT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Essential Care, Just Better Care, South Coast Home Health Care and Australian Home Care, for the provision of nursing services to Wollongong City Council's Social Support and Community Transport Services from 1 July 2017 to 30 June 2018, for the amount as tendered.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

DEPARTURE OF COUNCILLOR

During debate and prior to voting on Item 11, Councillor Curran departed and returned to the meeting, the time being from 7.50 pm to 7.52 pm.

ITEM 11 - 2017 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT - COUNCILLOR ATTENDANCE

45 COUNCIL'S RESOLUTION – RESOLVED UNANIMOUSLY on the motion of Councillor Kershaw seconded Councillor Blicavs that Council endorse:

- 1 The attendance of –
 - a Councillors Bradbery, Colacino and Merrin at the 2017 National General Assembly of Local Government in Canberra staying three nights on business.
 - b Councillors Kershaw and Blicavs at the 2017 National General Assembly of Local Government in Canberra staying four nights on business.
 - c Councillor Kershaw at the Regional Cooperation and Development Forum.
- 2 The Lord Mayor as the voting delegate.

ITEM 12 - PROPOSED COMPULSORY ACQUISITION OF PORTION OF LOT 7002 DP 1053534 OTFORD ROAD, OTFORD FOR ROAD WIDENING PURPOSES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

- 1 Pursuant to Section 177 of the Roads Act 1993, Council make an application to the Minister for Local Government and the Governor for the compulsory acquisition of that portion of Lot 7002 DP 1053534 Otford Road, Otford, as shown on the attachment to the report.
- 2 Upon the acquisition being finalised, the land be dedicated as public road in accordance with Section 10 of the Roads Act 1993.
- 3 Authority be delegated to the General Manager to authorise any documentation necessary to complete the compulsory acquisition and to approve the amount of compensation to be assessed by the Valuer General payable to the Crown for the acquisition of the land.

ITEM 13 - PROPOSED ACQUISITION OF 17 WILFORD STREET, CORRIMAL UNDER THE VOLUNTARY PURCHASE SCHEME FOR FLOOD AFFECTED PROPERTIES

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

- 1 Council authorise the acquisition of 17 Wilford Street, Corrimal, as shown by hatching on the attachment to the report subject to the following conditions:
 - a Purchase price of \$720,000 (GST free);
 - b Each party be responsible for their own legal costs.
- 2 Upon the acquisition being finalised, 17 Wilford Street, Corrimal (Lot 8 DP91686) be classified as Community land in accordance with the Local Government Act 1993.
- 3 Authority be granted to affix the Common Seal of Council to the transfer documents and any other documentation required to give effect to the resolution.
- 4 The General Manager be authorised to sign any documentation necessary to complete the acquisition.

ITEM 14 - ACQUISITION OF SMALL PORTION OF AIR SPACE OVER 57 SHONE AVENUE, HORSLEY DUE TO ENCROACHMENT

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

- 1 Council pay compensation of \$1,000 to the owners of 57 Shone Avenue, Horsley for the acquisition of a small part of their air space due to it being encroached by a Council owned bridge.
- 2 Council be responsible for all reasonable costs incurred by the owners of 57 Shone Avenue, in association with the matter and will, in turn, be reimbursed by the Bridge Design Consultant, Arcadis Design and Consultancy.
- 3 The General Manager be authorised to sign any documentation necessary to complete the matter.

ITEM 15 - PROPOSED SALE OF PORTION OF ELLEN STREET, WOLLONGONG

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

- 1 Council authorise the sale of a portion of Ellen Street road reserve to the adjoining owner of 38 Ellen Street, Wollongong.
- 2 Council authorise a sale price of \$210,000 (GST exclusive) for the subject portion of Ellen Street road reserve.
- 3 Each party be responsible for their own costs associated with the matter.
- 4 The General Manager be authorised to sign any documentation necessary to complete the sale.
- 5 Authority be granted to affix the Common Seal of Council on any documentation necessary to complete the sale.

ITEM 16 - ROAD NAMING - UNNAMED LANE IN HELENSBURGH

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION – Council take action under Section 162 of the Roads Act 1993 to name an unnamed lane in Helensburgh, known as Lane 11 between Stuart Street and Club Lane, as 'Bush Pea Lane'.

ITEM 17 - MARCH 2017 FINANCIALS

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION –

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

ITEM 18 - STATEMENTS OF INVESTMENTS - MARCH 2017

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION – Council receive the Statements of Investments for March 2017.

ITEM 19 - CITY OF WOLLONGONG TRAFFIC COMMITTEE - MINUTES OF ELECTRONIC MEETING HELD 11 APRIL 2017

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION – In accordance with the powers delegated to Council, the minutes and recommendations of the City of Wollongong Traffic Committee electronic meeting held on 11 April 2017 in relation to the Regulation of Traffic be adopted.

ITEM 20 - BI MONTHLY TABLING OF RETURNS OF DISCLOSURES OF INTERESTS AND OTHER MATTERS - MAY 2017

The following staff recommendation was adopted as part of the Block Adoption of Items (refer Minute Number 39).

COUNCIL'S RESOLUTION – Council note the tabling of the Returns of Disclosures of Interest as required by Section 450A of the Local Government Act 1993.

CLOSED COUNCIL SESSION

The Lord Mayor called for a motion to close the meeting for consideration of a report which deals with the performance review and contract renewal of the General Manager.

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

- 1 The meeting move into Closed Session to consider Item C1 of Confidential Council business which deals with the General Manager's Performance Review and contract renewal, in accordance with –
 - a Section 10A 2(a) of the Local Government Act 1993, as the report contains personnel matters concerning particular individuals (other than Councillors); and,
 - b The Office of Local Government Guidelines for the Appointment and Oversight of General Managers which states that the Performance Review Panel report to a Closed Session of Council the findings and recommendations of the General Manager's performance review.
- 2 On balance, the public interest in preserving the confidentiality of commercial information outweighs the public interest in openness and transparency in Council decision-making by discussing the matter in open meeting.

Prior to moving into Closed Session, the Lord Mayor advised members of the gallery that the report relates to the General Manager's performance review and contract renewal and is classified as Confidential under Section 10A 2(a) of the Local Government Act 1993, which permits the meeting to be closed to the public, as the report relates to personnel matters concerning particular individuals (other than Councillors).

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

No submissions were received from the press or members of the gallery.

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

At this stage, the time being 7.53 pm, members of the press and gallery departed the Council Chambers.

The meeting moved into Closed Session, the time being 7.54 pm.

Council resumed into Open Session at 8.30 pm and members of the gallery were then invited back into the Council Chambers.

RESOLUTION FROM THE CLOSED SESSION OF COUNCIL - GENERAL MANAGER'S PERFORMANCE REVIEW AND CONTRACT RENEWAL

47 COUNCIL'S RESOLUTION – The Lord Mayor advised those present that whilst in Closed Session, Council resolved to –

- 1 Note the General Manager's Performance Agreement Review 2016-2017.
- 2 Note the General Manager's Performance Agreement 2017-2018.
- 3
 - a Offer the General Manager a new Contract of Employment consistent with the Standard Contract of Employment for General Managers issued by the Office of Local Government subject to an exchange of letters between the Chair of the Performance Review Committee (Lord Mayor) and the General Manager.
 - b Commence the contract on 15 December 2017 for a term of two (2) years.
 - c Offer a total remuneration package in accordance with the 75th percentile of Large Urban Councils as classified under the Local Government NSW General Managers Remuneration Report 2015-16, being \$410,501 per annum, plus any adjustments which may result from the annual Statutory and Other Officers Remuneration Tribunal determinations.

THE MEETING CONCLUDED AT 8.32 PM

Confirmed as a correct record of proceedings at the Ordinary Meeting of the Council of the City of Wollongong held on 29 May 2017.

Chairperson

ITEM A NOTICE OF MOTION - COUNCILLOR MERRIN - BUSINESS CASE: RAIL VS F6

Councillor Merrin has submitted the following Notice of Motion –

“Given the recently-released analysis of the economic, social and environmental advantages to Wollongong of improving rail transport in the region, in comparison to building the F6 Motorway in southern Sydney –

I formally move that Council write to the Minister for Transport and Infrastructure, The Hon Andrew Constance MP, and the Minister for Roads, Maritime and Freight, The Hon Melinda Pavey MP, requesting:

- 1 That public transport and freight rail options be included in the business case for the F6 motorway;
- 2 All relevant information pertaining to the costs and benefits of rail improvements in the Illawarra to be released to the public; and
- 3 Advice on how the Government will reduce rail travel times between Wollongong and Sydney.”

Background provided by Councillor Merrin:

Recently-released correspondence from transport officials to the Government (<http://www.smh.com.au/nsw/f6-planners-told-to-ignore-public-transport-build-roads-documents-show-20170407-gvgbon.html>) states that:

- There was a Cabinet direction to the Department to exclude any consideration of public transport alternatives in making the Business Case for the F6 Motorway;
- The exclusion of rail options “represents a serious and significant shortcoming of the F6 Extension Business Case”, and would prevent Transport for NSW achieving value for the taxpayers of NSW;
- Improvements to rail services to the Illawarra could be made for considerably less than the cost of the F6 – in the order of over \$10 billion difference between the two options;
- Such improvements would include:
 - The completion of the Maldon to Dombarton freight line, which would take coal trains off the South Coast line, and greatly increase the capacity for passenger trips,
 - Construction of a rail tunnel from Thirroul to Waterfall,
 - Increasing the number of passenger trains between the Illawarra and Sydney.
- These improvements to the rail service could:
 - Reduce the travel time between Wollongong and Sydney from 90 minutes to 60 minutes (5 hours per week),
 - Reduce road congestion and the high levels of road freight traffic,
 - Provide “considerable wider economic benefits for the residents of Wollongong and surrounding districts”.

ITEM B

NOTICE OF MOTION - COUNCILLOR MERRIN - COUNCIL TO JOIN THE GLOBAL COVENANT OF MAYORS FOR CLIMATE AND ENERGY

Councillor Merrin has submitted the following Notice of Motion –

“I formally move that Council join the international 'Global Covenant of Mayors for Climate and Energy'.”

Background provided by Councillor Merrin:

The 'Global Covenant of Mayors for Climate and Energy' includes over 7,000 cities from 119 countries. It was formed in January 2017 and merges the international 'Compact of Mayors' (www.compactofmayors.org) and the European Union based 'Covenant of Mayors'.

The Global Covenant is an international coalition of cities and towns with a shared vision of voluntary action against climate change. It measures, verifies, and reports publicly on globally-agreed standards for climate mitigation and adaptation. It provides resources, assessment and gap analysis, and support programs to assist cities like ours.

“Through participation, councils can publically and transparently:

- *consolidate their leading role in tackling climate change at the local level*
- *embed climate action into municipal processes, structures and policies*
- *report locally and compare internationally using consistent and standardised data collection and reporting tools*
- *measure and verify climate action and monitor achievement against local targets*
- *work in partnership with their community, other councils and other levels of government to achieve meaningful reductions in corporate and community emissions and achieve relevant adaptation solutions and global action.”* (<http://mayors.oceania.iclei.org/>)

In Australia, members of the Global Covenant include Adelaide, Byron Shire, Canberra, Hobart, Hobsons Bay, Joondalup, Mackay, Mandurah, Melbourne, Melville, Moreland, Mornington Peninsula, Mount Barker, Penrith, Port Phillip, Sydney, Tweed and Yarra. In New Zealand, members include Auckland, Wellington and Dunedin.

The Global Covenant is supported by the International Council for Local Environmental Initiatives (ICLEI) (<http://oceania.iclei.org>) in partnership with the C40 Leadership Group, United Cities and Local Government (UCLG), UN Habitat, and Michel Bloomberg, the UN Special Envoy for Cities and Climate Change.

ITEM C

NOTICE OF MOTION - COUNCILLOR MERRIN - PRIVATISATION OF SHELLHARBOUR AND PORT KEMBLA HOSPITALS

Councillor Merrin has submitted the following Notice of Motion –

“I formally move that Council –

- 1 Support the community campaign to keep Shellharbour and Port Kembla Hospitals fully in public hands; and,
- 2 Release a public statement of Council’s support, including advice about the public meeting “What’s the future of Shellharbour/Port Kembla Hospital?” to be held at 6.30 pm on Monday, 5 June 2017 at the Shellharbour Workers’ Club.”

Background provided by Councillor Merrin:

In late 2016, then Minister for Health Jillian Skinner, announced that she was seeking expressions of interest from the private health sector in a public-private partnership for Shellharbour Hospital and Port Kembla Hospital.

The arguments against the privatisation of public hospitals are compelling.

1 Lower cost-efficiency

Despite expectations of cost savings from privatisation, the efficiency levels of public and private hospitals have been found to be similar across Australia, with public hospitals in NSW actually around 3% more cost-efficient than their private counterparts (*Risky Business: the pitfalls and missteps of hospital privatisation*, McKell Institute report, 2014, <https://mckellinstitute.org.au/app/uploads/McKell-Institute-Risky-Business-Nov-2014.pdf>)

The report cites the Productivity Commission’s finding that this cost-efficiency of public hospitals occurs at the same time as they provide a broader range of expensive services: equity of access, serving the whole community, including many vulnerable people with complex needs, as well as providing the vast bulk of emergency services, which are generally high-cost (Productivity Commission, *Research Report: Public and Private Hospitals*, December 2009, accessed on 28 October 2014 at <http://www.pc.gov.au/inquiries/completed/hospitals/report>). Public hospitals also operate in far greater numbers in rural and regional areas, traditionally much more expensive to service.

2 Risk of failure

Many privatised hospitals have failed economically, requiring expensive bailing out by government (eg Port Macquarie Base Hospital, Queensland’s Robina Hospital, South Australia’s Modbury Hospital, Victoria’s Austin and LaTrobe Hospitals) or propping-up by their operator (eg Western Australia’s Joondalop Hospital).

“Nationally, seven privatised public hospitals have failed and been subsequently handed back to government, sometimes at great cost. At least 4 hospitals have had services badly affected because of privatisation” (*‘From public good to profit margin’*, The Guardian, 6 March 2017).

3 Risk to quality of care

Beholden first and foremost to their shareholders, private operators must make a profit, and their most likely recourse is to cost-cut.

The McKell Institute report also assesses the impact of downsizing and outsourcing on the quality of care of privatised hospitals, finding that there is a risk that privatised hospitals will provide lower quality of care due to downsizing, outsourcing and other profit-driven strategies.

No private hospital operator in NSW has ever committed to a nurse to patient ratio.

Cost-cutting can:

- affect the most vulnerable patients, such as the elderly, dying, mentally ill and chronically ill,
- lead to the premature discharge of patients, jeopardising recovery and increasing the long-term costs of health care,
- reduce the commitment to training junior doctors, nurses and other health workers, and,
- put downward pressure on staff pay and conditions.

4 Less accountability

Public operators are accountable to the public - the communities that their hospitals serve. Private operators are accountable to their shareholders.

By privatising, the Government avoids accountability. Blame for reduced services, errors and increased risk can be shifted to the private operator.

5 Increased pressure on Wollongong Hospital

In addition, the greatly increasing numbers of new residents in West Dapto will rely on the services provided by Shellharbour Hospital. A privatised Shellharbour Hospital will not be under the same pressure to respond to changes in demographics and patterns of disease and injury.

It is very much in Wollongong's interests to have Shellharbour Hospital preserved as a public hospital. It not only provides services not available elsewhere in the Illawarra but, if privatised, there will be greater pressure on Wollongong Hospital to provide any lost services, such as resource-intensive emergency, intensive care and non-elective surgery.

As forty-eight of the Illawarra's senior doctors have written – "There is a clear contradiction between the mission of a public hospital to ensure all citizens can access high-quality health care, and the goals of private operators seeking to maximise their profits."

ITEM D

ITEM LAID ON TABLE - ORDINARY MEETING OF COUNCIL - 8 MAY 2017 - ILLAWARRA PERFORMING ARTS CENTRE LIMITED 2018-21 FUNDING AND SERVICE LEVEL AGREEMENT

On Monday, 8 May 2017, Council laid this Item on the table. Prior to laying the matter on the table, the following Motion, Amendment and Foreshadowed Motion had been moved -

Motion: Moved by Councillor Blicavs seconded Councillor Brown that -

- 1 In accordance with section 55(3) of the Local Government Act 1993, Council resolves that due to the extenuating circumstances as outlined in the report, a satisfactory result would not be achieved by:
 - a inviting tenders for the services provided by the Illawarra Performing Arts Centre Limited (IPAC); and
 - b IPAC or Council inviting tenders [as may be required by section 55 of the Local Government Act 1993 as outlined in this report] for contracts for the purpose of programming productions and performances at the Centre or the Town Hall during the term of the new Funding and Service Level Agreement.
- 2 Council enter into a single new Funding and Service Level Agreement with IPAC for management of both the Illawarra Performing Arts Centre and the Wollongong Town Hall for the period of 1 January 2018 to 31 December 2021.
- 3 Council include the licence for the Café outdoor dining area in a Schedule to the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021.
- 4 Council delegate the finalisation of the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021 to the General Manager, subject to the funding arrangements not exceeding the current adopted budget.

Amendment: Moved by Councillor Connor seconded Councillor Martin that -

- 1 In accordance with section 55(3) of the Local Government Act 1993, Council resolves that due to the extenuating circumstances as outlined in the report, a satisfactory result would not be achieved by:
 - a inviting tenders for the services provided by the Illawarra Performing Arts Centre Limited (IPAC); and
 - b IPAC or Council inviting tenders [as may be required by section 55 of the Local Government Act 1993 as outlined in this report] for contracts for the purpose of programming productions and performances at the Centre or the Town Hall during the term of the new Funding and Service Level Agreement.
- 2 Council enter into a single new Funding and Service Level Agreement with IPAC for management of both the Illawarra Performing Arts Centre and the Wollongong Town Hall for the period of 1 January 2018 to 31 December 2021.
- 3 Council include the licence for the Café outdoor dining area in a Schedule to the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021.
- 4 Council delegate the finalisation of the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021 to the General Manager, subject to the funding arrangements not exceeding the current adopted budget and the community subsidy being adjusted to \$40,000.

Foreshadowed Motion: Moved by Councillor Curran that the matter be deferred pending –

- 1 Further discussions with users who have raised their experiences as to why they cannot perform at the Town Hall or use the Town Hall.
- 2 The review of the lease agreement so that Council is aware of the concerns from the operators, not just local, but national, state and international performers.

Council currently has two separate agreements with the Illawarra Performing Arts Centre Limited (IPAC):

- 1 Funding and Service Level Agreement for the Performing Arts Centre (Centre) for the period 1 January 2013 to 31 December 2017 [current];
- 2 Venue Management and Licence Agreement for the Wollongong Town Hall for the period 1 June 2014 to 31 December 2017 [current].

Council also has a separate licence with IPAC for the café outdoor dining area adjacent to the Performing Arts Centre.

Both agreements, and licence, set out the level of funding and other support provided by Council to IPAC and the services to be provided by IPAC together with performance levels and reporting requirements.

Council has reviewed the current agreements and licence and has identified a range of opportunities for renewal, proposing to replace the two current agreements with a new single Funding and Service Level Agreement for both the Centre, and the Wollongong Town Hall, for the period 1 January 2018 to 31 December 2021 and to include the café outdoor dining licence in a Schedule to the Agreement.

This report outlines the proposed amendments and seeks endorsement of the next steps toward finalisation and implementation of the new Funding and Service Level Agreement.

RECOMMENDATION

- 1 In accordance with section 55(3) of the Local Government Act 1993, Council resolves that due to the extenuating circumstances as outlined in this report, a satisfactory result would not be achieved by:
 - a inviting tenders for the services provided by the Illawarra Performing Arts Centre Limited (IPAC); and
 - b IPAC or Council inviting tenders [as may be required by section 55 of the Local Government Act 1993 as outlined in this report] for contracts for the purpose of programming productions and performances at the Centre or the Town Hall during the term of the new Funding and Service Level Agreement.
- 2 Council enter into a single new Funding and Service Level Agreement with IPAC for management of both the Illawarra Performing Arts Centre and the Wollongong Town Hall for the period of 1 January 2018 to 31 December 2021.
- 3 Council include the licence for the Café outdoor dining area in a Schedule to the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021.
- 4 Council delegate the finalisation of the new Funding and Service Level Agreement with IPAC for the period of 1 January 2018 to 31 December 2021 to the General Manager, subject to the funding arrangements not exceeding the current adopted budget.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural and Economic Development (Acting)
Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Council continues to focus on establishing and developing the Arts Precinct [Precinct] as an identifiable destination for arts, culture and community events in the city. The integration of the Art Gallery, Town Hall, IPAC, Library and public space [including laneways] is an important element in the activation of the Precinct and maximisation of Council's investment.

Since IPAC's inception in 1987, Council has provided funding and support for the provision of services that contribute to the development of the cultural economy and cultural life of the city. As part of a review of the arrangements between IPAC and Council, IPAC Constitution was amended in 2012 to reflect the strong relationship Council has with IPAC, and to enhance IPAC's governance arrangements. At this time, the Funding and Service Level Agreement with IPAC for the Centre operation was renewed for a five year period to 31 December 2017.

In June 2014, Council entered into a Venue Management and Licence Agreement with IPAC for the Wollongong Town Hall to 31 December 2017. This followed Council's decision to not renew the previous Town Hall management agreement with Pegasus Venue Management. The centralising of the management functions, for both the Town Hall and the Centre, allowed for an integrated approach to the development of the strategic direction for two of the key Precinct venues. Economies of scale have been achieved through centralised administrative functions such as ticketing, financial administration and staffing, as well as greater operational flexibility between venues.

Further, the Town Hall agreement with IPAC provides a number of free [to Council] events and uses, as well as ensuring ongoing affordable access for community users and alignment with the delivery of Council's key cultural policy initiatives with a particular emphasis on the Cultural Plan and associated Evening Economy and Live Music Action Plans.

PROPOSAL

The current Funding and Service Level Agreements between Council and IPAC have been reviewed. Council has identified a range of opportunities associated with the Agreement renewals that will continue to ensure alignment with IPAC's Constitution and Strategic Plan, and Council's Community Strategic Plan Wollongong 2022. IPAC is a key contributor toward delivering and supporting a number of our Community Goals in Wollongong 2022, which include:

- Community Goal 2 – We have an innovative and sustainable economy
- Community Goal 3 – Wollongong is a creative and vibrant city
- Community Goal 4 – We are a connected and engaged community
- Community Goal 5 – We are a healthy community in a liveable city.

As the proposed Funding and Service Level Agreement between Council and IPAC constitutes a 'contract', it is therefore necessary to consider section 55 (Tendering) of the Local Government Act 1993. Generally, section 55 requires Council to invite tenders for any contract involving an estimated expenditure or receipt of an amount of more than \$150,000. However, Section 55(3)(i) provides that the requirement does not apply to contracts where:

'because of extenuating circumstance, remoteness of locality or the unavailability of competitive or reliable tenderers, a council decides by resolution (which states the reasons for the decision) that a satisfactory result would not be achieved by inviting tenders.'

Due to the extenuating circumstances relating to the current arrangements Council has in place with IPAC, including the ongoing annual funding and in-kind support provided by Council to IPAC to provide the Centre and Town Hall programs, it is considered a satisfactory result would not be achieved by inviting tenders for the services conducted by IPAC.

It is noted the decision to integrate the management of the Town Hall facilities/program with those of the Centre, both integral to the wider Arts Precinct, was made in December 2013. As Council had already entered into a Funding and Service Level Agreement with IPAC in relation to the Centre, it resolved to enter into a separate Venue Management and Licence Agreement with IPAC for the Wollongong Town Hall (Min No 17 of 17 February 2014).

Section 55 (Tendering) of the Local Government Act 1993 also applies to Council related entities. This provision would require IPAC to refer proposed contracts for expenditure over \$150,000 to Council (or such other amount as prescribed by the regulations from time to time). It is acknowledged it would be impractical for IPAC in preparing its schedule and programming performances to refer individual productions or programs to Council. To maintain IPAC's flexibility and independence in programming, it is recommended that due to the "extenuating circumstances" exemption of section 55, IPAC be allowed to enter into agreements for performances and productions during the period of the new funding.

The new Agreement contains few substantive changes to the terms and conditions of the previously separate documents. The main changes are as follows:

- 1 One Funding and Service Level Agreement, for both the Centre and Wollongong Town Hall, with two Licences as Schedules to the main Agreement:
 - Centre Licence incorporating Café (Outdoor Dining);
 - Wollongong Town Hall Licence.
- 2 The inclusion of performance indicators for the Wollongong Town Hall and a revised set of performance indicators for the Centre, both of which align with Council's Community Goals and IPAC's Strategic Goals.
- 3 Clearly identified criteria for the disbursement of the community subsidy for Wollongong Town Hall hire, to be administered by IPAC.
- 4 The potential sub-licensing (net revenue) fee previously applicable to the Centre Café has been removed as IPAC does not sub-license this operation.
- 5 The annual licence fee, previously applicable under the outdoor dining area licence of approximately \$11,000 has been replaced with a nominal figure for the purpose of reinvestment into IPAC's ongoing program of activities. The renewed Agreement provides for the fee to be reinstated in the event that a third party sub-licences the Café outdoor dining area.
- 6 Inclusion of obligations on IPAC to ensure compliance with Council's obligations under the Government Information (Public Access) Act [GIPA Act].
- 7 Inclusion of corporate governance provisions including an obligation for IPAC to establish a Risk and Audit Committee.
- 8 The inclusion of standard provisions for GST, termination, interpretation and governing law.
- 9 Due to terms of IPAC's Constitution, Council has improved governance oversight and clear KPIs aligned to IPAC and Council strategic objectives with the creation of one Funding and Service Level Agreement.
- 10 The new Funding and Service Level Agreement will be for a period of four years [1 January 2018 to 31 December 2021] to align with IPAC's current Strategic Plan. It is envisaged the following agreement to be negotiated will be for a period of up to five years.

While the Centre's financial and in-kind support components will remain essentially the same, other than to bring dollar amounts in line with the Consumer Price Index, the Town Hall base funding rate will be increased by \$10,000 per annum and is identified in the Agreement. This additional funding is to be utilised for the Town Hall in light of its operational requirements as both community and commercial venue, and comes from an alternate Council managed Town Hall budget that IPAC will now administer. This will result in financial support of \$691,672 for the Centre and \$380,000 for the Town Hall (both GST exclusive) per annum as the baseline for 2018. Base funding amounts will be adjusted each July in

accordance with the movement of the Consumer Price Index for Sydney (All Groups) during the immediately preceding year and paid in two equal instalments in January and July of each year for the duration of the Agreement.

A subsidy of \$20,000 per annum (GST exclusive) to support the community use of the Town Hall will continue under this model. This will now be administered by IPAC in the streamlining of a process previously managed by Council. In-kind services in the areas of graphic design, print service and signage will be provided as per the current agreement. The current provision of a standard motor vehicle for the use of the IPAC Director as per Council’s Vehicle Management - Management Policy will remain.

CONSULTATION AND COMMUNICATION

Over the past several months consultation has taken place with representatives of IPAC and Council. Council’s Legal Team has drafted the new Funding and Service Level Agreement. Property and Recreation Division has been consulted regarding the Café outdoor dining licence and provided input into the drafting of the Agreement Schedules.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 Goals 2 *We have an innovative and sustainable economy* and 3 *Wollongong is a creative and vibrant city*. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
2.1.2 Wollongong’s Central business District continues to expand as the regional centre for commercial services, health services and other high order services, retail, entertainment and dining to stimulate and retina local employment	2.1.2.1 Ensure that Wollongong is attractive to diverse companies for business expansion, establishment and relocation	Manage the operations of Wollongong City Centre
3.1.2 Artists and innovators are employed, mentored and supported	3.1.2.2 Provide opportunities for local artists and performers to exhibit, promote and perform at Council venues and events	Manage the Merrigong funding agreement for IPAC and the Town Hall
3.3.2 The arts precinct in the heart of the city is consolidated and further enhanced	3.3.2.1 Coordinate an integrated approach to infrastructure improvement and service delivery in the Civic Plaza and through the re-establishment of an Arts Precinct in the city	Coordinate activation and accessibility of the Arts Precinct in collaboration with the Arts Precinct Management Committee

RISK ASSESSMENT

The new Funding and Service Level Agreement will continue to mitigate against the financial and business risk posed to Council through its relationship with IPAC by stipulating funding amounts and operating and reporting requirements.

FINANCIAL IMPLICATIONS

The financial impact of the new Funding and Service Level Agreement will not exceed the current adopted budget. Council currently manages budgets allocated for the Town Hall via the Community Cultural and Economic Development Division. The revised agreement proposes to transfer management of these funds to IPAC to assist in supporting community use of the Town Hall. This includes \$10,000 [operational] and \$20,000 [subsidy]. The provision of the additional funds, to be administered under the terms of the new Funding and Service Level Agreement, will streamline existing processes and operations.

CONCLUSION

The new Funding and Service Level Agreement will facilitate Council's strategic, financial and operational planning and accountability. It will establish clear parameters for Council's ongoing support for the IPAC and ensure it is fully informed of the level of support to be provided over the coming four years for both the Centre and Town Hall venues. In addition, the new Funding and Service Level Agreement will allow IPAC to undertake pre-planning and make a commitment as part of its operational requirements to secure and deliver an annual program of events that contribute to the development of the cultural economy and cultural life of the city.

ITEM 1 BEATON PARK DRAFT PLANS: FOR EXHIBITION

On 9 May 2016, Council resolved to review the Beaton Park Plan of Management (2007). This report recommends that Council exhibit the draft 2017 Beaton Park Plan of Management. The report also recommends that a draft Planning Proposal be prepared to add the additional uses of medical centre, community health facilities and registered club to land at Beaton Park to enable Council to consider enhancing the current medical/health and well-being services available at Beaton Park and to provide the Wollongong Tennis Club with the ability to consider how to best meet the future needs of their members as a community based registered club of long standing.

RECOMMENDATION

- 1 The 2017 Draft Beaton Park Plan of Management (PoM) be endorsed for exhibition for a minimum of 28 days with a further 14 days to receive written submissions.
- 2 A Draft Planning Proposal be prepared to add “medical centre” and “community health facilities” for Lots 113 DP 788462, 104 DP 594256, 401 DP 1128781 and “registered club” for Lot 113 DP 788462 as permissible uses in the RE1 Public Recreation zone for the Beaton Park site through a Schedule 1 amendment, and refer the draft Planning Proposal to the NSW Department of Planning and Environment for Gateway determination.
- 3 The Department be advised that as the draft Planning Proposal involves Council land, Council does not request delegated authority to finalise the Planning Proposal.
- 4 The Draft Plan of Management and the Draft Planning Proposal be exhibited concurrently, subject to Gateway determination for the Draft Planning Proposal.
- 5 A Public Meeting/Hearing conducted by an independent chairperson on the draft PoM and draft Planning Proposal be held at least 21 days after the close off date for written submissions so that notice may be given to any person who has made a submission of the date of the public meeting/hearing.
- 6 A further report be submitted to Council on submissions received and issues raised at the public meeting/hearing to enable the draft Plan of Management and draft Planning Proposal for Beaton Park to be finalised.

REPORT AUTHORISATIONS

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

ATTACHMENTS

- 1 Location Map PoM Area
- 2 Beaton Park Needs Assessment Project Final Report December 2015 Excerpt Table 3.1 Project Area Local Stakeholder Interviews
- 3 Draft 2017 Beaton Park Plan of Management
- 4 Location Map draft Planning Proposal

BACKGROUND

Beaton Park is a sporting area of regional importance located in the suburb of Gwynneville, just two kilometres from Wollongong CBD. The site supports a variety of sporting codes, sporting clubs, as well as community and commercial uses. Beaton Park includes 6 land parcels of community land in Gwynneville (Lot 113 DP 788462, Lot 104 DP 594259, Lot 401 DP 1128781, Lot 105 DP 594259, Lot 2 DP 700616 and Lot 102 DP 611233) that have a combined area of 13.8 ha. The site is zoned RE1 Public Recreation under the Wollongong Local Environmental Plan 2009. Within the Plan of Management area is the Beaton Park Leisure Centre (BPLC), Wollongong Tennis Club, Illawarra Basketball Stadium (the Snake Pit), Beaton Park Sportsground, the Kerryn McCann Athletics Centre and a children’s playground. Attachment 1 to this report is a location map of the 2017 Beaton Park PoM area.

History of the Beaton Park PoM Area

- 1951 - Wollongong City Council first formed Beaton Park in 1951 from the consolidation of two adjoining private land areas.
- 1957 - The first major development on site was the creation of the Wollongong Tennis Lease in 1957 and development of tennis courts.
- 1964 - The Snake Pit (four court stadium) was developed on site and leased to Illawarra Basketball.
- 1973 - Due to demand for more sports and recreation facilities, the park area was further expanded by 2.89 ha with Council acquiring more land.
- 1978 - The park area was expanded again by 1.056 ha by incorporating adjacent excess railway land.
- 1980-81 - The land area where Beaton Park Leisure Centre (BPLC) is located was purchased from the Department of Defence.
- 1981 - BPLC was completed and consisted of indoor sport and recreation facilities.
- 1983 - The BPLC outdoor heated pool was added to the facilities.
- 1986 - The BPLC outdoor swimming pool was covered with a tension membrane roof.
- 1993 - The synthetic athletics track and field areas were opened.
- 1997 - The first Plan of Management for Beaton Park was adopted in December 1997.
- 1999 - The current Plan of Management for Beaton Park was adopted in December 1999 to ensure compliance with the Local Government Act 1993 which was amended by the introduction of the Local Government Amendment (Community Land Management) Act 1998 which became effective on 1 January 1999.
- 2001 - The athletics track grandstand was built.
- 2005 - The playground at Beaton Park was installed.
- 2007 – A minor amendment was made to the current PoM for Beaton Park to provide the opportunity for a Table Tennis Facility to be built in the future as an addition to an existing amenities block.
- 2016 - The Beaton Park Precinct Needs Assessment Final Report (December 2015) was reported to Council on 9 May 2016 proposing expansion of existing health/fitness areas (including gymnasium), aquatic leisure water facilities for family and children's use, wellness/medical facilities, warm water pool area for older adults and warm water programs, new food/beverage and merchandising areas and indoor stadium to enable co-location of indoor sports (basketball, badminton and table tennis at a minimum) and expanded/upgraded Athletics Track and sportsgrounds. Aim was to meet needs into the 2030s.

Beaton Park Precinct Needs Assessment (2015)

The Beaton Park Precinct Needs Assessment focused on how Council could better utilise the large open space and aged recreation, health and sport facilities within the Beaton Park Precinct. This was to ensure that the current population, who are looking for more and improved indoor and outdoor sport, health and recreation facilities, are catered for along with the development of modern facilities that can support higher intensity, integrated and more flexible use from the increased area population. The Beaton Park Precinct included the Beaton Park PoM area and Wiseman's Park. Wiseman's Park is Crown Land and is managed under the Crown Lands Act, rather than the Local Government Act 1993. There is new legislation affecting how plans of management are to be made over Crown Land. When regulations are made for the new legislation in the near future, work on a Wiseman's Park PoM will be undertaken.

The Needs Assessment noted that the Beaton Park Precinct is centrally located to inner city infill development areas where there will be more people in the future wanting to use the open space and facilities. This has been a critical element that guided the Needs Assessment future development directions for the Beaton Park PoM area. Beaton Park is to cater for the future expanded population that will place greater pressure on open space areas and facilities due to increased population density from close by infill and high rise development. Many of Beaton Park's facilities are nearing the end of their operational life and, as the population in the area increases, there will be greater pressure to upgrade facilities to increase the range of uses as well as intensity of use. When these facilities were built, in the 1970s and 1980s, they were of high standard and well above contemporary facility provision in other areas, but that is no longer the case.

The current regional facilities on site include outdoor sports venues for tennis and athletics and indoor sport for basketball. District facilities include aquatics, health, fitness and wellness, and outdoor football and rugby facilities. The consultation completed with local clubs and associations using these facilities have all indicated they are at near to full capacity and are seeking facility upgrades to take greater and more flexible use (see Attachment 2 - Table 3.1 Project Area Local Stakeholder Interviews from the Beaton Park Needs Assessment). Added to this, are the identified population increases that have occurred and are projected to continue for the area. Beaton Park Precinct is also located in a very strategic location with the precinct being close to the university and TAFE and east west linkages able to be achieved as part of the Fairy Creek Corridor.

The Needs Assessment has found no gaps or duplications in facilities but rather the need to upgrade and expand them, plus modify some spaces for new activity use to ensure greater use from more users. As such, improvements are expected to require substantial capital funding and there is an opportunity to cluster and connect like-facilities to provide a more regional use that, in turn, can be used to attract funding from other levels of government and attract more investment from existing and new lessees/licensors.

The Needs Assessment included long-term conceptual plans for BPLC that included:

- Reconfiguring and enlarging/adding more health and fitness areas to attract more members and users and improve financial sustainability.
- More aquatic leisure water facilities for family and children's use.
- Expanded/new improved wellness facilities as well as linking medical and health areas.
- New warm water pool area for older adults and warm water programs.
- New food/beverage and merchandising areas plus central reception to control users.

Needs Assessment Recommendations for New BPLC facilities included:

- Water program pool and accessible spa to cater for older adults, water therapy, Learn To Swim (LTS) and exercise programs
- LTS leisure pool to cater for LTS, school swimming and water familiarisation
- Toddlers' water play area
- Water Play and Splash Pool
- Water slides
- Sauna adjacent to program pool
- Wet Area amenities
- Plant Room
- Storage
- Expansion of gymnasium to cater for up to 1,000 new members
- Renovation of existing hall to cater for group exercise
- New front entry, reception, retail and improved circulation links

- Wellness Centre with treatment rooms and storage and reception areas linked to pool area
- Redeveloped sports medicine clinic
- Café and lounge area in main entry area
- Four indoor sports courts with change rooms, storage, spectator seating and ability to view adjacent tennis courts

Needs Assessment Recommendations for Other Beaton Park Facilities

Illawarra Basketball Stadium

Long term redevelopment of indoor sports courts would see these being relocated at the leisure centre site to be consistent with key industry success trends of clustering and connecting similar managed activity facilities at the one site.

Kerryn McCann Athletics Track

Athletic facilities already meet regional facility status, however it is recommended to review opportunities to increase the range of sports using the area and increase player and spectator areas as well as provide for use by the adjacent sporting fields.

Tennis Facilities

Upgrade amenities, expand court lighting to increase night time use and improve car parking whilst, in the longer term, adding 2 more courts to the south of the existing courts to maintain regional status in the future.

Outdoor Playing Fields

Upgrade Regional Outdoor Fields with surface, drainage and irrigation system improvements on the outdoor fields and new amenities (linked to athletic track/BPLC improvements).

Open Space

New Beaton Park community facilities including playground, picnic areas, internal and perimeter trails and children/youth activity area in and around the area north of the creek.

Redeveloped entry/exit and internal road network

New Beaton Park Traffic Management Plan with redeveloped entry/exit and internal road network with linked car parks at key activity nodes. This may include a new entry and bridge link from Gipps Street and more parking at the Beaton Park Leisure Centre site, tennis courts and outdoor playing fields

Future of our Pools Strategy 2014-2024

Council operates 9 swimming pools across the Local Government Area, with 7 of them with a 50 m pool. Two of these pools are heated all year round. The “Future of Our Pools Strategy 2014-2024” identified the need for more warm water space to meet the needs of Learn to Swim, and rehabilitation and older adults at Beaton Park. The Needs Assessment also recommended swim play and adventure water areas for children at Beaton Park.

Council Resolution 9 May 2016

On 9 May 2016 Council considered the Beaton Park Precinct Needs Assessment Final Report (December 2015) and resolved the following:

1. *Council note the Beaton Park Needs Assessment.*
2. *A review of the Plan of Management be included in the 2016/17 Annual Plan and appropriately resourced.*
3. *Investigations into the reclassification of identified land be commenced.*
4. *Investigations into the feasibility of acquisition of Defence Lands be commenced.*

5. *A staging plan be developed for implementation of the Plan.*
6. *A further progress report be submitted to Council.*
7. *The community-developed concept plans for Wiseman's Park and related elements of the Gwynneville-Keiraville Community Planning Project, be included in the documents that help inform the future character of that site.*
8. *Consideration be given to including Gilmore Park within the study area.*

On 1 May 2017, a Councillor Briefing occurred on the Beaton Park Precinct.

PROPOSAL

Review of the Plan of Management 2007

The current Beaton Park PoM was adopted in 1999 and amended in 2007. One of the objectives of the Beaton Park Needs Assessment was to *"Inform a review of the Beaton Park Plan of Management."* The Needs Assessment stated of the current PoM, *"is well out of date and is reflective of community needs and demands that are 15 years old+ and produced in a different financial and social climate...consultation and market research completed as part of this study can form the key stakeholders input into an updated Plan of Management."*

The current PoM provides only limited opportunities for the expansion of facilities. For example the PoM does not permit the co-location of the Basketball Stadium into an expanded and redeveloped BPLC. Furthermore, the proposed "Suspended Carpark" permitted in the current PoM is not recommended in the Needs Assessment and would take away from the more natural environment along the creek, even though the creek has been reengineered in the past. The review has determined the existing Plan of Management for Beaton Park will not address the needs identified in the Beaton Park Needs Assessment.

The current PoM also includes Throsby Drive, which at that time was not a formal road reserve, but part of the Park. Throsby Drive has now been excised from the Park.

Investigations into the Reclassification and Feasibility of Acquisition of Defence Lands

The Needs Assessment recommended reclassifying some land, BPLC, the Basketball Stadium and land near Weerona College, to assist the existing commercial uses of the area.

The Needs Assessment also proposed to increase the park lands available for public use by purchasing the neighbouring Department of Defence land to be redeveloped as extended park. Council staff undertook an investigation into the proposal to reclassify land and have concluded that reclassification is not required to facilitate the expansion and updating of the regional facilities at Beaton Park.

The Department of Defence currently still requires their land.

It is proposed that all land at Beaton Park remain classified as community land. The exhibition of the draft PoM will allow Council to receive the community's feedback on a draft 2017 Beaton Park Plan of Management and a Draft Planning Proposal to add the additional uses of medical centre, community health facilities and registered club to land at Beaton Park. This would enable Council to consider enhancing the current medical/health and well-being services available at Beaton Park and to provide the Wollongong Tennis Club with the ability to consider how to best meet the future needs of their members as a community based registered club of long standing. Both the draft 2017 PoM and the draft Planning Proposal are further explained later in the report.

A Staging Plan for Implementation and Further Progress Report to Council

The Beaton Park Needs Assessment included both specific and broadly defined redevelopment recommendations for Beaton Park, with conceptual "Proposed Future Beaton Park Precinct Facility Master Plans" along with a precursory staging plan. These conceptual plans have not been tested against the site's constraints. Council resolved in May 2016 that a more detailed staging plan be developed.

This more detailed staging plan will form part of a future Beaton Park Masterplan. Receiving the community’s feedback on the draft Beaton Park PoM’s Aim, Vision, Values and Management Objectives will inform the development of the Masterplan. Further constraints investigation/study and engineering analysis will also be undertaken, to inform the future Masterplan. A detailed Beaton Park Masterplan, with a staging plan for individual capital improvements, will be reported to Council so that the community’s feedback on the future detailed Masterplan can be sought. The future Masterplan will be in accordance with the PoM’s Aim, Vision, Values and Management Objectives.

Community-developed concept plans for Wiseman’s Park/Gwynneville-Keiraville Community Planning Project and Consideration be given to including Gilmore Park within the study area

Council resolved in May 2016, *“The community-developed concept plans for Wiseman’s Park and related elements of the Gwynneville-Keiraville Community Planning Project, be included in the documents that help inform the future character of that site”* and *“consideration be given to including Gilmore Park within the study area.”*

Wisemans Park is Crown Land and is subject to the Crown Lands Management Act 2016 and separate Plan of Management requirements. When a Plan of Management is developed for Wiseman’s Park, Council will consider including Gilmore Park and the community land along the Fairy Creek Corridor. A Plan of Management over Wiseman’s Park could be prepared once regulations for the Crown Land Management Act 2016 have been gazetted. The community developed concept plans for Wiseman’s Park and the related elements of the Gwynneville-Keiraville Community Planning Project did inform the Needs Assessment’s recommendations for Wiseman’s Park and Beaton Park. It is acknowledged that Wiseman’s Park and Beaton Park are linked by pedestrian and cycle movements and that both park facilities should build upon these links.

Draft 2017 Beaton Park Plan of Management

Building on the research, market trends analysis and stakeholder consultation undertaken to develop the Beaton Park Precinct Needs Assessment Final Report (December 2015), a draft 2017 Beaton Park Plan of Management has been developed by Council in accordance with the requirements of the Local Government Act 1993 as shown in Table 1. The draft PoM meets Council’s Community Strategic Plan (Wollongong 2022) Goal: *“We are a healthy community in a liveable city”*. Table 2 includes the Draft PoM’s Aim, Vision, and Values for Beaton Park to guide future use and development.

Public exhibition of the draft PoM is required under the Local Government Act 1993 and provides an opportunity to receive the community’s feedback on the draft PoM.

Table 1: Site Specific PoM Requirements under the Local Government Act 1993

Site Specific PoM Requirements under the Local Government Act 1993	Section in PoM (see Attachment 3 to this report)
Community land is categorised as either an area of cultural significance, sportsground, park, general community use or type of natural area - foreshore, bushland, escarpment, watercourse or wetland. (These categories are prescribed legislatively under the Act). The community land categories that apply to land in the 2017 Beaton Park Plan of Management are Sportsground, General Community Use and Natural Area Watercourse as shown in the Community land Category Map in Attachment 3 to this report.	Section 2.2 and Community Land Category Map
Objectives and performance targets identified with proposed means by which they are met and methods for assessment of progress.	PoM Action Plan
May require the prior approval of the Council to the carrying out of any specified activity on the land. (Existing legislative requirements – EP&A Act 1979 for example).	Section 2
Description of the condition of the land, and any building or improvements on the land as at the date of the adoption of the plan.	Sections 1.3 and 1.4

Site Specific PoM Requirements under the Local Government Act 1993	Section in PoM (see Attachment 3 to this report)
Specify the purposes for which the land and any such improvements will be permitted to be used.	PoM Permissible Uses Table
Specify the purpose for which any further development of the land will be permitted, whether under lease or licence or otherwise.	PoM Permissible Uses Table
Describe the scale and intensity of any such permitted use or development.	Section 4.1

Beyond the legislative requirements noted in Table 1, the draft Beaton Park PoM has overarching Aim, Vision and Values which will guide how Beaton Park will be improved in the future and how the management objectives and permissible uses and developments will be achieved. The draft Beaton Park Plan of Management is Attachment 3 to this report.

Draft Planning Proposal for certain land at Beaton Park

Within the Beaton Park Leisure Centre is the Illawarra Sports Medicine Clinic, which was approved in 1981. If built today, the Illawarra Sports Medicine Clinic would be considered a medical centre or a community health services facility under the Wollongong Local Environmental Plan (LEP) 2009 as the Sports Clinic currently supports physiotherapists, sports doctors, dieticians, podiatrists and massage therapists. A “medical centre” or “community health services facilities” are not permitted in a RE1 zone under the LEP. Additionally, Registered Clubs, such as the Wollongong Tennis Club, are not permitted in the RE1 zone under the LEP (although were permitted under the previous 6(a) Public Recreation zone). The Beaton Park Needs Assessment has recommended that health and wellness facilities be expanded in a redeveloped BPLC. The Wollongong Tennis Club may, in the future, expand its facilities, but it is no longer a permitted use in the zone, although would enjoy existing use rights.

The objectives of the draft Planning Proposal would be:

- To allow for expanded wellness/medical services areas at Beaton Park to attract a broader range of users and improve sustainability and financial operating performance of the recreational, health, fitness and sporting facilities there.
- To allow for Wollongong Tennis Club facilities to be upgraded as a permissible use rather than relying on existing use rights to assist the long term financial viability of the sporting facility.

The inclusion of Health Services Facilities types - ‘medical centre’ and ‘community health facilities’ in Schedule 1 of Wollongong Local Environmental Plan 2009 for lots 113 DP 788462, Lot 104 DP 594256 and Lot 401 DP 1128781 will establish a medical centre or community health facilities as permitted with consent. No other planning controls within the Wollongong Local Environmental Plan 2009 are proposed to change (e.g. zoning or height restrictions). The draft Planning Proposal would not specify what a medical centre or community health facilities would look like on the site or how it would operate (e.g. profit/non-profit). The draft Planning Proposal is one mechanism to facilitate an expansion of well-being health services at Beaton Park and relies on other mechanisms and processes (e.g. Plan of Management, Expression of Interest, Call for Proposals, Master plan, tender process, lease provisions, development application) to guide and deliver an outcome for the site. A future development application for such a use as ‘medical centre’ would be required to comply with the EP&A Act 1979, any adopted Plan of Management and any Endorsed Masterplan for the area at a minimum. At the development application stage additional technical assessments may be required regarding constraints, such as but not limited to, traffic, floodplain and storm water management, designed to the appropriate level for the scale of development proposed in the future development application.

It is proposed that Council authorise that a Draft Planning Proposal be prepared to add “medical centre”, “community health facilities” for Lots 113 DP 788462, 104 DP 594256, 401 DP 1128781 and “registered club” for Lot 113 DP 788462 as permissible uses in the RE1 Public Recreation zone for the Beaton Park site through a Schedule 1 amendment and referred to the NSW Department of Planning and Environment for Gateway determination.

CONSULTATION AND COMMUNICATION

In accordance with the community land provisions of the Local Government Act 1993, the draft Plan of Management requires exhibition for public comment for a minimum of 28 days with a further 14 days to provide public comment. The draft PoM and draft Planning Proposal would be exhibited concurrently, subject to Gateway determination by the NSW Department of Planning regarding the draft Planning Proposal. Council would also undertake any additional community consultation requirements in any future Gateway determination regarding the draft Planning Proposal not already covered under the current community consultation plan described in this section.

- Advertisement of the exhibition and comment period would be placed in the Advertiser and Illawarra Mercury.
- Information regarding the draft PoM and draft Planning Proposal for Beaton Park would be available on Council’s website.
- Written notices of the exhibition and comment period of the draft PoM and draft Planning Proposal would be sent via email or mail to land owners in the suburbs of Gwynneville and Keiraville, Neighbourhood Forums, and individuals, organisations, groups, schools who use Beaton Park by membership or booking, lease or licence.
- An information community kiosk at Beaton Park will be held during the exhibition period.
- A public meeting or hearing will be conducted by an independent chairperson on the draft PoM and draft Planning Proposal at least 21 days after the close-off date for written submissions so that notice may be given to any person who has made a submission of the date of the public meeting/hearing.
- Meetings with key stakeholder groups will be held during the exhibition/comment period and leading up to the public hearing/meeting.

After the close of the public exhibition period and after the holding of the public meeting, a further report to Council will be made regarding any submissions received during the exhibition period and any issues raised at the public meeting/hearing. Council shall consider the submissions and issues raised at the public meeting/hearing prior to making any determination on the draft plan of management and draft planning proposal.

Appendix I – Community Consultation to the draft Plan of Management (Attachment 3) summarises the community consultation undertaken to develop the Needs Assessment and indicates the planned community consultation processes for the development of the Plan of Management, the draft Planning Proposal and the Future Beaton Park Masterplan.

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
5.1.6 Urban Areas are created to provide a healthy living environment for our community.	5.1.6.2 Provide an appropriate and sustainable range of quality passive and active open spaces and facilities	Explore opportunities outlined in needs assessment developed for the Beaton Park Precinct
5.5.2 A variety of quality public spaces and opportunities for sport, leisure, recreation, learning and cultural activities in the community.	5.5.2.4 Provide statutory services to appropriately manage and maintain our public spaces.	Complete minor reviews of the Beaton Park and Botanic Garden Plans of Management.

FINANCIAL IMPLICATIONS

There are no financial implications from this report. The draft 2017-18 Annual Plan includes the preparation of the Beaton Park Masterplan. Any future development proposals and leases/licences would be subject to separate reports.

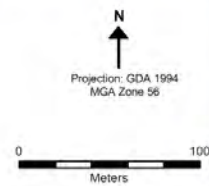
CONCLUSION

The 2017 draft PoM is an outcome of Council's resolution on 9 May 2016 to review the previous PoM following consideration of a Beaton Park Precinct Needs Analysis completed in December 2015. Public exhibition to seek community feedback on the draft PoM and the proposed draft Planning Proposal is the next step towards improving the facilities at Beaton Park. As part of the 2017-18 draft Annual Plan a detailed Beaton Park Masterplan is proposed to be developed with input from the community.



Plan of Management Area (POM)
Beaton Park

Subject site



Map identification number:
Beaton Park_LEP2009 09-03-17.mxd

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Table Error! No text of specified style in document. 1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
<p>Tennis Wollongong: (D Wilson – Committee)</p> <p>NSW Tennis: (W. Saville – Director)</p> <p>City of Wollongong Tennis Club: (C. Watson – Manager)</p>	<p>Tennis Wollongong (TW) is the centre for tennis in the City of Wollongong district and its surrounds. Competitions, Tournaments and Championships at all levels. Beaton Park precinct was developed by Tennis Wollongong in the 1960s.</p> <p>2015 membership is 1200. Has been fluctuating between 700 and 1200. Historically has been as high as 7000 active members</p> <p>The City of Wollongong Tennis Club (COWTC) is a licensed club based at Beaton Park and which includes 16 tennis courts, 4 lit grass courts and 12 hard courts (2 recently redeveloped for Learn To Ace Tennis programs)</p>	<ul style="list-style-type: none"> Wollongong District Tennis Association and the Wollongong tennis club have had a history of management and operational issues over the years. Future strategic approach currently being developed by TW and COWTC currently under development will cover the interests of both entities and their use of Beaton Park facilities. Main current site or facility issues identified as: <ul style="list-style-type: none"> Lack of access and disbursement frequent congestion given only one entry point of the main road. General parking issues associated with all Beaton Park major events; Inadequate amenities; only 1 male and 1 female shower 	<ul style="list-style-type: none"> Future strategic approach currently being developed by TW and COWTC to cover the interests of both entities and their use of Beaton Park facilities; Supports a COE - discussing with Tennis NSW. As a licensed club any tennis development/maintenance responsibility of COWTC; Move to night tennis participation will require additional lit courts; Needs a traffic management plan; More amenities to service all courts; Consider a 3000 show court in association with Basketball; Refer to WCC 'Sports Field Strategic Plan' for possible additional information; Will be considering shading over ACE courts. Have investigated aquatic needs and will be further researching the development of more programmable water based on previous WCC aquatic facilities report (see Strategic Leisure report 2013/14)
<p>Jenny Tower Acting Business Manager Wollongong City Council</p>	<p>Site inspections and general overview of Beaton Park Sport, Recreation and Leisure Precinct.</p>	<ul style="list-style-type: none"> Lack of indoor programmable water space. Issues with closing 25M pool to public between 3:30pm – 6:30pm during LTS periods. (Delivering 1600 LTS classes per week); Location of café/kiosk in terms of servicing the greater precinct. Storage requirements across the precinct and particularly demands on the athletic track and soccer field. 	<ul style="list-style-type: none"> Have investigated aquatic needs and will be further researching the development of more programmable water based on previous WCC aquatic facilities report (see Strategic Leisure report 2013/14)
<p>Illawarra Basketball (Kevin Marsh)</p>	<p>Illawarra basketball leases the facility ('the Snakepit') from Council and is totally responsible for its operations and maintenance.</p>	<ul style="list-style-type: none"> No issues reported during preliminary discussions. Management would be happy to conduct a telephone interview to expand on the preliminary inspection of the facilities but did not want to make a written submission 	<ul style="list-style-type: none"> Illawarra Basketball has several years left on their current lease with Council in its current format and as such is responsible for its own developments and maintenance within the leased area (subject to Council approvals); May be interested in discussing a show court arrangement with Tennis but would need greater detail; Current occupancy of the basketball stadium would not warrant extensions at this time.

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
Football South Coast (Ann-Marie Balianca)	<p>Football South Coast is the governing body for the 12,000 players based in the Illawarra region.</p> <p>Beaton Park is home to Wollongong Olympic Juniors with 300 members/Senior Men's Team.</p> <p>FSC is currently investigating the development of regional centre to be built; potentially at Dapto.</p> <p>An audit of every football field in the region has been completed (Wollongong Olympic Juniors is chasing up details 27/03/15).</p>	<ul style="list-style-type: none"> • Sport of Football is growing rapidly and needs a plan for new facilities; • Beaton Park has inadequate amenities, storage and lighting; • Region is looking for the development of synthetic pitches (circa \$1.4 million per pitch) to enable greater program and scheduling flexibility; • Competition compliant lighting for increased PM training and competitions 	<ul style="list-style-type: none"> • Refer to Football NSW audit of facilities to be supplied; • Investigate potential development of synthetic pitches at Beaton Park; • Invest in competition lighting at Beaton Park for increased usage opportunities; • Seek an off-season partner to maximise investment outcomes in the future. • Street parking is currently generally adequate but if situation changes there may be some need for dedicated off street parking.
Wollongong Olympic Junior Football (Marchello Chiodo)	<p>Olympic Junior Football (OJF) is one of the larger junior clubs in the Illawarra with 400 members and growing by 12.5% per annum over recent times.</p> <p>Recent success has attracted U 15, 14, 13 and 10's players from around the region to join the club.</p> <p>Big increase in female participation and teams.</p> <p>Strong leaders from several Wollongong schools and colleges.</p>	<ul style="list-style-type: none"> • No 1 issue is the lack of lighting (ideally replicate Kiama fields); • Trouble managing demand and carrying capacity on weekends with only two fields; • Would value the opportunity to use inner field of Athletics Track if practical? • Current club shed needs renovation to make space for more teams – Some areas have been lost to grounds staff/equipment store areas • Home shed has to store all the clubs equipment; • Parking is not considered an issue with any complaints on match days and good relationship with the community. 	<ul style="list-style-type: none"> • Allowing the discrete installation of a shipping container would alleviate the clubs storage problems; • Investigate a proper WCC staff and stores facility at Beaton Park and free up the purpose built amenities and store areas next to the OJF pitches or consider splitting the large shed in two? • Would like to see the amenities block upgraded in foreseeable future; • Increase the lighting with 2 additional lighting poles to service the pitches similar to the Kiama layout that does not impact on cricket pitches; • Needs an awning on the building to protect players and officials from weather and sun; • Club would like to fund building an enclosure on the existing fence line so goals could be stored without needing to be dismantled for every training and game situation.
Illawarra Badminton (Eric Bradley) –	<p>Badminton Illawarra has been operating for over 30 years in the region.</p> <p>In the past operated 6 permanent badminton courts near the current Entertainment Centre in Crown St.</p> <p>Currently have 4 courts hired from the Leisure Centre on Tuesday nights.</p>	<ul style="list-style-type: none"> • Can't accommodate a junior program or grow the sport due to limited hours and cost per hour; • There is a high turnover of membership due to popularity with University students (50%) who regularly move on after graduating; • Floor has been slippery and lighting and alignments often not adequate for the sport. 	<ul style="list-style-type: none"> • Develop a realistic strategy to supply a minimum of 6 badminton courts; • Staff to set up the hall for hires given the hourly rates charged to hire the hall; • Illawarra has not investigated the potential to use the Illawarra Basketball Stadium.

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
Illawarra Badminton (Cont.)		<ul style="list-style-type: none"> Needs an agreed maintenance program. The sport is very susceptible to issues associated with slippery floors and inadequate/inappropriate lighting. Note foot is currently good. Continue to investigate options to develop minor sports facilities as part of the planning and development of Dalton Park Indoor sports Centre project? 	<ul style="list-style-type: none"> If Council is seeking additional use of Beaton Park facilities, it could recognise the sport of badminton lends itself to young and older players, men and women and is popular with many international students studying at the UOW.
Wollongong Swimming Club (Col Brunton)	<p>The Wollongong Swimming Club meets at the Beaton Leisure Centre Swimming Club on Friday nights.</p> <p>The Clubs representative provided three detailed submissions that have been prepared in the past in support of the development of a FINA specification Olympic swimming pool at Beaton Park.</p> <p>Those documents are shown as attachments to this report.</p>	<ul style="list-style-type: none"> There is no true FINA sanctioned Olympic swimming pool in Wollongong; The club has been championing the need for a 51.5M x 25m x 3000mm deep facility for many years; Concerns that the current 25M indoor pool cannot be used by the public due to the popularity and enrolments in the Learn To Swim program Monday to Friday during the year; The club believes if a fully compliant FINA Olympic swimming pool was built at Beaton Park Leisure Centre, the facilities would attract state and National events; 	<ul style="list-style-type: none"> The development of a 51.5M x 25m x 3000mm that completely meets the specifications of FINA at Beaton Park Leisure Centre. Such a pool would support the local Learn to SCUBA dive industry; The Association would like to see the reintroduction of the Sports Consultative Committee to continue the discussions around their proposed FINA specified competition swimming pool.
Illawarra Junior/Senior Cricket (Mark Johnstone)	<p>Main use of the Beaton Park cricket facilities is by the Kirra Cricket Club and some lower grade University teams;</p> <p>Both playing fields are used throughout the season.</p> <p>Association is satisfied with WCC replacement cycle for the synthetic wickets used Beaton Park.</p> <p><i>Current main cricket venue is located at Fairy Meadow (Nth Dalton) but if a major new venue were to be developed, the logical location would be Dalton Park.</i></p>	<ul style="list-style-type: none"> Occasional overlap with soccer (football) start and end of seasons but no real issues for actual games; Improved amenities and club facilities but no serious issues as the players are generally satisfied with what they have; Outfield is considered to be spongy; Newcastle is currently the first choice for any COE based on Cricket NSW strategic planning, followed by Dubbo and the Illawarra Region probably third on the list. 	<ul style="list-style-type: none"> Shade – An awning or verandah around the existing amenities building would be a valued addition to players and spectators; Capacity to operate or readily access a canteen to meet the players and spectators refreshment needs; Generally happy with the support given to Cricket at Beaton Park by Council. Funding opportunities may be considered but main strategy sees Cricket and AFL working in partnership with such developments.

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
<p>Illawarra District Table Tennis Association (Alan Russell)</p>	<p>Illawarra District Table Tennis Association (IDTTA) uses the sports hall in the Beaton Park Leisure centre two nights a week. (Monday and Thursday 7:20 – 10:30pm) for practice and competition.</p> <p>Serves the communities from Helensberg to Nowra as there is no dedicated TT facility in Southern NSW. IDTTA has approx. 70 active competition members and 20/30 social players.</p> <p>IDTTA is looking for a development partner. It has \$127k in the bank and wants to develop a dedicated 5 table venue to grow the sport 7 days a week including juniors, seniors and schools development programs and competitions.</p> <p>IDTTA has had discussions with the management of the Illawarra Basketball Association but these were not progressed based on the fact the proposed fifth court was not progressed.</p> <p>Currently the Association allows use of its tables for free by other Leisure Centre groups in exchange for free storage.</p>	<ul style="list-style-type: none"> Table Tennis is one of several Olympic sports that does not have a dedicated facility in Wollongong; IDTTA currently use 12 tables in the existing sports hall of the Leisure Centre. Games are not time controlled and two nights a week only allow a limited membership. It has been determined the demographic of Wollongong needs permanent access to 2 – 4 competition tables. In 2008 the Association reports it received approval from Council to develop a new facility on at Beaton Park on a \$ for \$ basis with Council. Council reportedly withdrew the offer at a later date. Association has commitments from several schools to use any dedicated facility; It is reported that the age group 50 – 60 years will double in the medium term; Table Tennis serves the age demographic and keeps them active and if a dedicated facility was available the Association would promote services such as a free shuttle bus for seniors during the day. 	<ul style="list-style-type: none"> Seeking a commitment from Council to allocate a preferred site on the Plan of Management to enable the association to develop a dedicated table tennis facility as part of Beaton Park; Association believes a dedicated facility will increase the usage of Beaton Park across the week across all demographic sectors.
<p>Illawarra Sports Medicine (Rob Grant - Manager Daniel McGoldrick - Board Member)</p>	<p>The Illawarra Sports Medicine Clinic (ISM) was originally established in the late 1978 with the intention of alleviating the need for clients having to travel to the Lewisham Centre in Sydney.</p> <p>The Clinic was moved from CBD by the Board and purpose built facility was developed at Beaton Park as a Not for Profit organisation in 1981. Board Members all serve in a voluntary capacity. In February 2015 the Clinic employed 16 staff.</p>	<ul style="list-style-type: none"> Concerns the ISM is not shown on the current Master Plan; Current debate about what constitutes 'market rates' on Beaton Park land; If applied, CBD assessed market rates would eat into reserves and the operating performance of the ISM which could then lead to issues with the Boards ASIC obligations etc.; The ISM Board do not consider there is any scope between the Clinic's operations and the future development of a Centre of Excellence. 	<ul style="list-style-type: none"> All loans are paid off and the Board is managing revenues to service asset maintenance and some research programs; Would like future lease arrangements to support sports medicine research funding. Would like to be supported by lease arrangements to introduce Xray, diagnostic and other associated sports medicine services; Would like to see hydro therapy services introduced at Beaton Park and would be willing to discuss partnership and funding.

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
Illawarra Sports Medicine (Cont.)	<p>Council initially offered a 15 year rent-free period (presumably to acknowledge the capital improvement costs afforded by the asset on Beaton Park site), reverting to 'market value' after that.</p> <p>Objective is to serve the community and advance research into sports medicine and injury treatment/prevention.</p> <p>To operate the Board has diversified the services offered by introducing ancillary health services such as physio, dietician and weight loss services to supplement the core business of sports medicine.</p> <p>The ISM Board is currently in negotiations with WCC regarding the assessment of what constitutes 'market rates' at the Beaton Park site.</p>		<ul style="list-style-type: none"> Would like to continue to offer some CSO services as currently occur such as services being supplied to Wollongong House.
Illawarra Academy of Sport (Shannon Fraser - GM Andrew Barnett - Program and Athlete Development Manager)	<p>The Illawarra Academy of Sport (IAS) was set up by several local LGA's and interested organisations in 1986 and is currently located at the University of Wollongong</p> <p>Currently supports five LGA areas with 70% of the IAS athletes coming from Wollongong.</p> <p>Currently the Illawarra Academy of Sport offers golf, netball, hockey, cricket, rugby union, cycling, swim sports, lawn bowls, tennis and individual special athletes program.</p> <p>WCC currently supports the Athletes with a Disability program from Beaton Park Leisure Centre.</p>	<p>There are no current issues associated Beaton Park and the IAS appreciate the Council's support and access to the Leisure Centre.</p>	<ul style="list-style-type: none"> IAS appreciate the support for the Athletes with Disability program that has been extended by Council Opportunities identified by the interview include There could be some synergies in investigating a relationship between any future Beaton Park COE and the IAS and the UOW Sports Science Faculty. The Beaton Park Leisure Centre has good strength and conditioning facilities but to use these better access to daytime training would need to be negotiated and as these are the busiest times that may be an issue? Access to the 25 pool is good but a 50 metre pool would also be beneficial to the IAS. There may be scope for synergies with the Illawarra Sports Medicine Centre at Beaton Park.

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
Beaton Park Kiosk (Dianne Mitchell)	<p>Used to operate from the current occasional child minding facility at front of the centre.</p> <p>Is happy with current arrangements but have seen redevelopment plans.</p>	<ul style="list-style-type: none"> Has seen plans for new kiosk facilities that would be incorporated from existing pool offices area; Has a proposal that uses a smaller footprint than the current plan; No other issues or concerns reported. 	<p>Would like to see future rentals of any new facility consistent with current arrangements plus annual CPI.</p>
Illawarra Blue Stars Athletics (Valmai Loomes)	<p>Illawarra Blue Stars Athletics (IBSA) was formed in 1953 and offers training and competition for persons Under 8 to Masters and Veterans.</p> <p>IBSA utilise the Beaton Park athletics track, swimming pool, and gym but primarily use Beaton Park as an Athletics Club with 135 members. Membership has been static for the past 5 years.</p> <p>The club appreciates that the athletics track exists in Wollongong and that they can access such a facility.</p> <p>Clubs reportedly supplied the majority of funds for the track and grandstand with WCC contributing \$400k.</p>	<ul style="list-style-type: none"> Cost to hire the track for events is considered too high; Region lost the NSW Country championships because other clubs reportedly boycotted the \$1200+ a day track hire compared to Newcastle facilities which were supplied free of charge and were set up by track staff; Insufficient storage for four (4) clubs operating from the same venue; Acknowledge Little Aths have their own dedicated storage area; Insufficient infrastructure such as scoring facilities, tents, shelters etc. Toilets are too small for large events and there are no showers; 	<ul style="list-style-type: none"> A more cooperative planning model for club needs across all Council departments; Additional storage as per 'Barn' style shed proposals previously submitted to Council; Construct 'dugouts' on the inner track fence lines to reduce cost and time associated with setting up shelters for every event. Located at 100M start and finish, 1 x 200M start and 1 x field sports precinct. Suggest Council investigate possible funding assistance for the Athletics Centre development needs through the Healthy Cities program.
Athletics Wollongong (Phil Fkovic) Wollongong City Little Athletics Centre (Chris McCabe) Participated in a joint meeting, and made a written submission to the study	<p>Athletics Wollongong (AW) and Wollongong Little Athletics (WLA) use Kerryn McCann Athletic Centre (KMAC) at Beaton Park as the main athletic facility and only synthetic track in the region offering all track and field disciplines.</p> <p>Memberships 350 Seniors and 250 Juniors all with steady growth.</p> <p>Usage of KMAC also includes individuals and groups for training purposes throughout the year. These numbers are growing but differentiating the various user types is unknown.</p>	<ul style="list-style-type: none"> Clubs have received feedback that people won't participate because of the single use fee and no access to membership or seasons pass option; Track replacement will not occur until 2018 and this means a 12 – 13 year replacement strategy. Should be 10 years or less; Council should investigate the Campbelltown management and pricing model. Clubs need storage that is sustainable and affordable as per previous submissions to Council (refer attachment A for further details on both comments); Athletics Centres normally generate the bulk of their revenues from school carnivals; 	<ul style="list-style-type: none"> Storage is the Number 1 priority of all athletics clubs; Refer Attachment A for list of other priority actions sought by the clubs; Opportunities to increase patronage by encouraging seasonal/annual memberships that eliminate single entry pay as you go costs but promote frequent use and participation by not just athletics participants but cross training opportunities for AFL, Rugby codes, Football, Boot camp and Cross Fit training sessions within the facility; Council establish a card system to record users and frequency of use of the Athletics facilities.

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
University of Wollongong	<p>Main campus is located close by and has a large range of sport and recreation facilities available for student and public use.</p> <p>These include the University Recreation and Centre (URAC) that has:</p> <ul style="list-style-type: none"> Two Health Clubs: URAC Health Club & IC health High Performance Training Zone & Boxing Gym 50m outdoor heated swimming pool 2 multi-purpose sports halls catering for a wide range of sports and activities including basketball, netball, badminton, roller derby, futsal and volleyball 4 ovals with lighting Cricket Nets All weather hockey surface 4 tennis courts (2 hard/2 grass courts) 3 squash courts 3 function rooms <p>The following other sports facilities are also available for community use:</p> <ul style="list-style-type: none"> Sports Hub – 2,400m² indoor sport court area (3 courts) and 1,700m² first floor area Playing Fields – 5 grassed field areas Hockey Field – synthetic grass pitch Tennis Courts – 4 courts (2 synthetic) 	<ul style="list-style-type: none"> All University sports facilities are available for community as well as student and staff use Major community programs include learn to swim, older adults exercise classes, health and fitness memberships and group fitness classes URAC and Sports Hub are recognised as an NSWIS regional training facility for their athletes and the University of Wollongong is listed as an Elite Athlete Friendly University Elite sports teams including St George Illawarra Dragons, Sydney Swans, NSW Waratahs and the Manly Sea Eagles as well as many international and national swimming and triathlon squads and visiting national and international sports teams have used the university sport facilities. 	<ul style="list-style-type: none"> The University supports improved aquatic, fitness and indoor sport facilities at Beaton Park. Priority facilities at BPLC would be learn to swim water and warm water program pool Outdoor 50m heated pool has capacity for more use by clubs and athletes looking to train in long course water. Improved indoor sports courts could be linked with the Universities Sports Hub (3 courts) and URAC (2 courts) and for regional indoor sports event bids. This was also supported by Destination Wollongong as a key area where the city is missing out on major indoor sport events business. University can also link in its sports science and high performance services for teams and athletes visiting the area.
Peoplecare Health Insurers	<p>Local Health Insurance Provider that supports a large range of community health programs.</p> <p>Significant interest in supporting community sport and recreation facilities that also can include community health and wellness programs.</p>	<ul style="list-style-type: none"> WCC area and surrounding LGAs have high health issues with low levels of physical activity and high levels of major health disadvantage. Many residents have significant health issues and key aim is to provide health services and advice 	<ul style="list-style-type: none"> Strong support to upgrade and expand BPLC to include more multi-use activity areas as well as new health and wellness facilities. Would consider developing services and programs at redeveloped BPLC. Significant trend to be proactive in educating and helping people with health risks to improve their health

Attachment 2: Beaton Park Needs Assessment Project Final Report – December 2015 Excerpt – Table 3.1 Project Area Local Stakeholder Interviews

Stakeholder	Overview	Reported Issues	Future Needs
<p>Destination Wollongong</p>	<p>Destination Wollongong is an organisation that promotes the area for events, conferences and tourism.</p>	<ul style="list-style-type: none"> • Beaton Park facilities have aged and are low grade compared to many areas Wollongong competes for events and competitions • Key issues impacting on the precinct that also impact on use or selection for major events include: <ul style="list-style-type: none"> • Management model has got a lot of the facilities separately managed so it is hard to coordinate event use across a range of facilities • Access and Parking is a major issue not only for events but when a number of local competitions are on. In the future it is critical that more parking be provided and better use is made of parking adjacent to the railway line. For special events use of the Defence Department Land is also a good idea. • Snakepit is past its use by date and needs to be replaced. • Playground near the tennis centre is aged and needs upgrade. 	<ul style="list-style-type: none"> • Strong support to upgrade BPLC and to work in association with Wollongong University to jointly bid for indoor and outdoor events and high performance teams to visit/held in area. • Major gap in the area is a major versatile multi-purpose indoor stadium that can become an event and exhibition centre. Need to have retractable seating for 1,000 to 4,000 people. This could be a four court model and replace the Snakepit facility. • Tennis and Athletics are both regional centres and need to be up graded as they can be major event draw card facilities. • Linking low use/unused Department of Defence land is a great idea to open up more parkland and facilities. • Land adjacent to Wisemans Park would make a great bike skills course that could link very well to the world class mountain bike park development being proposed. Skills area would be easy to access from the cities walking and bike trails and could include mountain bike/BMX and general cycle areas that could fit well into the existing landscape. • Potential commercial accommodation opportunity for serviced apartments on land adjacent to Athletics Track and University accommodation units. • Support improved parkland, perimeter and internal trails and expanded playgrounds.



2017

BEATON PARK PLAN OF MANAGEMENT



Z17/82188

Wollongong City Council

4/27/2017

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1. INTRODUCTION

A Plan of Management (PoM) provides Council with an appropriate framework for the future management of public land in accordance with relevant legislation. All land owned by Council that is classified as community land requires a plan of management in accordance with the Local Government Act 1993 (the Act). This is to ensure that an endorsed framework guides the operation and development of these community resources. Plans of Management are public documents, and as such require stakeholders to be involved in their formation. Development of a Plan of Management provides opportunities for the community to participate and to be involved in shaping the future management of an area of community land (*please see Appendix I Community Consultation*) in line with existing Council policies. The purpose of this 2017 Beaton Park Plan of Management is to provide a guide for the future use, development, and management of public land at 37 Foley Street, Gwynneville.

The Plan of Management area is locally known as Beaton Park and includes six land parcels of community land (Lot 113 DP 788462, Lot 104 DP 594259, Lot 401 DP 1128781, Lot 105 DP 594259, Lot 2 DP 700616 and Lot 102 DP 611233) that are zoned RE1 Public Recreation under the Wollongong Local Environmental Plan 2009. Beaton Park is a sporting area of regional importance that supports a variety of sporting codes, sporting clubs, as well as community and commercial uses. This Plan of Management supersedes the Plan of Management for Beaton Park that was amended in June 2007 and first adopted in December 1999.

The 2017 PoM is an outcome of Council's resolution in May 2016 to review the previous PoM following consideration of a Beaton Park Precinct Needs Analysis completed in December 2015. The development of a detailed Beaton Park Masterplan in 2017/18 and the resulting future capital improvements (*as funds are made available to Council from future budget allocations, grant applications and partnerships with existing and future licensees and leasees*) will enable Council to meet the Aim, Vision, Values and Management Objectives of this PoM over the long term.

1.1. Structure of this Plan of Management

This Plan of Management is in five main sections:

1. The Introduction – provides the purpose of the Plan and the details of the land for which the Plan is being developed and its general condition.
2. Legislative Requirements and Existing Council Studies, Plans, Policies – outlines the legislative framework, the categorisation and core objectives for the land, the current zoning of the land under the Wollongong Local Environmental Plan 2009 and how existing Council studies, plans and policies apply to the land.
3. The Strategies and Actions for implementation – provides an Aim, Vision, Values and specific Management Objectives for Beaton Park, along with strategies and performance targets for the management of the land.
4. Future Use and Development of the land – provides the permissible (proposed and potential) uses and developments on the land.
5. Review and Assessment of Progress towards Management Objectives.

1.2 Land Covered by this Plan of Management (PoM)

This Plan of Management applies to six land parcels (Lot 113 DP 788462, Lot 104 DP 594259, Lot 401 DP 1128781, Lot 105 DP 594259, Lot 2 DP 700616 and Lot 102 DP 611233) that are zoned RE1 Public Recreation under the Wollongong Local Environmental Plan 2009. The Beaton Park PoM area is approximately 13.8 hectares and is shown on the aerial photograph in Figure 1 outlined in red. Beaton Park is in the suburb of Gwynneville, approximately 1.5 km from the Wollongong central business district and the site fronts Gipps Street, Foley Street and Throsby Drive and borders the South Coast Railway Line.

The facilities within Beaton Park PoM area include Beaton Park Leisure Centre, Wollongong Tennis Club, Illawarra Basketball Stadium, sportsgrounds with regional athletics track and park equipment. Wollongong City Council owns the land. Council directly operates the Beaton Park Leisure Centre as a commercial health and fitness business, while other areas are managed under licenses or leases.

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Figure 1 Map of Beaton Park Plan of Management Area



1.3 Condition of the Land

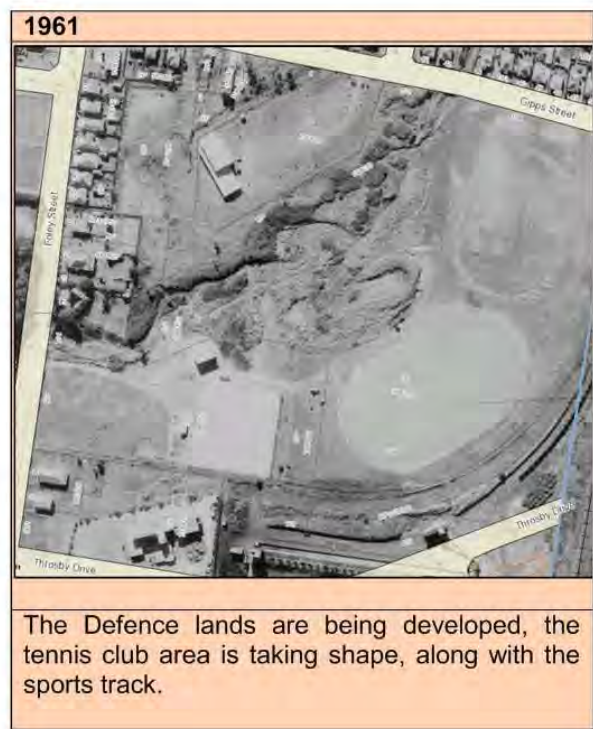
Wollongong City Council first formed Beaton Park in 1951 from the consolidation of two adjoining private land areas in 1951. The first major development on site was the creation of the Wollongong Tennis lease and development of the tennis courts in 1957. The Snake Pit (four court stadium) was developed on site and leased to Illawarra Basketball in 1964. Council acquired more land for Beaton Park in 1973 (2 ha) and in 1978 (1.056 ha) excess railway land was incorporated. In 1980 land from the Department of Defence was purchased, upon this land the Beaton Park Leisure Centre (BPLC) was built in 1981 with indoor sport and recreation facilities. As part of building the BPLC, a creek that forms part of the Fairy Creek catchment area was realigned, with access between the Snake Pit and BPLC linked by a causeway and a pedestrian bridge. The December 2015 Needs Assessment noted the following relative to the condition of BPLC:

"As an aging facility of 30 years, design changes and expansion over the coming years are essential in ensuring the facility is able to cater not only for their current clientele but also with any increases in patronage in the future."

In 1983 the BPLC outdoor heated pool was added to the facilities. In 1986 the outdoor heated pool was covered with a tension membrane roof. In 1993 the synthetic athletics track and field areas were opened with the grandstand added to the track in 2001. The most recently built facility at Beaton Park is the playground between the BPLC and the tennis courts that was built in 2005. All major existing built facilities within the PoM area are aging and in need of redevelopment, repurposing or demolition when modern facilities are developed in the future to meet the needs of the community in accordance with the Aim, Vision, Values and Management Objectives of this PoM and the future Beaton Park Master Plan.

The development history of the Beaton Park PoM area can be tracked over the following aerial photographs from 1948 to 2014. The aerial photography is a record of the history of the condition and development of the land.

Figure 2 Aerial Photograph Series 1948 - 2014



1977 – 1978



The tennis club is continuing to grow and the Snake Pit (basketball stadium) is in place.

2001



The PoM area has found its current form, the Snake Pit has been expanded, the track and field area and stadium are to a regional standard for the time period. The Beaton Park Leisure Centre, including 25 m heated pool covered by a membrane, was built in the 1980s.

2006



By 2006, the area has been improved by a new playground while other uses remain the same.

2014



In 2014 the tennis courts include smaller blue courts to introduce young children to tennis and parking areas are better paved and marked.

1.4 Existing Facilities and Uses

The LGA 1993 requires that a site specific PoM provides a description of existing developments, (ie Physical Assets) or facilities and uses of those physical assets, as well as applicable leasing or licensing information. Council manages physical assets in accordance with Council's Asset Management Policy adopted by Council on 7 April 2014 (or its successor). Please see the table below for more information listed by Asset Type and organised by each major Beaton Park facility. For facility photographs refer to Appendix G.

Table 1 Existing Developments (ie Physical Assets), Uses, Leases, Licences within the Beaton Park PoM Area

Asset Type	<u>Beaton Park Leisure Centre Components</u>	<u>Kerryn McCann Athletics Centre</u>	<u>Wollongong Tennis Club</u>	<u>Beaton Park Sports Grounds</u>	<u>Snake Pit - Basket Ball Stadium</u>	<u>Other</u>
Buildings (includes rooms in buildings)	<ul style="list-style-type: none"> • Front of house foyer, reception, retail display and offices • Gymnasium • Bicycle studio • Cardio facility • Circuit room off main gym • Multi-purpose sports hall with storage • Air conditioned activities/meeting room • Spa and sauna facilities accessible from change areas • Childcare room and outdoor play area • Dry change area (male/female and 2 x DDA/family) 	<ul style="list-style-type: none"> • Amenities and change x 2 and storage under the grandstand 	<ul style="list-style-type: none"> • Licensed Clubhouse • Pavilion and change facilities • Tennis Club Pro Shop and Court Hire • Meeting rooms • Restaurant • Tennis Wollongong Inc Administration Building 	<ul style="list-style-type: none"> • Amenities and change room block • Grounds maintenance workshop 	<ul style="list-style-type: none"> • 4 indoor basketball courts • Office and kiosk • Amenities and change areas • Storage • Portable buildings (offices/ administration areas) 	

Asset Type	<u>Beaton Park Leisure Centre Components</u>	<u>Kerryn McCann Athletics Centre</u>	<u>Wollongong Tennis Club</u>	<u>Beaton Park Sports Grounds</u>	<u>Snake Pit - Basket Ball Stadium</u>	<u>Other</u>
	<ul style="list-style-type: none"> amenities • Medicine Clinic, Incorporating physiotherapists, sports physicians, dieticians treatment rooms x 4, 2 offices, reception area, exercise and rehabilitation area and kitchen and toilet (leased space) • Portable building café (leased space) 					
Recreation Assets	<ul style="list-style-type: none"> • 25m x 6 lane indoor heated swimming pool with L Shape program pool area, (covered by a tension membrane roof) • Wet change and amenities area (male/female and DDA change x 1) linked to pool hall • Swimming pool office and staff change 	<ul style="list-style-type: none"> • Synthetic all weather athletics track • Front and back straight lighting • 600 seat grandstand • Inner track field and jumps area • 2 outside jump areas 	<ul style="list-style-type: none"> • 10 Pexipaved tennis courts • 4 Synthetic grassed tennis courts • 8 Mini-tennis courts 	<ul style="list-style-type: none"> • Cricket pitch • Soccer pitch 		<ul style="list-style-type: none"> • Children's Playground

Asset Type	<u>Beaton Park Leisure Centre Components</u>	<u>Kerryn McCann Athletics Centre</u>	<u>Wollongong Tennis Club</u>	<u>Beaton Park Sports Grounds</u>	<u>Snake Pit - Basket Ball Stadium</u>	<u>Other</u>
Transport Networks of roads, bridges, culverts, kerb and gutter, footpaths, cycle ways and associated						<ul style="list-style-type: none"> • Paved car parking areas throughout entire PoM area • Bicycle parking racks • Pedestrian footpaths • Causeway crossing • Access roads • Internal road
Stormwater Network of pipes, inlets, outlets, flow control and water quality devices(See Appendix F for locations)						<ul style="list-style-type: none"> • Stormwater network <ul style="list-style-type: none"> ○ inlets ○ outlets ○ channel with gabion bank support, ○ culvert
Community Land	<ul style="list-style-type: none"> • BPLC is built on part of Lot 104 DP 594259 	<ul style="list-style-type: none"> • KMAC is built on part of Lot 104 DP 594259 and on part of Lot 401 DP 1128781 	<ul style="list-style-type: none"> • WTC is built on part of Lot 113 DP 788462 	<ul style="list-style-type: none"> • BPSG includes part of Lot 104 DP 594259 	<ul style="list-style-type: none"> • Snake Pit is built on Lot 105 DP 594259 	<ul style="list-style-type: none"> • “Other” Assets types are located throughout PoM area
Natural Assets						<ul style="list-style-type: none"> • Riparian Corridor along creek • Trees along edge

Asset Type	<u>Beaton Park Leisure Centre Components</u>	<u>Kerryn McCann Athletics Centre</u>	<u>Wollongong Tennis Club</u>	<u>Beaton Park Sports Grounds</u>	<u>Snake Pit - Basketball Stadium</u>	<u>Other</u>
						of sports areas and foot paths create park like setting (MU56c) - some were part of National Plant a tree days
Other Assets such as plant and vehicles, furniture and office equipment, library books, art works, domestic waste bins	<ul style="list-style-type: none"> • 29 piece cardio facility • 24 piece bicycle studio • Plant rooms 		<ul style="list-style-type: none"> • N/A - Leased 		<ul style="list-style-type: none"> • N/A - Leased 	<ul style="list-style-type: none"> • Lighting • Signage • Bins
Information and communication technology						<ul style="list-style-type: none"> • Tele-communications tower
Leases (exclusive use)	A portion of BPLC on Lot 104 DP 594259 is leased to Illawarra Sports Medicine Clinic Ltd for a Sports Medicine facility until 2 October 2018	There are no leases of this area in 2017	The buildings on Lot 113 DP 788462 are leased to the Wollongong City Tennis Club until 31 December 2020	There are no leases of this area in 2017	Illawarra Basketball has a lease for the Stadium and portable buildings on Lot 105 DP 594259 until 30 June 2031	
Licenses (non-exclusive use)	Chris Buchanan Aquatic Academy for	Athletic Wollongong Inc for use of rooms	Part of Lot 113 DP 788462 and part of	There are no licenses of this	There are no licenses of this area in 2017	There are no licenses of these

Asset Type	<u>Beaton Park Leisure Centre Components</u>	<u>Kerryn McCann Athletics Centre</u>	<u>Wollongong Tennis Club</u>	<u>Beaton Park Sports Grounds</u>	<u>Snake Pit - Basket Ball Stadium</u>	<u>Other</u>
	<p>use of part of BPLC Pool until 30 Sept 2020</p> <p>Council put out an Invitation to Quote for a Licensee to operate the Kiosk located at Beaton Park Leisure Centre closed on 23 March 2017. New Licensee not known at the time of making the PoM</p> <p>Use of the BPLC by Sporting Groups, community or school groups is by booking through BPLC for the day(s) required during the relevant sporting season or event day in 2017</p>	<p>below grandstand on Lot 104 DP 594259, holding over since 21 April 2011</p> <p>Use of the Athletics Centre by Sporting Groups, community or school groups is by booking through the BPLC for the day(s) required during the relevant sporting season or event day in 2017</p>	<p>Lot 401 DP 1128781 is licensed to the Wollongong City Tennis Club until 31 December 2020</p> <p>Council and the Club are considering a new licensed area (see Appendix E) over part of Lot 113 DP 788462 for a period of five years with an option of another 10 years (until 2032), if the current license is forfeited</p>	<p>area in 2017</p> <p>Use of the Sportsgrounds by sporting groups or school groups is by booking through the BPLC for the day(s) required during the relevant sporting season in 2017</p>		<p>areas in 2017 (unless the tele-communications tower is under a license?)</p>

2. LEGISLATIVE REQUIREMENTS AND EXISTING COUNCIL STUDIES, PLANS, POLICIES

Under the legislative requirements of the Local Government Act 1993 (the Act), Council is required to prepare and adopt Plans of Management for all land classified as Community land, either generally or on a site-specific basis. The Beaton Park PoM meets the requirements of a site-specific plan of management as shown in Table 2.

Table 2 Site Specific PoM Requirements under the Local Government Act 1993

Site Specific PoM Requirements under the Local Government Act 1993	Section in PoM
Community land is categorised as either an area of cultural significance, sportsground, park, general community use or type of natural area - foreshore, bushland, escarpment, watercourse or wetland. (These categories are prescribed legislatively).	Section 2.2 and Community Land Category Map
Objectives and performance targets identified with proposed means by which they are met and methods for assessment of progress.	PoM Action Plan
May require the prior approval of the Council to the carrying out of any specified activity on the land. (Existing legislative requirements – EP&A 1979 for example).	Section 2
Description of the condition of the land, and any building or improvements on the land as at the date of the adoption of the plan.	Sections 1.3 and 1.4
Specify the purposes for which the land and any such improvements will be permitted to be used.	PoM Permissible Uses Table
Specify the purpose for which any further development of the land will be permitted, whether under lease or licence or otherwise.	PoM Permissible Uses Table
Describe the scale and intensity of any such permitted use or development.	PoM Permissible Use Table

2.1 Aim, Vision, Values and Management Objectives

The starting point for any Council plan is how does it fits into Council's Community Strategic Plan? The making of this Beaton Park PoM and any future improvement made under this PoM meet Council's Community Strategic Plan (Wollongong 2022) Goal: *"We are a healthy community in a liveable city"*.

2.1.1 Aim

The Aim of the Beaton Park Plan of Management has been developed from the 2015 Beaton Park Precinct Needs Assessment:

"Develop Beaton Park as a Regional Centre of Excellence with High Performance and Event Facilities that are complemented with improved local open space/parkland areas".

2.1.2 Vision

The following Vision has been developed from the 2015 Beaton Park Precinct Needs Assessment:

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

2.1.3 Values

The Values of Beaton Park will guide future use, development and scale decisions of Council, lessees and licensees. The Values are a result of the Needs Assessment and further consultation with Council staff and stakeholders. The community values Beaton Park as an existing regional centre of sport, recreation, and health and wellbeing. This overarching value has resulted in the PoM Aim and Vision that will guide future improvements at Beaton Park so its value to the community does not erode. The PoM has set the following shaping values to guide future enhancements that are aimed at increasing Beaton Park's value to the community: Health, Integration, Accessibility, Quality, Financial Sustainability, Utility, and Flexibility.

- **Health:**
To contribute positively to the health outcomes of our community and visitors.
- **Integration:**
To further develop Beaton Park with an integrated range of recreational, community, health and primary care facilities and options in pursuit of excellence in sporting, lifestyle, medical, allied and related facilities and services
- **Accessibility:**
Affordable and well-designed facilities, services and programs that provide greater accessibility to the community
- **Quality:**
Facilities that are presented to the highest quality standards
- **Financially Sustainability:**
The development of a financially sustainable regional centre of sport, recreation and health and wellbeing facilities and services
- **Utility:**
Increasing utilisation by providing a mix of sport, recreational, health and wellbeing opportunities
- **Flexibility:**
Flexible design that can grow and develop with changing community needs

2.1.4 Management Objectives

A PoM is required to identify objectives (an end towards which efforts are directed) for the management of Community land. The Beaton Park PoM management objectives have been developed by identifying the legislated Community land categories that apply to land within the PoM area, by reviewing existing Council studies, plans and policies and consulting with stakeholders. Table 3 lists the management objectives to achieve the Aim and Vision for Beaton Park in keeping with the PoM Values of Health, Integration, Accessibility, Quality, Financial Sustainability, Utility, and Flexibility.

Table 3 Beaton Park PoM Management Objectives

#	Beaton Park Management Objectives	Source
1	There is an increase in the physical fitness, mental health and emotional wellbeing of all who use the facilities and grounds within the Beaton Park Plan of Management area.	Wollongong 2022 adapted to Beaton Park
2	The facilities and grounds within the PoM area are maintained to a high standard.	As above
3	Community safety is improved as upgrades at Beaton Park present new opportunities to reach even higher safety standards.	As above
4	Participation in recreational and lifestyle activities is increased as Beaton Park is upgraded.	As above
5	All who use the facilities within the Beaton Park PoM area have a high level of life satisfaction and personal happiness.	As above
6	To encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games.	Sportsground Core Objectives Section 36F of the Act
7	To ensure that activities are managed having regard to any adverse impact on nearby residences.	As above
8	To conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area.	Natural Area Core Objective Section 36E of the Act
9	To maintain the land, or that feature or habitat, in its natural state and setting.	As above
10	To provide for the restoration and regeneration of the land.	As above
11	To provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion.	As above
12	To assist in and facilitate the implementation of any provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the Threatened Species Conservation Act 1995 or	As above

#	Beaton Park Management Objectives	Source
	the Fisheries Management Act 1994.	
13	To manage watercourses so as to protect the biodiversity and ecological values of the instream environment, particularly in relation to water quality and water flows. <i>(Please note: The Local Government (General) Regulation 2005 category guidelines include streams of water that have been "artificially improved, or in an artificial channel that has changed the course of the stream of water..." as natural area watercourse.)</i>	Natural Area Watercourse Core Objective Section 36M of the Act
14	To manage watercourses so as to protect the riparian environment, particularly in relation to riparian vegetation and habitats and bank stability.	Natural Area Watercourse Core Objective Section 36M of the Act
15	To restore degraded watercourses.	As above
16	To promote community education, and community access to and use of the watercourse, without compromising the other core objectives of the category.	As above
17	To promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities).	Core Objectives for land categorised as General Community Use: Sections 36i of the Act
18	Provide sustainable assets for the community at Beaton Park by recognising and considering the full cost of Council acquiring and operating assets throughout their lifecycle and managing these assets in line with the Council's adopted strategic directions in order to respond to the needs of our community. <i>(Please note: Strategic direction for pool management/capital investment is found in Council's "Future of Our Pools Strategy 2014-2024" and for general asset management, repair, and capital investment/replacement the Asset Management Policy is the guide. Each year Council's Annual Plan and Capital and Services Budgets indicate how Council is planning to allocate its finite resources to managing its assets across the entire Local Government Area.)</i>	Asset Management – Council Policy

2.2 Community Land Categorisation under this Plan

Community land requires categorisation under the LGA 1993 Act. Community land may be categorised as Park, Sportsground, General Community Use, an area of Cultural Significance or Natural Area. Natural Areas are further sub-categorised as bushland, wetland, escarpment, watercourse or foreshore. Each Community land category has legislated core objectives which assist in determining the way that the land may be used, managed, leased or licensed. The core objectives of each Community land category have been incorporated into the PoM Management Objectives and they apply to land with that Community land category.

All Community land must be categorised. These Community land categories are in effect for as long as the Plan of Management is in effect by resolution of Council or until the land is no longer classified as Community land in accordance with the requirements of the Environmental Planning and Assessment Act 1979 and the Local Government Act 1993.

Land under this PoM is categorised as shown in Figure 3.

Natural Area Watercourse – for the creek and banks.

General Community Use – land which is used by Council for the operation of the Beaton Park Leisure Centre and the Wollongong Tennis Club which is shown in the Community Land Map as an area of General Community Use.

Sportsground - for all the remaining land under this PoM.

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Figure 3 Community Land Categories under the Beaton Park Plan of Management



2.3 Zoning of the Land

The Wollongong Local Environmental Plan (LEP) 2009 is the planning instrument in effect at the time of the PoM making (ie 2017). It is subject to change in accordance with the Environmental Planning and Assessment (EP&A) Act 1979 or its successor. All the land under this PoM is zoned RE1 Public Recreation under the Wollongong LEP 2009. Uses and Developments requiring development consent under the EP&A Act 1979 on Community land at Beaton Park are required to be in accordance with both the EP&A Act 1979 and this Plan of Management made under the Local Government Act 1993.

Understanding the zoning of the land under the Wollongong LEP 2009 provides context for the PoM permissible uses and developments. In instances where there is an inconsistency between the planning instrument and the Plan of Management, the planning instrument in effect overrides the PoM. From time to time Council may consider draft Planning Proposals to change the zoning of land within the PoM area or to add additional uses to the land which may assist in implementing the Aim, Vision and Management Objectives of the Beaton Park PoM to a scale that is not achievable as an ancillary use to existing facilities or to correct planning anomalies such as having a registered club such as the Tennis Club in a zone where such a use is prohibited.

As the land at Beaton Park has a long development history, it is to be expected that as planning legislation or planning instruments change over time, long time uses and developments may present legislative inconsistencies that need correction. Council is currently considering a Draft Planning proposal (Appendix C) to permit additional uses – Health Services Facility types – medical centre, community health services facilities for Lots 113 DP 788462, 104 DP 594256 and 401 DP 1128781 and registered club for Lot 113 DP 788462 to assist in implementing the Aim, Vision and Management Objectives of the PoM by proposing a means to address potential legislative inconsistencies.

Per the Wollongong LEP 2009 as of March 2017, is the following:

-
- 1 *Objectives of RE1 Public Recreation zone*
 - *To enable land to be used for public open space or recreational purposes.*
 - *To provide a range of recreational settings and activities and compatible land uses.*
 - *To protect and enhance the natural environment for recreational purposes.*
 - *To cater for the development of a wide range of uses and facilities within open spaces for the benefit of the community.*
 - 2 *Permitted without consent*
Nil.
 - 3 *Permitted with consent*
Boat sheds; Camping grounds; Caravan parks; Child care centres; Community facilities; Environmental facilities; Environmental protection works; Extensive agriculture; Helipads; Information and education facilities; Kiosks; Markets; Recreation areas; Recreation facilities (indoor); Recreation facilities (major); Recreational facilities (outdoor); Respite day care centres; Restaurants or cafes; Roads; Signage; Take away food and drink premises; Water recreation structures.
 - 4 *Prohibited*
Any development not specified in item 2 or 3.

2.4 Approvals and Land Owner's Consent

Section 35 of the Local Government Act 1993 states:

“Community land is required to be used and managed in accordance with the following:

- *the plan of management applying to the land.*
- *any law permitting the use of the land for a specified purpose or otherwise regulating the use of the land.*
- *this Division.”*

Council, leasees, licensors and casual users must comply with relevant laws by obtaining the relevant approvals that apply to the use and development of any land, as well as comply with the Plan of Management if the land is Community land. Common approvals required on Community land are development consent under the EP&A Act 1979 and approval under section 68 of the Local Government Act 1993. There are many laws permitting the use of land for a specified purpose or otherwise regulating the use of land and different laws apply depending on the use, activity or development.

A leasee or licensor of Council owned land is required to gain the consent of Council as a landowner before lodging any application seeking a relevant approval. Council will only consider granting landowner consent for applications to be lodged that are consistent with the Plan of Management that applies to that land in the case of Community land or that is consistent with Council's strategic directions (Wollongong 2022 or its successor) in the case of Operational land. Land owner's consent is separate from consent under the applicable legislation, but where land owner's consent is required to lodge an application to seek a legislative approval the two are linked, with Council in effect determining the matter, as land owner, not regulator, if land owner's consent to lodge the application is not given.

2.5 Granting a lease or licence on Community Land

A lease, licence or other estate may be granted in accordance with an express authorisation by this Plan of Management, providing the lease, licence or other estate is for a purpose prescribed in s. 46 of the Local Government Act 1993. The purpose of the lease, licence or other estate must also be consistent with core objectives for the category of the Community land. The land within the Beaton Park PoM, is categorised as sportsground, general community use or natural area watercourse so those respective core objectives apply to the relevant locations (see Figure 3).

Under the Act, there are limits to the term of a lease or licence of Community land, and there are prescribed processes for granting a lease or licence depending on the type of leasee or licensee (not for profit or for profit) and the length of the lease or licence (short term casual or longer). Any lease or licence over community land exceeding 22 years requires Ministers consent. Additionally, leases or licences over Community land cannot exceed 30 years. Council has a “Leases and Licences of Council Owned and Managed Land, Buildings and Public Roads Policy adopted on 3 April 2017 which it follows when leasing and licencing public land. The main objective of the policy is to outline the general requirements for the grant of occupation agreements for Council owned and managed land and buildings in a timely manner that meets legislative requirements. Council policies are reviewed on a regular basis and this PoM acknowledges that this Council policy or its successor is the guide for Council's leasing and licencing of Council land, building and public roads.

This Community land Plan of Management expressly authorises the granting of leases, licences or other estates over any part of the land covered by this Plan of Management for any permissible use or development in accordance with this PoM and any purpose prescribed from time to time by the Local Government Act 1993 or the Local Government (General) Regulations in keeping with the PoM Aim, Vision, Values and Management Objectives.

For example, only, at the time of the making of this PoM, prescribed purposes included:

- the provision of goods, services, facilities and the carrying out of activities, appropriate to the current and future needs within the local community and of the wider public in relation to public recreation, the physical, cultural, social, and intellectual welfare or development of persons, such as, but not limited to, maternity welfare centres, infant welfare centres, kindergartens, nurseries, child care centres, family day-care centres, surf life saving clubs, restaurants or refreshment kiosks;
- roads, public utilities and works associated with or ancillary to public utilities or pipes, conduits or other underground connections of premises adjoining the community land; and
- on a short-term, casual basis only, busking, engaging in trade or business, the playing of a lawful sport or game, delivery of a public address, commercial photographic sessions, picnics and private celebrations such as weddings and family gathering or filming projects.

3. ACTIONS AND WAYS FORWARD

3.1 Action Plan

The Action Plan (Table 4) provided within this section outlines the direction for the management and development of the parcels of land within the Beaton Park PoM area. The Action Plan incorporates the PoM Management Objectives (Table 3) and has been developed to do the following:

- To formulate objectives that align with Council's Community Strategic Plan Wollongong 2022 Goal: "We are a healthy community in a liveable city";
- To ensure consistency with the core objectives of the Community land categories of the land;
- To develop performance targets that will define the way that Council will achieve its objectives;
- To provide actions (or means of achievement), which is the way that Council will achieve its targets;
- To provide performance measures for each action; and
- To facilitate opportunities for implementation of priorities as the Beaton Park Plan of Management is one of Council's "suite of informing and supporting documents" that is considered when Council implements its Community Strategic Plan by adopting its four year Delivery Plan and its Annual Plan each year. (*The Delivery Plan and Annual Budget are the tools used to allocate the limited resources available to Council and the community to the highest level needs and priorities across the entire Local Government Area*).

3.2 Priority ranking in the Beaton Park PoM Action Plan

Beaton Park PoM is only one of the more than 100 Council endorsed strategies and plans, which are collectively referred to as Council's suite of informing and supporting documents that address the goals of Council's Community Strategic Plan, Wollongong 2022. Each year there is an opportunity through the refinement of the Wollongong 2022 four year Delivery Plan and the adoption of the Annual Budget to pursue the actions in this Beaton Park Actions Table. However, Council has limited resources available and allocates to the highest-level needs and priorities across the entire Local Government Area (*taking into account public health and safety, legislative requirements and its Wollongong 2022 goals*).

Council's Property and Recreation (P+R) Division manage the Beaton Park PoM area as a property manager, recreational services provider and as a commercial business operator. Beaton Park Leisure Centre (BPLC) is a commercial business providing opportunities for the community to increase their personal health and wellbeing through sporting activities, recreational pursuits, health services and social interaction. P+R have ranked actions in the PoM Action Plan as High, Medium and Low. The rankings are reflective of how P+R will seek to use any existing or new operational or capital resources to manage the facilities and grounds within the PoM area. Obtaining new operational or capital resources for the management of Beaton Park is not guaranteed. Methods include obtaining grant funds, increasing

commercial opportunities, increasing lease/license income and being successful in having more funds allocated to the management and development of Beaton Park in Council's Annual Plan (ie its annual budget).

The priority rankings and their desired implementation time frames are listed below:

High: commence within the next two years

Medium: commenced in two to five years

Low: commence after five years

Ongoing: existing, ongoing action

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Table 4 Beaton Park PoM Action Plan

#	Objective (an end towards which efforts are directed)	Performance Target (an objective or goal to be performed)	Means of Achievement - Actions (How Council or the community can achieve the objective and performance targets)	Priority Rank	Performance Measure (How Council can assess the performance of the means of achievement)
1	There is an increase in the physical fitness, mental health, and emotional wellbeing of all who use the facilities and grounds within the Beaton Park Plan of Management area.	<p>Beaton Park PoM is a major regional centre of excellence for organised sport, recreational, fitness, wellbeing, and medical services.</p> <p>Beaton Park PoM area has facilities and services to cater for the amateur to elite athlete as well as those looking for a variety of recreational opportunities in the one location.</p>	<p>Develop Beaton Park as a Regional Centre of Excellence with high performance and event facilities that are complimented with improved local open space/parkland areas.</p> <p>Increase the capacity to accommodate more customers to BPLC by capital expansion of existing facility or companion facilities.</p> <p>Increase the ability of current and future leasees and licensees to provide organised sport, recreational, fitness, wellbeing, and medical services and social interaction to attract more people of all ages to Beaton Park by capital and service improvements.</p> <p>Development of a Beaton Park Master Plan in 2017-2018.</p> <p>Obtaining relevant approvals for improvements in line with the Master plan by Council and/or Leasees and Licensors.</p> <p>Development of a 10-year staged improvement plan that will detail up priority short term, medium and longer term works.</p> <p>Consider developing a Beaton Park Advisory Committee to better coordinate future development, improve communication between stakeholder groups and provide a one stop management organisation to help</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p> <p>H/M</p> <p>H</p> <p>M</p>	<p>Completed new capital works and upgrades of existing and new facilities within the PoM area.</p> <p>New services to meet the Aim, Vision and Values of the PoM.</p> <p>Positive response from the public about facility upgrades and service provision.</p>

#	Objective (an end towards which efforts are directed)	Performance Target (an objective or goal to be performed)	Means of Achievement - Actions (How Council or the community can achieve the objective and performance targets)	Priority Rank	Performance Measure (How Council can assess the performance of the means of achievement)
			<p>cater for major events and high performance team and athlete use.</p> <p>Consideration of a Beaton Park Asset Improvement Fund as a dedicated source of matching capital for grants and to assist partnering with leasee and licensees who undertake capital improvements.</p>	M	
2	The facilities and grounds within the PoM area are maintained to a high standard.	<p>Provide high quality sporting facilities to accommodate junior/district team sports, users of the Beaton Park Leisure Centre, and junior, senior and elite athletes.</p> <p>Facilities are presented and maintained in accordance with agreed service levels.</p>	<p>Identify, through asset condition assessment and risk management, initiatives to reduce the Council's exposure to losses arising from asset related risks at Beaton Park.</p> <p>Use full life cycle costs in decision making on asset acquisition, replacement, disposal and service levels.</p> <p>Consideration of a Beaton Park Asset Improvement Fund as a dedicated source of equipment replacement and maintenance of existing or new BPLC facilities.</p> <p>Provide assets that deliver sustainable services at Beaton Park to benefit the community to a level of service that justifies the costs of owning and operating these assets.</p>	<p>O</p> <p>O</p> <p>M</p> <p>O</p>	<p>Number of repairs, upgrades and replacements of existing Council assets.</p> <p>Keep record of comments on facility upkeep.</p>
3	Community safety is improved as upgrades at Beaton Park present new opportunities to reach even higher safety	Vandalism is removed quickly or ceases to occur within the PoM area.	Develop and maintain a capital prioritisation process for asset renewal based on minimising risk and maintaining service levels at Beaton Park.	O	Insurance claims relating to Beaton Park are tracked.

#	Objective <i>(an end towards which efforts are directed)</i>	Performance Target <i>(an objective or goal to be performed)</i>	Means of Achievement - Actions <i>(How Council or the community can achieve the objective and performance targets)</i>	Priority Rank	Performance Measure <i>(How Council can assess the performance of the means of achievement)</i>
	standards.	Customer surveys demonstrate a high level of community satisfaction with their surroundings at Beaton Park even in times of early morning and late evening. Rate of accidental injury to customers of BPLC, members/visitors to the Tennis Club and users of the Basketball stadium decrease every year.	Development of Beaton Park Masterplan with community safety measures in design, facility layout and site configuration taken into account.	H	Number of repairs, replacements and upgrades of plant and buildings, transport network and drains, culverts, etc are monitored for trends.
4	Participation in recreational and lifestyle activities is increased as Beaton Park is upgraded.	Beaton Park is a hive of activity between the hours of 6 am to 9 pm with people improving their health, fitness and wellbeing through a variety of means.	Monitor current utilisation and predict future demand changes for Beaton Park physical assets and make adjustments in asset provision and management to attract more participation. Provide affordable and well-designed facilities, services and programs that provide greater accessibility to the community.	O O	Membership at BPLC is monitored. Leasees and Licensees report to Council on their user rates or membership numbers.
5	All who use the facilities within the Beaton Park PoM area have a high level of life satisfaction and personal happiness.	90% users of facilities and services within the Beaton Pom Area who are surveyed report a high or very high level of satisfaction with the service or facility.	Update the aging facilities in line with the PoM and future Masterplan. Provide a wider variety of sports, health and leisure opportunities.	O O	Track BPLC surveys of customer's satisfaction with services and facilities.
6	To encourage, promote and facilitate recreational pursuits in the community involving organised and informal sporting activities and games. <i>(sportsground core objective)</i>	PoM adopted. Masterplan developed. Users of Beaton Park facilities and	Increase marketing of Beaton Park PoM area activities and facilities to the general public.	O	Marketing activities tracked. User data collected.

#	Objective <i>(an end towards which efforts are directed)</i>	Performance Target <i>(an objective or goal to be performed)</i>	Means of Achievement - Actions <i>(How Council or the community can achieve the objective and performance targets)</i>	Priority Rank	Performance Measure <i>(How Council can assess the performance of the means of achievement)</i>
		sporting grounds are increased.			
7	To ensure that activities are managed having regard to any adverse impact on nearby residences <i>(sportsground core objective)</i>	All sportsground uses and development within the PoM area follow development consents, existing council policies and relevant lease and license terms.	Monitoring of development consent conditions, lease and license requirements.	O	Number of monitoring activities tracked.
8	To conserve biodiversity and maintain ecosystem function in respect of the land, or the feature or habitat in respect of which the land is categorised as a natural area. <i>(natural area core objective - sub category is watercourse)</i>	The watercourse in the PoM area provides support for the Illawarra's biodiversity.	The watercourse flows freely. The existing tree cover along the water course cover is not significantly reduced and maintains its health.	O	Storm water systems are well maintained. Number of trees planted or removed is tracked for monitoring.
9	To maintain the land, or that feature or habitat, in its natural state and setting. <i>(natural area core objective)</i>	N/A – watercourse has been altered in 1980s so it is not obtainable.	N/A	N/A	N/A
10	To provide for the restoration and regeneration of the land. <i>(natural area core objective)</i>	N/A – watercourse has been altered in 1980s so it is not obtainable.	N/A	N/A	N/A
11	To provide for community use of and access to the land in such a manner as will minimise and mitigate any disturbance caused by human intrusion. <i>(natural area core objective)</i>	N/A – watercourse has been altered in 1980s so it is not obtainable.	N/A	N/A	N/A
12	To assist in and facilitate the implementation of any	N/A – there are no recovery plan or threat abatement plan over this	N/A	N/A	N/A

#	Objective (an end towards which efforts are directed)	Performance Target (an objective or goal to be performed)	Means of Achievement - Actions (How Council or the community can achieve the objective and performance targets)	Priority Rank	Performance Measure (How Council can assess the performance of the means of achievement)
	provisions restricting the use and management of the land that are set out in a recovery plan or threat abatement plan prepared under the Threatened Species Conservation Act 1995 or the Fisheries Management Act 1994. <i>(natural area core objective)</i>	land.			
13	To manage watercourses so as to protect the biodiversity and ecological values of the instream environment, particularly in relation to water quality and water flows. <i>(natural area water course core objective)</i>	The watercourse in the PoM area provides support for the Illawarra's biodiversity.	The watercourse flows freely. The existing tree cover along the water course cover is not significantly reduced and maintains its health.	0	Storm water systems are well maintained. Number of trees planted or removed is tracked for monitoring.
14	To manage watercourses so as to protect the riparian environment, particularly in relation to riparian vegetation and habitats and bank stability. <i>(natural area water course core objective)</i>	The watercourse in the PoM area provides support for the Illawarra's biodiversity.	The watercourse flows freely. The existing tree cover along the water course cover is not significantly reduced and maintains its health.	0	Storm water systems are well maintained. Number of trees planted or removed is tracked for monitoring.
15	To restore degraded watercourses. <i>(natural area water course core objective)</i>	The watercourse in the PoM area provides support for the Illawarra's biodiversity.	The watercourse flows freely. The existing tree cover along the water course cover is not significantly reduced and maintains its health.	0	Storm water systems are well maintained. Number of trees planted or removed is tracked for monitoring.

#	Objective <i>(an end towards which efforts are directed)</i>	Performance Target <i>(an objective or goal to be performed)</i>	Means of Achievement - Actions <i>(How Council or the community can achieve the objective and performance targets)</i>	Priority Rank	Performance Measure <i>(How Council can assess the performance of the means of achievement)</i>
16	To promote community education, and community access to and use of the watercourse, without compromising the other core objectives of the category. <i>(natural area water course core objective)</i>	N/A – watercourse has been altered in 1980s and a causeway and pedestrian bridge are the ways visitors to Beaton Park avoid accessing the watercourse for public safety reasons related to floodplain management.	N/A	N/A	N/A
17	To promote, encourage and provide for the use of the land, and to provide facilities on the land, to meet the current and future needs of the local community and of the wider public in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public, and in relation to purposes for which a lease, licence or other estate may be granted in respect of the land (other than the provision of public utilities and works associated with or ancillary to public utilities). <i>(general community use core objective)</i>	PoM adopted. Masterplan developed. Users of Beaton Parks new and existing facilities are increased.	Develop draft PoM. Develop Draft Master Plan. Allocate funds to prioritised capital improvements relating to the areas categorised as general community use.	H H H	Completed new capital works and upgrades of existing and new facilities within the PoM area. New services to meet the Aim, Vision and Values of the PoM. Positive response from the public about facility upgrades and service provision.
18	Provide sustainable assets for the community at Beaton Park by recognising and considering	Increase utilisation by providing a mix of sport, recreational, health and wellbeing opportunities.	Encouraging new and existing leasees and licensees to increase their level of financial commitment to improving new and existing	H	Income to Council through leasing and licensing at Beaton

#	Objective (an end towards which efforts are directed)	Performance Target (an objective or goal to be performed)	Means of Achievement - Actions (How Council or the community can achieve the objective and performance targets)	Priority Rank	Performance Measure (How Council can assess the performance of the means of achievement)
	the full cost of Council acquiring and operating assets throughout their lifecycle and managing these assets in line with the Council's adopted strategic directions in order to respond to the needs of our community.	New and existing facilities are well maintained and designed to achieve better operating efficiencies in utilities and meeting customer needs.	facilities and services at Beaton Park in accordance with future Beaton Park Masterplan. Encourage Illawarra Basketball to collocate in new indoor facility in accordance with future Beaton Park Master Plan and surrender current lease over current obsolete facility once the new facility is built.	M/L	Park is tracked.
19	Ensure the precinct has a flexible design that can grow and develop with changing community needs.	Development of a PoM in 2017 with flexibility. Development of a Masterplan to cater for flexibility in design and consolidation and sharing of recreational, social, sporting, medical facilities and services in 2017-2018.	Develop a financially sustainable sporting, recreational and health/wellbeing precinct.	H	PoM adopted. Masterplan completed.
20	Redevelopment of the Beaton Park pool facility using modern aquatic facility design guided by Council's Future of Our Pools Strategy 2014-2024.	Beaton Park is the premier year-round indoor facility and program pool in the Wollongong LGA that attracts the largest and greatest variety of indoor pool users.	Prepare a Masterplan for pool expansion – upgrading. Secure funding for the pool redevelopment and undertake the capital improvement. Provide pool asset that delivers sustainable services at Beaton Park to benefit the community to a level of service that justifies the costs of owning and operating the asset in a manner consistent with Council's Future of Our Pools Strategy and Council's Asset Management Policy.	H M O	Rate of completion of the Actions related to Pool Redevelopment.

4. PERMISSIBLE USE AND DEVELOPMENT OF THE BEATON PARK POM AREA

Table 5 PoM Permissible Purpose/Use and Development Table

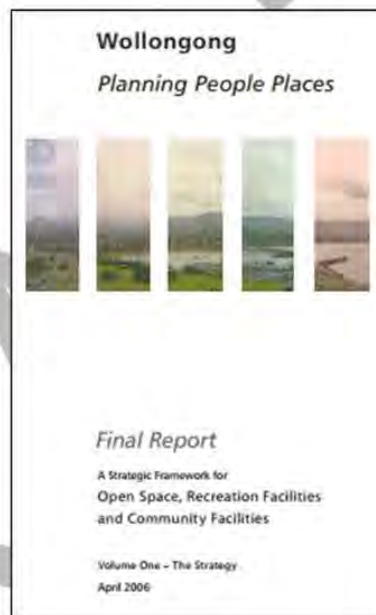
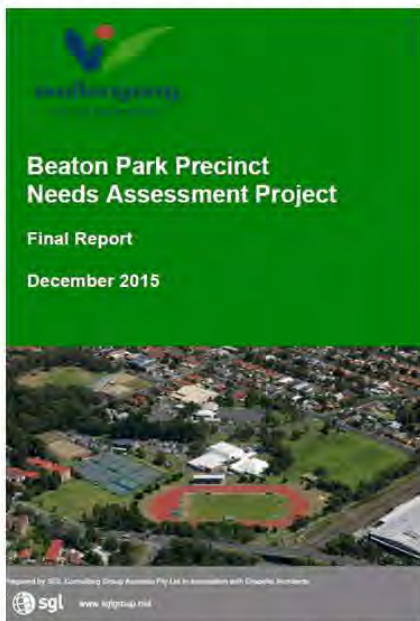
Purpose/Use	Development
<p>Active and passive recreational and sporting activities consistent with the nature of the land and any relevant facilities to serve a regional class facility or centre of sporting/health and wellbeing excellence of state importance, eg</p> <ul style="list-style-type: none"> • oval (cricket, football, rugby, track and field athletics, Australian rules, baseball, softball) • marked court (basketball, volleyball; badminton, tennis, table tennis and netball); • aquatic facility (learn to swim classes, squad training, fitness and health classes including aqua aerobics, recreational and competitive swimming and diving, organised water sports including water polo, diving, hydrotherapy facilities); • Change room/locker areas; • Shower/toilet facilities; • Kiosk/café uses; and • Ancillary areas (staff rooms, meeting rooms, recording rooms, equipment storage areas). <p>Shade structures, storage ancillary to recreational uses, community events or gatherings, and public meetings.</p> <p>Commercial uses associated with sports facilities (eg kiosks, cafes, sale or hire of recreational equipment, sports tuition, nutritionist, physiotherapist).</p> <p>Commercial uses associated with meeting the current and future needs of the local community and of the wider public in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public.</p>	<p>Development for the purpose of conducting and facilitating organised sport (both amateur and professional) or meeting the current and future needs of the local community and of the wider public in relation to public recreation and the physical, cultural, social and intellectual welfare or development of individual members of the public</p> <ul style="list-style-type: none"> • Sports training; • Promotion of organised and unstructured recreation activities for individuals and groups; • Provision of amenities to facilitate use and enjoyment of the community land including change rooms, toilets, storage, first aid areas; • Provision of playground equipment, outdoor fitness equipment, pedestrian paths, cycleways; • Café/kiosk facilities; • Equipment sales/hire areas; • Meeting rooms/staff areas; and • Compatible, commercial development (eg physiotherapy practice, dietician or other medical centre or allied health services facilities) suitable to community land categorised as general community use or sportsground.

4.1 Scale and Intensity of Permissible Uses and Developments

The use and development of Community land should be generally compatible with both the intended function of the land, the known land constraints and the wider community context. The facilities within the Beaton Park Plan of Management area may change over time, reflecting the needs of the community. Land constraints are mapped in Appendix A. Significant changes to existing (as of 2017) uses and developments within the Beaton Park Plan of Management area would require inclusion in a future Beaton Park Masterplan.

The anticipated uses, and associated development, identified in the PoM Permissible Purpose/Use and Development Table Permissible Uses and Development above is intended to provide an overview or general guide. The expressions used are not intended to impose a strict, or defined meaning. For example, a reference to “tennis” is also intended to include the variations and modifications of that game (such as Hotshots tennis for kids). New sports may develop, and others increase in popularity. If this occurs, then some sections of the Plan of Management area may be adapted to allow that use, as it is a form of ‘active recreation’ enjoyed by members of the community. References such as ‘field’, or ‘court’, are not intended to preclude development of an appropriate surface for that sport, even if that surface is usually described in a slightly different way.

The future Beaton Park Masterplan would take its initial start from the development directions in the Beaton Park Needs Assessment and would be developed with the PoM Aim, Vision and Management Objectives in mind as well as other Council policies such as (but not limited to) the Community Strategic Plan, Planning People Places and the Future of Our Pools Strategy.

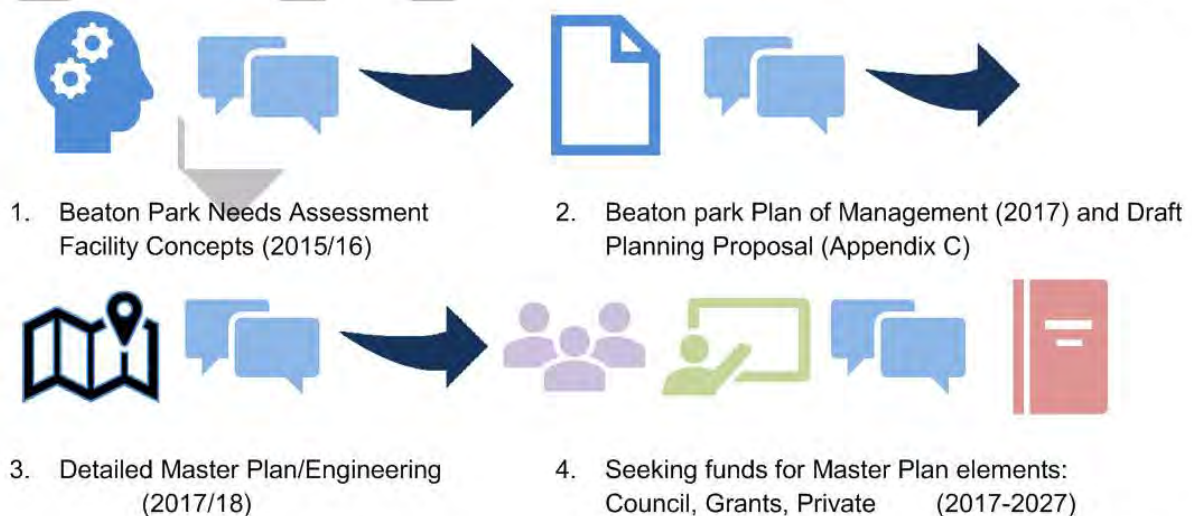


(circa 2017 Council Policies)



The Needs Assessment included recommendations for future improvements to Beaton Park as a regional centre of sporting excellence, identified the need to acquire the neighbouring Defence lands to meet future leisure, recreational and sporting needs of a growing population, highlighted the need to seek additional funding sources and new partnering organisations and identified a conceptual future facilities masterplan. However, the exact details of building design, layout, site configuration and timing of improvements require substantial forward planning, engineering, financial resources, and further community consultation as Council progresses a future redevelopment of Beaton Park into a Centre of Regional Excellence for sports, health and wellbeing in accordance with all applicable legislation. Site constraints, community feedback, building codes, financial constraints, will all play a role in how Beaton Park facilities and land is improved to meet the Aim, Vision and Values of the PoM. The Needs Assessment's recommendations were a good place to start. The development of the Plan of Management provides the legislative framework, while a detailed Beaton Park Masterplan and plans for individual future capital projects will be needed before improvements are built. The way forward is depicted in the following steps:

Figure 3 The Way Forward to Regional Centre of Excellence for Sports, Health and Wellbeing





5. Receive funds and development approvals
(2017-2027)

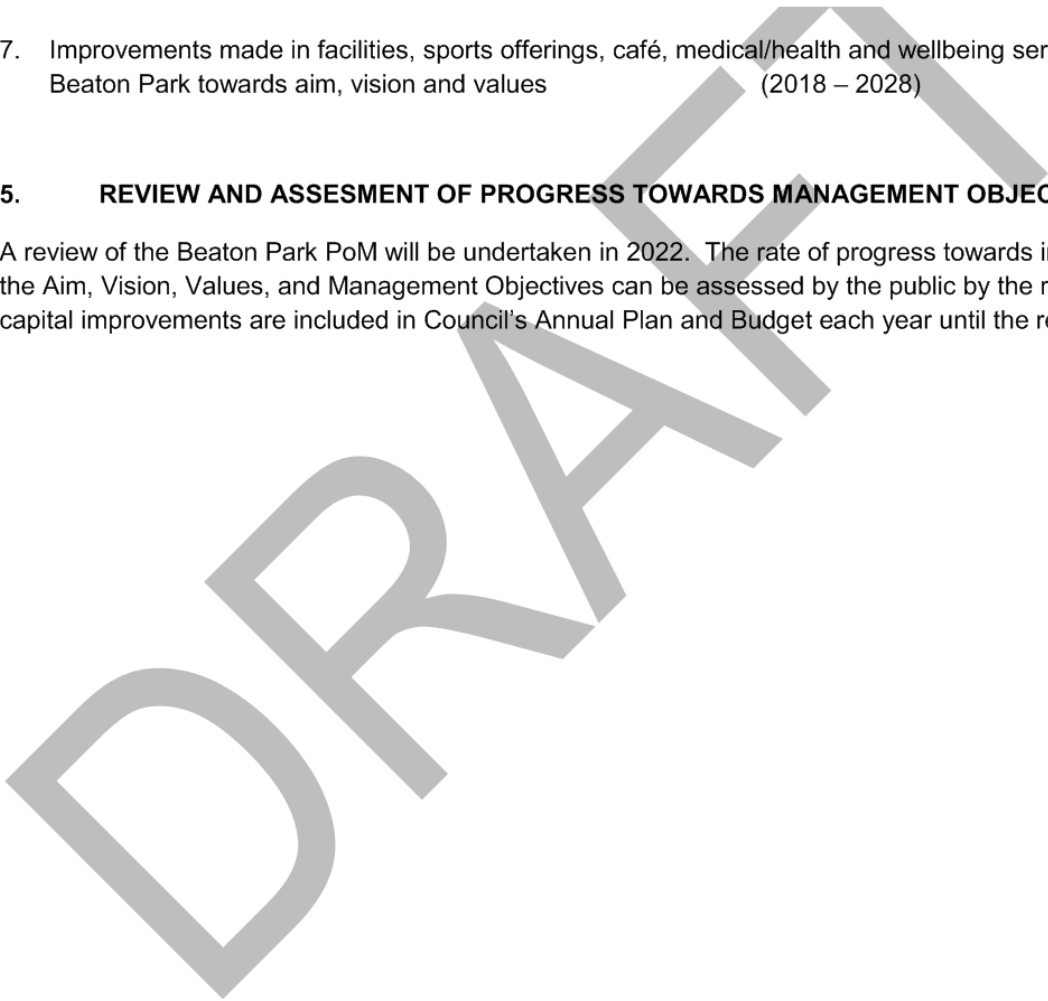
6. Start construction on improvements
(2017-2027)



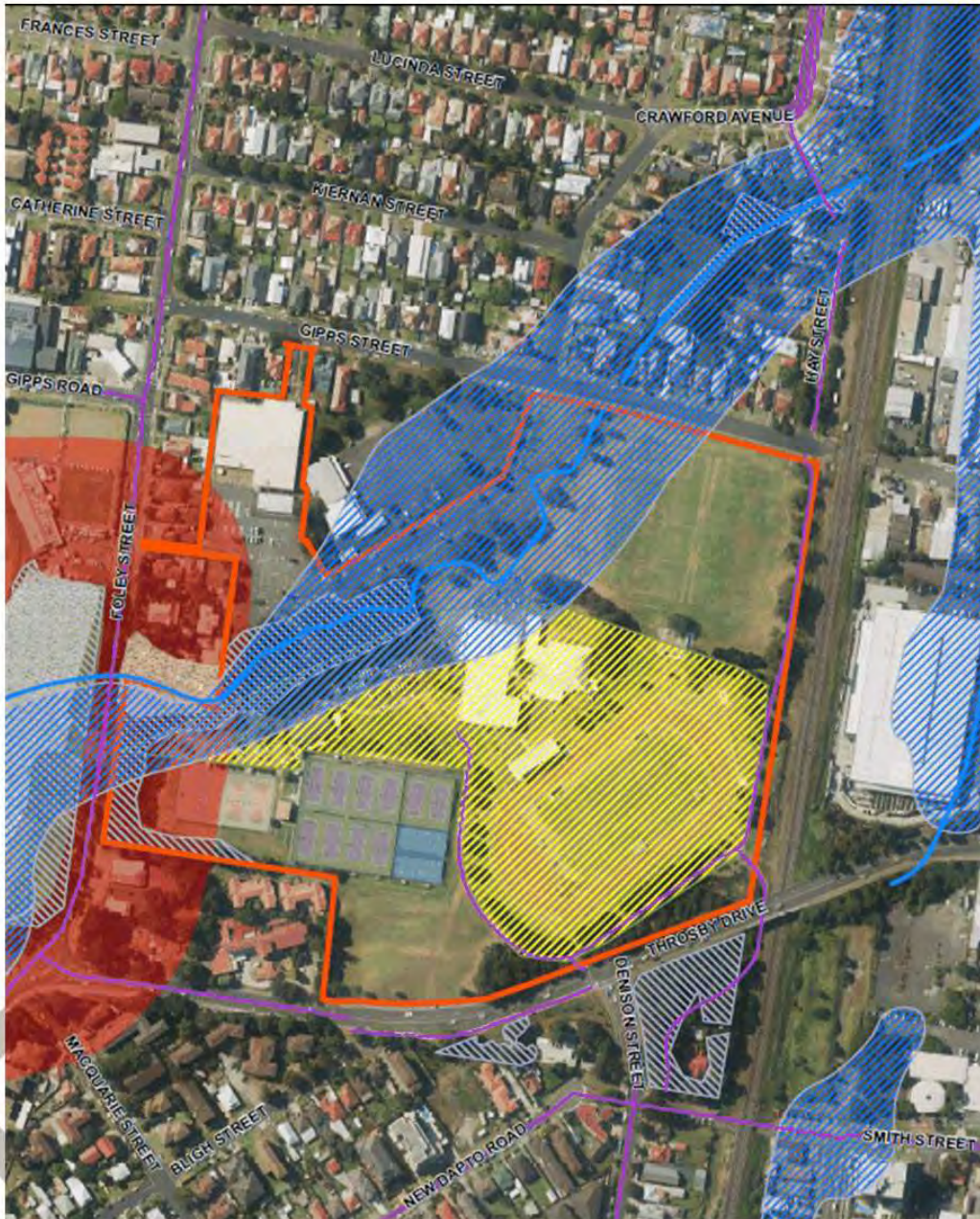
7. Improvements made in facilities, sports offerings, café, medical/health and wellbeing services at Beaton Park towards aim, vision and values
(2018 – 2028)

5. REVIEW AND ASSESMENT OF PROGRESS TOWARDS MANAGEMENT OBJECTIVES

A review of the Beaton Park PoM will be undertaken in 2022. The rate of progress towards implementing the Aim, Vision, Values, and Management Objectives can be assessed by the public by the rate in which capital improvements are included in Council's Annual Plan and Budget each year until the review.



APPENDIX A: Beaton Park PoM Area Land Constraints Mapping



Legend

- | | |
|---|---|
|  Cycleway |  Significant Vegetation |
|  Watercourse |  vectordata.MAPPING.FloodHazardAreas |
|  POM Area |  Bushfire Buffer |
|  Natural Area Asset Unit |  Bushfire Vegetation Category 1 |
|  Land fill Areas |  Bushfire Vegetation Category 2 |

APPENDIX B Beaton Park PoM Area WOLLONGONG LEP 2009 Zone Mapping (RE1 = Public Recreation) as of April 2017



APPENDIX C: Beaton Park Draft Planning Proposal Location Map

To permit additional uses – Health Services Facility types – medical centre, community health services facilities for Lots 113 DP 788462, 104 DP 594256, 401 DP 1128781 and registered club for Lot 113 DP 788462



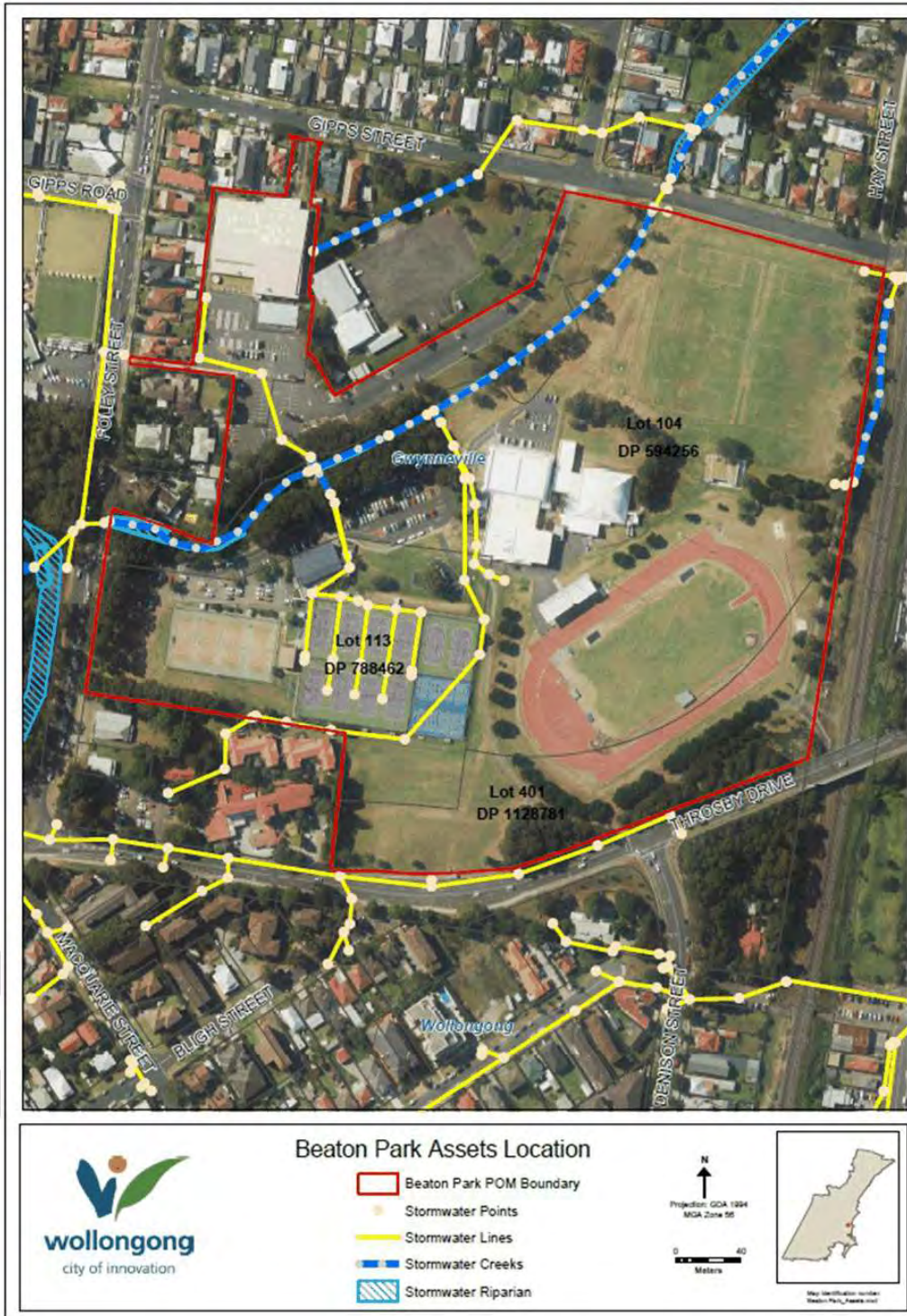
APPENDIX D Beaton Park POM Area Land Parcel Area Map



APPENDIX E Proposed Wollongong Tennis Club License Area 2017

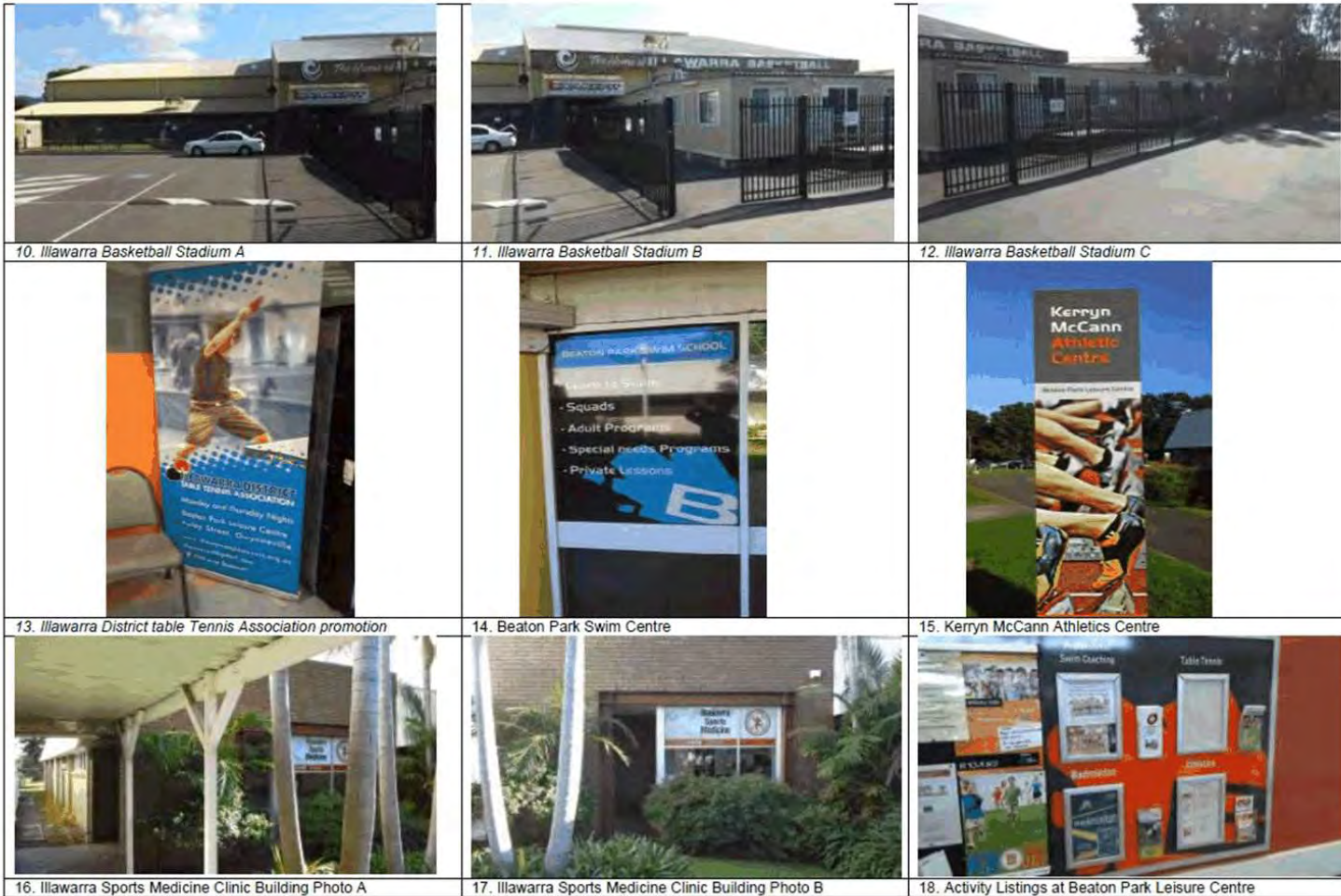


APPENDIX F Beaton Park PoM Area Stormwater Network Map



APPENDIX G Beaton Park PoM Existing Facilities Photographic Record and BPLC existing Floor Plan







Beaton Park Leisure Centre Floor Plan

APPENDIX H "SNAPSHOTS" OF BEATON PARK NEEDS ASSESSMENT RECOMMENDATIONS





APPENDIX I COMMUNITY CONSULTATION

Council Assessment or Plan	Community Consultation Completed or Planned as of April/May 2017																										
<p>Beaton Park Needs Assessment 2015/2016</p>	<p>The Needs Assessment included extensive reviews of existing facilities and input from key precinct stakeholders, tenant groups and State and Regional Sport Associations.</p> <p>The project identified opportunities to enhance existing stakeholder relationships and explored new potential stakeholders that could align to the vision for the Beaton Park Precinct.</p> <p>Consultation and market research completed as part of this study can form the key stakeholders input into an updated Plan of Management.</p> <p>Local Stakeholder Organisations Interviewed as Part of Needs Assessment Included:</p> <table border="0"> <tr> <td>Wollongong City Council Reps</td> <td>Illawarra Sports Medicine</td> </tr> <tr> <td>Tennis Wollongong</td> <td>Illawarra Academy of Sport</td> </tr> <tr> <td>Football South Coast</td> <td>Illawarra Hawks Basketball</td> </tr> <tr> <td>Wollongong Olympic Junior Football</td> <td>Beaton Park LC Kiosk Operator</td> </tr> <tr> <td>Illawarra Basketball</td> <td>Illawarra Blue Stars Athletics</td> </tr> <tr> <td>Illawarra Badminton</td> <td>Athletics Wollongong</td> </tr> <tr> <td>Wollongong Swimming Club</td> <td>Wollongong University</td> </tr> <tr> <td>Illawarra Junior/Senior Cricket</td> <td>Destination Wollongong</td> </tr> <tr> <td>Illawarra District Table Tennis</td> <td>Peoplecare Health Insurers</td> </tr> </table> <p>State Sport Association Interviews as Part of Needs Assessment included:</p> <table border="0"> <tr> <td>Tennis NSW</td> <td>Swimming NSW</td> </tr> <tr> <td>Basketball NSW</td> <td>Little Athletics NSW</td> </tr> <tr> <td>Netball NSW</td> <td>Football NSW</td> </tr> <tr> <td>Table Tennis NSW</td> <td></td> </tr> </table> <p>Report to Council on the Beaton Park Needs Assessment Final Report (Dec 2015) made on 9 May 2016.</p> <p>June 2016 Presentation on Needs Assessment given to Neighbourhood Forum 5.</p> <p>A Note about Consultation:</p> <p>It is acknowledged that the Needs Assessment includes recommendations that may not be reflective of all needs identified by the stakeholder groups in their interviews, for example, the Wollongong Swimming Club's identified need for "The development of a 51.5m x 25m x 3,000mm pool that completely meets the specifications of FINA at BPLC" is not accommodated in the Needs Assessment's conceptual BPLC redevelopment plans because their identified need is not in line with Council's "The Future of Our Pools Strategy 2014 – 2024" or within the capacity of Council's finite resources. In addition Swimming NSW acknowledged that they had "Interest in Centre of Excellence concept for the region, but it would be limited by 25m pool". The University of Wollongong reported in the Needs Assessment interviews their "Outdoor 50m heated pool has capacity for more use by clubs and athletes looking to rain in long course water."</p>	Wollongong City Council Reps	Illawarra Sports Medicine	Tennis Wollongong	Illawarra Academy of Sport	Football South Coast	Illawarra Hawks Basketball	Wollongong Olympic Junior Football	Beaton Park LC Kiosk Operator	Illawarra Basketball	Illawarra Blue Stars Athletics	Illawarra Badminton	Athletics Wollongong	Wollongong Swimming Club	Wollongong University	Illawarra Junior/Senior Cricket	Destination Wollongong	Illawarra District Table Tennis	Peoplecare Health Insurers	Tennis NSW	Swimming NSW	Basketball NSW	Little Athletics NSW	Netball NSW	Football NSW	Table Tennis NSW	
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Basketball NSW	Little Athletics NSW																										
Netball NSW	Football NSW																										
Table Tennis NSW																											
<p>Draft Beaton Park Plan of</p>	<p>Council Report to exhibit the draft PoM for community feedback for a period of 28 days with a further period of 14 days to receive written submissions via email, letter or</p>																										

Council Assessment or Plan	Community Consultation Completed or Planned as of April/May 2017
<p>Management Exhibition Processes</p>	<p>community feedback form on 29 May 2017 (or insert later date).</p> <p>Exhibition to run concurrently with the exhibition of a draft Beaton Park Planning Proposal, subject to Gateway determination by NSW Department of Planning and Environment.</p> <p>Written notices of the exhibition period and public meeting/hearing regarding the draft PoM and the Draft Planning Proposal to be sent via email, letter to active Neighbourhood Forums, Beaton Park lease holders, license holders and other stakeholder organisations, Beaton Park individual members and user groups, and to property owners in the suburbs of Gwynneville and Keiraville.</p> <p>Stakeholder organisations offered opportunity to meet with Council staff to discuss the draft PoM and draft Planning Proposal in the written notice.</p> <p>An information kiosk on the Draft PoM and Draft Planning Proposal to be held during the 28 day exhibition period at Beaton Park Leisure Centre.</p> <p>Information on the draft PoM and draft Planning Proposal available on Council’s website during the exhibition and submission period and the period lead up to the holding of a public meeting/hearing.</p> <p>A public meeting/hearing to be held by an independent chairperson on the draft PoM and draft Planning Proposal at least 21 days after the close of the exhibition and submission period to enable Council give to notice to all persons who wrote a submission about the date of public meeting/hearing.</p> <p>After the close of the exhibition, submission period and after the holding of the public meeting/hearing a report will be made to Council on the results of the exhibition/submission period and the issues raised at the public meeting/hearing regarding the draft PoM and the draft Planning Proposal. Council will consider all submissions received and issues raised at the public meeting/hearing prior to making any determination on the draft PoM.</p>
<p>Draft Beaton Park Planning Proposal</p>	<p>A report was made to Council on 29 May 2017 (or insert later date) that a Draft Planning Proposal be prepared to add “medical centre”, “community health facilities” for Lot 113 DP 788462, Lot 104 DP 594259 and Lot 401 DP 1128781 and “registered club” for Lot 113 DP 788462 as permissible uses in the RE1 Public Recreation zone for the Beaton Park site through a Schedule 1 amendment and referred to the NSW Department of Planning and Environment for Gateway determination. Public Exhibition to be in accordance with any future Gateway determination. At a minimum, exhibition activities to occur as noted in the Draft Beaton Park Plan of Management Exhibition Processes entry in this table.</p>
<p>Future Beaton Park Master Plan</p>	<p>A future Beaton Park Master Plan will be subject to future public exhibition and comment period prior to seeking Council endorsement. Council would consider any submissions received during the comment period prior to making any determination on a future Beaton Park Master plan.</p>



Planning Proposal
Beaton Park
Foley Street Gwynneville
Site Location Map

Subject site

N
Projection: GDA 1984
MGA Zone 58

0 40
Meters



Map coordinate number
Beaton Park, 40° 56' S, 150° 46' E

ITEM 2 CONTAMINATION AND DCP CHAPTER UPDATES: FOR EXHIBITION

On 3 August 2015, Council considered a Notice of Motion regarding lead and heavy metal contamination from industry and its impact on public and environmental health. Council resolved to work with the NSW Environment Protection Authority and NSW Health to prepare information for the community on this matter and consider a taskforce to review and propose actions.

Council established a working group with NSW Health and the Environment Protection Authority to enact the resolutions of Council and this report provides an overview of the initiatives of this Group.

RECOMMENDATION

- 1 The draft changes to the following chapters of the Wollongong Development Control Plan 2009 be exhibited for a minimum period of 28 days:
 - a Chapter E7 Waste Management
 - b Chapter E19 Earthworks
 - c Chapter E20 Contaminated Land Management
 - d Chapter E21 Demolition and Hazardous Materials Management
 - e Chapter E22 Soil Erosion and Sediment Control.
- 2 Note that an independent review of information relating to lead and other heavy metals will be undertaken and the review and recommendations will be reported to a future meeting of Council.

REPORT AUTHORISATIONS

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

ATTACHMENTS

- 1 Proposed Amendments to Chapter E7 - Waste Management
- 2 Proposed Amendments to Chapter E19 - Earthworks
- 3 Proposed Amendments to Chapter E20 - Contaminated Land Management
- 4 Proposed Amendments to Chapter E21 - Demolition and Hazardous Materials Management
- 5 Proposed Amendments to Chapter E22 - Soil Erosion and Sediment Control

BACKGROUND

On 3 August 2015, when considering a Notice of Motion regarding lead and heavy metal contamination from Industry and its impact on public and environmental health, Council resolved:

- 1 a *Wollongong City Council include on its website and in quarterly newsletters references for the need to exercise caution when renovating or the demolition of any property in the local government area.*
 - b *Council develop health tips and advice on possible legacy issues for property owners when they renovate or demolish buildings as the City moves forward in dealing with its industrial past into a cleaner safer future.*
 - c *This information be prepared in consultation with the Department of Health and the Environment Protection Authority.*

- 2 *Property owners be alerted to -*
 - a *Question and check that their building waste is being handled by an appropriate licensed waste contractor for correct handling and disposal.*
 - b *Exercise diligence on the matters in Point 1 (above) and, if they are concerned, to seek an assessment from a qualified environmental expert.*
- 3 *Points 1-2 above be considered in the context of Council's review of contaminated lands and the requirements of SEPP 55 Contaminated Lands State Environmental Policy for consistency.*
- 4 *A report on the cost and scope of a Council-led Taskforce, which would review and propose actions in relation to the Contaminated Lands Study, be submitted to a future Council meeting once the Study is complete.*
- 5 *A Councillor briefing be held prior to the Contaminated Lands Study being reported to Council.*

Council has been working with the Environment Protection Authority (EPA) and NSW Health through the Public Health Unit, Illawarra to enact the resolutions of Council. This report provides an update on progress of this Working Group and other measures Council has put in place to manage contamination.

A *Lead and other Heavy Metal Working Group* was established in late 2015 comprising representatives from the NSW Environment Protection Authority (EPA), NSW Health and Wollongong City Council (WCC). The Working Group was established in response to the resolution of Council to help prepare information and guide actions to manage contamination. This Working Group has been kept informed by EPA of any recommendations to Government on actions relevant to this area that may arise from existing lead management forums in Lake Macquarie and Broken Hill.

Information has been prepared and included on Council's website, in newsletters and distributed to community centres, libraries, childcare centres and home renovation centres. This information has drawn upon a range of information products on lead and lead management the EPA has developed with the Lead Education and Abatement Design Group as part of a NSW wide lead awareness campaign, and other information relating to contamination. Other actions of the working group have included comments on proposed changes to Exempt and Complying Development Codes and reviews of previous lead management strategies undertaken in the late 1990's/2000's.

Council has written to the EPA requesting advice on the need for the establishment of an Expert Group to oversee legacy contamination issues in the Wollongong LGA, similar to those Groups that have been established in Lake Macquarie and Broken Hill. The EPA have acknowledged the importance of managing contamination and advised that unless new information arises in relation to this issue, an expert group in addition to the working group already established, is not warranted at this time. The EPA have suggested a literature review of all relevant existing published environmental information on this issue be undertaken and used to provide an evidence base that helps guide future decision making and identify any gaps in current knowledge. The literature review is discussed further in the Proposal section of this report.

In addition to the formation of the Working Group, Council has also undertaken a review of contaminated land management policies and procedures related to its responsibilities for managing contamination. While responsibility for the regulation and management of contaminated land sits with all levels of government, local government has an important role in managing contamination in accordance with *SEPP 55 Remediation of Land*. The review included:

- Updates to the Land Information System
- Inclusion of a notation on Development Consent determinations
- Development of a policy and processes for assessing and notating contamination
- A review of Development Control Chapters related to managing contamination (discussed further below)

A Councillor briefing occurred on 6 February 2017.

PROPOSAL

Literature Review

As outlined above, the EPA have suggested a literature review be undertaken to help consolidate existing information and guide future decision making on contamination. A considerable body of literature exists on the nature, extent and distribution of lead and other heavy metals in air, soils, lake sediments and roof dust in the Wollongong LGA and associated measures to manage human health risks. This includes various published studies and reports by universities and government agencies. The information indicates the contamination is a historical legacy and likely to be due to a combination of factors. For example, lead may have originated from several industrial sources that have operated in the LGA over the last one hundred years, vehicle (leaded petrol) emissions and the use of leaded paint.

Port Kembla was a focus of the *Illawarra Lead Management Plan 1998 – 2001*, which was a document prepared by NSW Health with input from a range of other representatives, including WCC, the EPA, community, industry and University of Wollongong. The *Illawarra Lead Management Plan 1998 – 2001*, identified a range of actions, some of which were implemented, some no longer relevant (as they refer to industries no longer in operation) and others not undertaken. Some members of the community still refer to the *Illawarra Lead Management Plan* and the actions contained within it.

The Working Group has prepared a consultant brief to undertake a literature review. It will include a review of contamination information against relevant contemporary national and international guidelines. One of the documents to be included in the review is the *Illawarra Lead Management Plan*.

The EPA are the lead agency on this literature review, and are submitting an application through the Port Kembla Community Infrastructure Fund (PKCIF) Round 2 for part funding of the study. Applications close end of May 2017. The EPA and Council will also contribute funding for the review, as it will cover the entire LGA.

A community engagement plan is being prepared for the review and this will include seeking feedback from the community on studies, reports or research they are aware of that has been undertaken and can inform the review.

The consultant's report and future recommendations will be reported to Council when the review is complete.

Review of Development Control Plan provisions

A review of Wollongong Development Control Plan provisions has been undertaken for the following Chapters of the DCP:

- Chapter E7: Waste Management
- Chapter E19: Earthworks
- Chapter E20: Contaminated Land Management
- Chapter E21: Demolition and Asbestos Management
- Chapter E22: Erosion and Sediment Control Management

A short overview of the changes recommended to each chapter is outlined below.

Chapter E7: Waste Management – changes proposed include:

- Updating the legislative context and references.
- Including some additional information on waste management and storage.

Chapter E19: Earthworks – changes proposed include:

- Updating the legislative context and references.
- Strengthen and outline more information on reuse of soils.
- Update information on Coal Wash Reuse (in line with current EPA exemption).

Chapter E20: Contaminated Land Management - changes proposed include:

- Updating the legislative context and references.
- Minor changes throughout regarding contaminated lands 'language'.
- Additional information on Site Audits and what can trigger them.
- Context for ongoing site management requirements

Chapter E21: changes proposed include:

- Amend title to 'Demolition and Hazardous Materials Management'.
- Update requirements to consider hazardous building materials not just asbestos.
- Included definitions of 'common' hazardous building materials.
- Updating the legislative context and references.
- Included Protection of Environment Operations (POEO) Act (implications of pollution event).
- Removed 'older / less relevant' advice.
- Updated some definitions in line with current regulations and legislation.
- Included new 'current' references.

Chapter E22: Erosion and Sediment Control Management – changes proposed include:

- Changes to encourage appropriate Erosion and Sediment Control management options.
- Improved management controls for larger sites.
- Updated to reflect recently reviewed and more current DCP chapters from other Councils.
- Mention sediment can be a pollution offence under POEO Act.

The revised draft chapters are attached with the proposed changes highlighted. To progress the proposed amendments to the DCP, it is recommended that Council resolve to exhibit the draft amended chapters of the Wollongong Development Control Plan 2009 for a minimum period of 28 days.

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 *Environmental Assessment and Compliance* delivery stream and *Planning Certificates* delivery stream contained in the Service Plan 2016-17.

FINANCIAL IMPLICATIONS

An allocation will be made from the 17-18 operational budget to assist in funding the Contamination Literature Review. The outcomes from this study may identify additional tasks or actions that require a future budget allocation and will be included in the future report to Council on this matter.

CONCLUSION

This report has provided an update on the progress of a Working Group established to enact the resolutions of Council and other measures Council has put in place to manage contamination. Future reports will be provided to Council to finalise the DCP Chapter updates, and to report the outcomes from the contamination literature review.



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1 INTRODUCTION

1. This Chapter provides Council's general requirements for waste minimisation, management and recycling for all developments within the city.
2. This Chapter incorporates the waste minimisation, recycling requirements and assessment criteria / development controls contained in the NSW Department of Environment and Climate Change's, [\(now the Office of Environment and Heritage or 'OEH'\)](#) publication titled *Model Waste Not DCP Chapter* dated July 2008. This Chapter also reflects the waste minimisation and management / recycling strategies and guidelines contained in the NSW Department of Environment and Climate Change's publication titled *Better Practice Guide for Waste Management in Multi-unit Dwellings* dated June 2008.

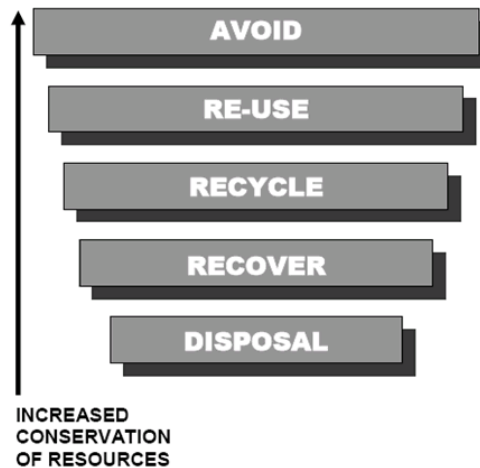


Figure 1: Waste Minimisation Hierarchy

2 OBJECTIVES

1. The key objectives of this chapter of the DCP are:
 - a) To minimise the volume of waste generated during the demolition and construction phases of development, through reuse and recycling and the efficient selection and use of resources;
 - b) To minimise demolition waste by promoting adaptability in building design and focussing upon end of life deconstruction;
 - c) To encourage development which facilitates waste minimisation and complements waste services offered by Council or private contractors;
 - d) To reduce the demand for waste disposal;
 - e) To maximise reuse and recycling of building materials and household, industrial and commercial waste;
 - f) To provide appropriately located, sized and accessible waste storage facilities;
 - g) To assist applicants in planning for sustainable waste management, through the preparation of a site waste minimisation and management plan at the Development Application stage;

Part E – General Controls – Design Controls

Chapter E7: Waste Management

- h) To provide guidance with regard to the minimum storage requirements, amenity and management facilities;
- i) To ensure waste management systems are compatible with collection services;
- j) To support the principles of Ecologically Sustainable Development (ESD); and
- k) To avoid illegal [disposal, transportation and](#) dumping of wastes.

3 RELEVANT LEGISLATION AND OTHER PUBLICATIONS

1. The following legislation, guidelines and strategies are relevant to waste minimisation and management:

- Protection of the Environment Operations Act 1997;
- Protection of the Environment Operations ~~Regulation~~(Waste) [Regulation 20052014](#);
- ~~Waste~~ Avoidance and Resource Recovery Act 2001;
- [NSW Waste Avoidance and Resource Recovery Strategy 2014 - 21](#)
- NSW Department of Environment and Climate Change Better Practice Guide for Waste Management in Multi-unit Dwellings June 2008;
- NSW Department of Environment and Climate Change Model Waste Not DCP Chapter 2008 July 2008; and
- NSW Department of Environment and Conservation NSW Waste Avoidance and Resource Recovery Strategy 2003 and Performance Report 2006.

4 SUBMISSION / APPLICATION REQUIREMENTS

4.1 General

1. All applications for development, including demolition, construction and the ongoing use of a site/premises, must be accompanied by a Statement of Environmental Effects (SEE). This Statement is to include a Site Waste Minimisation and Management Plan (SWMMP) as the central document of compliance with this Chapter's requirements. In addition to submission of a SWMMP (as part of the SEE), the waste management facilities proposed as part of the development, shall be clearly illustrated on the architectural plans of the proposed development, accompanying the Development Application (DA).

4.2 Site Waste Minimisation and Management Plan

1. A Site Waste Minimisation and Management Plan (SWMMP) outlines measures to minimise and manage waste generated during:
 - Demolition
 - Construction
 - Ongoing use of the site/premises.

In this respect, the SWMMP should address a range of matters, including:

- Volume and type of waste and recyclables to be generated
 - Storage and treatment of waste and recyclables on site
 - Disposal of residual waste and recyclables
 - Intended waste management service provider
 - Operational procedures for ongoing waste management once the development is complete.
2. The SWMMP highlights the method of recycling or disposal and the proposed waste management service provider.

Appendix 1 provides a template for the compilation of a SWMMP.

Specific requirements of the SWMMP are included in the waste management provisions contained in [5.8.1 Appendix: 15.8.1 Appendix: 1](#)

5 PLANNING REQUIREMENTS / ASSESSMENT CRITERIA

5.1 Demolition

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany any Development Application proposing the demolition of a building or other ancillary structures.
 2. [Hazardous Buildings Materials must be identified, managed and disposed of in accordance with relevant State legislation \(see Safe Work Australia: Demolition Work, Code of Practice 2013\)](#)
 - ~~2-3.~~ Pursue adaptive reuse opportunities of buildings/structures.
 - ~~3-4.~~ Identify all waste likely to result from the demolition and opportunities for reuse of materials. Refer to Figure 1.
 - ~~4-5.~~ Facilitate reuse/recycling by using the process of 'deconstruction', where various materials are carefully dismantled and sorted.
 - ~~5-6.~~ Reuse or recycle salvaged materials onsite where possible.
 - ~~6-7.~~ Allocate an area for the storage of materials for use, recycling and disposal (giving consideration to slope, drainage, location of waterways, stormwater outlets, vegetation, and access and handling requirements).
 - ~~7-8.~~ Provide separate collection bins or areas for the storage of residual waste.
 - ~~8-9.~~ Clearly 'signpost' the purpose and content of the bins and storage areas.
 - ~~9-10.~~ Implement measures to prevent damage by the elements, odour and health risks and windborne litter.
 - ~~10-11.~~ Minimise site disturbance, limiting unnecessary excavation.
11. When implementing the SWMMP the developer must ensure:
- (a) Footpaths, public reserves, street gutters are not used as places to store demolition waste or materials of any kind without Council approval.

Part E – General Controls – Design Controls

Chapter E7: Waste Management

- (b) Any material moved offsite is transported in accordance with the requirements of the *Protection of the Environment Operations Act 1997 and any other relevant legislation*.
 - (c) Waste is only transported to a place that can lawfully be used as a waste facility.
 - (d) Generation, storage, treatment and disposal of hazardous waste and special waste (including asbestos) is conducted in accordance with relevant waste legislation administered by the EPA and relevant Occupational Health and Safety legislation administered by WorkCover NSW.
 - (e) Evidence such as weighbridge dockets and invoices for waste disposal or recycling services is retained. This shall include a log book with associated receipt/invoices, waste classification, and site validation certificate. All entries must include: time and date, description and size of waste, waste facility used, vehicle registration and company name. The log book and associated receipts must be made available for inspection by Council Officer's at any time during site works.
12. Table 1 provides a list of some potential reuse/recycling options. Reuse and recycling opportunities are decreased when asbestos is not carefully removed and segregated from other waste streams.

Table 1: Examples of Demolition Materials and Potential Reuse/ Recycling Options

Material	Reuse/Recycling Potential
Concrete	Reused for filling, levelling or road base
Bricks and Pavers	Can be cleaned for reuse or rendered over or crushed for use in landscaping and driveways
Roof Tiles	Can be cleaned and reused or crushed for use in landscaping and driveways
Untreated Timber	Reused as floorboards, fencing, furniture, mulched or sent to second hand timber suppliers
Treated Timber	Reused as formwork, bridging, blocking and propping, or sent to second hand timber suppliers
Doors, Windows, Fittings	Sent to second hand suppliers
Glass	Reused as glazing or aggregate for concrete production
Metals (fittings, appliances and wiring)	Removal for recycling
Synthetic Rubber (carpet underlay)	Reprocessed for use in safety devices and speed humps
Significant Trees	Relocated either onsite or offsite
Overburden	Power screened and used as topsoil
Garden Waste	Mulched, composted
Carpet	Can be sent to recyclers or reused in landscaping
Plasterboard	Removal for recycling, return to supplier

(Source: NSW Department of Environment and Climate Change Waste Not DCP Chapter 2008)

5.2 Construction of Buildings or Structures

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the application.
2. Estimate volumes of materials to be used and incorporate these volumes into a purchasing policy so that the correct quantities are purchased. For small-scale building projects see the rates in Appendix 2 Waste/Recycling Generation Rates for a guide.
3. Identify potential reuse/recycling opportunities for excess construction materials.
4. Incorporate the use of prefabricated components and recycled materials.
5. Arrange for the delivery of materials so that materials are delivered 'as needed' to prevent the degradation of materials through weathering and moisture damage.
6. Consider organising the return of excess materials to the supplier or manufacturer.
7. Allocate an area for the storage of materials for use, recycling and disposal (considering slope, drainage, location of waterways, stormwater outlets and vegetation).
8. Arrange contractors for the transport, processing and disposal of waste and recycling. Ensure that all contractors are aware of the legal requirements for [transporting and](#) disposing of waste.
9. Promote separate collection bins or areas for the storage of residual waste.
10. Clearly signpost the purpose and content of the bins and storage areas.
11. Implement measures to prevent damage by the elements, odour and health risks, and windborne litter.
12. Minimise site disturbance and limit unnecessary excavation.
13. Ensure that all waste is transported to a place that can lawfully be used as a waste facility.
14. Retain all records demonstrating lawful disposal of waste and keep them readily accessible for inspection by regulatory authorities such as council, [DECC-OEH/EPA](#) or NSW WorkCover Authority.

5.3 Dwelling Houses, Dual Occupancies, Secondary Dwellings and Integrated Housing

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany a Development Application for a dwelling-house, dual occupancy development, secondary dwelling or for each dwelling in an integrated housing/ lot development.
2. Where waste collection services are available, single dwellings are to be provided with:
 - (a) 1 x 240L or 120L general waste bin collected weekly;
 - (b) 1 x 240L recyclable material bin collected fortnightly; and
 - (c) 1 x 240L green waste bin collected fortnightly.
3. Bins are to be stored behind the building line and screened from view from the public domain at all times not associated with waste collection.
4. Waste containers are to be stored in a suitable location so as to avoid vandalism, nuisance and adverse visual impacts.
5. A designated area shall be provided for composting that should not impact on adjoining properties.

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6. Where possible, the waste/recycling storage area should be located in the rear yard and minimise the distance of travel to the collection point.
7. The waste storage area is to be easily accessible and have unobstructed access to Council's usual collection point.
8. There should be sufficient space within the kitchen (or an alternate location) for the interim storage of waste and recyclables.
9. The placement of bins for collection at the nominated collection point should ensure adequate traffic and pedestrian safety is maintained.

Note: It is the responsibility of dwelling occupants to move bins to the identified collection point no earlier than the evening before collection day and to then return the bins to their storage area no later than the evening of collection day. Bins are to remain in their on-site storage area at all other times.

10. The site plan and floor layout plans submitted with the application must show:
 - (a) The location of an indoor waste/recycling cupboard (or other appropriate storage space) for each dwelling.
 - (b) The location of an onsite waste/recycling storage area for each dwelling, that is of sufficient size to accommodate Council's waste, recycling and garden waste bins. (Indicative bin sizes are shown in Appendix 3)
 - (c) An identified on-site location for a compost container.
 - (d) An identified kerbside collection point for the collection and emptying of Council's waste, recycling and garden waste bins.

5.4 Multi-Dwelling Housing (Villas and Townhouses)

5.4.1 General Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application for a proposed multi-dwelling housing development.
2. The site plan and floor layout plans submitted with a Development Application must show:
 - (a) The location of an indoor waste/recycling cupboard (or other appropriate storage space) for each dwelling;
 - (b) The location of individual waste/recycling storage areas (such as for townhouses and villas) or a communal waste/recycling storage room(s) able to accommodate Council's waste, recycling and garden waste bins;
 - (c) An identified location for individual compost containers or communal compost container;
 - (d) An identified collection point for the collection and emptying of Council's waste, recycling and garden waste bins;
 - (e) The path of travel for moving bins from the storage area to the identified collection point (if collection is to occur away from the storage area);

- (f) The on-site path of travel for collection vehicles (if collection is to occur on-site), taking into account accessibility, width, height and grade.
3. Waste storage for multi dwelling housing developments may be located within the rear yard area of each dwelling, in a position from which bins may be readily wheeled to the street for collection. Alternatively a communal waste storage area may be provided.

The following storage provision shall be made per dwelling:

- Waste: 120 litres per week per dwelling;
- Recycling: 120 litres per week; and
- Green waste: 120 litres per fortnight per dwelling.

5.4.2 Requirements for Waste Storage Areas:

1. Any communal waste storage area shall be located in a position which is accessible by all residents for the depositing of waste and for the relocation of bins to the collection position.
2. The storage facility must be well lit and easily accessible from the main pedestrian access points within the development, in order to improve safety for residents.
3. Each bin and bin type must be readily accessible and manoeuvrable in and out of the proposed storage area.
4. The storage area shall be free of all obstructions so as not to restrict movement and servicing of the bins or containers.
5. All storage areas must have bump rails to prevent bins from making contact with walls for the purposes of noise reduction.
6. There shall be no lip or step between access point to the storage area and the collection point.
7. The ground surface of the storage area shall be of a smooth finish to enable easy movement of the bins/containers and minimise noise impacts.

5.4.3 Requirements for Communal Waste Storage Areas:

1. A communal waste facility must be provided for:
 - Developments incorporating more than six (6) dwellings; or
 - Multi-dwelling housing developments where the number of bins proposed cannot be accommodated within 50% of the developments frontage on collection day; or
 - Developments where site constraints make access to the street difficult for individual occupants; or
 - Developments with frontage to a major road, where on-site garbage collection is required.
2. Communal waste storage areas must be designed to accommodate bins with the minimum dimensions specified in Appendix 3:
3. The size of waste bins shall be determined having regard to the ability of the bins to be wheeled to the street for collection by a contractor. The body corporate or a caretaker is responsible for the movement of bins to their collection point.

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4. Council may consider the location of the storage facility within the front building line setback area of the development site. Any such storage facility must be architecturally designed to reflect the design style of the proposed building and not detract from the visual amenity and streetscape character in the immediate vicinity. In this respect, the storage facility must be screened from the street frontage via a minimum 1.5 metre high brick or masonry wall and feature landscaping and an open pergola or other similar roofline feature, in order to improve the streetscape appearance of the facility.

Applicants should refer to the Department of Environment and Climate Change's '*Better Practice Guide for Waste Management in Multi-Unit Dwellings*' for additional guidance.

5. There must be an unobstructed and Continuous Accessible Path of Travel (as per *Australian Standard 1428 Design for Access and Mobility - 2001*) from the waste/recycling storage area(s) or room(s) to:
 - The entry to any Adaptable Housing (as per Australian Standard 4299 Adaptable Housing - 1995)
 - The principal entrance to each residential flat building
 - The point at which bins are collected/emptied.
 - In instances where a proposal does not comply with these requirements, Council will consider alternative proposals that seek to achieve a reasonable level of access to waste/recycling storage area(s) or room(s).

5.5 Residential Flat Buildings

5.5.1 General Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application for a proposed residential flat building.
2. The site plan and floor layout plans for the proposed residential flat building must show:
 - (a) The location of an indoor waste/recycling cupboard (or other appropriate storage space) for each dwelling;
 - (b) The location of the proposed communal waste/recycling storage room(s) able to accommodate all waste, recycling and garden waste bins required for the total development;
 - (c) The location of any garbage chute(s) and interim storage facilities for recyclable materials;
 - (d) The location of any service rooms (for accessing a garbage chute) on each floor of the building;
 - (e) The location of any waste compaction equipment;
 - (f) An identified location for individual compost containers or communal compost container;
 - (g) An identified collection point for the collection and emptying of Council's waste, recycling and garden waste bins;
 - (h) The path of travel for moving bins from the storage area to the identified collection point (if collection is to occur away from the storage area); and
 - (i) The on-site path of travel for collection vehicles, taking into account accessibility, width, height and grade.

5.5.2 Requirements for a Communal Waste Storage Facility

1. Residential flat buildings must include communal waste/recycling storage facilities in the form of a waste/recycling storage room (or rooms) designed in accordance with Appendix 4 and the *Better*

Practice Guide for Waste Management in Multi-Unit Dwellings.

2. The waste/recycling storage room must be designed to accommodate bins with the minimum dimensions specified in Appendix 3, based on the number of bins required to service the total development
3. The waste/recycling storage room must be located in a position which is accessible by all residents for the depositing of waste and for the relocation of bins to the collection position.
4. Council may in exceptional circumstances consider the location of the storage facility within the front building line setback area of the development site, in instances where a waste/recycling storage room is not possible within the basement due to access impediments or excessive slope constraints, and subject to appropriate collection arrangements being provided.

Any such storage facility must be architecturally designed to reflect the design style of the proposed building and not detract from the visual amenity and streetscape character in the immediate vicinity. In this respect, the storage facility must be screened from the street frontage via a minimum 1.5 metre high brick or masonry wall and feature landscaping and an open pergola or other similar roofline feature, in order to improve the streetscape appearance of the facility.

In this circumstance, it must be satisfactorily demonstrated why a basement waste and recycling storage facility cannot be achieved. However, for the majority of cases, a basement waste and recycling storage facility will be required and hence, sufficient clearance height must be incorporated into the development upfront.

Applicants should refer to the Department of Environment and Climate Change's '*Better Practice Guide for Waste Management in Multi-Unit Dwellings*' for design guidelines.

5. Each bin and bin type must be readily accessible and manoeuvrable in and out of the proposed waste/recycling storage room.
6. For residential flat buildings involving ten (10) or more dwellings, a dedicated room or caged area must be provided for the temporary storage of discarded bulky items which are awaiting removal. The storage area must be readily accessible to all residents and must be located adjacent to or in close proximity to the main waste/recycling storage room or area.
7. The storage facility must be well lit and easily accessible from the main pedestrian access points within the development, in order to improve safety for residents.
8. The storage area shall be free of all obstructions so as not to restrict movement and servicing of the bins or containers.
9. All storage areas must have buffers or wheel stops to prevent bins from making contact with walls for the purposes of noise reduction.
10. There shall be no lip or step between access point to the storage area and the collection point.
11. The ground surface of the storage area shall be of a smooth finish to enable easy movement of the bins/containers and minimise noise impacts.
12. There must be an unobstructed and Continuous Accessible Path of Travel (as per *Australian Standard 1428 Design for Access and Mobility - 2001*) from the waste/recycling storage room(s) or area(s) to:
 - The entry to any Adaptable Housing (as per Australian Standard 4299 Adaptable Housing - 1995);
 - The principal entrance to each residential flat building; and

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- The point at which bins are collected/emptied.

In instances where a proposal does not comply with these requirements, Council will consider alternative proposals that seek to achieve a reasonable level of access to waste/recycling storage room(s) or area(s).

13. Where the number of bins proposed can be accommodated within 50% of the developments frontage on collection day, bins may be collected from a kerbside location. In instances where kerbside bin collection can not be accommodated or is not appropriate due to safety or functional constraints, bins must be collected onsite.
14. Where bins cannot be collected from a kerbside location, the development must be designed to allow for on-site access by garbage collection vehicles of dimensions detailed in Appendix 7. The proposed collection vehicle must be nominated in the development application documentation and must be supported by evidence demonstrating that such a collection service is readily available.

The site must be configured so as to allow collection vehicles to enter and exit the site in a forward direction and so that collection vehicles do not impede general access to, from or within the site. Access driveways to be used by collection vehicles must be of sufficient strength to support such vehicles.

Note: As a minimum requirement for collection vehicle access, Council will require indemnity against claims for loss or damage to the pavement or other driving surface. Council may also require indemnity against liabilities, losses, damages and any other demands arising from any on-site collection service. In all cases, a hazard assessment will need to be conducted prior to Council agreeing to undertake the service.

15. Should a collection vehicle be required to enter a property, access driveways and internal roads must be designed in accordance with *Australian Standard 2890.2 Parking Facilities – Off-Street Commercial Vehicle Facilities – 2002*.
16. If bins need to be moved from normal storage areas to a different location for collection purposes, it is the responsibility of agents of the owners' corporation to move the bins to the collection point no earlier than the evening before collection day and to then return the bins to their storage areas no later than the evening of collection day. Bins are to remain in their on-site storage areas at all other times.
17. Residents should have access to a cold water supply for the cleaning of bins and the waste storage areas. Storage areas should be constructed and designed to be weather proof and easy to clean, with wastewater discharged to sewer.
18. Garbage chutes must be designed in accordance with **Appendix 5**, the *Building Code of Australia* and the guidelines contained in *Better Practice Guide for Waste Management in Multi-Unit Dwellings*. Garbage chutes are not suitable for recyclable materials and must be clearly labelled to discourage improper use. Alternative interim disposal facilities for recyclables should be provided at each point of access to the garbage chute system. No garbage chutes are permitted on balcony areas.
19. A communal green waste bin must be provided of sufficient capacity to accept waste from the landscaped areas.
20. Each dwelling unit should be provided with an indoor waste/recycling cupboard (or other appropriate storage space) for the interim storage of a minimum one day's garbage and recycling generation.

5.6 Mixed Use Development

5.6.1 General

1. Where residential and commercial land uses occur within the one building or development, waste management will necessitate a balancing of variable demands, including preservation of residential amenity.

5.6.2 Controls / Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application.
2. The controls for Residential Flat Buildings apply to the residential component of mixed-use development.
3. The controls for Commercial Developments apply to the non-residential component of mixed-use development.
4. Mixed Use development must incorporate separate and self-contained waste management systems for the residential component and the non-residential component. In particular, the development must incorporate separate waste/recycling storage rooms/areas for the residential and non-residential components. Commercial tenants must be prevented (via signage and other means), from using the residential waste/recycling bins and vice versa.
5. The residential waste management system and the non-residential waste management system must be designed so that they can efficiently operate without conflict. Conflict may potentially occur between residential and non-residential storage, collection and removal systems, and between these systems and the surrounding land uses. For example, collection vehicles disrupting peak residential and commercial traffic flows or causing noise issues when residents are sleeping.
6. A garbage storage room at the basement level must be provided for mixed use developments.
7. A bin collection layout must be submitted with a Development Application.
8. A communal green waste bin must be provided of sufficient capacity to accept waste from any landscaped areas located on the site.
9. Waste storage for the commercial component of the building must be calculated having regard to the anticipated waste generation rates of the intended occupants (Refer to Appendix 2).
10. The garbage storage room must be designed to accommodate the number of bins required for the development. The storage room must be located in a position which is accessible by all residents for the depositing of waste and for the relocation of bins to the collection position.
11. The garbage storage room must be designed to accommodate bins with the following minimum dimensions as indicated in Appendix 6

5.7 Commercial Development and Change of Use (Shops, Offices, Food Premises, Hotels, Motels, Licensed Clubs, Education Establishments, Entertainment Facilities and Hospitals)

5.7.1 General Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the

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Development Application.

2. The plans submitted with the application must show:
 - (a) The location of the designated waste and recycling storage room(s) or areas, sized to meet the waste and recycling needs of all tenants;
 - (b) The location of temporary waste and recycling storage areas within each tenancy. These are to be of sufficient size to store a minimum of one day's worth of waste;
 - (c) An identified collection point for the collection and emptying of waste, recycling and garden waste bins;
 - (d) The path of travel for moving bins from the storage area to the identified collection point (if collection is to occur away from the storage area); and
 - (e) The on-site path of travel for collection vehicles (if collection is to occur on-site).
3. There must be convenient access from each tenancy and / or larger waste producing area of the development to the waste / recycling storage room(s) or area(s). There must be step-free access between the point at which bins are collected / emptied and the waste / recycling storage room(s) or area(s).
4. Every development must include a designated general waste / recycling storage area or room(s) designed in accordance with Appendix 6 Commercial/Industrial Waste and Recycling Storage Areas.
5. Depending upon the size and type of the development, it may be necessary to include a separate waste / recycling storage room or area for each tenancy.
6. Arrangements must be in all parts of the development for the separation of recyclable materials from general waste. Arrangements must be in all parts of the development for the movement of recyclable materials and general waste to the main waste / recycling storage room / area. For multiple storey buildings, this may require the provision of a goods lift.
7. The waste / recycling storage room or area must be able to accommodate bins that are of sufficient volume to contain the quantity of waste generated at the rate described in Appendix 4, Waste / Recycling Generation Rates between collections.
8. A waste / recycling cupboard must be provided for each and every kitchen area in a development, including kitchen areas in hotel rooms, motel rooms and staff food preparation areas. Each waste / recycling cupboard must be of sufficient size to hold a minimum of a single days waste and to hold separate containers for general waste and recyclable materials.
9. For sites containing road frontages, the development should be designed to make provision for adequate access arrangements for servicing of the waste and recycling storage bin area from the rear or secondary access road.
10. Any garbage chutes must be designed in accordance with the requirements of the Building Code of Australia and Appendix 5 to this part of the DCP.

5.7.2 Operational Requirements

1. All commercial tenants must keep written evidence on site of a valid contract with a licensed waste contractor for the regular collection and disposal of the waste and recyclables that are generated on the site.

2. Between collection periods, all waste / recyclable materials generated on site must be kept in enclosed bins with securely fitting lids so the contents are not able to leak or overflow. Bins must be stored in the designated waste / recycling storage room(s) or area(s).
3. The waste / recycling storage room or area must provide separate containers for the separation of recyclable materials from general waste. Standard and consistent signage on how to use the waste management facilities should be clearly displayed.
4. Waste management facilities must be suitably enclosed, covered and maintained so as to prevent polluted wastewater run-off entering the stormwater system.
5. Premises which generate at least 50 litres per day of meat, seafood or poultry waste must have that waste collected on a daily basis or must store that waste in a dedicated and refrigerated waste storage area until collection.
6. Arrangements must be in place regarding the regular maintenance and cleaning of waste management facilities. Tenants and cleaners must be aware of their obligations in regards to these matters.
7. Premises that discharge trade wastewater must do so only in accordance with a written agreement from the local sewer authority. In the Sydney Metropolitan Area this is Sydney Water. Sydney Water defines trade wastewater as 'any liquid, and any substance contained in it, which may be produced at the premises in an industrial and commercial activity, but does not include domestic wastewater (e.g. from hand-basins, showers and toilets).'

5.8 Industrial Development

5.8.1 Requirements

1. A completed Site Waste Minimisation and Management Plan (SWMMP) shall accompany the Development Application.
2. The plans submitted with the application must show:
 - (a) The proposed location of the waste and recycling storage area to meet the requirements of the industrial development; and
 - (b) The proposed on-site path of travel and manoeuvring of waste collection trucks servicing the development.
3. The industrial development must include a designated general waste and recycling storage area in accordance with Appendix 5 to this chapter.
4. All industrial organisations must keep written evidence on-site of a valid contract with a licensed waste contractor.
5. The type and number of containers used to hold waste and recyclable materials must be compatible with the collection practices of the nominated waste contractor.
6. Arrangements must be in place regarding the regular maintenance and cleaning of waste management facilities.
7. Liquide waste storage must be undertaken in accordance with relevant legislation (i.e. requirements for spill kits, emergency response plans, installation of appropriate bunding etc).

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78. Premises that discharge trade wastewater must do so only in accordance with a written agreement from the local sewer authority. In the Sydney Metropolitan Area this is Sydney Water. Sydney Water defines trade wastewater as 'any liquid, and any substance contained in it, which may be produced at the premises in an industrial and commercial activity, but does not include domestic wastewater (e.g. from hand-basins, showers and toilets).'

Appendix: 1

Site Waste Minimisation and Management Plan Template

Applicant and Project Details (All Developments)	
Applicant Details	
Application No.	
Name	
Address	
Phone number(s)	
Email	
Project Details	
Address of development	
Existing buildings and other structures currently on the site	
Description of proposed development	
<p><i>This development achieves the waste objectives set out in the DCP. The details on this form are the provisions and intentions for minimising waste relating to this project. All records demonstrating lawful disposal of waste will be retained and kept readily accessible for inspection by regulatory authorities such as Wollongong City Council, NSW DECC or NSW WorkCover..</i></p>	
Name	
Signature	
Date	

(Source: NSW Department of Environment and Climate Change. Model Waste Not DCP Chapter 2008)

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Demolition (All Types of Development)

Address of development: _____

	Reuse	Recycling	Disposal	
Type of waste generated	Estimate Volume (m ³) or Weight (t)	Estimate Volume (m ³) or Weight (t)	Estimate Volume (m ³) or Weight (t)	Specify method of on site reuse, contractor and recycling outlet and /or waste depot to be used
Excavation material				
Timber (specify)				
Concrete				
Bricks/pavers				
Tiles				
Metal (specify)				
Glass				
Furniture				
Fixtures and fittings				
Floor coverings				
Packaging (used pallets, pallet wrap)				
Garden organics				
Containers (cans, plastic, glass)				
Paper/cardboard				
Residual waste				
Hazardous/special waste e.g. asbestos (specify)				
Other (specify)				

(Source: NSW Department of Environment and Climate Change. Waste Not DCP Chapter 2008)

Construction (All Types of Development)

Address of development: _____

	Reuse	Recycling	Disposal	
Type of waste generated	Estimate Volume (m ³) or Weight (t)	Estimate Volume (m ³) or Weight (t)	Estimate Volume (m ³) or Weight (t)	Specify method of on site reuse, contractor and recycling outlet and/or waste depot to be used
Excavation material				
Timber (specify)				
Concrete				
Bricks				
Tiles				
Metal (specify)				
Glass				
Plasterboard (offcuts)				
Fixtures and fittings				
Floor coverings				
Packaging (used pallets, pallet wrap)				
Garden organics				
Containers (cans, plastic, glass)				
Paper/cardboard				
Residual waste				
Hazardous/special waste (specify)				

(Source: NSW Department of Environment and Climate Change Model Waste Not DCP Chapter 2008)

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Ongoing Operation (Residential, Multi Unit, Commercial, Mixed Use and Industrial)

Address of development: _____

Show the total volume of waste expected to be generated by the development and the associated waste storage requirements.

	RECYCLABLES		COMPOSTABLES	RESIDUAL WASTE*	OTHER
	Paper/ cardboard	Metals/ plastics/glass			
Amount generated (L per unit per day)					
Amount generated (L per development per week)					
Any reduction due to compacting equipment					
Frequency of collections (per week)					
Number and size of storage bins required ⁷					
Floor area required for storage bins (m ²)					
Floor area required for manoeuvrability (m ²)					
Height required for manoeuvrability (m)					

* Current “non-recyclables” waste generation rates typically include food waste that might be further separated for composting.

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Plans and Drawings (All Developments)

The following checklists are designed to help ensure SWMMPs are accompanied by sufficient information to allow assessment of the application.

Drawings are to be submitted to scale, clearly indicating the location of and provisions for the storage and collection of waste and recyclables during:

- Demolition
- Construction
- Ongoing operation.

DEMOLITION

Do the site plans detail/indicate:

	Tick Yes
Size and location(s) of waste storage area(s)	
Access for waste collection vehicles	
Areas to be excavated	
Types and numbers of storage bins likely to be required	
Signage required to facilitate correct use of storage facilities	

CONSTRUCTION

Do the site plans detail/indicate:\

	Tick Yes
Size and location(s) of waste storage area(s)	
Access for waste collection vehicles	
Areas to be excavated	
Types and numbers of storage bins likely to be required	
Signage required to facilitate correct use of storage facilities	

On-Going Operational Phases of The Development

Do the site plans detail/indicate:

	Tick Yes
Space	
Size and location(s) of waste storage areas	
Recycling bins placed next to residual waste bins	
Space provided for access to and the manoeuvring of bins/equipment	
Any additional facilities	
Access	
Access route(s) to deposit waste in storage room/area	
Access route(s) to collect waste from storage room/area	
Bin carting grade	
Location of final collection point	
Clearance, geometric design and strength of internal access driveways and roads	
Direction of traffic flow for internal access driveways and roads	
Amenity	
Aesthetic design of waste storage areas	
Signage – type and location	
Construction details of storage rooms/areas (including floor, walls, doors, ceiling design, sewer connection, lighting, ventilation, security, wash down provisions etc)	

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Appendix: 2 Waste / Recycling Generation Rates

Construction Waste Generation

'Rule of Thumb' for renovations and small home building

- Timber 5-7% of material ordered
- Plasterboard 5-20% of material ordered
- Concrete 3-5% of material ordered
- Bricks 5-10% of material ordered
- Tiles 2-5% of material ordered

(Source: Waste Planning Guide for Development Application, Inner Sydney Waste Board, 1998)

Ongoing Operation Waste Generation

Premises type	Waste generation	Recyclable material generation
Backpackers' Hostel	40L/occupant space/week	20L/occupant space/week
Boarding House, Guest House	60L/occupant space/week	20L/occupant space/week
Food premises:		
• Butcher	80L/100m ² floor area/day	Variable
• Delicatessen	80L/100m ² floor area/day	Variable
• Fish Shop	80L/100m ² floor area/day	Variable
• Greengrocer	240L/100m ² floor area/day	120L/100m ² floor area/day
• Restaurant, Café	10L/1.5m ² floor area/day	2L/1.5m ² floor area/day
• Supermarket	240L/100m ² floor area/day	240L/100m ² floor area/day
• Takeaway food shop	80L/100m ² floor area/day	Variable
Hairdresser, Beauty Salon	60L/100m ² floor area/week	Variable
Hotel, Licensed Club, Motel	5L/bed space/day 50L/100m ² bar area/day 10L/1.5m ² dining area/day	1L/bed space/day 50L/100m ² bar area/day 50L/100m ² dining area/day
Offices	10L/100m ² floor area/day	10L/100m ² floor area/day
Shop less than 100m ² floor area	50L/100m ² floor area/day	25L/100m ² floor area/day
Shop greater than 100m ² floor area	50L/100m ² floor area/day	50L/100m ² floor area/day

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Premises type	Waste generation	Recyclable material generation
Showroom	40L/100m ² floor area/day	10L/100m ² floor area/day
Multi-Unit Dwellings ¹	80L/unit/week	40L/unit/week

(Sources: Department of Environment and Climate Change Model Waste Not DCP Chapter 2008 which was adapted from Waverley Council Code for the Storage and Handling of Waste.¹ Appendix A, Better Practice Guide For Waste Management In Multi-Unit Dwellings 2007)

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Appendix: 3 Indicative Bin Sizes

Bin type	Height	Depth	Width
80 Litre Bin	870mm	530mm	450mm
120 Litre Bin	940mm	560mm	485mm
140 Litre Bin	1065mm	540mm	500mm
240 Litre Bin	1080mm	735mm	580mm
660 Litre Bin	1250mm	850mm	1370mm
2m ³ Skip Bin	865mm	1400mm	1830mm
3m ³ Skip Bin	1225mm	1505mm	1805mm
4.5m ³ Skip Bin	1570mm	1605mm	1805mm

These dimensions are only a guide and differ slightly according to manufacturer, if bins have flat or dome lids and are used with different lifting devices.

Additional bin dimensions are available in *Better Practice Guide for Waste Management In Multi-Unit Dwellings 2007*.

Appendix: 4

Waste Recycling/Storage Rooms in Multi-Unit Dwellings

1. Building Code of Australia

Waste/recycling storage rooms must be constructed in accordance with the requirements of the Building Code of Australia (BCA).

2. Location and Appearance

Waste/recycling storage rooms must be integrated into the design of the overall development. It is preferable that such rooms be located behind the front building line. Wherever possible, the room should be in a basement location within the main building envelope (rather than a separate stand-alone structure). Materials and finishes visible from outside should be similar in style and quality to the external materials used in the rest of the development.

Waste/recycling storage rooms must be located and designed in a manner that reduces adverse impacts upon the inhabitants of any dwellings on the site and upon neighbouring properties. The location and design of the room should minimise adverse impacts associated with:

- The proximity of the room to any dwellings
- The visibility of the room
- Noise generated by any equipment located within the room
- Noise generated by the movement of bins into and out of the room
- Noise generated by collection vehicles accessing the site; and
- Odours emanating from the room.

3. Size

- Waste/recycling storage rooms must be of adequate size to comfortably accommodate all waste and recycling bins associated with the development.

4. Layout

The gradient of waste/recycling storage room floors and the gradient of any associated access ramps must be sufficiently level so that access for the purpose of emptying containers can occur in accordance with WorkCover NSW Occupational Health and Safety requirements.

Within waste/recycling storage rooms, containers used for the storage of recyclable materials should be kept separate from (but close to) general waste containers — so that the potential for contamination of recyclable materials is minimised.

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Appendix: 5 Garbage Chutes

1. Garbage Chute Design

- (a) Garbage chutes must be constructed in accordance with the requirements of the *Building Code of Australia*.
- (b) Garbage chutes must be located and insulated in a manner that reduces noise impacts.
- (c) Chutes, service openings and charging devices must be constructed of material (such as metal) that is smooth, durable, impervious, non-corrosive and fire resistant.
- (d) Chutes, service openings and charging devices must be capable of being easily cleaned.
- (e) Chutes must be cylindrical and should have a diameter of at least 500mm.
- (f) There must not be any bends (or sections of reduced diameter) in the main shaft of the chute.
- (g) Internal overlaps in the chute must follow the direction of waste flow.
- (h) Chutes must deposit rubbish directly into a bin or compactor located within a waste / recycling storage room.
- (i) A cut-off device must be located at or near the base of the chute so that the bottom of the chute can be closed when the bin or compacting device at the bottom of the chute is withdrawn or being replaced.
- (j) The upper end of a chute should extend above the roofline of the building.
- (k) The upper end of a chute should be weather protected in a manner so that the upward movement of air out of the chute is not impeded.

2. Garbage Chute Service Room Design

- (a) The service opening on each floor of the building must be located in a dedicated service room.
- (b) The charging device for each service opening must be self-closing and must not project into the main chute.
- (c) Each service room must include containers for the storage of recyclable materials. Signage regarding the materials that can be recycled should be displayed near these containers.
- (d) Each service room must be located for convenient access by users and must be well ventilated and well lit.
- (e) Branches connecting service openings to the main chute are to be no more than 1 metre long.
- (f) The floors, walls and ceilings of service rooms must be finished with smooth, durable materials that are capable of being easily cleaned.
- (g) Service rooms must include signage that clearly describes the types of materials that can be deposited into the garbage chute and the types of materials which should be deposited into recycling bins.

3. Management

- (a) Garbage chutes are not to be used for the disposal of recyclable materials. Signage to this effect should be displayed near service openings.
- (b) Arrangements must be in place for the regular maintenance and cleaning of garbage chutes and any associated service rooms, service openings and charging devices.
- (c) Arrangements must be place for the regular transferral of recyclable materials (which are stored in service rooms) to the main waste / recycling storage room.

Appendix: 6

Commercial / Industrial Waste and Recycling Storage Areas

1. Compliance with the Building Code of Australia

- (a) Waste / recycling storage areas must be constructed in accordance with the requirements of the Building Code of Australia.

2. Location and Appearance of Storage Areas

- (a) Waste / recycling storage areas must be integrated into the design of the overall development.
- (b) Waste and recycling storage areas must be located and designed in a manner that reduces adverse impacts upon neighbouring properties and the streetscape. The location and design of the areas should minimise adverse impacts associated with:
 - (i) The proximity of the storage area to any neighbouring dwellings;
 - (ii) The visibility of the area;
 - (iii) Noise generated by any equipment located within the storage area;
 - (iv) Noise generated by the movement of bins into and out of the storage area; and
 - (v) Odours emanating from the storage area.

3. Size and Layout of the Storage Areas

- (a) Waste and recycling storage areas must be of adequate size to comfortably accommodate all waste and recycling bins associated with the development.
- (b) Waste and recycling storage areas must be able to accommodate separate general waste bins and recycling bins which are of sufficient volume to contain the quantity of waste generated between collections.
- (c) The gradient of waste and recycling storage area floors and the gradient of any associated access ramps must be sufficiently level so that access for the purpose emptying containers can occur in accordance with relevant Occupational Health and Safety legislation.
- (d) Within waste and recycling storage areas, containers used for the storage of recyclable materials should be kept separate from general waste containers, in order to minimise the potential for contamination of recyclable materials.

4. Servicing Access Requirements

- (a) The development must be designed to allow adequate access by collection vehicles used by the nominated waste contractor. Wherever possible, the site must be configured to allow collection vehicles to enter and exit the site in a forward direction and so collection vehicles do not impede general access to, from and within the site. Access driveways to be used by collection vehicles must be of sufficient strength to support such vehicles.
- (b) Servicing arrangements for the emptying of bins must be compatible with the operation of any other loading / unloading facilities on-site.

- (c) In retail and business development, convenient access is required between each retail / commercial tenancy and the waste and recycling storage area. The access route between the storage area and the servicing point must be step-free.
- (d) Waste and recycling storage areas must have a smooth, durable floor and must be enclosed with durable walls / fences that extend to the height of any containers which are kept within.
- (e) Doors and gates to waste and recycling storage areas must be durable. There must be a sign adjacent to the door / gate that indicates that the door is to remain closed when not in use. All doors and gates must be openable from inside and outside the storage area and must be wide enough to allow for the easy passage of waste and recycling containers.
- (f) Waste and recycling storage areas must be serviced by hot and cold water provided through a centralised mixing valve. The hose cock must be protected from the waste containers and must be located in a position that is easily accessible when the area is filled with waste containers.
- (g) The floor must be graded so that any water is directed to the sewer authority approved drainage connection located upon the site.

5. Signage

- (a) Waste and recycling storage areas must include signage that clearly describes the types of materials that can be deposited into recycling bins and general garbage bins.

6. Management

- (a) Arrangements must be in place for the regular maintenance and cleaning of waste and recycling storage areas. Waste and recycling containers must only be washed in an area which drains to a sewer authority approved drainage connection.

Part E – General Controls – Design Controls

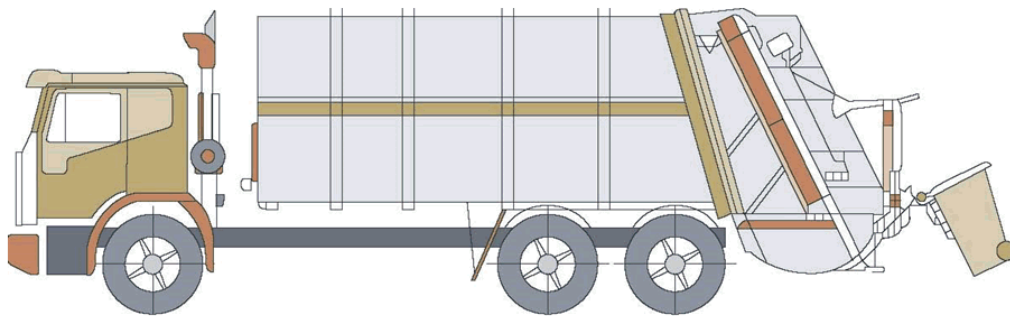
Chapter E7: Waste Management

Appendix: 7 Collection Vehicles

Waste collection vehicles may be side loading, rear-end loading, front-end loading or crane trucks. The size of vehicle varies according to the collection service. The following characteristics represent the typical collection vehicle, however, these are only for guidance. It may be possible to engage a collection service provider to use smaller collection vehicles to service developments with narrow roadways and laneways, or for on-site collections. However, as the availability of smaller vehicles to make services is limited, developments should be designed to accommodate vehicles of a similar size to that reported below.

Rear loading collection vehicle

This is commonly used for domestic garbage and recycling collections from Multiple Dwellings and Residential Flat Buildings. It can be used to collect waste stored in MGBs or bulk bins, particularly where bins are not presented on the kerbside.

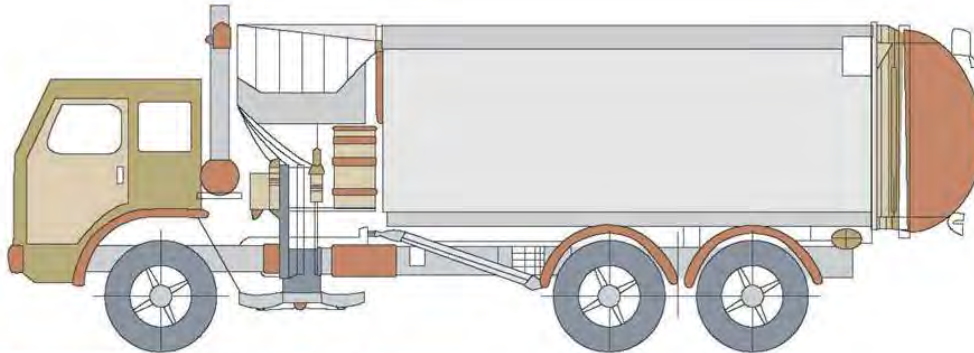


Rear loading collection vehicle

Length overall	10.24m
Width overall	2.5m
Operational height	3.5m
Travel height	3.5m
Weight (vehicle only)	12.4 tonnes
Weight (payload)	9.5 tonnes
Turning circle	18.0m

Side loading collection vehicle

This is the most commonly used vehicle for domestic garbage and recycling collections. It is only suitable for collecting MGBs up to 360 litres in size.



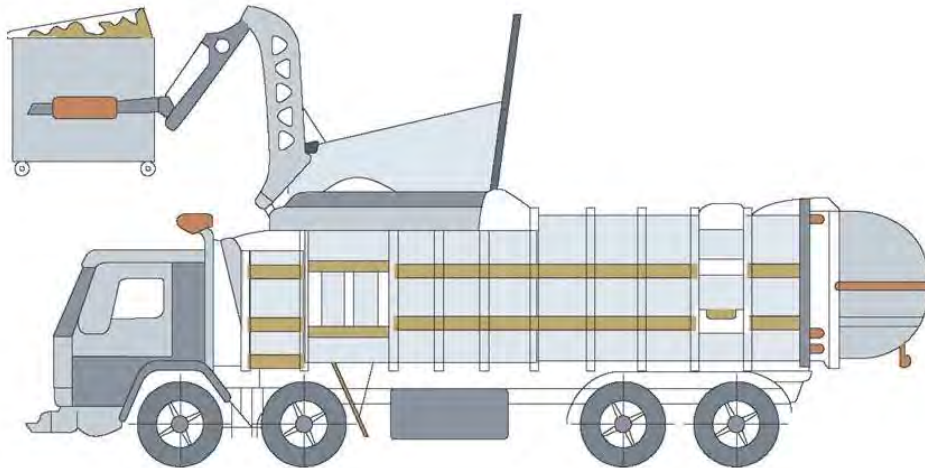
Side-loading collection vehicle

Length overall	9.64m
Front overhang	1.51m
Wheelbase	5.20m
Rear overhang	2.93m
Turning circle kerb to kerb	17.86m
Turning circle wall to wall	20.56m
Front of vehicle to collection arm	3.8m
Maximum reach of side arm	3.0m
Travel height	3.63m
Clearance height for loading	3.9m

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Front lift-loading collection vehicle

This is mainly used for collecting commercial and industrial waste, and is only suitable for bulk bins with front lift pockets (not MGBs).



Front-lift loading collection vehicle

Length overall	10.52m
Front overhang	1.51m
Wheelbase	5.84m
Rear overhang	3.17m
Turning circle kerb to kerb	22.10m
Turning circle wall to wall	23.66m
Travel height	3.82m
Clearance height for loading	6.1m



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1 INTRODUCTION

1. This Chapter of the DCP outlines Council's requirements and environmental management measures required for development involving earthworks. Other parts of this DCP include more detailed controls regarding the dimensions of filling and excavation works permitted for specific development, such as residential development.
2. The Local Environmental Plan requires that development consent be obtained for earthworks, except in certain circumstances and includes several matters that must be considered when assessing Development Applications for earthworks.

The following definitions are as contained in the LEP.

Fill: Refer to LEP

Excavation: Refer to LEP

Land reshaping involves a combination of filling and excavation.

3. These uses could be undertaken alone or as an ancillary component to other development such as excavation of a basement for a residential flat building or land reshaping works associated with a subdivision.

2 OBJECTIVES

1. The main objectives of this Chapter of the DCP are to:
 - a) Provide guidelines for land filling, excavation and land reshaping works;
 - b) Prevent land filling, excavation or land reshaping works which create or contribute to environmental problems both on and off site;
 - c) Ensure the future use of land is not adversely affected by land reshaping works;
 - d) Ensure that no adverse impact occurs to local drainage systems (including groundwater systems), overland flow characteristics and flood storage;
 - e) Ensure that appropriate environmental management measures are applied to conserve the landscape and protect water quality;
 - f) Promote appropriate rehabilitation and revegetation of the site;
 - g) Protect human safety and the integrity of existing buildings and assets;
 - h) Minimise amenity impacts upon surrounding neighbourhoods;
 - i) Facilitate the regulated disposal / use of excavated material; ~~and~~
 - j) Ensure that buildings are designed to fit the lot and ensure that the nature, extent and depth of land reshaping works are kept to appropriate levels; and
 - k) Ensure compliance with the legal requirements regarding the removal of excess materials and importation of fill materials in accordance with the NSW EPA Waste Classification Guidelines (2014).-
 - j)) Promote the beneficial reuse of VENM and ENM where appropriate (as defined in the Protection of the Environment Operations (Waste) Regulation 2014).

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3 INFORMATION REQUIREMENTS FOR LODGEMENT WITH THE DEVELOPMENT APPLICATION

1. Any Development Application involving only fill, excavation or other land reshaping works will be required to be supported by a Statement of Environmental Effects (SEE) report which demonstrates the need for the proposed earthworks and considers the potential impacts on:
 - (a) Existing or constructed landform, trees and vegetation;
 - (b) Geotechnical stability;
 - (c) Dust and air pollution;
 - (d) Soil erosion and sedimentation;
 - (e) Water pollution;
 - (f) Groundwater, surface water, stormwater, flood storage;
 - (g) Contamination;
 - (h) Salinity and Acid Sulphate Soils; and
 - (i) Neighbourhood amenity and aesthetics.
2. The Statement of Environmental Effects (SEE) must also include information on the following:
 - (a) Method of compaction and degree of compaction;
 - (b) Method of excavation;
 - (c) Method of drainage;
 - (d) Haulage routes;
 - (e) Destination of extracted material;
 - (f) Potential impacts on adjoining properties/the environment and proposed mitigation measures;
 - (g) A flood study, where required by Council (Refer to Part E Floodplain Management in this DCP); and
 - (h) A Virgin Excavated Natural Material (VENM) or appropriate Waste Classification (such as ENM) and soil contamination report, where required by Council, outlining the origin and classification of materials imported and exported from sitetype of fill / excavated materials.
3. The Development Application must also be accompanied by a survey plan and a site plan (at a 1:100 or 1:200 scale) which shows:
 - (a) Existing natural contour levels and proposed finished contour (shown in bold) levels at 2 metre intervals in Australian Height Datum (AHD);
 - (b) Cross section plans identifying the nature, extent and depth of excavation and/or land filling and associated works, batter slopes and any retaining structures;

- (c) The location of cut, fill, batters, drainage and retaining structures;
 - (d) Existing natural features, dams, watercourses, trees and especially any trees or other vegetation likely to be affected by works;
 - (e) The location of any contaminated materials, acid sulphate soils, coal wash or similar materials that require specialised handling, treatment or segregation;
 - (ee) Staging plans, where land reshaping is proposed to be done in stages;
 - (fg) An Erosion and Sedimentation Control Plan (compliant with relevant standards i.e. the 'blue book' <http://www.environment.nsw.gov.au/resources/water/BlueBookVol1.pdf>);
 - (gh) Rehabilitation Plan for applications involving earthworks without associated built development works that indicates:
 - i. Vegetation to be retained, removed and rehabilitated;
 - ii. Final landform;
 - iii. Proposed site stabilisation and weed control mechanisms;
 - iv. Whether fill material is capable of sustaining suitable plant growth.
4. Where development involves fill materials being temporarily stockpiled on any land, the site plan must show the location, quantity, height and configuration of proposed stockpiles. The Statement of Environmental Effects must detail:
- (a) The proposed period of stockpiling (topsoils retained for beneficial reuse must be managed in an appropriate manner to maintain soil viability);
 - (b) Any proposed preparation requirements, such as land clearing;
 - (c) Soil erosion, sedimentation and dust controls proposed to be implemented during the temporary stockpiling of the landfill material, including any proposed covering protection or stabilisation; and
 - (d) Soil characteristics, including the potential for leaching or contamination, of the stockpiled materials.

4 DEVELOPMENT STANDARDS

4.1 Stormwater Management, Sediment Control and Land Stability

1. It is the responsibility of the developer undertaking earthworks to ensure such works do not adversely impact on stormwater drainage, groundwater, surface water quality or land stability.
Note: It is an offence to pollute waters under the *Protection of the Environment Operations Act 1997*.
2. Erosion and Sediment control infrastructure must be installed as soon as practical and where possible at the onset of any earthworks.
3. Areas of excavation must be suitably retained/battered so that uphill areas are stable and do not lose development potential.

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- 34. Filling must be suitably retained / battered so as to avoid slumping, or sediment entering into drainage systems or downstream properties.
- 45. An application involving earthworks must address impacts on the geotechnical stability, groundwater, acid sulphate soils, contamination and salinity of the site. Earthworks on steep slopes (i.e. land having a gradient of 15% or greater) and/or earthworks greater than 1 metre in height will generally be required to submit a geotechnical report stating the suitability of the land for development. This report shall comply with the requirements contained in the Geotechnical chapter in Part E of this DCP.
- 56. Any excavation within the zone of influence for any other structure or building requires a Dilapidation Report (prepared by a suitably qualified engineer) demonstrating the existing condition of neighbouring buildings and structures. The Dilapidation Report will be required to be submitted with the Development Application. Prior to works commencing a Structural Report may be necessary to propose measures that will protect the integrity of buildings and structures.
- 67. The alteration of overland flow or local drainage shall not be permitted to adversely impact on adjoining or adjacent properties. No net loss of flood storage and /or conveyance will be permitted. In this regard, Council may require the developer to undertake a flood study to demonstrate the likely impacts and make recommendations for the design of the proposed earthworks.
- 78. For exposed earthworks, a site management program incorporating sediment, dust and erosion control measures (e.g. cleaning of sediment traps, fences, access control, basins and maintenance of vegetative cover) must be implemented prior to the commencement of any works and maintained throughout the duration of the earthworks and until vegetation cover / suitable stabilisation is established (i.e. in accordance with the 'blue book' requirements for the stabilisation of materials).

4.2 Imported Fill

- 1. Imported fill must be free from any soil contamination and accompanied by an appropriate waste classification prepared in accordance with the requirements of the NSW EPA Waste Classification Guidelines (2014) and with consideration of the Protection of the Environment Operations (Waste) Regulations (2014). Allny imported landfill material must be classified as virgin excavated natural material (VENM). In restricted circumstances where deemed appropriate Excavated Natural Material (ENM) may also be accepted as long as it is in keeping with the requirements of any regulatory bodies and the proposed site useonly. Demolition or putrescibles waste cannot be buried on site and is not permitted to remain on site in any circumstancein any landfill material.
- 2. Where earthworks involve land known or suspected to be contaminated, the provisions of the Contaminated Land Management Chapter in Part E of this DCP will also apply.

4.3 Earthworks Planning, Design and Construction

- 1. All earthworks are to be planned, designed and constructed in accordance with Australian Standard AS3798 – *Guidelines on earthworks for commercial and residential developments*.
- 2. Batter cross-slopes should be restricted to a slope of 25% (1 vertical in 4 horizontal).
- 3. Excavation of hard bedrock in urban areas shall be undertaken in a manner that minimises amenity impacts on the surrounding neighbourhood. Methods of excavation are to be selected appropriate for the bedrock type such that noise and vibration nuisance generated by the works are within Department of Environment and Climate Change limits.

4. All excavations and backfilling shall be executed safely and in accordance with appropriate professional standards and NSW Work Cover Authority requirements
5. Fill should not cover topsoil. Topsoil should be removed, stockpiled and replaced over the fill.

4.4 Use of Coalwash as Fill Material

Coal Washery Reject (CWR) is locally known as “Coalwash” and is a by-product of the coal mining industry. Currently the reuse of CWR is managed via the EPA under The Coal Washery Rejects Order 2014 and The Coal Washery Rejects Exemption 2014. Council recommends these documents be consulted prior to any reuse applications of CWR. Failure to complete reuse applications of CWR in accordance with this documents will result in a breach of the Protection of the Environment Operations (Waste) Act 2014 (refer to <http://www.epa.nsw.gov.au/wasteregulation/orders-exemptions.htm>).

CWR can, in appropriate settings, be beneficially reused due to favourable have very good civil engineering properties for use as a general fill, in earthworks. ~~Despite CWR~~ containing a residue of combustible material (which may be a significant portion of the total volume of the material), reuse may be advantageous due to the availability of the materials in the Illawarra area combined with a history of low risk controlled application scenarios (i.e. engineered fill in major road upgrades).

In some rare circumstances, this residue of combustible material has been ignited and once ignited is costly to manage and problematic to extinguish.

This Clause of Chapter E19 of the Wollongong DCP sets the minimum standard for the use of CWR such that the likelihood of ignition is within acceptable limits and updates Council's Policy No32.03 dated 2 December 1996 Minute No364 'Coal Washery Refuse in Subdivisions.'

CWR is permitted for use as a general fill in civil engineering earthworks subject to its use being in compliance with the conditions described in Chapter E19 of the Wollongong DCP ~~and~~ (Clause 4.4 in particular) and the relevant legislations (i.e. the various relevant Resource Recovery Exemptions prepared under the Protection of the Environment and Operations (Waste) Act 2014).

4.4.1 Development Controls

1. Very coarse CWR material (greater than 150mm particle size) is to be rejected.
2. Very fine slurry CWR material (tailings) is to be rejected.
3. Notwithstanding sub-clause 1 and 2 above, a homogenous mixture of uniformly graded CWR incorporating some very coarse materials and some very fine slurry materials is acceptable.
4. During placement and compaction of CWR, site controls are to be maintained in place to prevent run-off and dust nuisance.
5. Service trenches within the CWR are to be backfilled with inert material such as sand, road base or another granular material.
6. Notwithstanding the level of compaction of the CWR, sites developed with CWR will be designated Class P sites in accordance with Australian Standard AS2870 Residential Slabs and Footings.
7. Footings and foundation systems for any structures to be placed on the completed CWR fill emplacement, compacted in accordance with this Chapter of the Wollongong DCP, are to be designed by a structural engineer based on advice from a geotechnical consultant.

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Where the completed CWR emplacement is not in preparation for an overlying future structure, it is to be covered with not less than 300mm of inert cover such as topsoils.

Supply of CWR

8. The supply of CWR is to comply with the ~~Coal Washery Rejects General Exemption 2009 issued by the Environment Protection Authority (EPA) under the Protection of the Environment Operations (Waste) Regulation 2005 – General Exemption Under clauses 51 and 51A relevant exemptions prepared by the EPA and document under the Protection of the Environment Operations (Waste) Act 2014 (i.e. <http://www.epa.nsw.gov.au/resources/waste/rro14-coal-wash-rejects.pdf>).~~
9. The generator of the CWR must provide to the consumer of the CWR a written statement of compliance with the ~~general above exemption for CWR under the Protection of the Environment Regulation described in sub-clause 8 as above.~~
10. The statement of compliance from the generator must clearly state that the ~~residue of combustibles within the CWR does not exceed 30% mean value or 40% maximum value by mass of tested samples when tested in accordance with Australian Standard AS1038 Coal and Coke and at the testing frequencies stated in Table 3 of the General Exemption has been appropriately assessed against the requirements of The Coal Washery Rejects Order 2014 (Section 4).~~

Placement and Compaction

11. Placement of the CWR is to comply with Australian Standard AS3798 Guidelines on Earthworks for Commercial and Residential Developments ~~and the NSW EPA Coal Washery Reject Exemption 2014 (<http://www.epa.nsw.gov.au/resources/waste/rre14-coal-wash-rejects.pdf>).~~
- 11.12. ~~Materials must not be placed beneath water, including groundwater.~~
- 12.13. ~~Compaction is to be undertaken with Level 1 engineering control as defined in AS3798.~~
- 13.14. ~~The minimum density ratio of the compacted CWR is to be 100% standard as determined by test methods AS1289.5.1.1 and AS1289.5.4.1. Moisture content determinations are to be in accordance with AS1289.2.1.1 with the exception that a 50°C oven is to be used.~~
- 14.15. ~~If nuclear gauges are to be used to determine field wet density then the field moisture content is to be determined by test method AS1289.2.1.1 with the exception that a 50°C oven is to be used (as per sub-clauses 13 above).~~
- 15.16. ~~A works-as-executed geotechnical report is required which demonstrates that the completed works comply with this Chapter of the Wollongong DCP.~~

The works-as-executed geotechnical report will describe the residual geotechnical constraints on the compacted CWR fill which are to be accommodated in the design of foundation systems and footings for any structures proposed to be built on the fill.

Pre-existing CWR fill (onsite).

16. Any pre-existing CWR fill is assumed to be uncontrolled fill and not compliant with this Chapter of the Wollongong DCP.
17. Geotechnical advice is required to either:
 - a) Demonstrate that the pre-existing CWR fill complies with sub-clause 9 under the heading *Supply of CWR* with respect to its content of residual combustibles **and** sub-clauses ~~13~~

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- 14** under the heading *Placement and Compaction* and sub-clause **14-15** under the heading *Placement and Compaction* with respect to its in-situ density; or
- b) Detail a site remediation program setting out a program of remedial works which can be undertaken so that the pre-existing CWR can be brought into compliance with sub-clause 9 under the heading *Supply of CWR* with respect to its content of residual combustibles and sub-clauses **13-14** under the heading *Placement and Compaction* and sub-clause **14-15** under the heading *Placement and Compaction* with respect to its in-situ density.
 - c) Any CWR which is determined to be non-compliant due to it being high in residual combustibles content may be blended with an inert material in sufficient proportion to bring the overall combustibles content of the blended material into the acceptable range for compliance with the Chapter of the Wollongong DCP.
18. If the CWR is to support a structure and, after seeking the geotechnical advice of sub-clause **16-17**, is considered by the developer to be impractical to be brought into compliance with this Clause of the Wollongong DCP then the CWR is to be removed.
19. If the developer chooses to remediate the CWR into compliance with this Chapter of the Wollongong DCP then the works are to be undertaken in accordance with the requirements under the Placement and Compaction heading and by following a program developed through sub-clause **17-18**(b).

Table 1: Minimum testing requirements

Quantity of Coalwash to be Emplaced (tonnes)	Minimum Frequency of Testing (tonnes per test)
< 5,000	1,000 (5 tests)
< 25,000	2,500 (10 tests)
< 125,000	6,000 (20 tests)
< 500,000	15,000 (35 tests)
< 2,000,000	30,000 (65 tests)
> 2,000,000	50,000

4.5 Revegetation Requirements

Vegetation providing a dense, uniformly distributed cover shall be required as soon as possible following site disturbance to prevent erosion and sedimentation occurring. Soil erosion and sediment control measures must be in place prior to disturbance of the site and maintained during earthworks until such time as revegetation of the site has been completed.

4.6 Certification of Works

1. Council may require the following information prepared by suitably qualified persons on completion of works:

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- (a) Surveyors report and works-as-executed plans with finished contour levels at 2m intervals to AHD;
- (b) Hydraulic certification;
- (c) Engineering certification of the completed earthworks in accordance with the recommendations of AS3798 and controlled fill is to have Level 1 Engineering Certification as defined in AS3798; ~~and~~
- (d) Site Contamination Audit Statement issued by an accredited site auditor pursuant to Part 4 of the Contaminated Land Management Act 1997 confirming that the site is suitable for the proposed land use activity (i.e. contaminants have either been remediated and / or removed from the site or contamination levels are below the NSW Department of Environment and Climate Change or ANZECC threshold criteria); ~~and~~
- (e) Documentation supporting the assessment of the materials in accordance with relevant Protection of Environment Operations (Waste) Act 2014 exemptions listed above.



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Figures

Figure 1: Procedure for category 1 and category 2 remediation work..... [Error! Bookmark not defined.2](#)

Figure 2: Council procedure for considering land contamination issues for Development Applications[75](#)

1 INTRODUCTION

1. This chapter outlines Council's procedures in dealing with the assessment of known or potentially contaminated land and the remediation and subsequent validation of contaminated land.
2. This policy directly relates to the State Environmental Planning Policy No. 55 – Remediation of Land (SEPP 55), the Contaminated Land Management Act 1997 and the joint NSW Department of Urban Affairs & Planning & Environment Protection Authority publication titled *Managing Land Contamination: Planning Guidelines SEPP 55 Remediation of Land (August 1998)*. In the advent of a discrepancy between this DCP, and the above documentation, the latter will preside.

2 OBJECTIVES

1. The objectives of the Contaminated Land Management policy are to:-
 - a) Consider the likelihood of contamination upfront in the planning and development process;
 - b) Ensure that any proposed development of an identified contaminated site will not result in any unacceptable levels of risk to human health or the environment;
 - c) Avoid inappropriate restrictions on the development of known or potentially contaminated sites;
 - d) Ensure site investigations and remediation work are carried out in a satisfactory manner and where appropriate are subject to independent validation and/or Site Audit Statement (SAS) prepared by an EPA Accredited Site Auditor~~certification by contaminated site remediation experts~~;
 - e) Ensure that ongoing responsibility for the management and monitoring of contaminated land is clearly and legally assigned (Through mechanisms such as Environmental Management Plans and Section 88B Property Title Notifications).

3 CONTAMINATED LAND MANAGEMENT ACT 1997

Duty to Report Contamination on Land which presents a Significant Risk of Harm to Human Health or the Environment

1. The Contaminated Land Management Act 1997 requires that either the landowner or the person whose activities have caused contamination must notify the NSW Environmental Protection Agency~~Department of Environment & Climate Change~~ as soon as practicable after becoming aware of the contamination incident or activity. Reference should be made to the NSW EPA Guidelines on the Duty to Report Contamination under the Contaminated Land Management Act (2015)
2. A formal notice under section 60 of the Contaminated Land Management Act 1997 is required

4 STATE ENVIRONMENTAL PLANNING POLICY NO. 55 REMEDIATION OF LAND (SEPP 55)

1. The aim of SEPP 55 is to provide for a state-wide planning approach to the assessment, remediation and validation of contaminated land.
2. Under SEPP 55, Council is required in determining a Development Application to consider whether land is contaminated and whether the proposed remediation of any identified

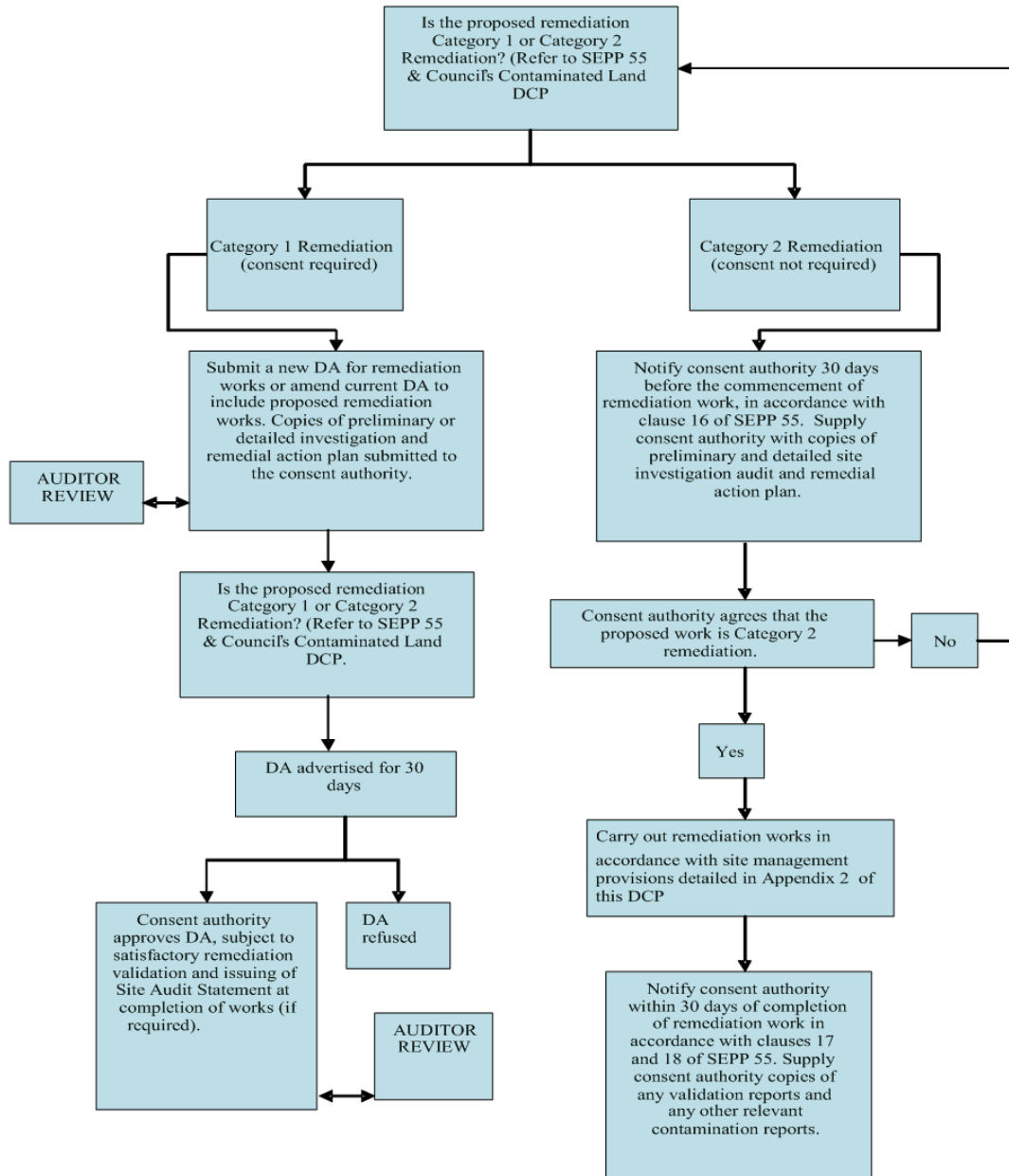
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contamination site will satisfactorily render the land suitable for the intended land use upon the site.

3. ~~The~~ SEPP 55 states that a person must not carry out a category 1 remediation work except with the consent of the consent authority. Under the SEPP, a person may however carry out category 2 remediation work, without the consent of the consent authority (however the local consent authority must be informed of the intended remediation works 30 days prior to commencement).
5. For more information relating to the categories of work and the requirements refer to the SEPP.

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** NOTE: Development consent may be required if works such as demolition or shoring are involved.

Figure 1: Procedure for category 1 and category 2 remediation work

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4.1 Reporting Requirements

4.2 General

The key principle in considering contaminated land and the likelihood of land contamination is to determine any issues as early as possible in the planning and development process. This section provides an overview of the requirements in the SEPP 55. For full detail of requirements refer to the SEPP.

4.3 Stages for investigation

1. There are 4 main stages associated with the investigation of a site for potential ~~land~~ contamination and ~~its~~ subsequent remediation ~~and validation of any identified land contamination~~, namely:-
 - Stage 1 – Preliminary Investigation;
 - Stage 2 – Detailed Investigation;
 - Stage 3 – ~~Site~~-Remediation Action Plan; and
 - ~~Stage 4 – Validation & Reporting Report.~~

All reporting must be completed in accordance with relevant regulations, legislation and guidance documentation. Reports must also be completed by appropriately experienced and qualified consultants with a demonstrated history of working on CLM projects.

At any stage throughout the investigation, remediation and validation process Council may request a Site Audit Statement (SAS) be prepared by an appropriately accredited NSW EPA Auditor. The costs associated with the preparation of the SAS are to be covered by the applicant. Council may request a SAS when:

- Council has reasonable grounds to believe the information provided to Council is incomplete or incorrect.
- Council wishes to confirm the information provided conforms to relevant legislations, guidelines (etc.).
- Council does not have the capability to undertake appropriate technical reviews (i.e. a site with complex contamination issues and significant risks to human health and the environment).

4.3.1 Stage 1 – Preliminary Investigation

2. The main ~~components-requirements~~ of ~~the a~~ preliminary investigation are to:-
 - i) Identify any past or present potentially contaminating activities;
 - ii) Review available historic records (i.e. including Council & NSW Government Department Records);
 - iii) Conduct a preliminary visual inspection;
 - iv) Provide a preliminary assessment of any site contamination; and

- iv) Provide the basis for a more detailed investigation if required.
- v) ~~Review Council & NSW Government Department Records~~

For an ~~indicative~~ full list of industries and potential contaminants please refer to SEPP No. 55 Remediation of Land and the Planning Guidelines “Managing Contaminated Land”

4.3.2 Stage 2 – Detailed Investigation

1. A detailed investigation is only necessary where a preliminary investigation indicates that the land is contaminated or the site history confirms that the site is or was ~~formerly used for a~~ exposed to potentially contaminating industry or activities.
2. The ~~components~~ requirements of the detailed investigation are:-
 - i) To define the nature, extent and degree of all contamination (i.e. soil, water and soil vapour);
 - ii) To assess potential risk posed by contaminants to health and environment; and
 - iii) To obtain sufficient information for the development of a viable Remedial Action Plan (RAP), if required.
- ~~3.~~ As part of the detailed investigation and assessment of site contamination issues, proponents are required to take into account any relevant technical standards or guideline requirements.

4.3.3 Stage 3 – Remedial Action Plan

1. The Remedial Action Plan (RAP) is based on information from the previous Preliminary Site History and Detailed Investigation stages and shall demonstrate what remediation measures are required to deal with any identified contamination in order to render the site suitable for the proposed development or land use activity. The objectives of the remediation strategy and the recommended site contamination remediation clean-up criteria must be clearly stated in the RAP.
2. If development consent is required, then a RAP must be considered by Council, prior to the determination of the Development Application.

4.3.4 Stage 4 – Completion of Remediation Work - Validation Reporting, Site Auditing & Monitoring

- ~~1.~~ SEPP 55 requires the submission of a formal Notice of Completion of Remediation Work to Council within 30 days from the date of completion of the remediation works.
- ~~1.2.~~ Upon satisfactory completion of remediation and validation works any ongoing site management requirements (such as Environmental Management Plans) must be registered on the property title (in accordance with the Conveyancing Act 1919).
- ~~2.3.~~ Refer to the SEPP for more information.

5 PROCEDURES FOR DEVELOPMENT APPLICATIONS & COMPLYING DEVELOPMENT CERTIFICATE APPLICATIONS

1. Were land is contaminated or has the potential for contamination Council requires the following:
 - a) A ~~a~~ preliminary investigation report in accordance with the requirements of this policy and relevant legislation;

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- b) a Detailed Site Contamination Investigation Report is required where the preliminary investigation report reveals that the site is or was previously used by a potentially contaminating land use or soil and / or groundwater analysis reveals elevated contaminants above threshold levels;
- c) Council may, as a matter of due diligence, request a Site Audit Statement to be provided from an accredited Site Auditor, in order to certify that the site is suitable for its intended use even if the Preliminary Investigation confirms that the site has no issues and the visual assessment of the site reveals no evidence of any contamination;
- d) Where the Detailed Site Contamination Investigation Report indicates that the site is subject to soil strata, soil vapour and / or groundwater table contamination above threshold limits, a Remedial Action Plan will be required;
- e) An independent review may be necessary (at the applicant's expense) where there is uncertainty relating to the findings of the Detailed Investigation Report.
- f) Council will not continue the assessment until satisfied with the information in the detailed report or RAP.

Council may grant a conditional Development Consent with conditions of consent relating to the preparation of a Remedial Action Plan (prior to the issuing of the Construction Certificate), completion of the remediation works (during the construction phase) and the completion of a validation report and 'signing' off of the remediation work by the Site Auditor through a Site Audit Statement at prior to the occupation of the building or commencement of the land use stage.

Alternatively, Council may grant a "Deferred Commencement" Consent pursuant to Section 80(3) of the Environmental Planning and Assessment Act 1979, particularly where the level of contamination is in the opinion of Council significant and / or the proposed land use is a sensitive land use with respect to potential contamination impacts. The "Deferred Commencement" Consent will require the completion of a range of "pre-conditions" prior to the consent becoming operative.

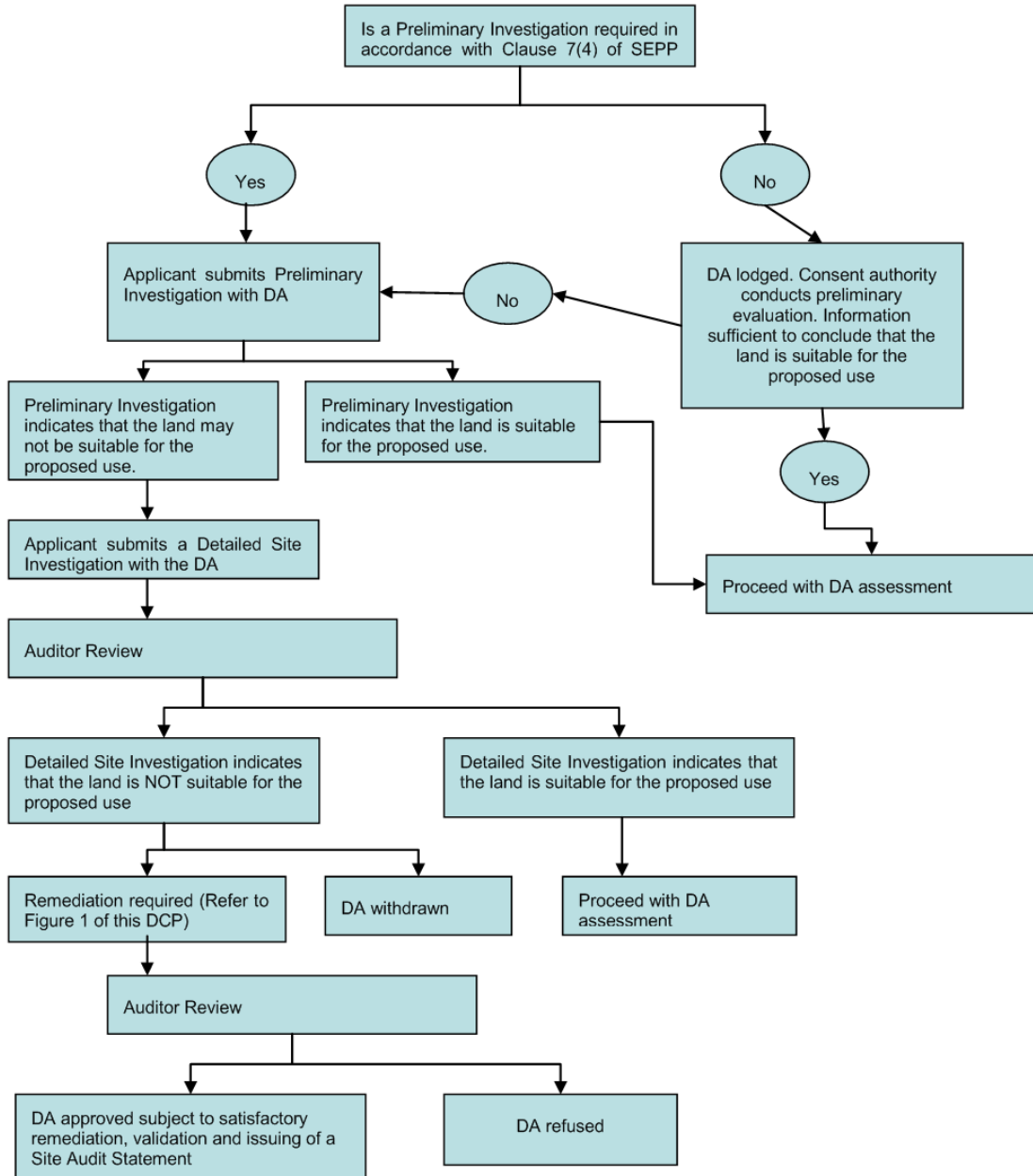
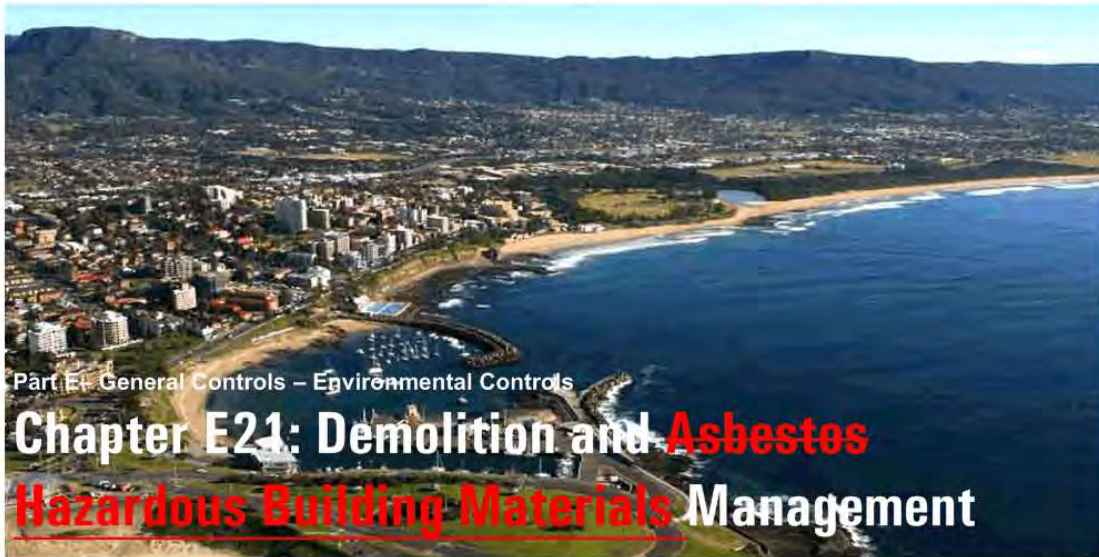


Figure 2: Council procedure for considering land contamination issues for Development Applications



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1 INTRODUCTION

1. This Chapter outlines the general submission requirements and controls for the demolition of buildings or structures.
2. The Chapter also provides guidelines to assist in protecting the health and safety of property owners and site workers when carrying out demolition and building works involving hazardous building materials ~~asbestos products~~.

2 OBJECTIVES

1. The objectives of this Chapter of the DCP are to:
 - a) Ensure that demolition is undertaken in a manner that minimises waste generation and adverse amenity impacts.
 - b) Protect the health and safety of persons involved in or situated in close proximity to demolition works particularly those involving asbestos ~~hazardous building materials~~; and
 - c) Ensure asbestos ~~hazardous building materials~~ are removed in accordance with relevant NSW WorkCover Authority requirements and relevant Australian Standards.

3 DEFINITIONS

“**Asbestos**” means the fibrous form of those mineral silicates that belong to the serpentine or amphibole groups of rock forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, chrysotile (white asbestos), crocidolite (blue asbestos) and tremolite. (OHS Regulations 2001).

“**Asbestos removal work**” means any work, in which bonded or friable asbestos material is removed, repaired or disturbed. (OHS Regulation 2001).

“**Contaminated Dust**” means dusts accumulated in a building structure that are contaminated with substances that are considered hazardous (i.e. lead and other heavy metals, pesticides and asbestos).

“**Hazardous Building Materials**” means building materials that are considered to cause adverse health impacts such as cancer, neurological issues and mesothelioma. Common hazardous building materials include (but not limited to) asbestos, lead paint, PCBs and contaminated dusts.

“**Lead Paint**” is described in the Australian Standards (AS 4361.2-1998) as paint or paint films that contain more than 1% lead by weight of the total volume.

“**PCBs**” means Polychlorinated biphenyls, a group of synthetic, chlorinated organic compounds often found in electrical equipment that pre dates 1975.

4 RELEVANT LEGISLATION

4.1 Environmental Planning and Assessment Act 1979 and Wollongong Local Environmental Plan 2009

1. The demolition of a building or works is considered a form of development, under the *Environmental Planning and Assessment Act 1979*.

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2. Under Schedule 2 of *Wollongong Local Environmental Plan 2009* (WLEP 2009), certain minor demolition work may be classified as exempt development where it is in compliance with the following requirements:
 - (a) Must be demolition of a structure, the erection of which would be exempt development under WLEP 2009.
 - (b) Activity must be carried out within the property boundary.
 - (c) Must be demolition of an entire structure, not part of a structure.
 - (d) Must be carried out in accordance with AS 2601—2001, *Demolition of structures* and any relevant WorkCover guidelines.
 - (e) If a structure is likely to have been treated with pesticides, must avoid contact with the top 10–20mm of soil.
3. Under Schedule 3 of WLEP 2009, the demolition of single storey dwelling houses and outbuildings may be classified as complying development where it is in compliance with the following requirements:
 - (a) Must be demolition of a building or structure, the demolition of which is necessary to enable the erection of a dwelling house under Schedule 3 of WLEP 2009.
 - (b) Must not involve the demolition of a building or structure that has more than one storey.
 - (c) Must be undertaken in accordance with AS 2601—2001, *Demolition of structures*.
4. In order for demolition to qualify as either exempt or complying development it must also comply with clause 3.1 or 3.2 of WLEP 2009. Development consent is required for all other demolition works.

4.2 Occupational Health and Safety Act 2000 and occupational health and safety regulations 2001 Workplace Health and Safety Regulation 2011

1. The main legislation regarding the removal and handling of hazardous materials (including asbestos) materials is the Occupational Health and Safety Act 2000 (OHS Act) and the Occupational Health and Safety Regulation 2001 (OHS Regulation) Workplace Health and Safety Regulation 2011.
2. Under the OHS Regulation above regulation, a licence authorised by the NSW WorkCover Authority is required for all friable asbestos work and bonded asbestos work where the asbestos has a surface area of more than 10 square metres.
4. Under the above regulation, a person undertaking 'lead risk' work must notify WorkCover NSW.
3. The main legislation dealing with the disposal of asbestos material is governed by the Environmental Protection (Controlled Waste) Regulation 2001 NSW EPA Waste Classification Guidelines (2014).

4.3 Protection of the Environment Operations Act 1997

1. Under the above legislation it is an offence to pollute the environment in any way and a pollution event may be considered a punishable offence within the Act.

5 DEMOLITION OF BUILDINGS

1. The demolition of any building or structure (i.e. subject to appropriate consent being issued) must be carried out in accordance with Australian Standard *AS 2601 -2001 – Demolition of Structures*.

5.1 Demolition work plan

1. Any Development Application lodged for the demolition of a building or structure must include a Demolition Work Plan. The Demolition Work Plan shall include the following information:
 - 1.2. Site location plan showing the building or structure which is proposed to be demolished.
 - 2.3. The name, address and contact telephone numbers and license number of the demolition contractor and the asbestos removal contractor (i.e. where asbestos material is required to be removed from the building or structure);
 - 3.4. Details as to the qualifications and experience of the demolition contractor.
 - 4.5. Details as to the height of the building or structure above ground level and the distance of the building or structure from all boundaries.
 - 5.6. Details of the type of building including footing, structural steel and concrete components, wall roof information.
 - 6.7. A detailed list of any hazardous material (including asbestos) that might be within the building and procedures to be utilised for storage, transport and disposal of these hazardous materials.
 - 7.8. Details of the methods of demolition proposed, including all equipment to be utilised onsite. Information concerning the noise rating of any jackhammers or other mechanical plant shall be submitted, including details of the noise level above the ambient at the property boundary.
 - 8.9. Proposed method(s) of demolition and proposed removal of any hazardous material including any asbestos material;
 - 9.10. Written documentation as to the proposed demolition measures being carried out in accordance with Australian Standard *AS 2601 – 2001 – Demolition of Structures*.
 - 10.11. A time sequence of the demolition, including the staging of the work, hours of operation and in addition the anticipated number of days involved in each component of the work.

In this regard demolition works shall be generally limited by Council to the following hours:

- a. Monday to Friday: 7am to 5pm
 - b. Saturday: 8am to 4pm
 - c. Sundays and Public Holidays: No demolition work permitted
- 11.12. Details of any hoardings or fences, including overhead protection and scaffolding when necessary. Note: Refer to the provisions contained within the Hoardings Chapter of this DCP.
 - 12.13. Details of any safety precautions necessary for persons carrying out the demolition or persons living within the vicinity or using facilities within the vicinity.
 - 13.14. Proposed measures and processes to be implemented to ensure the health and safety of workers and community;
 - 14.15. Proposed measures to be implemented to minimise any airborne asbestos and dust emissions (subject to compliance with the requirements of the NSW WorkCover Authority); and
 - 15.16. Proposed methods and location of disposal of any asbestos or other hazardous materials (subject to compliance with the requirements of the NSW WorkCover Authority).

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5.2 Other information requirements for demolition works

1. A Site Waste Minimisation and Management Plan (SWMMP) shall also be prepared in accordance with the requirements contained within the Waste Management Chapter in Part E of this DCP, with particular regard to the controls relating specifically to demolition.
2. A Dilapidation Report is also required for any demolition works situated within the zone of influence of any other building or structure. The Dilapidation Report must include photographic evidence of all building or structures within the zone of influence.
3. A Hazardous Building Materials Assessment (HBM) shall be prepared prior to commencement of demolition works. The report must be prepared so to achieve compliance with relevant guidance documentation including (but not limited to), regulations, codes of practice, and Australian standards.

6 ASBESTOS HAZAROUS BUILDING MATERIALS MANAGEMENT

6.1 Types of asbestos and health impacts

1. According to relevant Australian Government publications (Safe Work Australia, NSW WorkCover) the NSW WorkCover Authority's Working with Asbestos Guide 2008 the most main types of asbestos are:
 - Chrysotile (white asbestos);
 - Amosite (brown asbestos); and
 - Crocidolite (blue asbestos).
2. These types of asbestos are considered to range from hazardous to highly hazardous, especially where they are in a poor or deteriorated condition or disturbed during activities that produce dust containing asbestos fibres.
3. Chrysotile (white asbestos) is the only form of asbestos that was commercially used from the serpentine group of silicates. Chrysotile was previously used in the manufacture of:
 - Asbestos cloth, tapes, ropes and gaskets for packing and in thermal and chemical insulation;
 - Asbestos cement sheets and pipes for construction, casing for water and electrical / telecommunication services;
 - Fire rated doors, equipment and structural beams of buildings;
 - Rubber, plastics, thermosetting resins, adhesives, paints, coatings, caulking compounds and sealants for thermal, electrical and insulation applications;
 - Filters; and
 - Packing and friction material such as gaskets, brake and clutch linings.
4. Amosite (brown asbestos) and crocidolite (blue asbestos) were used in a range of products until the mid 1980's. These products were mainly:
 - Asbestos cement sheets and pipes for construction, casing for water and electrical / telecommunication services; and
 - Thermal and chemical insulation i.e. fire rated doors, limpet spray, lagging and gaskets.
5. **Bonded Non-friable asbestos** means material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound (Safe Work

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Australia: How to Safely Remove Asbestos 2011) material means any material (other than friable asbestos material) that contains asbestos. (OHS Regulation 2001).

6. **Friable asbestos** material means any material that contains asbestos and is in the form of a powder or can be crushed, pulverised or reduced to powder by hand pressure when dry (OHS Regulation 2001). Additionally, any asbestos cement product which has been subjected to weathering, severely damaged by hail, damaged by heat / fire or other mechanical action or illegal water blasting is also considered a friable asbestos product (NSW WorkCover Authority 2008) means material that is in a powder form or that can be crumbled, pulverised or reduced to a powder by hand pressure when dry, and contains asbestos (Safe Work Australia: How to Safely Remove Asbestos 2011).



Figure 1: Bonded Asbestos (Fibro)



Figure 2: Bonded Asbestos Tiles



Figure 3: Friable Asbestos – Pipe Lagging

Source: NSW WorkCover Authority (2008) *Working with Asbestos Guide 2008*

7. Asbestos fibres are made up of many very fine fibres so that as asbestos is further processed or disturbed, the airborne fibres become progressively finer and more hazardous. The most dangerous fibres are the smallest ones which are invisible to the naked eye, but which penetrate the deepest part of the lungs.
8. Breathing in the fibres of asbestos can bring the risk of asbestosis, lung cancer and mesothelioma. However, asbestos related diseases have a long delay or lag period in the order of 20 – 40 years between first exposure and the onset of symptoms and / or detection of the disease.
9. **Asbestosis** is the scarring of lung tissue that can result from the inhalation over a period of years of substantial amounts of asbestos. This results in breathlessness which may lead to disability and in some cases early death.
10. **Lung cancer** is related to the amount of fibre that is breathed in and the risk of lung cancer is greatly increased in those who also smoke tobacco.
11. **Mesothelioma** is a cancer of the pleura (outer lung lining) or of the peritoneum (the lining of the abdominal cavity). The risk of mesothelioma is less with chrysotile (white asbestos) than with other types of asbestos. Both pleural and peritoneal mesothelioma can result from exposure to amosite (brown asbestos) and crocidolite (blue asbestos).
12. The current maximum exposure standard for airborne concentrations of asbestos which should not damage the health of workers is 0.1 fibres per millimetre of air (NSW WorkCover Authority 2008). [W082]

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6.2 Procedures for handling asbestos material

1. Handling, management and disposal of asbestos shall comply with NSW WorkCover and NSW EPA requirements. The NSW WorkCover Authority's (prepared by Safe Work Australia): *How to Safely Remove Asbestos, Code of Practice (2011)*~~*Working with Asbestos Guide 2008*~~ recommends a range of work procedures for dealing with bonded asbestos material including asbestos cement. ~~This document may be obtained from the following NSW WorkCover Authority website:~~

~~www.workcover.nsw.gov.au/OHS/AsbestosFibro/default.htm~~ Further advice can be obtained from the enHealth Publication: *Asbestos, A guide for householders and the general public (2013)*
2. As at 1 January 2008, individuals are limited to handling a maximum area of 10 square metres of bonded asbestos material. Otherwise an appropriately licensed person must carry out the removal and disposal of the bonded asbestos material.

6.3 Lead Work

1. All lead removal works must comply with the relevant Workplace Health and safety regulations. In the event that works are not carried out by an appropriately licensed and insured contractor council recommends that DIY renovators review available resources regarding safe and acceptable removal processes.

7 REFERENCES

~~Kogarah Council. *Asbestos Management Policy*.~~

NSW WorkCover Authority. 2008.. *Working with Asbestos Guide 2008*

~~Randwick City Council. 13 September 2005. *Asbestos Policy*.~~

NSW WorkCover Authority's (prepared by Safe Work Australia): *How to Safely Remove Asbestos, Code of Practice (2011)*

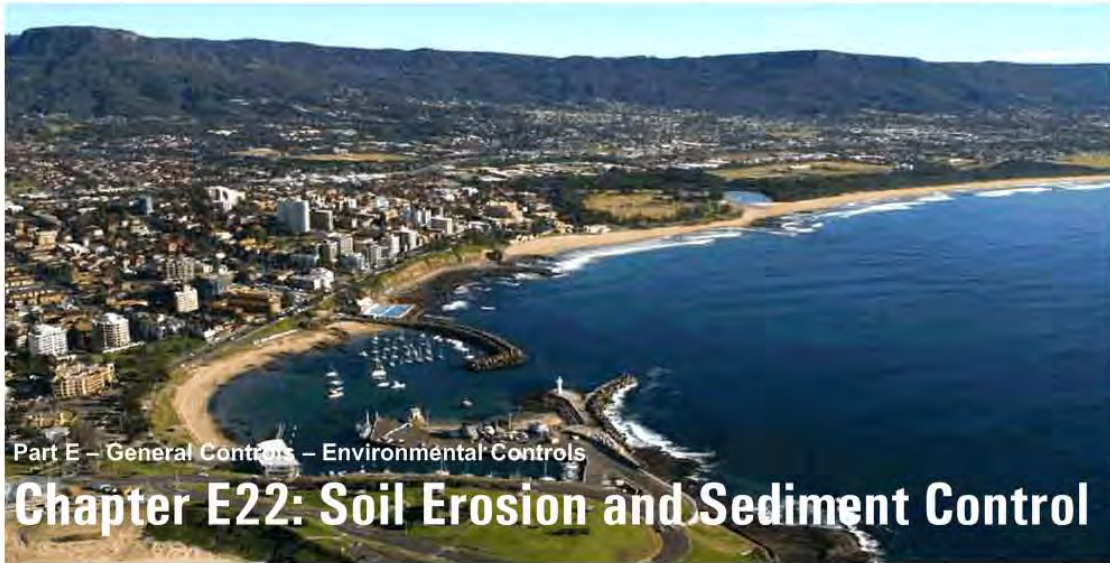
enHealth Publication: *Asbestos, A guide for householders and the general public (2013)*

Workplace Health and Safety Regulation 2011.

NSW EPA Waste Classification Guidelines (2014).

AS 2601—2001, Demolition of structures

Wollongong City Council: *Asbestos Policy (October 2014)*



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1 INTRODUCTION

1. The purpose of this Chapter of the DCP is to provide Council's minimum requirements for the implementation of ~~soil-E~~rosion and ~~S~~sediment ~~C~~ontrol (~~ESC~~) measures on demolition and construction sites.

2 OBJECTIVES

1. The main objectives of this part of the DCP are to:
 - a) Minimise the amount of sediment and contaminated water which leaves ~~construction sites whilst improving environmental outcomes throughout construction (i.e. improved surface water quality)~~;
 - b) Minimise the disturbance of sites during land use development activities and preserve, wherever possible, existing vegetation on development sites from either damage or removal as a result of the construction works; and
 - c) Encourage prompt rehabilitation of construction sites by appropriate revegetation strategies.

3 INFORMATION REQUIREMENTS

1. A Development Application shall be accompanied by:
 - ~~(a) Basic Control Plan for disturbance areas less than 1000m².~~
 - ~~(b) Erosion Sediment Control Plan for disturbances between 1000m² and 2500m².~~
 - ~~(c) Soil and Water Management Plan for disturbances greater than 2500m².~~
 - ~~(d) Erosion Sediment Control Plan for any developments adjacent to 'Environmentally Sensitive Receptors' or within 50m of a watercourse or where impacts on adjacent water courses are likely.~~
 - ~~(e) All development applications in the drinking water catchment must include a water cycle management study (WCMS) to help council and WaterNSW assess whether the development will have a neutral or beneficial effect on water quality (refer to <http://www.watersnw.com.au/water-quality/catchment/development>).~~

~~(a) W084~~

 2. ~~An Erosion and Sediment Control Plan shall include the following information:As a general rule the plans outlined in section 1 should include the following (compliance with the "blue book" for each document type is considered a minimum requirement):~~
 - ~~(a) A Basic Control Plan shall include a suitably detailed graphical representation of the site (with a scale of at least 1:200) that identifies all the pertinent matters pertaining to the management of ESC Site plan (including the extent of site disturbance) and property boundaries;~~
 - ~~Contours of the land;An Erosion Sediment Control Plan must consist of relevant site drawings, plans (including ESC infrastructure) and supporting documentation as to how specific control measures will mitigate relevant ESC issues.~~
 - ~~Waterways and drains in close proximity to the site;A Soil and Water Management Plan covers all site soil and water management issues where by ESC is one part of the overall~~

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management requirements. These plans include engineered solutions based on detailed numerical assessment of the probable site behaviour during construction.

- ~~(d) Measures to be used to prevent erosion;~~
- ~~(e) Location of sediment fences and traps;~~
- ~~(f) Location of a designated wash out area;~~
- ~~(g) Location of stock pile areas and control methods;~~
- ~~(h) Location of any vegetation buffer zones; and~~
- ~~(i) Location of stabilised site access point;~~

3. It shall be prepared in accordance with the controls specified in this DCP. An example of a Erosion and Sediment Basic Control Plan is contained in Appendix 1.
4. ~~A Soil and Water Management Plan~~All plans shall be prepared in accordance with the NSW Landcom publication titled *Managing Urban Stormwater: Soils and Construction Vol. 1 4th ed. March 2004* (Blue Book) or the latest version of this publication. Where there is an inconsistency between the Blue Book and the control measures specified in this DCP, the Blue Book shall prevail to the extent of the inconsistency. All plans and there application must be periodically reviewed as works progress and updated or altered as required.

4 CONTROL MEASURES

4.1 Site Preparation

1. Sediment and erosion control measures are to be implemented prior to the commencement of any construction works.
2. Where vegetation exists on the site, buffer zones of vegetation should be retained along the boundaries of the site, particularly those adjacent to creeks and street gutters.

4.2 Erosion Control Measures

A range of erosion control measures may be used on building or subdivision sites to address potential soil erosion problems, including:

1. Temporary waterway crossings;
2. Temporary channels / drains and inlet / outlet works, in order to divert water from cut or fill slopes and to intercept off-site run-on water and spring water, especially in areas with moderate or high hazards of land instability;
3. Temporary contour banks or cellular confinement systems, to minimise sheet erosion problems;
4. Rock check dams or other alternative channel linings, to help reduce the erosive energy levels of concentrated water in constructed stormwater drainage channels;
5. Temporary water diversion structures such as earth banks (low flows or high flows);
6. Energy dissipators and outlet protection measures, in order to reduce water velocities to minimise soil erosion problems around drains and outlets; and

7. Sub-sub soil drainage measures, in order to provide controlled water flows through the soil strata.

4.3 Sediment Control Measures

1. Sediment fences should be constructed parallel to the contours of the site with appropriate checks in place to avoid creating concentrated flows.
2. A 150mm deep trench should be cut along the upslope line of the fence for the bottom of the geo-textile fabric of the sediment fence to be entrenched. Onsite mulch or other alternative materials may be used in preference to silt fencing if ESC outcomes can be maintained.
3. The 1.5 metre long (40mm square) hardwood star pickets for the sediment fence shall be driven into the ground at 2.5 metre intervals (maximum) at the downslope edge of the trench. The star pickets should be fitted with safety caps.
4. The self-supporting geo-textile fabric shall be affixed to the upslope side of the star pickets and placed within the toe of the trench. Only geo-textile fabric designed for the use of sediment fencing shall be used. The use of shade cloth for the purposes of sediment control fencing is not satisfactory.
5. The geo-textile fabric should be affixed to the star pickets by stapling or the use of wire ties. Wire tied sediment fences may be readily unhooked from their support posts during construction hours to allow the delivery of raw materials.

Figure 1 in Appendix 2 shows the general construction requirements for sediment fences.

Figure 2 in Appendix 2 shows the general construction requirements for straw bale filters.

6. Mesh and gravel inlet filter sediment traps are required to be provided in front of any stormwater drainage gutter inlet pits, in order to prevent coarse sediment entering the inlet pit.
7. Figures 3 and 4 in Appendix 2 give examples of acceptable inlet filter sediment traps.
8. The retention or planting of vegetated filter strips downslope of a construction site may help to trap coarse sediment which has escaped from a damaged section of a sediment barrier fence, especially during the majority of storm events.
9. Dense native grasses which reach a height of 150mm provide the best uniform dense groundcover for vegetated filter strips.
10. The installation of a minimum 400mm wide vegetated grass strip along the kerb line is recommended as the last sediment trap for coarse sediment together with geo-textile sediment barrier fences.
11. All ESC infrastructures must be maintained in good working order. The appropriateness and success of any plans must be revised if control measures become inefficient.
12. Water should not remain pooled within the site at any time. Water pooling (after periods of rain) is indicative of poor drainage or over capacity ESC infrastructure.

4.4 Wash-out Areas

A designated wash out area shall be set aside for waste water generating activities such as tile cutting and washing down concreting, paint and other trade equipment. This area shall be:

12. Located away from drainage lines and the street gutter.

Part E – General Controls – Environmental Controls

Chapter E22: Soil Erosion and Sediment Control

32. All run off from the waste area shall be intercepted by a sediment fence, straw hay bales or another suitable filter device to prevent stormwater pollution.
43. Where possible, the wash out area shall be located on a grassed area or be surrounded by a vegetation buffer zone.
4. Under no circumstances is sediment and chemically contaminated water (i.e. pollution) allowed to leave the site at any time.

4.5 Stabilised Entry / Exit Points

The main vehicular access point should be constructed with a 150-200mm deep pad of 40mm – 75mm crushed rock or recycled concrete. The access point should be at least 7 metres wide and 5 metres long.

4.6 Air Pollution

Stockpiles of sand and soil shall be located in a sheltered position where possible and covered or watered to prevent material from being blown off the site.

4.7 Early Roof Water Connection

Temporary or permanent downpipes shall be installed prior to frame inspection.

4.8 Position of Stockpiles

Loads of building materials shall be deposited entirely within the allotment boundaries and located to avoid control runoff into a drain, gutter or watercourse. They may also be situated within closed compounds.

4.9 Revegetation

Sites shall be stabilised / revegetated as soon as possible to prevent soil erosion. Excavated top soil should be reused as it generally contains nutrients, seeds and rootstock. Planting low maintenance native species will minimise the water, fertilizers and maintenance required for long term survival. Erosion and sediment control infrastructure must not be removed until suitable stabilisation has occurred.

5 INSPECTION AND MAINTENANCE

Erosion and sediment control measures must be inspected:

21. Daily (i.e. when work is occurring on the site) or weekly (i.e. when work is not occurring on the site); and
32. Immediately after a rainfall event, in order to ensure such measures are maintained in a functional condition and any sediment is removed from the structure.

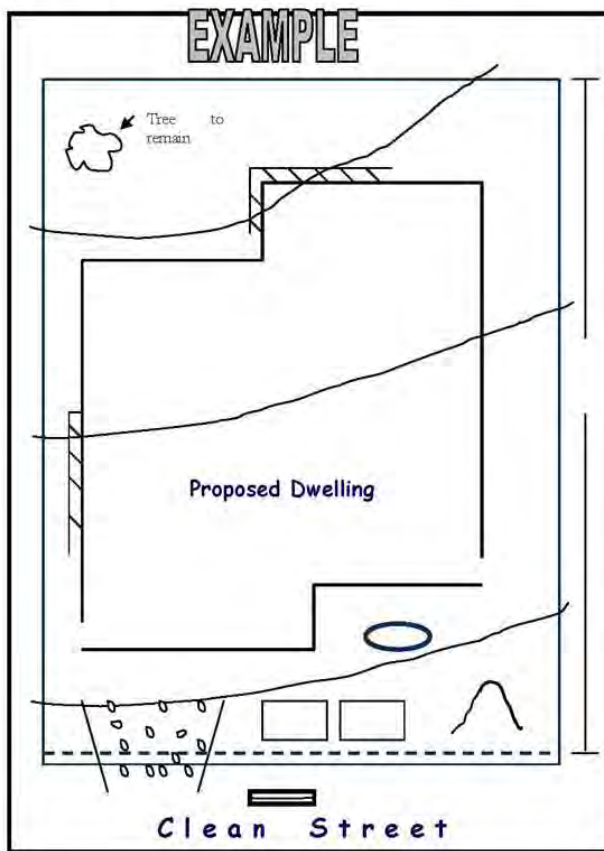
All erosion and sediment control measures shall be maintained in a satisfactory condition throughout the entire construction period up until such time as a final occupation certificate for a development project or a subdivision certificate for a subdivision has been issued.

Failure to control and appropriately maintain ESC infrastructure in a working order may result in sediment or contaminated surface water leaving a site. In accordance with relevant state legislation these actions are considered a pollution offence and are punishable under relevant environmental legislation.







Appendix: 1

Appendix 1 **Site Management Plan**

Lot 2 No 15 Street Clean Street D.A No 999/99



Legend

- Hb-Hb Hay Bales
- DD Diversion Drain
- SWP Stormwater pipe
- sf-sf-sf Sediment Fence
-  sediment trap
-  Wash-out area
-  Waste Storage Container
-  Vegetation buffer zone
-  Stockpile Area
-  Stabilised entry/exit

- The extent of site disturbance.
- The location of waterways & drains on or proximate to the site.
- Slope contours of the site.

Additional Details: Split level design to minimise cut and fill. Vegetation retained at rear of site to hold soil in place, and at front of site to trap sediment.

Part E – General Controls – Environmental Controls

Chapter E22: Soil Erosion and Sediment Control

Appendix: 2

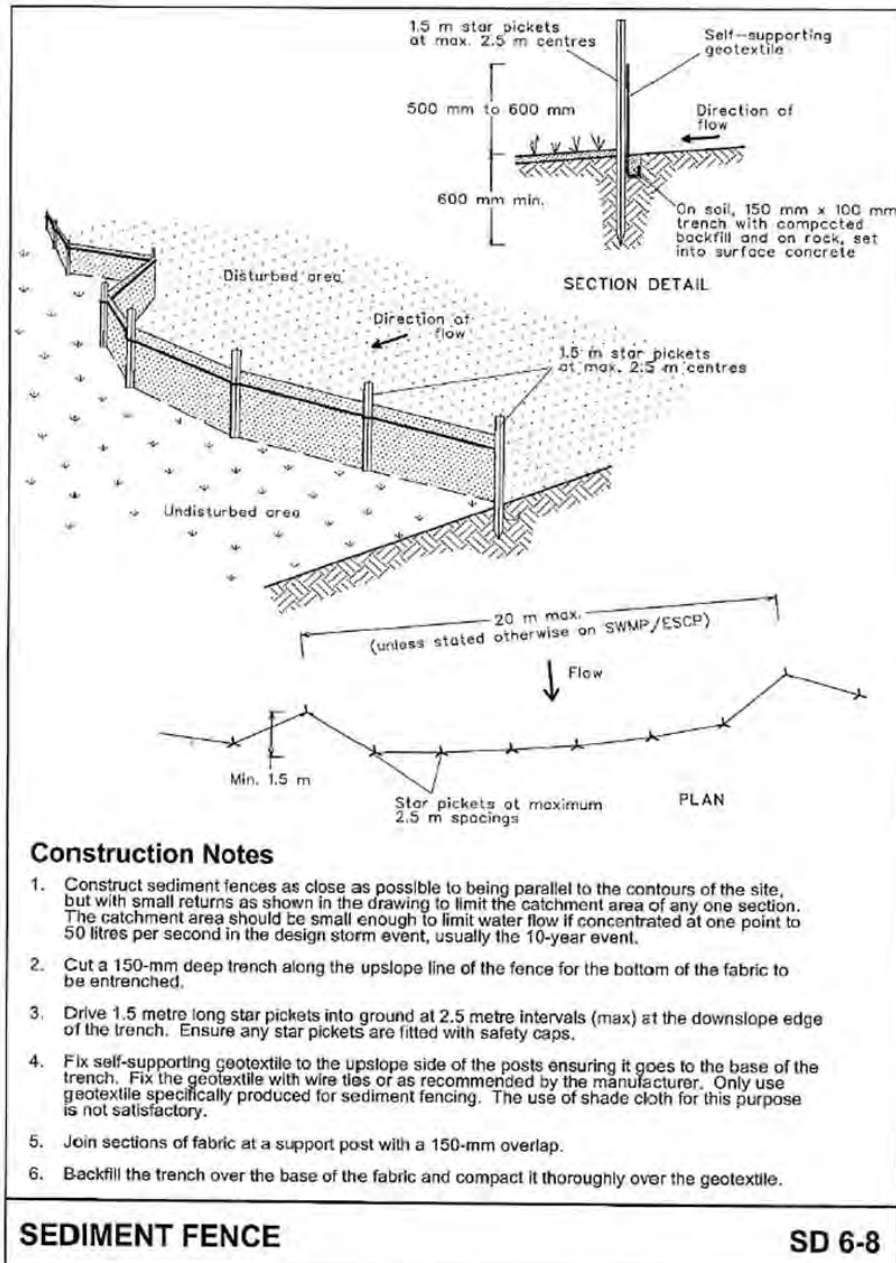


Figure 1: Sediment fencing

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1* March 2004.

Part E – General Controls – Environmental Controls
Chapter E22: Soil Erosion and Sediment Control

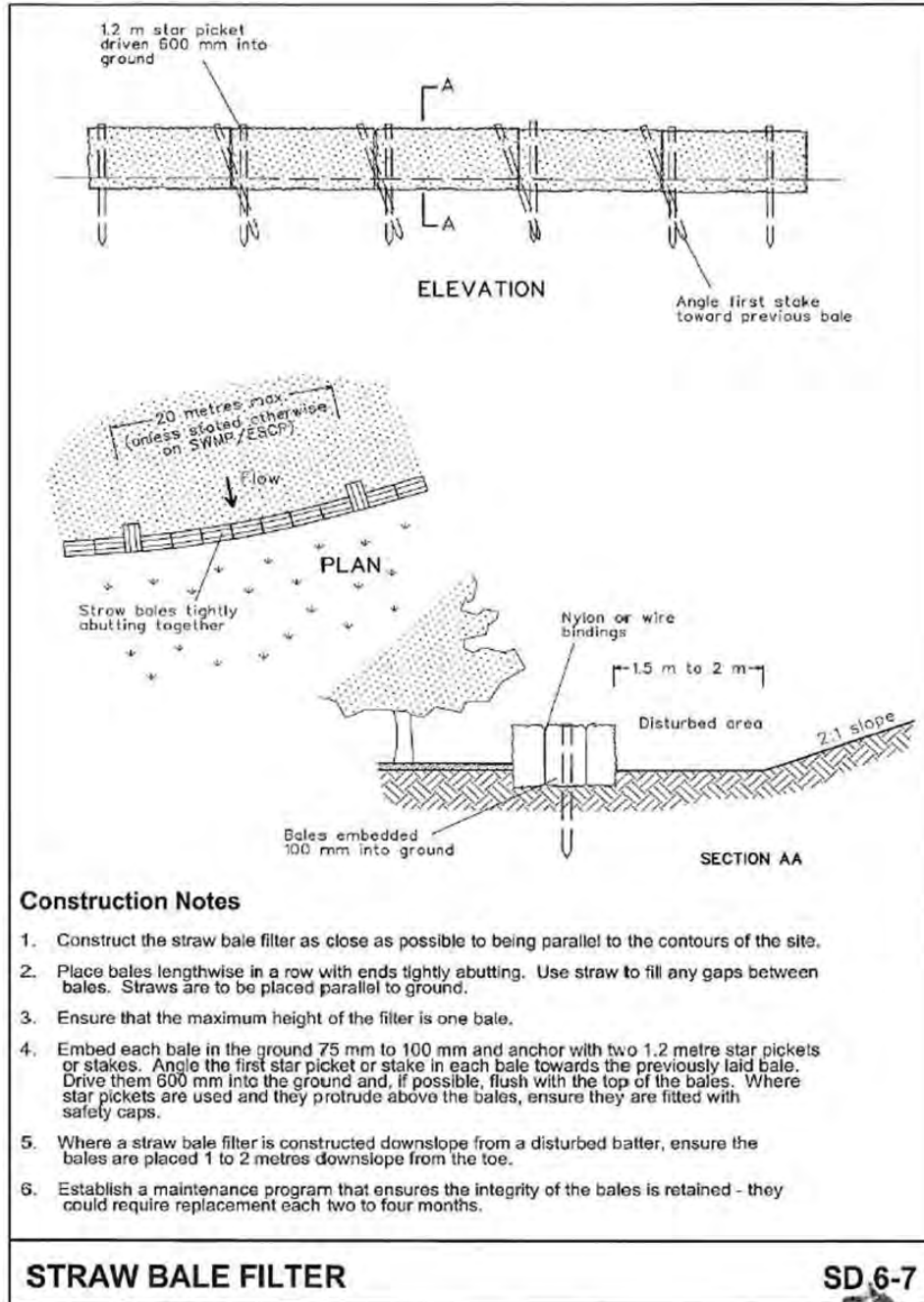


Figure 2: Straw bale filter

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1* March 2004.

Part E – General Controls – Environmental Controls

Chapter E22: Soil Erosion and Sediment Control

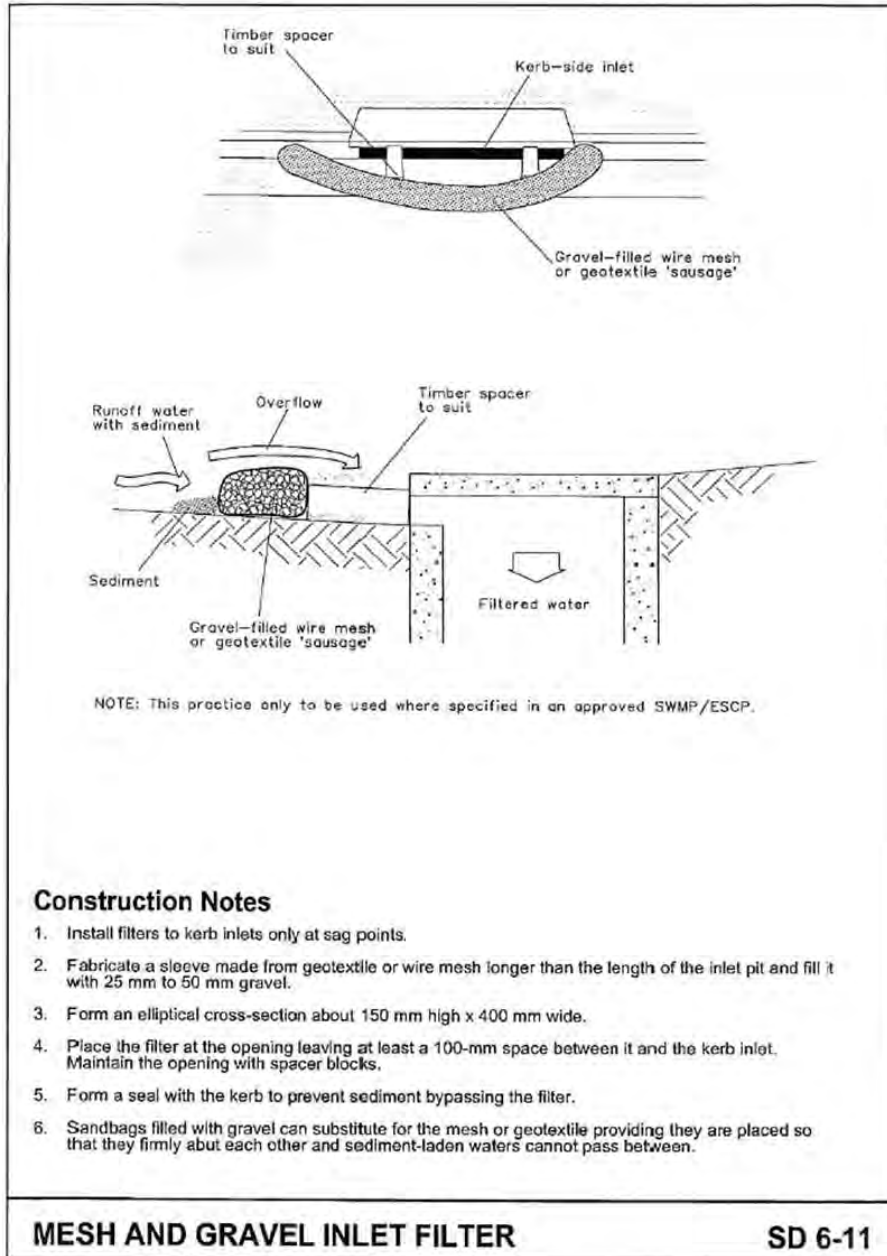


Figure 3: Mesh and gravel inlet filter

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1* March 2004.

Part E – General Controls – Environmental Controls
Chapter E22: Soil Erosion and Sediment Control

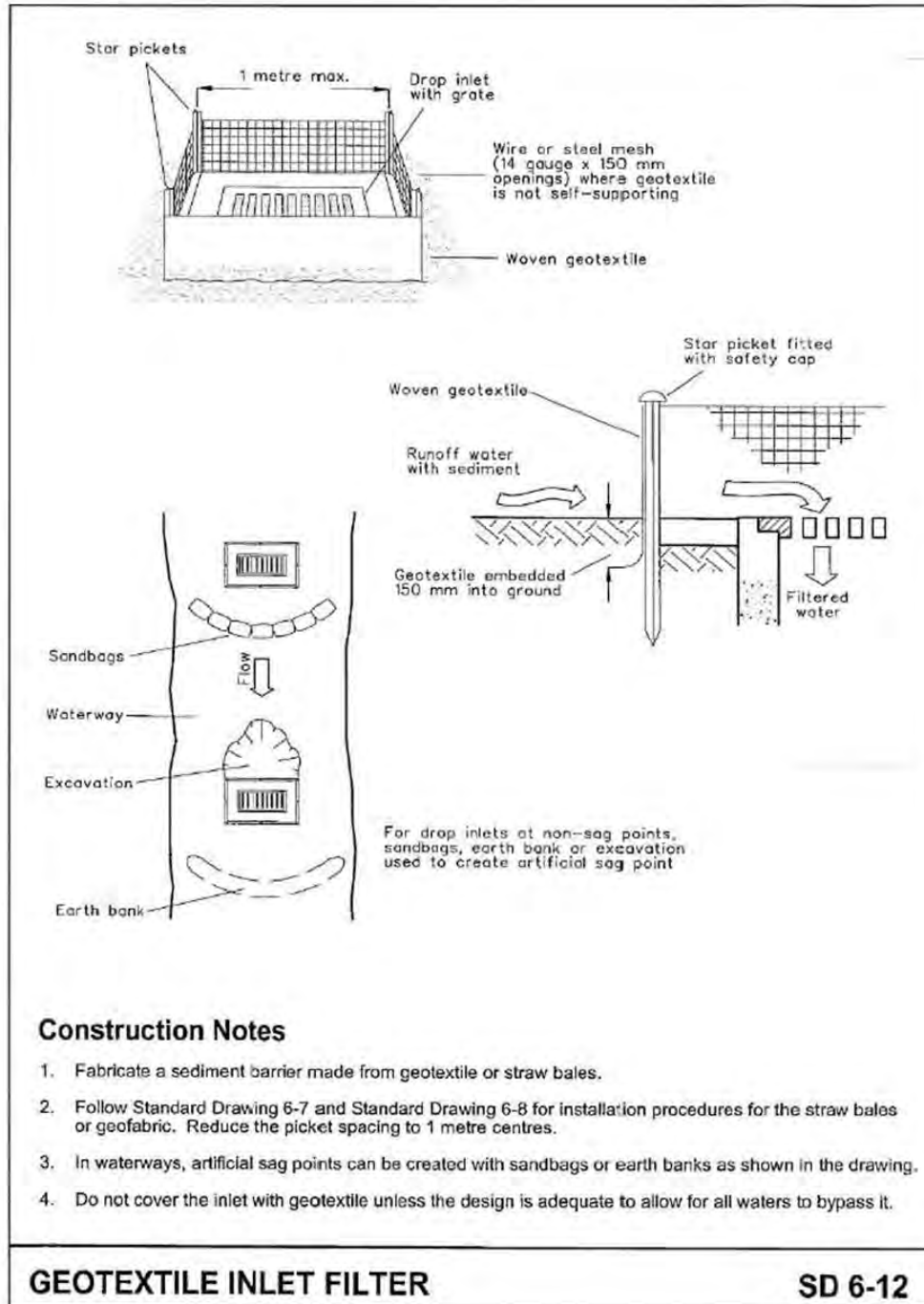


Figure 4: Geotextile inlet filter

SOURCE: NSW Landcom. *Managing Urban Stormwater: Soils and Construction Volume 1* March 2004.

ITEM 3 FUTURE DIRECTION OF WOLLONGONG YOUTH SERVICES

This report provides an update on the future direction of Wollongong City Council's Youth Services. The report outlines the model of service delivery being delivered by Wollongong Youth Services (WYS) and provides recommendations regarding the Neighbourhood Youth Work Program (NYWP) in response to Council Minute No 150 of 20 December 2016. These recommendations included:

'3 Council officers, and available Councillors, meet with Neighbourhood Youth Work Program providers once more to determine their ability to meet Council's requirements for the delivery of youth services to the 12 to 24 year old demographic in the Wollongong Local Government Area.

From 1 July 2017, services deemed compliant will enter new funding agreements setting out clear objectives and data collection methods and these will be reviewed by Council quarterly. Non-compliance will result in the termination of the funding agreement.

4 Any current providers who do not engage in the process in (3) above, will be deemed as non-compliant and the funding agreement terminated.'

RECOMMENDATION

- 1 Council enter a one year funding contract with Berkeley Development Association; Careways (Dapto); Helensburgh Community Centre; and Port Kembla Youth Project Inc for the delivery of Neighbourhood Youth Work Program in 2017-18 as per their agreed One year Plans.
- 2 Council continue to negotiate with Cringila Community Cooperative for the delivery of Neighbourhood Youth Work Program in 2017-18.
- 3 An audit and evaluation matrix is implemented throughout the funding period to assess Neighbourhood Youth Work Program providers' compliance and a report detailing the assessment of Neighbourhood Youth Work Program compliance be compiled in April 2018 and provided to Councillors in an Information note.
- 4 Based on the outcome of the Neighbourhood Youth Work Program compliance report, either:
 - a Enter a three year funding contract, under Delegation of the General Manager, with compliant Neighbourhood Youth Work Program providers based on the Neighbourhood Youth Work Program service provider's continued compliance; or
 - b Do not enter into future Neighbourhood Youth Work Program funding contracts with non-compliant Neighbourhood Youth Work Program providers and a service be delivered by Wollongong Youth Services.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural and Economic Development (Acting)
Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Wollongong City Council's Youth Services Program consists of Wollongong Youth Services (WYS) and the Neighbourhood Youth Work Program (NYWP). WYS is a generalist youth service and has a focus on community development, capacity building and connecting young people with the services, support and opportunities which best meet their individual needs. WYS operates from Wollongong Youth Centre and currently provides outreach services to Warrawong and Bellambi.

WYS oversees the delivery of the funding program for NYWP. Wollongong City Council (WCC) provides funding, under an annual agreement, to community organisations to provide generalist youth services and community development activities in specific suburbs of the Local Government Area. Currently, funding is provided to five organisations being: Berkeley Development Association; Cringila Community Cooperative; Careways (Dapto); Helensburgh Community Centre; and Port Kembla Youth Project Inc.

NYWPs provide a diverse range of activities for young people in their local areas funded via a variety of government and non-government sources. Some of the activities delivered via Council's financial contribution are inconsistent with the scope of Council's funding agreement and have been the subject of ongoing discussion. The issues include: programs within the funded geographical area, and projects offered only within school based environments. As a result of the meetings with each of the NYWPs, clarity has been provided regarding the objectives of the program, and changes have been made to the scope of the NYWP funding program. These include:

- Inclusion of a transition to high school program in Term 4 for Year 6 Primary School students
- Drop-In comprising an identified percentage of service delivery, with targeted programs providing the majority of the program
- Identification of young people's inclusion in the development of the programs delivered
- Simplified reporting requirements.

Based on the 12 December 2016 resolution of Council, initial meetings were held between 22 February and 2 March 2017 with each NYWP to determine their ability to meet Council's requirements for the delivery of youth services to the 12 to 24 year old demographic in the Wollongong Local Government Area. Each meeting was attended by the Lord Mayor, available Councillors, Council staff and representatives from the NYWP. The process for achieving compliance was presented, identifying that NYWPs were required to provide, by 7 April 2017:

- 1 A revised 2016-17 One Year Plan which details increased compliance.
- 2 A 2017-18 One Year Plan completely compliant to a new Funding Contract.

A 2017-18 One Year Plan was deemed compliant if it addressed the following:

- Capacity building programs based on demonstrated need.
- Involving young people in decision-making.
- Provision of information, support and referral.
- Demonstration of partnerships.
- Programs held for young people in the geographical area.
- Maximum identified percentage of service delivery as Drop-In.
- Programs for primary school students limited to Term 4 transition program.

The revised plans have been submitted and assessed.

PROPOSAL

Wollongong Youth Services

Changes have commenced to service provision at WYS resulting in a shift towards a hybrid model of youth service provision. A hybrid model includes both direct service provision and strategic planning and provides a range of benefits. Youth Development Workers (YDW) add to the work of direct service provision by including extra elements of participation that enhance the outcomes of programming; strong strategic direction is undertaken and supported by local research and planning; strategic engagement and involvement with other services and funding bodies.

Youth Services has a strong focus on establishment of partnerships with other youth service providers, including NYWPs. The development of partnerships allows for more effective service delivery, less

duplication, efficient resourcing, improved service coordination, stronger connections to community and the ability for WYS as a generalist service to work closely with target service providers to address the needs of young people.

Youth Services have demonstrated the ability to provide consistency and efficiency in service delivery across the whole youth service program. A key focus of WYS is increasing young people's opportunity to develop new skills and build capacity. The new approach has diversified the program offering, increased the number of new participants to the service, increased skills and connected young people to additional opportunities.

WYS continues service delivery in Kemblawarra, Lake Heights and Warrawong. More recently, WYS has commenced service delivery in Bellambi and planning has commenced, with service delivery in Koonawarra anticipated to commence in the coming month.

Neighbourhood Youth Work Program

NYWPs provide a connection to local communities and allow young people to access services in their own suburb. A number of projects have developed innovative services and programs, however, overall NYWPs were not meeting WCC outcomes. Since the Council Meeting of 12 December 2016, strategies have been implemented by WYS to assist NYWP providers to reach compliance:

- 1 *New funding contract* – the funding contract has been revised to remove redundant clauses and include specific details which provide clearer boundaries and expectations.
- 2 *New reporting framework* – a new reporting framework has been developed in consultation with NYWP providers. The framework streamlines reporting, reduces complexity of data requirements and provides greater accountability in meeting funding requirements. Overall the framework seeks to reduce administration time and provide a platform to highlight the positive contribution of NYWPs.
- 3 *Improved communication* – the frequency and methods of communication between WCC and NYWPs has increased providing greater support for NYWPs and increasing clarity of expectations.

The One Year Plans submitted by each NYWP provider demonstrates the commitment to undertake support, referral and advocacy, community development, youth participation in decision-making, capacity building programs and raising community awareness. The proposed programs will be delivered collaboratively and have been developed based on identified need.

Overall compliance was achieved by Berkeley Development Association; Careways (Dapto); Helensburgh Community Centre; and Port Kembla Youth Project Inc. As a result, it is proposed Council enters into One Year Funding Contracts with each of these service providers for the delivery of NYWPs in 2017-18 as per Agreed One Year Plans.

Whilst the required documentation was submitted by Cringila Community Cooperative, compliance was not achieved for the following reasons:

- 1 Ongoing instability in Centre Manager role resulting in inadequate supervision and support for Youth Worker role.
- 2 Resignation of current Youth Worker as of 30 June 2017 resulting in a loss of knowledge and experience from the project.
- 3 Reduced funding from other sources resulting in WCC providing only funding source for program (\$28,930).
- 4 One Year Plan provides opportunities for service to a low number of young people (approximately 45 individuals).

Negotiations will continue with Cringila Community Cooperative to negotiate a deliverable and effective One Year Plan.

To assess each NYP’s compliance to the 2017-18 Funding Contract an audit and evaluation strategy will be developed in consultation with each NYWP provider. A report detailing the assessment of NYWP compliance will be compiled in April 2018. Based on the outcome of the NYWP compliance report, Council will either enter a three year funding contract with compliant NYWP providers based on the NYWP service provider’s continued compliance, or not enter into future NYWP funding contracts with non-compliant NYWP providers.

CONSULTATION AND COMMUNICATION

Internal and external consultations with key stakeholders were conducted and they have continued to be informed as the project progresses. These included:

- NYWP Management Committees
- NYWP Youth Development Workers
- WYS Youth Development Workers
- Lord Mayor and Councillors.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 5 “*We are a healthy community in a liveable city*”. It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
5.1.1 We work in partnership to build on opportunities to strengthen vulnerable communities	5.1.1.1 Partner with community based organisations in the provision of services	Implement recommendations of the youth services review including the future direction of Neighbourhood Youth Projects
5.6.1 Projects that building on community strengths are encouraged	5.6.1.1 Deliver a diverse suite of projects to the community that foster and enhance community strengths	Deliver a range of youth services with a focus on youth participation and community development, targeted programs, music and culture, and sector development and coordination

CONCLUSION

Youth Services play an integral role in strengthening our community and enhancing the lives of young people. Young people throughout the local government area deserve consistency and efficiency in service delivery. NYWPs provide a connection to local communities and allow young people to access services in their own suburb. A more stringent accountability framework will endeavour to ensure services provided across the region are meeting the needs of the community and funding requirements.

ITEM 4 SALE OF LAND FOR UNPAID RATES

Under s713 of the Local Government Act 1993, Council has the ability to sell properties for unpaid rates provided certain criteria are met and procedures followed.

This report is to advise on the progress to date, the proposed timeline to proceed to auction and to obtain the required Council resolution so that the deeds of transfer can be executed on behalf of Council.

RECOMMENDATION

Authority be granted to affix the Common Seal of Council to the Contracts for Sale and any other documents required to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance
 Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Maps of Properties Proceeding to Auction

BACKGROUND

A variation to the Debt Recovery and Hardship Assistance Policy was adopted on 3 April 2017 to provide Council with an opportunity to fine tune its direction in some technical aspects of sale of land actions and provide staff with further guidelines to support the process.

The parcels listed below have been through the sale of land process and have been determined to have potential risk and/or impact to the adjoining owners and/or the community.

Notice of proposal to sell land for unpaid rates was issued in 2014; all reasonable steps have been taken to ascertain the identity of any person with interest in the land. The properties listed in Table 1 have been independently valued, title searches conducted, advertised in the Government Gazette and a managing agent has been appointed. Auction date has been set for 1 June 2017, Legal Services has reviewed caveat restrictions and contracts of sale have been drawn up and supplied to Martin Morris and Jones [MMJ] (managing agent). MMJ has commenced a four week marketing campaign in preparation for auction.

The General Manager's certificates for the properties in Table 1 have been certified as per section 713(3) of the Local Government Act.

Table 1

Property Address (Auction June 2017)	
1	Lot 101 Crown Street, WOLLONGONG NSW 2500
2	Lot 1 James Road, MOUNT KEMBLA NSW 2526
3	26 Waitangi Street, GWYNNEVILLE NSW 2500
4	Lot 1 Gray Street, WOONONA NSW 2517
5	Lot 1 Stanwell Avenue, STANWELL PARK NSW 2508
6	Lot 3 Lawrence Hargrave Drive, THIRROUL NSW 2515*
7	92 Gipps Street, WOLLONGONG NSW 2500*

At the time of writing this report the above properties marked with an asterix(*) are undergoing further investigation and may not proceed to auction.

The properties listed in Table 2 have had title searches conducted and have been handed onto Legal Services for review of caveat restrictions and contracts of sale to be drawn up. Independent valuations will be requested and a managing agent will be appointed by the end of June 2017. Auction date is planned for end of August 2017.

Table 2

Property Address (Auction by September 2017)	
1	Pt Lot 16 Gipps Road, GWYNNEVILLE NSW 2500
2	46 Jutland Avenue, WOLLONGONG NSW 2500
3	Lot 1 Holmden Avenue, MANGERTON NSW 2500
4	Lot X Lake Heights Road, LAKE HEIGHTS NSW 2502
5	Lot Y Lake Heights Road, LAKE HEIGHTS NSW 2502
6	Lot 2 Smith Street, WOLLONGONG NSW 2500
7	Lot 1 Fowlers Road, DAPTO NSW 2530
8	Lot 2 Cochrane Road, THIRROUL NSW 2515

Further to the properties above, there are 39 properties that are considered high risk or are potentially owner occupied.

Council will conduct further investigations of these properties which have thus far included:

- Phone contact
- Property Inspections
- Further discussion of potential arrangements to satisfy the debt outstanding

Out of the 39 properties, Council has 18 that have now been fully paid or under current arrangement to repay the arrears. This equates to \$484,531.16 in rate arrears paid to date since beginning the process late in 2014. There are a further 10 with outstanding rate arrears totalling \$187,801.11 that are owner occupied confirmed but have not been able to make an arrangement to repay the outstanding rates. The remaining 11 have outstanding rate arrears totalling \$160,785.65 and Council staff have not been able to make contact with a resident or an adjoining neighbour to confirm the owner occupied status. These properties will continue to receive instalment and reminder notices with Council staff endeavouring to make contact to resolve the arrears.

PROPOSAL

Council grant authority to affix the Common Seal to the deeds of transfer for the sale of:

- 1 Lot 101 Crown Street, WOLLONGONG NSW 2500
- 2 Lot 1 James Road, MOUNT KEMBLA NSW 2526
- 4 26 Waitangi Street, GWYNNEVILLE NSW 2500
- 5 Lot 1 Gray Street, WOONONA NSW 2517
- 6 Lot 1 Stanwell Avenue, STANWELL PARK NSW 2508
- 7 Lot 3 Lawrence Hargrave Drive, THIRROUL NSW 2515*
- 8 92 Gipps Street, WOLLONGONG NSW 2500*

- 9 Pt Lot 16 Gipps Road, GWYNNEVILLE NSW 2500
- 10 46 Jutland Avenue, WOLLONGONG NSW 2500
- 11 Lot 1 Holmden Avenue, MANGERTON NSW 2500
- 12 Lot X Lake Heights Road, LAKE HEIGHTS NSW 2502
- 13 Lot Y Lake Heights Road, LAKE HEIGHTS NSW 2502
- 14 Lot 2 Smith Street, WOLLONGONG NSW 2500
- 15 Lot 1 Fowlers Road, DAPTO NSW 2530
- 16 Lot 2 Cochrane Road, THIRROUL NSW 2515

CONSULTATION AND COMMUNICATION

Legal Services

Property and Recreation Division

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We are a connected and engaged community”.

It specifically delivers on core business activities as detailed in the Financial Services Plan 2016-2017.

CONCLUSION

The General Manager’s certificates have been completed, checked and certified for the seven properties listed in Table 1. The properties have been advertised by MMJ from 6 May 2017 and appeared in the Government Gazette on 5 May 2017. There are two properties on this list that may not proceed pending further investigation.

The remaining eight properties listed in Table 2 will continue to be actioned with request for valuations to proceed to auction by the end of August 2017.

Potential owner occupied properties will continue to be monitored for those on payment arrangements and Council staff will endeavour to make contact with the remaining 21 property owners.



14374
Lot 101 DP 611878
Lot 101 Crown Street WOLLONGONG NSW 2500
Approx. area: 61m²



GIS ref : gi09779_01

Printed: 22/10/2014

Aerial Photography: 2012

Scale 1:400



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28417
Lot 1 DP 966980
 Lot 1 James Road MOUNT KEMBLA NSW 2526
 Approx. area: 1196m²

 N	GIS ref.: g109779_01
	Printed: 22/10/2014
	Aerial Photography: 2012
	Scale 1:1,000

0 10 20 30 40
 Metres

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215866
Lot 1 DP 131401
26 Waitangi Street GWYNNEVILLE NSW 2500
Approx. area: 5m²



GIS ref.: gi08779_01

Printed: 22/10/2014

Aerial Photography: 2012

Scale 1:200



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212177
Lot 1 DP 1064620
 Lot 1 Gray Street WOONONA NSW 2517
 Approx. area: 226m²



GIS ref.: gi09779_01

Printed: 22/10/2014

Aerial Photography: 2012

Scale 1:1,000



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Stanwell Avenue

31.6m
19.7m
19.7m
3.2m

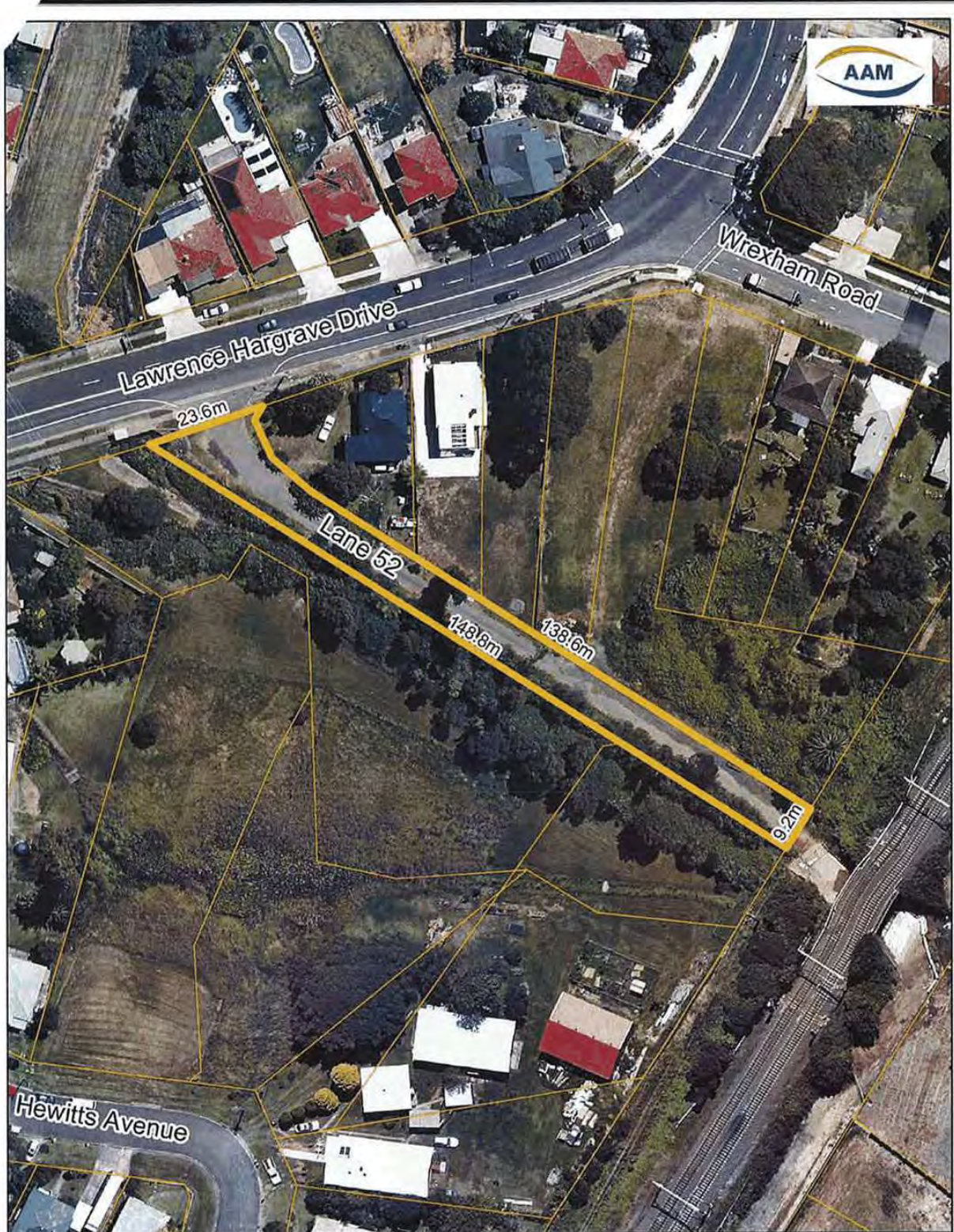


214428
Lot 1 DP 112297
Lot 1 Stanwell Avenue STANWELL PARK NSW 2508
Approx. area: 64m²



GIS ref.: g109779_01
Printed: 22/10/2014
Aerial Photography: 2012
Scale 1:500

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80911
Lot 3 DP 166257
Lot 3 Lawrence Hargrave Drive THIRROUL NSW 2515
Approx. area: 1399m²

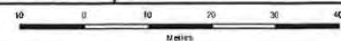


GIS ref : gi09779_01

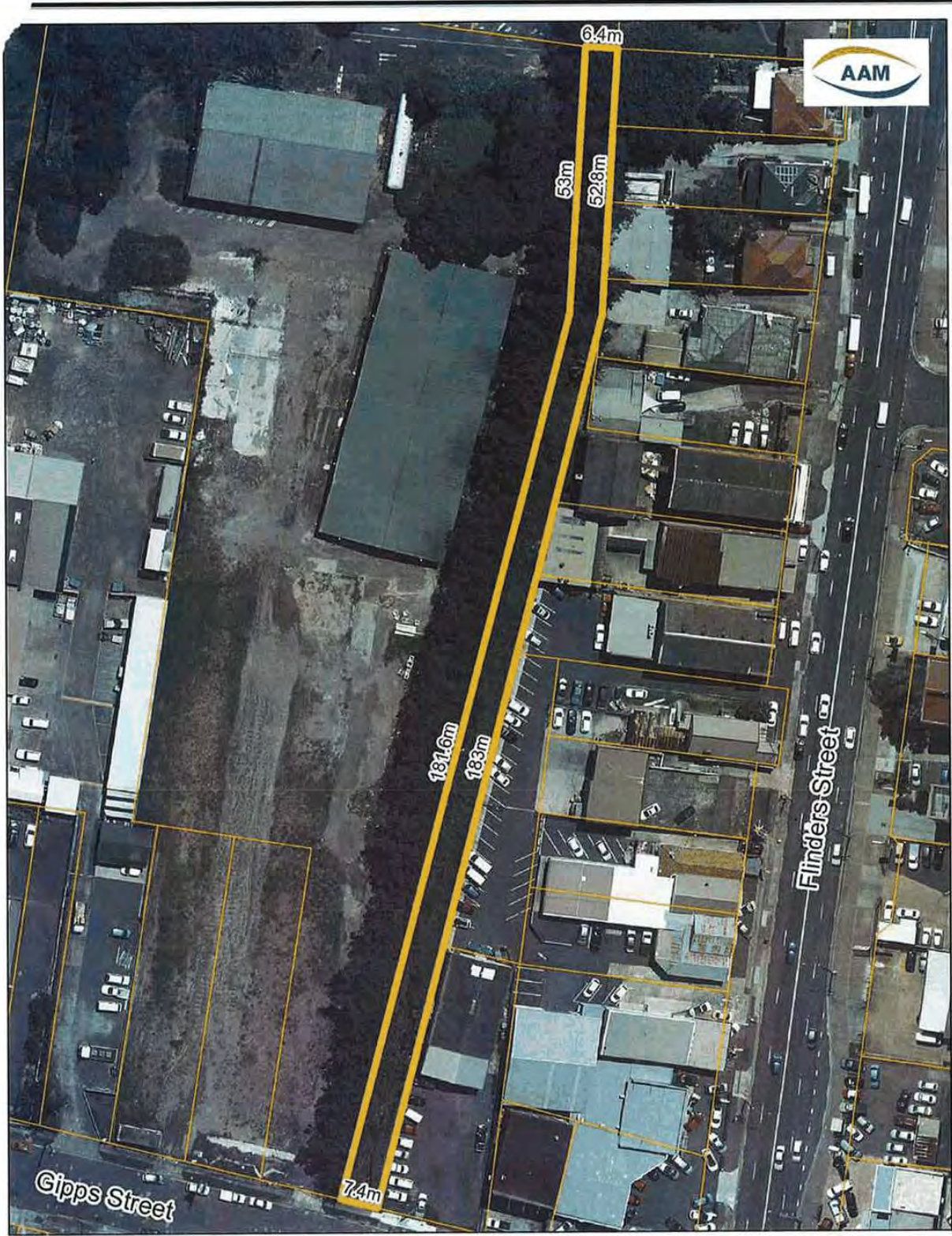
Printed: 22/10/2014

Aerial Photography: 2012

Scale 1:1,000



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66200
Lot 1 DP 1183412
92 Gipps Street WOLLONGONG NSW 2500
Approx. area: 1595m²



GIS ref: gi09779_01
Printed: 22/10/2014
Aerial Photography: 2012
Scale 1:1,000



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ITEM 5

POLICY REVIEW: ACCESS TO COUNCIL INFORMATION AND STAFF BY COUNCILLORS COUNCIL POLICY

The Access to Council Information and Staff by Councillors Council Policy has been reviewed in accordance with the rolling program for review of policies.

Administrative changes, brought about by the 2016 amendments to the Local Government Act, have been made and additional provisions have been included in relation to Councillor Briefing Sessions and Councillor Information Notes.

RECOMMENDATION

Council adopt the Access to Council Information and Staff by Councillors Council Policy.

REPORT AUTHORISATIONS

Report of: Kylee Cowgill, Manager Governance and Information

Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Draft Policy - Access to Council Information and Staff by Councillors

BACKGROUND

The Access to Council Information and Staff by Councillors Council Policy, most recently adopted by Council on 7 April 2014, supports the Codes of Conduct provisions relating to interactions between Councillors and staff.

The policy has been updated to include the relevant statutory provisions introduced into the Local Government Act in 2016 relating to the roles of Councillors as members of the governing body and as individuals and the functions of the General Manager. The policy ensures that Councillors are provided with all information necessary for them to undertake their roles and to effectively discharge their civic functions.

Provisions have been added to the policy to recognise Council's current practices in relation to the conduct of Councillor Briefing Sessions and the issue of Councillor Information Notes.

PROPOSAL

The policy has been reviewed and amended with additions shown in italics and is recommended for adoption as a Council policy.

CONSULTATION AND COMMUNICATION

General Counsel

Executive Management Committee

PLANNING AND POLICY IMPACT

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

It specifically delivers on core business activities as detailed in the Governance and Information Service Plan 2016-17.

RISK ASSESSMENT

This policy specifically addresses and supports Council's Code of Conduct provisions in relation to interactions between Councillors and staff.

CONCLUSION

The Access to Council Information and Staff by Councillors Council Policy has been reviewed to include recent amendments to the Local Government Act and Council's current practices and is recommended for adoption.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Council's Code of Conduct for Councillors provides that Councillors (defined to include the Lord Mayor) have a right to access information held by Council that is reasonably necessary for them to exercise their functions of civic office.

This policy establishes procedures by which Councillors may access Council information and staff in order to undertake their statutory roles to provide effective civic leadership and to represent the collective interests of residents, ratepayers and the local community.

OBJECTIVE

The main objectives of this policy are to:

- provide a documented process for Councillors to access Council information,
- ensure Councillors have access to all information necessary for them to exercise their statutory role as a member of the governing body of Council,
- ensure that Councillors receive advice in an orderly manner to assist them in the performance of their civic duty,
- provide clarity on Councillors' rights of access to staff and to Council buildings,
- provide a clear and consistent framework, by reference to the relevant Code of Conduct and Procedure for the Administration of the Codes of Conduct, for the reporting of, and appropriate application of sanctions for, breaches of this policy.

POLICY STATEMENT

This policy aims to provide Councillors with all relevant information and an appropriate level of access to the staff of Council in order to exercise the functions of civic office and to facilitate informed decision making.

ACCESS TO COUNCIL INFORMATION AND STAFF BY COUNCILLORS

COUNCIL POLICY

STATEMENT OF PROCEDURES

1 STATUTORY PROVISIONS FOR COUNCILLORS AND STAFF

The Local Government Act 1993 (the Act) provides that:

- Councillors (including the Lord Mayor) as a group comprise the governing body of the Council and the role of the governing body is set out in section 223(1) as follows:
 - (a) to direct and control the affairs of the council in accordance with this Act,
 - (b) to provide effective civic leadership to the local community,
 - (c) to ensure as far as possible the financial sustainability of the council,
 - (d) to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the council,
 - (e) to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,
 - (f) to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,
 - (g) to keep under review the performance of the council, including service delivery,
 - (h) to make decisions necessary for the proper exercise of the council's regulatory functions,
 - (i) to determine the process for appointment of the general manager by the council and to monitor the general manager's performance,
 - (j) to determine the senior staff positions within the organisation structure of the council,
 - (k) to consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities,
 - (l) to be responsible for ensuring that the council acts honestly, efficiently and appropriately.

Section 223(2) of the Act states:

The governing body is to consult with the general manager in directing and controlling the affairs of the council.

~~▪ to direct and control the affairs of the Council including the allocation of resources, determination of policy and monitoring of the Council's performance;~~
- As an individual, a Councillor's role is set out in section 232(1) as follows:
 - (a) to be an active and contributing member of the governing body,
 - (b) to make considered and well informed decisions as a member of the governing body,
 - (c) to participate in the development of the integrated planning and reporting framework,
 - (d) to represent the collective interests of residents, ratepayers and the local community,
 - (e) to facilitate communication between the local community and the governing body,
 - (f) to uphold and represent accurately the policies and decisions of the governing body,
 - (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

Section 232(2) of the Act states:

A councillor is accountable to the local community for the performance of the council.

~~to represent the interests of residents and ratepayers, provide leadership and guidance to the community and facilitate communication between the community and Council;~~
- The General Manager's functions are set out in section 335 as follows:

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- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- (b) to implement, without undue delay, lawful decisions of the council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- (g) to exercise any of the functions of the council that are delegated by the council to the general manager,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- (i) to direct and dismiss staff,
- (j) to implement the council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

~~is responsible for the efficient and effective operation of the Council's organisation and the day-to-day management of the Council. The General Manager is also required to assist the Council in the development of the community strategic plan, resourcing strategy, delivery program and operational plan; and~~

- The Public Officer is responsible for assisting people to gain access to public documents of the Council. The Public Officer is to be the contact person for Councillors who wish to access information to enable them to make informed decisions and to exercise the functions of civic office.

2 ACCESS TO COUNCIL INFORMATION BY COUNCILLORS

2.1 Statutory Provisions

- a The Government Information (Public Access) Act 2009 (the GIPA Act) provides a list of documents, prescribed as "open access information", which are required to be made available on Council's website and to be made available for public access, free of charge. These documents include Council's Codes of Conduct, Annual Report, register of delegations, development applications and leases of public land classified as community land.
- b The GIPA Act, however, provides that there is an overriding public interest against public disclosure of a range of documents and information as set out in the Act under the following broad headings: Responsible and Effective Government, Law Enforcement and Security, Individual Rights, Judicial Processes and Natural Justice, Business Interests of Agencies and Other Persons, Environment, Culture, Economy and General Matters, and Secrecy Provisions.
- c The NSW Office of the Information Commissioner has advised the Office of Local Government that it is expected that General Managers (and Public Officers) will act in accordance with relevant law when providing information to Councillors.

2.2 Procedure for Councillors to Access Council Information

- a Councillors wishing to access Council information, other than "open access information" as prescribed in the GIPA Act, must make application to the Public Officer by completing Council's online "Councillor Request" available through the Councillor Portal or via email to admin@wollongong.nsw.gov.au. The Councillor Request should be drafted carefully and should

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precisely detail the information being sought. It is expected that Councillors will act reasonably in making Requests.

- b Councillor Requests relating to the exercise of a Councillor's functions of civic office will be processed as soon as possible and a response (or an interim response in the case of a complex Request) will be provided in accordance with the following guidelines:
- i same day response – information is easily accessible and no reference/investigation is required. Examples are:
 - copy of a Council document eg Development Consent,
 - request for basic information relating to an Agenda Item on the day of a Council meeting.
 - ii one (1) to five (5) working day response – information is on hand but needs to be processed for release. Examples are:
 - copy of submissions to an exhibited Development Application – documents are electronic and extra time required to extract and redact information where appropriate,
 - request containing a number of questions which may relate to more than one Division and where responses need to be collated into a single reply.
 - iii within 10 working days – investigation and research is required in order to provide the requested information. Examples are:
 - a comprehensive summary including Court Consent Orders for Planning Appeals,
 - copies of numerous Occupation Certificates where the files are stored offsite.
- Where this investigation and research is extensive and/or complex and the 10 working day timeframe cannot be met, the Councillor lodging the request will be notified within five (5) working days and provided with an indication of when the information may be forthcoming.
- c If the Request relates to a Councillor's interest, other than civic, the Request must be made pursuant to the GIPA Act, the form for which is available on Council's website and will be processed in accordance with the timeframes set out in the Public Access to Council Documents and Information Policy.
- d Where it is believed that significant resources will be required to respond to a Councillor Request, or the number of Requests being submitted by a Councillor, the Public Officer will consider the time and/or costs that are likely to be incurred in providing the requested information and make a determination on granting access. An indication will also be given as to any other matters that will not be attended to as a result of compiling the requested information.
- e The Public Officer will maintain a Register of Councillor Requests. This Register can be found on the Request for Information and Service link on the Councillor Portal and enables a Councillor to identify a request from another Councillor and request a copy.
- f The following reports will be provided to Councillors via the Councillor Portal on a monthly basis:
- i active Councillor requests,
 - ii completed Councillor requests for the previous three months.

2.3 Right of Review

The Public Officer must act reasonably in considering a Request and, if a Councillor's Request is refused, reasons for the refusal must be provided. In the event that a Request is refused the Councillor may either:

- a raise the matter with the General Manager and refer to the Code of Conduct which states that the General Manager must ensure Councillors are provided with information sufficient to enable them to carry out their civic office functions and
 - i if the General Manager determines the Public Officer acted reasonably in the decision to refuse access to the Council information sought by a Councillor, a Councillor may lodge a formal application under the GIPA Act,
 - ii if a Councillor considers that there has been a breach of this policy by the General Manager he/she may lodge a complaint with the Office of Local Government or

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- b make a formal application under the GIPA Act which will be processed in accordance with that Act and
 - i if there is a refusal of access under the Government Information (Public Access) Act 2009 (GIPA Act) a Councillor may ask for an internal review or an external review by the Information Commissioner. For more information see www.ipc.nsw.gov.au.
 - ii to report a Government Information Contravention (i.e. a failure to properly fulfil functions under the GIPA Act), Councillors should refer to the Internal Reporting Policy which states that:
 - i) Reports against staff may be made to the General Manager,
 - ii) Reports against the General Manager may be made to the Lord Mayor,
 - iii) Any report of a Government Information Contravention may be made to the Information Commissioner.

3 INTERACTION BETWEEN COUNCILLORS AND COUNCIL STAFF

3.1 During Meetings

- a The Local Government (General) Regulation 2005 provides that a Councillor may, through the Chairperson, put a question to another Councillor and, may through the General Manager, put a question to Council staff.
- b A Councillor or employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or documents.
- c A Councillor must put every question directly, succinctly and without argument.
- d The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council staff.

The General Manager or Council staff should use their best endeavours to provide answers to questions in a timely manner. It is not appropriate for the General Manager, Councillors or staff to ask the Council to determine whether the questions asked by individual Councillors should or should not be answered. It is also important that questions do not result in substantial new work or require the development of a new policy as part of the answer.

3.2 Outside of Meetings

- a Councillors may contact a Divisional Manager, Director or the General Manager to discuss, or to make arrangements to meet to discuss, Council services or projects.
- b Councillors must not make direct contact with Divisional staff without the approval of the General Manager, Director or Divisional Manager and where such approval has been granted must not direct or pressure staff in the performance of their work. Staff must immediately report all breaches to their Divisional Manager, Director or General Manager.
- c Councillors must not request staff to undertake work for the Councillor or for any other person with the exception of work of a clerical nature directly related to the performance of their civic duties. Such a request must be made to the Public Officer.
- d Councillors must not take advantage of their official position to improperly influence other Councillors, members of staff or delegates in the performance of their public or professional duties for the purpose of securing private benefit for themselves or for some other person.

3.3 Councillor Briefings

- a Councillor briefing sessions are conducted to fully inform Councillors of matters of significance or complexity that are to be the subject of a staff report at a future meeting of Council or are of particular current interest to Council.
- b Councillor briefing sessions are not subject to specific provisions of the Act, the Regulation or Council's Code of Meeting Practice.

ACCESS TO COUNCIL INFORMATION AND STAFF BY COUNCILLORS

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- c The Office of Local Government in its Meetings Practice Note for Councils states that councils may hold briefing sessions under their general powers and such sessions are to be informal and to provide useful background information to Councillors.*
- d Councillor briefing sessions are not to be used for detailed discussions where agreement is reached or a de-facto decision is made and such discussions, exchanges of views and decisions are to be left to the open forum of a council meeting.*
- e Councillor briefing sessions are a means to enable Councillors to bring an informed mind to the appropriate decision-making forum.*
- f On occasion, confidential matters will be presented at Councillor Briefings and this will be noted in the presentation and accompanying documentation. Councillors and staff must maintain the integrity and security of confidential documents or information distributed or discussed at Councillor Briefings, in accordance with the Codes of Conduct and supporting policies*

3.4 Councillor Information Notes

Matters of general interest to Councillors may be the subject of an Information Note to Councillors from staff and are added to the monthly Information Folder via the Councillors' Portal. If an Information Note is marked confidential, Councillors and staff must maintain the integrity and security of confidential information in accordance with the Codes of Conduct and supporting policies.

4 ACCESS TO COUNCIL OFFICES AND BUILDINGS

- a As elected members of the Council, Councillors are entitled to have access to the Council Chamber, Level 10 Committee Rooms, Level 9 Function Room (Council briefings and official functions), Lord Mayor's Office (if available) and Councillors' Room in the Council Administration Building.
- b Councillors whilst not in pursuit of their civic duties have the same rights of access to Council buildings and premises as any other member of the public.
- c A Councillor must seek the prior consent of the relevant Divisional Manager, Director or the General Manager before entering a particular work area of Council.

5 INAPPROPRIATE INTERACTIONS

Inappropriate interactions between Councillors and Council staff are set out in Council's Codes of Conduct for Councillors and Staff.

6 BREACHES OF THIS POLICY

A breach of this policy will be taken to be a breach of the relevant Code of Conduct and complaints alleging a breach of this policy must be made in accordance with the relevant Code of Conduct and will be dealt with in accordance with the Procedures for the Administration of the Codes of Conduct.

7 SUMMARY TABLE

The table below summarises the process for the handling of Councillor Requests as set out in this Policy.

COUNCILLOR REQUESTS

TYPE OF REQUEST	FORM OF REQUEST	PROCESS
Action (eg repairs to footpath, mowing of park)	Electronic Councillor Request via iPad template or via email to admin@wollongong.nsw.gov.au	Request entered into Customer Service Request system and allocated a request number which is notified to Councillor.
Access to Council documents for a purpose related to your role as a	Electronic Councillor Request via iPad template or via email to admin@wollongong.nsw.gov.au	Referral to Information Management for determination. If request is refused a formal application under GIPA Act may be submitted or Notice of Motion may be

ACCESS TO COUNCIL INFORMATION AND STAFF BY COUNCILLORS

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TYPE OF REQUEST	FORM OF REQUEST	PROCESS
Councillor		submitted to Council meeting.
Access to documents for a private purpose	Application under GIPA Act to Public Officer	Referral by Public Officer to Information Management for determination.
Access to Council workplace	Telephone request to relevant Divisional Manager, Director or General Manager	Co-ordination by Divisional Manager, Director or General Manager.
Advice (eg technical advice, current status of development application, request for allocation of capital budgets)	Electronic Councillor Request via iPad template or via email to admin@wollongong.nsw.gov.au	Registration and referral to relevant Divisional Manager with copy to Director and General Manager. Divisional Manager to update register as to progress of Request.
Administrative Support (eg stationery, office supplies, stenographic or clerical service)	Email to admin@wollongong.nsw.gov.au	Arranged in accordance with Councillors Expenses and Facilities Policy.
Discussion of Council services or projects	Telephone request or personal contact with relevant Divisional Manager, Director or General Manager	Co-ordination by Divisional Manager, Director or General Manager.

DRAFT

ACCESS TO COUNCIL INFORMATION AND STAFF
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COUNCIL POLICY

SUMMARY SHEET

Responsible Division	Governance and Information
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	7 April 2014, 26 July 2011, 28 June 2004
Date of next review	April 2020
Responsible Manager	Governance and Corporate Support Coordinator
Authorised by	Manager Governance and Information

DRAFT

ITEM 6

POLICY REVIEW: LAND AND EASEMENT ACQUISITION AND DISPOSAL - POST PUBLIC EXHIBITION

Council at its meeting on 13 March 2017 considered the adoption of its Land and Easement Acquisition and Disposal Policy and resolved that the draft policy be placed on public exhibition between 14 and 28 days and returned to Council for determination.

Following public exhibition, this report recommends that the policy be adopted.

RECOMMENDATION

The Land and Easement Acquisition and Disposal Policy be adopted.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation

Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Draft Land and Easement Acquisition and Disposal Policy

BACKGROUND

At its meeting on 13 March 2017, Council considered the adoption of its Land and Easement Acquisition and Disposal Policy which is due for review.

Most of the changes are minor in nature and have been undertaken in order to simplify the document. The key changes are:

- 1 **Page 3 – Procedure for the Acquisition of Land**

Point 1 – Information has been added into this point on the procedure to be used where the value of a property is considered to be in excess of \$1M. This is to make it consistent with Page 5 – Procedure for Disposal of Land – Point 4 – Valuation Requirements.

- 2 **Page 6 – Point 6 – Escalation Fee**

The timeframe from Council resolution to settlement has been increased from 12 months to two years.

- 3 **Page 6 – Point 8 – Unmade Public Roads**

This point has been added in.

Council further resolved that the draft policy be placed on public exhibition for between 14 and 28 days and returned to Council for determination.

The policy was published on Council's "Have Your Say" web page and in the Wollongong Advertiser on 29 March 2017, giving 28 days for comment. No submissions were received during the exhibition period.

PROPOSAL

Following public exhibition, it is proposed the policy be adopted.

CONSULTATION AND COMMUNICATION

Executive Management Committee – report of 8 November 2016.

Ordinary Meeting of Council – report of 13 March 2017.

Publication of policy on Council's "Have Your Say" web page and in the Wollongong Advertiser on 29 March 2017, giving 28 days for comment. No submissions were received.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a healthy community in a liveable city".

It specifically delivers on core business activities as detailed in the Property Services Service Plan 2016-17.

CONCLUSION

It is recommended that the draft policy be adopted.



LAND AND EASEMENT ACQUISITION AND DISPOSAL COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Council from time to time acquires and disposes of its land assets. Council has obligations under a range of legislation and this policy has been developed in order to provide the framework for a transparent process that adheres to the relevant legislation.

OBJECTIVE

The main objectives of this policy are to –

- 1 Ensure that Wollongong City Council has open and accountable processes to consider the acquisition and disposal of land assets.
- 2 Ensure best value is achieved in Council land dealings.
- 3 Establish the criteria under which Council will consider acquisition and sale of land and easements.

POLICY STATEMENT

Council (as custodian of public assets) acquires and disposes of all property interests in open market format to ensure due probity of process and optimal financial return (and minimal risk). All dealings in Council land can only be achieved through a resolution of Council.

Land Acquisitions

Section 186 of the *Local Government Act* prescribes what purposes Council can acquire land for, as follows:

- 1 A council may acquire land (including an interest in land) for the purpose of exercising any of its functions.
- 2 Without limiting subsection (1), a council may acquire:
 - a. land that is to be made available for any public purpose for which it is reserved or zoned under an environmental planning instrument, or
 - b. land which forms part of, or adjoins or lies in the vicinity of, other land proposed to be acquired under this Part.

Land Disposals

Where land (including surplus areas of public road) is capable of being sold on the open market and able to be developed independently of any other property, the sale shall be by competitive process involving public auction, tender or expression of interest unless circumstances warrant sale by Direct Negotiation as set out below. For public auction, the General Manager will set the reserve price based on a recommendation of an independent valuer.

Council can dispose of land by Direct Negotiation under the following circumstances -:

- 1 **Where the total cost of the public sale process will exceed the expected community benefit.** For example, where the land is worth \$1,000 and the cost to market the land is \$5,000.
- 2 **Where there is only one identifiable purchaser.** For example, where a site is not large enough for development in its own right (including a portion of road reserve). Where a site adjoins two owners such as laneways, they will each be offered 50%.
- 3 **Where Council is bound by a contractual obligation.** For example, a tenant with a first right of refusal, where that tenancy has been entered into as a result of public competition.
- 4 **Disposal of land to a government or utility authority for the purpose of infrastructure provision.**
- 5 **Where a public marketing process which has been undertaken within the last 12 months in accordance with this policy has failed to achieve the desired outcome.**

LAND AND EASEMENT ACQUISITION AND DISPOSAL

COUNCIL POLICY

- 6 **In response to a proposal which achieves specific policy goals of Council.** This exclusion aims to allow Council to respond to an approach for the development of a unique project. Any such proposal must comprise a concept plan and description of the project and clear demonstration of the achievement of specific policy and strategic goals and objectives of Council, eg a land-swap transaction.

The report to Council covering these sales will identify the reasons why this sale process was chosen.

Easements

Easements are a right over a property for Council to use land for a specific purpose (drainage easement, easement in gross for access etc) and can be in the form of a covenant restricting the use of land (restriction as to user for unstable land etc) or can be a positive covenant that requires a land owner to use and or maintain the site for a specific use (maintain detention basins etc).

Where Council requires an easement over a property and the easement is not created in subdivision or as a condition of development consent, compensation may be payable to the land owner and shall be paid to the respective land owner where appropriate. The amount of compensation shall be assessed by a consultant registered valuer in accordance with the Land Acquisition (Just Terms Compensation) Act 1991.

Where a Council easement over land is no longer required, Council can agree to the extinguishment of that easement at the request of the affected land owner. Where appropriate, Council will seek compensation from the landowner for the benefit of that extinguishment to the landowner as determined by a consultant valuer.

LAND AND EASEMENT ACQUISITION AND DISPOSAL

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STATEMENT OF PROCEDURES

The acquisition or sale of Council-owned land, easements or public road shall be undertaken in accordance with the following procedures aimed at ensuring a transparent process and maximising income for Council.

ACQUISITION OF LAND

Acquisition Criteria

- 1 Section 186 of the Local Government Act prescribes what purposes Council can acquire land for, as follows:
A council may acquire land (including an interest in land) for the purpose of exercising any of its functions.
 - 1.2 Without limiting subsection (1), a council may acquire:
 - (a) land that is to be made available for any public purpose for which it is reserved or zoned under an environmental planning instrument, or
 - (b) land which forms part of, or adjoins or lies in the vicinity of, other land proposed to be acquired under this Part.
- 2 Properties are identified taking into consideration the purpose for which they need to be acquired, the strategic nature of such properties and the value that such properties have to the community.
- 3 Where properties are listed for sale on the open market, council officers negotiate the terms of purchase with either the vendor or the vendor's agent.
- 4 Where properties are not listed on the open market, Council officers arrange a valuation report as a basis for negotiation.
- 5 For all land and easement acquisitions for properties not listed on the open market, the acquisition must be undertaken in strict accordance with the Land Acquisition (Just Terms Compensation) Act 1991.
- 6 Authority to compulsorily acquire land is granted under the Roads Act 1993 or the Local Government Act 1993 and must be for a public purpose.
- 7 An offer is made subject to Council's consideration and resolution of a staff recommendation to purchase the property.
- 8 In the report to Council, the classification of the land must be resolved as either Operational or Community land.

PROCEDURE FOR ACQUISITION OF LAND

- 1 **Obtain valuation report** from a registered valuer and negotiate based on this report. Where a property is considered to be in excess of \$1M, the procedure will be as outlined in Item 4 of Procedure for Disposal of Land.
- 2 **Method of negotiation**
Where a property is placed for sale on the open market, Council can negotiate the purchase price and terms of acquisition to achieve the best possible outcome for the community.
All other acquisitions must be negotiated having regard to the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.
- 3 **Council Resolution**
The acquisition of land cannot be delegated and, as required by the *Local Government Act* 1993, must be effected by a resolution of Council.
- 4 **Classification**
In the report to acquire the land, Council must resolve what the classification of the land will be (either Community or Operational) at the time of resolving to acquire the land. Failure to do so means that the land will default to Community land 3 months after the acquisition date under Sec 31 of the Local Government Act 1993.

LAND AND EASEMENT ACQUISITION AND DISPOSAL

COUNCIL POLICY

DISPOSAL OF LAND

Disposal Criteria

Land and buildings are to be tested against a number of criteria to determine whether the property is:

- a Retained and developed for community use, or
- b Developed for operational/commercial purposes, and/or
- c Sold to realise its commercial potential.

The seven (7) criteria contained in the assessment are:

- 1 Statutory influences (restrictions or limitations) – are there statutory reasons for the Council ownership of the property? This will extend to actual or implied trusts that have been established as a result of Council's acquisition of the land.
- 2 Existing usage – Is the land used or likely to be used to meet operational, community or recreational needs?
- 3 Potential future use – is the land or road likely to be required for Council's operational needs?
- 4 Spatial distribution – are there adequate like facilities and the opportunity to meet future needs in the area and serve the local community?
- 5 Conservation value – does the land or road have cultural, natural or heritage value that should be maintained?
- 6 Site constraints Are there site constraints which may extend to (but are not restricted to) contamination, flood liability, land slip, mine subsidence or other physical impairment?
- 7 Maintenance issues – what is the cost benefit to Council of retaining or disposing of the land?

Should the proposed sale have an adverse impact on Council by any of these matters, the request may be refused.

PROCEDURE FOR DISPOSAL OF LAND

1 Council Resolution

The sale of Council land cannot be delegated and, as required by the *Local Government Act 1993*, all sales must be effected by a resolution of Council.

2 Classification

All Council land is classified under the *Local Government Act 1993* as either Operational or Community land. The Act provides that only Operational land can be sold and if an area of Community land is identified as being surplus, the land must first be reclassified to Operational prior to that sale proceeding. The process of reclassification must be undertaken in accordance with the *Environmental Planning and Assessment Act 1979*.

3 Probity Plan

Where land is being sold by direct negotiation, a probity plan and negotiation protocol will be developed to cover the following matters:

- a obtaining best value for money;
- b demonstrating accountability and transparency;
- c dealing with conflict of interest;
- d The reasoning for direct negotiation;
- e providing a community benefit; and
- f where Council sells property subject to a development application, that application will be assessed independently and submitted to either the Independent Hearing and Assessment Panel or the Joint Regional Planning Panel.

4 Valuation Requirements

Where Council proposes to sell land valued at greater than \$1m, Council will obtain either:

- a two independent valuations where the site has no special value to an adjoining owner and attits highest and best use; or
- b one valuation undertaken jointly by two consultant valuers, or
- c one valuation undertaken jointly by a consultant valuer in conjunction with either a land economist, quantity surveyor or retail specialist in the case of the site being deemed to have a special value either to an adjoining

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owner or where the purchaser is acquiring the land for a specific purpose for which direct comparable sales data is not available.

When Council land is proposed to be sold on the open market, Council will obtain a valuation from an independent valuer to establish the market value, taking into account the highest and best use of the site and any conditions Council may place on the sale. When land is for sale for unpaid rates, a valuation report is not always required as the value of the land may be less than the cost of the valuation report.

Council recognises that valuation advice is not an exact science and it is not unreasonable that a sale price of up to 10% variation from that valuation may be achieved. However, where the negotiated outcome results in a sale price more than 10% less than the assessed market value, it shall be acknowledged in the report to Council giving reason why that variation shall be adopted.

5 Escalation Fee

Where the sale is conditional on the determination of a development application, approval of a road closure or the making of an LEP to reclassify the land to Operational land and settlement is not achieved within 2 years from the date of the Council resolution authorising the sale, Council will obtain a further valuation report and the matter will not progress until the compensation amount is agreed. The report will recommend that the General Manager be delegated the authority to finalise the terms of the sale.

6 Form of Contract

Where Council resolves to sell its land, the method of transfer will be determined by Council's Legal Services Section.

7 Public Roads

Areas of surplus Public Road must be closed under the *Roads Act 1993* and consent obtained from Department of Primary Industries – Crown Lands Division to enable the sale to proceed.

For public roads, the proposal shall also be subject to compliance with local service authorities whose utilities are located within the area affected by the proposed sale.

For classified roads, the approval of the Roads and Maritime Services must be obtained prior to the matter being referred to Council for consideration.

8 Unmade Public Roads

Council's position is that it does not support the closure and sale of unmade public roads due to the length of time and cost to Council in processing the application and the road vesting in the Crown upon closure as per Section 38(2)(b) of the *Roads Act 1993* ie the proceeds go to the Crown.

Only in exceptional circumstances, where the applicant can demonstrate that the unmade road remaining open is detrimental to their property will Council consider processing an unmade road closure application.

MAJOR LEGISLATIVE AND CORPORATE REQUIREMENTS

- 1 This policy complies with the requirements of the *Local Government Act 1993*.
- 2 Other major legislative requirements that may be relevant include the following:
 - *Real Property Act 1900*
 - *Strata Titles Act 1988*
 - *Community Titles Act 1996*
 - *Roads Act 1993*
 - *Crown Lands Act 1989*
 - *Land Acquisition (Just Terms Compensation) Act 1991*
 - *Conveyancing Act 1919*
- 3 This policy is to be implemented in conjunction with other relevant Council policies and strategies including the following:
 - Asset Management Policy
 - Community Consultation Policy
 - Open Space and Recreation Strategy –Planning People Places and Spaces

LAND AND EASEMENT ACQUISITION AND DISPOSAL

COUNCIL POLICY

- 4 The *Local Government Act 1993* requires all land vested in a council (except a road or land to which the *Crown Lands Act 1989* applies) to be classified as either community or operational.

The purpose of classification is to identify clearly that land which should be kept for use by the general public (community) and that land which need not (operational). The major consequence of classification is that it determines the ease or difficulty with which land may be alienated by sale, leasing or some other means.

Classification or reclassification of land does not affect any estate or interest a council has in the land.

DRAFT

LAND AND EASEMENT ACQUISITION AND DISPOSAL

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Property and Recreation
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	11 November 2013, 30 March 2010
Date of next review	November 2019
Responsible Manager	Property Services Manager
Authorised by	Manager Property and Recreation

DRAFT

ITEM 7

POLICY REVIEW: WOLLONGONG CITY TOURIST PARKS DISCOUNTING AND PROMOTION COUNCIL POLICY

The Wollongong City Tourist Parks Discounting and Promotion Policy is due for review in May 2017. This report provides recommendations for modifications to the current policy and its subsequent adoption.

RECOMMENDATION

Council adopt the Wollongong City Tourist Parks Discounting and Promotion Policy.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation

Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Draft Wollongong City Tourist Parks Discounting and Promotion Policy

BACKGROUND

Council's Tourist Parks' Discounting and Promotion Council Policy is due for review in May 2017.

The policy has been reviewed and amended to ensure that it is consistent with contemporary practices and allows for flexible business practices to be implemented within the tourist parks. The policy meets the commercial business needs of the business and applies to visitors to the city. The key changes are:

- 1 Refining of periods when discounts can be applied;
- 2 Addition of discounting due to arrangements with third party agents;
- 3 Addition of discounting for members of the parks rewards program; and
- 4 Provision for the opportunity to provide free accommodation nights for promotional purposes.

It also provides for a reporting function to Finance to ensure all promotional activities are adequately recorded in our financial system for any reporting requirements.

PROPOSAL

The Wollongong Tourist Parks Discounting and Promotion Policy is provided for consideration and adoption.

CONSULTATION AND COMMUNICATION

This policy has been reviewed by the Finance Division and has included a reporting function back to Finance so the actual costs of the policy can be accurately recorded within Council's financial system.

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
5.1.5 The long term needs of the community, including our people and our places are effectively planned for	5.1.5.2 Carry out commercial business management of Council's operational land	Manage Council's commercial businesses to maximize return

RISK ASSESSMENT

The policy provides parameters and guidelines for which discounting can occur to ensure an open and transparent process is maintained. Regular internal audits by the Commercial Business Manager are undertaken to ensure the correct application of the policy.

FINANCIAL IMPLICATIONS

The increased occupancy gained by securing bookings during quieter periods will offset any discount provided. The provision of a reporting function within the policy will also allow for the adequate recording of all promotional transactions.

CONCLUSION

This policy will allow the tourist parks to continually build on current occupancies, whilst providing avenues for further promotion of each of the sites.



WOLLONGONG CITY TOURIST PARKS DISCOUNTING AND PROMOTION COUNCIL POLICY

ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

All customers of Council's Tourist Parks are required to pay Fees and Charges as adopted by Council. However, Council acknowledges that circumstances arise from time to time where it is appropriate to discount such Fees and Charges. As the Tourist Parks businesses operate as commercial businesses it is also necessary to participate in industry standard promotional activity in order to ensure prominent market placement in a competitive marketplace.

OBJECTIVE

The main objective of this policy is to establish a consistent approach in respect to any discounts of Council's prescribed Tourist Park Fees and Charges for specific customers and operational considerations and to identify and define the parameters for promotional activity at the Tourist Parks. This policy also serves to ensure alignment with industry norms and best practice for the commercially viable operation of the Tourist Parks

POLICY STATEMENT

Council's general policy is not to offer any discounts in relation to Tourist Park Fees and Charges. However, Council acknowledges that circumstances arise from time to time where it is appropriate to discount such Fees and Charges.

Such circumstances can be, but not exclusive, to:

- i Customers that are part of the Tourist Parks loyalty program;
- ii Customers that may book large group bookings;
- iii Customers that may book long stays;
- iv Customers that may wish to book up to 12 months in advance;
- v Corporate, value adding, marketing packages; and
- vi Low season/low demand periods.

Furthermore Council acknowledges that it is necessary to compete in a commercial environment and undertake various promotional activities.

Such activities can be, but not exclusive, to:

- vii The payment of commissions to third party agents and websites from accommodation payments;
- viii The donation of accommodation nights for promotional or charitable events including FOC (free of charge) room nights for marketing or agent familiarisations;

WOLLONGONG CITY TOURIST PARKS DISCOUNTING AND PROMOTION

COUNCIL POLICY

STATEMENT OF PROCEDURES

DISCOUNTING

Should the circumstances arise for a Tourist Park customer's fees and/or charges to be discounted, the following procedure will apply:

- i All discounts must be approved by the Site Duty Manager. For direct customers (not recurring corporate) a new request is to be raised with the Site Duty Manager for each stay i.e. discounts are not to be applied based on previous stays without first obtaining approval from the Site Duty Manager unless the conditions as stated in vi(b) have been met;
- ii Discounts can be applied to the current Council endorsed fee or charge, up to a maximum of 30%;
- iii When considering discounting, the Site Duty Manager will take into account the following:
 - a Length and volume of stay;
 - b Current or anticipated occupancy;
 - c Any corporate marketing packages;
 - d Factors of cost, competitors and profit objectives; and
 - e Current occupancy rates for the period in which the booking will apply.
- iv If a discount is applicable, the discount, and relevant notes including reason for the discount, shall be entered into the reservation management system by the Site Duty Manager for future reference;
- v Should a request for recurring discounts, such as corporate clients with return business, be received then the Site Duty Manager will firstly determine, and approve and enter into the reservation management system that a recurring discount is applicable in the customer's file. The Site Duty Manager will then send a request to the Commercial Business Manager for approval of the recurring discount. If approval is given, the Site Duty Manager will enter this onto the customer's file in the reservation management system;
- vi If a customer requests a discount:
 - a The receptionist will consult the reservation management system for existing discounts for that customer in order to confirm;
 - i If the stay falls in low or shoulder season and a recurring discount is applicable in the case of corporate customers
 - ii The booking is being made less than 21 days prior to arrival and occupancies are below the corporate target of 52%
 - b If there are notations against that customer's file that a discount is applicable, then the discount is applied (it should be noted that as per vi (a) discounts are not applicable in on-season and only applicable in the shoulder or low season, unless occupancy is below the corporate target of 52%); and
 - c If they do not exist, the receptionist will consult the Site Duty Manager for advice.
- vii When booking up to 12 months in advance, customers are to be quoted the current rate, with the fees and charges increase of 1 July being applied as a discount;
- viii It should be noted that only the Site Duty Manager can add or revoke a customer's discount in the system or otherwise. This will always need to be added to the notation area of a customer's file within the reservation management system by the Site Duty Manager with relevant notations;
- ix At the conclusion of each day, Tourist Park Managers are to print, review and sign the daily discount report. These are to be filed in the appropriate trim container at least monthly for future auditing purposes; x Periodic spot checks are scheduled for each site and are performed by the Commercial Business Manager; and
- xi Independent auditing will be carried out in line with Council's Revenue Policy.

WOLLONGONG CITY TOURIST PARKS DISCOUNTING AND PROMOTION

COUNCIL POLICY

PROMOTIONAL ACTIVITIES

Third party agents

- i. If commercial arrangements have been entered into with third parties that require payment of commissions direct from the customer to the third party prior to arrival, the customer will be charged the balance on arrival with the commission shown as a discount to the nightly tariff on the customer ledger;
- ii. The commission payable to the third party will be over and above any discount otherwise applied to the reservation as per the maximum 30% discount;
- iii. Commissions payable to the third parties in this manner will be up to a maximum of 17%;
- iv. Commercial arrangements that require commissions to be paid on invoice after guest departure will be paid as a fee from operational costs;
- v. Commercial arrangements will be assessed and formalised by the Operations Manager Tourist Parks on approval by the Commercial Business Manager;
- vi. Independent auditing will be carried out in line with Council's Revenue Policy.

In Kind Promotions

- i. A total of 30 accommodation nights per financial year will be allocated for promotional use at the discretion of the Manager Property and Recreation;
- ii. Any requests for complimentary accommodation nights or promotional opportunities for approval will be assessed by the Operations Manager Tourist Parks who will then submit the request to the Commercial Business Manager. The Manager Property and Recreation to be informed on approvals granted;
- iii. Each request will be assessed on its individual merit in each period and participation in a prior period does not guarantee participation in a future period;
- iv. Requests may include accommodation nights for promotional activity for example in-house competitions, contra deals for professional services such as photography or advertising, compassionate donations to charitable causes or for any other purpose that promotes the Tourist Parks in a positive light and as the Manager Property and Recreation deems suitable;
- v. Written advice will be supplied to the site for any complimentary accommodation nights that have been approved. This advice is to be printed, noted on the reservation and held on site for future auditing purposes.

Rewards Program

- i. Customers wishing to sign up to the tourist parks rewards program will be entitled to accrue 10% of the value of each booking. This may be redeemed on any future bookings during low and shoulder periods only. Points are not redeemable during high or peak season however points may be accrued year round.
- ii. When redeeming points, no further discount will be applied to the booking

Recording of Transactions

- i. All transactions will be recorded in Council's financial system so to recognise both income and expenditure and associated GST for each transaction.
- ii. Transactions will be reported monthly to Finances Tax & Finance Accountant and Budget & Reporting Coordinator to ensure all transactions are allocated correctly.

WOLLONGONG CITY TOURIST PARKS DISCOUNTING AND PROMOTION

COUNCIL POLICY

SUMMARY SHEET	
Responsible Division	Property and Recreation
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	May 2012
Date of next review	May 2020
Responsible Manager	Commercial Business Manager
Authorised by	Manager Property and Recreation

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ITEM 8

POLICY REVIEW: WOLLONGONG MEMORIAL GARDENS, CREMATORIUM AND CEMETERIES COUNCIL POLICY

The Wollongong Memorial Gardens, Crematorium and Cemeteries Policy is due for review in May 2017. This report provides recommendations for modifications to the current policy and its subsequent adoption.

RECOMMENDATION

The Wollongong Memorial Gardens, Crematorium and Cemeteries Policy be adopted.

REPORT AUTHORISATIONS

Report of: Peter Coyte, Manager Property and Recreation
 Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Draft Wollongong Memorial Gardens, Crematorium and Cemeteries Policy

BACKGROUND

Council’s Wollongong Memorial Gardens, Crematorium and Cemeteries Council Policy is due for review in May 2017. The policy details the burial and cremation processes and ensures they are completed in line with the Cemeteries and Crematoria Act 2013, Cemeteries and Crematoria Regulation 2014 and the Crown Lands (General Reserves) By-Law 2006. The document guides the public on the application process, the delivery of burials and cremations and the construction of associated structures.

Amendments made provide clearer direction and ensure all wording is in line with the above Act, regulation and by-laws. A holding over provision has also been added that previously had not been identified. Further amendments recommended by EMC have also been made. The intent of the overall document however remains the same.

PROPOSAL

The Wollongong Memorial Gardens, Crematorium and Cemeteries Policy is provided to Council for consideration and adoption.

CONSULTATION AND COMMUNICATION

Property and Recreation Officers
 Governance and Information - Legal Counsel

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
5.1.5 The long term needs of the community, including our people and our places are effectively planned for	5.1.5.2 Carry out commercial business management of Council’s operational land	Manage Council’s commercial businesses to maximize return

CONCLUSION

The approval of the Wollongong Memorial Gardens, Crematorium and Cemeteries Policy will allow staff to ensure all operations are in line with the Cemeteries and Crematoria Act 2013 and provide clear guidance to the public on the burial and cremation process.



ADOPTED BY COUNCIL: [TO BE COMPLETED BY CORP SUPPORT]

BACKGROUND

Wollongong Memorial Gardens, Crematorium and Cemeteries are accessed and utilised by many members of our community. This policy document has been developed in order to ensure that all members of the community can access these services in a fair and equitable manner. It also ensures that all standards and obligatory laws are met in relation to burials and cremations.

OBJECTIVE

The main objectives of this policy are to –

- 1 Control the administration, management and maintenance of Council's cemeteries (and crematorium).
- 2 Provide guidance for carrying out the objective functions of cemeteries and crematoria.

POLICY STATEMENT

This Policy is aligned with the *Cemeteries and Crematoria Act 2013*, *Cemeteries and Crematoria Regulation 2014* and the *Crown Lands (General Reserves) By-Law 2006* to ensure cemeteries administered by Council work within a recognised legal framework.

It takes into account statute and common law, regulation and National Standards that affect the management and operation of cemeteries and crematoria. It also sets reasonable and practical standards of conduct for those entering Council's cemeteries, crematoria and memorial gardens.

**WOLLONGONG MEMORIAL GARDENS
CREMATORIUM AND CEMETERIES**

**COUNCIL
POLICY**

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WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

1 STATEMENT OF PROCEDURES

1.1 Citation

This Policy may be cited as 'the Policy' or 'the Council's Cemeteries Policy'.

1.2 Commencement

This Policy is to commence once adopted by Council.

1.3 Application

1.3.1 This Policy applies to all cemeteries, crematoria and memorial gardens controlled, managed, administered, operated and maintained by Council.

1.4 Definitions

1.4.1 **Applicant** means the person making an application:

1.4.1.1 to be granted an Interment Right (previously, 'burial licence');

1.4.1.2 to obtain a work permit or other Council consent;

1.4.1.3 to have the body of a deceased person buried or cremated;

1.4.1.4 to have the remains of a cremated body interred in a cemetery;

1.4.1.5 to have a deceased person commemorated in a cemetery; or

1.4.1.6 for any other bereavement service provided by the Council and that is subject to an application process.

1.4.2 An **Application** is required to obtain or arrange:

1.4.2.1 a Certificate of Interment Right (previously, 'burial licence')

1.4.2.2 Interment (whether Burial or Cremation Services)

1.4.2.3 Chapel Bookings

1.4.2.4 Plaque Inscriptions

1.4.2.5 Monument and Related Permits to Carry Out Work in the Cemeteries

1.4.2.6 Disinterment of cremated remains from a cemetery

Note: A bereavement or pre-need service that requires a formal recording process must be made on a form approved by Council, unless otherwise specified by a statutory authority

1.4.3 **Approved Form** means an application form which has been approved by Council, either as an appended document to this Policy or an appended document to a Safe Work Method Statement or Standard Operating Procedure, developed and adopted under Council's Work Health and Safety Policy. The only exception will be where a statutory authority has approved a form for a particular purpose. Approved Forms may be submitted electronically provided they are a facsimile of the equivalent approved form.

1.4.4 **Appropriate Fee(s)** means the fee(s) set by Council for a particular service or product.

1.4.5 **AS-4204** means the Australian Standards' Standard 'AS 4204-1994 Headstones and Cemetery Monuments'.

1.4.6 **Ash Processor** means the device used to process cremated remains to a fine ash.

1.4.7 **Burial Licence/Right** - superseded by 'Interment Right'.

1.4.8 **Burra Charter** means 'The Burra Charter (The Australia International Council on Monuments and Sites (ICOMOS) Charter for Places of Cultural Significance)'.

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

- 1.4.9 **Casket** is a general term to describe coffins and containers used to hold human remains.
- 1.4.10 **Catafalque** means the place in the chapel where the casket is placed prior to committal to the crematory.
- 1.4.11 **Cemetery or Cemeteries** means an area containing one or more burial places and that is administered or controlled by Council.
- 1.4.12 **Council** means Wollongong City Council.
- 1.4.13 **Cremation** means the process for the reduction of the human remains by fire or heat, alkaline hydrolysis or by other means prescribed by the regulations.
- 1.4.14 **Cremator** means the cremation furnace or cremation incinerator.
- 1.4.15 **Crematorium** means the whole of the facility where cremation services are conducted, including the Chapel, crematory, vestry, and surrounding area.
- 1.4.16 **Crematory** means that part of the crematorium where the cremator is located and the cremation of human remains is carried out.
- 1.4.17 **Direct Service** means the delivery of human remains directly to the crematory for cremation, without a committal or funeral service at the crematorium.
- 1.4.18 **Final Disposition of Ashes** means the legal disposal, interment, memorialising, collection, scattering etc of cremated remains.
- 1.4.19 **Funeral Director** means an individual or business carrying out funeral services.
- 1.4.20 **Funeral Directors Policy** means 'Funerary and Monument/Masonry Services Policy'.
- 1.4.21 **General Plot** means a public area within the grounds of the Crematorium or Cemetery set aside for the legal disposition of cremated remains.
- 1.4.22 **Hearse** means a vehicle set aside for the transport of caskets containing human remains.
- 1.4.23 **Holder** means the person recorded in the cemetery operator's Register in relation to that cemetery as the holder of an Interment Right.
- 1.4.24 **Interment** means the act of burying, interring or immuring the remains of a deceased person, whether cremated or not.
- 1.4.25 **Interment Right** - see 2.1.3
- 1.4.26 **Interment Site** means a grave site, vault site, crypt site, memorial site or other place for the disposition or commemoration of the remains of the dead, whether cremated or not.
- 1.4.27 **Joint Holders** means two or more persons named as joint holders of an Interment Right.
- 1.4.28 **Monument** means any structure, memorial, plaque, headstone, masonry, metal work, casting or item placed over, in or around an Interment Site.
- 1.4.29 **Monument Mason** means a tradesman, mason or person possessing the skills to carry out monument masonry work.
- 1.4.30 **Monument Masons Procedure** means 'Funerary and Monument/Masonry Services Procedure'.
- 1.4.31 **Pre-need** means a service or Interment Right purchased or being purchased in advance of actual need, that is, the entitlement of the Interment Right has not been exercised.
- 1.4.32 **Procedure Manual** means Council's 'Lawn Cemetery and Crematorium Work Procedure Instruction Manual'.
- 1.4.33 **Register** means Council's formal data repository containing all the required details relating to burials, cremations, memorial sites, immurements, and the Holders of Interment Rights.

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

- 1.4.34 **Reservation** means an Interment Right the provisions of which have not been exercised, see 1.4.31.
- 1.4.35 **Structures in Cemeteries**, see 1.4.28.
- 1.4.36 **The Policy** means this Policy.

2. PROVISIONS

2.1 Management of Cemeteries

- 2.1.1 Council's cemeteries, crematoria and memorial gardens will be managed in accordance with the following:
 - 2.1.1.1 *Cemeteries and Crematoria Act 2013 and Cemeteries and Crematoria Regulation 2014;*
 - 2.1.1.2 *Public Health Act 2010 and Public Health Regulation 2012;*
 - 2.1.1.3 *Crown Lands (General Reserves) By-Law 2006;*
 - 2.1.1.4 any other relevant legislation; and
 - 2.1.1.5 the policies and procedures adopted by Council (including this Policy).
- 2.1.2 *Planning Conduct and Maintenance of Cemeteries*

Council will make such provisions as it considers necessary for the following:

 - 2.1.2.1 the setting aside of sections for different types and classes of Interment;
 - 2.1.2.2 the establishment of standards of construction and design of monuments and structures;
 - 2.1.2.3 the size, multiple use and location of Interment Sites;
 - 2.1.2.4 interments and entombments in vaults;
 - 2.1.2.5 the carrying out of work by Funeral Directors in the Cemeteries;
 - 2.1.2.6 the erection or installation of structures and the making of inscriptions;
 - 2.1.2.7 the carrying out of work by monument masons in the Cemeteries;
 - 2.1.2.8 the qualifications required by, and the security deposits to be lodged by, monument masons;
 - 2.1.2.9 the removal, replacement and maintenance of structures;
 - 2.1.2.10 the improvement and maintenance of Cemeteries;
 - 2.1.2.11 the making of arrangements for the care of Interment Sites on an annual or other basis;
 - 2.1.2.12 the supply of goods and services incidental to the conduct of Interments and other matters relating to cemeteries; and
 - 2.1.2.13 the conduct of religious or other ceremonies of burial, cremation, disposition or commemoration.
- 2.1.3 *Interment Rights*

The granting of an Interment Right in a Cemetery administered or managed by the Council shall be in accordance with the statutory provisions referred to in clause 2.1.1 of this Policy:

 - 2.1.3.1 Council may grant an Interment Right in respect of an Interment Site in a Cemetery.
 - 2.1.3.2 An Application for an Interment Right must be on an Approved Form and must be accompanied by the Appropriate Fee.
 - 2.1.3.3 An Interment Right may be granted to one or two or more persons as Joint Holders.

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

- 2.1.3.4 Council will not grant an Interment Right to a person if the granting of the Interment Right will result in the person holding (including jointly holding) Interment Rights for more than two (2) Interment Sites in a Cemetery administered or managed by Council.
- 2.1.3.5 An Interment Right entitles the Holder(s) to whom it is granted the exclusive right to:
- (a) authorise the interment of human remains (whether cremated or not) in; and/or
 - (b) establish or alter a Monument at the Interment Site in respect of which it is granted.
- 2.1.3.6 Areas or rows to be allocated for Interments and/or Reservations will be approved by the Operations Manager Crematorium and Cemeteries in consultation with the Coordinator Crematorium and Cemeteries and based on operational needs and the availability of at-need Interment Sites.
- 2.1.3.7 If the availability of Interment Sites for Pre-need only Reservations changes, or ceases, for a period of time, a reduced number of Interment Sites for Reservations attached to at-need Interments may also be reduced. This will be approved by the Divisional Manager and based on operational needs and the availability of at-need Interment Sites. For example, the limiting of Reservations attached to an at-need Interment to one (1) plus five (5), or one (1) plus one (1).
- 2.1.3.8 If it is determined from time to time to suspend the availability of Interment Sites for Pre-need or Reservations, the later release of availability of sites will be advertised by appropriate signs located at prominent positions at the Cemetery.
- 2.1.3.9 At-need Interments can include the Reservation of a maximum of one adjoining Interment Site for a spouse, or, if no spouse, an immediate family member.
- 2.1.3.10 2.1.3.10 For Reservations attached to at-need Interments, evidence of a family relationship with the deceased must be provided to Council. In the absence of such evidence, Council staff may request records from the relevant Funeral Director.
- 2.1.3.11 Reservation sites can be placed on hold for 30 days from the date of the funeral in the case of at-need Reservation requests. In the case of Pre-need Reservation requests, sites can be placed on hold for 30 days from the date of request. Variations to the length of the on-hold period may be amended by approval of the Operations Manager. If the Appropriate Fees for the Interment Right for the reserved Interment Sites are not paid by the expiry of the on-hold period (or varied on-hold period), the Interment Sites will no longer be reserved and will be available for use by other Applicants.
- 2.1.4 *Transfer of Interment Right to Another Person*
- 2.1.4.1 Council may, on Application, transfer an Interment Right from one (1) person or two (2) or more persons as Joint Holders, to one (1) person or two (2) or more other persons as Joint Holders.
- 2.1.4.2 An Application under clause 2.1.4.1 may be made only by the Holder of the relevant Interment Right or, if the Interment Right is held by Joint Holders, by all the Joint Holders.
- 2.1.4.3 An Application for the transfer of an Interment Right must be in the Approved Form and accompanied by the Appropriate Fee.
- 2.1.5 *Transfer of Interment Right to Council*
- 2.1.5.1 The Holder or Joint Holders of an Interment Right granted by Council may transfer the Interment Right to Council.
- 2.1.5.2 Council will only accept the transfer of an Interment Right if:
- (a) the Interment Site described in the Certificate of Interment Right has not been used for the interment of human or other remains, including the remains from a cremation; and

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

- (b) the Interment Site is free of structural improvements, such as headstone, marker, plantings, etc.
- 2.1.5.3 Council may refuse to accept the transfer of an Interment Right from the Holder.
- 2.1.5.4 If Council accepts the transfer of an Interment Right it will compensate the Holder by refunding half of the current Fee for a similar Interment Right in a Cemetery administered or managed by Council, less any unpaid Fees that are due to Council in respect of the Interment Right being transferred.
- 2.1.6 *Grant of Interment Right May be Refused*
- 2.1.6.1 The Council may refuse to grant or transfer an Interment Right if, in Council's opinion, the grant or transfer would tend to create a monopoly or encourage dealing in Interment Rights.
- 2.1.7 *Interment Right to Pass to Surviving Holder*
- 2.1.7.1 On the death of a Joint Holder of an Interment Right, the remaining Joint Holder is, or Joint Holders are, entitled to the Interment Right.
- 2.1.8 *Interment Rights May be Bequeathed*
- 2.1.8.1 The holder of an Interment Right may bequeath it as if it were the Holder's personal estate.
- 2.1.8.2 A person to whom an Interment Right devolves as a result of a bequest does not become the Holder of that Interment Right until the Register is amended to indicate that fact.
- 2.1.8.3 Upon Application made by a person to whom an Interment Right has devolved as a result of a bequest, Council will amend the Register so as to indicate that the person has become the Holder of the relevant Interment Right.
- 2.1.8.4 An Application under this clause must be on an Approved Form and accompanied by the Appropriate Fee.
- 2.1.9 *Rules of Intestacy to Apply to Interment Rights Not Bequeathed*
- 2.1.9.1 If the Holder of an Interment Right dies and has not bequeathed the Interment Right, the Interment Right is to be dealt with as if it were personal property forming part of the estate of an intestate.
- 2.1.9.2 A person to whom an Interment Right devolves as a result of intestacy does not become the Holder of that Interment Right until the Register is amended to indicate that fact.
- 2.1.9.3 Upon Application made by a person to whom an Interment Right has devolved as a result of intestacy, Council must amend the Register so as to indicate that the person has become the Holder of the relevant Interment Right.
- 2.1.9.4 An Application under this clause must be on an Approved Form and accompanied by the Appropriate Fee.
- 2.1.10 *Council May Determine the Holder of an Interment Right*
- This clause applies if there is a dispute or other doubt about who holds the Interment Right for a particular Interment Site.
- 2.1.10.1 A person who believes he or she is the Holder of the Interment Right may apply to Council for a decision that the person holds the Interment Right.
- 2.1.10.2 As soon as practicable after receiving the Application, Council must make a decision about whether the person does or does not hold the Interment Right for the particular Interment Site.
- 2.1.10.3 However, Council may make a decision that the person holds the Interment Right for the Interment Site only if:
- (a) at least twenty-eight (28) days before making the decision, Council:

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- i displays a notice about its intention to make the decision in a prominent position at the Cemetery; and
- ii publishes a notice about its intention to make the decision in at least one newspaper circulating throughout the State; and
- iii takes any other steps it considers reasonable in the circumstances to determine who holds the Interment Right for the particular Interment Site; or

(b) in the reasonable opinion of Council it is not possible to follow the procedure in paragraph (a) because it is necessary to make an urgent decision due to the imminent interment of a person who was related by blood or marriage to, or who was in a domestic relationship with:

- i the Applicant; or
- ii a person buried in the Interment Site.

2.1.10.4f Council decides that the person holds the Interment Right for the particular Interment Site, Council is taken to have revoked any other Interment Right for the particular Interment Site.

2.1.11 *Revocation of Interment Right*

- 2.1.11.1 Council may revoke an Interment Right if, or any previous authority of Council, has granted if the Interment Right is not exercised within fifty (50) years after it is granted.
- 2.1.11.2 Before revoking an Interment Right, Council must cause notice of its intention to do so to be sent, by registered post, to the person (if any) shown in the Register as the Holder of the Interment Right.
- 2.1.11.3 If no response to the notice is received within twenty-eight (28) days after the date on which it is sent, a second notice of Council's intention is to be given by means of an advertisement, identifying the Interment Site and the name of the Holder:
- (a) displayed in a prominent position at the Cemetery; and
 - (b) published in at least one national and one local newspaper.
- 2.1.11.4 If no response to the second notice is received within six (6) months after the date on which it is advertised, final notice of Council's intention is to be sent, by registered post, to the person (if any) shown in the Register as the Holder of the Interment Right allowing the Holder twenty-eight (28) days from the date of the notice within which to enter into negotiations of the kind referred to in clause 2.1.11.6 below.
- 2.1.11.5 If Council has insufficient information to properly address the notice referred to in subclause 2.1.11.2 or 2.1.11.4, Council is not required to send that notice but may in that case begin the notification process by means of the notice referred to in subclause 2.1.11.3 and may take any other notification action it considers appropriate.
- 2.1.11.6 At any time before the expiry of the period for responding to the final notice referred to in subclause 2.1.11.4 (or, in the circumstances referred to in subclause 2.1.11.5, within twenty-eight (28) days after the last date on which an advertisement referred to in subclause 2.1.11.3(b) is published), the holder of the Interment Right concerned may enter into negotiations with Council for:
- (a) the sale of the Interment Right to Council; or
 - (b) the retention of the Interment Right.
- 2.1.11.7 Any notice required to be displayed or published under this clause may relate to more than one Interment Site.

2.1.12 *Compensation*

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- 2.1.12.1 If Council revokes the Interment Right for an Interment Site, whether granted before or after the commencement of this Policy, the former Holder of that Interment Right is entitled to be:
- (a) granted an Interment Right (i) for an alternative Interment Site in the same Cemetery (and, if available, in the same general location) as the original Interment Site; and
 - (ii) for an equivalent period to that for which the original Interment Right was granted; or
 - (b) paid by Council, by way of compensation, an amount equal to half of the Fee payable (as provided by Council's current scale of fees) for the granting of an Interment Right for an alternative Interment Site in the same Cemetery (and, if available, in the same general location) as the original Interment Site, less any Fees due to Council in respect of the Interment Right being revoked.
- 2.1.12.2 If there is no alternative Interment Site available, or if there is no applicable scale of fees, the amount of compensation referred to in subclause 2.1.12.1(b) is to be half of the fee payable for the granting of an Interment Right under the most recent applicable scale of fees, varied in proportion to any variation in the Consumer Price Index (All Groups Index) for Sydney that has occurred between the date on which that scale was established and the date of revocation of the Interment Right .
- 2.1.12.3 Council must ensure that any report on its accounts contains an estimate of its contingent liability with respect to any Interment Right it has revoked.
- 2.1.12.4 Council may elect whether the former Holder of the revoked Interment Right is to be granted an alternative Interment Right or paid compensation.
- 2.1.12.5 Despite clause 2.1.4, if the former Holder of the revoked Interment Right is granted an Interment Right for an alternative Interment Site, that Interment Right may not be transferred by the former Holder within five (5) years after the date on which it was granted.
- 2.1.12.6 An Application for an entitlement under this clause:
- (a) must be on an Approved Form; and
 - (b) must be accompanied by the Appropriate Fee; and
 - (c) must be lodged with Council within six (6) years after the date on which the relevant Interment Right was revoked.
- 2.1.12.7 In this clause, 'former Holder' of a revoked Interment Right means the person who held that Interment Right immediately before it was revoked.
- 2.1.13 *Burials in Interment Sites in Respect of Which Interment Rights Have Been Granted*
- 2.1.13.1 The remains of a deceased person may not be buried in an Interment Site in respect of which an Interment Right has been granted unless:
- (a) the person was the Holder of the Interment Right immediately before he or she died or the Holder of the Interment Right gives written consent to the person's remains being buried in the Interment Site; and
 - (b) where another person is already buried in the Interment Site, the Interment Site has been dug to a depth to accommodate the remains of another deceased person.
- 2.1.13.2 Once a burial has occurred in an Interment Site, the Interment Right devolves to the estate of the deceased whose remains were buried in the Interment Site, except when there are Joint Holders: see clause 2.1.7 above.
- 2.1.13.3 The Applicant for the burial shall be regarded as the person representing the estate of the deceased person whose remains are buried in the Interment Site.
- 2.1.13.4 When there are two or more burials in an Interment Site, the Interment Right will devolve to the estate of the last deceased person to be buried in the Interment Site.

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- 2.1.13.5 On the death of the spouse or a child of the holder of an Interment Right, the remains of the spouse or child may be buried in the Interment Site to which the Interment Right relates without the written consent of the Holder of that Interment Right if Council is satisfied:
- (a) that the Holder is not available to give consent to the burial; and
 - (b) that consent to the burial would be given if the Holder were available; and
 - (c) where another person is already buried in the Interment Site, the Interment Site has been dug to a depth to accommodate the remains of another deceased person.
- 2.1.13.6 The only compensation that Council is liable to pay to the Holder of an Interment Right in the event that it permits the Holder's spouse or child to be buried in the Interment Site without the consent of the Holder is an amount equivalent to the Fee currently charged by Council for the grant of an Interment Right in respect of a comparable Interment Site.
- 2.1.14 *Register of Interment Rights, Burials and Cremations*
- 2.1.14.1 Council shall maintain registers to record all Interment Rights granted by Council. The minimum information required shall be:
- (a) the full name of the Holder;
 - (b) the birth date of the Holder;
 - (c) the gender of Holder;
 - (d) the marital status of the Holder;
 - (e) the full residential address of the Holder; and
 - (f) the full name, and residential address of the Applicant, if the Applicant is not the Holder.
- 2.1.14.2 Details about the Holder of an Interment Right issued on a Pre-need basis (reservation) shall not be made public.
- 2.1.14.3 A public Register of burials, as required by the *Public Health Regulation*, must be kept in respect of each burial.
- 2.1.14.4 A public register of Cremations, as required by the *Public Health Regulation*, must be kept in respect of each cremation.
- 2.1.14.5 Each Register, which may be kept in written, printed or electronic form, must contain sufficient information to allow for simple cross-referencing of entries by:
- (a) Surname;
 - (b) Date of Interment (whether burial or cremation); and
 - (c) Interment Site.
- 2.1.14.6 Each burial or cremation must be recorded in its respective Register immediately after the service.
- 2.1.14.7 Registers may be amended to remove or correct inaccuracies.
- 2.1.14.8 Council must, on Application made by any person, make available to the person a copy of any entry made in the burial or cremation register.
- (a) Applications made under this provision shall be made on an Approved Form.
 - (b) Each Application Form shall be limited to a single Register entry search.
 - (c) A Fee, as approved by Council, may be charged for each Application.
- 2.1.14.9 The registers will be used in any proceedings requiring evidence of the identity of the Holder of an Interment Right.
- 2.1.15 *Certificates of Interment Right*

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- 2.1.15.1 Council will issue to the Holder a Certificate, clearly showing:
- (a) the Holder's name and address or the Joint Holders' names and addresses;
 - ;
 - (b) the Fee paid;
 - (c) the date of issue;
 - (d) a description of the location of the Interment Site; and
 - (e) the key terms and conditions under which the Certificate is issued, including whether the Interment Right is perpetual or renewable.

In the case of Joint Holders, each Holder may receive a copy of the Certificate.

- 2.1.15.2 Application for a copy of a Certificate must be made on an Approved Form.
- 2.1.15.3 Any fees relating to the purchase and re-issue of a Certificate must be paid at the time of Application.

2.1.16 *Applications for Interments*

- 2.1.16.1 Applications for Interments must be made on the Approved Forms.
- 2.1.16.2 An application for Interment (whether cremation or burial) must be made in respect of an existing Interment Right.
- 2.1.16.3 The Applicant for an Interment must be:
- (a) the executor of the estate for the deceased person; or
 - (b) the next-of-kin to the deceased person; or
 - (c) any other person having an interest in the estate of the deceased person; or
 - (d) in the case of an indigent interment, an authorised representative of the statutory authority ordering the interment.
- 2.1.16.4 The timing of a service and the interment location for indigent persons will be at the discretion of the Operations Manager.

2.1.17 *Burial Orders*

- 2.1.17.1 There shall be no burial order issued unless there is an application made.
- 2.1.17.2 Burials cannot take place unless a burial order has been issued by Council.
- 2.1.17.3 The issue and processing of a burial order shall be in accordance with Council's Work Health and Safety Policy.
- 2.1.17.4 All burials shall comply with the *Public Health Regulation* and Council's Work Health and Safety Policy.

2.1.18 *Indigent Burials*

- 2.1.18.1 All burials for indigent persons are at the direction of an Institution. The Institution is the Applicant for the Interment. The timing of the service and the location of the Interment Site will be dependent on operational requirements and approved by the Operations Manager.
- 2.1.18.2 All burials for indigent persons will be in Interment Sites dug to double or triple depth.
- 2.1.18.3 Burials for indigent persons will be conducted at the Wollongong Lawn Cemetery (Lawn Section) and the Interment Site will be marked with a standard cast bronze plaque inscribed with details identifying the deceased.

2.1.19 *Exhumation*

- 2.1.19.1 Exhumations are NOT to take place unless:
- a Prior written consent has been obtained from the Director-General of the NSW Health, if required; and
 - b an Order for Exhumation has been issued by Council.

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- 2.1.19.2 This clause does not apply if an exhumation has been ordered by a Court or the New South Wales Coroner.
- 2.1.19.3 All costs incurred in carrying out an exhumation shall be paid by the Applicant or instructing authority.
- 2.1.19.4 All exhumations will comply with the requirements of the *Public Health Act*, *Public Health Regulation* and NSW Health's Policy Directive PD2013-046 'Exhumation of Human Remains', as well as Council procedures and risk assessments.

2.2 Requirements for Interment Sites

- 2.2.1 An Interment Site for the burial of the body of a deceased person shall be excavated in compliance with *Public Health Regulation*.
- 2.2.2 The number of interments permitted in an Interment Site shall be in strict accordance with the *Public Health Regulation*.
- 2.2.3 *Above Ground Entombment*
 - 2.2.3.1 All entombments shall be in accordance with:
 - a Council's Work Health and Safety Policy; and
 - b *Public Health Regulation*.
- 2.2.4 *Ash Memorial Sites*
 - 2.2.4.1 Ash placements at Interment Sites range from one (1) individual site to family sites with up to twelve (12) placements.
 - 2.2.4.2 Each set of ashes of a deceased person placed in a memorial site will have a plaque of commemoration. The only instance where this may differ is for multiple births who have died together. In this instance one plaque will be used.
 - 2.2.4.3 The acceptance of Reservations at Cemetery and memorial gardens sites for ash placement memorial sites will be determined by Crematorium and Cemeteries Management.
 - 2.2.4.4 The scattering of ashes will be accepted at all sites determined by Crematorium and Cemeteries Management.

2.3 Funeral Directors and Monument Masons

- 2.3.1 Any person or business providing or carrying out monument masonry services in a Cemetery, including the construction, erection, repair, cleaning and restoration of structures over burial places, must comply with the requirements of Council's policies and procedures.
- 2.3.2 Any person working in a Cemetery must comply with the requirements of Council's Work Health and Safety Policy.
- 2.3.3 A person may not carry out any work in a Cemetery, including the erection of structures over Interment Sites in a Cemetery, unless the person is:
 - 2.3.3.1 a Council employee instructed to do so by Council;
 - 2.3.3.2 a contractor acting under instructions of Council; or
 - 2.3.3.3 a Funeral Director or Monument Mason acting in accordance with the requirements of Council's procedures and WH&S requirements.
- 2.3.4 A person shall not, in a Cemetery:
 - 2.3.4.1 construct, install, alter, restore, renovate or improve any monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, unless it is of:
 - (a) a material and design approved in writing by Council;
 - (b) carried out to the standard of workmanship required by Council; and
 - (c) constructed or maintained in accordance with AS-4204; or

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- 2.3.4.2 make any inscription or carry out any adornment, unless it is approved by Council and made or carried out to the standard required by Council.

2.4 Removal of Structures

2.4.1 A person may not:

- 2.4.1.1 remove a monument, memorial, foundation, vault, table, headstone, gravestone, kerbing, rail or other structure from a cemetery without Council's written permission;
- 2.4.1.2 erase, correct, or require the erasure or correction of, wording of any inscription that has been constructed, installed, made or carried out:
- (a) without Council's written consent; or
 - (b) otherwise than in accordance with an approval given by Council.

2.4.2 Council may:

- 2.4.2.1 remove, demolish, alter or require the removal, demolition or alteration of any structure or any adornment, or
- 2.4.2.2 where any work that has been approved is not completed within a reasonable time, remove or demolish such partially finished work as it deems necessary to preserve the fabric of the Cemetery and/or public safety.

2.5 Removal and Replacement of Structures for the Purpose of Burial

2.5.1 Where notice is given to open a burial place, vault or crypt for a lawful purpose and is in accordance with this policy, it shall be the Applicant's responsibility to:

- 2.5.1.1 arrange for the removal of any part of the structure to enable the safe opening of the burial place; and
- 2.5.1.2 to make good the repair of the structure (or any part thereof) affected under this provision within fourteen (14) days of the interment or service date.

2.6 Maintenance of Structures

- 2.6.1 Council shall not be responsible for the upkeep, maintenance, repair etc of any monument or structure.
- 2.6.2 Council's responsibility for any structure in a Cemetery is limited to its preservation as defined in the Burra Charter, that is, maintaining the fabric of the structure in its existing state and retarding deterioration.
- 2.6.3 The cleaning, repair or restoration of a structure in a Cemetery is the responsibility of the Holder of the Interment Right.
- 2.6.4 Council may act to remove any structure in a Cemetery that has become dilapidated, unsightly, is crumbling, or deemed to be unsafe in a risk assessment carried out by Council.
- 2.6.5 Council may remove any shrubs, trees or other vegetation that have been planted in a Cemetery without Council's written consent.
- 2.6.6 Council may remove any trees, shrubs or other vegetation from any Cemetery where, in its opinion, it is in the interest of the Cemetery to do so.

2.7 Unsafe Monuments

2.7.1 When hazards, including unsafe structures, are identified Council will act to eliminate them.

2.7.2 *Identification and Reporting*

- 2.7.2.1 Identification of unsafe structures shall be by Risk Assessment and/or hazard reporting as per Council's WH&S and Hazard reporting procedures. Actions carried out under this clause will be thoroughly documented and supported with photographs. All actions will be recorded against the respective cemetery register entry.

2.7.3 *Unsafe Monument – Notice of Action*

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- 2.7.3.1 The notice given to the holder of the Interment Right for an Interment Site affected by an unsafe monument or structure shall be notified in accordance with the following schedule..

Initial Risk Rating	Notification Process
EXTREME	No notification – immediate action to be taken to make the structure safe.
HIGH	Immediately install safety barricade to secure the area. The Holder shall be notified to take action within SEVEN (7) days to remedy the structure. If the Holder cannot be contacted, a sign giving SEVEN (7) days' notice that the Holder should act to make the structure safe shall be displayed at the Interment Site. If, after the period of notice, no action has been taken by the Holder of the Interment Right, Council will take steps to make the monument safe.
MEDIUM	Immediately install safety barricade to secure the area. The Holder shall be notified to take action within FOURTEEN (14) days to remedy the structure. If the Holder cannot be contacted, a sign giving FOURTEEN (14) days' notice that the holder should act to make the structure safe shall be displayed at the Interment Site. If, after the period of notice, no action has been taken by the Holder of the Interment Right, Council will take steps to make the monument safe.
LOW	Immediately install safety barricade to secure the area. The Holder shall be notified to take action within TWENTY-EIGHT (28) days to remedy the structure. If the Holder cannot be contacted, a sign giving TWENTY-EIGHT (28) days' notice that the Holder should act to make the structure safe shall be displayed at the Interment Site. If, after the period of notice, no action has been taken by the Holder of the Interment Right, Council will take steps to make the monument safe.

2.7.4 *Subsidence*

Where subsidence is evident, Council will fill and optionally compact the ground in the normal manner.

2.7.5 *Repairs*

Council will not repair monuments. Council's actions will be limited to making unsafe structures safe to ensure public and employee safety.

2.8 Lawn Sections

2.8.1 Council will ensure that:

- 2.8.1.1 it maintains, preserves, and repairs lawn cemetery burial places in perpetuity;
- 2.8.1.2 Interment Sites are not enclosed with any railing or kerbing;
- 2.8.1.3 only cut flowers are left at Interment Sites in lawn beam sections;
- 2.8.1.4 cut flowers are placed in vases of a type approved by Council;
- 2.8.1.5 no headstone, statue or other structure is erected or constructed over an Interment Site in a lawn section; and
- 2.8.1.6 no tree, shrub or other plant is placed or planted on any Interment Site in a lawn section other than by Council at its absolute discretion.

2.8.2 Artificial flowers are permitted in headstone and monument sections provided they are securely fixed into a vase approved by Council and only placed on the beams or directly within the headstone or monument in these sections. No glass or porcelain type flowers are permitted.

2.8.3 Grounds maintenance staff will, without notice, remove and dispose of artificial flowers that:

- 2.8.3.1 in their opinion, are not securely fixed in the vase;
- 2.8.3.2 are left loose or strewn about by wind, animals etc; or
- 2.8.3.3 have faded, deteriorated or become untidy in appearance.

2.8.4 Council shall place over each Interment Site in the Lawn Section, as soon as practicable after a burial or interment has taken place, and upon receipt of written instructions from the Holder, a memorial plaque, supplied by Council, of a standard size and type as determined by Council.

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- 2.8.5 The Holder must arrange for a cast bronze plaque to be placed at the Interment Site within twelve (12) months of the burial date. If after twelve (12) months the cast bronze plaque has not been finalised, Council will act to do so, with any costs so incurred by Council being a debt due and payable by the Holder to Council.
- 2.8.6 Where Council acts to place the plaque (under clause 2.8.5), the plaque shall contain the full name of the deceased, their date of birth (if available), their date of death and their age as recorded in the cemetery's Register.
- 2.8.7 The applicant for the interment or their delegate may apply to privately supply and fix a memorial plaque in the Lawn Cemetery Sections provided that:
- 2.8.7.1 a formal application has been lodged with Council;
 - 2.8.7.2 all fees as scheduled by Council for the lodgement of the application have been paid;
 - 2.8.7.3 the design and type of plaque is consistent with the requirements determined by Council;
 - 2.8.7.4 no images, wording or the like are to be used that Council would consider offensive; and
 - 2.8.7.5 Council has given its written approval.
- 2.8.8 Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on an Interment Site in a lawn cemetery under the provisions of this section of the Policy.
- 2.8.9 When a plaque is placed under clause 2.8.4, the Applicant or Holder must pay any costs incurred if they issue subsequent instructions to alter or replace the plaque.

2.9 Monument and Headstone Sections

- 2.9.1 Council will ensure that:
- 2.9.1.1 it maintains, preserves, and repairs monument and headstone burial places;
 - 2.9.1.2 Interment Sites are not enclosed with any railing or kerbing;
 - 2.9.1.3 only cut flowers are to be left at burial places in Monument or Headstone Sections (see clause 3.9.2 regarding artificial flowers);
 - 2.9.1.4 cut flowers are placed in vases of a type approved by Council;
 - 2.9.1.5 no tree, shrub or other plant is placed or planted on any Interment Site in a Monument or Headstone Section other than by Council at its absolute discretion.
- 2.9.2 Council will ensure that each Interment Site within a Monument or Headstone Section shall be marked with a permanent headstone and sub-socket, within twelve (12) months of the date of burial.
- 2.9.3 If instructions for the headstone have not been finalised after nine (9) months a final letter will be sent to the Holder of the Interment Right stating that Council will act to place a plaque or headstone with a basic inscription on the Interment Site unless the Estate acts by the end of the twelve (12) month period.
- 2.9.4 If after twelve (12) months the Holder of the Interment Right has not issued instructions for the monument or headstone, Council will act to do so.
- 2.9.5 Where Council acts to place a plaque or headstone, the plaque or headstone shall contain the full name of the deceased, their date of birth (if available), their date of death and their age as recorded in the cemetery's burial register.
- 2.9.6 The Holder of the Interment Right or their delegate may apply to privately supply and fix a headstone or monument in the headstone and monument sections provided that:
- 2.9.6.1 a formal Application has been lodged with Council;
 - 2.9.6.2 all fees as scheduled by Council for the lodgement of the Application have been paid;

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- 2.9.6.3 the design and type of headstone or monument is consistent with the requirements determined by Council;
- 2.9.6.4 no images, wording or the like are to be used that Council would consider offensive; and
- 2.9.6.5 Council has given its written approval.
- 2.9.7 Council will not be liable for the repair, maintenance, upkeep or preservation of the headstone or monument placed on a burial place in a monument and headstone sections.
- 2.9.8 All monument work must comply with Australian Standard AS-4204 as the minimum standard for work.

2.10 Macedonian and Full Monument Sections

- 2.10.1 All monuments must be constructed in accordance with Australian Standard AS-4202 and all material must be of a permanent nature. Timber or mortar and bricks are not considered permanent.
- 2.10.2 All monuments must have six (6) to eight (8) piers driven to rock in order to support the monument and be inspected by Council Cemetery staff before foundations are poured.
- 2.10.3 The maximum height of a monument above ground level must not exceed 1700mm including a cross on top of the monument. Monuments are to be a maximum of 1200mm wide.
- 2.10.4 The concrete footing for the monument slab shall be no more than 50mm above ground level.
- 2.10.5 The monument slab shall not be more than 350mm above the top of the concrete footing.
- 2.10.6 The candle and food storage enclosure is to be incorporated into the head stone. There will be no metal or timber cabinets for the storage of candles or food allowed unless it is incorporated in the headstone or monument.
- 2.10.7 All foundations must tightly adjoin any existing foundations on adjoining monuments (each grave site being 2400mm x 1500mm)
- 2.10.8 All monuments must also provide a 900mm wide by 100mm thick concrete footpath in front of the monument including any family reservation.
- 2.10.9 All kerbings for monuments must be at least 100mm thick.
- 2.10.10 For monuments erected on double depth Interment Sites (graves), a clear space of 2000mm x 770mm will be allowed for the placement of a casket in the plot when required.
- 2.10.11 All reserved Interment Sites at Wollongong Lawn Cemetery are to have a concrete slab at least 30mm thick (no steel reinforcement allowed) placed over the reserved site (2400mm x 1500mm). This will be completed within 6 months of the Reservation being made.
- 2.10.13 No monument may be erected within the Wollongong Lawn Cemetery until:
 - 2.10.13.1 the Interment Site is pegged to indicate the site and the dimensions of the grave; and
 - 2.10.13.2 payment in full of the Appropriate Fees and written approval has been received from Wollongong Council.
- 2.10.14 Council may direct the removal or alteration of any monument, tomb, tablet, gravestone or other erection or the erasure of any inscription which has been erected, placed or inscribed in the Wollongong Lawn Cemetery that contravene the *Public Health Act*.
- 2.10.15 All sites must have an identification marker erected within 12 months of interment.

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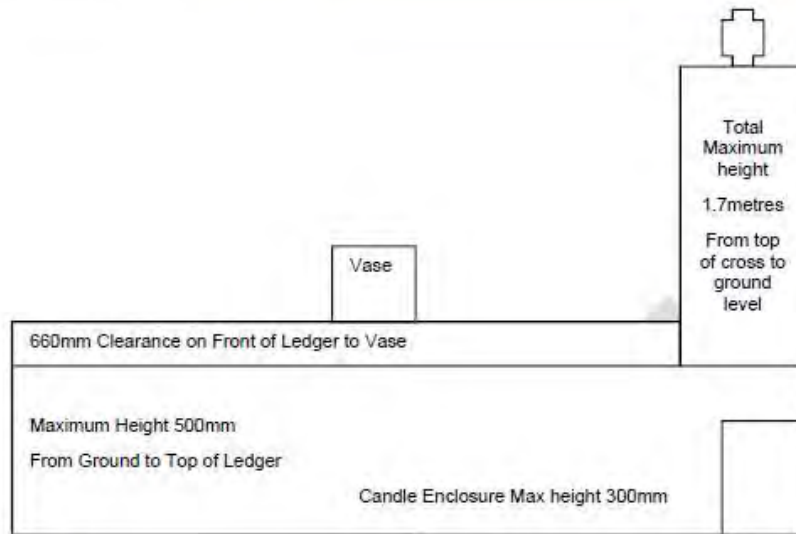


Figure 1 -

2.11 Headstones

- 2.11.1 Arrangements may be made by the family or associates of the deceased to erect an individual type headstone, provided such headstone meets the specifications of height, type and size as determined by Council.
 - 2.11.1.1 All headstones to be properly mounted on the horizontal concrete beam as provided.
 - 2.11.1.2 Any headstone is not to exceed total finished height of 900mm above ground level. Any cross or figurine must not exceed 300mm above the finished height of the headstone.
 - 2.11.1.3 Material for headstone to be a lasting quality and of a permanent nature, ie granite, marble or sandstone etc.
 - 2.11.1.4 Shape of headstone may be variable, ie curved top, square, apex etc.
 - 2.11.1.5 Any monumental work to be carried out by an approved stonemason.
 - 2.11.1.6 Flower vases, candleholders etc to be incorporated in sub-socket or headstone itself.
 - 2.11.1.7 Interment Sites shall not be enclosed with any railings or kerbings or any kind.
 - 2.11.1.8 No tree, shrub or plant of any kind shall be placed or planted on any Interment Sites.
 - 2.11.1.9 Two adults may be interred in each grave. The inclusion of a third interment into a grave will be considered in special circumstances and must be approved by the Operations Manager.
 - 2.11.1.10 No containers of any kind shall be placed on any Interment Site and all sites are to be kept clean and tidy at all times.
 - 2.11.1.11 All monuments are to be constructed by monumental stonemasons and meet Australian Standard AS-4202.
 - 2.11.1.12 Sites which have not been commemorated by a headstone within twelve (12) months of a first interment will not be re-opened for a subsequent interment unless a headstone is placed or payment made to Council to arrange for its placement.

2.12 Crypts & Vaults

- 2.12.1 Council will establish crypt walls and vaults and manage them in accordance with its statutory requirements.

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

- 2.12.2 Council will not permit the establishment of private above-ground tombs within Council's cemeteries without the prior approval of the Operations Manager.
- 2.12.3 All crypts and vaults constructed and managed by Council remain the property of Council.
- 2.12.4 Council accepts all responsibility for the proper care and maintenance of crypts/vaults defined in clause 2.12.1 above.
- 2.12.5 Council may grant an Interment Right in relation to a vault in accordance with the *Public Health Act*.
- 2.12.6 The Holder of an Interment Right in relation to a vault may, subject to Council approval, place or fix memorabilia, vases, religious objects, statues, decorations and/or any other item befitting a monument to the front of the particular vault to which the Interment Right relates.
- 2.12.7 Council will not accept responsibility or liability for any item as described in clause 2.12.6 above, fixed or placed, with or without Council's permission, at a vault or crypt.
- 2.12.8 To receive the body of a deceased person in a crypt:
- 2.12.8.1 The person must hold an Interment Right in relation to a vault within the crypt.
- 2.12.8.2 The body must be prepared and encased as per the *Public Health Act* at the expense of the Holder of the relevant Interment Right.
- 2.12.8.3 The reception and entombment shall comply with the *Public Health Act*.
- 2.12.8.4 All fees for the 'reception of a body in a Cemetery' as set by Council shall apply.
- 2.12.8.5 The repair and maintenance of the casket or coffin within a vault, and the human remains therein, shall be the responsibility of the Holder of the relevant Interment Right and/or his/her heirs and successors.
- 2.12.8.6 The Holder of the Interment Right will be held liable for any damage to the crypt resulting from failure to comply with clause 2.12.8.5.
- 2.12.9 The commemorative plaque will be supplied by Council.
- 2.12.10 The cost of inscription and artwork for the commemorative plaque shall be borne by the Holder of the Interment Right.
- 2.12.11 The cost of all additional ornaments and decorations shall be borne by the Holder of the Interment Right.
- 2.12.12 Upon granting the Interment Right, Council will issue the Holder of the Interment Right with a Certificate. The Certificate will contain a copy of the Policy.
- 2.12.13 Council will not buy back an Interment Right that relates to a crypt.
- 2.12.14 Once the remains of a deceased person, properly embalmed and cofined as stated in the *Public Health Regulation*, has been placed in the crypt, the Interment Right created by the vault placement becomes irrevocable.

2.13 Islamic Burials

- 2.13.1 Islamic burials will be in accordance with the exemption granted by NSW Health and complying with the *Public Health Regulation* relating to disposal of bodies, and compliance with the following conditions:
- 2.13.1.1 The Cemetery Authority, following discussion with Islamic representation, has agreed to carry out Muslim burial, in particular the handling of bodies on cemetery grounds.
- 2.13.1.2 The body of the deceased wrapped in a shroud (at least four layers of cotton/linen sheeting) shall be brought to the graveside in a coffin.
- 2.13.1.3 The coffin is either:
- (a) to be dismantled and placed within the grave prior to commencement of backfilling, or
- (b) if approved for the purpose, to be returned to the undertaker for steam cleaning and sanitation.

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

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The name plate is to be removed from the coffin and placed near the body in the grave.

- 2.13.1.4 The body of the deceased person who is known or is reasonably believed to be infected with either a List 'A' or List 'B' disease shall be buried in accordance with the *Public Health Regulation*.
- 2.13.1.5 Council officers reserve the right to prohibit mourners from entering the grave to place the deceased person's body as required, if in the opinion of those officers such action would be likely to result in injury to the mourners. In making this determination Council officers will take into account the soil conditions, weather conditions and the presence of water from rain or groundwater on the stability and safety of the gravesite.
- 2.13.1.6 The grave depth to be 1500mm and width not less than 600mm for graves with slatted timber placed over the body. The grave depth to be 1500mm and width not less than 660mm for graves with timber frame placed over the body.
- 2.13.1.7 The grave is to be oriented such as to permit the body of the deceased to be placed in the grave on its right shoulder and facing towards Mecca (that is, northwest).
- 2.13.1.8 Spoil from the grave is to be left at the gravesite covered in green matting.
- 2.13.1.9 A ladder is to be provided by Council for use by mourners to enter and exit the grave.
- 2.13.1.10 Shovels are to be provided by Council for use by mourners to fill the grave.
- 2.13.1.11 The Coordinator Crematorium and Cemeteries will arrange for plant, equipment and staff to prepare the grave prior to the funeral entering the cemetery. Funeral Directors are to supply timber framework for the gravesite prior to the burial.
- 2.13.1.12
- 2.13.1.13 Council's cemetery technicians will undertake a risk assessment to determine if safe access of mourners to a grave site can be undertaken.
- 2.13.1.14 Council officers will vacate the gravesite while the burial takes place however will maintain overall supervision of the site at all times
- 2.13.1.15 Mourners are permitted to place either timber slats or a timber frame over the deceased body which has been placed in the grave facing Mecca.
- 2.13.1.16 The nameplate of the deceased is to be removed from the coffin by the mourners and placed in the grave. Cemetery technicians will ensure the name plate is interred with the grave.
- 2.13.1.17 The coffin is to be broken up by the mourners and placed within the grave prior to backfilling.

2.14 Berkeley Pioneer Cemetery

Berkeley Pioneer Cemetery has very limited capacity for burials and therefore Council will limit burial numbers at this site.

- 2.14.1 Council will identify a limited number of burial sites at Berkeley Pioneer Cemetery.
- 2.14.2 Headstones will be permitted to be erected on these sites provided these do not conflict with the historical nature of the cemetery.
- 2.14.3 All headstones to be constructed in accordance with Australian Standards AS-4204.
- 2.14.4 The land fronting Investigator Drive will not be used for burials and will remain as parkland.
- 2.14.5 When the identified sites are fully reserved or utilised, whichever occurs first, the Cemetery will be closed.
- 2.14.6 Reservations or at-need burials will be accepted from:
 - 2.14.6.1 Direct descendants of pioneers already interred in the Cemetery on production of evidence of descent.

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

- 2.14.6.2 Members of the Berkeley Pioneer Restoration Group of a minimum of five (5) years standing.
- 2.14.7 A component of the income received by Council for Reservations and burials at the Berkeley Pioneer Cemetery to be allocated to the Berkeley Pioneer Cemetery Restoration Group for the purpose of carrying out restoration work at the Cemetery.
- 2.14.8 On receipt of payment for burial and/or Reservation, as specified in the current Fees and Charges, Council will donate the Fees paid for Interment Rights to Berkeley Pioneer Cemetery Restoration Group for restoration work.
- 2.14.9 All burials are to be excavated to single depth only.
- 2.14.10 When it is determined by the Operations Manager that no further burials can be accommodated in the Cemetery, the Cemetery will be closed.
- 2.14.11 Should the Restoration Group cease to function, then all income received from burials and/or Reservations at the Cemetery will be retained by Council.
- 2.15 Bulli Cemetery**
There are no new Interment Rights available for burials or Reservations at Bulli Cemetery.
- 2.16 Wollongong Cemetery**
There are no new Interment Rights available for burials or Reservations at Wollongong Cemetery.
- 2.17 Scarborough Cemetery**
Scarborough Cemetery has Interment Rights available for at-need Interments only, with all burials to be double depth interments. There are no Interment Rights available for Reservations at this site.
- 2.18 Cremation**
- 2.18.1 Cremation shall be in strict accordance with the *Public Health Regulation* and the procedures approved by Council.
- 2.18.2 All cremations shall be carried out under the supervision of a Council officer employed for that purpose.
- 2.18.3 The disposition of cremated remains shall be in accordance with the *Public Health Regulation*.
- 2.18.4 The scattering of cremated remains is permitted only in those areas of the cemeteries designated for the purpose.
- 2.18.5 The holding over of any bodies will only be done in accordance with the *Public Health Regulation*.
- 2.18.6 The interment or immurement of cremated remains in a Council cemetery shall be subject to the same process that applies to burials.
- 2.18.7 *Inspection of the Crematorium*
Public inspection of the Crematorium and Crematory is permitted:
- 2.18.6.1 by appointment, made with the Wollongong Memorial Gardens Operations Manager; and
- 2.18.6.2 under the direct guidance and control of the Wollongong Memorial Gardens Operations Manager or other suitably qualified Council employee.
- 2.18.8 *Conditions of Acceptance of a Cremation Service*
Notwithstanding the *Public Health Regulation*, a cremation service will only be accepted when:
- 2.18.7.1 the human remains to be cremated have been contained in a casket or coffin suitable for cremation;
- 2.18.7.2 all statutory requirements, particularly in relation to the *Public Health Regulation*, the *Coroners Act 2009* and the *Local Government Act 1993* have been met; and
- 2.18.7.3 such fees as required by Council to carry out the cremation service have been paid.

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

COUNCIL POLICY

Note: Council may, at its discretion, delay a service arriving later than the agreed scheduled time of service.

2.18.9 *Companion Animals in the Chapel*

Dogs, cats and other companion animals are not permitted in the Chapel at any time.

2.18.10 *Clearing of Chapel Area*

The Chapel concierge, or if no concierge, the funeral director or authorised representative, shall ensure that the chapel area is cleared of mourners, flowers, etc, prior to the scheduled time of the next service or within the hour of the current service, whichever is sooner.

2.18.11 *Removal of Items from Casket or Body*

Council accepts no responsibility for items (flowers, covers, jewellery, ornaments, etc) left on or in the casket once it has been accepted into the Crematory. Council will remove and dispose of visible hazardous, combustible, volatile, or other visible items as is deemed necessary to ensure the safe progress of work.

2.18.12 *Viewing of Cremation*

Immediate family members may, by appointment and payment of appropriate fee, observe from the viewing area set aside for the purpose, the committal of the casket into the Cremator. Visitors under these provisions must leave the area when requested to do so by a Council Officer or an employee directly involved with the operation and maintenance of the Crematorium.

2.18.13 *Access to the Crematory*

Only Council employees acting under instructions to do so may enter the Crematory. Non-employees not directly involved in the operation and maintenance of the Cremator may only enter the Crematory when accompanied by a suitably qualified Council employee or if they have been inducted into site and have registered in the site visitor/contractor register.

2.18.14 *Opening of Caskets in the Crematory*

Caskets or coffins shall not be opened when held in the Crematorium.

2.18.15 *Obtaining Instructions for Disposition*

If no instructions for final disposition have been issued by the Applicant for the Cremation, Council must make every reasonable effort to contact the Applicant, in writing, after:

2.18.14.1 fourteen (14) days;

2.18.14.2 ninety (90) days; and

2.18.14.3 nine (9) months (by person-to-person certified mail);
of the cremation date.

2.18.16 *No Instructions for Disposition*

In accordance with the *Public Health Regulation*, if no instructions for disposition have been received after nine (9) months of the cremation date, Council will direct the remains to be:

2.18.15.1 disposed in a burial ground or in land adjoining the Crematory reserved for the burial of cremated remains, or

2.18.15.2 otherwise retain or dispose of the cremated remains.

2.18.17 *Indigent Persons*

(a) The timing of the service is dependent on operational requirements and approved by the Operations Manager.(b) All Cremations for indigent persons are at the direction of an Institution. The Institution is the Applicant for the cremated remains. Only the representative of the Institution can give written permission/authorisation for the family of the deceased to collect the cremated remains.

(c) After the paperwork has been accepted as correct, a time of cremation will be fixed and communicated to the Funeral Director who will inform the Institution representative. The Institution representative, the Funeral Director, the Operations

WOLLONGONG MEMORIAL GARDENS CREMATORIUM AND CEMETERIES

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Manager or the Leading Hand of the Crematorium will witness the charging of the coffin at the agreed time.

- (d) After processing of the cremated remains; the ashes will either be made available for collection by the authorised representative or will be scattered into the Memorial Scatter Garden within Wollongong Memorial Gardens.
- (e) The Institution will nominate in writing the person who will be allowed to collect the ashes.
- (f) The collection is to take place within nine (9) months of the date of the Cremation. If the ashes are not collected within the stated nine (9) months term, the ashes will be scattered into the Memorial Scatter Garden.

3 IMPLEMENTATION

Property and Recreation will administer the Policy.

4 REVIEW

This Policy will be reviewed every three (3) years or earlier should circumstances arise to warrant revision.

5 APPLICATION OF ECOLOGICAL SUSTAINABLE DEVELOPMENT (ESD) PRINCIPLES

The Policy assists in achieving practical allocation of diminishing resources, primarily Interment Rights and Interment Sites, within the cemeteries and memorial gardens.

It also encourages all new structures (monuments, etc) to be built in accordance with the best practices and standards, thereby making them as sustainable as possible.

**WOLLONGONG MEMORIAL GARDENS
CREMATORIUM AND CEMETERIES**

**COUNCIL
POLICY**

SUMMARY SHEET	
Responsible Division	Property and Recreation
Date adopted by Council	[To be inserted by Corporate Governance]
Date of previous adoptions	26 May 2014
Date of next review	May 2020
Responsible Manager	Operations Manager – Crematorium & Cemeteries
Authorised by	Manager Property and Recreation

DRAFT

ITEM 9

ANNUAL FEES PAYABLE TO LORD MAYOR AND COUNCILLORS 1 JULY 2017 TO 30 JUNE 2018

The Local Government Remuneration Tribunal has made determinations under Section 241 of the Local Government Act 1993 in respect of the annual fees payable to the Lord Mayor and Councillors effective from 1 July 2017.

RECOMMENDATION

The annual fees payable for the period 1 July 2017 to 30 June 2018 be:

- 1 \$30,500 for all Councillors, and
- 2 \$95,000 additional fee for the Lord Mayor.

REPORT AUTHORISATIONS

Report of: Kylee Cowgill, Manager Governance and Information
Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Local Government Remuneration Tribunal Annual Report and Determination 2017-2018

BACKGROUND

The Local Government Act 1993 (the Act) provides for the establishment of a Local Government Remuneration Tribunal to determine categories for councils, together with annual fees payable to Mayors and Councillors. The Tribunal, in accordance with Section 241 of the Act, must determine no later than 1 May each year the minimum/maximum fees payable for Councillors and Mayors for each category.

Council is required under the Act to determine the fee to be paid to the Lord Mayor and Councillors. Section 248 of the Act stipulates that a council must pay each Councillor an annual fee in accordance with the Tribunal's determinations, the annual fee is to be the same for each Councillor and Council is able to pay that fee having regard to the category established by the Tribunal.

In setting the fee Council may fix a fee that is equal to or greater than the minimum but not greater than the maximum for the appropriate category. When Council declines to fix a fee, it must pay the appropriate minimum fees as determined by the Tribunal.

Since the making of the 2016 determination, the impact of structural changes resulting from the amalgamation of a number of councils and creation of 20 new councils resulted in an overall reduction in the number of councils in NSW from 152 to 128. As a result, a review of the existing categories of all councils was undertaken, and Wollongong City Council is now categorised as 'Regional City'.

The majority of councils will receive an increase of 2.5% only, which is consistent with the government's wages policy. Six existing councils, including Wollongong, will be eligible for increases of more than 2.5% as those councils have been categorised into a higher or new category on the basis of the revised criteria.

Wollongong City Council's Councillor fee may be increased by 8% and the additional Lord Mayoral fee by 15%.

PROPOSAL

This report recommends the full increase be applied to Lord Mayoral and Councillors' fees for 2017/18, with the maximum fee being paid.

Wollongong City Council is categorised as a Regional City. Pursuant to s.241 of the Local Government Act 1993, the annual fees to be paid to Councillors and Lord Mayor, effective on and from 1 July 2017 are determined as follows:

Category	Councillor Annual Fee		Lord Mayor Additional Fee	
	Minimum	Maximum	Minimum	Maximum
Regional City	\$17,540	\$30,500	\$37,270	\$95,000

CONSULTATION AND COMMUNICATION

This report has been prepared on advice received from the Local Government Remuneration Tribunal and in accordance with the provisions of the Local Government Act 1993.

PLANNING AND POLICY IMPACT

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

It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2016-17.

FINANCIAL IMPLICATIONS

There are sufficient funds in the 2017-2018 budget to meet a determination within the ranges set by the Tribunal.

CONCLUSION

The Tribunal determined that the proposed increases for Wollongong City Council, which are above the maximum increase of 2.5% consistent with the government's wages policy, are appropriate.

Local Government Remuneration Tribunal

Annual Report and Determination

*Annual report and determination under sections 239
and 241 of the Local Government Act 1993*

**12 April
2017**

Local Government Remuneration Tribunal

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Local Government Remuneration Tribunal

Executive Summary

The Local Government Remuneration Tribunal (the Tribunal) is required to report to the Minister for Local Government by 1 May each year as to its determination of categories and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

Since the making of the 2016 determination a number of councils have been amalgamated resulting in the creation of 20 new councils. The impact of those structural changes is an overall reduction in the number of councils in NSW from 152 to 128. This significant change has prompted a review of the existing categories and the allocation of councils into each of those categories.

In undertaking the review the Tribunal examined the existing categories, a range of statistical and demographic data and considered the views of councils and Local Government NSW. Having regard to that information the Tribunal has determined a categorisation model which differentiates councils primarily on the basis of their geographic location. Other factors which differentiate councils for the purpose of categorisation include population, the sphere of the council's economic influence and the degree of regional servicing.

In accordance with section 239 of the *Local Government Act 1993* (LG Act) the categories of general purpose councils are determined as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

Local Government Remuneration Tribunal

The determination provides for the retention of five existing categories (some with new titles) and the creation of two new categories. Each council is allocated into one of the categories based on the criteria outlined on pages 12 to 15 of the report.

Fees

The majority of councils will receive an increase of 2.5 per cent only which is consistent with the government's wages policy. Six existing councils will be eligible for increases of more than 2.5 per cent as those councils have been categorised into a higher or new category on the basis of the revised criteria.

The 20 new councils have been placed in one of the existing or new categories. These 20 councils replaced 44 former councils. The scale of the new councils means that the majority of these new councils will be eligible for fees that are higher than those paid to the former entities. However, the significant reduction in the number of councils from 152 to 128 has resulted in an estimated maximum saving on the overall cost of councillor fees in NSW of approximately \$2.5M.

Local Government Remuneration Tribunal

Section 1 Introduction

1. Section 239 of the LG Act provides for the Tribunal to determine the categories of councils and mayoral offices and to place each council and mayoral office into one of those categories. The categories are to be determined at least once every 3 years.
2. Section 241 of the LG Act provides for the Tribunal to determine, not later than 1 May in each year, for each of the categories determined under section 239, the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils.
3. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those of the Industrial Relations Commission. The current policy on wages is that public sector wages cannot increase by more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.
4. The Tribunal's determinations take effect from 1 July in each year. The Tribunal's Report and Determination of 2016, made on 29 March 2016, provided a general increase of 2.5 per cent which was consistent with the Government's policy on wages.
5. Since the making of the 2016 determination there has been a reduction in the number of councils in NSW from 152 to 128. In response to this significant change the Tribunal will review the categories and the allocation of each council and mayoral offices into those categories, pursuant to section 239 of the LG Act.

Section 2 Local Government Reform

Update on council amalgamations

6. The NSW Government has been working with local councils since 2011 to create stronger councils and strengthen local communities.
7. On 12 May 2016 the NSW Government announced the formation of 19 new councils. The proclamation of the new Bayside Council occurred on 9 September 2016 following

Local Government Remuneration Tribunal

the conclusion of legal action in the Court of Appeal. This took the total number of new councils created in 2016 to 20.

8. The decision to create new councils follows four years of extensive community and industry consultation and independent research and analysis which found a strong case for reform.
9. Detailed information on the reform process and progress to date can be found on the [Fit for the Future](#) and [Stronger Councils](#) websites.
10. On 14 February 2017, the Government announced that all merged councils in NSW will remain in place and the proposed formation of a further five new councils in Sydney would proceed, subject to the outcome of court proceedings. However, there will be no further regional council mergers.

Amendments to the *Local Government Act 1993*

11. The LG Act was amended in July 2016 to insert sub-clauses (3) and (4) into section 242A to clarify the intent of the impact of the government's wages policy on a determination which may change the category of a council as follows:

242A Tribunal to give effect to declared government policy on remuneration for public sector staff

- (1) In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the Industrial Relations Act 1996 when making or varying awards or orders relating to the conditions of employment of public sector employees.*
- (2) The policies referred to in subsection (1) do not include any policy that provides for increases in remuneration based on employee-related savings.*
- (3) This section does not apply to a determination by the Remuneration Tribunal that changes the category of a council or mayoral office (whether or not the effect of the change is to increase the range of amounts payable to the councillors and mayor of a council).*
- (4) To avoid doubt, this section extends to a determination of the minimum and maximum amounts payable for a category in existence when the determination is made.*

12. The impact of these amendments to the LG Act is outlined in section 4 of this report.

Local Government Remuneration Tribunal

Section 3 Review of Categories

Scope of review

13. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last reviewed the categories during the 2015 annual review.

14. Since the making of the 2016 determination there has been an overall reduction in the number of councils from 152 to 128. This significant change has prompted a review of the existing categories and the allocation of councils into each of those categories.

15. In determining categories the Tribunal is required to have regard to the following matters that are prescribed in section 240 of the LG Act:

"240 (1)

- the size of areas*
- the physical terrain of areas*
- the population of areas and the distribution of the population*
- the nature and volume of business dealt with by each Council*
- the nature and extent of the development of areas*
- the diversity of communities served*
- the regional, national and international significance of the Council*
- such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government*
- such other matters as may be prescribed by the regulations."*

16. The Tribunal is tasked with determining a categorisation model in which councils with the largest number of features in common can be grouped together for remuneration purposes. This is not straightforward as each council has challenges and issues which are unique.

17. The existing categories group councils primarily on the basis of their geographic location (predominantly metropolitan or rural). Categories are then further differentiated on other factors including population, the sphere of the council's economic influence and the council's degree of regional servicing.

Local Government Remuneration Tribunal

18. The Tribunal reviewed this model having regard to a large amount of statistical material, including population and financial data, demographic indicators and indicators of regional significance. The Tribunal found that while the existing criteria continue to provide an equitable and transparent model by which to differentiate councils for the purposes of determining remuneration, there existed some scope to refine these criteria to address a number of categorisation anomalies and to better reflect the composition of councils post amalgamations.
19. In considering a new model the Tribunal sought to improve consistency and transparency in the determination of categories and the allocation of councils into each of those categories. Having considered the existing and new councils, the Tribunal identified a number of councils that specifically warranted either recategorisation into an existing category or a new category.
20. The current model provides for the councils of Newcastle, Wollongong, Central Coast (former Wyong and Gosford) and Lake Macquarie to be grouped with councils in the Sydney Metropolitan Area. These councils are not located in what is generally defined as the Sydney Metropolitan Area and the categorisation did not adequately reflect their regional status. Having assessed the characteristics of these councils the Tribunal was of the preliminary view that the categories should differentiate metropolitan and non-metropolitan councils. On that basis two new categories were proposed for the regional group to accommodate these councils.
21. In respect of the larger metropolitan councils, amalgamations in the Sydney metropolitan area have resulted in a significant number of councils with populations of greater than 200,000. The 2016 determination provided for the Council of the City of Parramatta to be categorised in the same category (Metropolitan City) as Newcastle and Wollongong City Councils. The proposal to move Newcastle and Wollongong into the non-metropolitan group necessitated a re-think of the categorisation for Parramatta City Council having regard to its status in the metropolitan region. The Tribunal found that Parramatta City Council was significantly differentiated from other large metropolitan councils on the basis of its secondary CBD status as recognised by the State Government. On this basis a new category of Major CBD was proposed for Parramatta City Council.
22. Prior to seeking the views of Local Government NSW (LGNSW) and councils the Tribunal's preliminary view was that most of the existing categories should be retained but there

Local Government Remuneration Tribunal

should also be some new categories to reflect the evolving shape of local government in NSW. The proposed model was as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Major
- Metropolitan Centre
- Metropolitan

Regional

- Regional City
- Regional Strategic Centre
- Regional Rural
- Rural

23. To test this model the Tribunal wrote to all mayors in November 2016 advising of the commencement of the 2017 Annual Review. In doing so the Tribunal advised councils of its intention to revise the existing categorisation model following examination of the list of existing and new councils. To assist councils in making their submissions the Tribunal outlined its preliminary thinking on a proposed model for metropolitan and non-metropolitan councils as follows:

“Metropolitan

Five metropolitan categories are proposed. The existing Principal City category is proposed to be retained for Sydney City Council and renamed Principal CBD. Major City is proposed to be abolished and a new category created for Parramatta City Council. The Tribunal’s preliminary thinking is that this category will be titled Major CBD. The existing Metropolitan Major, Metropolitan Centre and Metropolitan categories will be retained for the new and remaining existing councils.....

Non-metropolitan

Four non-metropolitan categories are proposed. A new Regional City category will be created for Newcastle and Wollongong City Councils. A new Regional Strategic Centre category will be created for Central Coast and Lake

Local Government Remuneration Tribunal

Macquarie Councils. The existing Regional Rural and Rural categories will be retained for other new and remaining councils.....

County Councils

The Tribunal does not intend to make any change to the categorisation of county councils and will retain the existing categories of Water and Other.”

24. The Tribunal also outlined its approach to the criteria for categorising councils into the proposed metropolitan and non-metropolitan categories as follows:

“The Tribunal’s 2009 annual determination outlines the characteristics for the existing categories. At this stage the Tribunal intends to adopt a similar approach and will determine descriptors for the proposed categories for the purposes of classifying councils into the categories. Population is likely to remain a determining factor for differentiating categories of councils. The Tribunal will also have regard to the matters prescribed in section 240 of the LG Act.”

25. The Tribunal invited submissions on the proposed categorisation model, criteria for the allocation of councils into the categories, fees for the proposed categories and any other matters.
26. The Tribunal also wrote to the President of LGNSW in similar terms, and subsequently met with the President and Chief Executive of LGNSW. The Tribunal wishes to place on record its appreciation to the President and Chief Executive for meeting with the Tribunal.

Submissions received - categorisation

27. In response to this review the Tribunal received 28 submissions from individual councils and a submission from LGNSW. A summary of the key points is below.

Categorisation

28. Approximately half of the submissions (46 per cent) supported the proposed categories with no variation or supported the proposed categories with variations to titles or the number of categories. The balance of the submissions (54 per cent) did not express a view in respect to the proposed categorisation model.

Local Government Remuneration Tribunal

29. In respect to variations put forward in submissions, the LGNSW requested that the proposed “Major CBD” and “Metropolitan Major” be merged and called “Metropolitan Major” and an additional category be created called “Special/Interim”. The “Metropolitan Major” category would include councils with a population of at least 250,000 and/or that met other specified indicators that set them apart from other metropolitan councils. The “Special/Interim” category would apply on an interim basis to councils that demonstrate special attributes/circumstances that are out of the ordinary, for example high population growth.
30. Council submissions requested additional categories such as a “Metropolitan Growth Centre” or “Metropolitan Major – Growth Centre” for councils dealing with high growth; “Metropolitan Gateway” for councils that connect the regions to metropolitan areas; and “Peri-Urban” for councils that interface between urban and rural areas.

Criteria

31. A number of submissions referred to the criteria provided in section 240 of the LG Act, either noting or stating the criteria remain relevant (18 per cent) or suggesting that additional criteria to those provided in section 240 is required (50 per cent). Other submissions explained how their individual council performed against the section 240 criteria (29 per cent). The balance of the submissions did not express a view in respect to the criteria for categorisation (18 per cent).
32. The LGNSW suggested that the criteria need to be expanded to include a wider range of factors such as the level of disadvantage an area suffers, annual growth rate of an area (relative to population) and expenditure of an area.
33. Council submissions suggested additional criteria such as status as a NSW Evocity; the nature of a council’s business, for example some do not provide water and sewerage services; level of economic activity in a local government area; specific population thresholds; resident/councillor ratio and planning significance in terms of Government targets.
34. Councils were also asked to provide submissions on the matter of fees. Comments relating to fees are outlined in section 4.

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Findings - categorisation

35. The Tribunal is appreciative of the number of submissions received and the effort made in those submissions to comment on the proposed categorisation model and to provide further suggestions for consideration. Given the broad support the Tribunal will determine the categories as proposed with a number of minor variations which in part reflect the feedback received.
36. Since seeking the views of councils the Tribunal has reconsidered the titles of the former metropolitan categories being Metropolitan Major, Metropolitan Centre and Metropolitan. The Tribunal found that these titles did not adequately describe the characteristics of the councils in those groups or articulate the difference between them. The Tribunal has determined that the three categories will be retained but that they will be re-titled Metropolitan Large, Metropolitan Medium and Metropolitan Small. The primary determinant for categorisation into these groups will be population.
37. The Tribunal also considers that the title of Regional Strategic Centre is more appropriately titled Regional Strategic Area. The two councils to be categorised into this group are local government areas which represent a large number of townships and communities of varying scale.
38. The revised model which will form the basis of this determination is as follows:

Metropolitan

- Principal CBD
- Major CBD
- Metropolitan Large
- Metropolitan Medium
- Metropolitan Small

Non-metropolitan

- Regional City
- Regional Strategic Area
- Regional Rural
- Rural

39. The criteria for each of the categories are outlined below. As with the previous categories the predominant factor to guide categorisation is population. Other common features of councils within those categories are also broadly described. These criteria

Local Government Remuneration Tribunal

have relevance when population alone does adequately reflect the status of one council compared to others with similar characteristics. In some instances the additional criteria will be significant enough to warrant the categorisation of a council into a group with a higher population threshold.

40. There is no significant change to the categorisation of county councils. A proclamation was published in the NSW Government Gazette No 52 of 22 June 2016 dissolving the Richmond River County Council and Far North Coast and the transferring their functions and operations to Rous County Council with effect 1 July 2016. County councils continue to be categorised on the basis of whether they undertake water and/or sewerage functions or administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Noxious Weeds Act 1993*.

Criteria for categories

The following criteria will apply to each of the categories:

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

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Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As an secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety has been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum population of 200,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

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Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum population of 100,000.

Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a population less than 100,000.

Other features which distinguish them from other metropolitan councils include:

- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Regional City

Councils categorised as Regional City will typically have a population above 150,000. These councils are metropolitan in nature with major residential, commercial and industrial areas. These Councils typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development.

These councils provide a full range of higher order services and activities along with arts, culture, recreation and entertainment facilities to service the wider community and broader region. These councils typically also contain ventures which have a broader State and national focus which impact upon the operations of the council.

Newcastle City Council and Wollongong City Councils are categorised as Regional City.

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Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Rural category on the basis of their significant population. Councils categorised as Regional Strategic Area will typically have a population above 200,000. These councils contain a mix of urban and rural settlements. They provide a range of services and activities including business, office and retail uses, along with arts, culture, recreation and entertainment facilities to service the wider community. These councils host tertiary education campuses and health facilities.

While councils categorised as Regional Strategic Area may have populations which exceed those of Regional City, they would not typically provide the same range of regional services or have an equivalent sphere of economic influence.

Central Coast Council and Lake Macquarie Council are categorised as Regional Strategic Area.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum population of 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- a major town or towns with the largest commercial component of any location in the surrounding area
- a significant urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages or may be located on or close to the coast with high levels of population and tourist facilities
- provide a full range of higher-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- regional services to the wider community through principal referral hospitals, tertiary education services and major regional airports
- these councils may also attract large visitor numbers to established tourism ventures.

Rural

Councils categorised as Rural will typically have a population below 20,000.

Other features which distinguish them from other non-metropolitan councils include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the *Noxious Weeds Act 1993*.

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41. These criteria will be included in future determinations as an appendix to ensure they are readily accessible.

Allocation of council into categories

42. In accordance with section 239 of the LG Act the Tribunal is required to allocate each of the councils into one of the categories. The allocation of councils is outlined in the determination under section 6.
43. In determining the allocation of councils into these categories the Tribunal found that that there were certain councils that could warrant categorisation into another category based on additional criteria. The Tribunal notes that a number of metropolitan and non-metropolitan councils have or are expected to experience significant development and population growth in the future. A number of these local government areas have been identified in the State Government's key planning strategies and include Camden and The Hills councils. The Tribunal acknowledges the additional responsibilities these and other councils may face now and in the future, however for the initial categorisation these councils have been categorised primarily on the basis of their population. The Tribunal will continue to monitor these and other councils to determine the appropriateness of the allocation of councils and the categorisation model for future determinations.

Section 4 Fees

Scope of review

44. In determining the maximum and minimum fees payable in each of the categories, the Tribunal is required, pursuant to section 242A of the LG Act, to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the Industrial Relations Act 1996 (IR Act), when making or varying awards or orders relating to the conditions of employment of public sector employees.
45. The current policy on wages pursuant to section 146C(1)(a) of the IR Act is articulated in the Industrial Relations (Public Sector Conditions of Employment) Regulation 2014 (the Regulation). The effect of the Regulation is that public sector wages cannot increase by

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more than 2.5 per cent, and this includes the maximum and minimum fees payable to councillors and mayors and chairpersons and members of county councils.

46. The LG Act was amended in July 2016 to insert sub-clauses (3) and (4) into section 242A to clarify the intent of the impact of the government's wages policy on a determination which may change the category of a council as follows:

242A Tribunal to give effect to declared government policy on remuneration for public sector staff

(1) In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the Industrial Relations Act 1996 when making or varying awards or orders relating to the conditions of employment of public sector employees.

(2) The policies referred to in subsection (1) do not include any policy that provides for increases in remuneration based on employee-related savings.

(3) This section does not apply to a determination by the Remuneration Tribunal that changes the category of a council or mayoral office (whether or not the effect of the change is to increase the range of amounts payable to the councillors and mayor of a council).

(4) To avoid doubt, this section extends to a determination of the minimum and maximum amounts payable for a category in existence when the determination is made.

47. Those amendments make clear that the minimum and maximum fees applicable to the existing categories cannot be increased by more than 2.5 per cent. The Tribunal is however able to determine that a council can be placed in another existing or a new category with a higher range of fees without breaching the government's wage policy. These changes provided the Tribunal with greater flexibility in reviewing fees for existing and new councils.

Submissions received - Fees

48. A number of submissions supported an increase in fees either by no less than 2.5 per cent or by an unspecified amount (25 per cent of responses). Several submissions suggested an alternative fee model (11 per cent) or made other general comments (29 per cent). The balance of submissions did not express a view in respect to fees (36 per cent).

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49. The LGNSW submitted that the Tribunal must increase fees by no less than 2.5 per cent being of the view that fees have already fallen behind comparable roles. Also, that the fee structure fails to recognise the work of councillors and is often inadequate to attract and retain people with the necessary skills and expertise. The LGNSW also made reference to the changes to the LG Act that have expanded the role of the governing body (section 223) and mayors and councillors (sections 226 and 232). These points were also put forward in several council submissions along with requests that fees account for additional duties performed as members of a joint organisation.
50. In respect to alternative fee models several councils requested the Tribunal to consider a fee model similar to those applying to local governments in Victoria or Queensland; that fees are calculated as a percentage of the salary payable to members of the NSW Parliament; or that fees be benchmarked against the remuneration for the Principal CBD category.

Findings - Fees

51. The Tribunal is required to have regard to the Government's wages policy when determining the increase to apply to the maximum and minimum fees that apply to councillors and mayors. The public sector wages policy currently provides for a cap on increases of 2.5 per cent.
52. The Tribunal has reviewed the key economic indicators, including the Consumer Price Index and Wage Price Index, and had regard to budgetary limitations imposed by the Government's policy of rate pegging, and finds that the full increase of 2.5 per cent is warranted. The 2.5 per cent increase will apply to the minimum and the maximum of the ranges for all existing categories.
53. The new categories have their remuneration ranges determined for the first time in this determination. As an initial determination the ranges for the new categories are not subject to the wages policy, however any future increase will be impacted in accordance with section 242A(4) of the LG Act.
54. The minimum and maximum fees for the new categories have been determined having regard to the relativities that exist between the existing groups.
55. For the category of Major CBD the maximum councillor fee is set at approximately 85 per cent of maximum councillor fee for Principal CBD. The maximum mayoral fee is set at

Local Government Remuneration Tribunal

approximately 50 per cent of the maximum mayoral fee for Principal CBD. The minimum fees for both councillors and mayors are set at the same as that determined for the Metropolitan Large.

56. For the category of Regional City the maximum councillor fee is set at approximately 80 per cent of maximum councillor fee for Principal CBD. The maximum mayoral fee is set at approximately 45 per cent of the maximum mayoral fee for Principal CBD. The minimum fees for both councillors and mayors are set at the same as that determined for the Regional Strategic Area.
57. The minimum and maximum fees payable to the category of Regional Strategic Area will be the same as those payable to Metropolitan Large.

Impact of fee increase and new categories

58. The majority of councils will receive an increase of 2.5 per cent only.
59. Six councils will be eligible for increases of more than 2.5 per cent as those councils have been categorised into a higher or new category on the basis of the revised criteria.
60. The twenty new councils have been placed in one of the existing or new categories. These twenty councils replaced forty-four former councils. The scale of the new councils means that the majority of these new councils will be eligible for fees that are higher than those paid to the former entities. However, the significant reduction in the number of councils from 152 to 128 has resulted in an estimated maximum saving on the overall cost of councillor fees in NSW of approximately \$2.5M.

Section 5 Other matters

Fees for Deputy Mayors

61. Several council submissions requested that the Tribunal review the remuneration payable to Deputy Mayors (14 per cent). It was suggested that the remuneration be increased to reflect the additional duties undertaken or that elected deputy mayors receive an allowance based on a percentage of the councillor fee.
62. Councils have raised the matter of separate fees for Deputy Mayors on previous occasions and the Tribunal notes that it has previously determined that there is no provision in the

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LG Act to empower the Tribunal to determine a separate fee or fee increase for Deputy Mayors. The method for determining separate fees, if any, for a Deputy Mayor are provided in section 249 of the LG Act as follows:

249 Fixing and payment of annual fees for the mayor

- (1) *A council must pay the mayor an annual fee.*
- (2) *The annual fee must be paid in addition to the fee paid to the mayor as a councillor.*
- (3) *A council may fix the annual fee and, if it does so, it must fix the annual fee in accordance with the appropriate determination of the Remuneration Tribunal.*
- (4) *A council that does not fix the annual fee must pay the appropriate minimum fee determined by the Remuneration Tribunal.*
- (5) *A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee."*

Conclusion

63. The Tribunal's determinations have been made with the assistance of the two Assessors - Mr Ian Reynolds and Mr Tim Hurst. The allocation of councils into each of the categories, pursuant to section 239 of the LG Act, is outlined in Determination No. 1. The maximum and minimum fees paid to councillors and mayors and members and chairpersons of county councils, pursuant to section 241 of the LG Act, is outlined in Determination No. 2.

64. On 14 February 2017, the Government announced that the proposed formation of a further five new councils in Sydney would proceed, subject to the outcome of court proceedings.

65. The Tribunal may need to consider the categorisation of further new councils following the conclusion of legal action. Should this occur prior to the making of the 2018 determination the Minister may direct the Tribunal to make a special determination(s) in accordance with section 242 of the LG Act.

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 12 April 2017

Local Government Remuneration Tribunal

Section 6 Determinations

Determination No. 1- Determination Pursuant to Section 239 of Categories of Councils and County Councils Effective From 1 July 2017

Table 1: General Purpose Councils - Metropolitan

Principal CBD (1)	Major CBD (1)
Sydney	Parramatta

Metropolitan Large (8)	Metropolitan Medium (9)
Blacktown	Bayside
Canterbury-Bankstown	Campbelltown
Cumberland	Georges River
Fairfield	Hornsby
Liverpool	Ku-ring-gai
Northern Beaches	Inner West
Penrith	Randwick
Sutherland	Ryde
	The Hills

Metropolitan Small (11)
Burwood
Camden
Canada Bay
Hunters Hill
Lane Cove
Mosman
North Sydney
Strathfield
Waverley
Willoughby
Woollahra

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Table 2: General Purpose Councils – Non-Metropolitan

Regional City (2)	Regional Strategic Area (2)	
Newcastle	Central Coast	
Wollongong	Lake Macquarie	

Regional Rural (37)	Rural (57)	
Albury	Balranald	Kyogle
Armidale	Bellingen	Lachlan
Ballina	Berrigan	Leeton
Bathurst	Bland	Liverpool Plains
Bega	Blayney	Lockhart
Blue Mountains	Bogan	Moree Plains
Broken Hill	Bourke	Murray River
Byron	Brewarrina	Murrumbidgee
Cessnock	Cabonne	Muswellbrook
Clarence Valley	Carrathool	Nambucca
Coffs Harbour	Central Darling	Narrabri
Dubbo	Cobar	Narrandera
Eurobodalla	Coolamon	Narromine
Goulburn Mulwaree	Coonamble	Oberon
Griffith	Cootamundra-Gundagai	Parkes
Hawkesbury	Cowra	Snowy Valleys
Kempsey	Dungog	Temora
Kiama	Edward River	Tenterfield
Lismore	Federation	Upper Hunter
Lithgow	Forbes	Upper Lachlan
Maitland	Gilgandra	Uralla
Mid-Coast	Glen Innes Severn	Walcha
Mid-Western	Greater Hume	Walgett
Orange	Gunnedah	Warren
Port Macquarie-Hastings	Gwydir	Warrumbungle
Port Stephens	Hay	Weddin
Queanbeyan-Palerang	Hilltops	Wentworth
Richmond Valley	Inverell	Yass
Shellharbour	Junee	
Shoalhaven		
Singleton		
Snowy Monaro		
Tamworth		
Tweed		
Wagga Wagga		
Wingecarribee		
Wollondilly		

Local Government Remuneration Tribunal

Table 3: County Councils

Water (5)	Other (7)
Central Tablelands	Castlereagh-Macquarie
Goldenfields Water	Central Murray
Mid-Coast	Hawkesbury River
Riverina Water	New England Tablelands
Rous	Southern Slopes
	Upper Hunter
	Upper Macquarie

Local Government Remuneration Tribunal

Determination No. 2- Determination Pursuant to Section 241 of Fees for Councillors and Mayors

Pursuant to s.241 of the *Local Government Act 1993*, the annual fees to be paid in each of the categories to Councillors, Mayors, Members and Chairpersons of County Councils effective on and from 1 July 2017 are determined as follows:

Table 4: Fees for General Purpose and County Councils

Category		Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils – Metropolitan	Principal CBD	26,310	38,580	160,960	211,790
	Major CBD	17,540	32,500	37,270	105,000
	Metropolitan Large	17,540	28,950	37,270	84,330
	Metropolitan Medium	13,150	24,550	27,940	65,230
	Metropolitan Small	8,750	19,310	18,630	42,120
General Purpose Councils – Non-metropolitan	Regional City	17,540	30,500	37,270	95,000
	Regional Strategic Area	17,540	28,950	37,270	84,330
	Regional Rural	8,750	19,310	18,630	42,120
	Rural	8,750	11,570	9,310	25,250
County Councils	Water	1,740	9,650	3,730	15,850
	Other	1,740	5,770	3,730	10,530

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

The Local Government Remuneration Tribunal

Signed

Dr Robert Lang

Dated: 12 April 2017

ITEM 10

ANNUAL FEES PAYABLE TO INDEPENDENT MEMBERS OF THE AUDIT AND CORPORATE GOVERNANCE COMMITTEES 2017-2018

Independent members of Council's Audit Committee and Corporate Governance Committee are entitled to remuneration on the basis of a Committee meeting fee as determined by the Council.

This report requests Council to review and set the meeting fee for the 2017-2018 financial year.

RECOMMENDATION

The annual fees payable for the period 1 July 2017 to 30 June 2018 be:

- 1 \$3,600 (ex GST) for Independent Chairpersons; and
- 2 \$2,400 (ex GST) for Independent Members.

REPORT AUTHORISATIONS

Report of: Kylee Cowgill, Manager Governance and Information
Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Independent members' meeting fees are paid for the period 1 July to 30 June and include all expenses incurred by the independent members in relation to their responsibilities as members of the Audit or Corporate Governance Committees.

In accordance with the Charter for each Committee, adopted by Council, the fee is subject to an annual review. The review and any proposed increase is in accordance with the percentage increase in the fee payable to Councillors as determined by the Local Government Remuneration Tribunal each year. For the 2017-2018 financial year, this increase is approximately 8%.

PROPOSAL

This report recommends an increase in the annual fees paid to the independent chairpersons and members of the Council's Audit Committee and Corporate Governance Committee. This amount excludes GST and is paid for attendance at quarterly meetings.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal "We are a connected and engaged community". It specifically delivers on core business activities as detailed in the Governance and Administration Service Plan 2016-17.

FINANCIAL IMPLICATIONS

There are sufficient funds in the 2017-2018 Budget to meet the proposed increase in annual fees.

CONCLUSION

The annual fees for independent members of the Audit and Corporate Governance Committees should be increased in line with the percentage increase of Councillors' fees. The payment of a fee to the independent chairpersons and members of these Committees ensures Wollongong City Council remains competitive in the market and attracts the very best applicants to these roles.

ITEM 11 TENDER T17/08 - SUPPLY AND DELIVERY OF PRE-MIXED CONCRETE

This report recommends engagement by contracts of a panel of five contractors for Supply and Delivery of Pre-Mixed Concrete to meet the requirements of various Operational and Capital Works Projects in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tenders of Cleary Bros (Bombo) Pty Ltd, Hanson Construction Materials, Hy-Tec Industries Pty Ltd, Boral Resources (NSW) Pty Ltd and Baines Transport Pty Ltd for the Supply and Delivery of Pre-Mixed Concrete as per tender T17/08, for the rates as set out in each tenderer's Form of Tender.
- 2 Council delegate to the General Manager the authority to finalise and execute the contracts and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contracts and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance

Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Tenders were invited by a Joint Tender Assessment Panel for the Supply and Delivery of Pre-Mixed Concrete to three of the four Illawarra Pilot Joint Organisation councils. The Joint Tender Assessment Panel consisted of personnel from Wollongong and Shellharbour City Councils and Kiama Municipal Council. The tender was by the open tender method and closed at 10.00 am, 19 April 2017.

Six tender submissions were received by the close of tender. All tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the Finance, Legal, Human Resources and City Works Divisions.

The Joint Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

- 1 Cost to Council - 70%
- 2 Demonstrated Quality Management System or Plan, WH&S Management System or Plan and Environmental Management System or Plan (5% weighting each) – 15%
- 3 Demonstrated experience and satisfactory performance in the supply and delivery of pre-mixed concrete to a similar sized organisation - 5%
- 4 Demonstrated strengthening of local economic capacity - 5%
- 5 Demonstrated Social Value and/or Social Procurement Initiatives - 5%

The mandatory assessment criteria have been met by the recommended tenderers, with one tender submission considered as non-conforming.

The Joint 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
Cleary Bros (Bombo) Pty Ltd	1
Hanson Construction Materials	2
Hy-Tec Industries Pty Ltd	3
Boral Resources (NSW) Pty Ltd	4
Baines Transport Pty Limited	5

PROPOSAL

Council authorise the engagement of Cleary Bros (Bombo) Pty Ltd, Hanson Construction Materials, Hy-Tec Industries Pty Ltd, Boral Resources (NSW) Pty Ltd and Baines Transport Pty Limited to carry out the Supply and Delivery of Pre-Mixed Concrete in accordance with the scope of works and technical specifications developed for the project.

The recommended tenderers have satisfied the Tender Assessment Panel that they are capable of undertaking the works to Council’s standards and in accordance with the technical specification.

Referees nominated by the recommended tenderers have been contacted by the Tender Assessment Panel and expressed satisfaction with the standard of work and methods of operation undertaken on their behalf.

The selection of the most suitable panel contractor to supply concrete of a particular volume, type and location is based upon an analysis of the matrix of contracted prices.

CONSULTATION AND COMMUNICATION

- 1 Members of the Tender Assessment Panel
- 2 Nominated Referees

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.11 Improve the efficiency of supply management in order to achieve operational efficiencies	Continue to progress the Supply Action Plan to achieve long term savings and business improvement

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council’s risk assessment matrix. Appropriate risk management strategies will be implemented.

FINANCIAL IMPLICATIONS

It is proposed that the supply and delivery of pre-mixed concrete be funded from the operational budgets as identified in the Management Plan.

CONCLUSION

The recommended tenderers have submitted acceptable tenders to carry out the Supply and Delivery of Pre-Mixed Concrete requirements, and it is recommended Council endorse the recommendations.

ITEM 12 TENDER IPJO 05/16 - SANITARY AND NAPPY DISPOSAL AND CLEANING SERVICES

This report recommends acceptance of a tender for *Sanitary and Nappy Disposal and Cleaning Services* in accordance with the requirements of the Local Government Act 1993 and the Local Government (General) Regulation 2005.

This tender was pursued as an Illawarra Pilot Joint Organisation (IPJO) action with all four Council members of IPJO participating (Wollongong City Council, Kiama Municipal Council, Shellharbour City Council and Shoalhaven City Council). Successful tenderers will enter into a Contract with each Council. The term of the Contract is for three years with up to two, one year extensions.

The report recommends Council accept the tender submitted as outlined in the table for the services provided in this report.

RECOMMENDATION

- 1 In accordance with clause 178(1)(a) of the Local Government (General) Regulation 2005, Council accept the tender of Flick Anitcimex for a range of services including supply and service of sanitary disposal units, nappy disposal units, soap dispenser units, air freshener units, bio-tab units, urinal sanitiser bottles, air freshener, toilet descale, hygiene treatment sanitiser and first aid kits, in the sum of \$50,721.55 per annum, excluding GST or in the event the multi-zone discount is not applicable the contract sum be \$52,056.32 per annum, excluding GST.
- 2 Council delegate to the General Manager the authority to finalise and execute the contract and any other documentation required to give effect to this resolution.
- 3 Council grant authority for the use of the Common Seal of Council on the contract and any other documentation, should it be required, to give effect to this resolution.

REPORT AUTHORISATIONS

Report of: Mark Roebuck, Manager City Works and Services
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Tenders were invited by a Joint Tender Assessment Panel consisting of personnel from the Illawarra Pilot Joint Organisation, Wollongong City Council, Shellharbour City Council, Shoalhaven City Council and Kiama Municipal Council.

Tenders were invited by the open tender method with a close of tenders of 2.00pm on 28 February 2017.

Six tenders were received by the close of tenders and all tenders have been scrutinised and assessed by a Tender Assessment Panel constituted in accordance with Council's Procurement Policies and Procedures and comprising representatives of the IPJO, and Shoalhaven, Shellharbour, Kiama and Wollongong Councils Supply/Procurement functions.

Technical expertise was provided by respective City Works, Human Resources and Environmental Divisions in the generation of specification and the review of submissions as applicable.

The Tender Assessment Panel assessed all tenders in accordance with the following assessment criteria and weightings as set out in the formal tender documents:

- 1 Demonstrated relevant experience and performance - 40%
- 2 Demonstrated capability and capacity – 45%
- 3 Environmental management – 5%

- 4 Strengthening local economy – 5%
- 5 Youth employment social outcome – 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 expressed as a percentage 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 took into account predetermined weightings for each of the assessment criteria with this relative importance reflected through assigned weightings to individual evaluation criteria.

To assess Value for Money the tendered price was divided by the weighted score.

$$\text{Value for Money (VFM)} = \frac{\text{Submitted Price (\$)}}{\text{Weighted score}}$$

Tenderers were invited to offer a discount on the lump sum price tendered for 2 or more zones based on the volume of work and the overhead reduction available from a service contract with multiple Councils. Three Tenderers submitted discounts for multiple zones.

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
Flick Aniticimex	1
Sanokil	2
Enviro LCS	3
OCS Cannon Services	4

PROPOSAL

Council should authorise the engagement of Flick Anticimex to carry out the Sanitary & Nappy Disposal & Cleaning Services 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
- 3 Internal Technical Specialists

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.11 Improve the efficiency of supply management in order to achieve operational efficiencies.	Continue to progress the Supply Action Plan to achieve long term savings and business improvement

RISK ASSESSMENT

The risk in accepting the recommendation of this report is considered low on the basis that the tender process has fully complied with Council’s Procurement Policies and Procedures and the Local Government Act 1993.

The risk of the project works or services is considered low based upon Council’s risk assessment matrix and appropriate risk management strategies will be implemented.

The submitted price for this tender is contingent on all IPJO Councils endorsing the recommended tenderer Flick Anticimex, as a multi-zone discount has been applied. Noting there is a low risk the submitted price will increase by a maximum of 2.5% if one Council declines to participate.

FINANCIAL IMPLICATIONS

It is proposed that the engagement and use of Flick Anticimex to provide Sanitary and Nappy Disposal and Cleaning Services be funded from the operational budgets as identified in the Management Plan.

CONCLUSION

The recommended tenderer has submitted an acceptable tender for this project and Council should endorse the recommendations of this report.

ITEM 13

REQUEST FOR APPROVAL FOR THE LORD MAYOR TO ATTEND THE UK MAYORS AND SENIOR OFFICIALS MEETING IN LONDON ON 14-15 JUNE 2017

This report requests approval for the Lord Mayor to represent Council at a meeting of UK Mayors and senior officials in London on 14-15 June 2017.

RECOMMENDATION

- 1 Council approve the attendance of the Lord Mayor at a meeting of UK Mayors and senior officials in London on 14-15 June 2017 to represent Wollongong City Council and Australian Local Government.
- 2 Reimburse the Lord Mayor for the fee incurred to change his return flight to Australia as a result of attending this meeting.

REPORT AUTHORISATIONS

Report of: Clare Phelan, Executive Strategy Manager
Authorised by: David Farmer, General Manager

ATTACHMENTS

- 1 Extract LG Weekly - Issue 15 - 21 April 2017

BACKGROUND

In April 2017, the Australian Local Government Association (ALGA) sought expressions of interest from local mayors to attend a meeting with UK mayors and senior officials on 14-15 June 2017. The Commonwealth Local Government Forum (CLGF) invited ALGA to nominate two directly-elected mayors to attend and contribute to the induction and briefing for incoming UK mayors and senior officials in London. See Attachment 1.

The two-day event will focus on the role of the mayor in providing leadership on promoting their cities nationally and internationally. As part of a wider effort to ensure new mayors are outward looking and build strong leadership for their cities, particularly in the economic space, the CLGF is keen to interact with successful mayors from other Commonwealth cities willing to share good practice and innovation.

For the selection process, nominees had to provide a one-page document addressing their experience in economic development to attracting business/investment to their cities. The ideal nominees would be directly-elected mayors with a good story to tell about their role to develop their local economy and attract inward investment into their city/community.

The Lord Mayor submitted a nomination to attend this meeting. Council was advised that the CLGF would select who would attend from the four nominations received:

- Cr Gordon Bradbery, Lord Mayor of Wollongong (NSW)
- Mayor Tracey Roberts, Mayor of Wanneroo (WA)
- Mayor Damien Ryan, Mayor of Alice Springs (NT)
- Mayor Karen Williams, Mayor of Redland City (QLD)

On 16 May 2017, Council was advised that the Lord Mayor has been successful in his nomination.

As Council has previously been advised, the Lord Mayor will already be travelling in Europe in May and June 2017 on Council and personal business. This report seeks approval for the Lord Mayor to represent Council at this meeting to promote the City of Wollongong's transformation into the City of Innovation and its successful economic development activities of recent years.

CONSULTATION AND COMMUNICATION

Australian Local Government Association
Commonwealth Local Government Forum

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal “We have an innovative and sustainable economy”.

It specifically delivers on core business activities as detailed in the Economic Development Service Plan 2016-17.

FINANCIAL IMPLICATIONS

In accordance with Council’s Payment of Expenses and Provision of Facilities to Lord Mayor and Councillors Policy, all expenses relating to personal business will be borne by the Lord Mayor.

The Local Government Association of the UK has indicated it will cover the costs of the Lord Mayor’s accommodation and local travel including airport transfers relating to his involvement in this meeting. Some incidental expenses relating to meals may be incurred.

As the Lord Mayor’s nomination for this meeting was only confirmed on Tuesday 16 May 2017, the Lord Mayor was required to amend his return flight to Australia, attracting a fee of \$500.

CONCLUSION

This is an exciting opportunity to showcase the City of Wollongong to UK mayors and senior officials and highlight the importance of Council support in promoting economic development and diversity at a local level.



General Interest

Item 5: Opportunity for Two Directly-Elected Mayors to Travel to UK in June

Australian Local Government Association is seeking expressions of interest (by Friday 28 April) from local mayors to attend a meeting with the UK mayors and senior officials (14-15 June).

The Commonwealth Local Government Forum (CLGF) has invited the Australian Local Government Association (ALGA) to nominate two directly-elected mayors to attend and contribute to the induction and briefing for the incoming UK mayors and senior officials in London.

The UK Local Government Association (UKLGA), which is preparing the mayoral induction program, has invited the CLGF to collaborate in putting together a two day event which will focus on the role of the mayor in providing leadership on promoting their cities nationally and internationally.

As part of a wider effort to ensure new mayors are outward looking and build strong leadership for their cities, particularly in the economic space, the GLCF are keen to interact with successful mayors from other Commonwealth cities willing to share good practice and innovation.

For the selection process, nominees must provide a one-page document addressing their experience in economic development to attracting business/investment to their cities and experience in amalgamations (the latter of which is not a pre-requisite but may be advantageous).

The ideal nominees will be directly-elected mayors with a good story to tell about their role to develop their local economy and attract inward investment into their city/community. This outward facing perspective is one which the UK is keen develop with newly elected mayors and the current crop of candidates standing for election.

In the UK, directly elected mayors is new. Previously, local government representation in the UK has consisted generally of people who have been either indirectly elected leaders of councils or members of parliament in the past.

Background

There are a number of reforms on going in local government in England currently including local authorities coming together to form larger "combined authorities" most of which will have a directly elected mayor (which is relatively new in the UK) and greater access to devolved finance and powers.

The process is not absolutely uniform and is being rolled out on a case by case basis, through consultations with interested councils/groups of councils. The first group of new combined authorities have been established in shadow form, and elections for the first mayors and councillors will take place on May 4th. This is a major change for local government and will involve new powers and responsibilities, as well as a more strategic leadership role. One key priority for the mayors and leaders will be to profile their cities nationally and internationally and to support economic development and increase inward investment in their localities.

Deadline for EOI

Friday 28 April

Contact

Adrian Beresford-Wylie

ALGA

P: 02 6122 9422

adrian.beresford-wylie@alga.asn.au

Ref: R93/0175

ITEM 14 FINANCIAL ASSISTANCE - OUT OF ROUNDS AND MINOR DONATIONS FOR 2016-17

Wollongong City Council provides the opportunity for the community to apply for funding assistance through a number of programs within the Financial Assistance Policy.

This report is provided in accordance with Council’s Financial Assistance Policy and presents information on the recipients of *Part D – Sponsorship for Community Events*, which have been received outside the 2016-17 financial year application round.

In addition, this report also presents information on approved *Part F – Minor Donations* for 2016-17 financial year.

RECOMMENDATION

The report be noted.

REPORT AUTHORISATIONS

Report of: Sue Savage, Manager Community Cultural and Economic Development (Acting)
 Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Wollongong City Council’s Financial Assistance Policy provides assistance to a variety of groups, individuals and not-for-profit organisations. In accordance with this policy the following is a list of successful recipients.

- Part D – Sponsorship of Community Events** – This funding provides assistance for groups, organisations and individuals seeking to organise community events and activities that meet Council’s aim of further developing a range of existing events to maximise the economic and social benefit to the city.

The Statement of Procedures set out a process for approval, in accordance with the policy in relation to out of rounds applications, with each of the recommended applications assessed by the committee and submitted to the General Manager for final approval. The required agreements for the sponsorship support are in place.

Successful Out of Rounds Recipients

Name of Event	Criteria: Event Category		
	City-wide, local or sport	Date	Venue
Dapto Community Carols	Local community event	December 2016	Dapto
Wollongong RSL Sub Branch	City-wide event	25 April 2017	Wollongong
Woonona Bulli RSL Sub Branch	Local community event	25 April 2017	Woonona
Corrimal RSL Sub Branch	Local community event	25 April 2017	Corrimal
TOTAL OUT OF ROUNDS ALLOCATION - \$18,123.60			

- 2 **Part F – Minor Donations** – To provide assistance for groups, organisations or individuals within the City of Wollongong who are not eligible for sponsorship under any other program in the Financial Assistance Policy.

The Statement of Procedures sets out a process for approval in accordance with the Policy for Minor Donations, each application was assessed by the relevant Council officer to determine the recommendations, which was then submitted to the General Manager for approval.

Successful Out of Rounds Recipients

Name of Activity Project for consideration	Event Location	Type of Activity [ie team or individual representation or a support project]
Athletics Oceania Championships	Fiji	Local representation at an International event
F1 in Schools	Adelaide	Local representation at a National event
Lions Club of Woonona – World Festival of Magic	Local	Support Project
Rotary Club of Fairy Meadow – Children’s Festival	Local	Support Project
Salvation Army Red Shield Appeal	Local	Support Project
UN Youth Australia Young Diplomats Tour 2017	Europe	Local representation at an International event
UK Tour – Australia Futsal	United Kingdom	Local representation at an International event
Wollongong Robotics Team	Aarhus, Denmark	Local representation at an International event
Youth America Grand Prix	New York, USA	Local representation at an International event
TOTAL OUT OF ROUNDS ALLOCATION - \$2,980.00		

PROPOSAL

This report be noted by Council.

CONSULTATION AND COMMUNICATION

The opportunity to apply for assistance in accordance with Council’s Financial Assistance Program and the availability of free information sessions to the broader community for the 2016-17 round of funding was communicated in the following ways:

- Advertisements in The Advertiser
- Information and applications were available on Council’s website
- Social media activity
- Direct mail to previous applicants

The consultation and assessment process involved the following Council staff:

- General Manager
- Manager Community, Cultural and Economic Development [Acting]
- Public Relations Manager
- Public Relations and Events Support Officer
- Community and Cultural Development Team

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 Goals:

- 3 Wollongong is a creative, vibrant city
- 4 We are a connected and engaged community.

It specifically delivers on core business activities as detailed in the Public Relations Service Plan 2016-17.

RISK ASSESSMENT

All funding recipients are required to supply evidence of their public liability insurance with their signed agreement, while also providing a report post event showing the outcomes of their event.

This information is included in each individual agreement and is done so in accordance with Council's Financial Assistance Policy.

FINANCIAL IMPLICATIONS

The Financial Assistance Program is delivered within the 2016-17 Council approved budget.

Part D – *Sponsorship of Community Events* – Out of round applications considered when sufficient funds remain after the initial sponsorship allocation.

Part F – *Minor Donations* – Funding is allocated against a Council approved budget until expended.

CONCLUSION

Council's Financial Assistance Policy enables the City of Wollongong to deliver events, activities and programs throughout our community. These events reach deep into a variety of sectors of our community, enriching lives and adding valuable experiences, while also providing a value proposition that feeds the visitor economy.

The delivery of the Financial Assistance Program is an investment in our community.

ITEM 15 INITIAL LOCAL GOVERNMENT PERFORMANCE AUDITS

The Auditor-General of NSW has written to Council regarding Local Government Performance Audits and requested the correspondence be tabled at a forthcoming Council meeting.

RECOMMENDATION

Council note the information.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance
 Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Letter from Auditor-General of NSW and Performance Audit Guide for Local Government

BACKGROUND

The Auditor-General of NSW has written to Council with information on Local Government Performance Audits. The letter provides an overview of the purpose of the audits, the target areas in the first year and how the results will be reported and used. The Auditor-General has asked that the report be tabled at a forthcoming Council meeting.

CONSULTATION AND COMMUNICATION

Audit Office of NSW

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-17	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.1 Effective and transparent financial management systems are in place	Provide accurate and timely financial reports monthly, quarterly and via the annual financial statement
		Continuous Budget Management is in place, controlled and reported
		Manage and further develop compliance program
		Monitor and review achievement of Financial Strategy

CONCLUSION

The Auditor-General of NSW has requested the letter and guide be tabled at a forthcoming Council meeting. This report provides that opportunity.



Mr David Farmer
General Manager
Wollongong City Council
Locked Bag 8821
WOLLONGONG DC NSW 2500

Contact Audit Office
Phone No 9275 7100
Our Ref
Your Ref

27th April 2017

Dear Mr Farmer

Initial local government performance audits

As you are aware, recent amendments to the *Local Government Act 1993* have made the Auditor-General of NSW the Auditor of Local Councils in NSW. In addition to auditing Councils' annual financial statements, the new mandate provides for the conduct of "Performance Audits".

I am aware Performance Audits are a new type of audit for Local Government so the purpose of this letter is to tell you a little bit about them and my approach.

Essentially, Performance Audits assess whether selected activities or services are carried out efficiently, effectively and economically. The State Government has provided my Office with funding to conduct two to three Local Government performance audits annually. I have consulted with organisations like Local Government NSW and the Office of Local Government regarding topic selection.

In this first year, I have chosen to focus on the sector as a whole, rather than on any individual council. In this way I hope to improve my Office's understanding of Local Government and to work alongside you to provide some general benchmarking or improvement opportunities. My aim is to support Councils to identify good practice and to make improvements over time.

The first Performance Audit will focus on Councils' own reporting to their communities on service delivery. My Office is conducting a desk top review of reporting in Council annual reports and will select a sample of Councils to profile in more detail.

The second audit will survey fraud controls in place across Councils. And the final performance for the 2017/18 financial year will examine current shared services arrangements.

We will contact you directly if your Council is selected for more detailed examination in any audit.

I am sure it will be helpful if I publish a forward program of possible performance audits for you to provide any feedback on. Matters identified in my annual financial audits will also inform the selection of future topics, which may be a mix of sector wide or more targeted audits. Again, my officers will contact you during the early stages of any audit involving your Council.

Information regarding Performance Audits and my Office's approach to Local Government can be found at <http://www.audit.nsw.gov.au/>. I also enclose our Performance Audit Guide for Local Government for your information.

You may like to view my current program of State Government Performance Audits to get a better insight into the nature of performance auditing. You can also discuss any aspect of the audit of your Council with the Business Team Leader responsible for your Council. Contact details will be provided to you in our Client Service Report.

I am looking forward to working constructively with you and your officers to carry out my obligations under the Act but to also support you in your work. If you have any questions, please feel free to email me (mail@audit.nsw.gov.au).

Please note I have also written to your mayor on this topic. It would be appreciated if you could table this correspondence at a forthcoming council meeting.

With my best regards



Margaret Crawford
Auditor-General of NSW

PERFORMANCE AUDIT GUIDE FOR LOCAL GOVERNMENT

INTRODUCTION

Performance audits assess whether an agency or council is carrying out its activities effectively, and doing so economically and efficiently and in compliance with relevant laws.

This Guide provides councils (the audited agency) with information about the NSW Audit Office's performance audit process. The Guide outlines the legislative framework and the NSW Auditor-General's authority, and what to expect of the Audit Office during a performance audit.

The Guide also informs councils of their obligations to assist the performance audit team to effectively and efficiently complete their work.

LEGISLATIVE FRAMEWORK

Auditor-General's authority to conduct performance audits

The *Public Finance and Audit Act 1983* (PF&A Act) sets out the Auditor-General's functions, mandate and powers:

The Auditor-General's independence is assured by key provisions in the PF&A Act. Specifically, the Auditor-General:

- reports directly to NSW Parliament on audits of agency financial reports and performance
- can only be dismissed by a resolution of both houses of the NSW Parliament
- decides on the program of work undertaken by the Audit Office
- is appointed for a non-renewable eight year period. In addition, performance audits are funded by NSW Parliament, not the agency being audited.

Under the *Local Government Amendment (Governance and Planning) Act 2016* (the Act), the Auditor-General is the auditor of all NSW councils and 'council entities' from 1 July 2016 and has the mandate to conduct performance audits.

The Act gives the Auditor-General authority to choose the topics and agencies for review, and to access required agency information.

The Auditor-General is required to report to the head of the audited agency, the responsible Minister and Treasurer on the result of a performance audit. In many cases, this will include the Office of Local Government and its Minister due to their respective roles.

SUMMARY OF KEY POINTS

In conducting a performance audit, the Audit Office is responsible for:

- obtaining sufficient knowledge of the program or activity being audited
- maintaining a constructive relationship with the audited agency and undertaking adequate consultation (see Table 1)
- securing and keeping confidential all agency information obtained in the course of the audit.

The head of the audited agency is responsible for:

- nominating up to two suitable liaison officers to work with the audit team
- providing full and free access to people and information within requested timeframes. This includes providing all information that is relevant to the audit, even if not specifically requested
- a duty of care to the audit team under WHS and anti-discrimination laws, and harassment free workplace policies.

Performance audits and topic selection

Performance audits assess whether an agency is carrying out its activities effectively, and doing so economically and efficiently and in compliance with all relevant laws. Activities examined by a performance audit may include an individual program or service provided by an individual or group of council's, all or part of an individual council, or it may consider particular issues affecting the sector as a whole and may include state agencies as well as council's. Performance audits cannot question the merits of government or council's policy objectives. The Act gives the Auditor-General authority to select performance audit topics and activities to review. We use a strategic approach to selecting performance audits, which balances our performance audit program to reflect issues of interest to Parliament and the community. We include topics that align with the government's policy objectives and reform agenda to assess progress and impacts.

Each year, the Auditor-General seeks input from the heads of government agencies and certain statutory officers, on proposed topics before publishing the performance audit program. The Auditor-General will also take into account performance audit topic suggestions from the Public Accounts Committee, Members of Parliament, local councils and members of the public.

Authority to access Council information

The Act provides the Audit Office with full access to information irrespective of any agency obligations for confidentiality. This overrides any other legislation that might restrict disclosure, such as secrecy or privacy laws.

The Auditor-General is entitled at all reasonable times to full and free access to information requested of the audited agency.

The only exception to this access is information that is Cabinet information as defined in the *Government Information (Public Access) Act 2009* (GIPA Act). However, as a matter of convention the Secretary, Department of Premier and Cabinet, provides relevant Cabinet documents to the Auditor-General when requested.

Agencies must provide the Audit Office with information requested.

Confidentiality requirements

Under the PF&A Act, any information obtained in the course of undertaking a performance audit must not be disclosed by Audit Office staff to any person other than staff of the auditee, with the exception of information relating to improper conduct as detailed in the Act.

All information that the Audit Office receives, and working papers that the Audit Office creates during an audit, are exempt from the GIPA Act.

FOLLOW-UP PROCESS AFTER THE PERFORMANCE AUDIT IS COMPLETED

Approximately 12 months after each performance audit report is tabled in Parliament, the Public Accounts Committee (the Committee) may follow up action taken by audited agencies in response to recommendations made by the Auditor-General. As part of the follow up process, the Committee questions agencies about their response to the recommendations and, if required, conducts public hearings to examine witnesses. The Auditor-General also provides comments on submissions made by agencies to the Committee.

After the performance audit report is tabled, we write to the head of each audited agency to confirm this process and provide a template to assist the audited agency to report to the Committee when requested.

ROLES AND RESPONSIBILITIES

The Audit Office's obligations

We aim to complete our work efficiently to minimise the impost on each council. The time to complete this work varies depending on the complexity of the audit topic and the number of councils and state agencies that may be involved. This may range from six to 12 months.

Knowledge of the program or activity being audited

The audit team will obtain sufficient knowledge to enable it to identify and understand issues relevant to the program or activity being audited.

Performance audits may be undertaken on topics that require specialised skills and knowledge beyond those possessed by the audit team. In these cases, we engage consultants to provide expert assistance to the audit team and will discuss this with the audited council. The audit team must ensure that any consultant engaged for the audit has the necessary competence, capabilities and impartiality to complete the work required.

No surprises approach

The audit team seeks to establish a constructive relationship with each council so that there are 'no surprises' in the final audit report. The audit team will explain the audit process at commencement and will maintain appropriate communication throughout the audit. Council's General Manager, and executive staff, are encouraged to provide input at appropriate stages of the audit, such as when the audit is being scoped, and when preliminary findings, the draft report and potential recommendations are discussed.

Our audit process outlined in Table 1 provides several formal consultation points for the council to discuss the audit planning, preliminary findings and draft report during the course of the audit. In practice, there is ongoing and frequent communication between the audit team and the liaison officers.

Additionally, the head of the audited council and council executive staff can contact the Auditor General, Deputy Auditor General or Assistant Auditor-General Performance Audit at any time to discuss the audit. Our contact details are provided to the General Manager and council liaison officers at the commencement of the audit.

Audit methodology

Our performance audit methodology is designed to satisfy Australian Audit Standards ASAE 3000 and 3500 on performance auditing. The Standards require the audit team to comply with relevant ethical requirements and plan and perform the audit to obtain reasonable assurance and draw a conclusion on the audit objective. Our processes have also been designed to comply with the performance audit requirements specified in the Act.

Security of agency information

The Audit Office treats all audit-related information as 'in-confidence'. Our computer network has appropriate security measures in place to mitigate unlawful access. Secure arrangements are also in place to store physical documentation.

Sensitive information that, in the Auditor-General's opinion, is not in the public interest will not be included in public reports. This may include commercial in confidence information. Any issues that the council may have about the Auditor-General's powers and the content of the audit report should be discussed with the audit team at the earliest opportunity.

The audit team will discuss with council's liaison officers suitable options and timing to provide information and documentation for the audit. This may include use of a web based secure file transfer facility to enable audited agencies to securely and efficiently provide requested information.

The audited agency's obligations

We aim to use council staff time efficiently and effectively and request the council's cooperation to facilitate our work. In the planning stage of each audit we will consult with council's liaison officers and agree on timely access to people and information (see Table 1).

Nominate up to two liaison officers

Council's General Manager is asked to nominate up to two liaison officers to work with the audit team. The liaison officers' role is important to both the Audit Office and council.

The liaison officer should be a senior member of the council who will keep the General Manager informed of the progress of the audit, and who has authority to make decisions on behalf of the council, for example, when reviewing the draft audit report and discussing potential audit recommendations.

The liaison officer will be asked to assist with the day to day administration of the audit, such as assistance in arranging meetings, access to people and information. Council's General Manager, or the nominated liaison officer, may wish to appoint a second liaison officer to assist the audit team with these matters.

Regular and open communications between the audit team and management of the council help deliver an efficient audit. The audit team will contact the nominated liaison officers regularly during the audit and will direct most questions and documentation requests through them. Refer to Table 1 for more details.

It is essential the audit team receives prompt responses to its questions and requests for supporting documentation.

Prepare early for the audit

The letter sent to the General Manager when a performance audit commences includes an indication of the issues that the performance audit will examine. This is discussed and refined during the planning phase of the audit outlined in Table 1.

The General Manager can prepare early for the performance audit by:

- reviewing relevant plans, records and source data, and making sure these are up-to-date and available for the audit team
- gathering documentation on how council monitors and measures the effectiveness, economy and efficiency of the audited activity and have the most recent results ready.

Provide full and free access to people and information

The General Manager and council's nominated liaison officers are responsible for arranging unrestricted access for the audit team to relevant individuals and documents and for the completeness and accuracy of the information supplied for the audit.

This is particularly important for performance audits. Each performance audit is unique and, as a result, it is difficult for audit teams to know exactly the documentation relevant to the audit. It is therefore the council's responsibility to ensure it provides:

- all information it is aware of that is relevant to the audit, whether or not it is specifically requested
- all information the audit team requests that is relevant to the audit

- o unrestricted access to all people in the council from whom it is necessary to obtain audit evidence.

The General Manager is also requested to advise the audit team:

- o if they or their council has any knowledge of any actual, suspected or alleged intentional misstatement (such as fraud) or non-compliance with laws and regulations in relation to the audit topic
- o whether there has been any internal or external reviews or audits conducted in relation to the audit topic.

Comply with work health and safety (WHS) and anti-discrimination laws, and harassment-free workplace policies

The Audit Office is committed to maintaining a high standard of work health and safety, and our staff are expected to treat each other and council staff with courtesy and respect.

Councils have a duty of care to Audit Office staff under the *Work Health and Safety Act 2011*, Regulation, Codes of Practice and recognised industry standards, as appropriate.

If the audit team fails to adhere to anti-discrimination laws or the harassment free workplace policy, the council liaison officers should advise the Assistant Auditor-General Performance Audit immediately.

The Audit Office has policies and strategies to prevent and deal with discrimination and harassment.

If the audit team is treated contrary to anti-discrimination laws and the harassment free workplace policy by any council staff, the audit team will advise the Assistant Auditor-General Performance Audit immediately. The incident will be raised with the council liaison officers and, if necessary, with the General Manager and the Auditor-General.

Transmission of agency information

Councils may provide working papers in hard copy or electronic format. Our preferred format is electronic documents in Word, Excel, or PDF formats provided by e-mail or through the Audit Office's secure file upload service. Details of e-mail addresses to use, or the file upload service, are provided by the audit team when information is requested.

The audit team may need 'read only' access the council's electronic systems. If this is required, the liaison officer will be asked to arrange the necessary access including log in IDs or access terminals on-site.

PERFORMANCE AUDIT PROCESS

Once initiated, performance audits have three main stages: planning, conduct and reporting. A description of each of these stages, and the extent of our consultation with the audited council, is outlined in Table 1.

Table 1—Performance audit stages and consultation with audited agencies

Planning	<i>Audit commences</i>	An audit team is assigned and the audit is initiated. Commencement letters are issued to the General Manager, Chief Executive, responsible Ministers, and the Treasurer. The head of each audited council and state agency nominates their liaison officers who will work with the audit team.	<i>Commencement letters</i>
	<i>Scoping work</i>	The audit team meets with council's liaison officers, and other key stakeholders, to gain an understanding of the council and activities relevant to the audit topic. The audit team develops the audit's scope and focus, including the audit objective and potential criteria. The potential audit scope is discussed with council's liaison officers.	<i>Draft audit scope and focus</i>
	<i>Audit plan</i>	The audit team finalises the audit scope and develops the audit plan in consultation with council's liaison officers. In addition to the scope and focus, the audit plan may include: <ul style="list-style-type: none"> • the audit procedures, including how and what information is to be collected to answer the audit criteria • audit fieldwork and approach, including the people and locations the audit team will visit during the audit • audit schedule, including consultation milestones and proposed tabling date. A draft audit plan is provided to the council's liaison officers for feedback before being finalised. Once finalised, the audit plan and audit engagement letter are issued to the General Manager. 	<i>Audit plan and engagement letter</i>
Conduct	<i>Evidence gathering and analysis</i>	Evidence is collected and analysed against the audit criteria. The audit team must ensure they have sufficient and appropriate evidence to answer the audit objective and criteria.	<i>Interviews with relevant council staff</i>
	<i>Preliminary findings</i>	Preliminary findings against the audit criteria are discussed with council's liaison officers. Additional relevant evidence may be requested if needed.	<i>Requests for access to documents and information</i> <i>Preliminary findings discussed</i>

<i>Reporting</i>	<i>Draft report</i>	<p>A draft report is prepared and a meeting held with council's liaison officers to discuss their feedback. The purpose of the draft report is to give the council the opportunity to identify errors of fact or interpretation, and to provide additional relevant evidence that addresses the audit criteria. Responses received from the council are carefully considered and amendments made as necessary. During this process the audit team will also discuss with council's liaison officers potential recommendations to be included in the audit report. The General Manager may wish to meet with the Auditor-General to discuss the draft audit report and recommendations before it is finalised.</p>	<i>Draft report</i>
			<i>Potential recommendations</i>
	<i>Final report</i>	<p>The audit's final report is issued by the Auditor-General to the General Manager, Chief Executive, the responsible Ministers, and the Treasurer, in accordance with the Local Government Act 1993. The audit report includes recommendations to improve accountability and performance. The General Manager is invited to provide a written response to the audit report and its recommendations that will be published with the audit report.</p>	<i>Final statutory report</i>
		<p>The audit report is tabled in NSW Parliament and published on the Audit web site</p>	<i>Tabled report</i>

ITEM 16 MANAGING LOVE LOCKS ON PUBLIC INFRASTRUCTURE - PROJECT UPDATE

Council in June 2015 resolved to take certain actions to manage the impact of Love Locks placed onto Council infrastructure. This report provides an update on the results of those actions.

RECOMMENDATION

Council note the contents of this report and proceed with the programmed installation of love lock chains at Mt Keira and Flagstaff Hill.

REPORT AUTHORISATIONS

Report of: Glenn Whittaker, Manager Project Delivery
Authorised by: Greg Doyle, Director Infrastructure and Works - Connectivity Assets and Liveable City (Acting)

ATTACHMENTS

There are no attachments for this report.

BACKGROUND

Following an increased level of attachment of love locks to public infrastructure, Council has considered a number of options to deal with this issue.

On 22 June 2015, Council resolved the following:

- (a) Continue to work with Roads and Maritime Services (RMS) to seek a commitment to fund the artwork structure at Sea Cliff Bridge which offers a spectacular backdrop and will add to the marketing and tourist potential of the Grand Pacific Walk.*
(b) Make representations to the Minister for Roads, Maritime and Freight, The Hon Duncan Gay MLC, to fund the love lock artwork at Sea Cliff Bridge.
- Commence a community engagement process to assess the community opinion to a love lock sculpture on the Flagstaff Hill site, or in that vicinity, and the results of that consultation be reported back to Council.*
- Develop and implement a program for the installation of love lock chains (similar to that recently installed at Sublime Point, Bulli Tops) at sites throughout the City where love locks have been placed.*
- Progressively and economically install the love lock chain concept throughout the City.*

The following update is provided on each of the items in the resolution:

- Sea Cliff Bridge - a detailed costed concept design and photomontage was provided for the RMS to consider and this was the subject of a meeting between Council and RMS where the issues were discussed in detail. A report, including the proposed concept design, costing, and photomontage was provided to the Minister in March 2016. Following further meetings with RMS, Council was advised in May 2016 by the Southern Regional Manager of RMS that the proposal was not supported for the following reasons:
 - RMS adopted the approach of regularly removing locks, which had resulted in a significant reduction in the number of locks attached.
 - The parking facilities located at the southern end of Sea Cliff Bridge are minimal and exceed capacity on many weekends. RMS is not supportive of any additional attractions that may impact on safety in this area.
- Flagstaff Hill - A community engagement strategy was developed and implemented for the love lock artwork proposal on Flagstaff Hill during November and December 2015. This included:

- Advertising and exhibition of a photomontage of the proposed sculpture
- Provision of an FAQ sheet
- On site kiosk and intercept surveys
- Direct provision of information to internal and external stakeholders and survey of their responses.

The majority of the 72 submissions received did not support the sculpture proposal, the financial cost and/or the proposed location on Flagstaff Hill. In addition, the Wollongong Heritage Advisory Committee and the National Trust (NSW) did not support the proposal.

3. Love Lock Chain - a standard fence mounted design has been prepared based on the successful installation on the new fencing at Sublime Point. The Love Lock chain and appropriate signage appears to be successfully addressing the issue at the Sublime Point site.
4. Detailed site-specific construction documentation has been prepared for both the Mt Keira site and the Flagstaff Hill viewing platform as a start to a rollout program of the chains where a need is identified in the City.

PROPOSAL

The above actions have indicated insufficient appetite in the community or RMS for a solution to the love lock issue based on the installation of a sculpture. In comparison, the provision of a love lock chain on new fencing at suitable sites has proven to be both successful, economic and sufficiently supported.

Based on the above, this report recommends that:

- No further action be taken in regard to the proposal for an art work sculpture for love locks within the City at this time.
- Love lock chains be installed at Mt Keira and Flagstaff Hill.
- Monitoring of other sites that have had love locks attached continue, and a further rollout of love lock chains be determined as needed.

CONSULTATION AND COMMUNICATION

The proposal to install an artwork sculpture was extensively discussed with the community in late 2015; however, the majority of the feedback was not in support of the project.

Council resolved to appoint three Councillors as a Selection Panel to review the love lock proposal and this group has been kept informed throughout the process.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal 4 - "We are a connected and engaged community". It specifically delivers on the following:

Community Strategic Plan	Delivery Program 2012-2017	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.9 Continue to actively seek grants and contributions to deliver core community infrastructure and services	Continue to seek external funding to support delivery of core community infrastructure projects

FINANCIAL IMPLICATIONS

It is proposed that the total project be funded from the following source as identified in the Annual Plan -
2017/18 Capital Budget

CONCLUSION

This report provides an update to Council following the community consultation regarding the installation of an artwork sculpture on Flagstaff Hill and the completion of designs for the installation of love lock chains at two popular sites in the City. The proposal to install love lock chains at Mt Keira and the lookout at Flagstaff Hill appears to address the issue in an economical and practical manner and should be supported.

ITEM 17 DRAFT QUARTERLY REVIEW STATEMENT MARCH 2017

The draft Quarterly Review Statement March 2017 outlines progress made to achieve Council's Wollongong 2022 Strategic Management Plans, in particular the Delivery Program 2012-17 and Annual Plan 2016-17. It addresses the financial and operational performance of Council for the third quarter of 2016-17. The draft Quarterly Review Statement also includes the Quarterly Review Budget Report.

RECOMMENDATION

- 1 The draft Quarterly Review Statement March 2017 be adopted.
- 2 The Budget Review Statement as at March 2017 be adopted and revised totals of income and expenditure be approved and voted.

REPORT AUTHORISATIONS

Report of: Elise Woods, Corporate Development Officer
Authorised by: David Farmer, General Manager

ATTACHMENTS

- 1 Draft Quarterly Review Statement March 2017

BACKGROUND

Council's draft Quarterly Review Statement December 2016 outlines the operational and financial performance of Council's Wollongong 2022 Strategic Management Plans, in particular the Delivery Program 2012-17 and Annual Plan 2016-17.

This report also provides an overview of the significant achievements against priority areas and demonstrates organisational performance through the inclusion of performance indicators.

During the Quarter there were a number of significant highlights including:

- the opening of a new and accessible amenities block at Stuart Park
- celebrations for Youth Week 2017
- Sheffield Shield match (NSW v Tas) held at Dalton Park and
- work commenced on the Blue Mile Tramway Project.

CONSULTATION AND COMMUNICATION

Executive Management Committee
Senior Management Group

PLANNING AND POLICY IMPACT

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

It specifically delivers on core business activities as detailed in the Corporate Strategy Service Plan 2016-17.

FINANCIAL IMPLICATIONS

Full financial performance details and implications on Council's financial position are contained within the attached Quarterly Review Statement.

The proposed variations through this Quarterly Review generate an improvement in the Operating Result [pre capital] \$6.8M and a relatively minor reduction in the Fund Result of \$0.1M compared to the current budget for 2016-17. The Operating Result includes:

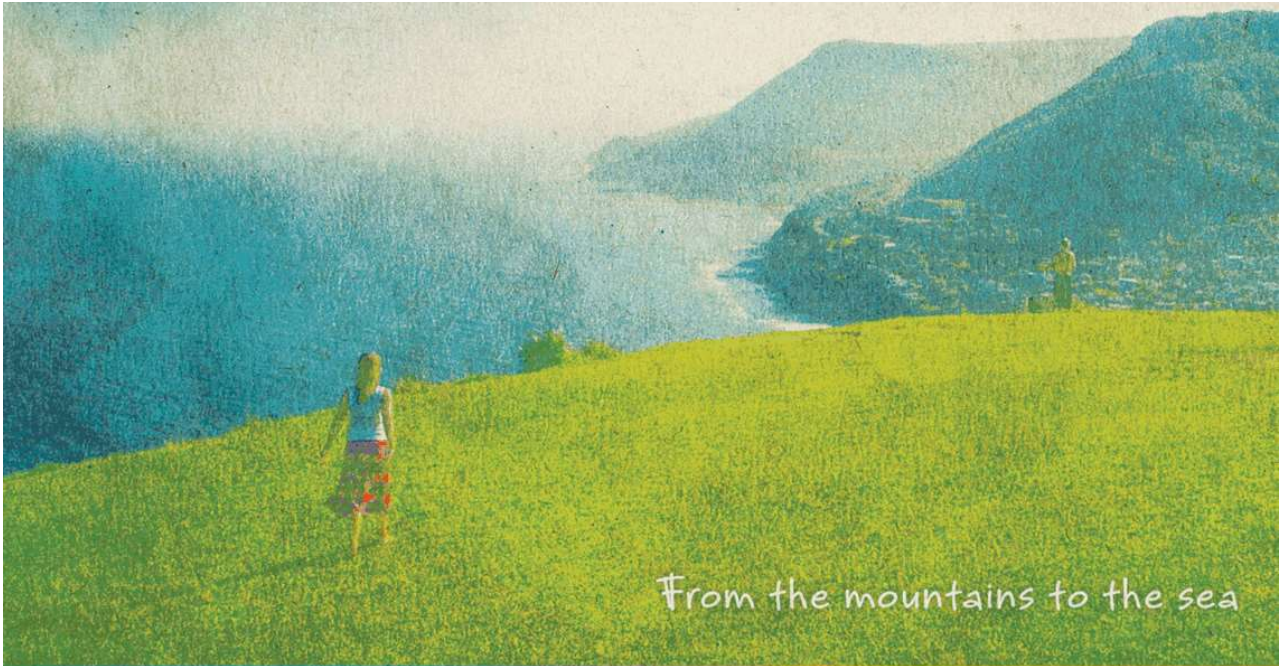
- \$3.0M of net improvements that do not impact on the Fund result as they are either of a non-cash nature, such as depreciation (\$0.8M) or are offset by transfers to or from restricted cash that generally reflect timing of delivery of funded projects and grant income
- a cash improvement of \$3.8M that is attributed to waste facility operations (\$1.3M), adjustments to specifically funded operational projects (\$1.1M), interest on investments (\$0.5M), Home Loan Program correction relating to December (\$0.5M) and a range of other smaller value positive adjustments.

The revised schedules propose that the underlying cash improvement of \$3.8M be partially applied to capital (\$2.8M) and the remaining \$1.0M be transferred to restricted cash for Strategic Projects.

A review of the capital program through this Quarter has identified \$5.5M of works that have externally or internally restricted funding that are not able to be completed in the current financial year. It is proposed that part of the improvement in operations of \$2.8M be reallocated to bring forward Council funded renewal and other works currently programmed into next year. It is intended that the impacts of this variation over the two year period 2016-17 and 2017-18 will be reviewed and further considered as part of the adoption of the 2017-18 Annual Plan.

CONCLUSION

This draft Quarterly Review Statement March 2017 has been prepared following input and assistance from all Divisions within the organisation. It is submitted for consideration by Council.



WOLLONGONG CITY COUNCIL

WOLLONGONG 2022

Draft Quarterly Review Statement

March 2017



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MESSAGE FROM THE GENERAL MANAGER

WOLLONGONG CITY COUNCIL

This draft Quarterly Review Statement reports the period from January to March 2017 and reports on progress towards achieving the five Councillor Strategic Programs from the Delivery Program 2012-17 and the Annual Deliverables from the Annual Plan 2016-17. Highlights and significant progress with key projects from the Annual Plan 2016-17 are reported by the six Community Goals from the Wollongong 2022 Community Strategic Plan.

Highlights from this quarter include:

- 1 Opening of new, accessible amenities block at Stuart Park.
- 2 Celebrations held for Youth week 2017.
- 3 Sheffield Shield match (NSW v Tas) was held at Dalton Park.
- 4 Work commenced on the Blue Mile Tramway project.

The organisational performance is also reported by the inclusion on the performance indicators which monitor the status and progress our Council programs, activities, projects, finances, people and process.

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

I would like to thank all staff and the community for their contributions to the achievements identified in this draft Quarterly Review and Budget Review Statement. This review will inform the Annual Report due in November 2017.

David Farmer
General Manager

STRATEGIC PROGRAMS PROGRESS REPORT

WOLLONGONG CITY COUNCIL

Our Councillors have made a commitment to support our organisation and the 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 Programs. These are outlined in the Delivery Program 2012-17. Progress Made in the March 2017 quarter is outlined below:

1. Financial Sustainability

Our Council is committed to improving the standards of community assets over the five-year Council term. This will be achieved by directing 85% of all capital investment into asset renewal, and a strong emphasis of cost effectiveness in service provision.

Project Sponsor: General Manager
Project Manager: Executive Strategy Manager

Strategic Program Progress



On Track

Program Achievements

The Securing our Future Financial Sustainability Program was formally closed out at the December 2016 Quarterly Review, having achieved overall targets ahead of schedule, and without the need to pursue high impact service adjustments. Work is currently underway to update the Financial Strategy.

STRATEGIC PROGRAMS PROGRESS REPORT

2. West Dapto Urban Release

Council will work in collaboration with key agencies to provide the infrastructure needed to support growth within the West Dapto Urban Release Area. This will include improving access, infrastructure and local services which are needed to support the additional 17,000 future housing lots within the release area.

Project Sponsor: Director Planning + Environment | *Future City and Neighbourhoods*
Project Manager: Manager Project Delivery

Strategic Program Progress



On Track

Program Achievements

The Draft West Dapto Section 94 Development Contributions Plan has been updated to address recommendations made by IPART in October 2016. The Draft Plan is a key document for the West Dapto Urban Release Area as it provides the mechanism to collect development contributions to fund essential local infrastructure. The Draft Plan will be formally considered by Council (in April 2017) prior to forwarding to the NSW Minister for Planning for approval.

Concept Road Designs have been prepared for key Section 94 funded local roads within West Dapto, including:

- West Dapto Road / Wongawilli Road
- Jersey Farm Road
- Cleveland Road

Tenders were invited for the Stage 1A bulk earthworks of the Fowlers Road to Fairwater Drive 1.3km road link. This important road connection will form one of the key access roads for the West Dapto Urban Release Area and will provide the future community with a new flood reliable access road.

Program Risks

Both access projects (Fowlers to Fairwater and Wongawilli Roads/West Dapto Road) have risk registers which identify a number of significant risks. Reviews of the project risk assessments are being undertaken at regular milestones to manage these risks.

STRATEGIC PROGRAMS PROGRESS REPORT

3. Waste Management

During Council's term we will work to reduce the environmental impact of waste by improving waste management across the city. We will finalise and deploy Council's Waste Strategy, assess the impacts of the carbon tax, and work toward the development of a new landfill cell at Whyte's Gully to increase landfill capacity for the region

Project Sponsor: Director Infrastructure + Works | *Connectivity Assets + Liveable City*
Project Manager: Manager City Works + Services

Strategic Program Progress



On Track

Program Achievements

The Waste Management strategic program is rapidly progressing. Multiple concurrent projects derived out of the Wollongong Waste and Resource Recovery Strategy are currently being implemented. When complete, these strategic projects will improve waste management related services offered to our community and benefit the environment. The progresses made on some key projects are highlighted below:

Helensburgh Landfill Rehabilitation Project

Extensive technical investigation into the interaction between the proposed construction materials has been completed over the previous quarter. This is to ensure that the best environmental outcome can be achieved in the site rehabilitation. Construction tender documentation has been finalised and will be advertised during the calendar year.

Whytes Gully New Landfill Cell

- Stage 1A waste filling concluded.
- Stage 1B has commenced waste filling.
- New haul road complete.
- Construction of a Leachate Drainage System in Western Gully has commenced.
- Design for new cell Stage 2 complete.
- Stage 2 Cell Construction tender complete.
- Stage 2 Cell Construction commenced.
- Design for new leachate pond complete.

Community Recycling Centre and Small vehicle transfer station

Development application approval was received for the Community Recycling Centre and the tender for construction has been completed. Site construction work has commenced. Detailed site services investigations and stormwater calculations are ongoing to inform the impending Small Vehicle Transfer Station (SVTS) design.

Program Risks

Critical Project delivery program is highly dependent on various components to enable waste to be placed in the yet to be constructed new cell 2 before cell 1 reaches capacity

STRATEGIC PROGRAMS PROGRESS REPORT

4. City Centre Revitalisation

Council's fourth aspiration in the Delivery Program, is to improve the attractiveness of the Wollongong City Centre to work and visit, reinforcing its role as the region's major hub for investment and jobs growth

Project Sponsor: Director Corporate + Community Services | *Creative, Engaged and Innovative City*
Project Manager: Manager Project Delivery

Strategic Program Progress



On Track

Program Achievements

During this quarter focus has been on coordinating a range of projects across activation, operations and engagement for the City Centre.

- Expansion to the City Centre Free Wi-Fi to include Corrimal Street between Market and Burelli Streets and Keira Street between Smith and Crown Streets;
- Review of the City Centre Retail Awards, towards a stronger engagement with the Illawarra Business Chamber with a view to test the waters for A Wollongong Chamber;
- Commencing first stage scoping for a business's engagement programme with a lower Crown Street Mall focus 'Enliven Wollongong';
- A City for People citywide projects - including: Rail Arrival Quick Win including partnership with State Rail to deliver better amenity and welcoming on Arrival - including signage, welcome mural and decorative seating, Arts Precinct quick win - including pilot seating under trees on paved area, collaborating cross-organisation to look at Foreshore Quick win - including connectivity to Crown Street - temporary creative wayfinding currently being scoped as a pilot/ testing phase towards more permanent citywide wayfinding solutions.
- Ongoing review and management of both Thursday Night Eat St and Friday Forage Market. Engaging with other local councils re development of Night Time Economy (NTE) Forum for local government; Working with Police and GPT to deliver anti-social strategy for Crown Street Mall.
- Continued to develop new content for City Centre website and develop social media profile for City Centre Facebook.
- Smith & Ellen Street Cycleway – engagement workshops have been held to inform scoping; City Block Review has commenced.
- Pilot wayfinding from Crown Street to the Foreshore is currently being developed to improve connectivity.
- Following the Crown Street stage 1 and 2 projects construction re-commenced on Market Street. This will renew the street scape from Regent Street to Young street on the southern side, one of the worst condition sections of footpath in the Central Business District.
- Street scape works on Kembla Street from Crown Street to Market Street are being designed as the next major works location in the City Centre. Also in planning are works along the Western side of Flinders Street, leading from North Wollongong into Keira Street.

STRATEGIC PROGRAMS PROGRESS REPORT

5. Connectivity / Walkability

Council's fifth aspiration is to improve the connectivity of the Local Government Area (LGA) through the upgrade of our network of footpaths and cycleways. This focus on our path and cycle network will ensure that necessary works are carried out to achieve an accessible and connected city.

Project Sponsor: Director Infrastructure + Works | *Connectivity Assets + Liveable City*
Project Manager: Manager Infrastructure Strategy + Planning

Strategic Program Progress



On Track

Program Achievements

The Wollongong Bike Plan was adopted in May 2014. Preparation of the Wollongong Pedestrian Plan is nearing completion and will be presented to Council later in 2017. Actions identified within the bike plan are incorporated into the capital works and operational programs for progressive implementation:

- The design of the Smith and Kembla Streets on-road cycleway, which will provide dedicated access for cyclists into the City Centre, is continuing.
- Option selection and design work is also progressing on the Smith Street shared path rail underpass.
- Funding submissions have been made to Transport for NSW for the rail underpass.
- Construction for the Tramway Seawall and sharepath has commenced.

A significant proportion of the footpath and sharepath design program has commenced or completed, with the following designs commenced during the quarter:

- Mt Keira Road to Nyrang Park cycleway, Mount Keira

The following projects have been completed or are under construction:

- Galvin Park, New Footpath, North Wollongong
- Lake Heights Road to Barina Avenue, off-road path, Lake Heights
- Cliff Road to Continental Pools staircase renewal, Wollongong
- Market Street; Corrimal Street to Queens Street, Wollongong
- Shareway reconstruction adjacent to North Wollongong SLSC North, Wollongong
- Kanahooka Cycleway; boat ramp to Lakeside Park, Kanahooka
- Lake Illawarra Cycleway off Northcliffe Drive, Warrawong, with the section from Kully Way to Griffin Street, North, Warrawong completed.

Program Risks

There are a number of sites on the network expansion program with significant geographical, technical, agency approval and community concerns that may impact on the design phase and hence construction time frames. To minimise the impact from this risk, designs for projects further down the delivery program are also being progressed such that construction programs can be re-phased to ensure continued delivery of the improvement program.

ANNUAL PLAN 2016-17 PROGRESS SUMMARY

WOLLONGONG CITY COUNCIL

The following section provides an overview of Council’s progress with delivering Wollongong 2022. It provides a summary of progress for 2016-17 annual deliverables [Council’s programs, projects and activities] and highlights significant progress with annual projects as outlined in the Wollongong 2022 community goals. This exception based reporting provides an overview of achievements for the March 2017 quarter. The organisations performance is also reported by the key performance indicators, budget summary information and Budget Review Statement.

The Annual Plan 2016-17 contains 311 annual deliverables across the 6 community goals. Table 1 below outlines how Council is tracking in the March quarter to achieve the annual deliverables for each community goal.

Table 1: Annual Deliverable Progress by Community Goal

Goal	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
1 We value and protect our natural environment	98.41%	0%	1.59%	0%	0%
2 We have an innovative and sustainable economy	93.75%	0%	2.08%	0%	4.17%
3 Wollongong is a creative, vibrant city	97.22%	0%	0%	0%	2.78%
4 We are a connected and engaged community	87.69%	0%	4.62%	6.15%	1.54%
5 We are a healthy community in a liveable city	92.31%	1.28%	6.41%	0%	0%
6 We have sustainable, affordable and accessible transport	73.68%	0%	21.05%	0%	5.26%
Total Annual Deliverable Progress	92.23%	0.32%	4.53%	1.29%	1.62%

*Note: Each Goal does not have equal number of Annual Deliverables; therefore the Annual Deliverable progress totals do not necessarily add together.

ANNUAL PLAN 2016-17 PROGRESS SUMMARY

Overall 4.53% of annual deliverables were reported to be delayed, while 1.29% were deferred. Table 2 below outlines all annual deliverables that were reported as delayed or deferred at the end of March 2017.

Community Goal	Annual Deliverable	Delayed	Deferred	Comment
1 We value and protect our natural environment	Continue to pursue biodiversity certification of the West Dapto Urban Release Area including offsetting provisions	Y		Council officers continue to make representations to NSW Department of Planning and Environment in forums such as the Illawarra Environment and Resources Group to seek support for the per Lot levy and estimated levy cost forwarded to the Department in December 2015.
2 We have an innovative and sustainable economy	Resolve options for key services including power and water supply to the Mt Keira summit	Y		National Parks Wildlife Services (NPWS) reinstatement of the access track works to proceed which will be commencing shortly. However, NPWS has advised execution of Deed of Agreement and Construction Licence will be delayed until written acceptance of easement conditions for inclusion in the Deed of Easement are agreed between NPWS and Endeavour Energy.
3 Wollongong is a creative, vibrant city	Nil Actions delayed or deferred			
4 We are a connected and engaged community	Prepare the end of term State of the Environment Report		Y	A State of Environment report covering the term of the current Council is being prepared and will be submitted to Council in the July 2017 meeting in association with the End of Term Report.
	Investigate opportunities to enhance library multi-media and online presence via the National Broadband Network (NBN)	Y		Progress is still very slow due to the slow roll-out of the NBN - with only Dapto Library currently operating on the NBN. Council are investigating new providers as the current provider has had difficulty delivering services. Wollongong City Libraries continues to investigate opportunities to provide library-to-library multi-media services and online services via the NBN - however progress does depend on NBN operations in all sites.

ANNUAL PLAN 2016-17 PROGRESS SUMMARY

Community Goal	Annual Deliverable	Delayed	Deferred	Comment
	Work in collaboration with the Aboriginal community to develop the Aboriginal specific space and its operations at the Kembla Grange Cemetery	Y		No further action can be undertaken until road access to the area is available. Once an access road is obtained internal and external stakeholders can go on site and progress operation discussions.
	Develop brief and initial design for the Southern Suburbs Community Centre and Library	Y		Progress continues towards identifying and evaluating a suitable site for the new community centre and library. Flood impacts on Warrawong town centre remain a challenge in terms of identifying a viable site.
	Deliver Council's ICT (Information and Communications Technology) Strategy		Y	Ernst and Young have been engaged to conduct a peer review validation of the merger-deferred 2015 ICT Strategy.
	Coordinate a review of Wollongong 2022 and End of Term Report		Y	A preliminary End of Term Report was endorsed by Council at its Ordinary Meeting of 27 June 2016. An updated version was issued in conjunction with the Annual Report 2015/16 in November 2016. A final version will be presented to the last scheduled Ordinary Meeting in this term of Council. A revised Community Strategic Plan, underpinned by a new Resourcing Strategy and Delivery Program are required to be developed by the incoming Council, and adopted by 1 July 2018.
	Facilitate an integrated business improvement approach to work practices and spread of hours		Y	During the proposed merger period clause 23A of the Local Government Act precluded Councils from progressing organizational structural change. Since the announcement that the merger was not progressing the Human Resources Division has commenced the review of Local Area Agreements.

ANNUAL PLAN 2016-17 PROGRESS SUMMARY

Community Goal	Annual Deliverable	Delayed	Deferred	Comment
<p>5 We are a healthy community in a liveable city</p>	<p>Reinstate Waterfall (Garrawarra) Cemetery</p>	<p>Y</p>		<p>The acquisition of an easement over Crown Land that will provide access to Garrawarra Cemetery has been lodged. Council is currently awaiting an outcome. A separate licence over the area has also been lodged. Once approved it would allow Council to lodge a development application so works can commence, whilst awaiting the easement outcome.</p>
	<p>Manage the West Dapto Home Deposit Assistance Program</p>	<p>Y</p>		<p>Since the launch in 2014, there have been twelve applications under the Program, with eleven of these approved. A single property purchase was completed in 2015. While many people are interested in the program, there remains a mismatch between income limits and the entry level of new housing stock in the area.</p> <p>The Department of Social Services has been updated regularly on issues relating to the implementation of the Program. A letter written to the Department emphasised Council's view that the success of the program had been adversely impact by a particularly strong property market which has created such a strong demand in the area and that there was no need for developers to tailor product to meet niche demand such as smaller dwellings for lower income earners.</p> <p>The existing agreement between Council and the Commonwealth Government that supports the West Dapto Home Assistance program has now terminated. To date, the Federal Government has not indicated what will happen to the funding.</p> <p>The Department is currently preparing a report to the Minister reporting on the progress of all councils involved in the Program.</p>

ANNUAL PLAN 2016-17 PROGRESS SUMMARY

Community Goal	Annual Deliverable	Delayed	Deferred	Comment
	Implement Landscape Masterplan recommendations for Hill 60 Reserve at Port Kembla	Y		Council officers have received preliminary advice from Office Environment and Heritage (OEH) indicating that there may be a need to now consolidate the Conservation Management Plan and have it endorsed by the Department prior to approvals progressing. This advice is being reviewed to determine likely impacts on projects being delivered in 2017-18.
	Design and construct a visitor information booth and kiosk at the Botanic Garden	Y		Budget and power investigations still to be resolved. Target completion date adjusted to December 2018.
	Undertake programmed renewal works at Council's rock pools in accordance with the Capital Works Programme	Y		Conditions at Austinmer rock pools remain challenging. The precast panels on the eastern wall of the south pool have still not been able to be installed. The next date where conditions should be favourable is towards the end of April. The contractor has been working on other items, including preparatory works for the installation of the handrails and concrete topping works on the central concourse. A contractor has been engaged to undertake refurbishment works at Coalcliff rock pool. Works are anticipated to commence in May 2017.
6 We have sustainable, affordability and accessible transport	Finalise investigations into potential additional Gong Shuttle route	Y		Investigations for the Southern Gong Shuttle route are currently underway. Completion of the project has been delayed by responsible officer working on the West Dapto project and Calderwood Section 94 Plan.
	Continue to construct Stage 1 of the Grand Pacific Walk	Y		Following on from Council's decline of the submitted tenders, submissions were sought from suitably qualified and experienced contractors who met the mandatory criteria. Five submissions were received and these are currently being assessed. Roads and Maritime Services (RMS) have altered the timing of the proposed Bulli Pass Road closure which has impacted on the completion date of this project.

ANNUAL PLAN 2016-17 PROGRESS SUMMARY

Community Goal	Annual Deliverable	Delayed	Deferred	Comment
	Undertake a 'Park n Ride' feasibility study	Y		<p>The "Park and Ride" initiative is identified in the adopted Wollongong City Centre Access and Movement Strategy. A draft feasibility assessment of a southern city centre shuttle bus route and service to support park and ride has been finalised and will be incorporated into revised planning and actions as part of the review of the Inner City Parking Strategy and also the City Centre Access & Movement Strategy.</p> <p>Finalising the draft is being delayed due to the responsible officer currently working on the West Dapto review project and the Calderwood Section 94 Plan.</p>
	Finalise design and approvals and commence construction of the road link	Y		<p>Tenders have closed for construction of Stage 1 of the works. Tenders have been assessed and will be considered by Council in April. Works are scheduled to commence on Stage 1 in May 2017.</p> <p>Detail design for Stage 2 continues with considerable effort being allocated towards the final design of the intersection between Princes Highway and Fowlers Road.</p>

GOAL 1: WE HAVE AND PROTECT OUR NATURAL ENVIRONMENT

WOLLONGONG CITY COUNCIL

Implement Revised Conduit Blockage Policy

Tenders have been awarded to review flood levels in the Hewitt's Creek and Towradgi Creek Catchments and these studies have commenced.

A draft project brief for the review of the Fairy & Cabbage Tree Creek Flood Study (including Belmore Basin and Smith St Drain Catchments) has been submitted to the Office of Environment and Heritage for Consideration.

Wollongong City Catchment Study has been put out to tender. Tenders are currently being assessed.

A variation to the current Brooks Creek Floodplain risk Management Study has been let to update the draft flood study using new blockage parameters. Draft results are expected to be ready late in the financial year. Quotation documents for the review of the Collins Creek Flood Study have been prepared and are ready to go out to the market.

The brief for the review of the Allan's Creek Flood Study is currently being prepared. Councillors have been nominated to new Flood Risk Management Committees, and expressions of interest are currently being sought for community members.

Continue implementation of priority actions from the Dune Management Strategy.

Work has progressed on the following actions from the Dune Management Strategy:

- Since the completion of the Dune Vegetation Management Project 2014-16, which was assisted by funding from the Office of Environment and Heritage, ongoing weed maintenance of the sites at Stanwell Park, Bulli, Woonona, Bellambi, Corrimal, Towradgi, Fairy Meadow and Wollongong City beaches has continued in accordance with the Dune Vegetation Site Management Plans.
- Re-vegetation of a section of the dunes at Corrimal beach was implemented as the final stage of the dune re-shaping project.
- A consultant was engaged to investigate the options for dune management at Wollongong City and Port Kembla beaches.
- The Beach and Dune Monitoring Program continued, with monthly transects surveyed and photo monitoring at dune project sites.

GOAL 1: WE VALUE AND PROTECT OUR NATURAL ENVIRONMENT

Coordinate community environmental programs, including Rise and Shine program, Clean Up Australia Day, World Environment Day, National Recycling Week, International Composting Week and other waste education activities.

Clean up Australia Day was held on the weekend of 4th & 5th March, the day was successful with 380 volunteers collecting 13.77 tonnes of rubbish.



IMAGE: Volunteers at Clean up Australia Day

Accelerate the planting of street trees program

A project team has been formed and scoping is underway for a street tree program to align with the Urban Greening Strategy. Pilot sites are currently being investigated and are being informed by the Urban Greening Strategy. An initial pilot site has been identified for Farmborough Road, Unanderra with design to be initiated during the fourth quarter.

Funding has been accelerated to allocate required funds to incorporate existing street trees data collection as part of Council's rolling road condition assessments planned to commence later this financial year. A brief is currently being finalised for the capture of street tree data for high priority suburbs.

The data will identify location and broad condition information and will be used to inform street tree planting programs to address gaps or support priority areas identified through the urban greening strategy.

GOAL 1: WE VALUE AND PROTECT OUR NATURAL ENVIRONMENT

Deliver Waste Minimisation Programs in accordance with the Waste Strategy

The Clean Bin Movie Screening at Dapto Ribbonwood Centre had 63 attendees. Tim Silverwood was the presenter and hosted a Q&A session at end of movie.



IMAGE: Cllr Merrin and Council's Environmental Promotions Officer Fiona Netting at the Clean Bin Movie Screening

Council also held a Locally Grown, Locally Thrown bus tour as part of Seniors Week. Out of the 47 attendees, 5 of these went on to do a workshop at the Discovery Centre and one became a new volunteer for the Discovery Centre.



IMAGE: Attendees at the Locally Grown, Locally Thrown bus tour

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

The Local Studies Team continues to digitise the Illawarra Mercury photographic collection and have completed approximately 50% of the collection.

A particular highlight has been a new Oral Histories project, in which the stories of local community members from Thirroul, Dapto, Warrawong, Wollongong and the "shack" settlement in the Royal National Park are being recorded via interviews with staff, catalogued and digitised and linked to photographic materials wherever possible. These stories are available on the Library website.

GOAL 1: WE VALUE AND PROTECT OUR NATURAL ENVIRONMENT

The Illawarra Remembers website continues to grow with materials contributed on a weekly basis by the community.

The Friends of Wollongong City Libraries Local History Prize closes in May 2017, with entries expected from adults, as well as entries for the new senior high school prize.

Deliver new carbon abatement projects funded as a result of the carbon tax repeal

Due to the repeal of the Carbon Pollution Reduction Scheme (Carbon Tax) and the removal of the related liability, Council holds approximately \$1.8 million in Carbon Tax revenue that it cannot feasibly return to customers. The Federal Government released a "Waste Industry Protocol" (the Protocol) for handling of these funds, which provides a mechanism to invest the funds into suitable projects that have emissions reduction as one of their purposes.

Subsequent to Council resolving to participate and comply with the Protocol a project program has been established to deliver projects that comply with the Protocol and deliver carbon abatement.

The project list is as follows:

- Solar Photovoltaic Systems at Council sites including Corrimal Tourist Park, Windang Tourist Park, Dapto Ribbonwood Centre, Beaton Park and Whytes Gully
- Energy efficient lighting upgrades for the Administration Building, the Art Gallery and Bulli, Corrimal and Windang Tourist Parks.
- Energy efficient hot water upgrade for Windang Tourist Park.
- Dapto pool heating system efficiency upgrade.

All projects are currently in design or pre construction phase and progressing well. It is anticipated that construction will commence with a solar photovoltaic system installation on the Ribbonwood Community Centre in the middle of the year.

All up, it is anticipated that the delivery of the carbon abatement projects will result an equivalent reduction of carbon emissions of 830 tonnes per annum.

PERFORMANCE MEASURES

- Participation rate in environmental programs | 19,111 (Q3 2015/16 – 3,935)
- Number of volunteers for Environmental Programs - Greenhouse Park | 20 (Q3 2015/16 – 76)
- Plants Propogated | 9,757 (Q3 2015/16 – 9,715)
- Plants Distributed | 15,554 (Q3 2015/16 – 9,527)
- Tonnes of Rubbish collected from clean-up activities | 23 (Q3 2015/16 – 12)
- Number of volunteers worked at Bushcare and FIReady sites | 364 (Q3 2015/16 – 259)

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

WOLLONGONG CITY COUNCIL

Continue to implement the Infrastructure delivery program to support the West Dapto Urban Release Area

Designs progressed for road upgrades within the West Dapto Urban Release Area as follows:

- Fowlers Road to Fairwater Drive Road Link - Stage 2 Detailed design
- Wongawilli Road - Shone Avenue to Smith's Lane Concept design
- West Dapto Road, Sheaffes Road and Darkes Road - concept design
- Cleveland Road - concept design
- Jersey Farm Road - concept design.

Council was advised in early January 2017 that it was successful in its \$2.4M application under the Restart NSW Resources for Regions Funding for the Wongawilli Access Road Project. Council is also preparing an application under the State Government's "Bridge Renewals Program" for the bridge component of this project.

Manage the operations of Wollongong City Centre

Council continues to manage the ongoing operations of the Wollongong City Centre. The focus during this quarter has been the finalisation of the graffiti removal contract and endorsement of an extended Free Wi-Fi service in the City Centre. There continues to be a focus on safety in the Mall, particularly in the top of the Mall at the Keira Street entry. Council, the Local Area Police Command, Wollongong Central Management and community groups are working together to deliver a positive public domain in the Mall for all our community stakeholders.

Seek funding for key iconic tourism infrastructure

Council is delighted to have been announced successful in the NSW Tourism Demand Driver Infrastructure program grant funding application for \$635,000 for Mt Keira Summit Park to allow for an enhanced facility that is better able to realise the potential and market needs envisaged by the tourism industry.

Council is also progressing design and construction works on our already successful Tourism funding projects which utilise a combined \$10M in state and federal grant funds; projects include:

- Grand Pacific Walk
- Practical completion of Bald Hill Reserve
- Port Kembla Community Investment Fund projects - e.g. Hill 60 upgrades
- The Tramway Shared path upgrade

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Deliver a series of site specific events in the City Centre

Activation and Marketing responsibility for the City Centre was handed back to Council from Destination Wollongong in July 2016. As a result Destination Wollongong, while still delivering some site specific events in the City Centre, has a broader Regional focus. Across the broader City Centre key events included: the continuation of Cruise Ship arrivals with welcome hub in the Arts Precinct; January Australian Country Cricket Championships in various locations across the City; Summer of Surf at North Wollongong Beach, Australia Day celebrations at Belmore Basin; Yours and Owls concert at Stuart Park; Tri the Gong annual triathlon held at Stuart Park, Foreshore, Belmore Basin and Lang Park.



IMAGE: Australia Day celebrations at Belmore Basin

Work with local high schools, TAFE and the University of Wollongong to promote Council 's Youth Development Program and attract students into the program

The School Workplace Learning (SWL) program has proven to be very successful with placements taking place until the end of the year. Council is working with the Illawarra Careers Advisers Network and Workplace Learning Illawarra to offer up to 150 weeks of SWL to regional high school students in 2017. Council employed 6 School Based trainees (SBATs) and won an Excellence in Workplace Training Award in the Employer category of the 2016 Illawarra Schools Excellence in Vocational Education and Training Awards. Council is continuing to work with education providers to develop relationships and identify potential internship pathways in 2017 that will provide valuable on-the-job learning experience for tertiary students in the region.

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Implement Your Library Everywhere to provide free access to reading materials located in high traffic areas across the city

All Library Everywhere "book boxes" have been manufactured, to date Warrawong, Bulli and Bellambi have been installed. Other sites will be installed over the next couple of months after site preparation works are complete. Artwork for all the book boxes has been approved and marketing are working with the artists and signage team to organise the application of the artwork skin to the boxes. This project is due for completion 30 June 2017.

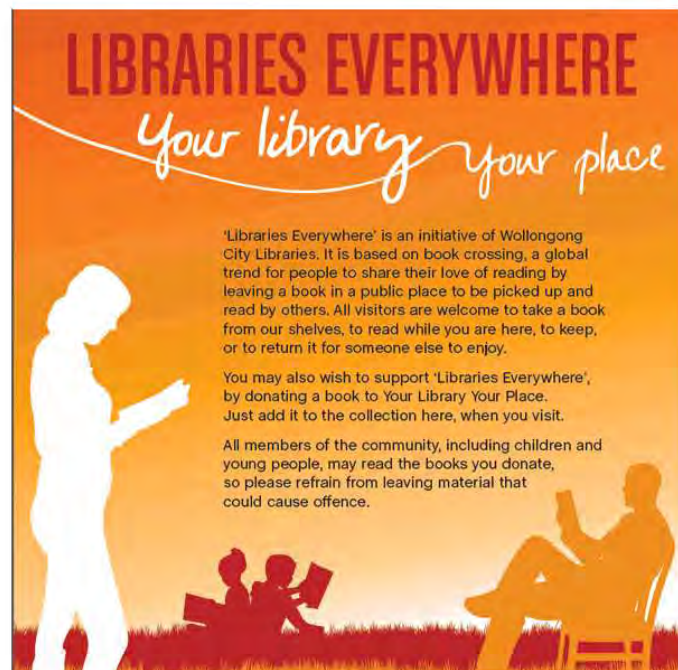


IMAGE: Part of the Artwork skin on the Book boxes

GOAL 2: WE HAVE AN INNOVATIVE AND SUSTAINABLE ECONOMY

Promote the city as an evening economy trading environment

During this quarter the focus continued on building an activated evening economy in our City Centre. A key event was the 2017 Chinese and Lunar New Year celebrations which brought a culture of dance, colour and vibrancy into the Mall during the evening. Featured were multiple events representing a number of community groups. This included Chinese fortune telling, lantern making and calligraphy, lion dancing and an Asian cooking demonstration kitchen.

Council is also working with Local Government NSW, Council of City of Sydney, Newcastle Council, Waverley Council, and Parramatta Council to deliver the NSW Councils' Night Time Economy Forum 2017 for 12 October this year. This Forum will take a holistic approach to reviewing and developing strategies and actions that foster evening economies. The Forum will be hosted in the Parramatta Local Government Area.



IMAGE: Chinese and Lunar New Year Celebrations in the Mall

PERFORMANCE MEASURES

- Number of visitations to the tourism information centres | 16,337 (Q3 2015/16 – 22,327)
- Tourist Park occupancy rate of cabins | 60 % (Q3 2015/16 – 61%)
- Occupancy rates of paid on street parking | 71 % (Q3 2015/16 – 71%)
- Tourist parks occupancy rate of unpowered sites | 53 % (Q3 2015/16 – 47%)
- Tourist parks occupancy rate of powered sites | 65 % (Q3 2015/16 – 65%)

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

WOLLONGONG CITY COUNCIL

Deliver the Creative Spaces program including development of the Lower Town Hall as a community managed space

Following an expression of interest process, consultancy “We Generate” were the successful applicants to produce a concept vision for the future use of the Lower Town Hall as a Creative Hub, including recommendations for a model of management and potential funding sources.

Lower Town Hall studio tours were held on Wednesday 22 March from 5 pm. The studio artists provided informative talks regarding their practice and current projects. Approximately 60 people attended the tour.

Promote heritage sites and museums

A Museum Advisor for 2017 has been appointed; the Advisor will assist museums in the area to consider further development and sustainability options for their museum.

A Museum project worker has also been appointed for a digitisation and training project. The project will add to the work of the Museum Adviser role. This museum project worker will train museum volunteers in Museum Registration Level 1 skills that include labelling, cataloguing objects and associated documentation. Volunteers will be trained in e-hive which helps to catalogue and publish museum’s collections online. Participating museums will be able to continue this process with all significant documents in their collection after the project has been completed.

Deliver the recommendations from the Cultural Plan and Live Music Action Plan

Creative Dialogues Program Honk! event was held on 18 January supporting live local and international street musicians in capacity building and development with approximately 70 people attending.

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Host six Major Events reflecting priority sectors

Destination Wollongong sponsored 13 events for the quarter which contributed \$12.9M to the local economy.

Cricket was a highlight during the first two months of the year with the Australian Country Cricket Championships being held for seven days at the beginning of January and a Sheffield Shield Match between NSW Blues and the Tasmanian Tigers rounding out February. These events resulted in significant upgrades to North Dalton Park and the tireless efforts of the Ground Curators gained high praise from Cricket Australia which will put us in good stead to secure more elite content.

Other highlights included the return of the Australian Indoor Hockey Championships, and the first of a two year agreement with Summer of Surf which is a great positioning event for Wollongong with coverage of the event through Fox Sports aired to more than 157.8 million homes internationally.



IMAGE: Sheffield Shield Match between NSW Blues and the TAS Tigers AT North Dalton Park

Deliver the Public Art Strategy

Eight artists were selected through an Expression of Interest process to create new contemporary designs for murals in the Arts Precinct and Town Hall Laneway. The panels were installed in February. Another 8 artists were selected through an expression of interest process to develop and deliver dynamic artworks for the Art Light Boxes.

Council has been working on a public art process for Ngarabaan Trail Public Art program for Hill 60 in Port Kembla.

The soft launch of the Public Art mobile friendly app was held in March. The site was updated after feedback and is now operational.

GOAL 3: WOLLONGONG IS A CREATIVE, VIBRANT CITY

Manage the Merrigong funding agreement for IPAC and the Town Hall

During this quarter, Merrigong Theatre Company delivered the first components of its Merrigong 2017 Season program, opening with the Australian premiere of the UK hit, *Angel* (Gilded Balloon Productions and Redbeard Theatre). Exploring the story of a Kurdish female sniper who helped drive ISIS out of her town, this award-winning work was well received by audiences at both IPAC and Mittagong Playhouse, where Merrigong toured the show.

The final components of Spiegeltent Wollongong were progressed. The stunning 1920's Belgian Aurora Spiegeltent will make the Wollongong Arts Precinct its home for the month of April, offering a world-class program of events for the community and drawing visitors to the region.

PERFORMANCE MEASURES

- Library visitations | 231,556 (Q3 2015/16 – 232,922)
- Library – total number of loans | 368,102 (Q3 2015/16 – 354,449)
- Library programs: number of programs | 467 (Q3 2015/16 – 332)
- Library programs: number of participants | 8,998 (Q3 2015/16 – 6,355)
- Attendance at Australia Day event | 40,000 (Q3 2015/16 – 35,000)
- Attendance at Sunset Cinema season | 13,335 (Q3 2015/16 – 14,000)

GOAL 4: WE ARE A CONNECTED AND ENGAGED COMMUNITY

WOLLONGONG CITY COUNCIL

Continue to deliver friendly, courteous and efficient customer service through the Customer Service Centre

Over the quarter months the Customer Service Centre has provided a face to face service to 11,265 customers and a phone service to 33,446 customers. Customers have continued to benefit from using the 'ASK WCC' Facebook site to answer enquiries which has generated interest as a quick and easy means to contact Council. We continue to use numerous channels to service our customers including online, web chat, video calling and the Report It App.

Undertake a comprehensive community engagement process through the Wollongong Art Gallery to inform future programming

The Gallery is currently working with Council Community Engagement team to develop and undertake a comprehensive Community engagement process. This engagement will come under the banner Framing our Future with first strand an online survey available through the Council and Gallery websites and Facebook which will be delivered in April. A world Cafe style engagement is currently under development and proposed to be delivered at the Dapto Ribbonwood Centre in May/June. Data gathered from these engagement activities will not assist the Gallery in better understanding the needs and expectations of the community but will also inform further engagement activities in the future.

Integrate supporting documents (formally strategies and plans) into Councils strategic management cycle

Current Supporting Documents have been integrated into Council's Planning and Performance corporate application, with linkages established to the Community Plan and Delivery Program. A first report of progress against plans was prepared for consideration in the 2017-18 annual planning cycle. New plans (or revisions to existing plans) are being uploaded to the system as they are adopted.

GOAL 4: WE ARE A CONNECTED AND ENGAGED COMMUNITY

Delivery of civic activities which recognises and celebrates the diversity of the city's people

The City of Wollongong's 2017 Australia Day Award winners have been announced at a function held on Thursday 19 January.



IMAGE: The 2017 Australia Day Award Winners

In March Council hosted a Lord Mayoral Recognition Reception recognising individuals and organisations who have contributed to the community. Council also hosts monthly citizenship ceremonies with an enhanced Australia Day Citizenship ceremony held at the Town Hall.



IMAGE: Two recipients at the Lord Mayors Recognition Reception - Sharralyn Robinson from the Illawarra 200 Committee, and our Citizen of the Year and OAM recipient Robyn te Velde

GOAL 4: WEA RE A CONNECTED AND ENGAGED COMMUNITY

Work with NBN Co in the roll out of NBN through planning, infrastructure and engagement advice

Council worked closely with NBN contractors and management in the early phases to establish working expectations. The NBN rollout continues across the Local Government Area - Wollongong, Dapto, Corrimal and the suburbs surrounding these centres as the initial rollout areas are now complete. Works are currently underway in Berkeley, Port Kembla, Lake Heights to the South, Balgownie and Fairy Meadow centrally and Thirroul, and Bulli in the north.

Council has been asked to submit a satisfaction survey of NBN performance and impacts for their affirmation and improvement of process.

PERFORMANCE MEASURES

- Sick Leave | 7.20 Days (Q3 2015/16 –8.60)
- Number of Twitter followers for Council | 4,802 (Q3 2015/16 –3,958)
- Carers Leave | 0.58 Days (Q3 2015/16 –.63 Days)
- Lost Time Injury Frequency Rate | 20.04 (Q3 2015/16 –22.43)
- Number of media releases issued | 51 (Q3 2015/16 –50)
- Number of Council Facebook page 'likes' | 18,811 (Q3 2015/16 –12,625)
- Workers compensation costs as a percentage of payroll | 0.00 % (Q3 2015/16 –1.20%)
- Telephone calls are answered within 30 seconds | 75 % (Q3 2015/16 –75%)
- Enquiries made in person are welcomed and attended to within 5 minutes | 91 % (Q3 2015/16 –91%)

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

WOLLONGONG CITY COUNCIL

Progress design work for the Unanderra CBD upgrade and continue to seek additional funding to implement priority actions from the Unanderra Town Centre Studies

Implementation of priority actions identified in the Unanderra Access and Movement Strategy continue:

- Traffic lights at the corner of Nudjia and Central Roads have been completed.
- Design is progressing on Central Road to incorporate pedestrian facilities and traffic calming.
- Design of streetscape improvements at both the corner of Central Road and Princes Highway, and Tannery Street shops.
- Western corner of Tallegalla Street are complete for construction.

Enhance Botanic Garden visitor experience via programs, interpretation, education and events

A sixth successful Sunset Cinema season concluded in February, attendance was 13,335 people over 28 screenings over summer. Yoga and mindfulness courses continue to grow in participation rates offering new experiences. In March, Mt Keira Summit Park Activation activities commenced with music and guided bush walks held to support the Kiosk operation.

Contribute to the Collective 2518 Bellambi Placemaking Project

The Illawarra Shoalhaven Social Investment Trust (ISSIT) - Bellambi Implementation Group, held its first meeting in March to continue to implement the Bellambi Action Plan to address the needs and issues for residents in Bellambi.

The Bellambi Safety Group continues to meet monthly to pick up and report rubbish dumping within the Mews. Council's Community Safety Officer continues to be on the steering committee of the Making the Mews Marvellous project, a social enterprise project, to maintain and improve the Mews laneways to Bellambi Beach and Pool.

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

Implement, monitor and report on the Disability Inclusion Action Plan

Council's Disability Access and Inclusion Plan 2016-2020 was lodged with the NSW Disability Council. Implementation of the Plan is being progressed as planned. A particular highlight was the opening of a new toilet block in Stuart Park. This new amenity includes two external showers and accessible and ambulant toilets. It also has Wollongong's first height adjustable adult change table.



IMAGE: Sean O'Neill from the Illawarra Disability Trust with Kathy Auld Council's Project Manager and Wollongong City Lord Mayor Cr Gordon Bradbery OAM outside the new amenities building in Stuart Park.

Manage Council's commercial businesses to maximise return at Corrimal, Bulli and Windang Tourist parks, Beaton Park Leisure Centre and Wollongong Memorial Gardens

All three business units continued to perform well this quarter. An open day held at the leisure centres attracted significant numbers including 300 new members. The implementation of new systems at the tourist parks, including rotational casual rosters and a new linen service provider now provides a more consistent and higher level of service with no increase in costs. The implementation of variety in product availability at the Cemeteries and Crematorium has continued growth in memorialisation income.

Support newly arrived and refugee communities through sector development and coordination, community awareness and education

The following actions were undertaken this quarter:

- Worked in collaboration with Illawarra Multicultural Services (IMS), the University of Wollongong (UoW), and Illawarra Legal Aid to further develop the Supporting the Unification of Refugee Families (SURF) pilot program. This partnership program will provide a new supported volunteer role for UoW law students to assist clients at IMS. Assistance included, providing support to the project officer in the delivery of the first student information session, preparation of the training program and development of volunteer roles.
- Hosted the Illawarra Refugee Issues Forum (IRIF) on 1 February.
- Worked with Gynea Community Aid to promote and recruit volunteers for the Wollongong Drive Time program, which assists people who are refugees to access support to learn to drive.

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

- Supported the New Day Church in the development of their volunteer playgroup and community lunches for newly arrived refugees.
- Provided advice and support to Strategic Community Assistance for Refugee Families (SCARF) regarding community education and funding opportunities.
- Undertook initial collaboration with Ability Linkers on a proposed youth program for newly arrived young people.
- Delivered information sessions to the following groups: the Sutherland Shire Culturally and Linguistically Diverse Network regarding Wollongong Council's initiatives, the University of Third Age, Wollongong on Muslim communities, TAFE Community and Welfare students on diversity management and refugee communities, and a delegation of European journalists on settlement services.

Deliver a range of youth services with a focus on youth participation and community development, targeted programs, music and culture, and sector development and coordination

Youth Service provision commenced in Bellambi with a key focus of increasing young people's opportunity to develop new skills and to build capacity. Based on feedback provided by young people and services from the area the program included cooking, fishing and scooter programs. Other projects include:

- The 'I Love Wollongong Because' panel project was launched with an exhibition of 60 artworks created by Dapto High students.
- The Barista course continues to provide a range of outcomes for participants and has received high praise from both participants and service providers.
- Rainbow League introduced two peer facilitators and a structured program which has resulted in participation rates quadrupling.

Extensive planning was undertaken for Youth Week including youth engagement and development of a collection of partnerships for the delivery of a range of Youth Week events.

Youth Services delivered a diverse range of programs and activities to 7555 young people during this quarter including 825 in targeted programs, 2440 for drop in, 1009 in music and culture, 740 in engagement and community development and 188 support and referral.



IMAGE: Performers — Josh Natoli, Alex Turner, Mikail Tas, Jayden KV, Alyssa Thomas — at the launch of Youth Week 2017

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

PERFORMANCE MEASURES

- Community Transport trips | 35,921(Q3 2015/16 – 31,289)
- Direct-Run District Level Community Facilities visitation | 51,516(Q3 2015/16 – 47,976)
- Utilisation of Direct-Run District Level Community Facilities | 8,885 Hours (Q3 2015/16 –9,026)
- Social Support hours of service | 11,020 Hours (Q3 2015/16 –10,164)
- Total Visits commercial heated pools: Corrimal | 50,348 (Q3 2015/16 –12,276)
- Utilisation/visitation at pools | 606,391 (Q3 2015/16 –138,438)
- Utilisation/visitation at beaches | 641,092 (Q3 2015/16 –132,588)
- Total Visits commercial heated pools: Dapto | 27,480 (Q3 2015/16 –8,668)

GOAL 6: WE HAVE SUSTAINABLE, AFFORDABLE AND ACCESSIBLE TRANSPORT

WOLLONGONG CITY COUNCIL

Promote access to community transport

Community Transport: Wollongong-Shellharbour provides a range of services to ensure frail older people, people with disability and people who are transport disadvantaged in order to continue living independently in the community and to access essential services, such as social activities, medical appointments, shopping, etc. The service requires very minimal promotion, as the demand for service continues to grow beyond our expectations; this quarter community transport received 326 new referrals, compared to 287 new referrals the previous quarter. In addition, the staff had the opportunity to promote the service at sector meetings within the region.

Work with Shellharbour Council and others to extend the Lake Illawarra cycleway

Through the establishment of the Lake Illawarra Estuary Management Committee and supporting Memorandum of Understanding, future investigative work will be undertaken following resource allocation.

Council continues to maintain, renew and extend section of shared path around the Lake on Council land through allocation of budgets within Capital and maintenance programs. A particular highlight was a large section of shared path was reconstructed outside the Illawarra Yacht Club.

Council to work with key agencies and partners to progress the provision of an effective and integrated regional transport network

Council's traffic section liaises with key State Government Agencies on an ongoing basis in relation to significant transport projects. These include City Centre projects, Albion Park Rail Bypass, the upgrade of the Mount Ousley Road/Old Mount Ousley Road intersection, Princes Hwy Corridor Strategy and Keiraville/Gwynneville Access and Movement Strategy.

Council is also scoping prioritisation of actions for bus stops and bus zones to ensure compliance with the Disability Discrimination Act requirements for accessibility to public transport.

Finalise design and approvals and commence construction of the road link

Tenders have closed for construction of Stage 1 of the works. Tenders have been assessed and will be considered by Council in April. Works are scheduled to commence on Stage 1 in May 2017.

Detail design for Stage 2 continues with considerable effort being allocated towards the final design of the intersection between Princes Highway and Fowlers Road.

GOAL 6: WE HAVE SUSTAINABLE, AFFORDABLE AND ACCESSIBLE TRANSPORT

Implement footpath and cycleway improvement programs and the development of city wide pedestrian plan

Works began in March on a multi-million dollar upgrade of the Blue Mile Tramway seawall and shared pathway at North Wollongong.

The extensive project is expected to take about 18 months and will include the construction of a new seawall and widened shared path, as well as improved seating and lighting. The works will take place between the cutting at North Wollongong and Belmore Basin.



IMAGE: The proposed Blue Mile Tramway seawall and shared pathway

PERFORMANCE MEASURES

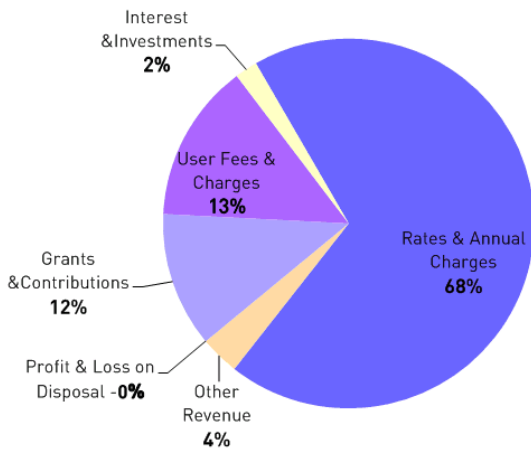
- Delivery of Council's Capital Program | 58 % (Q3 2015/16 -54.2%)

HOW WE PERFORMED AGAINST OUR BUDGETS

WOLLONGONG CITY COUNCIL

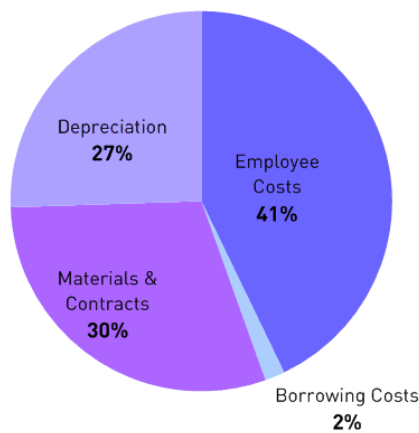
Budget 2016-17

The graph below shows Council's expenses from ordinary activities by expense type for the quarter



Income Type (\$M)	YTD Actual	Proposed budget
Rates & Annual Charges	138.4	184.5
Other Revenue	7.2	9.9
Profit on disposal of Assets	0.0	0.1
Grants & Contributions	23.5	30.5
User Fees & Charges	28.2	36.9
Interest & Investments	4.4	5.4
Total	201.8	267.3

The graph below shows Council's revenue from ordinary activities by revenue type for the quarter



Expense Type (\$'M)	YTD Actual	Proposed budget
Employee Costs less Internal Charges	78.9	106.8
Borrowing Costs	3.1	4.1
Materials & Contracts	57.4	83.3
Depreciation	45.4	61.8
Loss on Disposal of Assets	0.6	0.0
Total	185.3	256.0

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

WOLLONGONG CITY COUNCIL

The review of financial estimates at March shows a continued improvement in Council's underlying financial performance for the full year ending 30 June 2017. The proposed variations through this Quarterly Review generate an improvement in the Operating Result [pre capital] \$6.8M and a slight deterioration (after moving funds to Restricted Assets and providing for additional capital expenditure) in the Funds Result of \$0.1M compared to the current budget for 2016-17.

The Operating Result improvement includes \$0.6M of non-cash adjustments and a \$2.4M reduction in projects funded from restricted assets or increased income transferred to restricted assets that do not impact the Funds Result. This left an underlying improvement of \$3.8M of which it is proposed that \$1.0M be transferred to the Strategic Projects restricted asset, resulting in a proposed Funds Available from Operations result of \$2.8M. The major adjustments are summarised broadly below.

Non Cash: -

- Depreciation (**non-cash** – no funds impact) - **\$0.8M (F)**
- Profit on sale of land (**non-cash** – no funds impact) – **\$0.7M (F)**
- Loss on disposal of Civil Assets (**non-cash** – no funds impact) - **\$0.7M (U)**
- Adjustments to Employee Entitlements (**non-cash** – no funds impact) - **\$0.2M (U).**

Non Funds: -

- Adjustment to projects funded from restricted asset [no funds impact] - \$1.4M (F)
- Additional restricted income (transferred to restricted asset – no funds impact) - \$1.0M (F)

Cash Improvements: -

- Waste facility operations - \$1.3M (F)
- Adjustment to specifically funded operational projects - \$1.1M (F)
- Interest on investments - \$0.5M (F)
- Home Loan Program (correction to December adjustment) - \$0.5M (F)
- Other positive adjustments - \$0.4M (F)

This Budget Review includes the proposal, flagged in the March Financial Report at Council Meeting of May 8, that \$2.8M in Funds Available from Operations be made available to bring forward capital projects as substitution for funded capital works that have not progressed to the anticipated stages in 2016-17. This allows the Capital Budget expenditure to remain at currently programmed levels. As some of the improvements in operations costs are also due to the timing of delivery, it is anticipated that offsetting adjustments may be required in the 2017-18 budget.

An additional \$1.6M in non-operational funds has been realised through the Sale of Surplus Lands project which was identified and approved in conjunction with the Secure our Future Program in 2014. While surplus land was identified at that stage, the financial implications were not included in budget due to the uncertainty in value, delivery, and timing of the sales. It was intended that these funds would create opportunity to invest beyond the

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

anticipated sustainable base line position. It is proposed in the first instance that these funds be transferred to the Strategic Project restricted asset and provision be made to invest these funds into an organisational and business development program to commence in 2017-18. It is envisaged that further development of this concept and the plan for future change would be considered in detail by Council prior to commencement of actions.

The following table and comments provide a summary view of the organisation's revised forecast and proposed variations for 2016-17 financial year based on year to date performance and anticipated results to June 2017. Full financial performance details and implications on Council's financial position are contained within the attached Budget Review Statement.

FORECAST POSITION		Original Budget	Current Budget	Proposed Budget	YTD Actual	Proposed Variation
KEY MOVEMENTS		1-Jul	31-Mar	31-Mar	31-Mar	Q3
Operating Revenue	\$M	262.0	266.0	267.3	201.1	1.4
Operating Costs	\$M	(262.1)	(261.5)	(256.0)	(184.7)	5.4
Operating Result [Pre Capital]	\$M	(0.0)	4.5	11.3	16.4	6.8
Capital Grants & Contributions	\$M	32.9	16.5	12.0	8.5	(4.5)
Operating Result	\$M	32.9	21.1	23.3	24.9	2.3
Funds Available from Operations	\$M	61.8	62.6	65.4	54.4	2.8
Capital Works		101.6	91.2	88.4	51.1	(2.7)
Transfer to Restricted Cash		-	8.1	9.7	8.1	1.6
Contributed Assets		-	-	-	-	-
Borrowing Repaid		7.3	7.3	7.3	6.0	-
Funded from:						
- Operational Funds	\$M	61.8	55.3	65.4	54.4	10.1
- Other Funding	\$M	47.1	42.1	38.1	23.6	(4.0)
Total Funds Surplus/(Deficit)	\$M	(0.1)	(1.8)	(1.9)	12.8	(0.1)

Details of variations are discussed through this report with favourable changes identified as (F), while full financial performance details and implications on Council's financial position are contained within the attached Budget Review Statement and a more comprehensive list of variations in Table 6.1.

Income & Expense

- **Externally Funded projects \$0.9M (F).** These projects are funded from externally restricted assets and have a proposed reduction in expenditure for 2016-17. The proposed adjustments improve the operating result but do not affect the Fund result.
- **Internally Funded projects \$1.3M (F).** Divisions have identified a number of projects that cannot be completed or fully expended in the current year. A full list is included in the commentary section of this report. These projects are supported by funding of \$0.6M from internally restricted assets, therefore showing an improvement of \$0.7M in the Fund Result. Re-introduction of these into 2017-18 will need to be further considered in the context of next year's capacity and financial allocations.
- **Waste Facility \$1.3M (F).** The projected improvement in waste facility operations for the current year is largely due to higher levels of site sourced cover material reducing the Waste levy payments (\$0.9M) and an increase in income from Household Drop Off (\$0.2M) and Commercial Tipping (\$0.1) along with other more minor changes. None of these adjustments are considered to be recurrent at this stage.
- **Profit on Sale of Land \$0.7M (F).** This adjustment relates to the profit on sale of Darcy Rd, Port Kembla (\$668K) and George Ave, Bulli (\$81K). The Funds available from Operations reflects the net proceeds from sale of these properties of \$1.6M that is shown as a proposed transfer to Strategic Projects restricted cash under Capital.

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

- **Loss on disposal of Civil Assets \$0.7M (U).** This is a non-cash expense adjustment (no impact of Funds Result) to write off the remaining book value and useful life of assets that have been replaced through the capital works program.
- **Interest on Investments \$0.5M (F).** This has been revised to reflect higher earnings based on the levels of cash held and anticipated over the period.
- **Domestic Waste \$0.5M (F).** Estimated waste contracts reductions are offset by an equivalent transfer to the Domestic Waste restriction, therefore does not impact the Fund result. The most significant reduction has been for organics processing (\$0.3M). At this stage, future projections have been retained at the higher level pending further analysis.
- **West Dapto Home Deposit Assistance Program \$0.5M (F).** Adjustment was made in the December Quarterly Review to reflect the implications on restricted cash for the revised level of payments to recipients; however appropriate adjustment was not made at that time for the expense implications.
- **Lake Illawarra Works \$0.4M (F).** This funding has not been required in the current year. Change in future years has not been proposed.

2 Capital Budget

The capital projections that have been approved by Council through the Monthly Financial reporting, for the quarter January to March, show a decrease to the Capital Budget from \$91.2M to \$88.4M. This review includes a proposal to change funding levels within the program by introducing an additional \$2.8M of revenue funds from the improved operating result to substitute for funded projects that have not been progressed as far as anticipated.

3 Cash & Investments

The increase in projected cash and investments of \$5.8M at March is mainly due to the reduction in the net overall cash expenditure and income of \$5.9M, re phasing of a number of projects in the capital program through the third quarter \$2.8M, proceeds from land sales \$1.6M that is partially offset by the expected reduction in capital grants and contributions income of \$4.5M.

Part of the above adjustments have been offset by movements in restricted cash, including the proposed transfer to Strategic Projects restricted asset of \$2.6M.

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

Table 2

CASH, INVESTMENTS & AVAILABLE FUNDS					
	Actual 2015/16	Original Budget 2016/17	December QR 2016/17	March QR 2016/17	Actual Ytd March 2017
	\$M	\$M	\$M	\$M	\$M
Total Cash and Investments	154.0	133.7	137.8	143.6	171.2
Attributed to:					
External Restrictions					
Developer Contributions	15.4	24.9	17.9	14.9	18.2
Specific Purpose Unexpended Grants	4.9	9.6	2.4	4.6	5.0
Special Rates Levy City Centre	0.1	0.1	0.1	0.1	0.2
Unexpended Loans	25.4	27.6	27.9	27.9	28.7
Domestic Waste Management	10.0	10.8	10.4	11.1	10.8
Private Subsidies	3.9	3.6	3.9	4.0	4.2
West Dapto Home Assistance	9.9	9.9	10.2	10.2	10.1
Stormwater Management Charge	1.4	1.2	0.5	1.1	1.7
Carbon Pricing	4.4	1.1	1.1	1.1	2.3
Total External Restrictions	75.3	88.8	74.5	75.0	81.4
Internal Restrictions					
Property Investment Fund	8.1	8.3	8.2	8.2	8.2
Future Projects	5.6	3.5	3.7	4.0	5.3
Property Development	4.1	2.5	3.8	3.8	4.0
Strategic Projects	23.9	17.9	25.4	30.9	28.1
Sports Priority program	0.5	0.5	0.4	0.4	0.3
Car Parking strategy	0.9	0.7	1.1	1.1	1.0
MacCabe Park Development	0.8	1.0	1.0	1.0	1.0
Darcy Wentworth Park	0.2	0.2	0.2	0.2	0.2
Garbage Disposal Facility	10.0	2.2	7.3	7.0	8.8
Telecommunications Revenue	0.2	0.2	0.2	0.2	0.2
West Dapto additional rates	0.5	0.1	0.7	0.7	1.0
Natural Areas	0.5	0.4	0.4	0.4	0.5
Lake Illawarra Management Fund	0.1	0.1	0.0	0.2	0.2
Total Internal Restrictions	55.3	37.6	52.2	57.9	58.8
Available Cash	23.5	7.3	11.1	10.7	30.9
Net Payable & Receivables					
Current payables	(34.9)	(23.6)	(23.5)	(23.0)	(22.2)
Receivables	22.9	23.0	22.0	21.8	12.8
Other	2.9	4.6	3.3	3.3	5.9
Available Funds	14.4	11.3	12.9	12.8	27.3

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

4 Securing Our Future Outcomes

A set of targets were included as part of the 'Securing Our Future' program that was endorsed by Council through the adoption of the 2014-15 Annual Plan. The four year targets, designed to move Council to a sustainable long term financial position, planned for a number of measures including rate rises, efficiency improvements, service adjustment, and other revenue increases as outlined below.

Securing Our Future Adopted Outcomes	EFFICIENCY		SERVICES	REVENUE		TOTAL
	Lower Impact	High Impact		Rates*	Other	
	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's
2014/15	1,000		1,000	4,950	120	7,070
2015/16	1,000		200	4,560	250	6,010
2016/17	1,500	500	200	4,990	130	7,320
2017/18		500	100			600
Total	3,500	1,000	1,500	14,500	500	21,000

Over the past two and a half financial years Council has progressed the Securing Our Future outcomes and achieved results in excess of the set targets. In that time an additional \$20.2M of surplus funds from non-recurrent improvements have been transfer to the Strategic Projects restricted asset for future use (including the proposed transfer of \$1.6M from additional property sales and \$1.0M improvement in the underlying result at this review). Council has now fully achieved the efficiency targets.

5 Long Term Financial Projections

During the third quarter, Council completed the annual planning process towards the finalisation of the Draft 2017-18 Annual Plan. Council has a continuous budget process that revises the long term forecasts in line with quarterly changes, resets of assumptions and indices, or where new information leads to an immediate requirement to change the forecasts. The revised long term projections are our baseline for 2017-18 strategic planning and will continue to be reviewed through that process to reflect decisions made or proposed and new information that is available from both external sources and further internal analysis.

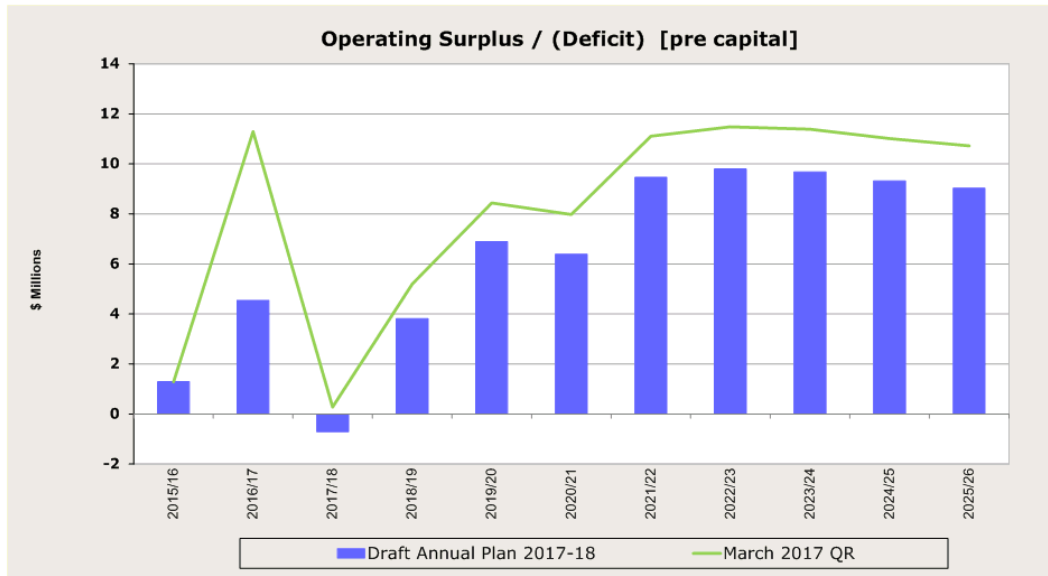
Long Term Operating Surplus/(Deficit) [pre capital]

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

The revised long term forecasts for Operating Surplus/(Deficit) [pre capital] indicate an improvement compared to earlier forecasts provided as part of the Draft 2017-18 Annual Plan. The revised forecasts have been impacted by reassessment of depreciation and recurrent impacts of changes identified during the current quarterly review. In many instances these changes don't impact the forecast Fund Result as significantly over the long term as they are offset by movements in restricted cash or are of a non cash nature such as depreciation.

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

Table 3

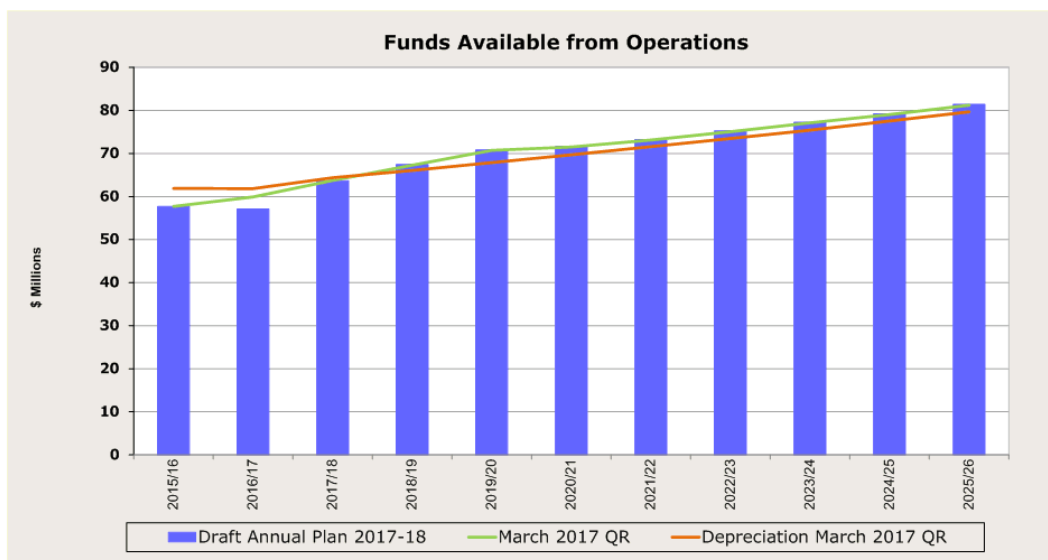


Funds Available from Operations

The Funds Available from Operations is a primary objective of Council over time to provide for effective renewal of assets and growth in assets.

The following graph also shows forecast depreciation expenses compared to Funds Available from Operations. This is an important indicator as it demonstrates the capacity to generate sufficient funds from operations to meet asset renewal requirements. The graph shows Council is generally moving to meet or exceed its target of providing funds from operations equal to depreciation.

Table 4



BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

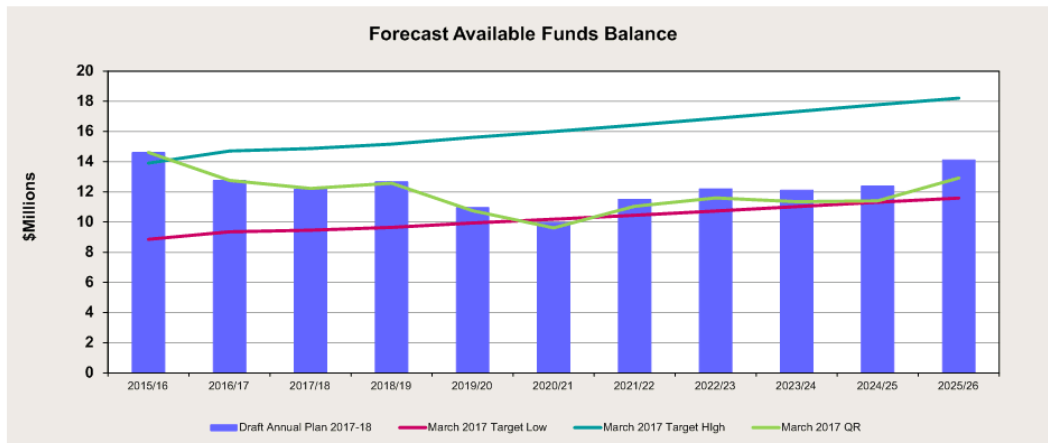
Available Funds

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 Available Funds remain largely within Council’s Financial Strategy target of 3.5% to 5.5% of operational revenue [pre capital]. Based on the Draft 2017-18 Annual Plan the target range for Available Funds is between \$9.4M and \$11.6M (lower range) and between \$14.7M and \$18.2M (upper range) over the life of the Long Term Financial Plan

The revised projections that include the updated indices and proposed March Quarterly Review adjustments indicate that Council is within the above parameters.

Table 5



BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

Table 6

WOLLONGONG CITY COUNCIL					
March 2017 Quarterly Review					
	Original Budget \$'000	Current Budget \$'000	YTD Actual YTD \$'000	Proposed Variation \$'000	Proposed Budget \$'000
Income Statement					
Income From Continuing Operations					
Revenue:					
Rates and Annual Charges	184,035	184,540	138,439	0	184,540
User Charges and Fees	33,594	36,376	28,195	498	36,874
Interest and Investment Revenues	4,253	5,179	4,404	269	5,448
Other Revenues	10,205	9,787	7,198	101	9,887
Grants & Contributions provided for Operating Purposes	29,961	30,079	23,478	442	30,521
Grants & Contributions provided for Capital Purposes	32,947	16,543	8,525	(4,494)	12,049
Profit/Loss on Disposal of Assets	0	0	(602)	52	52
Total Income from Continuing Operations	294,994	282,503	209,637	(3,132)	279,371
Expenses From Continuing Operations					
Employee Costs	117,960	119,680	88,177	81	119,762
Borrowing Costs	4,131	4,082	3,068	0	4,082
Materials, Contracts & Other Expenses	89,066	89,488	58,296	(4,638)	84,850
Depreciation, Amortisation + Impairment	64,840	62,639	45,394	(800)	61,839
Internal Charges (labour)	(12,352)	(12,914)	(9,308)	(21)	(12,935)
Internal Charges (not labour)	(1,566)	(1,560)	(925)	(6)	(1,566)
Total Expenses From Continuing Operations	262,079	261,416	184,701	(5,385)	256,031
Operating Results From Continuing Operations	32,916	21,088	24,936	2,253	23,340
Net Operating Result for the Year	32,916	21,088	24,936	2,253	23,340
Net Operating Result for the Year before Grants & Contributions provided for Capital Purposes	(31)	4,545	16,411	6,747	11,292
NET SURPLUS (DEFICIT) [Pre capital] %	(0.0%)	1.6%	7.8%	(215.4%)	4.0%
Funding Statement					
Net Operating Result for the Year	32,916	21,088	24,936	2,253	23,340
Add back:					
- Non-cash Operating Transactions	78,451	76,609	56,489	(607)	76,002
- Restricted cash used for operations	15,013	16,323	9,393	(1,273)	15,050
- Income transferred to Restricted Cash	(52,636)	(39,329)	(27,345)	2,423	(36,906)
- Payment of Accrued Leave Entitlements	(11,943)	(12,082)	(9,099)	(0)	(12,082)
- Payment of Carbon Contributions	0	0	0	0	0
Funds Available from Operations	61,801	62,608	54,374	2,796	65,404
Advances (made by) / repaid to Council	0	0	0	0	0
Borrowings repaid	(7,285)	(7,285)	(6,032)	0	(7,285)
Operational Funds Available for Capital Budget	54,516	55,323	48,342	2,796	58,119
CAPITAL BUDGET					
Assets Acquired	(101,627)	(91,173)	(51,095)	2,770	(88,403)
Contributed Assets	0	0	0	0	0
Transfers to Restricted Cash	0	(8,100)	(8,100)	(1,554)	(9,654)
Funded From :-					
- Operational Funds	54,516	55,323	48,342	2,796	58,119
- Sale of Assets	1,743	1,743	1,671	1,554	3,297
- Internally Restricted Cash	21,770	13,815	6,253	(2,843)	10,971
- Borrowings	0	5,500	5,500	0	5,500
- Capital Grants	11,065	9,049	4,518	(1,517)	7,532
- Developer Contributions (Section 94)	6,008	5,731	1,582	(977)	4,754
- Other Externally Restricted Cash	5,620	4,995	3,263	(41)	4,954
- Other Capital Contributions	850	1,270	845	(192)	1,078
TOTAL FUNDS SURPLUS / (DEFICIT)	(55)	(1,848)	12,777	(4)	(1,852)

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

Table 6 (cont'd)

MAJOR VARIATIONS				
Compared to Budget \$'000s	Offsetting Items for Fund	Surplus	Deficit	Net by type
REVENUES FROM ORDINARY ACTIVITIES				
Rates & Annual Charges				
User Charges & Fees				
Household Drop Off Income		249		
Commercial Tipping Income	185			
Planning and Building Approvals Income	43			
Other		21		498
Interest and Investment Income				
Southern Phones Dividend	(65)			
Reduced outstanding debt interest			(168)	
Increased investment income offset by transfer to reserve	38	464		269
Other Revenue				
Transfer new employees leave Liability from other councils		124		
Other			(23)	101
Profit/Loss on Disposal of Assets				
Land Sales	749			
Replacement of Civil Assets with remaining Book Value	(697)			52
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs				
Reallocation to/from Other Categories				
Human Resource Projects	135			
Multi Media unfunded position	(97)			
Information Technology	(91)			
Executive Strategy Resourcing	(89)			
Regional Illegal Dumping Program	(74)			
New employee liabilities increase in provision	(124)			
Introduction/Adjustment of funded projects				
Review of Flood Studies	(90)			
Other	30			
Superannuation Defined Benefits		128		
Temporary Development Project Officers	121			
Operational Contingency				
Temporary Development Project Officers	(121)			
Other		191		(81)

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

Table 6 (cont'd)

MAJOR VARIATIONS					
Compared to Budget	\$'000s	Offsetting Items for Fund	Surplus	Deficit	Net by type
Materials, Contracts & Other Expenses					
Domestic Waste		510			
West Dapto Home Deposit Assistance support to participants			454		
Waste Contracts/Operations			141		
EPA Levy Landfill			900		
EPA Levy Commercial		(185)		(67)	
Lake Illawarra Works			386		
Legal Services			150		
South Wollongong Precinct Plan			100		
Animal Impounding			90		
Inspection for Works & Services			85		
Public Liability Below Excess Payments				(88)	
Street Lighting		29	95		
City Centre Activation			50		
Building Maintenance		181			
Building Condition Function Audits		(181)			
Reallocation to/from Other Categories					
Human Resource Projects		(135)			
Multi Media unfunded position		97			
Information Technology		91			
Executive Strategy Resourcing		89			
Regional Illegal Dumping Program		74			
Adjustments to funded projects					
Reinstating Waterfall Cemetery		194			
Domestic Waste Recovery Investigation		164			
Community Transport		138			
Street Trees Strategic Tree Planting		138	15		
Lake Illawarra Estuary Management		124			
Greenhouse Park Investigation		100			
West Dapto Review Project		100			
Floodplain and Stormwater		94			
Drain and Culvert Barrier Inspections		80			
Lake Illawarra Estuary Management		64			
Review of Flood Studies		148		(24)	
Other		93			
Land Sale Costs		(41)			
Emergency Services Levy		36			
Various other adjustments		(2)	351		4,638
Depreciation		800			800
Internal Charges					
Adjustment of funded projects					
Community Transport		12			
Other			15		27

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

Table 6 (cont'd)

MAJOR VARIATIONS					
Compared to Budget	\$'000s	Offsetting Items for Fund	Surplus	Deficit	Net by type
Grants & contribution - Operating					
Port Kembla Community Investment Fund		230			
City Gallery		70			
Environment & Natural Areas		112			
Community Transport		67			
Direct Grants - Street Lighting		(29)			
Direct Grants - Emergency Services Levy		(36)			
Other		(6)	34		442
Operating Variation [pre capital]		3,073	4,043	(370)	6,747
Capital Grants & Contributions					
Developer Contributions					
West Dapto		(4,600)			
City Wide		500			
Other		11			
Grants & contributions					
Restart Illawarra Deferral		(854)			
Bulli SLSC Contribution		250			
Other		199			(4,494)
Operating Variation [post capital]		(1,421)	4,043	(370)	2,253

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

Table 6 (cont'd)

MAJOR VARIATIONS					
Compared to Budget	\$'000s	Offsetting Items for Fund		Net by type	
		Surplus	Deficit		
FUNDING STATEMENT					
Non Cash Expenses					
Depreciation	(800)				
Leave Liability		121			
New employee liabilities increase in provision	124				
Land Sales	(749)				
Replacement of Civil Assets with remaining Book Value	697			(607)	
Restricted Cash Used for Operations					
Internally funded project adjustments					
West Dapto Review Project	(100)				
Lake Illawarra Estuary Management	(124)				
Street Trees Strategic Tree Planting	(138)				
Reinstating Waterfall Cemetery	(180)				
Review of Flood Studies	(58)				
Other	(148)				
Externally funded project adjustments					
Domestic Waste Recovery Investigation	(164)				
Greenhouse Park Investigation	(100)				
Floodplain and Stormwater	(90)				
Drain and Culvert Barrier Inspections	(80)				
Lake Illawarra Estuary Management	(64)				
Community Transport	(11)				
Other	(43)	27		(1,273)	
Income Transferred to Restricted Cash					
March 2017 Quarterly Review Strategic Projects			(1,000)		
Developer Contributions	4,089				
Grants & contributions - capital	405				
Domestic Waste Reserve	(510)				
Southern Phones Dividend	65				
Grants & contributions - operational	(473)				
Interest applicable to restricted assets	(38)				
Other	(89)		(26)	2,423	
OPERATIONAL FUNDS AVAILABLE FOR CAPITAL		-	4,192	(1,396)	2,796
CAPITAL BUDGET					
Land Sales	1,554				
Transfer to Reserve	(1,554)				
Decrease in capital program	2,770				
Decrease in associated funding	(2,770)		(2,800)	(2,800)	
TOTAL FUNDS SURPLUS/(DEFICIT)		-	4,192	(4,196)	(4)

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

CAPITAL PROJECT REPORT							
as at the period ended 31st March 2017							
Program	2017		2016		YTD Expenditure	variation	
	(\$'000)		(\$'000)			(\$'000)	
	Current Budget Expenditure	Other Funding	Proposed Budget Expenditure	Other Funding		Expenditure	Other Funding
Roads And Related Assets							
Traffic Facilities	2,050	(1,561)	1,222	(819)	705	(827)	742
Public Transport Facilities	271	(20)	196	(20)	100	(75)	(0)
Roadworks	13,791	(4,221)	16,635	(3,646)	8,358	2,844	575
Bridges, Boardwalks and Jetties	1,939	(100)	2,194	(111)	1,286	255	(11)
Total Roads And Related Assets	18,051	(5,902)	20,248	(4,596)	10,449	2,197	1,306
West Dapto							
West Dapto Infrastructure Expansion	5,001	(4,531)	3,153	(2,913)	1,801	(1,848)	1,618
Total West Dapto	5,001	(4,531)	3,153	(2,913)	1,801	(1,848)	1,618
Footpaths And Cycleways							
Footpaths	4,769	(1,650)	4,758	(1,729)	3,113	(11)	(79)
Cycle/Shared Paths	6,345	(2,745)	6,213	(2,523)	3,467	(132)	222
Commercial Centre Upgrades - Footpa	4,034	(795)	4,034	(795)	2,624	(0)	0
Total Footpaths And Cycleways	15,148	(5,190)	15,005	(5,047)	9,204	(143)	143
Carparks							
Carpark Construction/Formalising	350	0	324	0	152	(26)	0
Carpark Reconstruction or Upgrading	1,221	0	1,677	0	904	456	0
Total Carparks	1,571	0	2,001	0	1,056	430	0
Stormwater And Floodplain Management							
Floodplain Management	2,143	(530)	2,268	(905)	384	125	(375)
Stormwater Management	2,088	(550)	2,364	(534)	937	276	16
Stormwater Treatment Devices	423	(175)	358	(130)	327	(64)	45
Total Stormwater And Floodplain Ma	4,654	(1,255)	4,991	(1,569)	1,648	337	(314)
Buildings							
Cultural Centres (IPAC, Gallery, Town	1,100	0	1,117	0	432	17	0
Administration Buildings	1,475	0	1,558	0	1,305	83	0
Community Buildings	11,194	(1,993)	11,375	(1,793)	8,925	181	200
Public Facilities (Shelters, Toilets etc.)	2,083	(170)	2,423	(170)	2,052	340	0
Carbon Abatement	1,000	(1,000)	1,000	(1,000)	127	(0)	(0)
Total Buildings	16,852	(3,163)	17,472	(2,963)	12,841	620	200
Commercial Operations							
Tourist Park - Upgrades and Renewal	750	0	750	0	519	(0)	0
Crematorium/Cemetery - Upgrades an	200	0	200	0	70	(0)	0
Leisure Centres & RVGC	150	0	150	0	150	0	0
Total Commercial Operations	1,100	0	1,100	0	739	(0)	0
Parks Gardens And Sportfields							
Play Facilities	1,260	(60)	1,340	(10)	308	80	50
Recreation Facilities	2,182	(381)	1,936	(241)	1,624	(246)	140
Sporting Facilities	1,175	(483)	1,261	(543)	806	86	(60)
Lake Illawarra Foreshore	50	0	(0)	0	0	(50)	0
Total Parks Gardens And Sportfields	4,667	(924)	4,537	(794)	2,738	(130)	130
Beaches And Pools							
Beach Facilities	580	0	480	0	382	(100)	0
Rock/Tidal Pools	1,880	(165)	1,335	0	1,068	(545)	165
Treated Water Pools	1,397	(18)	1,008	(19)	630	(390)	(0)
Total Beaches And Pools	3,857	(183)	2,823	(19)	2,079	(1,035)	165

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

CAPITAL PROJECT REPORT							
as at the period ended 31st March 2017							
Program	\$'000		\$'000		YTD Expenditure	\$'000	
	Current Budget		Proposed Budget			variation	
	Expenditure	Other Funding	Expenditure	Other Funding		Expenditure	Other Funding
Natural Areas							
Environmental Management Program	0	0	0	0	0	0	0
Natural Area Management and Rehabil	275	0	275	0	27	(0)	0
Total Natural Areas	275	0	275	0	27	(0)	0
Waste Facilities							
Whytes Gully New Cells	6,145	(6,145)	6,602	(6,602)	3,748	457	(457)
Whytes Gully Renewal Works	439	(439)	296	(296)	244	(144)	144
Helensburgh Rehabilitation	129	(129)	79	(79)	46	(50)	50
Total Waste Facilities	6,714	(6,714)	6,977	(6,977)	4,037	263	(263)
Fleet							
Motor Vehicles	1,783	(940)	1,843	(940)	1,258	60	(0)
Total Fleet	1,783	(940)	1,843	(940)	1,258	60	(0)
Plant And Equipment							
Portable Equipment (Mowers etc.)	355	(53)	403	(53)	52	48	(0)
Mobile Plant (trucks, backhoes etc.)	3,611	(1,361)	3,686	(1,436)	1,431	75	(75)
Fixed Equipment	320	0	320	0	1	(0)	0
Total Plant And Equipment	4,286	(1,414)	4,409	(1,489)	1,484	123	(75)
Information Technology							
Information Technology	1,160	0	1,335	(165)	470	175	(165)
Total Information Technology	1,160	0	1,335	(165)	470	175	(165)
Library Books							
Library Books	1,193	(66)	1,193	(66)	915	(0)	(0)
Total Library Books	1,193	(66)	1,193	(66)	915	(0)	(0)
Public Art							
Public Art Works	200	0	200	0	105	(0)	0
Art Gallery Acquisitions	110	0	110	0	67	(0)	0
Total Public Art	310	0	310	0	172	(0)	0
Emergency Services							
Emergency Services Plant and Equipm	900	0	250	0	50	(650)	0
Total Emergency Services	900	0	250	0	50	(650)	0
Land Acquisitions							
Land Acquisitions	2,992	(2,825)	167	0	75	(2,825)	2,825
Total Land Acquisitions	2,992	(2,825)	167	0	75	(2,825)	2,825
Non-Project Allocations							
Capital Project Contingency	552	0	252	0	0	(300)	0
Capital Project Plan	105	0	62	0	52	(43)	0
Total Non-Project Allocations	657	0	314	0	52	(343)	0
Loans							
West Dapto Loan	0	(2,900)	0	(2,900)	0	0	0
LIRS Loan	0	(6,094)	0	(6,094)	0	0	0
Total Loans	0	(8,994)	0	(8,994)	0	0	0
GRAND TOTAL	91,173	(42,102)	88,403	(36,532)	51,095	(2,770)	5,570

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

WOLLONGONG CITY COUNCIL		
	Actual 2016/17 \$'000	Actual 2015/16 \$'000
BALANCE SHEET		
	as at 31/03/17	as at 30/06/16
CURRENT ASSETS		
Cash Assets	9,476	17,746
Investment Securities	151,620	126,193
Receivables	12,790	21,280
Inventories	6,040	6,028
Other	5,904	3,207
Assets classified as held for sale	0	0
Total Current Assets	185,831	174,453
NON-CURRENT ASSETS		
Non Current Cash Assets	10,085	10,085
Non-Current Receivables	0	0
Property, Plant and Equipment	2,269,282	2,265,362
Investment Properties	4,775	4,775
Westpool Equity Contribution	1,310	1,310
Intangible Assets	591	1,042
Total Non-Current Assets	2,286,043	2,282,574
TOTAL ASSETS	2,471,874	2,457,027
CURRENT LIABILITIES		
Current Payables	22,225	33,258
Current Provisions payable < 12 months	15,985	16,998
Current Provisions payable > 12 months	37,858	37,858
Current Interest Bearing Liabilities	7,160	6,690
Total Current Liabilities	83,228	94,804
NON-CURRENT LIABILITIES		
Non Current Interest Bearing Liabilities	33,486	33,940
Non Current Provisions	45,451	44,031
Total Non-Current Liabilities	78,937	77,970
TOTAL LIABILITIES	162,165	172,774
NET ASSETS	2,309,709	2,284,253
EQUITY		
Accumulated Surplus	1,193,541	1,167,459
Asset Revaluation Reserve	975,930	986,148
Restricted Assets	140,239	130,647
TOTAL EQUITY	2,309,709	2,284,253

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 31 March 2017		
	YTD Actual 2016/17	Actual 2015/16
	\$ '000	\$ '000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rates & Annual Charges	143,603	174,893
User Charges & Fees	29,444	33,314
Interest & Interest Received	4,726	5,633
Grants & Contributions	33,199	55,323
Other	7,738	22,139
Payments:		
Employee Benefits & On-costs	(85,288)	(100,072)
Materials & Contracts	(31,016)	(56,091)
Borrowing Costs	(1,025)	(1,547)
Other	(26,172)	(37,388)
Net Cash provided (or used in) Operating Activities	75,209	96,204
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts:		
Sale of Infrastructure, Property, Plant & Equipment	1,670	919
Deferred Debtors Receipts	-	-
Payments:		
Purchase of Investments	-	-
Purchase of Investment Property	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(58,982)	(81,467)
Purchase of Interests in Joint Ventures & Associates	-	-
Net Cash provided (or used in) Investing Activities	(57,312)	(80,548)
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts:		
Proceeds from Borrowings & Advances	5,500	-
Payments:		
Repayment of Borrowings & Advances	(6,240)	(6,369)
Repayment of Finance Lease Liabilities	-	-
Net Cash Flow provided (used in) Financing Activities	(740)	(6,369)
Net Increase/(Decrease) in Cash & Cash Equivalents	17,157	(15,832)
plus: Cash & Cash Equivalents and Investments - beginning of year	154,024	169,856
Cash & Cash Equivalents and Investments - year to date	171,181	154,024

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 31 March 2017		
	YTD Actual 2016/17	Actual 2015/16
	\$ '000	\$ '000
Total Cash & Cash Equivalents and Investments - year to date	171,181	154,024
Attributable to:		
External Restrictions (refer below)	81,400	75,276
Internal Restrictions (refer below)	58,841	55,377
Unrestricted	30,940	23,371
	171,181	154,024
External Restrictions		
Developer Contributions	18,249	15,370
RMS Contributions	619	222
Specific Purpose Unexpended Grants	4,420	4,655
Special Rates Levy Wollongong Mall	209	132
Special Rates Levy Wollongong City Centre	30	6
Local Infrastructure Renewal Scheme	21,360	18,157
Unexpended Loans	7,368	7,207
Domestic Waste Management	10,771	9,955
Private Subsidies	4,218	3,938
West Dapto Home Deposit Assistance Program	10,009	9,790
Stormwater Management Service Charge	1,730	1,388
West Dapto Home Deposits Issued	85	85
Carbon Price	2,332	4,371
Total External Restrictions	81,400	75,276
Internal Restrictions		
Property Development	4,004	4,121
Property Investment Fund	8,249	8,135
Strategic Projects	28,140	23,883
Future Projects	5,262	5,564
Sports Priority Program	349	497
Car Parking Strategy	956	909
MacCabe Park Development	953	841
Darcy Wentworth Park	194	170
Garbage Disposal Facility	8,809	10,008
Telecommunications Revenue	182	155
West Dapto Development Additional Rates	1,042	527
Southern Phone Natural Areas	513	476
Lake Illawarra Estuary Management Fund	188	91
Total Internal Restrictions	58,841	55,377

BUDGET REVIEW STATEMENT REPORT OF MANAGER FINANCE

The Quarterly Budget Review Statement (QBRs) requirements issued by the Department 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 March 2017					
Contractor	Contract Detail & Purpose	Contract Value \$000's	Commencement Date	Duration of Contract	Budgeted Y/N
Stabilised Pavements Australia	Kulgoa Road Woonona stabilisation as per design	90	9/01/2017	FY 2016/17	YES
Glenn Simpson Landscapes	Kanahooka Park Playground Replacement	170	9/01/2017	FY 2016/17	YES
Stabilised Pavements Australia	Kelvin Road Coniston stabilisation as per design	85	11/01/2017	FY 2016/17	YES
Todae Solar Pty Ltd	Design, supply & installation of solar photovoltaic (PV) systems on Council buildings	383	13/01/2017	FY 2016/18	YES
Stabilised Pavements Australia	Wallawa Street Figtree stabilisation as per design	57	18/01/2017	FY 2016/17	YES
Stabilised Pavements Australia	Maidstone Street Helensburgh stabilisation as per design	82	19/01/2017	FY 2016/17	YES
Programmed Facility Maintenance Pty Ltd	Wollongong Town Hall Smoke Extraction System Additional Works	220	19/01/2017	FY 2016/17	YES
Marine & Civil Maintenance Pty Ltd	Bridge Maintenance of Cabbage Tree Creek Fairy Meadow	300	30/01/2017	FY 2016/17	YES
Malsae Pty Ltd	Driveways, stormwater and ramps on cabins at Windang Beach Tourist Park	128	2/02/2017	FY 2016/17	YES
Malsae Pty Ltd	Demolition of Windang Scout Hall and Pigeon Clubroom	54	6/02/2017	FY 2016/17	YES
Glenn Simpson Landscapes Pty Ltd	Nicholson Park Woonona Playground Replacement	302	16/02/2017	FY 2016/17	YES
Stowe Electrical	Lighting Upgrade - Carbon Abatement Project	668	27/02/2017	FY 2016/18	YES
WMAwater	Review of Towradgi Creek Floodplain Risk Management Study and Plan	154	2/03/2017	FY 2016/19	YES
WMAwater	Review of Hewitts Creek Floodplain Risk Management Study and Plan	154	2/03/2017	FY 2016/19	YES
Ertech Pty Ltd	Blue Mile Tramway Seawall and Shared Path Upgrade	8,737	6/03/2017	FY 2016/18	YES
Marine & Civil Maintenance Pty Ltd	Catholic Protection of Bridge 2 at Yallah Bay Road Yallah	344	20/03/2017	FY 2016/17	YES
Ledaccon	Repairs to Benjamin Road Bridge Kembla Heights	99	1/07/2017	FY 2017/18	YES

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 March 2017		
Expense	Expenditure YTD \$000's	Budgeted (Y/N)
Consultancies	732	YES
Legal Fees	415	YES

Statement of responsible accounting officer Draft March 2017 Quarterly Review

All investments held at 31 March 2017 were invested in accordance with Council's Investment Policy.

Bank reconciliations have been completed as at 31 March 2017.

Year to date cash and investments are reconciled with funds invested and cash at bank.

Budget Review Statement - Revision To Full Year Estimates

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

It is my opinion that the financial statements and schedules contained within the Quarterly Review Statement for Wollongong City Council for the quarter ended 31 March 2017 indicate that Council's projected financial position at 30 June 2017 will be satisfactory having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

The overall year to date position is within expectations of the adopted budget across the broad range of indicators and on a budget outcome basis is acceptable.

Brian Jenkins

RESPONSIBLE ACCOUNTING OFFICER

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
1.1.1.1 Implement programs and events which facilitate community participation	100%	0%	0%	0%	0%
1.1.2.1 Impacts from development on the environment are assessed, monitored and mitigated	100%	0%	0%	0%	0%
1.1.2.2 Establish effective urban stormwater management programs	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 Implement a coordinated approach to floodplain and stormwater management	100%	0%	0%	0%	0%
1.1.4.1 Implement priority actions from the Illawarra Biodiversity Strategy	80%	0%	20%	0%	0%
1.1.4.2 Implement priority actions from the Illawarra Escarpment Strategic Management Plan	100%	0%	0%	0%	0%
1.2.1.1 Finalise and implement the Coastal Zone Management Plan	100%	0%	0%	0%	0%
1.2.2.1 Assess the impact of day visitors on service levels	100%	0%	0%	0%	0%
Draft March 2017 Quarterly Review					
1.2.2.2 Coordinate a range of Water Safety Education programs to enhance safe community access to our beaches	100%	0%	0%	0%	0%
1.3.1.1 Develop and implement programs that encourage community participation in reducing Wollongong's ecological footprint	100%	0%	0%	0%	0%
1.3.2.1 Finalise and deploy Council's Waste & Resource Recovery Strategy in consultation with industry leaders	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
1.3.2.2 Implement water and energy saving strategies	100%	0%	0%	0%	0%
1.3.2.3 Emissions are monitored and reduction methods are investigated and utilised	100%	0%	0%	0%	0%
1.3.2.4 Investigate a landfill gas management system for Whytes Gully	100%	0%	0%	0%	0%
1.3.3.1 Develop and implement an Environmental Sustainability Policy and Strategy	100%	0%	0%	0%	0%
1.3.3.3 Establish and maintain an Estuary Management Committee to protect the health of Lake Illawarra	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%
1.4.1.2 Implement priority actions of the Heritage Strategy	100%	0%	0%	0%	0%
1.4.1.3 Implement community and cultural promotions program	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%
Draft March 2017 Quarterly Review					
1.5.1.1 Facilitate a range of programs and activities which improve food security and local food production	100%	0%	0%	0%	0%
1.6.1.1 Review planning controls for environmentally sensitive locations	100%	0%	0%	0%	0%
1.6.2.1 Implement the West Dapto Release Area Masterplan	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
1.6.3.1 Provide high quality development assessment and certification based on QBL principles (note: QBL or the Quadruple Bottom Line takes consideration of environmental, economic, social and governance factors)	100%	0%	0%	0%	0%
1.6.3.2 Maximise sustainability principles in the design and construction of Wollongong's built form	100%	0%	0%	0%	0%
2.1.1.1 Support regional activities and partnerships that result in increased business investment and jobs growth	100%	0%	0%	0%	0%
2.1.2.1 Ensure that Wollongong is attractive to diverse companies for business expansion, establishment and relocation	100%	0%	0%	0%	0%
2.1.2.2 Progress implementation of the CBD Action Plan	100%	0%	0%	0%	0%
2.1.3.1 Build on partnerships which enable the retention of local talent	100%	0%	0%	0%	0%
2.1.3.2 Establish Wollongong City Council as a employer of choice	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	100%	0%	0%	0%	0%
2.1.5.1 Work with community, government and business partners to support development of local employment opportunity for people who are disadvantaged within the labour market	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
2.1.6.1 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 Facilitate the delivery of business and tourism information services	100%	0%	0%	0%	0%
2.2.2.1 Support projects that investigate opportunities for the provision of tourism infrastructure	67%	0%	33%	0%	0%
2.2.2.2 Use funds obtained from Restart NSW Illawarra to commence concept designs and planning for the Bald Hill Improvement Program	0%	0%	0%	0%	100%
2.2.3.1 In conjunction with partner organisations' support the development of innovative industries	100%	0%	0%	0%	0%
2.3.1.1 Undertake major refurbishment works in the City Centre	100%	0%	0%	0%	0%
2.3.1.2 Manage and deliver improved marketing and promotion of the City Centre	100%	0%	0%	0%	0%
2.3.1.3 Provide a diverse range of activities in the City Centre that target and engage a broad community	100%	0%	0%	0%	0%
2.3.1.4 Improve policies and systems to support the revitalisation of the City Centre	100%	0%	0%	0%	0%
2.3.1.5 Deliver the Access and Movement Strategy for the City Centre	100%	0%	0%	0%	0%
2.3.2.1 Review the current investment to deliver a more efficient and targeted destination marketing program	100%	0%	0%	0%	0%
2.3.2.2 Deliver Visitor Information Services to the city and our visitors	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
2.3.2.3 Pursue initiatives that promote the region as place to holiday to both the domestic and international markets	100%	0%	0%	0%	0%
2.4.1.1 Support the creation & expansion of green industries	100%	0%	0%	0%	0%
2.4.2.1 Ensure that Wollongong is attractive to research & development based companies & organisations	100%	0%	0%	0%	0%
2.5.1.1 Implement a range of programs that incorporates learning and development	88%	0%	0%	0%	13%
3.1.1.1 Promote Made in Wollongong through a variety of locally produced events, productions and programs	100%	0%	0%	0%	0%
3.1.2.1 Provide support to existing and emerging arts workers & their networks	100%	0%	0%	0%	0%
3.1.2.2 Provide opportunities for local artists and performers to exhibit, promote and perform at Council venues and events	100%	0%	0%	0%	0%
3.1.3.1 Successful collaborations with other organisations and agencies are established	100%	0%	0%	0%	0%
3.2.1.1 Seek funding for the promotion of heritage sites and museums to the community and visitors	100%	0%	0%	0%	0%
3.2.2.1 Encourage the integration of urban design & public art	100%	0%	0%	0%	0%
3.2.3.1 Deliver and support a range of projects and programs which build harmony and understanding	100%	0%	0%	0%	0%
3.3.1.1 Implement a coordinated approach to event acquisition & provision in Wollongong via the delivery of the Events Strategy	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
3.3.1.2 Encourage Sports Associations to conduct regional, state and national events in the city	100%	0%	0%	0%	0%
3.3.1.3 Implement a sustainable program of local events via the Events Strategy	100%	0%	0%	0%	0%
3.3.1.4 Plan for, and host, culturally sensitive events and programs celebrating the Bi-Centenary of European Settlement in Wollongong across 2015-2016	50%	0%	0%	0%	50%
3.3.1.5 Coordinate Council's support and investment in events and festivals	100%	0%	0%	0%	0%
3.3.2.1 Coordinate an integrated approach to infrastructure improvement and service delivery in the Civic Plaza and through the re-establishment of an Arts Precinct in the city	100%	0%	0%	0%	0%
3.4.1.1 Support the coordination of an externally funded delivered calendar of activities across the City	100%	0%	0%	0%	0%
3.4.2.1 Develop a new Cultural Plan	100%	0%	0%	0%	0%
3.4.3.1 Deliver a program of activities in local communities	100%	0%	0%	0%	0%
Draft March 2017 Quarterly Review					
4.1.1.1 Ensure an effective community engagement framework connects the community to Council decision making	75%	0%	0%	0%	25%
4.1.2.1 Expand Council's use of social media and online options for communication and engagement	67%	0%	33%	0%	0%
4.1.3.1 A coordinated approach to communication is developed and implemented	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
4.1.3.2 Re-establish Council's commitment to partnering with our local Aboriginal community	0%	0%	100%	0%	0%
4.1.3.4 Continue to provide regular information updates to the community about Council's Financial Sustainability Review	100%	0%	0%	0%	0%
4.2.1.1 Increase opportunities for the community to connect with volunteering organisations	100%	0%	0%	0%	0%
4.2.1.2 Support community participation in non-profit activities	100%	0%	0%	0%	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 Support a range of projects and programs in the city	100%	0%	0%	0%	0%
4.2.3.1 Contribute to activities and programs that enhance civic pride in Wollongong	100%	0%	0%	0%	0%
4.3.1.1 Lobby for the expansion of NBN to all suburbs within the LGA within the next five years	100%	0%	0%	0%	0%
4.3.2.1 Review community facilities and consider rationalisation, replacement or refurbishment to achieve facilities that are strategically located, good quality and meet identified community need	100%	0%	0%	0%	0%
4.3.2.2 Investigate the provision of a district level community and library centre for the southern suburbs	0%	0%	100%	0%	0%
4.3.3.1 Continue to participate and contribute to an integrated community service network	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
4.4.1.1 Improve community understanding and awareness of Council decisions	100%	0%	0%	0%	0%
4.4.1.2 Ensure appropriate strategies and systems are in place, monitored and reviewed	83%	0%	0%	17%	0%
4.4.1.3 Continue to build a professional, customer focussed quality organisation	100%	0%	0%	0%	0%
4.4.1.4 Lead continuous improvement in Council's health and safety culture and behaviour	100%	0%	0%	0%	0%
4.4.2.1 Coordinate a service review program with a focus on business development and improvement	100%	0%	0%	0%	0%
4.4.2.2 Deliver the Asset Management Strategy and Improvement Plan 2012-17	100%	0%	0%	0%	0%
4.4.2.3 Investigate provision of cremation services across the region and determine Council's role in the market	100%	0%	0%	0%	%
4.4.3.1 Improve systems for recording community & staff ideas	100%	0%	0%	0%	0%
4.4.4.1 Ensure policies and procedures are regularly reviewed, updated and promoted	100%	0%	0%	0%	0%
4.4.4.2 Streamline reporting across the organisation and provide user friendly, plain English reports	33%	0%	0%	67%	0%
4.4.5.1 Effective and transparent financial management systems are in place	100%	0%	0%	0%	0%
4.4.5.10 Explore innovative options to increase revenue at Council facilities	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
4.4.5.11 Improve the efficiency of supply management in order to achieve operational efficiencies	100%	0%	0%	0%	0%
4.4.5.12 Pursue alternative funding options to deliver Council services and facilities	100%	0%	0%	0%	0%
4.4.5.2 Achieve an operational savings as a part of Council's financial sustainability Review with savings to be directed to asset renewal	100%	0%	0%	0%	0%
4.4.5.3 Reduce Council's discretionary spend (excluding assets) by 5% with savings to be directed to asset renewal	100%	0%	0%	0%	0%
4.4.5.4 Undertake a review of Council's employment conditions including the consideration of more flexible employment conditions and Enterprise Agreement	0%	0%	0%	100%	0%
4.4.5.6 Apply for a special rate variation of 6.13% in 2014-15, 6.23% in 2015-16 and 6.24% in 2016-17 with additional funds to be directed to asset renewal	100%	0%	0%	0%	0%
4.4.5.8 Investigate removing the pensioner and charitable waste exemptions	100%	0%	0%	0%	0%
4.4.5.9 Continue to actively seek grants and contributions to deliver core community infrastructure and services	100%	0%	0%	0%	0%
4.4.6.1 Deliver a consistent and effective integrated frontline customer service centre	100%	0%	0%	0%	0%
5.1.1.1 Partner with community based organisations in the provision of services	100%	0%	0%	0%	0%
5.1.2.1 Actively engage children and young people in planning and design processes	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
5.1.3.1 Partner with agencies and health authorities to support improvements to the region's medical services	100%	0%	0%	0%	0%
5.1.4.1 Assess the changing profile of the community and reprioritise services appropriately	100%	0%	0%	0%	0%
5.1.4.2 Investigate provision of Leisure Services in the greater Dapto area, taking into account expansion of West Dapto, and determine Council's role in the market	100%	0%	0%	0%	0%
5.1.4.3 Investigate the future provision of Aquatic Services across the local government area and implement improvements	80%	0%	20%	0%	0%
5.1.5.1 Continue to undertake social, land use and environmental planning activities that assists in service planning	100%	0%	0%	0%	0%
5.1.5.2 Carry out commercial business management of Council's operational lands	67%	0%	33%	0%	0%
5.1.6.1 Review planning controls for priority locations	100%	0%	0%	0%	0%
5.1.6.2 Provide an appropriate and sustainable range of quality passive and active open spaces and facilities	100%	0%	0%	0%	0%
5.1.6.3 Policies and plans are developed, reviewed and implemented to encourage physical activity	100%	0%	0%	0%	0%
5.2.1.1 Prepare a Housing Study and Strategy incorporating Affordable Housing Issues	50%	0%	50%	0%	0%
5.3.1.1 Promote and enforce compliance with litter reduction	100%	0%	0%	0%	0%
5.3.2.1 Manage and maintain public facilities	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
5.3.2.3 Use additional funds achieved through the financial sustainability review for renewal of major building projects as per capital program	100%	0%	0%	0%	0%
5.3.3.1 Manage and maintain community infrastructure portfolio with a focus on asset renewal	100%	0%	0%	0%	0%
5.4.1.1 Facilitate a range of partnerships and networks to develop community safety initiatives	100%	0%	0%	0%	0%
5.4.1.2 Provide lifeguarding services at beaches (in partnership with Surf Life Saving Illawarra) and Council pools	100%	0%	0%	0%	0%
5.4.2.1 Continue to liaise with Local Area Commands on key initiatives and crime reduction strategies.	100%	0%	0%	0%	0%
5.4.2.2 Deliver projects and programs to reduce crime in the Wollongong Local Government Area	100%	0%	0%	0%	0%
5.4.3.1 Safety is considered in the planning and design of any development	100%	0%	0%	0%	0%
5.5.1.1 Maintain and establish corridors and parks that strengthen open space connections and people movement.	100%	0%	0%	0%	0%
5.5.1.2 Coordinate an access improvement program through pre-planning and renewal activities	100%	0%	0%	0%	0%
5.5.2.1 Use data to assess the current community infrastructure available, community demand and develop a strategic framework and policies to either rationalise, enhance or expand to meet hanging community needs	67%	0%	33%	0%	0%
5.5.2.2 Implement Council's Planning, People, Places Strategy	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
5.5.2.3 Develop a Regional Botanic Garden of Excellence	67%	0%	33%	0%	0%
5.5.2.4 Provide statutory services to appropriately manage and maintain our public spaces	100%	0%	0%	0%	0%
5.5.2.5 Develop a play strategy to support the planning of high quality centralised and integrated park facilities	100%	0%	0%	0%	0%
5.5.2.6 Use additional achieved through the Financial Sustainability Review to replace below standard playground facilities informed by the Play Strategy	100%	0%	0%	0%	0%
5.5.3.1 Deliver a range of programs for older people	50%	50%	0%	0%	0%
5.5.3.2 Deliver a range of recreational pursuits for older people	100%	0%	0%	0%	0%
5.6.1.1 Deliver a diverse suite of projects to the community that foster and enhance community strengths	100%	0%	0%	0%	0%
6.1.1.1 Establish a strategic framework and a plan for cycleways and bicycle facilities within Wollongong	100%	0%	0%	0%	0%
6.1.2.1 Assess the feasibility to expand the Gong Shuttle service to outer suburbs	50%	0%	50%	0%	0%
6.1.3.1 Improve the connectivity of the local government area through the upgrade in our network of footpaths and cycleways	100%	%	0%	0%	0%
6.1.3.2 Use additional funds achieved through the Financial Sustainability Review to accelerate the footpath renewal program by about \$4M	100%	0%	0%	0%	0%
6.1.3.3 Extend the average lives of footpaths to 80 years to create about \$1M saving in depreciation annually	100%	0%	0%	0%	0%

APPENDIX 1: ANNUAL DELIVERABLE PROGRESS BY 5 YEAR ACTION – DELIVERY PROGRAM 2012-17

5 Year Action	On track (Projects / Ongoing)	Not Scheduled to Commence	Delayed	Deferred	Complete (Projects Only)
6.1.3.4 Use funds obtained from Restart NSW Illawarra to design and construct the Grand Pacific Walk - Stage one	0%	0%	100%	0%	0%
6.1.4.1 Work in partnership with key stakeholders to consider the establishment of a 'Park n Ride' commuter bus network	0%	0%	100%	0%	0%
6.2.1.1 Develop an integrated Transport Strategy	100%	0%	0%	0%	0%
6.2.1.2 Deliver sustainable transport asset renewal programs	100%	0%	0%	0%	0%
6.2.1.3 Allocate approximately \$6M of additional funds achieved through the Financial Sustainability Review to road resurfacing and reconstruction	100%	0%	0%	0%	0%
6.2.2.2 Use funds obtained from Restart NSW Illawarra and funds contributed by Council to construct the road link between Fowlers Road Dapto to Fairwater Drive Horsley	0%	0%	100%	0%	0%
6.2.3.1 Work with State and Government agencies and lobby improve rail services and stations across the LGA.	100%	0%	0%	0%	0%
6.2.4.1 Work with State and Government agencies to lobby and promote opportunities for transport to reduce travel time between Sydney and Wollongong	0%	0%	0%	0%	100%
6.2.5.1 Work with key agencies and partners to continue and improve late night transport options	100%	0%	0%	0%	0%
6.3.1.2 Promote access to community transport	100%	0%	%	0%	0%
Total Annual Deliverable Progress	92%	0%	5%	1%	2%

ITEM 18 APRIL 2017 FINANCIALS

The April 2017 financial results are positive compared to phased budget across the key indicators. The Operating Result (pre capital) is favourable by \$6.0M and the Funds Result shows a favourable variance compared to the phased budget of \$3.0M.

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

Council has expended \$57.7M on its capital works program representing 65% of the annual budget. The year to date budget is \$60.4M (or 68% of the annual budget).

The financial statements and associated variances include the adjustments proposed at the March Quarterly Review.

RECOMMENDATION

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

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance

Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Income and Expenses Statement - April 2017
- 2 Capital Project Report - April 2017
- 3 Balance Sheet - April 2017
- 4 Cash Flow Statement - April 2017

BACKGROUND

This report presents the Income and Expense Statement, Balance Sheet and Cash Flow Statement for April 2017. Council's current budget has a Net Funding (cash) deficit of \$1.9M, an Operating Surplus [Pre Capital] of \$11.3M and a capital expenditure of \$88.4M. The current annual Net Funding budget includes a transfer to reserve of \$2.6M that relates to the 2015-16 year end positive funds result and \$4.9M that relates to positive results at the Quarterly Reviews in the current year.

At the end of April, Council remains on target to achieve the forecast annual results.

The following table provides a summary view of the organisation's overall financial results for the year to date.

FORECAST POSITION	Original Budget	Revised Budget	YTD Forecast	YTD Actual	Variation
KEY MOVEMENTS	1-Jul	28-Apr	28-Apr	28-Apr	
Operating Revenue \$M	262.0	267.3	221.8	222.1	0.4
Operating Costs \$M	(262.1)	(256.0)	(209.5)	(203.8)	5.6
Operating Result [Pre Capital] \$M	(0.0)	11.3	12.3	18.3	6.0
Capital Grants & Contributions \$M	32.9	12.0	7.7	9.3	1.5
Operating Result \$M	32.9	23.3	20.1	27.6	7.5
Funds Available from Operations \$M	61.8	65.4	56.1	59.3	3.2
Capital Works Contributed Assets	101.6	88.4	60.4	57.7	2.7
Transfer to Restricted Cash	-	-	-	-	-
Transfer to Restricted Cash	-	9.7	9.7	9.7	-
Borrowings Repaid \$M	7.3	7.3	6.0	6.0	-
Funded from:					
- Operational Funds \$M	61.8	58.1	56.1	59.3	3.2
- Other Funding \$M	47.1	38.1	28.9	26.0	(2.8)
Total Funds Surplus/(Deficit) \$M	(0.1)	(1.9)	8.9	11.9	3.0

Financial Performance

The April 2017 Operating Result [pre capital] shows a positive variance compared to budget of \$6.0M. The Operating Result, which includes capital grants and contributions, has a greater positive variance of \$7.5M due to higher than anticipated city wide developer contributions and timing of grant funded works.

The Operating Result includes non-cash or restricted variations such as lower depreciation (\$1.2M), lower externally funded operational projects expenditure (\$1.5M) and the loss on disposal of assets (\$0.1M). This has resulted in a variation in Funds Available from Operations of \$3.2M.

Funds Result

The Total Funds result includes the funds component of the Operating Result in addition to lower capital expenditure that is largely offset by a similar movement in funding.

Capital Budget

As at 28 April 2017, Council had expended \$57.7M or 65% of the approved annual capital budget of \$88.4M.

The April monthly report proposes a minor decrease of \$0.03M in the capital works program although there has been a decrease of \$2.8M in works able to be completed that have externally or internally restricted funding. The reallocation of funds from operations to capital will allow the Capital Program to remain at present levels and bring forward renewal and the completion of other works currently programed into next year.

If approved through the March Quarterly Review at Council's meeting on May 29, the proposed increase in the Capital Program of \$2.8M will be funded from decreases in operational expenditure. It is intended that the impacts of this variation over the two-year period 2016-17 and 2017- 18 will be reviewed and presented with the final budget review and adoption for 2017-18 in June this year.

Liquidity

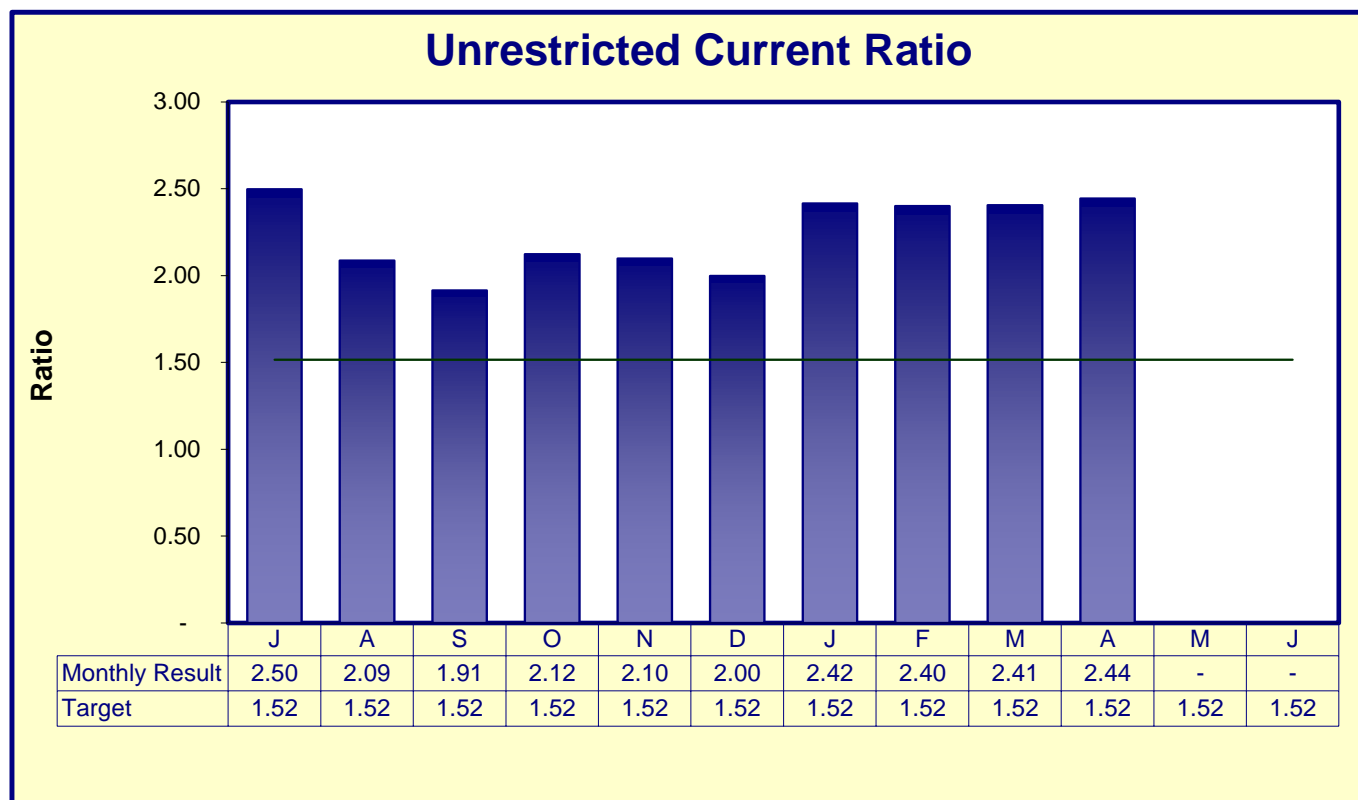
Council's cash and investments decreased during April 2017 to holdings of \$161.3M compared to \$171.2M at the end of March 2017. This reflects normal trends for this time of the year.

CASH, INVESTMENTS & AVAILABLE FUNDS					
	Actual 2015/16	Original Budget 2016/17	December QR 2016/17	March QR 2016/17	Actual Ytd April 2017
	\$M	\$M	\$M	\$M	\$M
Total Cash and Investments	154.0	133.7	137.8	143.6	161.3
Less Restrictions:					
External	75.3	88.8	74.5	75.0	81.3
Internal	55.3	37.6	52.2	57.9	60.9
Total Restrictions	130.6	126.4	126.7	132.9	142.1
Available Cash	23.5	7.3	11.1	10.7	19.2
Adjusted for :					
Current payables	(34.9)	(23.6)	(23.5)	(23.0)	(22.3)
Receivables	22.9	23.0	25.3	25.1	25.5
Other	2.9	4.6	-		4.1
Net Payables & Receivables	(9.1)	4.0	1.8	2.0	7.2
Available Funds	14.4	11.3	12.9	12.8	26.4

The Available Funds position excludes restricted cash. External restrictions are funds that must be spent for a specific purpose and cannot be used by Council for general operations. Internal restrictions are funds that Council has determined will be used for a specific future purpose.

The Available Funds forecast that was revised during the December Quarterly Review is within Council's Financial Strategy target of 3.5% to 5.5% of Operational Revenue [pre capital] and is between \$9.2M and \$14.4M for the year ending 30 June 2017. The actual Available Funds at 28 April 2017 are impacted by the progress of planned expenditure and increased revenue to date.

The Unrestricted Current Ratio measures the cash/liquidity position of an organisation. This ratio is intended to disclose the ability of an organisation to satisfy payment obligations in the short term from the unrestricted activities of Council. Council's current ratio is above the Local Government Benchmark of >2:1, however, the strategy is to maximise the use of available funds for asset renewal by targeting a lean Unrestricted Current Ratio.



Receivables

Receivables are the amount of money owed to Council or funds that Council has paid in advance. At April 2017, receivables totalled \$25.5M, compared to receivables of \$22.2M at April 2016. Fluctuations relate to the timing of rates payments which are accrued before the actual payments are due.

Payables

Payables (the amount of money owed to suppliers) of \$22.3M were owed at April 2017 compared to payables of \$22.2M in April 2016. The difference in payables relate to goods and services and capital projects delivered but not yet paid for, timing of the receipt of rating income and timing of the Financial Assistance Grant payments.

Debt

Council continues to have financial strength in its low level of borrowing. The industry measure of debt commitment is the Debt Service Ratio that measures the proportion of revenues that is required to meet annual loan repayments.

Council’s Financial Strategy includes provision for additional borrowing in the future and Council will consider borrowing opportunities from time to time to bring forward the completion of capital projects where immediate funding is not available. Council currently has borrowings through an interest free loan and the subsidised Local Government Infrastructure Renewal Scheme (LIRS). In 2009-10, Council borrowed \$26M interest free to assist in the delivery of the West Dapto Access Plan. Council has also been successful in securing subsidies for loans under the three rounds of the LIRS program and has entered into loans of \$20M in 2012-13 for Round 1, \$4.3M in 2013-14 for Round 2 and \$15M for Round 3. The LIRS program provides a loan subsidy of 4% for Round 1 and 3% for the subsequent rounds. Loan funds have been used to accelerate the Citywide Footpaths, Shared Path Renewal, Missing Links Construction Program, building refurbishment works for Berkeley Community Centre, Corrimal Library and Community Centre, Thirroul Pavilion and Kiosk and to support the West Dapto Access – Fowlers Road project respectively. Council was advised of eligibility for further subsidy under Round 3 and an additional amount of \$5.5M was drawn down earlier this year that will also be used to support the West Dapto Access – Fowlers Road project.

Council's Debt Service Ratio forecast for 2016-17 is approximately 3.5%, which is still below Council's target of 4% and remains low in comparison to the Local Government's benchmark ratio of <10%. It is noted that non-cash interest expense relating to the amortisation of the income recognised on the West Dapto Access Plan Loan is not included when calculating the Debt Service Ratio.

Assets

The Balance Sheet shows that \$2.5B of assets are controlled and managed by Council for the community as at 28 April 2017. The 2016-17 capital works program includes projects such as the West Dapto Access strategy, civil asset renewals including roads, car parks and buildings and purchase of library books. At the end of April, capital expenditure amounted to \$57.7M.

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-17	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.1 Effective and transparent financial management systems are in place	Provide accurate and timely financial reports monthly, quarterly and via the annual financial statement

CONCLUSION

The results for April 2017 are generally within projections over a range of financial indicators and it is expected that Council will achieve the forecast annual results.

WOLLONGONG CITY COUNCIL				
1 July 2016 to 28 April 2017				
	2016/17 Original Budget \$'000	2016/17 Current Budget \$'000	2016/17 YTD Budget \$'000	2016/17 Actual YTD \$'000
Income Statement				
Income From Continuing Operations				
Revenue:				
Rates and Annual Charges	184,035	184,540	152,696	152,709
User Charges and Fees	33,594	36,874	30,935	31,004
Interest and Investment Revenues	4,253	5,448	4,791	4,810
Other Revenues	10,205	9,887	7,473	8,006
Grants & Contributions provided for Operating Purposes	29,961	30,521	26,354	26,213
Grants & Contributions provided for Capital Purposes	32,947	12,049	7,746	9,252
Profit/Loss on Disposal of Assets	0	52	(483)	(618)
Total Income from Continuing Operations	294,994	279,371	229,512	231,376
Expenses From Continuing Operations				
Employee Costs	117,960	119,762	98,737	97,261
Borrowing Costs	4,131	4,082	3,377	3,402
Materials, Contracts & Other Expenses	89,066	84,850	67,809	64,557
Depreciation, Amortisation + Impairment	64,840	61,839	51,532	50,345
Internal Charges (labour)	(12,352)	(12,935)	(10,702)	(10,742)
Internal Charges (not labour)	(1,566)	(1,566)	(1,303)	(1,021)
Total Expenses From Continuing Operations	262,079	256,031	209,451	203,802
Operating Results From Continuing Operations	32,916	23,340	20,061	27,574
Net Operating Result for the Year	32,916	23,340	20,061	27,574
Net Operating Result for the Year before Grants & Contributions provided for Capital Purposes	(31)	11,292	12,315	18,322
NET SURPLUS (DEFICIT) [Pre capital] %	11.2%	8.4%	8.7%	11.9%
Funding Statement				
Net Operating Result for the Year	32,916	23,340	20,061	27,574
Add back :				
- Non-cash Operating Transactions	78,451	76,002	63,876	62,536
- Restricted cash used for operations	15,013	15,050	11,968	10,485
- Income transferred to Restricted Cash	(52,636)	(36,906)	(29,773)	(30,929)
- Payment of Accrued Leave Entitlements	(11,943)	(12,082)	(10,067)	(10,380)
- Payment of Carbon Contributions	0	0	0	0
Funds Available from Operations	61,801	65,404	56,065	59,286
Advances (made by) / repaid to Council	0	0	0	0
Borrowings repaid	(7,285)	(7,285)	(6,032)	(6,032)
Operational Funds Available for Capital Budget	54,516	58,119	50,033	53,254
CAPITAL BUDGET				
Assets Acquired	(101,627)	(88,403)	(60,387)	(57,727)
Contributed Assets	0	0	0	0
Transfers to Restricted Cash	0	(9,654)	(9,654)	(9,654)
Funded From :-				
- Operational Funds	54,516	58,119	50,033	53,254
- Sale of Assets	1,743	3,297	2,136	1,840
- Internally Restricted Cash	21,770	10,971	8,296	7,136
- Borrowings	0	5,500	5,500	5,500
- Capital Grants	11,065	7,532	4,813	5,421
- Developer Contributions (Section 94)	6,008	4,754	3,699	1,632
- Other Externally Restricted Cash	5,620	4,954	3,669	3,692
- Other Capital Contributions	850	1,078	764	814
TOTAL FUNDS SURPLUS / (DEFICIT)	(55)	(1,852)	8,868	11,907

Manager Project Delivery Division

Commentary on April 2017 Capital Budget Report

As at 28th April 2017, year to date expenditure was \$57.73M of the approved capital budget of \$88.40M. This value is \$2.66M less than the forecast expenditure of \$60.39M for this period.

The delivery of the capital program is monitored monthly and actions are focussed on closing the gap between forecast and actual expenditure.

The following table summarises the proposed changes to the total Capital Budget by transfer of budget between programs and reduction or introduction of various types of external or loan funding and the transfer of operational budget to capital. These changes result in a net decrease of \$0.03 M in the overall capital budget to \$88.37M.

Program	Major Points of change to Capital Budget
Traffic Facilities	Rephase both RMS and Section 94 funding for multiple existing projects.
Public Transport Facilities	Reallocate budget to Public Transport Facilities Program from Roadworks Program
Roadworks	Rephase Roads to Recovery funding for multiple existing projects Reallocate budget from Commercial Centre Upgrades – Footpaths and Cycleways Program to Roadworks Program Reallocate budget to Roadworks Program from Cycle/Sharepaths Program Reallocate budget to Roadworks Program from Footpaths Program Reallocate budget to Roadworks Program from West Dapto Infrastructure Expansion Program Reallocate budget to Roadworks Program from Bridges Boardwalks and Jetties Program Reallocate budget to Roadworks Program from Floodplain Management Program Reallocate budget from Roadworks Program to Public Transport Facilities Program
Bridges, Boardwalks and Jetties	Reallocate budget from Bridges Boardwalks and Jetties Program to Roadworks Program
West Dapto Infrastructure Expansion	Reallocate budget from West Dapto Infrastructure Expansion Program to Roadworks Program Rephase Restart Illawarra and Section 94 funding for existing projects
Footpaths	Reallocate budget from Footpaths Program to Roadworks Program Rephase Section 94 Funding and Stanwell Pk reserve funding for existing projects.
Cycle/Shared Paths	Reallocate budget from Cycle/Shared Paths Program to Roadworks Program Reallocate budget from Cycle/Shared Paths Program to Carpark Reconstruction or Upgrading Program
Commercial Centre Upgrades - Footpaths and Cycle ways	Reallocate budget from Commercial Centre Upgrades – Footpaths and Cycle Ways Program to Roadworks
Carpark Construction/Formalising	Reallocate budget from Carpark Construction/Formalising Program to Carpark Reconstruction or Upgrading Program
Carpark Reconstruction or Upgrading	Reallocate budget to Carpark Reconstruction or Upgrading Program from Carpark Construction/Formalising Reallocate budget to Carpark Reconstruction or Upgrading Program from Cycle/Shared Paths Program
Floodplain Management	Reallocate budget from Floodplain Management Program to Roadworks Program Reallocate budget from Floodplain Management Program to Stormwater Management
Stormwater Management	Rephase Stormwater Levy Funding for multiple existing projects Reallocate budget to Stormwater Management Program from Floodplain Management Program
Administration Buildings	Reallocate budget to Administration buildings from Community Buildings.
Community Buildings	Reallocate budget from Community Buildings to Administration Buildings. Reallocate budget from Community Buildings to Tourist Park – Upgrades and Renewal. Introduce Strategic Projects Reserve.
Tourist Park - Upgrades and Renewal	Reallocate budget to Tourist Park – Upgrades and Renewal from Community Buildings. Reallocate budget to Tourist Park – Upgrades and Renewal from Recreation facilities. Reallocate budget to Tourist Park – Upgrades and Renewal from Beach Facilities. Reallocate budget to Tourist Park – Upgrades and Renewal from Rock/Tidal Pools.

	Reallocate budget to Tourist Park – Upgrades and Renewal from Treated Water Pools. Reallocate budget to Tourist Park – Upgrades and Renewal from Natural Area Management and Rehabilitation.
Crematorium/Cemeteries Upgrades and Renewal –	Reallocate budget from Crematorium/Cemeteries – Upgrades and Renewal to Leisure Centres & RVGC.
Leisure Centres & RVGC	Reallocate budget to Leisure Centre & RVGC from Crematorium/Cemeteries – Upgrades and Renewal.
Recreation Facilities	Re-phase OEH funding for an existing project at Hill 60. Reallocate budget from Recreation Facilities to Tourist Park – Upgrades and Renewal.
Sporting Facilities	Introduce additional funding from Strategic Projects Reserve for existing project.
Beach Facilities	Reallocate budget from Beach Facilities to Tourist Park – Upgrades and Renewal.
Rock/Tidal Pools	Reallocate budget from Rock/Tidal Pools to Tourist Park – Upgrade and Renewal.
Treated Water Pools	Reallocate budget from Treated Water Pools to Tourist Park – Upgrades and Renewal.
Natural Area Management and Rehabilitation	Reallocate budget from Natural Area Management and Rehabilitation to Tourist Park – Upgrades and Renewal.
Whytes Gully New Cells	Introduce additional Waste Reserve funding for existing projects.
Whytes Gully Renewal Works	Introduce additional Waste Reserve funding for existing projects.
Helensburgh Rehabilitation	Rephase Waste Reserve funding for existing projects.
Emergency Services Plant & Equipment	Reallocate budget from Emergency Services Plant & Equipment to Capital Project Contingency.
Capital Project Contingency	Reallocate budget to Capital Project Contingency from Emergency Services Plant & Equipment.

CAPITAL PROJECT REPORT							
as at the period ended 28 April 2017							
ASSET CLASS PROGRAMME Description	\$'000		\$'000		YTD EXPENDITURE	\$'000	
	CURRENT BUDGET		WORKING BUDGET			VARIATION	
	EXPENDITURE Budget	OTHER FUNDING	EXPENDITURE Budget	OTHER FUNDING		EXPENDITURE Budget	OTHER FUNDING
Roads And Related Assets							
Traffic Facilities	1,222	(819)	1,194	(785)	746	(29)	34
Public Transport Facilities	196	(20)	242	(20)	102	46	(0)
Roadworks	16,635	(3,646)	16,743	(2,990)	9,838	108	656
Bridges, Boardwalks and Jetties	2,194	(111)	2,145	(112)	1,657	(49)	(1)
TOTAL Roads And Related Assets	20,248	(4,596)	20,324	(3,907)	12,343	76	689
West Dapto							
West Dapto Infrastructure Expansion	3,153	(2,913)	3,393	(3,178)	2,456	240	(265)
TOTAL West Dapto	3,153	(2,913)	3,393	(3,178)	2,456	240	(265)
Footpaths And Cycleways							
Footpaths	4,758	(1,729)	4,573	(1,674)	3,491	(185)	55
Cycle/Shared Paths	6,213	(2,523)	5,912	(2,523)	4,176	(301)	0
Commercial Centre Upgrades - Footpaths and Cyclew	4,034	(795)	3,784	(795)	2,804	(250)	(0)
TOTAL Footpaths And Cycleways	15,005	(5,047)	14,268	(4,991)	10,471	(736)	55
Carparks							
Carpark Construction/Formalising	324	0	170	0	162	(154)	0
Carpark Reconstruction or Upgrading	1,677	0	2,032	0	1,066	355	0
TOTAL Carparks	2,001	0	2,202	0	1,228	201	0
Stormwater And Floodplain Management							
Floodplain Management	2,268	(905)	1,961	(905)	433	(307)	0
Stormwater Management	2,364	(534)	2,345	(467)	1,069	(20)	67
Stormwater Treatment Devices	358	(130)	358	(130)	329	(0)	0
TOTAL Stormwater And Floodplain M	4,991	(1,569)	4,664	(1,502)	1,832	(327)	67
Buildings							
Cultural Centres (IPAC, Gallery, Townhall)	1,117	0	1,117	0	464	0	0
Administration Buildings	1,558	0	1,565	0	1,374	7	0
Community Buildings	11,375	(1,793)	11,322	(1,798)	9,414	(52)	(5)
Public Facilities (Shelters, Toilets etc.)	2,423	(170)	2,423	(170)	2,061	(0)	0
Carbon Abatement	1,000	(1,000)	1,000	(1,000)	138	0	(0)
TOTAL Buildings	17,472	(2,963)	17,427	(2,968)	13,451	(45)	(5)
Commercial Operations							
Tourist Park - Upgrades and Renewal	750	0	1,100	0	553	350	0
Crematorium/Cemetery - Upgrades and Renewal	200	0	195	0	73	(5)	0
Leisure Centres & RVGC	150	0	155	0	151	5	0
TOTAL Commercial Operations	1,100	0	1,450	0	777	350	0
Parks Gardens And Sportfields							
Play Facilities	1,340	(10)	1,340	(10)	357	(0)	(0)
Recreation Facilities	1,936	(241)	1,826	(221)	1,657	(110)	20
Sporting Facilities	1,261	(543)	1,298	(580)	1,039	37	(37)
Lake Illawarra Foreshore	(0)	0	(0)	0	0	0	0
TOTAL Parks Gardens And Sportfield	4,537	(794)	4,464	(811)	3,053	(73)	(17)
Beaches And Pools							
Beach Facilities	480	0	425	0	392	(55)	0
Rock/Tidal Pools	1,335	0	1,255	0	1,075	(80)	0
Treated Water Pools	1,008	(19)	998	(18)	678	(10)	0
TOTAL Beaches And Pools	2,823	(19)	2,678	(18)	2,145	(145)	0

CAPITAL PROJECT REPORT

as at the period ended 28 April 2017

ASSET CLASS PROGRAMME Description	\$'000		\$'000		YTD EXPENDITURE	\$'000	
	CURRENT BUDGET		WORKING BUDGET			VARIATION	
	EXPENDITURE	OTHER FUNDING	EXPENDITURE	OTHER FUNDING		EXPENDITURE	OTHER FUNDING
	Budget		Budget			Budget	
Natural Areas							
Environmental Management Program	0	0	0	0	0	0	0
Natural Area Management and Rehabilitation	275	0	210	0	47	(65)	0
TOTAL Natural Areas	275	0	210	0	47	(65)	0
Waste Facilities							
Whytes Gully New Cells	6,602	(6,602)	7,039	(7,039)	4,698	437	(437)
Whytes Gully Renewal Works	296	(296)	382	(382)	271	86	(86)
Helensburgh Rehabilitation	79	(79)	49	(49)	46	(30)	30
TOTAL Waste Facilities	6,977	(6,977)	7,470	(7,470)	5,015	493	(493)
Fleet							
Motor Vehicles	1,843	(940)	1,843	(940)	1,465	0	0
TOTAL Fleet	1,843	(940)	1,843	(940)	1,465	0	0
Plant And Equipment							
Portable Equipment (Mowers etc.)	403	(53)	406	(53)	56	3	0
Mobile Plant (trucks, backhoes etc.)	3,686	(1,436)	3,686	(1,436)	1,431	(0)	0
Fixed Equipment	320	0	320	0	1	0	0
TOTAL Plant And Equipment	4,409	(1,489)	4,412	(1,489)	1,488	3	0
Information Technology							
Information Technology	1,335	(165)	1,335	(165)	529	(0)	(0)
TOTAL Information Technology	1,335	(165)	1,335	(165)	529	(0)	(0)
Library Books							
Library Books	1,193	(66)	1,193	(66)	1,049	(0)	0
TOTAL Library Books	1,193	(66)	1,193	(66)	1,049	(0)	0
Public Art							
Public Art Works	200	0	200	0	115	0	0
Art Gallery Acquisitions	110	0	110	0	75	(0)	0
TOTAL Public Art	310	0	310	0	189	(0)	0
Emergency Services							
Emergency Services Plant and Equipment	250	0	100	0	58	(150)	0
TOTAL Emergency Services	250	0	100	0	58	(150)	0
Land Acquisitions							
Land Acquisitions	167	0	168	0	75	0	0
TOTAL Land Acquisitions	167	0	168	0	75	0	0
Non-Project Allocations							
Capital Project Contingency	252	0	400	0	0	147	0
Capital Project Plan	62	0	62	0	55	(0)	0
TOTAL Non-Project Allocations	314	0	461	0	55	147	0
Loans							
West Dapto Loan	0	(2,900)	0	(2,900)	0	0	0
LRS Loan	0	(6,094)	0	(6,094)	0	0	0
TOTAL Loans	0	(8,994)	0	(8,994)	0	0	0
GRAND TOTAL	88,403	(36,532)	88,372	(36,501)	57,727	(31)	31

WOLLONGONG CITY COUNCIL			
		Actual 2016/17 \$'000	Actual 2015/16 \$'000
BALANCE SHEET			
		as at 28/04/17	as at 30/06/16
CURRENT ASSETS			
Cash Assets		14,632	17,746
Investment Securities		136,661	126,193
Receivables		25,472	21,280
Inventories		6,043	6,028
Other		4,186	3,207
Assets classified as held for sale		0	0
Total Current Assets		186,994	174,453
NON-CURRENT ASSETS			
Non Current Cash Assets		10,085	10,085
Property, Plant and Equipment		2,270,847	2,265,362
Investment Properties		4,775	4,775
Westpool Equity Contribution		1,310	1,310
Intangible Assets		542	1,042
Total Non-Current Assets		2,287,558	2,282,574
TOTAL ASSETS		2,474,552	2,457,027
CURRENT LIABILITIES			
Current Payables		22,344	33,258
Current Provisions payable < 12 months		15,688	16,998
Current Provisions payable > 12 months		37,858	37,858
Current Interest Bearing Liabilities		7,160	6,690
Total Current Liabilities		83,049	94,804
NON-CURRENT LIABILITIES			
Non Current Interest Bearing Liabilities		33,547	33,940
Non Current Provisions		45,609	44,031
Total Non-Current Liabilities		79,156	77,970
TOTAL LIABILITIES		162,205	172,774
NET ASSETS		2,312,347	2,284,253
EQUITY			
Accumulated Surplus		1,194,190	1,167,459
Asset Revaluation Reserve		976,107	986,148
Restricted Assets		142,050	130,647
TOTAL EQUITY		2,312,347	2,284,253

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 28 April 2017		
	YTD Actual 2016/17 \$ '000	Actual 2015/16 \$ '000
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts:		
Rates & Annual Charges	147,221	174,893
User Charges & Fees	31,800	33,314
Interest & Interest Received	5,059	5,633
Grants & Contributions	36,200	55,323
Other	7,377	22,139
Payments:		
Employee Benefits & On-costs	(94,159)	(100,072)
Materials & Contracts	(34,546)	(56,091)
Borrowing Costs	(1,132)	(1,547)
Other	(26,695)	(37,388)
Net Cash provided (or used in) Operating Activities	71,125	96,204
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts:		
Sale of Infrastructure, Property, Plant & Equipment	1,840	919
Deferred Debtors Receipts	-	-
Payments:		
Purchase of Investments	-	-
Purchase of Investment Property	-	-
Purchase of Infrastructure, Property, Plant & Equipment	(64,848)	(81,467)
Purchase of Interests in Joint Ventures & Associates	-	-
Net Cash provided (or used in) Investing Activities	(63,008)	(80,548)
CASH FLOWS FROM FINANCING ACTIVITIES		
Receipts:		
Proceeds from Borrowings & Advances	5,500	-
Payments:		
Repayment of Borrowings & Advances	(6,263)	(6,369)
Repayment of Finance Lease Liabilities	-	-
Net Cash Flow provided (used in) Financing Activities	(763)	(6,369)
Net Increase/(Decrease) in Cash & Cash Equivalents	7,354	(15,832)
plus: Cash & Cash Equivalents and Investments - beginning of year	154,024	169,856
Cash & Cash Equivalents and Investments - year to date	161,378	154,024

WOLLONGONG CITY COUNCIL		
CASH FLOW STATEMENT		
as at 28 April 2017		
	YTD Actual 2016/17 \$ '000	Actual 2015/16 \$ '000
Total Cash & Cash Equivalents and Investments - year to date	161,378	154,024
Attributable to:		
External Restrictions (refer below)	81,240	75,276
Internal Restrictions (refer below)	60,811	55,377
Unrestricted	19,327	23,371
	161,378	154,024
External Restrictions		
Developer Contributions	18,318	15,370
RMS Contributions	587	222
Specific Purpose Unexpended Grants	4,350	4,655
Special Rates Levy Wollongong Mall	218	132
Special Rates Levy Wollongong City Centre	30	6
Local Infrastructure Renewal Scheme	21,017	18,157
Unexpended Loans	7,390	7,207
Domestic Waste Management	10,804	9,955
Private Subsidies	4,487	3,938
West Dapto Home Deposit Assistance Program	10,039	9,790
Stormwater Management Service Charge	1,784	1,388
West Dapto Home Deposits Issued	85	85
Carbon Price	2,131	4,371
Total External Restrictions	81,240	75,276
Internal Restrictions		
Property Development	4,001	4,121
Property Investment Fund	8,258	8,135
Strategic Projects	30,586	23,883
Future Projects	5,257	5,564
Sports Priority Program	371	497
Car Parking Strategy	1,005	909
MacCabe Park Development	965	841
Darcy Wentworth Park	197	170
Garbage Disposal Facility	8,284	10,008
Telecommunications Revenue	185	155
West Dapto Development Additional Rates	1,042	527
Southern Phone Natural Areas	481	476
Lake Illawarra Estuary Management Fund	179	91
Total Internal Restrictions	60,811	55,377

ITEM 19 STATEMENT OF INVESTMENTS - APRIL 2017

This report provides an overview of Council's investment portfolio performance for the month of April 2017.

Council's average weighted return for April 2017 was 2.97% which was above the benchmark return of 1.94%. The result was primarily due to solid returns received on the term deposits and the positive marked to market valuation of the NSW TCorp Growth Facility and CBA Zero Coupon Bond in Council's portfolio. The remainder of Council's portfolio continues to provide a high level of consistency in income and a high degree credit quality and liquidity.

RECOMMENDATION

Council receive the Statements of Investments for April 2017.

REPORT AUTHORISATIONS

Report of: Brian Jenkins, Manager Finance

Authorised by: Kerry Hunt, Director Corporate and Community Services - Creative, Engaged and Innovative City (Acting)

ATTACHMENTS

- 1 Statement of Investment April 2017
- 2 Investment Income compared to Budget 2016-17

BACKGROUND

Council is required to invest its surplus funds in accordance with the Ministerial Investment Order and Division of Local Government guidelines. The Order reflects a conservative approach and restricts the investment types available to Council. In compliance with the Order and Division of Local Government guidelines, Council adopted an Investment Policy on 19 October 2015. The Investment Policy provides a framework for the credit quality, institutional diversification and maturity constraints that Council's portfolio can be exposed to. Council's investment portfolio was controlled by Council's Finance Division during the period to ensure compliance with the Investment Policy. Council's Governance Committee's role of overseer provides for the review of the Council's Investment Policy and Management Investment Strategy.

Council's Responsible Accounting Officer is required to sign the complying Statements of Investments contained within the report, certifying that all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

Council's investment holdings as at 28 April 2017 were \$162,024,388 (Statement of Investments attached) [29 April 2016 \$156,466,455].

Council's average weighted return for April 2017 was 2.97% which was above the benchmark return of 1.94%. The result was primarily due to solid returns received on the term deposits and the positive marked to market valuation of the NSW TCorp Growth Facility and CBA Zero Coupon Bond in Council's portfolio. The remainder of Council's portfolio continues to provide a high level of consistency in income and a high degree credit quality and liquidity.

At 28 April 2017, year to date interest and investment revenue of \$4,333,879 was recognised compared to the year to date budget of \$4,378,340 (as revised in the March Quarterly Review).

Council's CBA Zero Coupon Bond experienced an increase in valuation for April 2017 of \$13,600. The valuation methodology used by Laminar (Council's investment consultants) discounts the bond using a margin for a straight four year CBA obligation but also considers the illiquidity premium, this being a restructured deal and there being limited bids on the security. As this bond gradually nears maturity, movements in interest rates and liquidity will have less of an impact on the securities valuation. While

there will be short term fluctuations along the way, the investments valuation will gradually increase to its \$4M maturity value.

During April 2017, Council purchased a three year \$2M Members Equity floating rate note. Council's seventeen floating rate notes had a net decrease in value of \$17,325 for April 2017.

Council holds two Mortgaged Backed Securities (MBS) that recorded a net increase in value of \$5,009 for April 2017. These investments continue to pay higher than normal variable rates. While the maturity dates are outside Council's control, the investment advisors had previously indicated that capital is not at risk at that stage and recommended a hold strategy due to the illiquid nature of the investment.

The NSW TCorp Long-Term Growth Facility recorded an increase in value of \$39,353 in April 2017. The fluctuation is a reflection of the current share market volatility both domestically and internationally.

During the May 2017 RBA meeting, the official cash rate remained unchanged at 1.50%. The RBA has advised that it would continue to assess the outlook and adjust policy as needed to foster sustainable growth in demand and inflation outcomes consistent with the inflation target over time. The current inflation rate is quite low and below target.

This report complies with Council's Investment Policy which was endorsed by Council on 19 October 2015. Council's Responsible Accounting Officer has signed the complying Statements of Investments contained within the report, certifying that all investments were made in accordance with the Local Government Act 1993 and the Local Government Regulation 2005.

PLANNING AND POLICY IMPACT

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

Community Strategic Plan	Delivery Program 2012-17	Annual Plan 2016-17
Strategy	5 Year Action	Annual Deliverables
4.4.5 Finances are managed effectively to ensure long term financial sustainability	4.4.5.1 Effective and transparent financial management systems are in place	Provide accurate and timely financial reports monthly, quarterly and via the annual financial statement
		Continuous Budget Management is in place, controlled and reported
		Manage and further develop compliance program
		Monitor and review achievement of Financial Strategy

CONCLUSION

The investments for April 2017 have performed favourably compared to the year to date budget and the portfolio recorded an average weighted return above the annualised Bloomberg Bank Bill Index Benchmark.

Item 1 - Attachment 1 - Statement of Investment April 2017

WOLLONGONG CITY COUNCIL STATEMENT OF INVESTMENTS 28 April 2017							
On Call & Term Deposits							
DIRECT INVESTMENTS							
Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Security	Purchase Date	Maturity Date	Interest / Coupon Rate
NAB Professional Maximiser	A-1+	-	12,876,280	11am	28/04/2017	28/04/2017	1.90%
NAB General Fund	A-1+	-	2,184,966	General A/c	28/04/2017	28/04/2017	
ME	A2	2,500,000	2,500,000	T/Deposit	18/02/2016	15/05/2017	3.13%
ME	A2	2,000,000	2,000,000	T/Deposit	16/01/2017	16/05/2017	2.80%
ME	A2	1,000,000	1,000,000	T/Deposit	21/11/2016	19/05/2017	2.80%
STG	A1+	1,500,000	1,500,000	T/Deposit	27/11/2015	25/05/2017	2.81%
SUN	A1	1,500,000	1,500,000	T/Deposit	27/11/2015	26/05/2017	2.81%
NAB	A1+	1,000,000	1,000,000	T/Deposit	30/11/2016	31/05/2017	2.75%
ME	A2	1,000,000	1,000,000	T/Deposit	10/03/2017	10/06/2017	2.55%
ME	A2	1,000,000	1,000,000	T/Deposit	23/12/2015	15/06/2017	3.15%
SUN	A1	1,500,000	1,500,000	T/Deposit	24/05/2016	23/06/2017	2.85%
STG	A1+	2,000,000	2,000,000	T/Deposit	27/05/2016	26/06/2017	2.70%
SUN	A1	2,000,000	2,000,000	T/Deposit	29/09/2016	26/06/2017	2.60%
SUN	A1	2,000,000	2,000,000	T/Deposit	29/09/2016	26/06/2017	2.60%
ME	A2	2,500,000	2,500,000	T/Deposit	22/08/2016	24/07/2017	2.70%
BEN	A2	1,000,000	1,000,000	T/Deposit	29/09/2016	26/07/2017	2.80%
BEN	A2	2,000,000	2,000,000	T/Deposit	29/09/2016	26/07/2017	2.90%
BEN	A2	2,000,000	2,000,000	T/Deposit	31/07/2015	31/07/2017	3.00%
ANZ	A1+	2,500,000	2,500,000	T/Deposit	06/08/2016	07/08/2017	2.64%
BWest	A1+	2,000,000	2,000,000	T/Deposit	10/03/2017	08/08/2017	2.60%
BOQ	A2	3,000,000	3,000,000	T/Deposit	28/08/2015	28/08/2017	2.80%
CBA	A1+	2,000,000	2,000,000	T/Deposit	09/08/2016	08/09/2017	2.61%
IMB	A2	2,000,000	2,000,000	T/Deposit	10/03/2017	08/09/2017	2.55%
BEN	A2	1,000,000	1,000,000	T/Deposit	11/09/2015	11/09/2017	2.95%
ME	A2	2,000,000	2,000,000	T/Deposit	29/09/2016	29/09/2017	2.65%
CBA	A1+	2,000,000	2,000,000	T/Deposit	29/09/2016	29/09/2017	2.59%
SUN	A1	2,000,000	2,000,000	T/Deposit	10/03/2017	06/10/2017	2.60%
ME	A2	1,000,000	1,000,000	T/Deposit	14/09/2016	13/10/2017	2.65%
STG	A1+	1,000,000	1,000,000	T/Deposit	19/09/2016	19/10/2017	2.58%
WBC	A1+	2,000,000	2,000,000	T/Deposit	19/10/2016	19/10/2017	2.56%
IMB	A2	3,000,000	3,000,000	T/Deposit	30/09/2016	30/10/2017	2.50%
BOQ	A2	2,000,000	2,000,000	T/Deposit	10/03/2017	10/11/2017	2.65%
SUN	A1	2,000,000	2,000,000	T/Deposit	24/05/2016	24/11/2017	2.85%
CBA	A1+	2,000,000	2,000,000	T/Deposit	27/05/2016	27/11/2017	2.71%
CBA	A1+	1,000,000	1,000,000	T/Deposit	10/03/2017	05/12/2017	2.68%
BOQ	A2	2,000,000	2,000,000	T/Deposit	29/09/2016	28/12/2017	2.60%
BEN	A2	3,000,000	3,000,000	T/Deposit	08/12/2016	08/01/2018	2.70%
ME	A2	1,500,000	1,500,000	T/Deposit	08/12/2016	08/01/2018	2.70%
CBA	A1+	2,000,000	2,000,000	T/Deposit	10/03/2017	05/02/2018	2.72%
IMB	A2	3,000,000	3,000,000	T/Deposit	08/12/2016	08/03/2018	2.63%
ME	A2	1,000,000	1,000,000	T/Deposit	14/09/2016	14/03/2018	2.65%
STG	A1+	1,000,000	1,000,000	T/Deposit	16/02/2017	16/03/2018	2.62%
NAB	A1+	1,500,000	1,500,000	T/Deposit	28/02/2017	28/03/2018	2.63%
IMB	A2	2,000,000	2,000,000	T/Deposit	28/02/2017	29/03/2018	2.61%
CBA	A1+	2,000,000	2,000,000	T/Deposit	10/03/2017	10/04/2018	2.74%
NAB	A1+	2,000,000	2,000,000	T/Deposit	18/11/2016	18/05/2018	2.85%
BOQ	A2	3,000,000	3,000,000	T/Deposit	23/02/2017	23/05/2018	2.80%
NAB	A1+	1,030,000	1,030,000	T/Deposit	19/12/2016	19/06/2018	2.79%
BOQ	A2	2,000,000	2,000,000	T/Deposit	09/09/2016	10/09/2018	2.65%
IMB	A2	2,000,000	2,000,000	T/Deposit	12/09/2016	12/09/2018	2.60%
ME	A2	2,000,000	2,000,000	T/Deposit	14/09/2016	14/09/2018	2.65%
SUN	A1	2,000,000	2,000,000	T/Deposit	29/09/2016	28/09/2018	2.60%
WBC	A1+	3,000,000	3,000,000	T/Deposit	23/02/2017	23/11/2018	2.80%
BOQ	A2	1,500,000	1,500,000	T/Deposit	08/12/2016	07/12/2018	2.95%
SUN	A1+	3,000,000	3,000,000	T/Deposit	08/12/2016	07/12/2018	2.76%
WBC	A1+	3,000,000	3,000,000	T/Deposit	31/01/2017	31/01/2019	2.90%
BEN	A2	1,000,000	1,000,000	T/Deposit	13/03/2017	13/03/2019	2.90%
Total			118,591,246				

WOLLONGONG CITY COUNCIL
STATEMENT OF INVESTMENTS
 28 April 2017 continued

Bond and Floating Rate Note Securities

DIRECT INVESTMENTS							
Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Security	Purchase Date	Maturity Date	Interest / Coupon Rate
Commonwealth Bank Australia zero coupon bond with a \$4M face value	A-1+	2,000,000	3,892,800	BOND	21/01/2008	22/01/2018	
CBA	AA-	1,000,000	1,004,700	FRN	19/10/2015	19/10/2018	2.53%
CUA	BBB+	3,000,000	3,031,440	FRN	01/04/2016	01/04/2019	3.40%
Westpac	AA-	3,000,000	3,041,430	FRN	11/03/2016	10/05/2019	2.77%
Greater Bank Ltd	BBB+	2,000,000	2,024,160	FRN	07/06/2016	07/06/2019	3.38%
Bendigo Bank	A-	1,000,000	1,003,500	FRN	16/09/2015	17/09/2019	2.72%
Bendigo Bank	A-	2,000,000	2,017,100	FRN	21/11/2016	21/02/2020	2.88%
CUA	BBB+	2,000,000	2,008,520	FRN	20/03/2017	20/03/2020	3.10%
ME Bank	BBB+	2,000,000	2,003,300	FRN	06/04/2017	06/04/2020	3.04%
NAB	AA-	3,000,000	3,019,440	FRN	24/06/2015	03/06/2020	2.58%
Bendigo Bank	A-	2,000,000	2,015,780	FRN	18/08/2015	18/08/2020	2.88%
SUN Corp	AA-	1,500,000	1,517,310	FRN	20/10/2015	20/10/2020	3.00%
NAB	AA-	1,000,000	1,016,020	FRN	05/11/2015	05/11/2020	2.85%
SUN	AA-	2,000,000	2,031,740	FRN	12/04/2016	12/04/2021	3.14%
AMP	A+	2,000,000	2,036,840	FRN	24/05/2016	24/05/2021	3.13%
Westpac	AA-	3,000,000	3,050,850	FRN	03/06/2016	03/06/2021	2.96%
ANZ	AA-	2,000,000	2,033,120	FRN	16/08/2016	16/08/2021	2.91%
AMP	A+	3,000,000	3,004,410	FRN	30/03/2017	30/03/2022	2.84%
EMERALD A Mortgage Backed Security *	AAA	659,958	491,029	M/Bac	17/07/2006	21/08/2022	2.23%
EMERALD B Mortgage Backed Security *	AA	2,000,000	1,259,140	M/Bac	17/07/2006	21/08/2056	2.53%
Total			41,502,629				

Managed Funds & Other

MANAGED FUNDS							
Investment Body	Rating	Purchase Price \$	Fair Value of Holding \$	Purchase Date	Monthly Return (Actual)	Annualised % p.a.	FYTD (Actual)
Icorp Long Term Growth Facility Trust	N/A	1,131,841	1,930,510	13/06/2007	1.43%	14.91%	11.61%

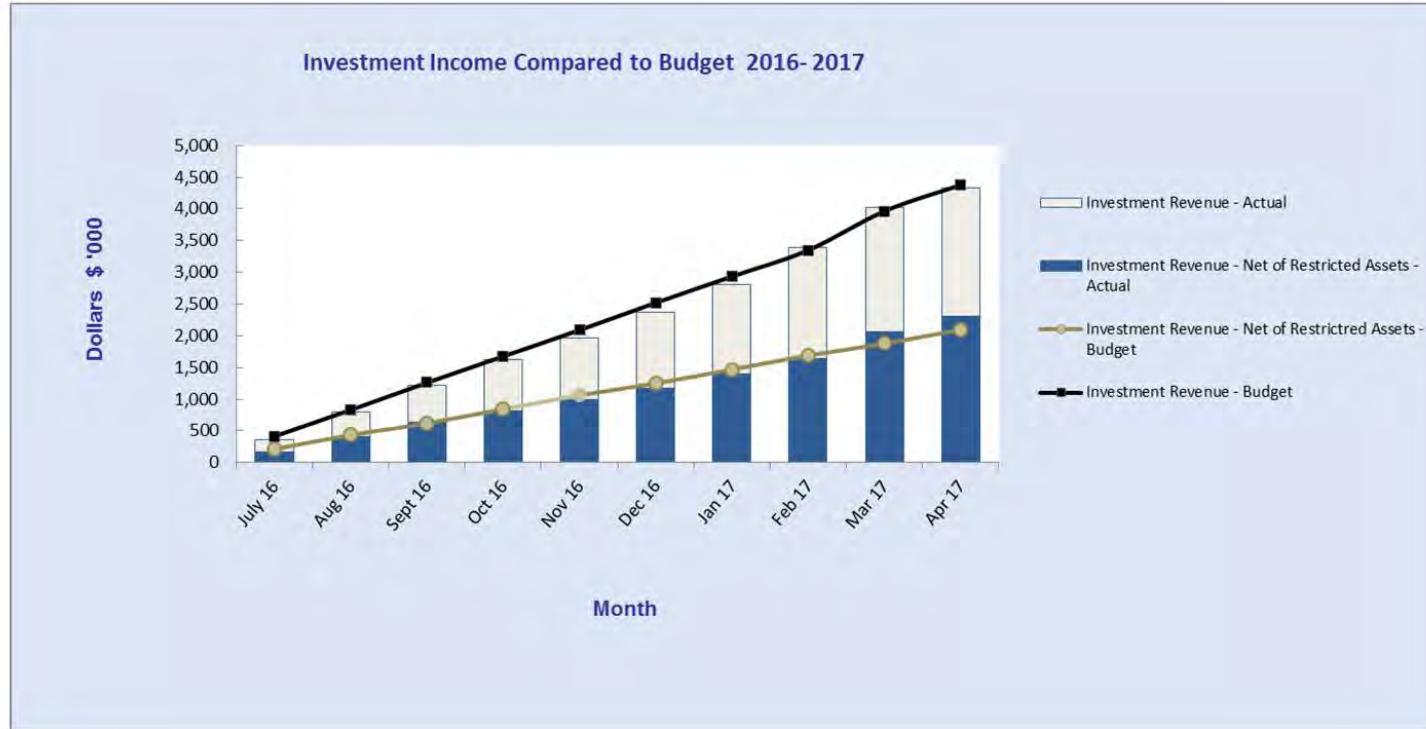
Investment Body	Face Value	Security
Southern Phone Company	2	shares
TOTAL INVESTMENTS		\$ 162,024,388

* The maturity date provided is the weighted-average life of the security. This is the average amount of time that will elapse from the date of security's issuance until each dollar is repaid based on an actuarial assessment. Assessments are carried out on a regular basis which can potentially extend the life of the investment. Current assessments anticipate an extension of life of the investment.

This is to certify that all of the above investments have been placed in accordance with the Act, the regulations and Council's Investment Policies.

Brian Jenkins

RESPONSIBLE ACCOUNTING OFFICER



ITEM 20

QUARTERLY REPORT ON DEVELOPMENT APPLICATIONS INVOLVING VARIATIONS TO DEVELOPMENT STANDARDS - 1 JANUARY TO 31 MARCH 2017

This report outlines that one (1) Development Application has been determined during the quarterly period 1 January to 31 March 2017, where variations to development standards was granted.

RECOMMENDATION

Council note the report.

REPORT AUTHORISATIONS

Report of: Mark Riordan, Manager Development Assessment and Certification

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

ATTACHMENTS

- 1 Development Applications approved with variations to development standards for the quarterly period 1 January 2017 to 31 March 2017

BACKGROUND

Development Applications involving variations to development standards may be made under clause 4.6 of Wollongong Local Environmental Plan 2009 (WLEP 2009). Relevant criteria is prescribed under clause 4.6 of WLEP 2009 for the assessment of variations to development standards.

Any variations approved require reporting on a quarterly basis to Department of Planning and Environment (DP&E), in accordance with procedural guidelines. Council and DP&E may in turn consider the extent and nature of variations granted when reviewing relevant planning controls or instruments.

Wollongong City Council provides further transparency and oversight of applications seeking development standard departures via:

- Independent Hearing and Assessment Panel (IHAP) peer review;
- Declaration of any variation during public exhibition; and
- Maintaining an ongoing public record of all variations approved.

QUARTERLY RESULT

During the last quarter (1 January 2017 to 31 March 2017) one (1) Development Application was approved which included variations to development standards. The variation related to the overall height of part of the building and was linked to local topography and site layout. The proposal was considered by both the Design Review Panel and IHAP.

Attachment 1 provides for the information relating to the matter and forms the basis of the quarterly return for Department of Planning and Environment, which is now submitted.

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 under the objective 1.6: *The sustainability of our urban environment is improved under the Community Goal We value and protect our environment Community Goal.*

It specifically addresses the Annual Plan 2016-17 Key Deliverables: *Development is functional, attractive and sympathetic with the environment and avoids unnecessary use of energy, water or other resources* which forms part of the Five Year Action: *Provide high quality development assessment and certification based on QBL principles* contained with the Revised Delivery Program 2012-2017.

Development Applications approved with variations to development standards for the quarterly period between 1 January 2017 and 31 March 2017 (Reporting applications with a decision of 'Approved'/'Deferred Commencement')

Application	DA-2016/635		
Lots	9 Sec 2 DP 10566 8 Sec 2 DP 10566 7 Sec 2 DP 10566	Zone	R1 General Residential
Address	36-40 Rowland Avenue, WOLLONGONG NSW 2500		
Description	Residential - Demolition of existing structures and construction of residential flat building		
Decision	Deferred Commencement	Decision Date	3 February 2017
Variations	Planning Instrument	WLEP 2009	Clause c4.3(2) Height of buildings
	Justification of variation	<p>The application proposes a maximum height of the building at 17.9 metres and a non-compliance of 1.9 metres (11.8%). This non-compliance relates to the top of the parapet at RL38.30 in the north-west corner of the development. The proposal satisfies the objectives of the R1 General Residential zone and the objectives of Clause 4.3. The proposed form and scale responds to the broader context of the site and the density and residential form that is emerging as the locality transition from a lower density precinct to a medium to higher density precinct. Non-compliance with the standard would not contribute to any adverse visual or amenity impacts nor result in any significant adverse overshadowing impacts upon surrounding development.</p> <p>IHAP considered the application on 16 December 2016 and supported the recommendation of deferred commencement consent subject to some amendments of the proposal not related to the variation request.</p>	
	Extent of variation	<p>The Height of Building Map provides for a maximum building height of 16m for the site. The applicant proposes a maximum height of the building 17.9m or a non-compliance of 1.9m (11.8%).</p>	
	Concurring Authority	Council under assumed concurrence	

ITEM 21

CITY OF WOLLONGONG TRAFFIC COMMITTEE - MINUTES OF MEETING HELD
26 APRIL 2017

A meeting of the City of Wollongong Traffic Committee was held on 26 April 2017.

Items 1 – 4 and 6 – 8 have been adopted by Council through delegated authority.

Item 5 of the meeting must be determined by Council and is recommended to Council for approval for the temporary regulation of traffic on public roads for works or events by independent parties.

RECOMMENDATION

In accordance with the powers delegated to Council, the Minutes and recommendations of the City of Wollongong Traffic Committee Meeting held on 26 April 2017 in relation to the Regulation of Traffic be adopted.

REPORT AUTHORISATIONS

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

ATTACHMENTS

- 1 Standard Conditions for Road Closures
- 2 NSW Junior Road 2 Day Tour

BACKGROUND

5 HUNTLEY AND WOLLONGONG – WARDS 3 AND 2

Illawarra Cycle Club – 2017 NSW Junior Road 2 Day Tour - Marshall Mount Road, Avondale: Saturday 24 June and Endeavour Drive, Wollongong Sunday 25 June 2017

Background:

The Illawarra Cycle Club has been offered the opportunity to host the Illawarra round of the NSW State Junior Road Cycling Events. This event is used for the selection of State Riders to represent at National Level.

The NSW Junior Road 2 Day Tour commences on Saturday 24 June with time trials on Marshall Mount Road. This would require a partial road closure for the day with traffic controllers permitting entry for residents from 8am through to 4pm on the day.

The second day of the NSW Junior Road 2 Day Tour is to be held on Sunday 25 June with the proposed location being Endeavour Drive around Flagstaff Hill. The proposed time frame for this Criterium event would be from 8am to midday.

Consultation:

Consultation with affected residents and business operators regarding this Agenda item is a condition of approval for road closures.

PROPOSAL SUPPORTED UNANIMOUSLY

The road closures be approved subject to:

- i The submitted traffic management plans (Attachment 3) being amended to include a Traffic Controller on the harbour access road to manage two way traffic in and out of Wollongong Harbour.
- ii Council's Standard Conditions for Road Closures (Attachment 1).

PLANNING AND POLICY IMPACT

This report contributes to the delivery of Wollongong 2022 goal under the objective Community Goal 6 – *We have sustainable, affordable and accessible transport.*

It specifically delivers on core business activities as detailed in the Transport Services Plan 2016-17.

Attachment 1 – Standard Conditions for Road Closures

Standard Conditions for Road Closures

For Special Events and Work Related activities Within Council Road Reserves.

Following approval by Wollongong City Council, road closures are subject to the additional Council conditions:

1. **The Applicant must complete the Council form** 'Application to Open and Occupy or Underbore a Roadway or Footpath' (Refer to Checklist below – relates to Section 138 of the Roads Act.)
2. **NSW Police Approval:** The Applicant must obtain written approval from NSW Police, where required under the Roads Act.
3. **If the Road Closure is within 100m of any traffic control signals or on a 'State Classified Road'** the Applicant must obtain a Road Occupancy Licence (ROL) from NSW Roads & Maritime Services (RMS).
4. **The Applicant must advise all affected residents and business owners** within the closure area of the date/s and times for the closure, at least 7 days prior to the intended date of works.
5. **The Applicant must advise Emergency Services:** Ambulance, Fire Brigade and Police, Taxi and Bus Companies of the closure dates and times in writing, 7 days prior to the intended date of works. The Applicant must endeavour to minimise the impact on bus services during the closure.
6. **Traffic Management Plan:** The closure must be set up in accordance with the approved **Traffic Management Plan (TMP)** prepared by an appropriately qualified traffic controller; a copy of whose qualifications must be included with the submitted TMP.
7. **Traffic Management Plan Setup:** The Traffic Management Plan must be set up by appropriately qualified traffic control persons or the NSW Police.
8. **Access to properties affected by the road closure must be maintained where possible.** Where direct access cannot be achieved, an alternative arrangement must be agreed to by both the applicant and the affected person/s.
9. **Public Notice Advertisement:** The Applicant must advertise the road closure in the Public Notices section of the local paper, detailing closure date/s and times at least 7 days prior to the closure.
10. **Public Liability Policy:** The Applicant must provide Council with a copy of their current insurance policy to a value of no less than \$20 million dollars to cover Wollongong City Council from any claims arising from the closure.

Checklist:

- Completed Council Form:**

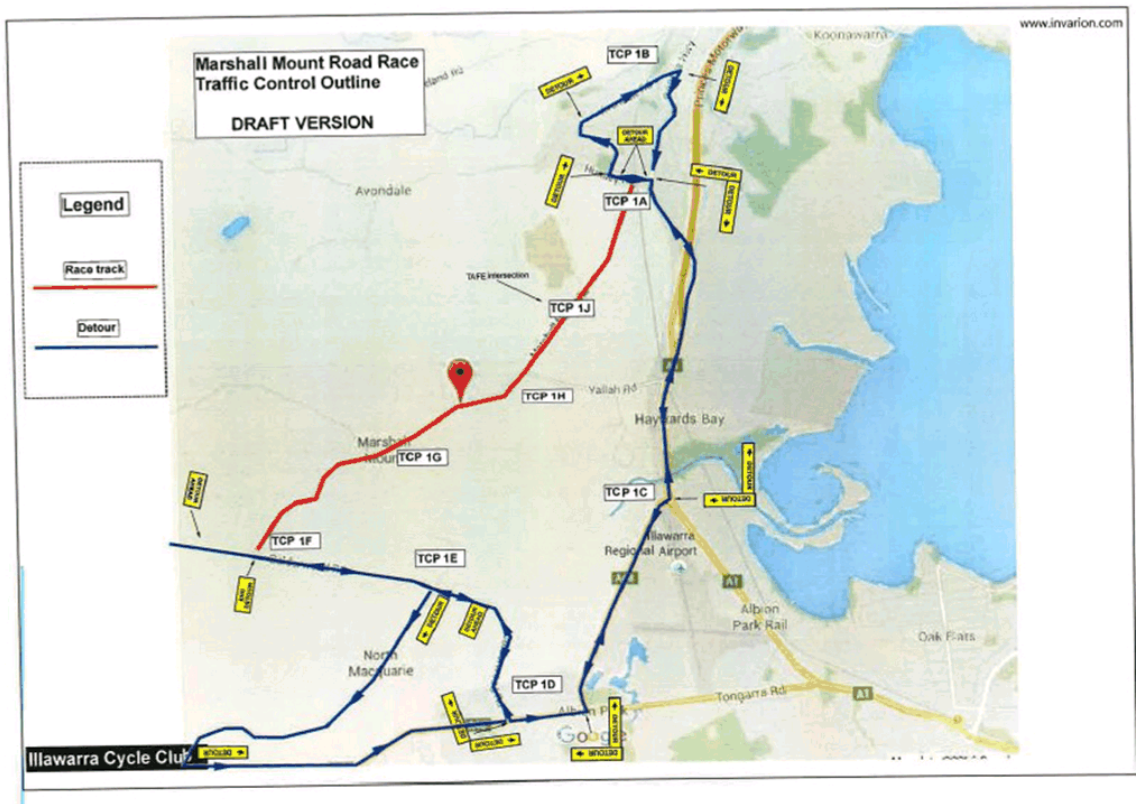
'Application to Open and Occupy or Underbore a Roadway or Footpath'.

Required information as shown below MUST be attached:

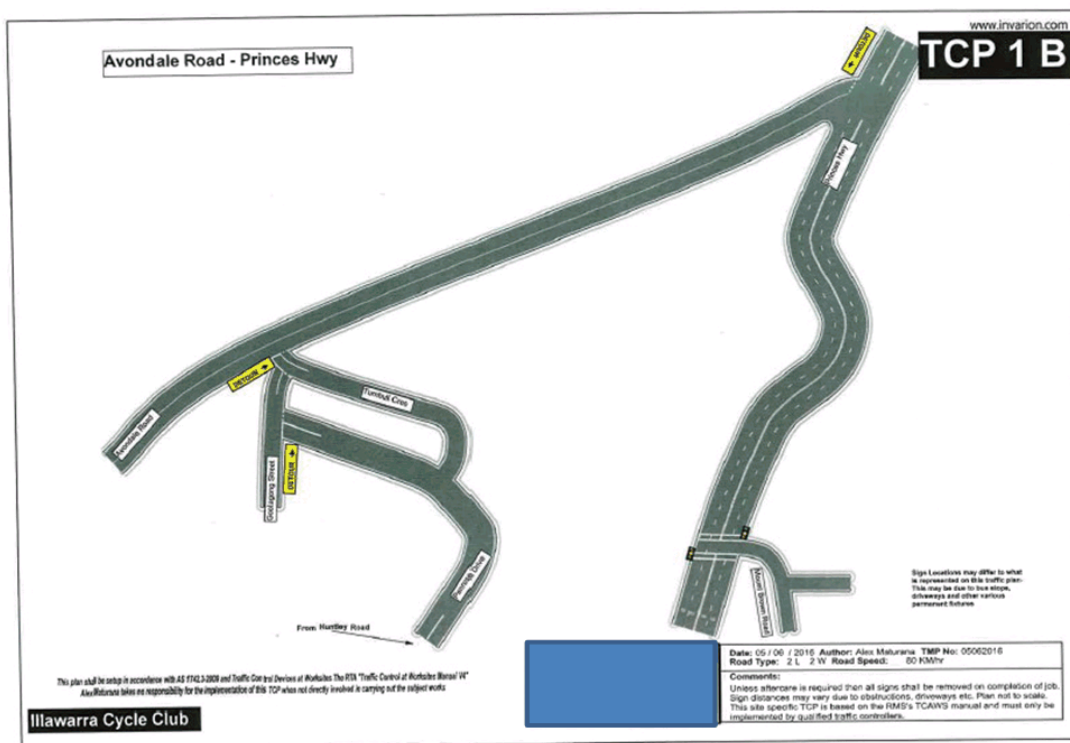
- A copy of the letter from the Traffic Committee authorising the closure
- The Traffic Management Plan (TMP)
- The Road Occupancy Licence (ROL) *if required*
- Written approval from NSW Police
- Public Liability Insurance

Applications may be lodged in the Customer Service Centre located on the Ground Floor of Council's Administration Building, 41 Burelli Street Wollongong between 8.30am and 5pm Monday to Friday.

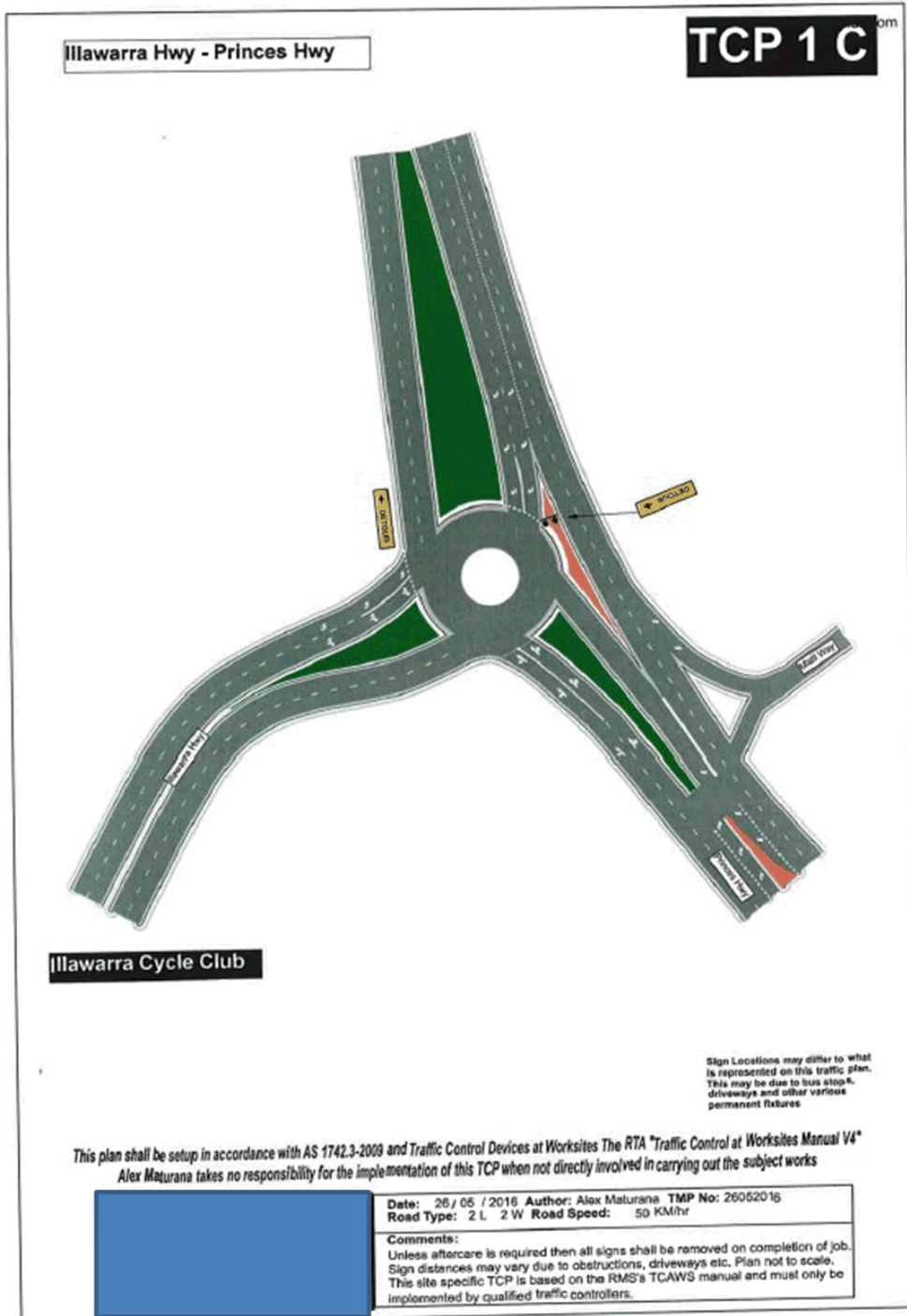
Attachment 3 – NSW Junior Road 2 Day Tour



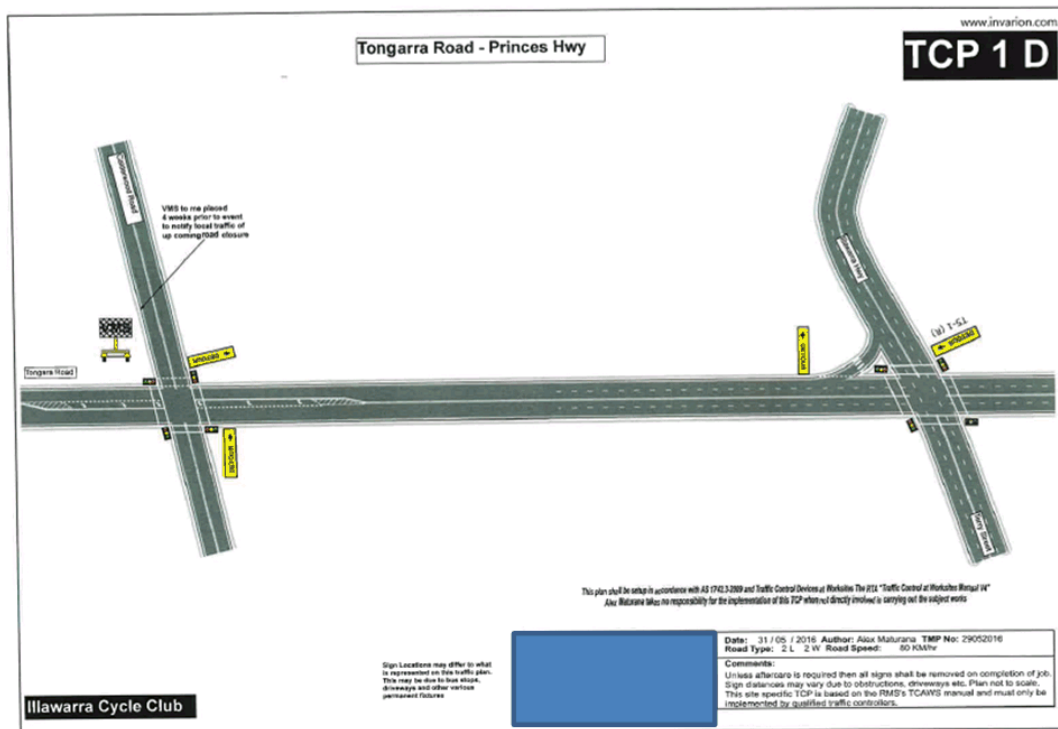
Attachment 3 – NSW Junior Road 2 Day Tour



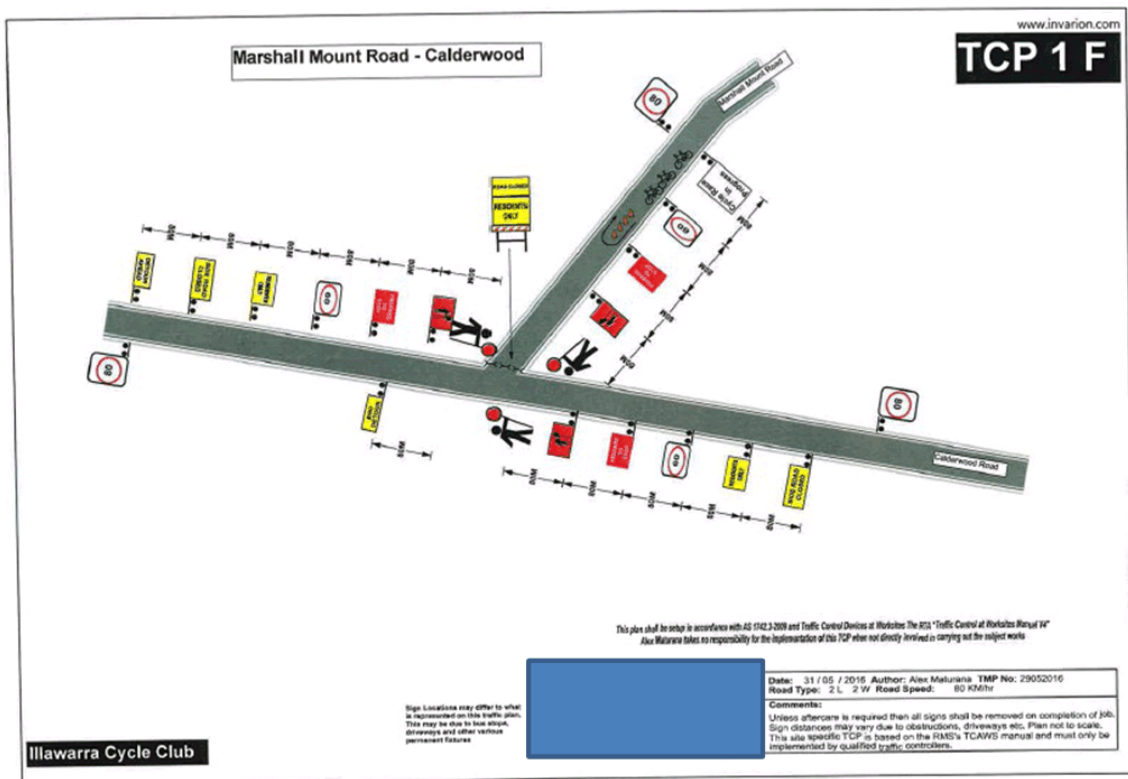
Attachment 3 – NSW Junior Road 2 Day Tour



Attachment 3 – NSW Junior Road 2 Day Tour



Attachment 3 – NSW Junior Road 2 Day Tour



Attachment 3 – NSW Junior Road 2 Day Tour

